



DIVISION OF EMERGENCY MANAGEMENT

TEXAS DEPARTMENT OF PUBLIC SAFETY

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Governor

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THOMAS A. DAVIS, JR.
Director

TOM MILLWEE
Coordinator

Dear Emergency Management Director/Coordinator:

I take great pleasure in sending you the new Texas Disaster Recovery Manual. This manual which supersedes any previous version, provides current information and procedures about community recovery following a disaster such as flood, tornado, hurricane, etc. Please review the document, study it, keep it available for use should a disaster strike your community

We will provide you with updates and changes annually to keep this manual current. Please make these changes as they arrive to ensure the document is accurate and up-to-date when it is needed.

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

Your interest and efforts in Emergency Management are greatly appreciated. Please do not hesitate to contact the Disaster Recovery Staff at (512) 424-2435 if you have any questions about this material or any other recovery issue.

Sincerely,

Tom Millwee
State Coordinator

STM:Lp

PREFACE

This manual provides public officials in the State of Texas with information about the process, procedures, and programs necessary for a smooth, effective recovery following a disaster. While the subject of disaster recovery on the surface may seem clean and simple, it is extremely complex. It seems to become more complicated as you get closer and more involved. Many public officials learn this too late. This can cause individuals, businesses or governmental agencies to lose assistance they may be entitled to.

Normally when people talk about disaster activities they talk about preparedness and response. While there is a lot that goes on in the preparedness and response phases there is much more to the Emergency Management cycle than simply these two activities. Two equally important phases are recovery and mitigation. This manual primarily focuses upon the recovery phase.

A community leader should be familiar with the desires of the citizens and be active in the local planning and development process. It necessarily follows that local government officials should have an updated recovery plan immediately available should a disaster strike. While a community will eventually recover from a disaster, the quality of the recovery will be directly proportional to the planning accomplished ahead of time. In other words, no planning means an unorganized, expensive, time-consuming, and frustrating recovery experience; advance quality planning means an organized, well-orchestrated recovery in which you can obtain maximum assistance.

Although this manual is intended for city and county government officials, we encourage private individuals, businesses, and other organizations that may be impacted by a disaster to refer to it for disaster recovery information as well. It can also serve as a handout and study guide for students, conferees, emergency management coordinators, and floodplain administrators.

You should read and study the manual. If you have not made recovery plans, start today. If you have a plan, review it and consider revising it to reflect any new information you may obtain.

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DAMAGE ASSESSMENT

The damage assessment process is the mechanism used to determine the impact and magnitude of a disaster, the resulting unmet needs of individuals, businesses and the public sector as well as the appropriate type and amount of assistance that is needed. The responsibility for this initial assessment rests with the Mayor or County Judge of the appropriate community. The Emergency Management Coordinator, appointed by the Mayor or County Judge, should take the lead in putting the data together and coordinating the inputs for all departments. To assist you in this process, you may want to contact the State's Division of Emergency Management (DEM) Regional Liaison Officer (RLO) in your area (see pages 18-19).

The importance of the initial local assessment cannot be over emphasized. 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 should be in place beforehand. This should begin with a team of personnel trained in damage assessment.

This team should include:

- City/County engineers, council members, commissioners, department heads such as public works, utilities, etc, for evaluating debris clearance, public health and protective measure issues and road and street system damage.
- Building inspectors, tax assessors, lending institutions, or insurance companies for evaluating damages to buildings, mobile/modular homes and businesses.
- Red Cross representatives to address those needing immediate assistance.
- Hospital administrators or county health officials for providing information on fatalities, injuries, community health, etc.
- School district superintendents or school principals to provide school damage information.
- County Agents for farm and ranch damage information.
- Those in charge of levees, drainage systems, electric cooperatives and other nonprofit and government service facilities (i.e. state agencies, river authorities, etc.)

The following pages contain suggested assessment/survey forms to use to collect damage information. To give you some understanding of what damage assessment form(s) to use and when to use them, it is important to understand the different types of damage assessments and their general characteristics.

TYPES OF DAMAGE ASSESSMENT

Immediately following an event, local government first responders are normally the ones to provide an initial “snapshot” of the situation. As emergency calls come in and the response phase begins, the general location and the severity of damage becomes known. This initial assessment is commonly referred to as a rapid assessment. The focus of the rapid assessment is normally limited to evaluating the following humanitarian and emergency needs/activities;

Life safety (i.e. search and rescue, injuries and fatalities, mass care, hazardous material)

Life lines (i.e. utilities and transportation systems)

Essential facilities (i.e. medical, emergency, communication facilities/services)

Soon after these needs have been addressed, or at least identified and access into the area is possible (i.e. the debris has been cleared, the water has receded), a more detailed assessment is made to actually determine the extent of damage to residential property, businesses and public property. This assessment is commonly referred to as a windshield assessment. Team members should give priority to assessing residential property damage. For this purpose, the Residential Windshield Assessment Form (Page 7) is provided. This form categorizes damage by the type of residential property, the relative income of the residents, the severity of damage, and the estimated insurance coverage. This form is designed as a tally or “tick” sheet. Recording damage is done by simply making a mark in the appropriate box which best categorizes the damage.

To aid you in making consistent determinations as to the extent of damage, the back of the form has a general description of each damage category. At a minimum, a separate Windshield Assessment Form should be completed for each governmental entity. For example, one form should be completed for the unincorporated area of a county and one should be completed for each city that sustained damage. Given a large geographic area, several forms may be needed for a single jurisdiction. It is important to remember that since no address is being recorded, windshield assessment team assignments and travel routes should be made so as not to duplicate the damage count. This is normally the second biggest error local government makes when conducting a windshield assessment. The biggest error is incorrectly categorizing damages. A windshield assessment can normally begin within hours of the event but may take several days to complete depending upon the extent of damage, accessibility and, the number of assessment teams available.

A key element that distinguishes a rapid assessment from a windshield assessment is consideration of insurance coverage. Estimating the amount of insurance coverage during a windshield assessment can be done by determining the income level of the residential area, the type of residential property, and by talking to disaster victims as part of the assessment. Note that by simply asking disaster victims about insurance coverage, you are not inquiring as to the extent of coverage but rather if they have the appropriate type of insurance. Given a flood disaster, the local government’s floodplain administrator should be able to assist in determining whether the impacted area is located in the Special Flood Hazard Area (SFHA). They also should provide the number of the National Flood Insurance Program (NFIP) insurance policies in effect. The following are general guidelines to estimating insurance coverage.

- Renters are less likely to have insurance.
- Low income residents are less likely to have insurance.
- Homeowners who are still paying off their mortgage will normally have the appropriate type of insurance.
- Residents who are flooded and reside in an area that does not participate in the NFIP or in an area that has been sanctioned for NFIP code enforcement violations will not have flood insurance.
- Residents who are flooded but whose property is not located in the Special Flood Hazard Area (SFHA) will probably not have flood insurance.

Finally, in order to gather the most specific damage assessment information, local government may be required to conduct a detailed site assessment of the damaged area. This type of assessment helps to determine if an area may qualify for Small Business Administration (SBA) and/or public property assistance. For this type of assessment, the forms titled, Site Assessment-Housing Losses (Page 10), Site Assessment-Business Losses (Page 12), and the Public Property site assessment worksheet (Page 14), can be used. These forms are either self-explanatory or have instructions on the back. Please note, the information is much more specific and requires a visit with each home or business owner affected or a visit to each public property damage site. This assessment may take several days to complete. SBA criteria is simple...25 or more homes and/or businesses with at least a 40% uninsured loss.

PUBLIC PROPERTY DAMAGE

If a local request for public property assistance is submitted, it may be some time after the disaster before a State or a State and Federal assessment team is dispatched to your area. In the interim, emergency work may need to be conducted. The question becomes - "how do you record these expenditures?" The best way is to establish a separate folder for each work activity that must be accomplished immediately after the disaster.

For example, if you have a washout 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 there is damage to several buildings, and repairs have started (i.e. 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 activity, based upon the seven eligible categories of work (debris clearance, protective measures, road systems, water control facilities, buildings & equipment, public utilities and other).

To assist you in tracking these costs, there are several types of suggested formats in the Forms section of this manual (Pages 58 through 79). Whether you use the suggested forms or your own record keeping system, the objective is to track what was done (by category), when it was done and how long (by day), where it was done (by specific job/site location), who was doing it (by name) and what materials (by quantity) and equipment (by hours or mileage) were used.

The general rule for the type of assessment needed is that the more catastrophic an event, from a State or National perspective, the less likely a detailed assessment will be needed to qualify for State and/or Federal assistance. Conversely, the more marginal an event, the greater the need will be for a detailed assessment to be conducted in order to qualify for assistance.

WINDSHIELD ASSESSMENT FORM

County: _____ City: _____ Subdivision: _____ Disaster Description: _____

Income Levels	Destroyed	Major	Minor	Affected	Insurance %	Sub-totals	Totals
HIGH							
MODERATE							
LOW							
HIGH							
MODERATE							
LOW							
HIGH							
MODERATE							
LOW							
TOTALS							

S I N G L E F A M I L Y

M O B I L E H O M E S

M U L T I F A M I L Y

Destroyed: Structure is permanently uninhabitable and can not be repaired. Look for the following

- Structure gone, only foundation remains;
- Major sections of walls missing or collapsed;
- Entire roof gone with noticeable distortion of the walls;
- Structure shifted off of its foundation;
- More than 4 feet of water, over 12" for mobile homes.

Major: Structure is currently uninhabitable and extensive repair is required to make it habitable. Look for the following:

- Portions of the roof, including decking, missing;
- Twisted, bowed or cracked walls;
- Penetration of structure by trees or cars, etc.;
- 2 to 4 feet of water, 6" to 12" for mobile homes.

Minor: Structure is habitable with minor repairs. Look for the following:

- Many** missing shingles, broken windows and doors;
- Siding loose, missing or damaged;
- Minor shifting or settling of foundation;
- Damaged septic systems (flood);
- 6" to 2 feet of water, less than 6" for mobile homes.

Affected: Structure is habitable. Some minor damage may be eligible for assistance. Look for the following:

- A **few** missing shingles;
- Some broken windows;
- Damage to cars;
- Damage to Air Conditioner Compressor only;
- Less than 6" of water.

Estimating Insurance: The following are general guidelines to estimating insurance coverage.

- Renters are less likely to have insurance.
- Low income residents are less likely to have insurance.
- Homeowners who are still paying off their mortgage normally have the appropriate type of insurance.

Residents who are flooded and reside in an area that does not participate in the NFIP or in an area that has been sanctioned for NFIP code enforcement violations will not have flood insurance.

Residents who are flooded but whose property is not located in the Special Flood Hazard Area (SFHA) will probably not have flood insurance

SITE ASSESSMENT - HOUSING LOSSES

(1) COUNTY _____ (4) DAMAGE ASSESSMENT TEAM: _____ (5) INCIDENT PERIOD: _____
 (2) MUNICIPALITY _____ (6) DATE OF SURVEY: _____
 (3) TYPE OF INCIDENT: _____ (7) PAGE _____ OF _____

(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)
REF NO.	NAME ADDRESS PHONE	TYPE OF STRUCTURE SF MF MH	DAMAGE CATEGORY DESTROYED MAJOR MINOR	WATER LEVEL IN STRUCTURE (IN FEET)	ESTIMATED INCOME HIGH MIDDLE LOW	IS STRUCTURE OCCUPIED Y/N	STATUS OWN RENT	RESIDENCE PRIMARY OR SECONDARY	FAIR REPLACEMENT VALUE	INSURANCE Yes or No
									STRUCTURE CONTENTS	
									STRUCTURE CONTENTS	
									STRUCTURE CONTENTS	
									STRUCTURE CONTENTS	
									STRUCTURE CONTENTS	
									STRUCTURE CONTENTS	
									STRUCTURE CONTENTS	
									STRUCTURE CONTENTS	
									STRUCTURE CONTENTS	
									STRUCTURE CONTENTS	
TOTALS		SF _____ MF _____ MH _____	DEST _____ MAJ _____ MIN _____		H _____ M _____ L _____	Y _____ N _____	O _____ R _____	P _____ S _____	STRUCTURE _____ CONTENTS _____	\$ _____

Instructions for Site Assessment - Housing Losses

- (1) County where the damage is located
- (2) City if in the corporate limits
- (3) Note the type of incident
- (4) Identify the team members
- (5) Date(s) of the incident
- (6) Date(s) of the survey
- (7) Page number
- (8) Locally established reference number - 1,2,3...etc
- (9) Name of occupant, street address, phone
- (10) Type of Structure (SF - Single Family, MH - Mobile Home, MF - Multi-Family)
- (11) Damage Category - Destroyed, Major, Minor
- (12) Water Level in Structure (in feet)
- (13) Estimated income (High, Medium, Low)
- (14) Is structure occupied?
- (15) Own/rent
- (16) Primary/Secondary Residence (If secondary structure is occupied; evaluate extent of damage and % of uninsured loss to the tenant's property and evaluate extent of damage and % of uninsured loss to the owner's property)
- (17) Fair Replacement Value (structure and contents)
- (18) Insurance coverage

SITE ASSESSMENT - BUSINESS LOSSES

(1) COUNTY _____

(4) DAMAGE ASSESSMENT TEAM _____

(5) INCIDENT PERIOD: _____

(2) CITY _____

(6) DATE OF SURVEY: _____

(3) INCIDENT: _____

(7) PAGE ____ OF ____

REF NO. (8)	NAME OF BUSINESS NAME OF TENANT/OWNER TYPE OF BUSINESS STREET ADDRESS PHONE NO. (9)	ESTIMATED DAYS OUT OF OPERATION (10)	EMPLOYEES		FAIR REPLACEMENT VALUE (13)	ESTIMATED DOLLAR LOSS (14)	AMOUNT OF ANTICIPATED INSURANCE (15)	% UNINSURED LOSS (16)	IF COL 16 IS:	
			NO. (11)	UI (12)					< 40% MIN (17)	> 40% MAJ (18)
					CONTENTS:\$ _____ STRUCTURE:\$ _____ LAND:\$ _____	\$ _____	\$ _____			
					CONTENTS:\$ _____ STRUCTURE:\$ _____ LAND:\$ _____	\$ _____	\$ _____			
					CONTENTS:\$ _____ STRUCTURE:\$ _____ LAND:\$ _____	\$ _____	\$ _____			
					CONTENTS:\$ _____ STRUCTURE:\$ _____ LAND:\$ _____	\$ _____	\$ _____			
					CONTENTS:\$ _____ STRUCTURE:\$ _____ LAND:\$ _____	\$ _____	\$ _____			
					CONTENTS:\$ _____ STRUCTURE:\$ _____ LAND:\$ _____	\$ _____	\$ _____			
					CONTENTS:\$ _____ STRUCTURE:\$ _____ LAND:\$ _____	\$ _____	\$ _____			
					CONTENTS:\$ _____ STRUCTURE:\$ _____ LAND:\$ _____	\$ _____	\$ _____			
					CONTENTS:\$ _____ STRUCTURE:\$ _____ LAND:\$ _____	\$ _____	\$ _____			

Instructions for Site Assessment - Business Losses

- (1) County where the business is located
- (2) City, if in the corporate limits
- (3) Note the type of incident
- (4) Identify the team members
- (5) Date(s) of the incident
- (6) Date(s) of the survey
- (7) Page number
- (8) Reference number (for local use)
- (9) Name of business, tenant/owner, street address and phone number and type of business; note that if the business is renting building space, the building owner will need to be contacted to determine the extent of structure damage and percent of uninsured loss.
- (10) Estimated days business will be out of operation
- (11) Total number of employees
- (12) Number of employees in which unemployment insurance is carried
- (13) Fair replacement value, for this purpose, is the cost to replace equivalent real/personal property, or the fair market value of the pre-disaster property, whichever is less, for each potential applicant.
- (14) Estimated dollar loss
- (15) The amount of anticipated insurance. Anticipated insurance is normally calculated by subtracting any deductible, depreciation or uncovered loss from the estimated repair cost.
- (16) Percentage of uninsured loss. Uninsured loss for this purpose, is the dollar amount of damage less any insurance received to repair that damage.
 - $\frac{\text{Dollar value of uninsured loss}}{\text{Fair replacement value}} = \text{Percent of uninsured loss}$
- (17) If column 16 is less than 40%, it is considered minor damage
- (18) If column 16 is greater than 40%, it is considered major damage

Texas Society of Architects Disaster Action, Inc.

Texas Society of Architects created TSA Disaster Action, Inc. (DAI) in 1971. DAI is a subsidiary of TSA; TSA is the statewide component of the national professional association, the American Institute of Architects (AIA). TSA created DAI as a not-for-profit mechanism through which the design professions and other allied groups can respond quickly and efficiently to the restoration needs of Texans when their living and working shelters are ravaged by a disaster.

The idea was that this restoration should be more effective and should improve living and working conditions over those which existed prior to the disaster (either the result of that natural disaster or by carelessness or indifference of man through poor planning or maintenance). Other non-disaster related purposes include organizing volunteer efforts in economically depressed areas by giving advice on housing programs involving low-income groups and individuals; acting as free design consultants to those neighborhood groups and planning design services to their individuals; or by establishing, community design centers to provide free design assistance.

DAI was incorporated on July 16, 1971 and received its 501(c)(3) status on May 14, 1974. Since its inception in 1971, the program has been activated several times in response to various governors' requests for assistance during disasters in the past 30 years. Examples of DAI participation in the state include:

- tornadoes and floods in Wichita Falls (1979 and 1981)
- hurricane-related floods in Houston in 1983
- flooding in Montgomery County in 1994
- flooding in the Rio Grande valley in 1998

In 1991, the AIA's national component created a handbook in which other states could model their disaster relief efforts upon called, "Component Handbook for Disaster Assistance Programs." This handbook uses both TSA's and AIA California Council's (AIACC) disaster relief programs as models, citing successful relief efforts in both states.

The AIA local chapter nearest the disaster area heads up the relief efforts offered by DAI. They are already prepared for this by their use of the "Disaster Preparedness Kit for AIA Chapters" booklet prepared by the AIACC. Volunteers in the local region gather for a briefing before being sent out to assess damage in the area. Ideally, the chapter already has a trained group of volunteers that are on call. Our office maintains a list of supplies and information to be taken to the disaster site headquarters, and sees that delivery of these items takes place as quickly as possible.

DAI volunteers provide their services free of charge and with no prospect of soliciting future work. Volunteers carry copies of above-mentioned letters from Texas governors identify their volunteer status, and also serve as an introduction to disaster victims. Volunteers also carry with them triplicate damage assessment forms - leaving two copies with the home or business owner for use in working with repair contractors.

Our volunteer architects have three purposes as they visit a damage site:

- 1) inspect and assess structural and other damage to residential and commercial property;
- 2) advise property owners about the feasibility of rebuilding and/or salvaging of property; and
- 3) advise owners regarding unscrupulous contractors or contracting practices.

Contact for DAI:

Debbie Russell
TSA Disaster Action, Inc. Liaison
Texas Society of Architects
816 Congress, Suite 970
Austin, TX 78701-2443
512.478.7386
Fax 512.478.0528

Bob James, AIA
Chairman of DAI:
James Harwick & Partners
8340 Meadow Rd. #248
Dallas, TX 75231-3766
214.363.5687
Fax 214.363.9563

**GOVERNOR'S DIVISION OF EMERGENCY MANAGEMENT
 TEXAS DEPARTMENT OF PUBLIC SAFETY
 PUBLIC PROPERTY SITE ASSESSMENT WORKSHEET**

DEM-25 (3/96)

PG _____ of _____

KEY FOR DAMAGE CATEGORY (Use appropriate letters in the "category" blocks below)

- | | | |
|------------------------|-----------------------------|----------|
| A. DEBRIS CLEARANCE | D. WATER CONTROL FACILITIES | G. OTHER |
| B. PROTECTIVE MEASURES | E. BUILDINGS AND EQUIPMENT | |
| C. ROAD SYSTEMS | F. PUBLIC UTILITY SYSTEM | |

SITE NO.	CATEGORY	LOCATION (Use map location, address, etc.)		
DESCRIPTION OF DAMAGE				
IMPACT		INSURANCE	% COMPLETE	COST ESTIMATE
SITE NO.	CATEGORY	LOCATION (Use map location, address, etc.)		
DESCRIPTION OF DAMAGE				
IMPACT		INSURANCE	% COMPLETE	COST ESTIMATE
SITE NO.	CATEGORY	LOCATION (Use map location, address, etc.)		
DESCRIPTION OF DAMAGE				
IMPACT		INSURANCE	% COMPLETE	COST ESTIMATE
SITE NO.	CATEGORY	LOCATION (Use map location, address, etc.)		
DESCRIPTION OF DAMAGE				
IMPACT		INSURANCE	% COMPLETE	COST ESTIMATE

PUBLIC ASSISTANCE DAMAGE ASSESSMENT CHECKLIST
(To Prepare for State and/or Federal Inspectors)

In order to expedite the damage assessment process, applicants should take the following steps before the arrival of the State and Federal assessment team:

- ___1. Mark the location of each damage site on a suitable map and develop a route of travel to each site. Segregate damage/work activities into the seven categories of work, listed on the front of this worksheet. All damage sites should be identified by the applicant before the inspectors arrive.
- ___2. Ensure that the person designated to accompany the survey team is knowledgeable of the repairs already made and the location of all other damage sites which need to be repaired/surveyed.
- ___3. Have photographs, site sketches or drawings of each damage site available for the inspectors (especially where work has already been performed).
- ___4. Compile a detailed breakdown of labor (including fringe benefits), equipment, and material costs for each location where work has been completed or is in progress. While a variety of forms can be used to summarize these items, the format chosen must document the type and location of work performed on a daily basis.
- ___5. Record force account equipment use in a manner compatible with the FEMA Schedule of Equipment Rates. Keep damaged equipment and parts for review and inspection by the survey team.
- ___6. List equipment, materials or inventory lost as a result of the disaster. Provide copies of estimates, bids, purchase orders, invoices, inventory records or other substantiating evidence to verify loss values or replacement cost.
- ___7. Be prepared to describe to the inspectors which sites will be repaired by contract and those which will be repaired by force account. If a contractor's estimate/bid has been received, have it available for the inspectors.
8. Provide inspectors with policy information on insurance coverage and any proceeds received or anticipated.

REQUESTING ASSISTANCE

After a local damage assessment has been completed and all other pertinent information has been collected, an analysis of the situation needs to be made to determine what kind and how much outside assistance is needed. The information collected should answer the following questions:

1. Is the damage primarily agricultural?
2. Are uninsured damages and unmet needs of disaster victims beyond the capability of the Red Cross, Salvation Army, the Mennonite Disaster Service, and other local volunteer agencies?
3. Will the extent of damage to residential property require a significant and long term need for temporary housing?
4. Are there significant uninsured business losses? Have business losses created a severe impact on jobs, production and/or revenue?
5. Will the extent of damage to government owned property require supplemental State and/or Federal infrastructure assistance?

The Disaster Summary Outline (DSO) (Pages 20-23) is the standard method of reporting damage information to the Division of Emergency Management (DEM). The DSO should be filled out completely **within 10 days after the disaster** and forwarded to DEM with a copy provided to the appropriate Disaster District Committee (DDC) Office (see pages 18 & 19). If there is a need for agriculture assistance, the County Judge needs to obtain a Flash Situation Report from the local Farm Service Agency.

If a Mayor/County Judge determines that a situation is of such severity and magnitude that an effective response is beyond the affected jurisdiction's capability to recover, a letter to the Governor and a local state of disaster proclamation must accompany the DSO. The Mayor/County Judges' letter should explain the situation and state that the damage is of such severity and magnitude that an effective response is beyond the capability of the City/County to recover, and that outside assistance is needed to alleviate hardship and suffering caused by the disaster. Sample letters for requesting disaster assistance are included on pages 24 and 25. A sample of a local state of disaster proclamation is on page 26.

The Mayor/County Judge's request letter, proclamation and the DSO should be sent/faxed to:

The Honorable _____
Governor of Texas
c/o State Coordinator
Division of Emergency Management
P.O. Box 4087
Austin, Texas 78773-0001
Fax (512) 424-2444

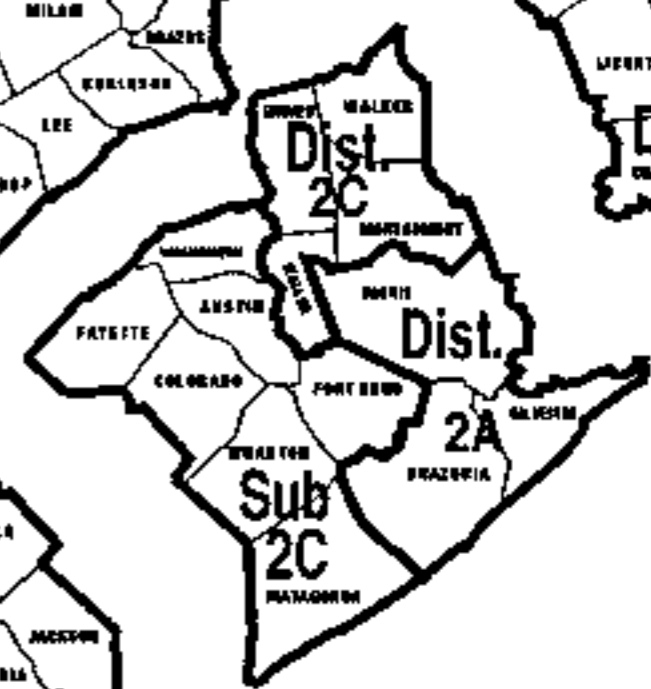
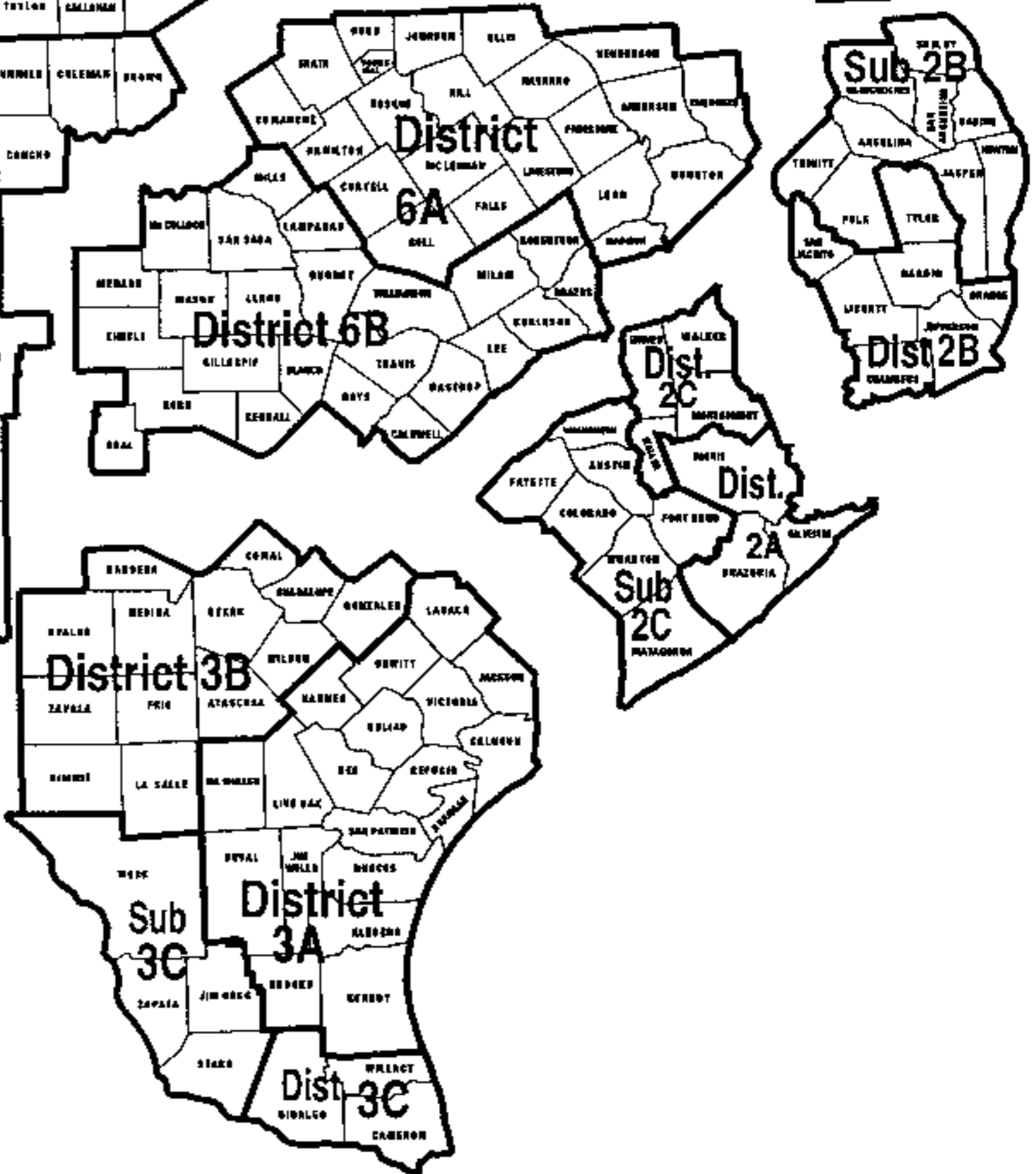
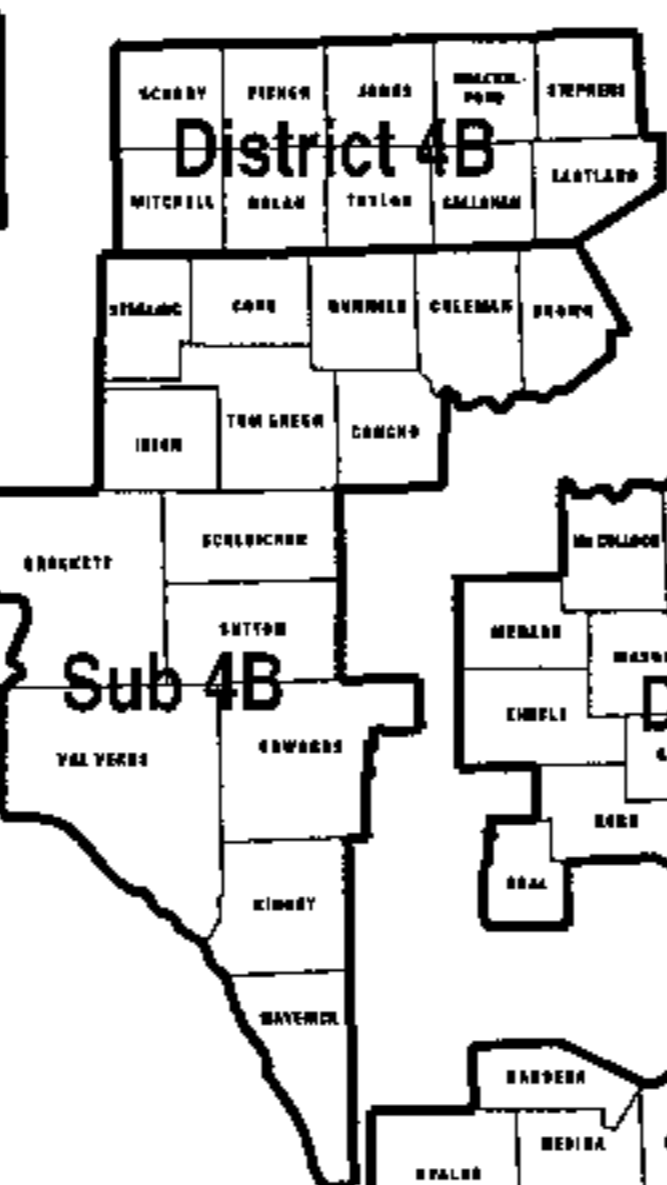
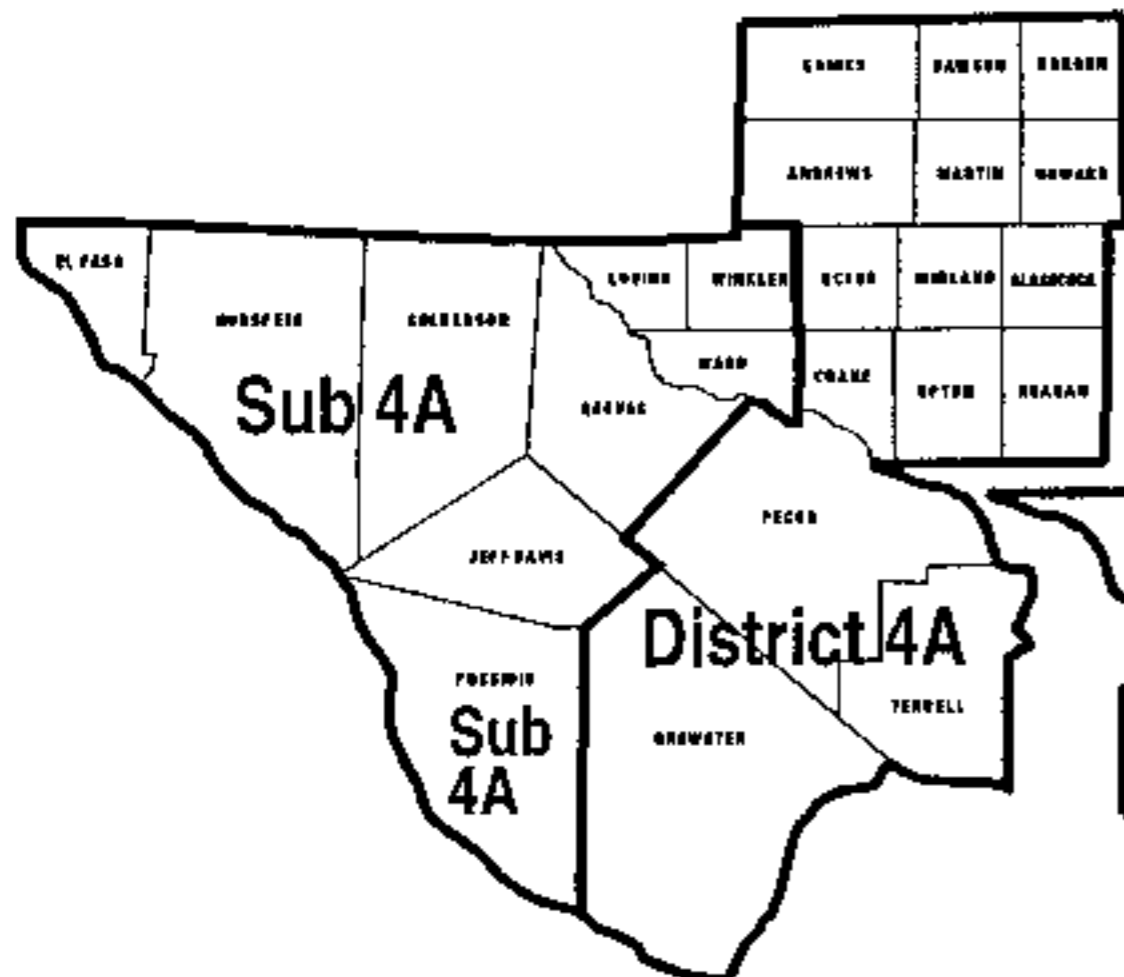
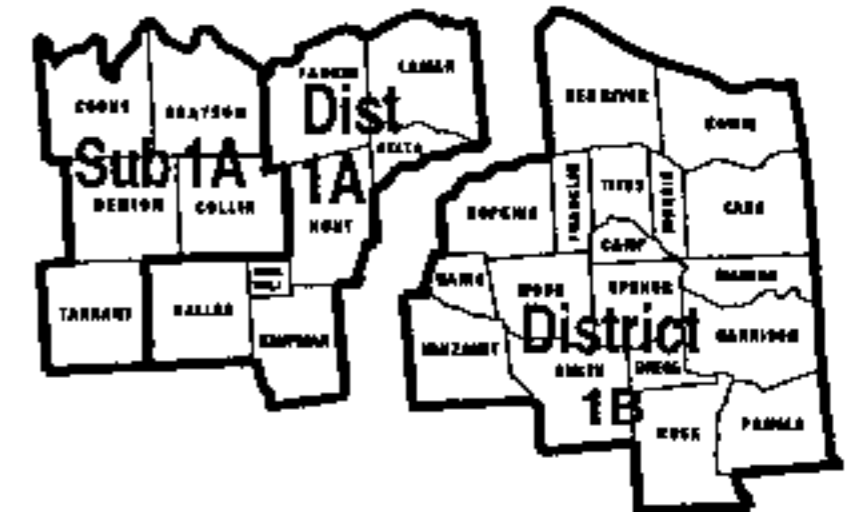
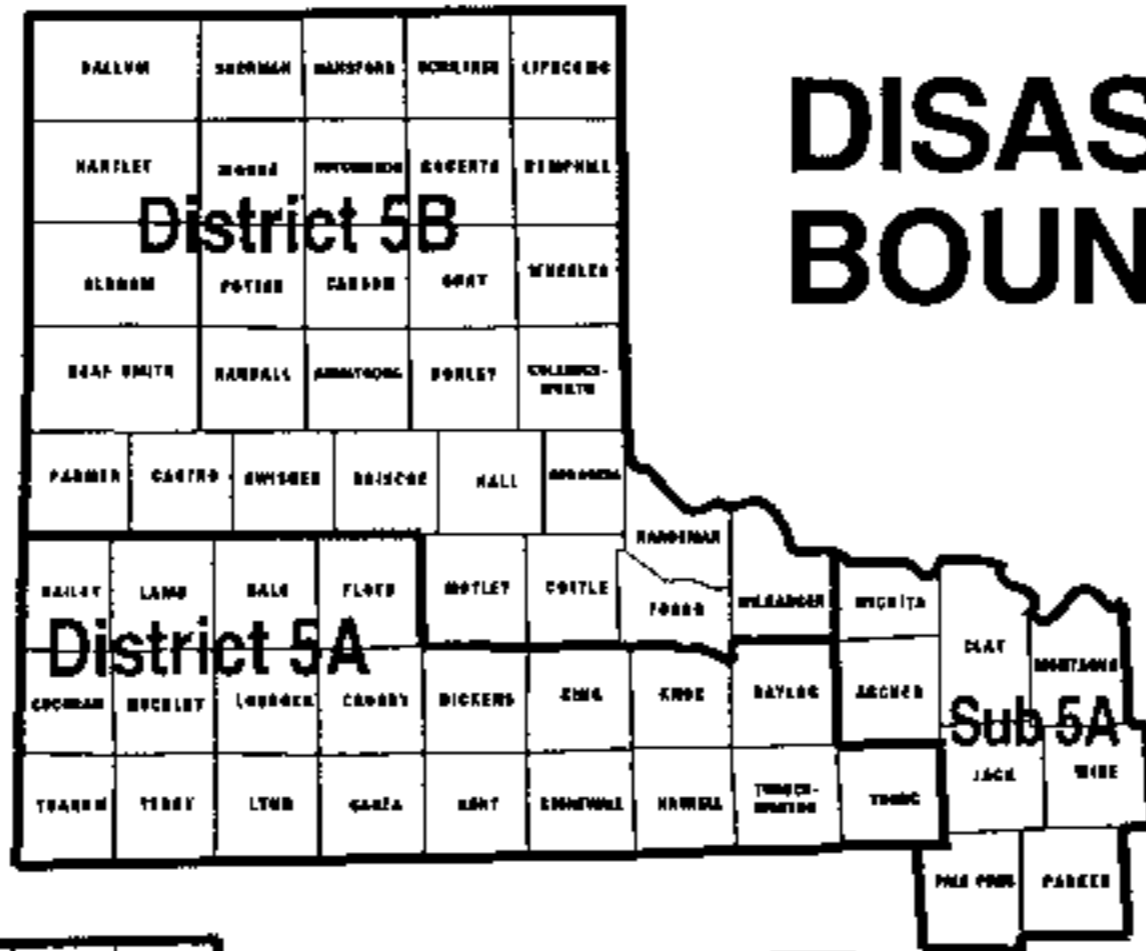
Pages 27-29 explain the process and requirements for qualifying for various programs. These requirements should be used to determine whether there is sufficient damage to qualify for the appropriate type of assistance.

When the appropriate documents are submitted to DEM, they are reviewed and a determination is made whether a State or a joint State and Federal assessment will be required. If an assessment is made and it reveals that sufficient damages exist to warrant further action, DEM will explore all options for assistance. Depending on the situation, the Governor may forward a request for assistance to the Federal Emergency Management Agency (FEMA), the Small Business Administration (SBA), the United States Department of Agriculture (USDA), or the Texas Department of Housing and Community Affairs (TDHCA). The following chart indicates the information needed from local government to pursue the corresponding type of declaration/assistance and the time frame in which to submit the required information from the ending date of the event.

Request Type of Assistance:	Time Frame	Information needed from Local Government
To DEM for FEMA - Presidential declaration	Within 10 days	Letter & DSO
To DEM for SBA – SBA disaster declaration	Within 30 days	Letter, a listing of names, addresses and phone numbers of at least 25 home/business owners that sustained a 40% or greater uninsured loss <u>or</u> a list of at least 3 businesses that sustained a 40% or greater uninsured loss <u>and</u> a certifying statement that at least 25 % of the community's workforce would be unemployed for at least 90 days.
To DEM for USDA – Farm Service Agency (FSA) disaster declaration	Within 30 days	Letter & USDA flash situation report
To DEM for TDHCA - Community Development Block Grant	Within 10 days	Letter & DSO

Should your request be denied, you will be advised of your appeal rights. An appeal must contain new information that would likely have a significant impact on the decision. DEM will keep the requesting community informed of action being taken. However, as you will note on pages 28 & 29, there are no appeal provisions within the SBA and USDA process.

DISASTER DISTRICT BOUNDARIES



Texas Dept. of Public Safety -Regional Liaison Officers

Region 1A	Regional Liaison Officer Texas Dept. of Public Safety 350 W IH35 Garland, TX 75043 214 861-2380 FAX 214 861-2048
Region 1B	Regional Liaison Officer Texas Dept. of Public Safety Box 130040 Tyler, TX 75713 903 939-6072 FAX 903 939-6045
Region 2A	Regional Liaison Officer Texas Dept. of Public Safety 10110 Northwest Freeway Houston, TX 77092 713 957-6105 FAX 713 957-6197
Region 2B	Regional Liaison Officer Texas Dept. of Public Safety 7220 Eastex Freeway Beaumont, TX 77708 409 924-5400 FAX 409 924-5449
Region 3	Regional Liaison Officer Texas Dept. of Public Safety 1922 S Padre Island Dr. Corpus Christi, TX 78416-1399 361-698-5650 FAX 361 698-5674
Region 4A	Regional Liaison Officer Texas Dept. of Public Safety 2405 South Loop 250 West Midland, TX 79703 915 498-2175 FAX 915498-2398
Region 4B	Regional Liaison Officer Texas Dept. of Public Safety 2720 Industrial Abilene, TX 79605 915 795-4029 FAX 915 795-4114
Region 5	Regional Liaison Officer Texas Dept. of Public Safety Box 420 Lubbock, TX 79408 806 472-2820 FAX 806 472-2849
Region 6	Regional Liaison Officer Texas Dept. of Public Safety 1617 East Crest Drive Waco, TX 76705 254 867-4665 FAX 254 799-9443

Disaster Summary Outline

Date :
Time :

GENERAL

Jurisdiction (County\City): _____ Population: _____

Type of Disaster (Flood, Hurricane, Tornado, etc.) _____

If this is a flood event, does the City/County participate in the National Flood Insurance Program (NFIP) ?
Yes/No

Inclusive dates of the disaster : _____

Was a local disaster declaration issued? Yes/ No (Not applicable for Agriculture assistance only)

Contact Person: _____ Title: _____

Address: _____ City: _____ Zip Code: _____

Phone () _____ Fax () _____

Pager () _____ 24-Hour Duty Officer/Sheriff's Office () _____

INDIVIDUAL ASSISTANCE

Casualties: (Contact local area hospitals)

- A. Number of Fatalities _____
- B. Number of Injuries _____
- C. Number Hospitalized _____

Number of homes isolated due to road closure (high water, etc.): _____

Agricultural Losses: (Contact the Farm Service Agency in your county)

Is agricultural assistance needed? Yes/ No If yes, please attach USDA flash situation report.

Residential Losses - Primary Residence Only: (Local Damage Assessment) See guidelines on page 4.

Type of Homes	Destroyed	Major Damage	Minor Damage	Affected	% Covered by Insurance
Single Family Homes					
Mobile Homes					
Multi-Family Units					
Totals					

Estimated number of persons whose situation will not be satisfied by volunteer organizations (Contact local volunteer organizations) _____

Are shelters opened? Yes/No How many ? _____

Name, location, capacity, and current occupancy of shelters?

Business Losses/Impacts:

	Number	# Covered by Adequate Insurance	Total estimated repair cost
Major Damage(greater than 40%)			\$
Minor Damage (less than 40%)			\$
Totals			\$

How many businesses have ceased operations: _____

How many businesses have experienced economic injury: _____

Estimated number of persons unemployed because of this disaster _____
 (Contact affected businesses and the local Texas Workforce Commission Office)

PUBLIC ASSISTANCE

NOTE: All disaster related costs should be separated into the seven damage/work categories listed below:

Category	Subcategory	No. of Sites	Estimated Repair Costs	Anticipated Insurance *
Debris Clearance			\$	\$
Emergency (EMS, Fire, Police)			\$	\$
Road & Bridge	Roads - Paved		\$	\$
	Roads - Unpaved		\$	\$
	Bridges - Destroyed		\$	\$
	Bridges - Closed & Repairable		\$	\$
	Bridges - Damaged & Serviceable		\$	\$
	Culverts - Totally washed away		\$	\$
	Culverts - Damaged & still in place		\$	\$
Water Control Facilities (Dams, levees, dikes)			\$	\$
Buildings & Equipment			\$	\$
Public Utility Systems (Gas, Electric, Sewer, Water)			\$	\$
Other (Recreational Facilities, Airports, etc.)			\$	\$
Totals			\$	\$

* Anticipated insurance is normally calculated by subtracting any deductible, depreciation or uncovered loss from the estimated repair cost.

Total annual maintenance budget (i.e. Public Works, Road & Bridge): \$_____

Start of Fiscal Year: Month_____

Others (Contact non-profit or governmental, medical, emergency, utility, educational, custodial care facilities, etc.)

Organization/ Facility	No. of Sites	Estimated Repair Costs	Anticipated Insurance *
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
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		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
Totals		\$	\$

This form is for damage assessment reporting purposes only. In accordance with the State Emergency Management Plan, if a Mayor/County Judge determines that a situation is of such severity and magnitude that an effective response is beyond the affected jurisdiction’s capability to recover, a letter outlining the disaster impact and the need for supplemental State and/or Federal assistance, and a local state of disaster proclamation must accompany this DSO.

Once this form is completed, submit pages 1-3 to your local Disaster District Committee, and to:

Texas Department of Public Safety
 Division of Emergency Management
 P.O. Box 4087
 Austin, Texas 78773 or FAX to: 512-424-2444

RESIDENTIAL LOSS GUIDELINES

Destroyed: Structure is permanently uninhabitable and can not be repaired. Look for the following:

- Structure gone, only foundation remains;
- Major sections of walls missing or collapsed;
- Entire roof gone with noticeable distortion of the walls;
- Structure has shifted off of its foundation;
- More than 4 feet of water, over 12" for mobile homes.

Major: Structure is currently uninhabitable and extensive repair is required to make it habitable. Look for the following:

- Portions of the roof, including decking, missing;
- Twisted, bowed or cracked walls;
- Penetration of structure by trees or cars, etc.;
- 2 to 4 feet of water, 6" to 12" for mobile homes.

Minor: Structure is habitable with minor repairs. Look for the following:

- Many** missing shingles, broken windows and doors;
- Siding loose, missing or damaged;
- Minor shifting or settling of foundation;
- Damaged septic systems (flood);
- 6" to 2 feet of water, less than 6" for mobile homes.

Affected: Structure is habitable. Some minor damage may be eligible for assistance. Look for the following:

- A **few** missing shingles;
- Some broken windows;
- Damage to cars;
- Damage to Air Conditioner Compressor only;
- Less than 6" of water.

Estimating Insurance: The following are general guidelines to estimating insurance coverage.

Renters are less likely to have insurance.

Low income residents are less likely to have insurance.

Homeowners who are still paying off their mortgage will normally have the appropriate type of insurance.

Residents who are flooded and reside in an area that does not participate in the NFIP or in an area that has been sanctioned for NFIP code enforcement violations will not have flood insurance.

Residents who are flooded but whose property is not located in the Special Flood Hazard Area (SFHA) will probably not have flood insurance.

Sample letter for requesting disaster assistance

COUNTY /CITY LETTERHEAD

The Honorable _____ (**Governor's Full Name**)_____
Governor of Texas
c/o State Coordinator
Division of Emergency Management
P.O. Box 4087
Austin, Texas 78773-0001

Dear Governor __(**Governor's Last Name**)__:

Due to the extreme amount of rainfall that fell in __(**jurisdiction**)__ during __(**incident date**)__, __(**jurisdiction**)__ is currently facing tremendous physical and economic losses. An estimated __(**number**)__ homes and/or businesses have been flooded, and __(**number**)__ families will be in need of temporary housing, and other individual assistance. __(**number**)__ of businesses have sustained significant uninsured losses. These business losses have created a severe impact on jobs, production and revenue.

Likewise, public utilities have been impacted to the extent that __(**number**)__ homes/businesses have been left without __(**specify (eg. potable water, electricity, telephones, etc.)**)__. The public works and road situation in __(**jurisdiction**)__ has been affected to an extent that __(**number**)__ homes have been isolated due to impassable roads and water crossings. It is estimated that road and bridge damage will exceed \$__(**dollar amount**)__.

It is my belief the damage to homes, businesses, public works and utility systems due to the rain constitutes a public health and safety hazard. I have determined that this incident is of such severity and magnitude that an effective response is beyond __(**jurisdiction**)__ capability to recover without supplementary State and/or Federal assistance. Additionally, I certify that __(**jurisdiction**)__ 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 our citizens would be appreciated.

Sincerely,

____(**County Judge/Mayor Name**)____
____(**title**)____

Enclosure: (**Disaster Summary Outline**)
(**Local Disaster Proclamation, if issued**)

Sample letter for requesting disaster assistance – Agricultural losses

COUNTY /CITY LETTERHEAD

The Honorable _____(**Governor's Full Name**)_____
Governor of Texas
c/o State Coordinator
Division of Emergency Management
P.O. Box 4087
Austin, Texas 78773-0001

Dear Governor __(**Governor's Last Name**)__:

As a result of __(**flood, drought, tornado, etc.**)__that occurred on __(**incident date**), area farmers and ranchers are currently facing tremendous physical and economic losses.

The estimated damage to __(**list crops, farm equipment, etc**)_ has resulted in an estimated loss of __(**% of the crops lost**)_ which will severely impact this farm and ranch based community. I have enclosed a USDA Flash Situation Report prepared by the Farm Service Agency, which supports these estimates.

Therefore, I am requesting that __(**county name**)_ be declared a disaster area thereby making available low-interest emergency loans to eligible farmers and ranchers.

Your assistance in this emergency matter, as it affects the needs of our citizens would be appreciated.

Sincerely,

____(**County Judge Name**)____
____(**title**)____

Enclosure: (**USDA Flash Situation Report**)

SAMPLE

DECLARING A LOCAL STATE OF DISASTER

WHEREAS, the City/County of _____ on the ____ day of _____, 20____ has suffered widespread or severe damage, injury, or loss of life or property (or there is imminent threat of same) resulting from _____

and;

WHEREAS, the judge of the City/County of _____ has determined that extraordinary measures must be taken to alleviate the suffering of people and to protect or rehabilitate property;

NOW, THEREFORE, BE IT PROCLAIMED BY THE MAYOR/JUDGE OF THE CITY/COUNTY OF _____:

1. That a state of disaster is declared for the City/County of _____.
2. That the City/County's Emergency Management Plan has been implemented.
3. That this state of disaster shall continue for a period of not more than seven days of the date hereof, unless the same is continued by consent of the Commissioners Court of the City/County of _____, Texas.
4. That this proclamation shall take effect immediately from and after its issuance.

ORDERED this the _____ day of _____, 20_____.

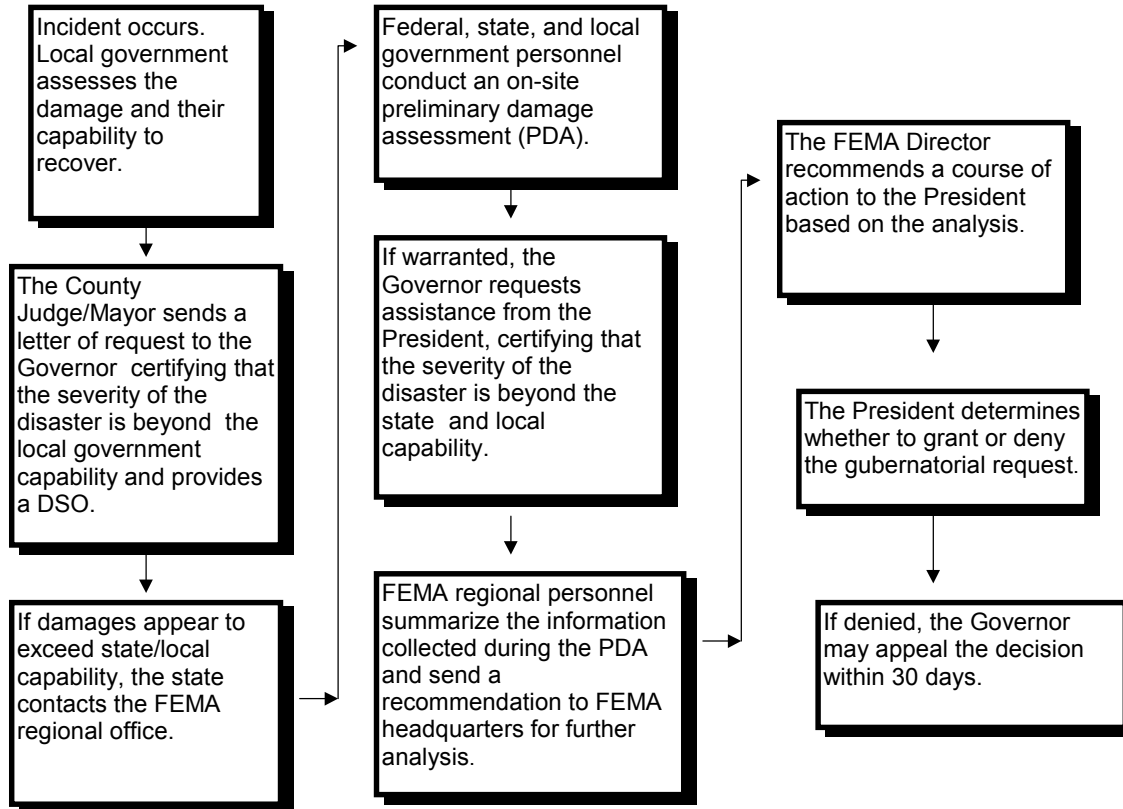
City Mayor/County Judge

ATTEST:

_____.

Presidential Disaster Declaration Process

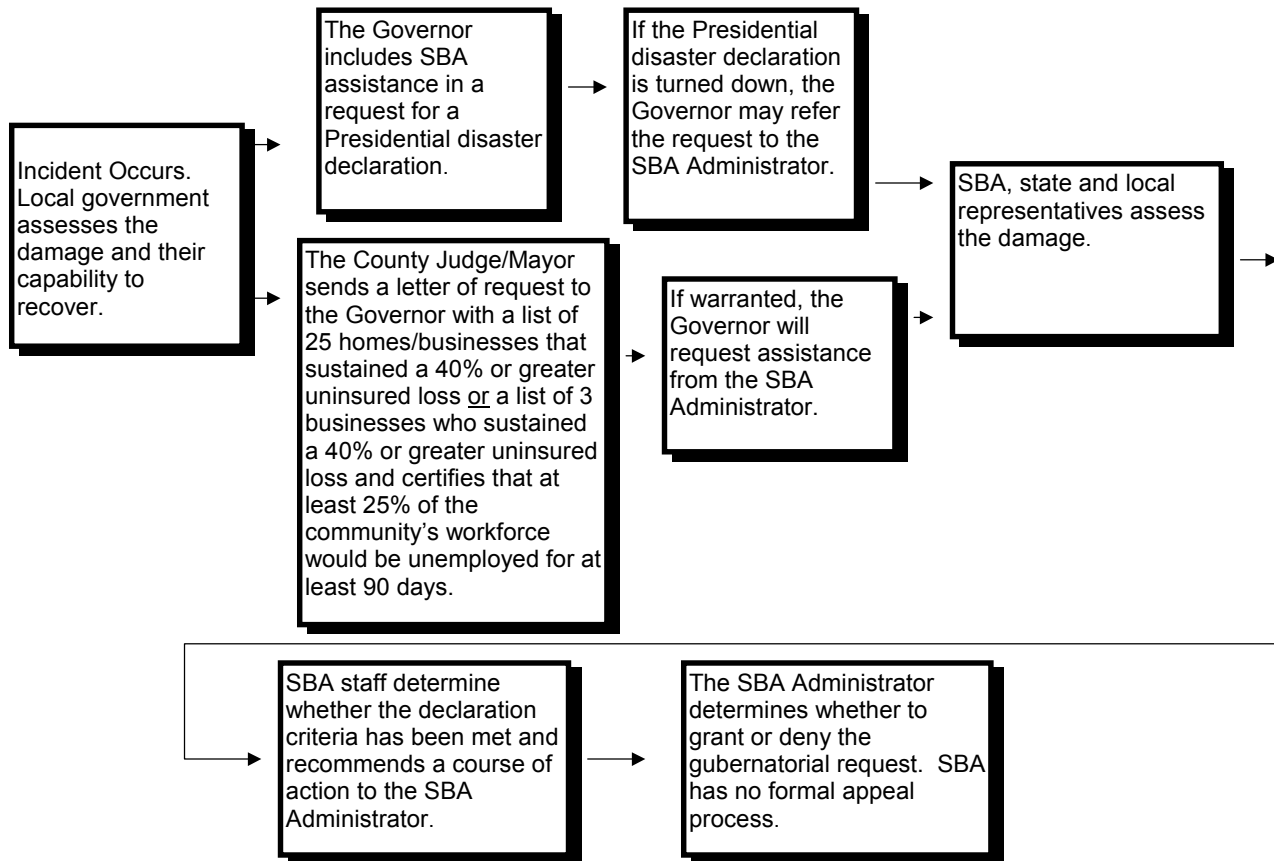
The Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 93-288 as amended authorizes the President to declare an emergency or major disaster in the state, if requested by the Governor, and to make federal assistance available to supplement state and local resources.



The Act does not prescribe specific criteria to guide FEMA's recommendation or the President's decision. As a prerequisite to federal disaster assistance under the Act, the Governor must take "appropriate response action" and provide information on the nature and amount of state and local resources committed to alleviating the results of the disaster. The preliminary damage assessment (PDA) is the mechanism used to determine the impact and magnitude of damage and the resulting unmet needs of individuals, businesses, the public sector, and the community as a whole. This information is used by DEM in preparing the Governor's request and by FEMA in making a recommendation to the President as to whether assistance is warranted. The President then decides whether to approve the assistance requested and/or recommended. Generally, FEMA considers some or all of the following factors in making a recommendation to the President:

- The number of homes destroyed or sustaining major damage.
- The number of homes sustaining minor damage.
- The extent to which the damage is concentrated or dispersed.
- The estimated cost of repairing the damage.
- The demographics of the affected areas (e.g. income levels, unemployment, and concentrations of the elderly).
- The extent to which the damage is covered by insurance.
- The extent to which the disaster area is traumatized.
- The extent of disaster-related unemployment.
- The level of assistance available from other federal agencies (e.g. SBA's home and business loans).
- The state and local governments' capabilities for dealing with the disaster.
- The level of assistance available from voluntary organizations (e.g. the American Red Cross).
- The availability of rental housing.
- The extent of health and safety problems.
- The extent of damage to facilities providing essential services (e.g. medical, utilities, police, etc.).

SBA's Disaster Declaration Process



An SBA declaration may be approved if, as a result of disaster-related damage within a county,

- at least 25 homes or businesses have sustained uninsured losses of at least 40 percent of their replacement value or
- at least 3 businesses have sustained uninsured losses of at least 40 percent of their replacement value and, as a direct result of the disaster, at least 25 percent of the workforce in the community would be unemployed for at least 90 days.

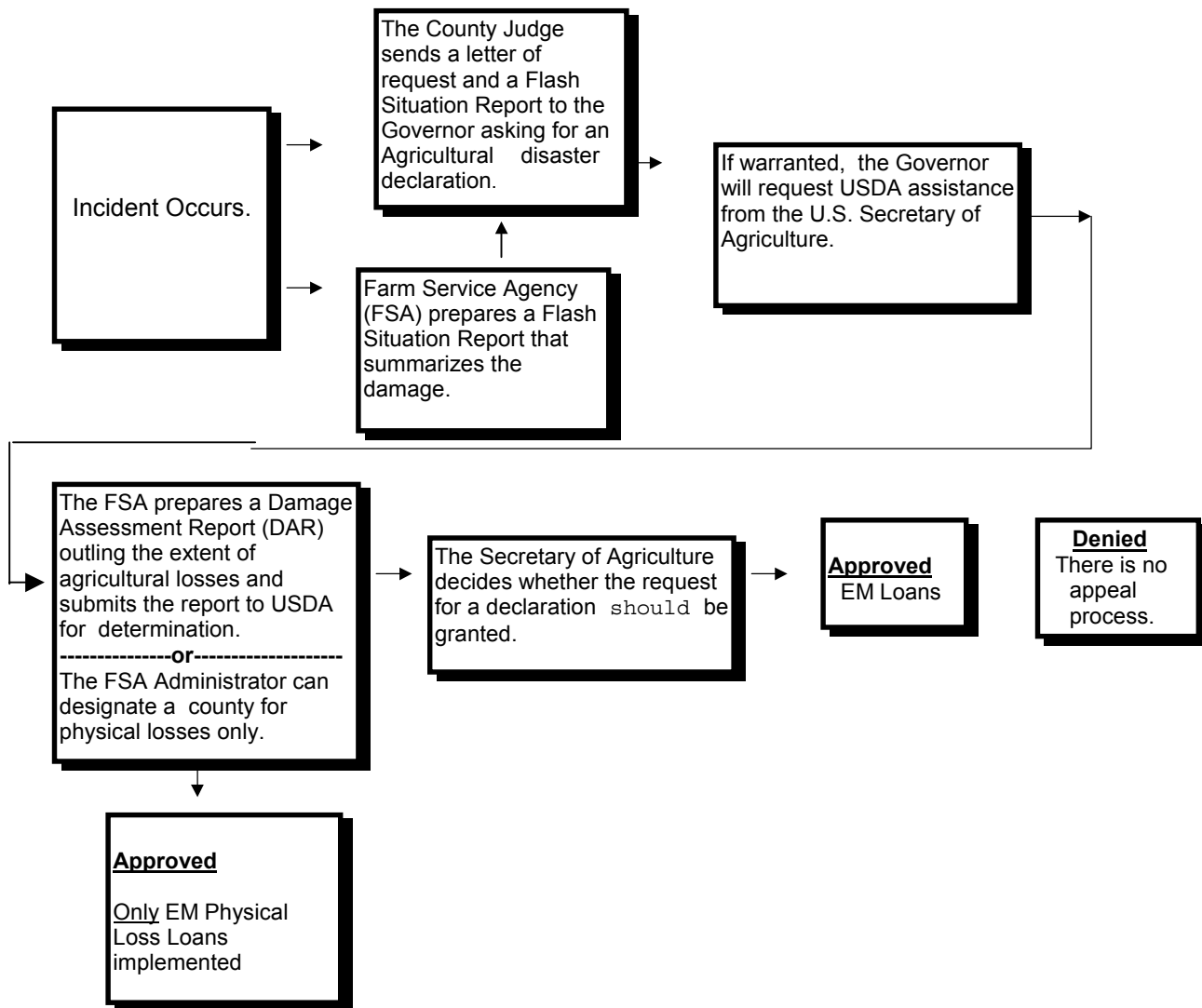
To determine the extent of damage, SBA, state and local officials jointly conduct assessments in the affected counties following the Governor's request. If the Governor has requested a Presidential disaster declaration for Individual Assistance, SBA's policy is to suspend action on a request it receives until the President has made a decision on the Governor's request. The following is a list of other situations when SBA assistance may be available:

In the event of a Presidential disaster declaration, the declared county is eligible to apply for Physical Disaster Loans and Economic Injury Disaster Loans (EIDL) through the SBA. Contiguous counties, may apply for Economic Injury Disaster Loans only.

In the event of an SBA only declaration, the declared county as well as the contiguous counties are eligible for both Physical Loss and Economic Injury Disaster Loans.

In the event of a U.S. Department of Agriculture Secretarial Declaration, the declared county as well as any contiguous counties are eligible to apply for Economic Injury Disaster Loans only.

USDA's Disaster Declaration Process



A U.S. Department of Agriculture (USDA) declaration may be approved if, as a result of a natural disaster within a county,

- a request is made within 90 days of the incident,
- the incident is “weather related”, and:
- there is at least 30% county-wide production loss of crops

A USDA declaration will result in the implementation of the Emergency Loan (EM) Program through the FSA. This program enables eligible farmers and ranchers in the affected county as well as contiguous counties to apply for low interest loans. A USDA declaration will automatically follow a Presidential declaration for counties designated major disaster areas and those counties that are contiguous to a declared county - including counties that are across state lines. As part of an agreement with the USDA, the Small Business Administration (SBA) offers low interest loans for eligible businesses that suffered economic losses in declared and contiguous counties that have been declared by the Secretary of Agriculture. These loans are referred to as Economic Injury Disaster Loans (EIDL).

In situations involving serious physical losses, the FSA Administrator may also designate a county a disaster area, but only for physical loss loans.

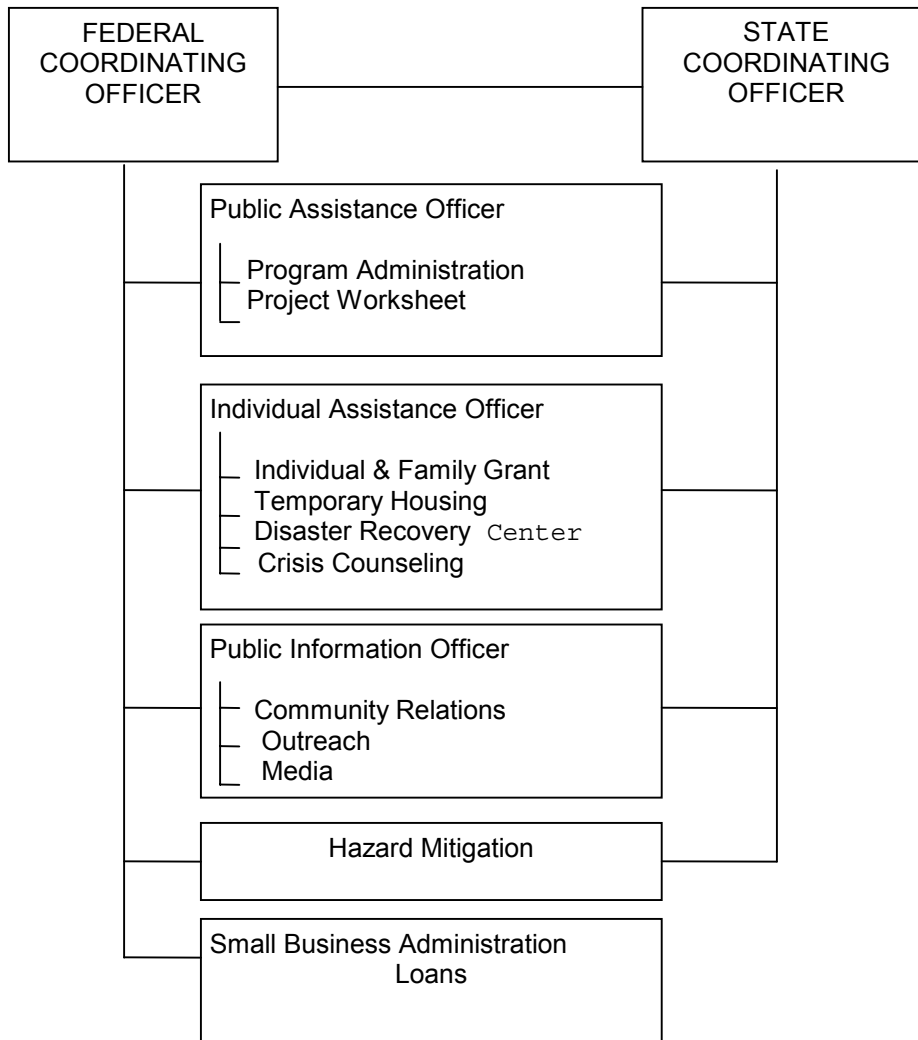
A sample letter for requesting USDA assistance can be found on page 25.

DISASTER FIELD OFFICE (DFO)

If a major disaster is declared by the President, a Disaster Field Office (DFO) is established in the vicinity of the disaster area and serves as the field headquarters for disaster operations, direction, coordination and information. The Federal Coordinating Officer (FCO), who is appointed by the FEMA Director and the State Coordinating Officer (SCO), who is appointed by the Governor, and their support staff are in charge of the overall DFO operation. The DFO will function at the same location while the Individual and Public Assistance programs are being administered. The DFO also provides an operating location for other disaster related functions such as Public Information, Hazard Mitigation, National Flood Insurance Program, American Red Cross, etc. This office operation differs from that of the Disaster Recovery Centers (DRC's) in that the DRC's are established to assist victims to understand the recovery process after they have registered for the assistance. The DFO is an administrative office.

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. Below is a typical DFO organizational chart.

STATE - FEDERAL DISASTER FIELD OFFICE



Individual Assistance Programs
Disaster Recovery Center (DRC)
National Teleregistration Center (NTC)

Individual Assistance (IA) is to help families, individuals, or owners of small businesses recover from the effects of a disaster. To make an application for assistance, the individual must call the National Teleregistration Center (NTC) when it is activated (800-462-9029). Individuals needing information on application status or other program information can visit the Disaster Recovery Center (DRC) or call the Helpline 800-525-0321.

Disaster Recovery Center (DRC)

The emphasis of the DRC is to provide technical assistance and provide status of assistance that is being requested (e.g. SBA, IFG, Temp Housing, etc.). In addition, telephone lines will be available for disaster victims to apply directly to the National Teleregistration Center.

The DRC is set up in or near the area which received the worst damage. If the damage is wide spread or a large number of people need assistance, several DRC's may be established. Local government may be required to identify potential locations and provide the necessary logistic support (tables, chairs, etc.) for a DRC.

The DRC is staffed by federal and state government agency representatives from the Texas Dept. of Human Services (DHS), Texas Attorney General (AG), Texas Dept. of Insurance (TDI), Texas Dept. of Mental Health & Mental Retardation (MHMR), Texas Natural Resource Conservation Commission (TNRCC), Texas Workforce Commission (TWC), the Small Business Administration (SBA) and volunteer organizations, which may have assistance to offer people in the affected community. They are all placed in one facility so those applicants will have easy access to them and can check with each agency to determine what assistance may be available. City and county governments are encouraged to station a representative in any DRC they believe their citizens will visit.

The site selection for the DRC is a joint state and local responsibility. The process will be accelerated if local officials will identify ahead of time, buildings with at least 4500 square feet of usable space, which could serve as DRC. It would also be helpful if they would be able to locate on short notice, at least 25-50 tables and 150-250 chairs for use in the DRC. Personal comfort items such as air conditioning, heating, electricity, air circulation fans, water, restrooms, etc. should also be available.

Other DRC related items to consider include:

- Communications in the way of telephones or two-way radios for coordination between the Disaster Field Office (DFO) and other DRCs. Note that the local government should be prepared to cover the cost for this service.
- Local government representation to handle local government assistance questions and activities
- Transportation arrangements for victims who are not able to get to the center (check with community action agencies)
- Custodial support

- Handicapped accessible
- Emergency medical support
- Security personnel during operations and after closing
- Fire protection
- Bilingual support, if required
- Child care if practical
- Training and scheduling of staff personnel to assure full coverage of duty stations
- General office supplies
- Adequate parking space for peak periods
- Appropriate publicity through radio, television, newspaper and public notices

DRC management will be jointly shared by a federal, state and local representative. Each will be responsible for their respective DRC personnel.

Although the physical arrangement in a DRC will vary according to the kind of disaster that occurred and the services that are available to the affected community, a typical layout will allow individuals to enter the center, meet the receptionist, sign in, and proceed to the waiting area until there is an opening at the interview table. The applicant will be apprised of the various programs/services offered in the DRC. After the interview, if the applicant has questions, he/she may proceed to the appropriate program station for answers.

National Teleregistration Center (NTC)

Teleregistration (800-462-9029) is the only method to apply for assistance. This speeds up the application process.

The advantages of the National Teleregistration Center (NTC) include convenience, being available immediately upon receiving a major disaster declaration, service to remote locations, identifying other areas of the State that are affected, eliminating the requirement for federal, state and local staffing, and providing close monitoring, uniformity and consistency of the application process. However, the disadvantages are that all agencies are not in one place, therefore applicants must follow-up on the status of their application at different physical locations.

Disaster victims should have the following information ready before calling:

Social security number, names and addresses of all persons living in the damaged home, address where damage occurred, evidence that you lived at damaged residence, phone number where you can be reached, address where you can receive mail, total monthly family income, name of insurance company, proof of ownership for damaged automobiles, receipts of medical expenses related to the disaster and receipts of funeral expenses caused by the disaster.

DESCRIPTION OF MAJOR INDIVIDUAL ASSISTANCE PROGRAMS

A. TEMPORARY HOUSING ASSISTANCE. The Temporary Housing program is for individuals whose primary residences are uninhabitable or inaccessible as a result of the disaster and who have no insurance or whose insurance coverage cannot fully meet their temporary housing needs. Until alternate housing is found or permanent repairs can be made, the following forms of assistance are provided by FEMA.

1. Short-term or transient accommodations (e.g. hotels, motels, etc.);
2. Minimal repairs needed to return owner-occupied primary residences to a habitable and safe condition;
3. Mortgage or rental assistance for those who have received written notice of foreclosure or eviction, as a result of a financial hardship created by the disaster;
4. Existing rental resources (e.g. apartments, houses, trailers, etc.) or government-owned dwellings, as available and
5. If existing resources are unavailable, government-owned mobile homes may be placed on private, commercial, or government-developed mobile home sites.

This program which is administered by FEMA and 100% federally funded, is only available under a major disaster declaration approved by the President.

B. INDIVIDUAL AND FAMILY GRANT PROGRAM. For individuals who have serious and necessary expenses which are not met by insurance benefits or other government disaster assistance programs (e.g. Temporary Housing Program, Small Business Administration, or Farm Service Agency loans), grants of up to \$13,900 may be given for assistance under the following categories: home repair, replacement of essential personal property, medical/dental expenses, transportation expenses, and funeral expenses. This program which is administered by the Texas Department of Human Services, and funded 75% federal and 25% state, is only available under a major disaster declaration approved by the President.

C. EMERGENCY SERVICES. Voluntary organizations (e.g. the American Red Cross, Salvation Army, and Mennonite Disaster Services) and local private sources, provide disaster victims with assistance to meet their emergency needs. Such assistance may include, but is not limited to providing:

1. Immediate food, clothing, shelter, medical attention, and such items as false teeth, prescription medicines, eyeglasses, artificial limbs, etc.
2. Financial assistance for emergency home repair or replacement of essential household items.
3. Skilled and unskilled labor for debris removal and/or home repair and rehabilitation.

D. DISASTER LOANS

The following assistance is administered by the Small Business Administration (SBA) and is available in a SBA only or major disaster declaration approved by the President.

1. Home/Personal Property Physical Disaster Loans. Loans are available to homeowners and renters to repair or replace disaster-related damage to primary residences and personal property. Up to \$200,000 may be loaned to repair or replace disaster damaged primary residences and up to \$40,000 may be loaned for the repair or replacement of disaster damaged personal property. The loan amount is limited to the amount of the uninsured, SBA verified loss, but may be increased by up to twenty percent, but not exceeding the maximum loan amount for mitigating devices.
2. Business Physical Disaster Loans. Loans are available to businesses and non-profit organizations of any size to repair or replace disaster damaged property owned by the business, including inventory, machinery, or equipment. Up to \$1,500,000 may be loaned to repair or replace uninsured, SBA verified business loss. Within this limit, the loan may be increased to twenty percent for mitigating devices.
3. Economic Injury Disaster Loans for Businesses (EIDL). Loans are available, to eligible small businesses and small non-farming agricultural cooperatives, for working capital to assist them through the disaster recovery period. A business need not have sustained physical loss as a result of the disaster. Loans are available only if the business or its owners cannot obtain this type of assistance from non-government sources. Up to \$1,500,000 may be loaned for eligible economic needs. The total physical and economic injury loan to any one business entity, including affiliates, cannot exceed \$1,500,000. In addition to those declarations listed above, EIDL loans are also available following an USDA Secretarial disaster declaration in both primary and contiguous counties.

There are different interest rates and terms for these loans. The SBA determines the interest rate based upon the individual applicant's ability to recover from the disaster damages with their own resources or their ability to borrow through non-government sources. Loan terms may extend up to thirty years and are determined by the applicant's ability to repay the loan. For more information, contact the SBA at 800-366-6303.

E. CRISIS COUNSELING

Local mental health centers can provide referral services and short-term counseling for mental health problems caused or aggravated by the disaster. This program which is administered by the Texas Department of Mental Health & Mental Retardation is available only under a major disaster declaration approved by the President. In non-declared events, this assistance may be provided by volunteer disaster relief organizations.

DESCRIPTIONS OF OTHER INDIVIDUAL ASSISTANCE PROGRAMS

A. UNEMPLOYMENT ASSISTANCE. Disaster Unemployment Assistance (DUA) is a program, which provides unemployment benefits and reemployment services to individuals who have become unemployed because of major disaster. Individuals, such as migrant workers, who reside in this state but whose employment opportunities have been adversely affected by a disaster in another state may also be eligible for this assistance. In either case, this program which is administered by the Texas Workforce Commission, is available only under a major disaster declaration approved by the President.

The application period is 30 days from the declaration, with the benefit period starting with the week following the disaster incident or the date that the individual became unemployed, whichever is later. An individual is eligible for up to 26 weeks (from the date of declaration) of benefits, or until the individual becomes reemployed, whichever comes first. The individual usually must have been employed for a minimum of one week to become eligible for benefit payments. All entitlements to state unemployment insurance must be exhausted before the individual is eligible for DUA.

B. TAX ASSISTANCE. The Internal Revenue Service provides counseling and assistance in the form of income tax refunds to disaster victims who filed income tax returns during the year of the disaster, or, by amendment to the previous year's return. Uninsured losses are deductible only to the extent they exceed 10 percent of the adjusted gross income. Also, county assessors may provide information of possible property tax relief. For more information, contact the Internal Revenue Service at 800-829-1040 and your county tax assessor.

C. FARM SERVICE AGENCY (FSA)

1. Emergency (EM) Loans. Emergency Loans are available in counties that the President, the U.S. Secretary of Agriculture or the FSA Administrator designates as disaster areas. This assistance is also available in all counties contiguous to declared counties. These EM loans are for severe physical and/or production losses and may be used to repair or replace damaged or destroyed farm property or other expenses incurred or needed to continue farming operations.

a. Loan eligibility is limited to an applicant who:

- (1) Has suffered property damage or severe production losses from a natural disaster;
- (2) Is a U.S. citizen or legal resident alien;
- (3) Is an established farm, ranch, or aquaculture operator;
- (4) Is unable to obtain credit elsewhere;
- (5) Can provide adequate security;

- (6) Can demonstrate adequate repayment ability;
 - (7) Has losses to crops that are not insurable under the Federal Crop Insurance Corporation. (Usually waived)
 - (8) Has training or farming experience.
- b. The loan limit is 80 percent of the sum of the calculated actual production loss and/or 100 percent of the actual physical loss, or \$500,000, whichever is less, per borrower per each disaster declaration/designation.
 - c. Loan repayment time is usually 1 to 7 years, but may be up to 20 years for production losses, and up to 30 years (40 years in special need situations) for physical losses to essential buildings and facilities.
2. Other FSA Programs. FSA has several other disaster assistance programs available. A separate request from the local Food & Agriculture Committee (FAC) is required to implement these programs.
- a. Emergency Conservation Program provides assistance for repair or replacement of permanent fencing; debris removal from cropland and fields; grading and rehabilitating farmland; and other assistance as needed and approved by the county committee. This is a cost-share program.
 - b. Haying and Grazing may be authorized on acreage conservation reserve land retired from the production of annual program crops.

D. INSURANCE SERVICES. Insurance information and assistance can be provided by the State Department of Insurance and the National Flood Insurance Program. Such assistance includes counseling on insurance problems, answering insurance questions as well as help with filing claims, settling claims, and securing flood insurance. For more information, contact the Texas Department of Insurance at 800-252-3439 or the National Flood Insurance Office at 800-638-6620 ext. 407.

E. LEGAL SERVICES. Free legal counseling is usually provided by the Young Lawyers Division (YLD) of the American Bar Association to low-income persons for disaster-related issues. Assistance may include replacing legal documents, transferring titles, addressing contract problems, will probates, and insurance matters, etc. Other attorneys may also be available to provide this service. For more information, contact the State Bar Association at 1-888-988-9996.

F. SOCIAL SECURITY. The Social Security Administration assists annuitants in making address changes to expedite check delivery and Social Security insurance payments and in applying for disability, death and survivor benefits. For more information, contact the Social Security Administration at 800-772-1213.

G. VETERANS BENEFITS. The Veterans Administration (VA) representatives will record any necessary changes or assist with VA death benefits, pensions, insurance settlements, and adjustments to VA-insured home mortgages. For more information, contact the Veterans Administration at 800-827-1000.

H. FOOD STAMPS Food coupons may be issued by the Texas Department of Human Services. This 30-day increment of food stamps is only administered when the ongoing food stamp program is unable to expeditiously handle the number of potentially eligible households who are affected by the disaster and are in need of emergency food assistance.

I. CONSUMER SERVICES. The State Attorney General's Office provides counseling on consumer related problems, such as non availability of products and services needed for reconstruction, price gouging, fraud, and disreputable business concerns and practices. This service may involve coordination with insurance and/or other consumer protection organizations. For more information, contact the Attorney General's Office at 800-337-3928.

J. AGING SERVICES. Area Offices on Aging can provide transportation for the elderly to and from the Disaster Recovery Center as well as information to the elderly population about applying for the various types of assistance. For more information, contact the Texas Department of Aging at 800-582-5233.

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 a geographic area authorized for Public Assistance. Funding under this program is limited to repairing/restoring damaged items/facilities to their pre-disaster condition and will only be provided once all other means of funding have been exhausted. This program is administered by the Division of Emergency Management and is no less than 75% federally funded.

Eligible applicants under the Public Assistance program are:

- State agencies and local governments/governmental entities
- Private Non-Profit organizations, which have an IRS, tax exemption letter or a State Private Non-Profit certification (i.e. Articles/Certificate of Incorporation). Special utility districts must provide a copy of the Legislation, which grants the district taxing authority. Eligible Private Non-Profit organizations must own or operate educational, utility, emergency, medical, custodial care or essential governmental service facilities. Governmental service facilities are defined as museums, zoos, community centers, libraries, homeless shelters, senior citizens centers, rehabilitation facilities, shelter workshops, and other facilities which provide a health and safety service of a governmental nature. All such facilities must be open to the general public.
- Indian tribes or authorized tribal organizations

The Public Assistance program is administered at the Disaster Field Office and consists of two main types of work: Emergency and Permanent. Usually Emergency Work is an activity done immediately after a disaster to save lives, protect and preserve property, public health and safety, and to provide essential public services. The two "Emergency" work categories are identified as categories "A" and "B" work and include the following:

- 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 as categories "C" through "G" work and include the following:

- 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 Educational facilities)
- F. **PUBLIC UTILITY SYSTEMS** (Water, Electric, Gas, Sanitary Sewerage, Storm Water Drainage)
- G. **OTHER** (Parks, Airports, Recreation facilities, etc.)

PROJECT APPLICATION PROCESS

Once a designated area has been approved for Public Assistance, a publicized applicant's briefing will be conducted by the Division of Emergency Management Recovery Staff to cover all aspects of the program. The number of briefings held will be determined by the number of potential applicants and the area involved in the disaster. 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 on behalf of the local government/organization he/she is representing.

1. The Request for Public Assistance (RPA), (FEMA form 90-49) is the initial document submitted by an applicant indicating an intention of filing for federal assistance under a Public Assistance disaster declaration (see page 58). This form establishes an initial point of contact. The applicant will be required to submit an RPA within 30 days from the date their county was approved for Public Assistance. RPAs that are submitted after this 30 day period will be reviewed on a case by case basis and, if warranted will be forwarded to FEMA for program consideration. If necessary, DEM may request that the deadline for filing RPAs be extended. Once this document is submitted the Project Worksheets (PW), (FEMA form 90-90) process outlined on the following page will begin.
2. The Designation of Applicant's Agent form (Page 59) should be completed by the applicant as soon as possible after the RPA has been filed. An applicant's Chief (Elected/Executive) Official will be required to designate agents in writing who will be the applicant's point of contact (primary and secondary) for all matters pertaining to their application for federal assistance. The applicant's agent must arrange for a local representative to show the State/Federal inspection team the damaged areas for the purpose of recording this information on the PW. Until an agent is appointed, the Chief (Elected/Executive) Official of the eligible organization will be designated as the applicant's agent.
3. After the PWs have been written, reviewed and approved by FEMA, they are given to DEM for completion and distribution.
4. An appointment with the applicant's agent will be scheduled in order to sign the grant application, cover all pertinent program requirements (i.e. completion dates/extension, record keeping, project completion and certification), and initiate the funding process outlined on pages 45-46.
5. Once all the approved work has been completed, the applicant's agent will file a Project Completion and Certification Report (P.4) with DEM. This report is provided to the applicant as part of the project application. The applicant will have to indicate the amount expended on each project and the date that it was completed. Once the required information is provided, the applicant's agent will sign the report certifying that all the work was completed in accordance with the grant conditions.

THE PROJECT WORKSHEET PROCESS

The heart of the Public Assistance system is the Project Worksheet (PW),(FEMA form 90-91). Once a RPA is filed, the PW process begins. Shortly after the receipt of an applicant's RPA, the Public Assistance Coordinator and Liaison will contact the applicant to schedule a Kickoff Meeting. This meeting differs from the Applicant's Briefing conducted by the State at the onset of disaster operations. Whereas the Applicants' Briefing describes the application process and gives a general overview of the PA Program, the Kickoff Meeting is designed to provide a much more detailed review of the PA Program. The meeting is the first step in establishing a partnership with the applicant and is designed to focus on the specific needs of that applicant. The PAC also discusses Special Considerations, such as floodplain management, insurance, hazard mitigation opportunities, and compliance with environmental and historic preservation laws, that could potentially affect the type and amount of assistance available and the documentation needed. The local representative/applicant's agent is responsible for ensuring that all damaged areas, repair costs, insurance entitlements, applicable construction standards, and hazard mitigation opportunities are identified (see checklist - page 61).

At the beginning of the disaster recovery process, a Public Assistance Coordinator (PAC) is assigned to each manager who works with the applicant to resolve disaster-related needs and ensure that the applicant's projects are processed as efficiently and expeditiously as possible. By being involved from the declaration to the obligation of funds, the PAC ensures continuity of service throughout the delivery of the Public Assistance Program.

If projects are categorized as small, the local government may elect to prepare their own PWs. This option will be discussed in full at Applicants Briefing and kick-off meetings held prior to PW preparation, as well as environmental, historical, and other special considerations.

PWs are completed for each Public Assistance category of work. Depending on the type of damage, each category may consist of several PWs. If a work site involves more than one category of work there will be PWs written for each category at that location. For example, damage to a park area may cover several work categories; debris removal (Cat.A), building damage (Cat. E), and damage to park/recreation facilities (Cat.G).

Once the PW writing process is complete, the PWs are forwarded to the Disaster Field Office (DFO) where the information is entered into the FEMA program data base. The computerized information will then begin the following review and approval process:

1. The PWs and backup information are delivered to the DFO for review to ensure the PWs are filled out properly and that the work is eligible. Once FEMA completes their review, the PWs are given to DEM for review, after which they are returned to FEMA for final amending and funding approval.
2. Approved PWs are then transmitted to DEM who will prepare the applicant's project application and notify the applicant's agent that the application is ready to be picked up.
3. At package pickup, the applicant's agent will be briefed on project completion and documentation requirements, appeal and project completion deadlines, time extension provisions and the approved scope of work of each PW.

After PWs are approved by FEMA, a request to change the scope of work, extend the completion deadline, and/or request additional funds must be submitted in writing to DEM as soon as possible.

Any damage not identified during the initial PW inspection team visit will need to be brought to DEM's attention within 60 days of the initial visit or kick-off meeting in order to receive funding consideration.

PUBLIC ASSISTANCE APPEAL PROCEDURE

If there is a disagreement between the local, state and/or federal government representative about project funding, eligibility, time limits, or any other matter regarding a project, an appeal process is available for further review and/or reconsideration of the decision made.

An appeal must be made in writing to DEM within 60 days of the FEMA or DEM action in question. If the necessary information to support an appeal is not available within the 60 day appeal timeframe, the applicant must (within the 60 day period) notify DEM in writing of its intention to appeal and then follow-up with the required support documentation. The appeal must identify the specific line item(s) or the specific matter of concern, and include copies of reference material not otherwise available to DEM or FEMA.

Upon receipt of an appeal from the applicant, DEM will review the material submitted, make such additional investigations as necessary, and will forward the appeal with a written recommendation to FEMA within 60 days.

The FEMA Regional Director, upon receipt of the appeal, will review the material submitted and make such additional investigation as he/she deems appropriate. The Regional Director will notify DEM in writing of his/her 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 that decision.

Second Appeal

A second appeal to the FEMA Associate Director may be made if the Regional Director denies the first appeal. This appeal must be submitted in writing to DEM no later than 60 days after the applicant is notified in writing of the Regional Director's denial of the first appeal.

DOCUMENTATION OF WORK

Proper documentation of disaster related expenditures should include not only the specific documents identified below but also photographs, videos and sketches for additional clarity. Establishing a sound record keeping system should provide a clear audit trail of expenditures and provide the inspection team, the reviewers and/or auditors with the documentation needed to recommend prompt reimbursement of eligible disaster related expenses.

There are specific limitations in applying for federal disaster grants and for completing eligible restorative work. This will be explained at the Applicant's Briefing and Documentation workshop which are conducted shortly after a Public Assistance disaster is declared, as well as when the Project Application is picked up. Proper recordkeeping will provide the means for identifying the need for time extensions and supplemental funds.

A filing system will need to be established for disaster recovery operations by work activity or by Project Worksheet (PW), if available. When tracking costs before PWs are written, segregate and record costs, damages and work related activities by the seven categories of work outlined on page 37 of this manual. Establish a separate folder for each work activity or PW to file all supporting project documents.

It is essential to begin record keeping as soon as possible. The following documents should be placed in the file folder for contract work :

- Project Worksheet, if available
- Project cost summary
- Requests for bid
- Bid documents/work specifications
- Bid summary sheet
- Basic contract and contract change orders
- Invoices submitted by the contractor
- Invoices submitted for engineering services
- Authorization for check issuances
- Copies of checks issued for payment

If an applicant uses its own forces (force account), the file folder should contain the following documents:

- Project Worksheet, if available
- Project cost summary

- **FORCE ACCOUNT LABOR SUMMARY RECORD**
(Including Benefit Rate Sheet)
 - + A copy of payroll records or cross-reference information needed to locate source payroll documents

- **FORCE ACCOUNT EQUIPMENT SUMMARY RECORD**

- **MATERIAL SUMMARY RECORD**
 - + Inventory withdrawal forms for items taken from stock

- **RENTED EQUIPMENT SUMMARY RECORD**

- **CONTRACT WORK SUMMARY RECORD**

These record keeping requirements are presented to give an idea of the kinds of records that will be required to support a Public Assistance claim. If the applicant has an equally detailed record keeping system and prefers to use its own system, this is acceptable IF THE RECORDS ARE TIED TO A SPECIFIC PW OR ACTIVITY.

RECORD KEEPING REPORTS

Summary Reports (See page 58)

These reports are designed to help organize expenses related to a particular Project Worksheet (PW/Activity form). It is recommended that the work foreman use this report to record information on personnel, materials, and equipment on a daily basis.

Make sure that entries are thorough enough so that supporting information can be quickly located. With the exception of equipment such as trailers and pumps, labor hours should match equipment hours.

Copies are also available on <http://www.fema.gov/r-n-r/pa/process.htm> (Address is current at publication time)

Project Completion Report (P.4)

This report lists each approved PW in the applicant's project application. For each PW listed, the applicant will have to indicate the amount expended and the date it was completed. Once the required information is provided, the applicant's agent will sign the report certifying that all the work was completed in accordance with the grant conditions and forward the report to DEM.

If an applicant chooses not to complete a project, this should be noted on the report. In this case, the applicant will be advised as to the amount of federal funding that will need to be returned to DEM, once appropriate funding adjustments are made by FEMA.

RECORD RETENTION POLICY

The applicant will be required to keep complete records of all work (i.e. receipts, checks, job orders, contracts, equipment usage documentation and payroll information) funded under the Public Assistance program for three years from the date the last project was completed or from the date final payment was received, whichever is later. During this three year period, all approved PWs are subject to state and federal audit/review.

CONTRACTING AND ENGINEERING DESIGN SERVICES

If a decision is made to complete the repair work by contract using FEMA funds, there are several things an applicant must avoid. First, the applicant cannot enter into a contract with a contractor who is listed on the "List of Parties Excluded from Federal Procurement or Non-Procurement Programs" published monthly by the U.S. General Services Administration (www.gsc.state.tx.us). Secondly, the applicant cannot enter into a contract that is contingent upon receiving FEMA funds. This would also apply to governmental mutual aid agreements in which a providing entity bills a receiving entity only if a Public Assistance declaration is approved. And finally, FEMA does not fund "Cost Plus" (percentage of cost) contracts.

In addition to contract costs, a percentage of engineering and design services may also be eligible for FEMA funding depending on the complexity of the repair work and the engineering/design capabilities of an applicant.

INSURANCE

Insurance should be an applicant's first and primary source of assistance after a disaster. Understanding that not all public property is insurable, the program only requires insurance in those situations where it is reasonably available, adequate and necessary. However, if insurable property was not covered by insurance and the damage is greater than \$5,000, the applicant will be required to purchase insurance in an amount equal to or greater than the amount of damage to the insurable property (structure and content) before federal assistance will be provided.

PUBLIC ASSISTANCE REIMBURSEMENT & ADVANCES

PROJECT FUNDING

Payments for approved Project Worksheets (PWs) are handled in two ways depending on the amount approved for the project. Any approved PW less than \$48,900 is referred to as a small project. The 75% Federal share of a small PW is paid by DEM as soon as it is approved by FEMA. Approved PWs equal to or greater than \$48,900 are considered large projects. A large PW is funded based on actual expenses. Therefore, the final approved amount may differ from the amount initially approved for a large project.

If the applicant exceeds the FEMA approved scope of work in the PW, funding will be limited to the amount authorized in the PW. An example of an "improved project" is paving with asphalt where gravel is specified. It is important to remember that a change in the scope of work must be requested by the applicant and approved by DEM or FEMA.

The cut off amount for small and large PWs is adjusted annually by FEMA based on the Consumer Price Index. Future disasters will likely use a slightly higher figure.

SMALL PROJECT COST OVERRUNS

Small projects are funded based on the approved PW estimates. Therefore, if a small project is completed for less than the PW estimate, the applicant may keep the difference. Conversely, if a small PW cost overrun is incurred, it is covered by the applicant. In other words, small PWs with cost overruns are to be offset by any small PWs with underruns before additional funds can be considered.

However, if the actual cost of all small projects combined exceed the total estimate (by a general guideline of approximately 10% or more) the applicant may request an audit within 60 days of completing the last small project in order to determine whether additional funding is warranted. Simply submitting a Project Completion and Certification Report (P4) which indicates that the repair costs were greater than the actual estimates does not initiate the cost overrun process. A letter specifically requesting a small project cost overrun audit must be submitted within the specified time frame.

REIMBURSEMENT FOR LARGE PROJECTS

The following steps are normally taken in obtaining final reimbursement for large projects:

1. Applicant submits a Project Cost Summary to DEM upon project completion.
2. Final inspections are made if necessary.
3. State reviews the claim and submits an audit report along with a final funding recommendation to FEMA for review and approval.
4. FEMA reviews the claim and makes any necessary funding adjustments.
5. Final reimbursement is made to the applicant, or in some cases, a refund of excess advances may be required.

ADVANCES FOR LARGE PROJECTS

Advances on large projects may be made once the PW has been approved. Advances require a firm commitment to apply the funds toward expenditures made to date or for immediate anticipated costs. Examples include an outlay of funds for work done according to the work proposal on the approved PW or a firm contract signed with a contractor. Requests must be in writing to DEM (see page 58). Advances cannot exceed 75% of the 75% Federal share.

REVIEW AND AUDIT

All approved PWs within a project application are subject to random audits. For large projects, a Project Cost Summary will need to be submitted once those individual projects are completed. Audits and quarterly reviews are conducted on all large PWs which have not received final payment.

HAZARD MITIGATION GRANT PROGRAM (HMGP)

Program Description

The HMGP is not a disaster relief program for individual disaster victims. The HMGP is, likewise, not a recovery program that funds repairs to public property damaged during a disaster.

The HMGP is a program that provides a means to fund long-term hazard mitigation actions specifically designed to eliminate or reduce the consequences of future disasters. Disaster Recovery programs seek to repair damages, and return to pre-disaster conditions. The HMGP's single focus is to make conditions better than they were before the disaster occurred, and if possible to prevent future disasters from occurring.

This is a long-term process with long-term goals and objectives.

Eligible Applicants and Projects

The HMGP may provide federal funds for up to 75% of the cost of appropriate hazard mitigation projects. Eligible applicants, which include state and local governments, certain non-profit organizations and institutions, and Indian tribes or authorized tribal organizations, must contribute at least 25% of the cost of their projects. This 25% match can be made in a variety of ways to include "in kind" matches.

Federal funding is limited, and there are usually more requests than there are dollars. Awards are made on a competitive basis, with only the most effective projects which provide the most long-term risk reduction benefits being funded. All projects, to be considered, must be consistent with state and local hazard mitigation plans and strategies and:

- Solve a problem (prevent or substantially reduce future risk);
- Have a beneficial impact (cause more good than harm);
- Be cost effective (cost less than potential future damages);
- Be environmentally sound (positive rather than negative impacts);
- Comply with applicable laws, rules, and administrative requirements.

State Strategy and Priorities

Upon activation following a major disaster declaration, the HMGP is open to participation from eligible applicants throughout Texas. State strategy, however, gives priority to applicants located in the counties affected and included in the disaster declaration.

Flooding presents the highest continuing hazard risk to Texans. The majority of people and property throughout the state are vulnerable to flash and riverine flooding. Recognizing this fact, the state strategy gives priority for use of HMGP funds to reduce long-term risks from flooding, specifically, the voluntary acquisition of structures from flood prone areas. Acquisition provides the best opportunity for effective permanent land use changes and permanent elimination of flood risks and vulnerability.

See pages 51 and 52 for detailed information concerning state mitigation strategies.

Application Process

The Division of Emergency Management (DEM) serves as the Grantee and Administers the HMGP for the State of Texas.

All jurisdictions within all-counties included in a major disaster declaration will be notified of their eligibility to seek HMGP funding and will be requested to complete and submit a "Notice of Interest" (NOI) describing their prospective project(s). All jurisdictions with eligible projects will be invited to complete and submit a formal application for HMGP funds. All applications will be reviewed and scored by the State Hazard Mitigation Team and the ones that provide the best opportunity for long-term mitigation will be recommended and submitted to the Federal Emergency Management Agency (FEMA) for final approval and awarding of project funds. Once approved, projects are implemented and up to 75% of eligible project costs will be reimbursed to applicants.

Applicant Responsibilities

- Applicants (Subgrantees) must submit a complete and accurate application to DEM for participation, and commit to meeting the 25% cost-share requirement;
- County Judges and Mayors must appoint an individual to serve as the HMGP Agent.
- The HMGP Agent serves as a single point of contact with DEM, and is responsible for administering the HMGP at the local level in accordance with all-applicable laws, regulations, and administrative requirements.

Attachment M-1 shows the most current versions of state mitigation strategies for use of HMGP funds to address the hazards of floods, and tornadoes.

STATE OF TEXAS STRATEGY GUIDELINES FOR HMGP PROJECTS

The primary focus for use of Hazard Mitigation Grant Program (HMGP) funds will be the voluntary acquisition of structures from flood-prone areas. Based on projections of available funds for the HMGP, there will not be adequate funds to address all mitigation projects. Therefore, projects must be prioritized to maximize mitigation benefits as follows:

- I. Priority I projects and priorities as listed in order below:
 - A. Acquisition funding may be given for those properties in flood-prone areas, as follows:
 1. Primary Residences with 50% > damage.
 2. Primary Residences with less than 50% damage.
 3. Other structures with 50% > damage
 4. Other structures with less than 50% damage.
 5. Vacant lots.
 - B. Additional factors concerning priorities are as follows:
 1. Within each of the above, priority will be for structures in the floodway followed by those in the floodplain
 2. Priority of structures will be as follows: (a) Primary residences; (b) Secondary residences/rentals; (c) non residential property.
 3. Properties will be ranked for purchase, from lowest to highest in cost.
 4. Within the above priorities, structures with repetitive losses in the past ten years could be considered over Other Structures.
 5. In determining priorities for vacant lots, contiguity to structures acquired will be a major contributing factor.
- II. Priority II projects and priorities as listed in order of priority below: Relocation of structures, elevation of structures, non-structural projects (such as property protection education), retrofitting (such as floodproofing to protect structures from future damage), structural control measures (such as drainage improvement, bridge abutment wing walls or culvert upgrades that were not added to a Damage Survey Report for Public Assistance Mitigation), warning systems.
- III. Priority for funding will be Priority I projects followed by Priority II projects. Five percent of the total HMGP award may be set aside to fund projects that provide a benefit in reducing the potential losses from future disasters, but are often difficult to evaluate against traditional program cost effectiveness and eligibility criteria.
- IV. Once all eligible, appropriate HMGP projects are funded for a specific disaster, any remaining funds can be allocated to previously approved, unfunded, eligible projects or appropriate unfunded projects based on the above prioritization schedule.

(10/22/99)

STATE MITIGATION STRATEGY FOR TORNADOES

Mitigation Considerations

Tornadoes are a major threat to people and property with virtually the entire state at risk. Tornadoes are capable of causing catastrophic disasters with numerous deaths, mass casualties, and widespread destruction of property, facilities, and infrastructure. The destruction potential coupled with unpredictability, speed of onset, and limited reaction times require a strategy that focuses on four (4) types of measures. These measures consist of insurance, awareness, protective shelters, and warning.

Implementation Strategy

The State of Texas Mitigation Strategy for Tornadoes will be to employ partnership participation and all available and appropriate funding sources in pre and post-disaster efforts to implement and sustain actions that:

1. Promote and provide for expanded normal peril and windstorm insurance coverage for public and private property.
2. Promote and provide enhanced, widespread awareness, along with information, instructions, and guidelines concerning risks, consequences, public safety, and mitigation of the tornado hazard.
3. Promote and provide for the protection of people. This includes the adoption and enforcement of appropriate building codes and/or design criteria, construction of area shelters in public facilities, schools, mobile home parks, etc., the construction of "safe rooms" in homes, and other public or personnel protective shelter initiatives.
4. Promote and provide enhanced warning capabilities that ensure 90% or more of the state's population receives accurate and timely warnings and adequate reaction time prior to the occurrence of weather related disaster events. This includes actions to enhance and expand hazard occurrence indicators such as volunteer storm-spotters networks, river, tide, seismic, wind and rainfall gauge systems, and data collection projects such as post-storm analysis that collect and record damage area footprints and high water markers, etc. This also includes actions that proactively pursue installation of additional NOAA Weather Radio transmitters by local governments, state agencies, river authorities and civic-minded groups in all parts of the state not yet under the umbrella of NOAA.

(January 2000)

SINGLE AUDIT ACT REQUIREMENTS

1. Your Accounting system must provide:
 - ★ Accurate, current, and complete disclosure of the financial result of each project.
 - ★ The source and application of all funds
 - ★ The comparison of outlays with approved amounts for each award.
 - ★ Information proving your matching funds
 - ★ Details to a level appropriate to ensure that all laws, regulations, and grant agreements are met.
2. Coordination between the grant manager (Primary/Secondary Agent) and accounting staff. Oversight by Chief Financial Officer (County auditor, City Secretary etc.) is necessary.
3. Contracts/Procurement
 - ★ Must meet or exceed Federal and State Procurement Standards and must follow local procurement standards if they exceed the Federal and State.
 - ★ Contracts must be reasonable.
 - ★ They should contain right to audit clauses and retention of records clause.
 - ★ They should also contain standards of performance and monitoring provisions.
 - ★ Multiple project contracts should use line items to identify each FEMA project.
 - ★ Contract performance should fall within the scope of work of each FEMA project.
 - ★ Records to maintain for contract work:
 - Copy of contract
 - Copy of Project Worksheets
 - Copies of request for bids
 - Bid documents
 - Bid advertisement
 - List of bidders
 - Contract let out
 - Invoices, cancelled checks, and inspection records.
4. A-87 Factors affecting allowable costs.
 - Be necessary and reasonable for proper and efficient performance and administration of the Federal Award.
 - Be allocable to Federal awards under the provisions of this Circular.
 - Be authorized or not prohibited under State and local laws and regulations

- Conform to any limitations or exclusions set forth in these principles, Federal laws, terms and conditions of the Federal award, and other governing regulations as to types or amounts of cost items.
- Be consistent with policies, regulations, and procedures that apply uniformly to both Federal awards and other activities of the governmental unit.
- Be accorded consistent treatment.
 - Be determined in accordance with generally accepted accounting principles, except as otherwise provided for in this Circular.
 - Not be included as a cost or used to meet cost sharing or matching requirements of any other Federal award in either the current or a prior period, except as specifically provided by Federal law or regulation.
 - Be the net or all applicable credits.
 - Be adequately documented.

5. Audit Requirements.

- These are Federal Funds originating with the Federal Emergency Management Agency and passed through the Division of Emergency Management, Texas Department of Public Safety. As such they fall under the Single Audit Act and accompanying circular (OMB Circular A-133). You must meet the requirements of this act. A Copy of the circular is available on the Internet.
- All records of grant projects are subject to audit or review by the Division of Emergency Management, FEMA Inspector General, and other Federal Audit and Review organizations. Therefore documentation should be kept on all projects and provide adequate backup for your claimed costs.
- Records must be sustained for a period of three years beginning with the date of completion and close-out of all projects.

PUBLIC INFORMATION

Public Information takes on many forms in a disaster setting -- release of information to the press and the public, rumor control, and community outreach.

THE PRESS AND THE PUBLIC

Public Information Officers (PIO) are those persons authorized by their respective organizations to release news and information to the media; to provide information and instructions to affected individuals, families, businesses and industries; and to coordinate the release of accurate, timely information. Recovery phase public information usually concentrates upon such issues as available assistance, health and safety, consumer awareness, and accessing public or private sector resources. To ensure these messages are effective, emphasis is placed upon information delivered on a repetitive basis.

PIOs use several channels for information dissemination: speeches and briefings, news releases, and direct response to public or media queries. These activities are coordinated with other local, state, federal and volunteer agencies and organizations **prior to release**. The best way to accomplish this is through a Joint Information Center (JIC), where local, state, federal and volunteer public information or affairs personnel can work together. This system is not an attempt to censor or control information being released; it is a method of ensuring that all responders know what is being said so no one is caught "off guard" or that information released reflects a lack of coordination among responders.

Usually located at the Disaster Field Office, the JIC essentially becomes a one-stop source for emergency public information. The JIC is **not** the only source the media will use, nor is it a means of preventing individual departments and command posts from commenting on their own issues. It is, however, the best source for the release of vital and timely information that is coordinated and does not interfere with other response and recovery operations.

At the JIC, the DEM PIO serves as lead State PIO and the FEMA Public Affairs Officer as lead Federal PIO. They are responsible for information release related specifically to their level of authority, as well as ensuring coordination with all other levels of government. Likewise, a designated local PIO serves as lead for all local issues, and ensures that these issues are represented in all joint news and informational releases. The local PIO can provide valuable information about the news media in the affected area. While DEM and FEMA have access to media lists, often there are media sources of which they are unaware. A local PIO also can provide insight into community issues that state and federal personnel, being less familiar with the area, might overlook.

RUMOR CONTROL

Established rumor control policies must be a major aspect of the informational process. Public feedback and regular monitoring of news reports will facilitate this effort, and provide a measure of the overall effectiveness of recovery efforts. Personnel at all levels of government must support this process and help gauge the public perception of all messages. Identifying potentially damaging rumors and bringing them to the attention of the PIO most capable of correcting the situation will have a positive impact upon the overall response and recovery operation.

OUTREACH

One of the best outlets for vital disaster recovery information for the public is through the Community Outreach program. Immediately after a Presidential disaster declaration, state and federal personnel, in conjunction with local government, identify areas and individuals in need of disaster recovery assistance and deliver instructional and educational materials directly to those individuals. They work closely with businesses, social service agencies, community organizations, and local government. They post informational flyers in areas to which disaster victims have regular or immediate access. Outreach workers also are a valuable source for identifying individuals who may need additional assistance, or whose immediate needs may be unmet. They relay such information to DEM or FEMA for follow up.

Depending upon need, flyers and other instructional and educational materials are available in special needs formats or can be translated into different languages for the non-English speaking/reading population. Arrangements also can be made to deliver special programs to communities where unique problems or concerns exist, or where individuals are impaired by physical or technical restrictions from otherwise accessing assistance. DEM also will supply, upon request, program information, community-specific materials, or other educational/instructional assistance to local governments.

PUBLIC INFORMATION CHECKLIST

- _____ Have a written media plan (updated and tested annually).
- _____ Identify a Public Information Officer and two to three back up or assistants (to ensure 24-hour coverage).
- _____ Ensure that individuals with PIO responsibilities are familiar with:
- Flood Insurance
 - Floodplain determination
 - Hazard Mitigation
 - Building/Repair permitting requirements
 - Disaster Recovery Programs and Disaster Application Centers
 - General status of recovery efforts
 - Local disaster recovery efforts
 - Private and public sector agencies and organizations providing assistance
- _____ Identify a Community Outreach point of contact for state/federal coordination.
- _____ Identify potential sites for a Joint Information Center, and/or media center (so the press can work and not interfere with response/recovery activities).
- _____ Prepare pre-scripted statements, background material, graphics, etc.
- _____ Identify a contract service or staff member to monitor news broadcasts and clip printed materials for rumor control and historical use.
- _____ Identify a PIO assistant or other personnel to tape or video record all news briefings.
- _____ Identify local media points of contact, deadlines, methods of operation. Include print, television, radio (AM/FM), cable.
- _____ Identify other sources for information dissemination. Include newsletters, sources for speeches and announcements (e.g. public meetings, churches, schools, clubs, etc.), and locations to post flyers.
- _____ Coordinate with chief elected officials, department heads, volunteer and civic organizations to review PIO policies and procedures and seek out individuals who, during a disaster, would be willing to participate in press conferences and briefings or provide personnel support at JIC.
- _____ Develop checklists of supplies and equipment needed for public information activities during a disaster. Ensure they are portable for transport to a JIC or other site. Include, audio and video equipment, computer hardware and software, printers, extension cords, office supplies, fax and telephone capabilities, resource reference materials and PIO "Go Kit" with area media information and special needs format materials.

ACRONYMS

DAR	Daily Activity Report (Public Assistance) or Damage Assessment Report (USDA)
DDC	Disaster District Committee
DEM	Division of Emergency Management
DFO	Disaster Field Office
DRC	Disaster Recovery Center
DSO	Disaster Summary Outline
DUA	Disaster Unemployment Assistance
EIDL	Economic Injury Disaster Loans
EM	Emergency Declaration (FEMA)/Emergency Loan (USDA)
FSA	Farm Service Agency
FCO	Federal Coordinating Officer
FEMA	Federal Emergency Management Agency
GAR	Governor's Authorized Representative
HMGP	Hazard Mitigation Grant Program
IA	Individual Assistance
IFG	Individual and Family Grant Program
IRS	Internal Revenue Service
JIC	Joint Information Center
NFIP	National Flood Insurance Program
NOI	Notice of Interest
NTC	National Teleregistration Center
PDA	Preliminary Damage Assessment
PA	Public Assistance
PIO	Public Information Office/Officer
PW	Project Worksheet
RPA	Request for Public Assistance
RLO	Regional Liaison Officer
SBA	Small Business Administration
SCO	State Coordinating Officer
SFHA	Special Flood Hazard Area
SHMO	State Hazard Mitigation Officer
USDA	United States Department of Agriculture
VA	Veterans Administration
YLD-ABA	Young Lawyers Department-American Bar Association

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DESIGNATION OF APPLICANT'S AGENT - FEMA _____ DR TX

PUBLIC ASSISTANCE

Texas Department of Public Safety - Division of Emergency Management

Organization Name (hereafter named Organization)

Primary Agent		Secondary Agent	
Agent's Name		Agent's Name	
Organization		Organization	
Official Position		Official Position	
Mailing Address		Mailing Address	
City ,State, Zip		City ,State, Zip	
Work Phone	Fax Number	Work Phone	Fax Number
E-Mail Address		E-Mail Address	
Pager or Cellular Number		Pager or Cellular Number	

The above Primary and Secondary Agents are hereby authorized to execute and file Application for Public Assistance on behalf of the Organization for the purpose of obtaining certain state and federal financial assistance under the Robert T. Stafford Disaster Relief & Emergency Assistance Act, (Public Law 93-288 as amended) or otherwise available. This agent is authorized to represent and act for the Organization in all dealings with the State of Texas for all matters pertaining to such disaster assistance required by the agreements and assurances printed on the reverse side hereof.

Chief Financial Officer		Certifying Official	
Name		Official's Name	
Organization		Organization	
Official Position		Official Position	
Mailing Address		Mailing Address	
City ,State, Zip		City ,State, Zip	
Work Phone	Fax Number	Work Phone	Fax Number
E-Mail Address		E-Mail Address	
Pager or Cellular Number		Pager or Cellular Number	

Applicant's State Cognizant Agency for Single Audit purposes (If a Cognizant Agency is not assigned, please indicate):

Applicant's Fiscal Year (FY) Start

Month Day:

Applicant's Federal Employer's Identification Number

Applicant's State Payee Identification Number

Certifying Official's Signature / Date

APPLICANT ASSURANCES

The applicant hereby assures and certifies that he will comply with the FEMA regulations, policies, guidelines and requirements including OMB's Circulars No. A-95 and A-102, and FMC 74-4, as they relate to the application, acceptance and use of Federal funds for this Federally-assisted project. Also, the Applicant gives assurance and certifies with respect to and as a condition for the grant that:

1. It possesses legal authority to apply for the grant, and to finance and construct the proposed facilities; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with the provisions of: Executive Order 11988, relating to Floodplain Management and Executive Order 11990, relating to Protection of Wetlands.
3. It will have sufficient funds available to meet the non-Federal share of the cost for construction projects. Sufficient funds will be available when construction is completed to assure effective operation and maintenance of the facility for the purpose constructed.
4. It will not enter into a construction contract(s) for the project or undertake other activities until the conditions of the grant program(s) have been met.
5. It will provide and maintain competent and adequate architectural engineering supervision and inspection at the construction site to insure that the completed work conforms with the approved plans and specifications; that it will furnish progress reports and such other information as the Federal grantor agency may need.
6. It will operate and maintain the facility in accordance with the minimum standards as may be required or prescribed by the applicable Federal, State and local agencies for the maintenance and operation of such facilities.
7. It will give the grantor agency and the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
8. It will require the facility to be designed to comply with the "American Standard Specifications for Making Buildings and Facilities Accessible to, and Usable by the Physically Handicapped," Number A117.1-1961, as modified (41 CFR 101-17-7031). The applicant will be responsible for conducting inspections to insure compliance with these specifications by the contractor.
9. It will cause work on the project to be commenced within a reasonable time after receipt of notification from the approving Federal agency that funds have been approved and will see that work on the project will be prosecuted to completion with reasonable diligence.
10. It will not dispose of or encumber its title or other interests in the site and facilities during the period of Federal interest or while the Government holds bonds, whichever is the longer.
11. It agrees to comply with Section 311, P.L. 93-288 and with Title VI of the Civil Rights Act of 1964 (P.L. 83-352) and in accordance with Title VI of the Act, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance and will immediately take any measures necessary to effectuate this agreement. If any real property or structure is provided or improved with the aid of Federal financial assistance extended to the Applicant, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits.
12. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
13. It will comply with the requirements of Title II and Title III of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and Federally assisted programs.
14. It will comply with all requirements imposed by the Federal grantor agency concerning special requirements of law, program requirements, and other administrative requirements approved in accordance with OMB Circular A-102, P.L. 93-288 as amended, and applicable Federal Regulations.
15. It will comply with the provisions of the Hatch Act which limit the political activity of employees.
16. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act, as they apply to hospital and educational institution employees of State and local governments.
17. (To the best of his knowledge and belief) the disaster relief work described on each Federal Emergency Management Agency (FEMA) Project Application for which Federal Financial assistance is requested is eligible in accordance with the criteria contained in 44 Code of Federal Regulations, Part 205, and applicable FEMA Handbooks.
18. The emergency or disaster relief work therein described for which Federal Assistance is requested hereunder does not or will not duplicate benefits received for the same loss from another source.
19. It will (1) provide without cost to the United States all lands, easements and rights-of-way necessary for accomplishments of the approved work; (2) hold and save the United States free from damages due to the approved work or Federal funding.
20. This assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, reimbursements, advances, contracts, property, discounts of other Federal financial assistance extended after the date hereof to the Applicant by FEMA, that such Federal Financial assistance will be extended in reliance on the representations and agreements made in this assurance and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the applicant, its successors, transferees, and assignees, and the person or persons whose signatures appear on the reverse as authorized to sign this assurance on behalf of the applicant.
21. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, approved December 31, 1973. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Director, Federal Emergency Management Agency as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
22. It will comply with the insurance requirements of Section 314, PL 93-288, to obtain and maintain any other insurance as may be reasonable, adequate, and necessary to protect against further loss to any property which was replaced, restored, repaired, or constructed with this assistance.
23. It will defer funding of any projects involving flexible funding until FEMA makes a favorable environmental clearance, if this is required.
24. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966, as amended, (16 U.S.C. 470), Executive Order 11593, and the Archeological and Historic Preservation Act of 1966 (16 U.S.C. 469a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
25. It will, for any repairs or construction financed herewith, comply with applicable standards of safety, decency and sanitation and in conformity with applicable codes, specifications and standards; and, will evaluate the natural hazards in areas in which the proceeds of the grant or loan are to be used and take appropriate action to mitigate such hazards, including safe land use and construction practices.

STATE ASSURANCES

The State agrees to take any necessary action within State capabilities to require compliance with these assurances and agreements by the applicant or to assume responsibility to the Federal government for any deficiencies not resolved to the satisfaction of the Regional Director.

PUBLIC ASSISTANCE PROJECT CHECKLIST

(To prepare for State and/or Federal Project Officers)

In order to expedite the project process, applicants should take the following steps and be aware of the following procedures before the Kick-Off meeting (or first visit) with the Federal/State team:

- ___ 1. Mark the location of each damage project on a suitable map and develop a route of travel to each site. Segregate damage/work activities into the seven categories of work. The applicant should identify all damage/work projects before the Project Officers arrive.
- ___ 2. A list of projects broken down by small (< \$48,900) and large (≥ \$48,900).
- ___ 3. Ensure that the person designated to accompany the survey team is knowledgeable of the repairs already made and the location of all other damage sites which need to be repaired.
- ___ 4. Have photographs, site sketches or drawings of each damage site available for the Project Officers (especially where work has already been performed).
- ___ 5. Compile a detailed breakdown of labor (including fringe benefits), equipment, and material costs for each project where work has been completed or is in progress. While a variety of forms can be used or summarize these items, the format chosen must document the type and location of work performed on a daily basis.
- ___ 6. Provide force account equipment use in a manner compatible with the FEMA Schedule of Equipment Rates. Keep damaged equipment and parts for a review and inspection by the survey team.
- ___ 7. List equipment, materials or inventory lost as a result of the disaster. Provide copies of estimates, bids, purchase orders, invoices, inventory records or other substantiating evidence to verify loss values or replacement cost.
- ___ 8. Be prepared to describe to the inspectors which projects will be repaired by contract and those which will be repaired by force account. If a contractor's estimate/bid has been received, have it available for the Project Officers.
- ___ 9. If damaged facilities are to be restored in accordance with adopted codes or standards different from the original construction, provide Project Officers with copies of the appropriate standards.
- ___ 10. Provide Project Officers with policy information on insurance coverage and any proceeds received or anticipated.
- ___ 11. Notify DEM as soon as possible, but no later than 60 days from the date of the initial Kick-off meeting, of any additional damage that has been identified.
- ___ 12. Be aware that a statement of non-concurrence must be attached to any project in which the local representative does not agree with the proposed scope of work.

APPLICANT'S AGENT CHECKLIST

This checklist was prepared to make the process of applying for and receiving disaster relief under the Public Assistance program as easy as possible. If you have any questions, please call the DEM Recovery Section at (512) 424-2431.

ADMINISTRATION

- ___ Attend the applicant's briefing.
- ___ Contact other potential applicants within your county/city who sustained disaster related damages/cost and have them contact DEM by filling out a request for assistance within 30 days from the date the county was declared.
- ___ Ensure that an applicant's agent is designated.
- ___ Submit appeals in a timely manner normally within 60 days of notification.
- ___ Check on insurance coverage and determine the settlement amount, if any. Submit a proof of loss statement (insurance settlement) from the insurance company.

WORK MONITORING

- ___ Review each Project Worksheet (PW) to become familiar with approved scope of work.
- ___ Give appropriate supervisors a copy of each PW.
- ___ Make approved repairs **ONLY** or obtain DEM and/or FEMA approval before changing the approved scope of work.
- ___ Notify DEM of significant cost overruns.
- ___ Follow proper bid and contract procedures. Ensure the contractor is **NOT** on the most current "List of Parties Excluded from current Federal Procurement or Non-Procurement Programs" published by the U.S. general Services Administration.
- ___ Complete work within allowable time periods.
- ___ Request a time extension by PW if needed.
- ___ Submit a project cost summary for each large PW that is completed.
- ___ Complete the Project Completion Report (P.4) once all approved work has been completed.

DOCUMENTATION

- ___ Maintain a separate folder for each PW.
- ___ Document repair costs at each work site as they occur.
- ___ Prepare Summary Reports from supervisor's daily logs.
- ___ Keep these documents for each work site as they occur:
 - Summary Reports for Labor, Equipment and Materials
 - Delivery Tickets
 - Invoices
 - Payroll Journals
 - Cancelled Checks
 - Daily Logs from Supervisors

- ___ Keep these documents for each PW done by contract:
 - Bid specifications
 - Bid advertisement
 - Bid summary sheet
 - Contract award documents
 - Invoices
 - Canceled Checks
 - Record of work inspections

CATEGORIES OF WORK FOR PUBLIC ASSISTANCE

CATEGORY A

DEBRIS REMOVAL

EMERGENCY WORK

A. *PUBLIC INTEREST DETERMINATION BY FEMA*

- Eliminate immediate threats to life, public health and safety; or
- Eliminate immediate threats of significant damage to improved public or private property; or
- Ensure economic recovery of the affected community to the benefit of the community-at-large.

B. *PRIVATE PROPERTY DEBRIS REMOVAL*

When in the public interest for an eligible applicant to remove debris:

- On urban, suburban and rural property.
- Including large lots, living, recreational and working areas except areas used for crops and livestock, or unused areas.
- No assistance will be provided to individuals or private organizations for removing debris from their own property except for eligible private nonprofit applicants.
- Right of Entry Agreement must be obtained to indemnify federal, state, and local governments against any claim arising from such removal.

CATEGORY B

EMERGENCY PROTECTIVE MEASURES

A. GENERAL

- Measures to save lives, to protect public health and safety, and to protect improved property, are eligible. In order to be eligible, emergency protect measures for property must eliminate or lessen immediate threats of significant damage to improved public or private property through measures that are cost-effective.
- FEMA may require a certification by local, state, and/or federal officials that a threat exists, including identification and evaluation of the threat and recommendations of the emergency work necessary to cope with the threat.

B. EMERGENCY ACCESS

Emergency access may be provided when emergency repair or replacement of a non-public facility economically eliminates the need for temporary housing. The work is limited to that necessary for the access to remain passable through events that are immediate threats (five-year storm). The work must be performed by an eligible applicant and it is subject to cost-sharing.

PERMANENT RESTORATION OF FACILITIES

A. GENERAL ELIGIBILITY

- Facilities will be restored on the basis of design of such facilities as they existed immediately prior to the disaster and in conformity with applicable standards.
- Codes and Standards must be in writing and formally adopted prior to project approval, and they must apply uniformly to all similar types of facilities within the jurisdiction.
- Hazard mitigation measures, which are cost-effective, may be required by FEMA. Any requirement for hazard mitigation placed on applicants by FEMA will be eligible. Applicants may and are encouraged to suggest hazard mitigation measures.
- A facility is considered repairable when disaster damages do not exceed 50% of the cost of replacing a facility so that it can perform the function for which it was being used as well as it did immediately prior to the disaster. Conduct a repair versus replacement analysis if repairs to a facility would appear to cost 50% or more of the cost of replacing the facility. For further particulars, see FEMA publication 286, *Public Assistance Guide*, pages 50-54.
- Relocation may be approved by FEMA when a facility is subject to repetitive damage, and it is cost-effective to relocate. When relocation is required by FEMA, eligible work includes land acquisition and such ancillary facilities as roads and utilities. For further particulars, see FEMA publication 286, *Public Assistance Guide*, pages 54-55.

CATEGORY C

ROAD SYSTEMS

A. **REPAIRS AND REPLACEMENTS**

The damage must be directly related to the disaster. It cannot be a pre-existing condition nor caused by an event after the official period of incidence. Repairs to structures may be made when the estimated repair cost is less than the estimated replacement cost, unless the structure is damaged greater than 50%. IF a structure is damaged to the extent that repairs exceed 50% of the replacement costs, funding may be provided to replace the structure. The applicant also may choose to make repairs; however, the funding provided will be limited to the cost of replacement.

B. **ROAD REPAIRS**

On gravel roads, the base need not be damaged to be eligible for major gravel replacement. Loss of gravel must be evidence. Potholes and rutted surfaces must be shown to be a result of the disaster event.

C. **PAVING**

Loss of paved surface is eligible. Alligatored surface is generally a sign of normal deterioration and is not eligible, unless shown to be exclusively disaster-related.

D. **STANDARDS**

Bridge and road standards that have been formally adopted and are in practice, or adopted and placed in effect prior to project approval by the applicant, are eligible. The standards must apply to work accomplished using all sources of funds, and not limited to work receiving state and/or federal aid. A copy of standards and council meeting minutes approved the standards should be maintained in the permanent applicant file.

E. **ON-SYSTEM FACILITIES**

Facilities funded by other federal agencies, such as the Federal Highway Administration (FHWA), are *not* eligible for permanent repair. Debris removal and emergency measures are eligible on federal-aid roads except where the Emergency Relief (ER) program of the FHWA is activated. For further particulars, see FEMA publication 286, *Public Assistance Guide*.

F. **SCHEDULED REPLACEMENT**

Facilities are not eligible if scheduled for replacement within the next 12 months using federal funds.

CATEGORY D

WATER CONTROL FACILITIES

A. *LEVEES AND DAMS*

If the levee or dam meets the definition of a flood control work and thus falls within the authority of the U.S. Army Corps of Engineers (USACE) or Natural Resources Conservation Service (NRCS), it is not eligible.

B. *DRAINAGE CHANNELS*

Restore to pre-flood hydraulic capacity. The USACE or NRCS may be involved in some flood channels; in these cases, drainage channels are not eligible. Manmade channels must show evidence of routine maintenance. Appropriate documentation should be placed in permanent applicant file.

C. *NATURAL STREAMS*

Debris removal from natural streams is not normally eligible for assistance. Only debris that causes a threat to lives, public health and safety, or damage to improved property from a 5-year flood event, is eligible. Work to protect improved property must have a favorable ratio of benefits to costs. Any work in natural streams must also be closely reviewed and monitored to minimize undesirable environmental effects.

D. *SEEDING AND SODDING*

Seeding, grass, and sod will be eligible only when necessary to stabilize slopes and minimize sediment runoff. Seeding, grass, and sod will not be eligible for cosmetic purposes.

E. *DEBRIS*

Disaster-caused debris in catch basins and channels is eligible for removal when the pre-existing condition can be established.

CATEGORY E

PUBLIC BUILDINGS AND EQUIPMENT

A. **RESTORATION**

Buildings are to be restored to pre-disaster design capacity in accordance with present codes and standards.

B. **USE AND OCCUPANCY**

The building must have been in active use prior to the disaster. If only part of the building was occupied at the time of the disaster, or if the building was being used for a less demanding function than its original purpose, then replacement will be made at the reduced size, or restoration will be limited to that required to resume the immediate pre-disaster use.

C. **EXTENSIVE DAMAGE**

If repairs to a facility would cost 50% or more of the cost of replacing the facility to its pre-disaster design, then the facility is eligible for replacement. This is known as the "50% Rule", and is discussed in detail on pages 53-54 of FEMA publication 286, *Public Assistance Guide*.

D. **INSURANCE**

Check on insurance presently in force. Insurance coverage pays first. Uninsured losses are eligible. If repair costs exceed \$5,000, a general hazard insurance comment will be required equal to the amount of damages. Repair costs for flood damages occurring to buildings and/or contents within the 100-year flood zone will be reduced by the amount that would have been available from a standard NFIP flood policy whether or not the facility was actually insured.

E. **EQUIPMENT**

Office equipment and furniture should be replaced with used or surplus, if available. Repair if feasible.

F. **SUPPLIES**

Consumable supplies will be replaced to pre-disaster quantities.

G. **VEHICLES**

Special equipment, such as two-way radios, is eligible. Blue book prices should be used and salvage taken. Check for comprehensive insurance.

H. *GROUNDS*

Grounds around buildings may be included with building structure if it is to be handled as a single project, except trees and other plantings, which are not eligible.

I. *CLEANING*

For buildings with light damage, cleaning and painting is eligible.

J. *WORSHIP FACILITIES*

Buildings that are used primarily for worship or religious education purposes are not eligible.

CATEGORY F

PUBLIC FACILITIES

A. *ELECTRICAL*

Restore to pre-disaster condition in the most economical manner. Extra pole structures are sometimes necessary to restore the function when erosion has destroyed stream banks and ground clearance has to be maintained over longer distances.

B. *SEWER COLLAPSE*

Visual evidence of ground subsidence indicating infiltration into the pipe must be present.

C. *TV INSPECTION*

Limited TV inspection is eligible when damage is apparent. Use of TV inspection to search for problems is not eligible.

D. *CLEANING*

Cleaning of disaster-related debris from sewer lines is eligible only when necessary to restore adequate functioning of the system in specific reaches when the pre-existing condition can be established.

E. *REVENUES*

Loss of revenue is not eligible. Added costs or charges for providing regular utility services are not eligible.

CATEGORY G

PARKS, RECREATIONAL, AND OTHER

A. GRASS

Grass, seeding, and sod are eligible only when necessary to stabilize slopes and minimize sediment runoff. Grass, seeding, and sod are not eligible for cosmetic purposes.

B. TREES

Trees and other plantings are not eligible.

C. DAMAGE ESTIMATE

All structures and damage sites within a park may be included as a single project if repair or contract is being handled that way. They can be claimed separately, if desired.

D. BEACHES

To be eligible, a beach must have been improved and regularly maintained prior to the disaster. Maintain documentation in permanent file. Permanent restoration of the sand on natural beaches is not eligible. (Also see Emergency Protective Measures.)

Schedule of Equipment Rates

SCHEDULE OF EQUIPMENT RATES
 FEDERAL EMERGENCY MANAGEMENT AGENCY
 RESPONSE AND RECOVERY DIRECTORATE
 INFRASTRUCTURE DIVISION
 WASHINGTON, D.C. 20472

The rates on this Schedule of Equipment Rates are for equipment in good mechanical condition, complete with all required attachments. Each rate covers all costs eligible under PL 93-288, as amended, for ownership and operation of equipment, including depreciation, all maintenance, field repairs, fuel, lubricants, tires, OSHA equipment and other costs incident to operation. Standby equipment costs are not eligible. Equipment must be in actual operation to be eligible. LABOR COSTS OF OPERATOR ARE NOT INCLUDED and should be approved separately from equipment costs.

Information regarding the use of the Schedule is contained in FEMA criteria. Rates for equipment not listed will be furnished by FEMA upon request. Any appeals shall be in accordance with 44 CFR 206.

THESE RATES ARE APPLICABLE TO MAJOR DISASTERS AND EMERGENCIES DECLARED BY THE PRESIDENT AFTER THE DATE OF PUBLICATION OF THIS SCHEDULE.

Cost Code	Equipment	Capacity/ Size	HP	Assumption	Unit	Hourly Rate
8010	Air Compressor	125 Cfm	to 65	Hoses are included.	hour	\$5.60
8011	Air Compressor	250 Cfm	to 95	Hoses are included.	hour	\$9.25
8012	Air Compressor	450 Cfm	to 150	Hoses are included.	hour	\$15.50
8013	Air Compressor	600 Cfm	to 200	Hoses are included.	hour	\$20.00
8014	Air Compressor	750 Cfm	to 240	Hoses are included.	hour	\$25.50
8015	Air Compressor	900 Cfm	to 260	Hoses are included.	hour	\$29.00
8016	Air Compressor	1200 Cfm	to 325	Hoses are included.	hour	\$41.00
8020	Air Curtain Burner	In Ground	to 30	In ground burner.	hour	\$4.80
8021	Air Curtain Burner	In Ground	to 60	In ground burner.	hour	\$7.40
8022	Air Curtain Burner	In Ground	to 90	In ground burner.	hour	\$9.75
8023	Air Curtain Burner	Above Ground	to 30	Above ground burner.	hour	\$5.80
8024	Air Curtain Burner	Above Ground	to 60	Above ground burner.	hour	\$8.25
8025	Air Curtain Burner	Above Ground	to 90	Above ground burner.	hour	\$10.75
8040	Ambulance		to 150		hour	\$13.75
8041	Ambulance		to 210		hour	\$21.00
8060	Auger, Portable	12 In	to 5		hour	\$0.70
8070	Automobile		to 130	Mileage rate when transporting people.	mile	\$0.30
8071	Automobile, Police		to 250	This is a mileage rate.	mile	\$0.35
8072	Automobile, Police		to 250	Vehicle in a fixed position with the engine running and/or the warning lights flashing.	hour	\$8.50
8810	Backhoe, Small	See Loader-Backhoe				
8820	Backhoe, Large	See Hydraulic Excav.				
8110	Barge, Deck	7.25'x30'x120'			hour	\$19.00
8111	Barge, Deck	7'x45'x120'			hour	\$28.50
8120	Barge, Hopper	12'x35'x195'		This is an open barge.	hour	\$31.00
8050	Board, Arrow, Trailer		to 8		hour	\$1.50
8051	Board, Message, Trailer		to 5		hour	\$5.10
8131	Boat	5'x13'	to 50	Includes outboards.	hour	\$7.20
8830	Boat		to 100	Includes outboards and inboards.	hour	\$17.00
8831	Boat		to 150	Includes outboards and inboards.	hour	\$22.00
8832	Boat		to 200	Includes outboards and inboards.	hour	\$27.00

Schedule of Equipment Rates

Cost Code	Equipment	Capacity/ Size	HP	Assumption	Unit	Hourly Rate
8833	Boat		to 250	Includes outboards and inboards.	hour	\$33.00
8834	Boat		to 300	Includes outboards and inboards.	hour	\$38.00
8840	Boat, Air		to 100		hour	\$12.00
8841	Boat, Air		to 200		hour	\$18.00
8842	Boat, Air		to 300		hour	\$28.00
8133	Boat, Push	16'x45'	to 435		hour	\$76.00
8134	Boat, Push	21'x54'	to 525		hour	\$103.00
8130	Boat, Row			This includes the oars.	hour	\$0.55
8132	Boat, Tender	7'x14'	to 75		hour	\$13.50
8140	Boat, Tug	16 Ft	to 100		hour	\$16.50
8141	Boat, Tug	18 Ft	to 175		hour	\$26.00
8142	Boat, Tug	26 Ft	to 250		hour	\$33.00
8143	Boat, Tug	40 Ft	to 380		hour	\$81.00
8420	Breaker, Pavement		to 80		hour	\$15.00
8421	Breaker, Pavement		to 137		hour	\$31.00
8150	Broom, Pavement	72 In	to 32		hour	\$6.20
8151	Broom, Pavement	84 In	to 90		hour	\$9.75
8170	Broom, Pavement, Mtd	72 In			hour	\$1.60
8171	Broom, Pavement, Mtd	72 In	to 18		hour	\$2.50
8160	Broom, Pavement, Pull	84 In			hour	\$3.30
8180	Bus		to 150		hour	\$9.50
8181	Bus		to 210		hour	\$14.75
8182	Bus		to 300		hour	\$20.00
8190	Chain Saw	25 In			hour	\$2.40
8200	Chipper	7 In	to 30		hour	\$5.90
8201	Chipper	12 In	to 65		hour	\$8.00
8202	Chipper	12 In	to 125		hour	\$12.00
8203	Chipper	12 In	to 171		hour	\$14.50
8204	Chipper	18 In	to 250		hour	\$24.50
8205	Chipper	19 In	to 350		hour	\$59.00
8206	Chipper	19 In	to 475		hour	\$63.00
8207	Chipper		to 650		hour	\$87.00
8210	Clamshell & Dragline		to 128		hour	\$67.00
8211	Clamshell & Dragline		to 250		hour	\$74.00
8220	Compactor		to 10	Includes hand held and manually operated equipment.	hour	\$3.20
8221	Compactor		to 50		hour	\$6.80
8222	Compactor		to 80		hour	\$11.25
8223	Compactor		to 110		hour	\$15.50
8224	Compactor		to 150		hour	\$21.00
8225	Compactor		to 186		hour	\$25.50
8226	Compactor		to 210		hour	\$42.00
8227	Compactor		to 318		hour	\$70.00
8228	Compactor, Towed	Drum		Rate is for each drum.	hour	\$1.00
8230	Crane, Lifting	8 Tons	to 80		hour	\$14.50
8231	Crane, Lifting	16 Tons	to 150		hour	\$36.00
8232	Crane, Lifting	32 Tons	to 210		hour	\$55.00
8233	Crane, Lifting	55 Tons	to 325		hour	\$81.00
8250	Dozer, Crawler		to 70		hour	\$16.50
8251	Dozer, Crawler		to 115		hour	\$21.50
8252	Dozer, Crawler		to 160		hour	\$31.00
8253	Dozer, Crawler		to 240		hour	\$40.00
8254	Dozer, Crawler		to 310		hour	\$70.00
8261	Dozer, Wheel		to 210	See 8260 for small wheel tractors/dozers.	hour	\$38.00

Schedule of Equipment Rates

Cost Code	Equipment	Capacity/ Size	HP	Assumption	Unit	Hourly Rate
8262	Dozer, Wheel		to 310		hour	\$55.00
8263	Dozer, Wheel		to 454		hour	\$89.00
8280	Excavator, Hydraulic	0.5 CY		Includes truck, crawler and wheel mtd eqmt.	hour	\$29.00
8281	Excavator, Hydraulic	1.0 CY		Includes truck, crawler and wheel mtd eqmt.	hour	\$34.00
8282	Excavator, Hydraulic	1.5 CY		Includes truck, crawler and wheel mtd eqmt.	hour	\$44.00
8283	Excavator, Hydraulic	2.0 CY		Includes truck, crawler and wheel mtd eqmt.	hour	\$57.00
8284	Excavator, Hydraulic	2.5 CY		Includes truck, crawler and wheel mtd eqmt.	hour	\$73.00
8300	Fork Lift	4000 Lbs	to 50		hour	\$4.50
8301	Fork Lift	11000 Lbs	to 100		hour	\$8.25
8310	Generator	5 KW	to 11		hour	\$1.20
8311	Generator	15 KW	to 30		hour	\$3.00
8312	Generator	40 KW	to 57		hour	\$6.00
8313	Generator	65 KW	to 92		hour	\$10.25
8314	Generator	110 KW	to 160		hour	\$15.50
8315	Generator	125 KW	to 200		hour	\$22.00
8316	Generator	270 KW	to 390		hour	\$26.50
8317	Generator	400 KW	to 570		hour	\$38.00
8318	Generator	500 KW	to 715		hour	\$56.00
8319	Generator	750 KW	to 1050		hour	\$75.00
8320	Golf Cart	2 Person			hour	\$1.80
8330	Grader	10' Blade	to 100	Includes rigid and articulated equipment.	hour	\$15.00
8331	Grader	12' Blade	to 140	Includes rigid and articulated equipment.	hour	\$25.00
8332	Grader	12' Blade	to 200	Includes rigid and articulated equipment.	hour	\$31.00
8350	Hose	3 In		Discharge hoses for pumps. Suction hoses are included with pumps.	hour	\$0.05
8351	Hose	4 In		Discharge hoses for pumps. Suction hoses are included with pumps.	hour	\$0.10
8352	Hose	6 In		Discharge hoses for pumps. Suction hoses are included with pumps.	hour	\$0.15
8353	Hose	8 In		Discharge hoses for pumps. Suction hoses are included with pumps.	hour	\$0.20
8354	Hose	12 In		Discharge hoses for pumps. Suction hoses are included with pumps.	hour	\$0.35
8355	Hose	16 In		Discharge hoses for pumps. Suction hoses are included with pumps.	hour	\$0.75
8360	Jackhammer			Hoses between air compressor and jackhammer are included in rate of air compressor.	hour	\$0.60
8370	Lift, Scissor	1500 Lbs	to 20		hour	\$4.70
8380	Loader, Crawler	0.5 CY	to 32		hour	\$7.75
8381	Loader, Crawler	1.0 CY	to 70		hour	\$14.00
8382	Loader, Crawler	1.5 CY	to 90		hour	\$17.50

Schedule of Equipment Rates

Cost Code	Equipment	Capacity/ Size	HP	Assumption	Unit	Hourly Rate
8383	Loader, Crawler	2.0 CY	to 120		hour	\$26.00
8384	Loader, Crawler	2.5 CY	to 150		hour	\$35.00
8385	Loader, Crawler	3.0 CY	to 170		hour	\$40.00
8540	Loader, Skid	1000 Lbs	to 27		hour	\$4.90
8541	Loader, Skid	2000 Lbs	to 73		hour	\$7.40
8542	Loader, Skid	4000 Lbs	to 94		hour	\$15.50
8390	Loader, Wheel	0.75 CY	to 63		hour	\$7.30
8391	Loader, Wheel	1.0 CY	to 74		hour	\$9.75
8392	Loader, Wheel	1.5 CY	to 75		hour	\$15.00
8393	Loader, Wheel	2.0 CY	to 115		hour	\$18.00
8394	Loader, Wheel	2.5 CY	to 144		hour	\$20.50
8395	Loader, Wheel	3.0 CY	to 160		hour	\$25.00
8396	Loader, Wheel	3.5 CY	to 196		hour	\$29.50
8397	Loader, Wheel	4.0 CY	to 248		hour	\$36.00
8570	Loader-Backhoe, Wheel	1.03 CY	to 74	Capacity is the loader bucket and not the backhoe bucket.	hour	\$10.00
8571	Loader-Backhoe, Wheel	1.5 CY	to 95	Capacity is the loader bucket and not the backhoe bucket.	hour	\$14.50
8572	Loader-Backhoe, Wheel	1.75 CY	to 115	Capacity is the loader bucket and not the backhoe bucket.	hour	\$19.00
8410	Mixer, Concrete, Port	6 CF	to 7		hour	\$1.50
8411	Mixer, Concrete, Port	12 CF	to 9		hour	\$2.10
8400	Mixer, Trailer Mounted	6 CF	to 18		hour	\$3.80
8401	Mixer, Trailer Mounted	16 CF	to 25		hour	\$7.50
8632	Mulcher, Trailer Mtd		to 35		hour	\$4.80
8430	Paver, Asphalt	8 Ft	to 35	Includes wheel and crawler equipment.	hour	\$8.50
8431	Paver, Asphalt	8 Ft	to 71	Includes wheel and crawler equipment.	hour	\$19.50
8432	Paver, Asphalt	10 Ft	to 130	Included wheel and crawler equipment.	hour	\$49.00
8433	Paver, Asphalt	10 Ft	to 200	Includes wheel and crawler equipment.	hour	\$65.00
8434	Paver, Asphalt	10 Ft	to 234	Includes wheel and crawler equipment.	hour	\$80.00
8450	Plow, Grader Mtd	10.5 Ft			hour	\$6.90
8440	Plow, Truck Mtd				hour	\$3.60
8470	Pump	2 In	to 8		hour	\$2.10
8471	Pump	3 In	to 12		hour	\$2.80
8472	Pump	4 In	to 30		hour	\$6.00
8473	Pump	6 In	to 60		hour	\$8.50
8474	Pump	8 In	to 70		hour	\$12.75
8475	Pump	10 In	to 85		hour	\$15.00
8476	Pump	12 In	to 90		hour	\$17.50
8463	Pump Extender	20 Ft		Extender for a Pump W/O Power	hour	\$0.80
8460	Pump, W/O Power	6 In			hour	\$1.50
8461	Pump, W/O Power	12 In			hour	\$2.00
8462	Pump, W/O Power	24 In			hour	\$4.70
8510	Saw, Concrete	14 In	to 20		hour	\$2.40
8511	Saw, Concrete	26 In	to 35		hour	\$5.70
8512	Saw, Concrete	36 In	to 65		hour	\$9.25
8520	Scraper	11 CY	to 180		hour	\$47.00
8521	Scraper	21 CY	to 330		hour	\$70.00
8522	Scraper	31 CY	to 450		hour	\$102.00

Schedule of Equipment Rates

Cost Code	Equipment	Capacity/ Size	HP	Assumption	Unit	Hourly Rate
8560	Snow Blower		to 472		hour	\$56.00
8561	Snow Blower		to 500		hour	\$60.00
8562	Snow Blower		to 600		hour	\$68.00
8550	Snow Blower, Trk Mtd		to 30		hour	\$7.10
8551	Snow Blower, Trk Mtd		to 66		hour	\$12.75
8552	Snow Blower, Trk Mtd		to 200		hour	\$21.00
8553	Snow Blower, Trk Mtd		to 340		hour	\$31.00
8554	Snow Blower, Trk Mtd		to 400		hour	\$34.00
8630	Sprayer, Seed, Trailer	500 Gal	to 20		hour	\$4.80
8631	Sprayer, Seed, Trailer	1000 Gal	to 35		hour	\$7.50
8423	Spreader, Chip	12.5 Ft	to 152		hour	\$26.00
8424	Spreader, Chip	14.5 Ft	to 210		hour	\$26.50
8425	Spreader, Chip, Mtd	8 Ft	to 7		hour	\$1.20
8426	Stripper	12 Gal	to 10		hour	\$1.40
8427	Sweeper, Pavement		to 109		hour	\$22.00
8428	Sweeper, Pavement		to 160		hour	\$29.00
8429	Sweeper, Pavement		to 190		hour	\$35.00
8260	Tractor, Wheel		to 87		hour	\$6.60
8580	Trailer, Asphalt Dist	1000 Gal			hour	\$6.20
8590	Trailer, Dump	18 CY			hour	\$6.60
8591	Trailer, Dump	24 CY			hour	\$10.25
8600	Trailer, Equipment	20 Tons			hour	\$3.20
8601	Trailer, Equipment	40 Tons			hour	\$7.50
8602	Trailer, Equipment	50 Tons			hour	\$8.50
8640	Trailer, Office	8 ' x 24 '		Based on a daily rate.	day	\$10.75
8641	Trailer, Office	8 ' x 32 '		Based on a daily rate.	day	\$12.75
8610	Trailer, Water	3000 Gal			hour	\$10.00
8611	Trailer, Water	6000 Gal			hour	\$12.75
8612	Trailer, Water	9000 Gal			hour	\$14.75
8613	Trailer, Water	12000 Gal			hour	\$16.50
8650	Trencher		to 35		hour	\$3.80
8651	Trencher		to 85		hour	\$15.50
8652	Trencher		to 115		hour	\$31.00
8653	Trencher		to 175		hour	\$49.00
8290	Trowel, Concrete	46 In	to 8		hour	\$1.40
8710	Truck, Bucket	30 Ft	to 150		hour	\$12.50
8711	Truck, Bucket	60 Ft	to 210		hour	\$26.00
8712	Truck, Cleaning	5 CY	to 150		hour	\$19.00
8713	Truck, Cleaning	14 CY	to 210		hour	\$28.50
8680	Truck, Concrete	8 CY	to 235		hour	\$39.00
8681	Truck, Concrete	12 CY	to 285		hour	\$43.00
8720	Truck, Dump	8 CY	to 180		hour	\$14.25
8721	Truck, Dump	10 CY	to 235		hour	\$22.00
8722	Truck, Dump	12 CY	to 255		hour	\$26.00
8723	Truck, Dump	18 CY	to 325		hour	\$32.00
8690	Truck, Fire		to 200		hour	\$24.50
8691	Truck, Fire		to 300		hour	\$35.00
8692	Truck, Fire		to 400		hour	\$45.00
8700	Truck, Flatbed	6000 Lbs	to 140		hour	\$8.75
8701	Truck, Flatbed	15000 Lbs	to 210		hour	\$11.25
8702	Truck, Flatbed	25000 Lbs	to 210		hour	\$13.75
8730	Truck, Garbage	25 CY	to 255		hour	\$26.00
8731	Truck, Garbage	32 CY	to 325		hour	\$32.00
8714	Truck, Line		to 150		hour	\$26.00
8715	Truck, Line		to 210		hour	\$31.00

Schedule of Equipment Rates

Cost Code	Equipment	Capacity/ Size	HP	Assumption	Unit	Hourly Rate
8803	Truck, Pick up	0.50 Ton	to 130	Mileage rate for transporting people. If vehicle was for hauling, etc. use hourly rate.	mile	\$0.30
8800	Truck, Pick-up	0.50 Ton	to 130		hour	\$5.60
8801	Truck, Pick-up	0.75 Ton	to 130		hour	\$6.30
8802	Truck, Pick-up	1.00 Ton	to 180		hour	\$7.50
8790	Truck, Tractor	30000 Lbs	to 210		hour	\$18.50
8791	Truck, Tractor	35000 Lbs	to 265		hour	\$23.50
8792	Truck, Tractor	50000 Lbs	to 310		hour	\$26.00
8780	Truck, Water	2000 Gal	to 175		hour	\$16.00
8781	Truck, Water	3500 Gal	to 250		hour	\$19.00
8620	Tub Grinder		to 425		hour	\$46.00
8621	Tub Grinder		to 450		hour	\$63.00
8622	Tub Grinder		to 550		hour	\$81.00
8623	Tub Grinder		to 650		hour	\$102.00
8624	Tub Grinder		to 800		hour	\$129.00
8625	Tub Grinder		to 1000		hour	\$147.00
8321	Vehicle, Recreational		to 10	Rate can be used for utility vehicles.	hour	\$1.80
8750	Vehicle, Small		to 30		hour	\$3.40
8761	Vibrator, Concrete		to 8		hour	\$1.20
8770	Welder	200 Amp	to 16		hour	\$1.90
8771	Welder	300 Amp	to 34		hour	\$3.90
8772	Welder	400 Amp	to 50		hour	\$5.60

Advance of Funds Request

Date: _____

To: State Coordinating Officer
 Division of Emergency Management
 Texas Department of Public Safety
 P.O. Box 4087
 Austin, Texas 78773-0228

Subject: Incident Name
 FEMA _____ DR TX
 Advance of Funds for Project Worksheet(s)
 Large Projects (\$48,900 and greater)

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

PW Number	PW Amount	Amount Expended (*)
Totals		

(*) Accumulative amount of expenditures for each (PW) made to date and/or the amount that 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 this advance that is not supported by cost documents and/or expended within the scope of the PW will be refunded to the Division of Emergency Management within 30 days of receiving the de-obligation notice.

Sincerely,

 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

For DEM Use		
Amount	Approved By	Date

APPLICANT RECORD-KEEPING FORMS AND INSTRUCTIONS

INTRODUCTION

GENERAL

It is essential that you accurately document the expenses incurred in disaster response and recovery. Accurate documentation will help you to:

- Recover all of your eligible costs.
- Have the information necessary to develop your disaster projects.
- Have the information available, which the state and FEMA will need to see, to validate the accuracy of your small projects.
- Be ready for any state or federal audits or other program or financial reviews.

There are many ways to maintain documentation of your records. What's important is that you have the necessary information, readily available, and that all this information is in a usable format. Your records must be compiled under the Project Number as shown on FEMA's Project Worksheet. The Project Number will be given to you by the PAC.

A set of five summary records has been developed to assist you to organize your project documentation. If you already have a system you want to use, you may do so, if it shows the information outlined above.

The summary records are:

1. **Force Account Labor Summary Record** – used to record your personnel costs.
2. **Force Account Equipment Summary Record** – used to record your equipment use costs.
3. **Material Summary Record** – used to record the supplies and materials that your take out of stock or purchase.
4. **Rented Equipment Summary Record** – used to record the costs of rented or leased equipment.
5. **Contract Work Summary Record** – used to record the costs or work that you have done by contract.



✓ **Disaster Checklist**

When disaster strikes there are severe actions that jurisdictions may need to be taken immediately. Speed and accuracy are essential in obtaining the maximum amount of help in the shortest amount of time. This checklist in conjunction with the **Disaster Recovery Manual (DRM)** are key tools when disasters strike.

- Respond to any crisis situation as it arises.
- Activate the mutual aid agreements you have in place.
- If you need State or Federal resources (the disaster is beyond your jurisdiction's capability to deal with) in order to respond to the disaster, contact your Disaster District Committee Chairman or your Regional Liaison Officer. (DRM p.16)
- Issue a Disaster Proclamation or Court Order as appropriate, stating that a disaster exists and that the jurisdiction is beyond its capability in dealing with the incident.
- If you need State or Federal assistance for long term recovery (repairs) complete the following steps:
 - #1 Contact your Regional Liaison Officer and explain that you are interested in long term recovery.
 - #2 Have your jurisdiction survey and estimate damages. (DRM p.1)
 - #3 Prepare a map showing locations of damage. Complete a Disaster Summary Outline. (DRM p.17)
 - #4 Prepare a letter to the Governor of Texas asking for assistance. (DRM p.21)
- Fax items #3, #4 and disaster proclamation to the Division of Emergency Management at **(512) 424-2444 within 10 days** from the date of the disaster.

Mail Originals To:
Texas Department of Public Safety
Division of Emergency Management
P.O. Box 4087
Austin, Texas 78773-0228

If you do not have a copy of the Disaster Recovery Manual or if you have questions contact the Division of Emergency Management's Recovery Section at (512) 424-2431.