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October, 2011

Memo to: All County Emergency Management Directors

From: Nancy J. Dragani, Executive Director  
Ohio Emergency Management Agency

Subject: *Assistance Toolbox- 2<sup>nd</sup> Edition*

First implemented in 2005, the *Assistance Toolbox* continues to provide information and guidance for County EMA Directors, local, county and state government officials, and Ohio EMA personnel to effectively accomplish response and recovery activities. It is a comprehensive compilation of information, guidance, fact sheets, etc. developed to simplify disaster response and recovery activities following the occurrence of a locally declared disaster.

In this edition much of the information from the original *Toolbox* has been updated or revised. Some of the tabs have been rearranged to accommodate new material. New to the *Toolbox* is the following: the *County Incident Status Report* (Tab B); the *Disaster-Related Building Inspections List* (Tab C); the *State Disaster Housing Strategy (2010)* (Tab D) and the *Debris Fact Sheet for Local Officials* (Tab E).

Information regarding the sequence of events following a disaster; the damage assessment process, including forms to use to report damages; guidance for requesting supplemental assistance for private (Individual Assistance) and public damages (Public Assistance) from the state and federal government; and a brief description of key activities associated with FEMA's IA, PA and Hazard Mitigation Grant Program (HMGP) following a presidential disaster declaration and primary functions in FEMA's Joint Field Office (JFO) remain within their respective tabs.

This information is current and accurate at this time. This is a living document. As programs change and new information becomes available, updates will be made available on our website. This guidance promotes and enhances our collective effectiveness. Please review the *Toolbox* and provide written comments and recommendations to Brigitte Bouska, Ohio EMA Disaster Recovery Branch (DRB), [bbouska@dps.state.oh.us](mailto:bbouska@dps.state.oh.us) or call 614-799-3671 if you have questions.

**Mission Statement**

*"to save lives, reduce injuries and economic loss, to administer Ohio's motor vehicle laws and to preserve the safety and well being of all citizens with the most cost-effective and service-oriented methods available."*

OHIO EMERGENCY MANAGEMENT AGENCY  
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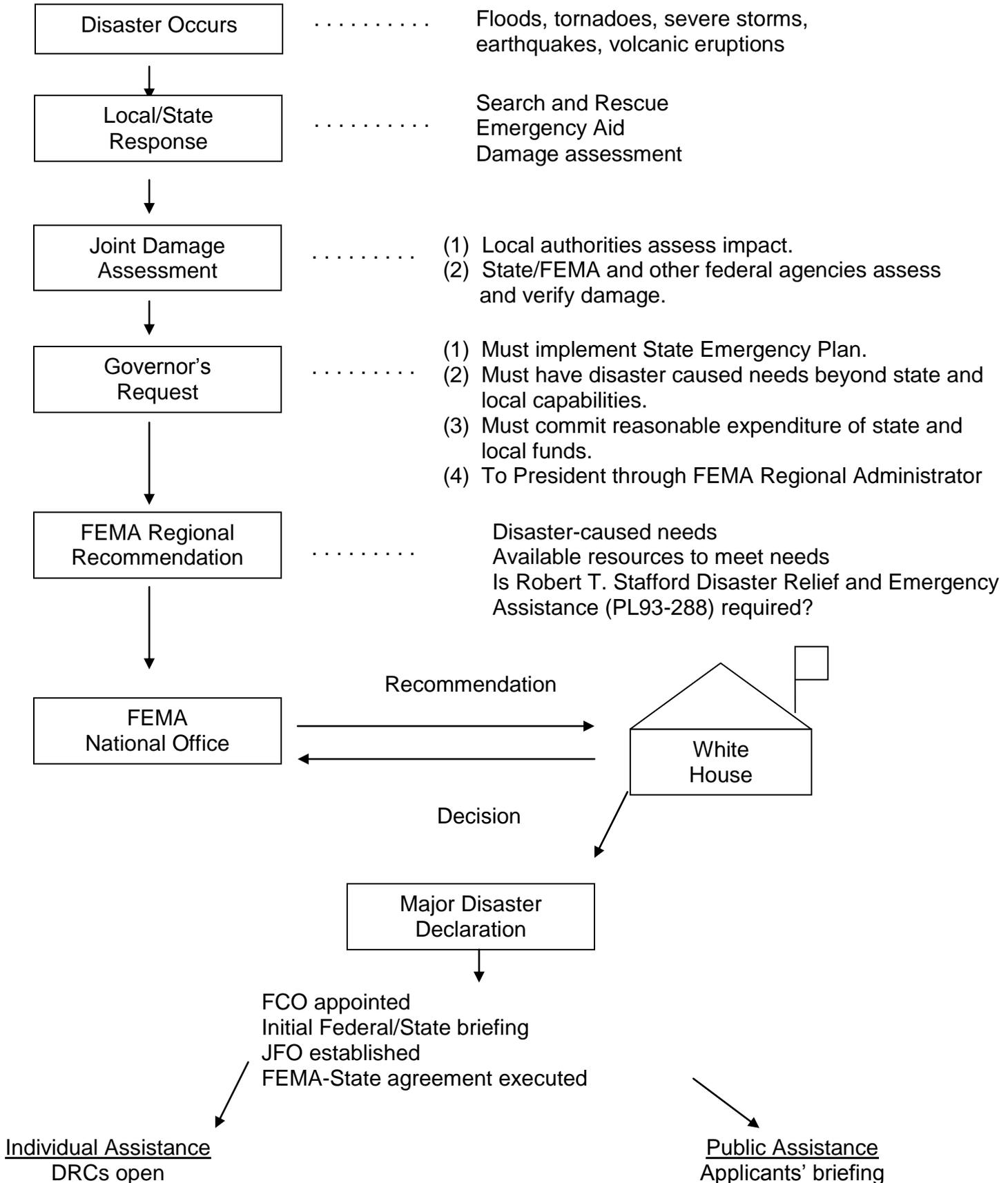
Tab G-- Terms, Definitions and Acronyms

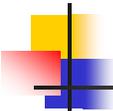
# ASSISTANCE TOOLBOX

## STATEMENT OF PURPOSE

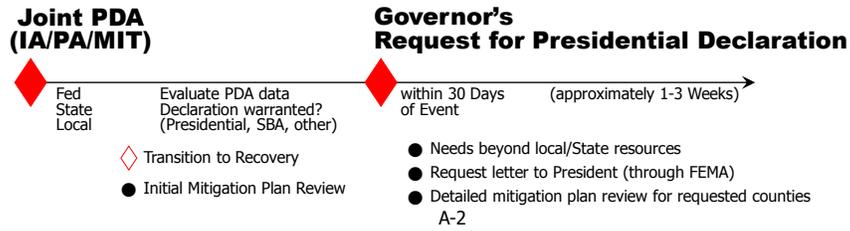
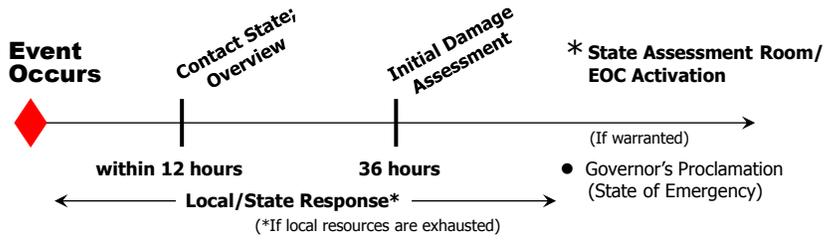
The *Assistance Toolbox* has been developed by the Ohio Emergency Management Agency (Ohio EMA) to provide a step-by-step explanation of the actions to be taken by local government to potentially access emergency or disaster assistance, if necessary. It is important these procedures are followed to obtain state or federal assistance in a timely and effective manner. The *Declaration Timeline* found under TAB A, displays the progression of events leading to and immediately following a Presidential declaration. To receive disaster assistance local governments must be significantly impacted and meet published criteria and thresholds. Ohio EMA will identify resources or programs available at the State and/or Federal level to supplement local efforts to protect the public's health and safety and to recover from the disaster. Ohio EMA will also coordinate efforts to determine eligibility and implementation for all available assistance.

# DISASTER SUMMARY OF EVENTS





# DECLARATION TIMELINE





## DECLARATION TIMELINE (Continued)

### Presidential Declaration (or denial of request) \*

- County notification (IA, PA, both?)
- FEMA arrives
- Appointment of FCO / SCO
- Joint Field Office (JFO) setup
- FEMA/State organizational meeting
- FEMA/State agreement signed
- State transitions to JFO
- Media blitz

\* Governor may appeal decision within 30 days

#### WEEK 1

##### FEMA/State Administer Disaster Recovery Programs

###### ◆ Individual Assistance

- FEMA Community Relations (CR) arrive in counties
  - Meet with county director
  - Conduct community outreach
- Teleregistration and online registration is open
- Inspectors arrive in counties
  - Inspections begin
- Identify proposed Disaster Recovery Center (DRC) locations
  - FEMA Safety and Security inspection
  - DRC approval

###### ◆ Public Assistance

- Schedule PA applicant briefings

###### ◆ Mitigation

#### WEEK 2

- DRCs open
- PA applicant briefings start

#### WEEK 3

#### WEEK 4

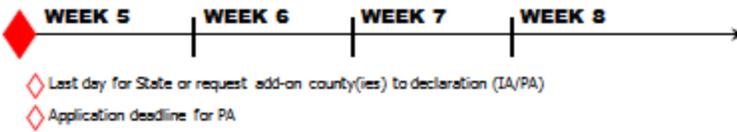
- Schedule/begin mitigation briefings

A-3



## DECLARATION TIMELINE (Continued)

### 30 Days



### 60 Days



## Sequence of Events and Potential Disaster Assistance Following a Disaster

### Incident occurs:

- Local Government:
    - Assesses situation;
    - Declares locally;
    - Provides emergency assistance to protect the public's health and safety;
    - Coordinates damage assessment to determine the extent of damage, resources needed to support local government recovery efforts and uninsured private and public damages and losses; and
    - Requests state assistance, if needed.
  
  - Ohio EMA receives local request(s) for state resources from county EMA director(s):
    - Requests Governor's declaration, if warranted;
    - Assists local governments gathering damage assessment information for private and public damages, if needed;
    - Coordinates requests for assistance with state agencies;
    - Prepares request for Small Business Administration (SBA) Home/Personal Property/Business Loan Program; and
    - May prepare to initiate State Of Ohio Individual Assistance (St IA) Program and/or State Disaster Relief Program (SDRP)
- OR**
- Prepares request for presidential disaster declaration through the Federal Emergency Management Agency (FEMA)

### State Disaster Assistance:

- **State of Ohio Individual Assistance Grant Program (State IA Program):**
  - Criteria: local declaration; Governor's declaration; Small Business Administration (SBA) Home/Personal Property/Business Loan Program declaration. For uninsured losses and expenses incurred by individuals and households that do not qualify for the SBA Home/Personal Property Loan Program.
  
  - Types of assistance: grants for essential repairs to owner-occupied homes; replacement of essential personal property to include furniture and appliances for homeowners and renters; and may reimburse for disaster-related medical, dental, transportation and funeral expenses.
  
- **State Disaster Relief Program (SDRP):**
  - Criteria: local declaration; submission of local damage assessment and letter of intent to request State financial assistance within 14 days of the event; list of damaged sites and cost documentation for completed work. Eligible expenses must exceed ½ of 1% of the local useable budget. For uninsured losses and damages incurred by local governments (cities, municipalities, townships and counties and certain private non-profit organizations).

- Types of assistance: Reimbursement for work completed in categories such as debris removal, emergency protective measures, and repairs to roads, bridges, water control facilities, public buildings and public utilities.

**Federal Disaster Assistance for Individuals and Households (private damages/losses):**

- **Small Business Administration (SBA) Home/Personal Property/Business Disaster Loan Program**

- Criteria: Governor's request for the program. Request must include certification that at least 25 homes and/or businesses have sustained uninsured damages equal to or greater than 40% of the value of the structures and the county (ies) meet the criteria. (A local declaration and/or Governor's declaration is not required.)
- Usually requested when the damages are limited in scope to a limited number of counties.
- Type of assistance: low interest loans for homeowners to repair uninsured damages to primary residences (can include replacement); replacement of personal property such as furniture and appliances for homeowners and renters; and transportation repair or replacement for homeowners and renters.

- **Federal Emergency Management Agency (FEMA) Individuals and Households Program (IHP):**

- Criteria: Governor's certification that the event is beyond the State's capability to respond and federal assistance is necessary to supplement state, local and voluntary resources and insurance compensation; the State activated the State's Emergency Operations Plan; have verified damage assessment information for private damages; and commits the applicable state cost-share, if declared.
- FEMA's declaration criteria: Private damages should be more than 800 primary residences with either major damage or that have been destroyed and the losses are uninsured. [CFR §206.48 (b)]
- Types of assistance: FEMA essential home repairs for homeowners and rental reimbursement for homeowners whose homes are not livable and for renters; FEMA and State funded grants for homeowners and renters for personal property replacement who do not qualify for the SBA Home/Personal Property Loan program.

**Federal Disaster Assistance for Public (Infrastructure) Damages:**

- **FEMA Public Assistance (PA) Program:**

- Criteria: Governor's certification that the event is beyond the State's capability to respond; activation of the State Emergency Operation Plan. (A local declaration and/or Governor's declaration is not required.)

- FEMA's declaration criteria: includes consideration of a per capita impact for each requested county and for the state. These indicators change annually (Oct 1) and are based on county and statewide populations. Indicates a minimum of \$15.5 million (as of FFY 2012) of uninsured damages and costs statewide (affected areas). [CFR §206.48 (a)]
- Types of assistance: Eligible applicants include state and local governments and certain private non-profit organizations; reimbursement for work completed in categories such as debris removal, emergency protective measures and repairs to roads, bridges, water control facilities, public buildings, and public utilities.

**Federal Disaster Assistance for Businesses:**

- **Small Business Administration (SBA) Home/Personal Property/Business Disaster Loan Program:**

- Criteria: Governor's request for the program. Request must include certification that at least 25 homes and/or businesses have sustained uninsured damages equal to or greater than 40% of the value of the structures and the county (ies) meet the criteria. (A local declaration and/or Governor's declaration is not required.)
- Usually requested when the damages are limited in scope to a limited number of counties.
- Types of assistance: low interest loans for businesses with uninsured inventory losses, losses or damages to the business (structure) and economic injury for businesses that have lost revenue as a result of the disaster.

basis for extension of the 30-day period. Only the Governor may request a time extension for appeals covered in paragraphs (a) and (c) of this section. The Governor, or the GAR if one has been named, may submit the time extension request for appeals covered in paragraph (b) of this section.

#### § 206.47 Cost-share adjustments.



(a) We pay seventy-five percent (75%) of the eligible cost of permanent restorative work under section 406 of the Stafford Act and for emergency work under section 403 and section 407 of the Stafford Act, unless the Federal share is increased under this section.

(b) We recommend an increase in the Federal cost share from seventy-five percent (75%) to not more than ninety percent (90%) of the eligible cost of permanent work under section 406 and of emergency work under section 403 and section 407 whenever a disaster is so extraordinary that actual Federal obligations under the Stafford Act, excluding FEMA administrative cost, meet or exceed a qualifying threshold of:

(1) Beginning in 1999 and effective for disasters declared on or after May 21, 1999, \$75 per capita of State population;

(2) Effective for disasters declared after January 1, 2000, and through December 31, 2000, \$85 per capita of State population;

(3) Effective for disasters declared after January 1, 2001, \$100 per capita of State population; and,

(4) Effective for disasters declared after January 1, 2002 and for later years, \$100 per capita of State population, adjusted annually for inflation using the Consumer Price Index for All Urban Consumers published annually by the Department of Labor.

(c) When we determine whether to recommend a cost-share adjustment we consider the impact of major disaster declarations in the State during the preceding twelve-month period.

(d) If warranted by the needs of the disaster, we recommend up to one hundred percent (100%) Federal funding for emergency work under section 403 and section 407, including direct Federal assistance, for a limited period in the initial days of the disaster irrespective of the per capita impact.

[64 FR 19498, Apr. 21, 1999]



#### § 206.48 Factors considered when evaluating a Governor's request for a major disaster declaration.



When we review a Governor's request for major disaster assistance under the Stafford Act, these are the primary factors in making a recommendation to the President whether assistance is warranted. We consider other relevant information as well.

(a) *Public Assistance Program.* We evaluate the following factors to evaluate the need for assistance under the Public Assistance Program.

(1) *Estimated cost of the assistance.* We evaluate the estimated cost of Federal and nonfederal public assistance against the statewide population to give some measure of the per capita impact within the State. We use a figure of \$1 per capita as an indicator that the disaster is of such size that it might warrant Federal assistance, and adjust this figure annually based on the Consumer Price Index for all Urban Consumers. We are establishing a minimum threshold of \$1 million in public assistance damages per disaster in the belief that we can reasonably expect even the lowest population States to cover this level of public assistance damage.

(2) *Localized impacts.* We evaluate the impact of the disaster at the county and local government level, as well as impacts at the American Indian and Alaskan Native Tribal Government levels, because at

times there are extraordinary concentrations of damages that might warrant Federal assistance even if the statewide per capita is not met. This is particularly true where critical facilities are involved or where localized per capita impacts might be extremely high. For example, we have at times seen localized damages in the tens or even hundreds of dollars per capita though the statewide per capita impact was low.

(3) *Insurance coverage in force.* We consider the amount of insurance coverage that is in force or should have been in force as required by law and regulation at the time of the disaster, and reduce the amount of anticipated assistance by that amount.

(4) *Hazard mitigation.* To recognize and encourage mitigation, we consider the extent to which State and local government measures contributed to the reduction of disaster damages for the disaster under consideration. For example, if a State can demonstrate in its disaster request that a Statewide building code or other mitigation measures are likely to have reduced the damages from a particular disaster, we consider that in the evaluation of the request. This could be especially significant in those disasters where, because of mitigation, the estimated public assistance damages fell below the per capita indicator.

(5) *Recent multiple disasters.* We look at the disaster history within the last twelve-month period to evaluate better the overall impact on the State or locality. We consider declarations under the Stafford Act as well as declarations by the Governor and the extent to which the State has spent its own funds.

(6) *Programs of other Federal assistance.* We also consider programs of other Federal agencies because at times their programs of assistance might more appropriately meet the needs created by the disaster.

(b) *Factors for the Individual Assistance Program.* We consider the following factors to measure the severity, magnitude and impact of the disaster and to evaluate the need for assistance to individuals under the Stafford Act.

(1) *Concentration of damages.* We evaluate the concentrations of damages to individuals. High concentrations of damages generally indicate a greater need for Federal assistance than widespread and scattered damages throughout a State.

(2) *Trauma.* We consider the degree of trauma to a State and to communities. Some of the conditions that might cause trauma are:

- (i) Large numbers of injuries and deaths;
- (ii) Large scale disruption of normal community functions and services; and
- (iii) Emergency needs such as extended or widespread loss of power or water.

(3) *Special populations.* We consider whether special populations, such as low-income, the elderly, or the unemployed are affected, and whether they may have a greater need for assistance. We also consider the effect on American Indian and Alaskan Native Tribal populations in the event that there are any unique needs for people in these governmental entities.

(4) *Voluntary agency assistance.* We consider the extent to which voluntary agencies and State or local programs can meet the needs of the disaster victims.

(5) *Insurance.* We consider the amount of insurance coverage because, by law, Federal disaster assistance cannot duplicate insurance coverage.

(6) *Average amount of individual assistance by State.* There is no set threshold for recommending individual Assistance, but the following averages may prove useful to States and voluntary agencies as they develop plans and programs to meet the needs of disaster victims.

#### Average Amount of Assistance per Disaster

[July 1994 to July 1999]

	<b>Small states (under 2 million pop.)</b>	<b>Medium states (2–10 million pop.)</b>	<b>Large states (over 10 million pop.)</b>
Average Population (1990 census data)	1,000,057	4,713,548	15,522,791
Number of Disaster Housing Applications Approved	1,507	2,747	4,679
Number of Homes Estimated Major Damage/Destroyed	173	582	801
Dollar Amount of Housing Assistance	\$2.8 million	\$4.6 million	\$9.5 million
Number of Individual and Family Grant Applications Approved	495	1,377	2,071
Dollar Amount of Individual and Family Grant Assistance	1.1 million	2.9 million	4.6 million
Disaster Housing/IFG Combined Assistance	3.9 million	7.5 million	14.1 million

Note: The high 3 and low 3 disasters, based on Disaster Housing Applications, are not considered in the averages. Number of Damaged/Destroyed Homes is estimated based on the number of owner-occupants who qualify for Eligible Emergency Rental Resources. Data source is FEMA's National Processing Service Centers. Data are only available from July 1994 to the present.

*Small Size States (under 2 million population, listed in order of 1990 population):* Wyoming, Alaska, Vermont, District of Columbia, North Dakota, Delaware, South Dakota, Montana, Rhode Island, Idaho, Hawaii, New Hampshire, Nevada, Maine, New Mexico, Nebraska, Utah, West Virginia. U.S. Virgin Islands and all Pacific Island dependencies.

*Medium Size States (2–10 million population, listed in order of 1990 population):* Arkansas, Kansas, Mississippi, Iowa, Oregon, Oklahoma, Connecticut, Colorado, South Carolina, Arizona, Kentucky, Alabama, Louisiana, Minnesota, Maryland, Washington, Tennessee, Wisconsin, Missouri, Indiana, Massachusetts, Virginia, Georgia, North Carolina, New Jersey, Michigan, Puerto Rico.

*Large Size States (over 10 million population, listed in order of 1990 population):* Ohio, Illinois, Pennsylvania, Florida, Texas, New York, California.

[64 FR 47698, Sept. 1, 1999]

**§§ 206.49-206.60 [Reserved]**

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**Subpart C—Emergency Assistance**

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**Source:** 55 FR 2296, Jan. 23, 1990, unless otherwise noted.



## Federal Disaster Aid Available to Ohio Disaster Survivors and Communities

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October 2011

Federal Aid may be available to residents and business owners who suffered personal or business losses caused by the disaster. Immediately after a federal declaration, FEMA disaster workers will arrive and set up a central field office to coordinate the recovery effort. Affected residents and businesses owners may register for disaster assistance by calling a toll-free number or by registering on-line. Disaster Recovery Centers may be opened where disaster survivors can meet with program representatives and obtain information about the recovery process and available state and federal aid.

**Individual Assistance:** Under the federal declaration for Individual Assistance, the following assistance may be available:

- **Disaster Housing:** May be available for up to 18 months for displaced persons whose residences were heavily damaged or destroyed. Funding also may be available for housing repairs and replacement of damaged items to make homes habitable.
- **Disaster Grants:** May be available to help meet other serious disaster-related needs and necessary expenses not covered by insurance and other aid programs. These may include replacement of personal property and transportation, medical, dental and funeral expenses.

***These 2 programs combined are limited to a total of \$31,400 per applicant for FY 2012.***

- **Disaster Loans:** Available after a disaster for homeowners and renters from the U.S. Small Business Administration (SBA) to cover uninsured property losses. Loans may be for repair or replacement of homes, automobiles, clothing or other damaged personal property. Loans are also available to businesses for property loss and economic injury.
- **Other Disaster Aid Programs:** include crisis counseling, disaster related unemployment assistance, legal aid and assistance with income tax, Social Security and Veteran benefits. Other state or local help may be available (i.e. Ohio's State Individual Assistance Program.)

### **Other Types of Assistance:**

- **Farm Assistance:** The U.S. Department of Agriculture's Farm Service Office can provide information about emergency loans or grants to farmers who were operating and managing a farm at the time of a disaster. Loans are limited to the amount necessary to compensate for actual losses to essential property and/or production capacity.

**Public Assistance:** Federal aid to state or local governments and certain private non-profit organizations to reimburse part of the cost of rebuilding a community's damaged infrastructure. Public Assistance programs may pay for 75% of the approved, eligible project costs. Eligible projects may include debris removal, emergency protective measures and public services, repair of damaged public facilities, etc.

**Statewide Hazard Mitigation:** Assistance may be available to state and local governments for actions taken to prevent or reduce long-term risk to life and property from natural hazards.

- Administration
- Bureau of Motor Vehicles
- **Emergency Management Agency**
- Emergency Medical Services Division
- Office of Criminal Justice Services
- Ohio Homeland Security
- Ohio Investigative Unit
- Ohio State Highway Patrol



## **Facts about Damage Assessment**

Damage Assessment is the systematic process of determining and appraising the nature and extent of the loss, suffering and/or harm to a community resulting from natural or human-made disasters.

Damage assessment is concerned with determining the who, what, where, when, and how of a disaster and is an integral part of the decision making process. Developing a good damage assessment capability can:

1. Provide an intelligence base to assist decision-makers in determining their course of action and the resources required for effective response and recovery;
2. Assist officials in preparing requests for supplemental assistance from the State and/or federal government;
3. Provide information to assist in identifying hazard mitigation projects or activities;
4. Keep the public accurately informed.

Damage assessment produces a descriptive measure of the severity and magnitude of the disaster. Response requirements and capabilities, effectiveness of initial response operations and requirements for supplemental assistance can be determined by assessing damage immediately following a disaster.

### **Pre-Disaster Preparation**

A systematic procedure to collect and properly analyze damage information should be set up before an emergency or disaster occurs. Identification and training of individuals tasked with damage assessment is a critical requirement for accurate and timely damage assessment.

A damage assessment team should be incorporated into the jurisdiction's Emergency Operation Center (EOC). This team should be comprised of regular public employees or officials who can assume assessment responsibilities whenever a disaster occurs and/or the EOC is activated.

This team receives and compiles assessment information from the field and provides updated information to all persons within the EOC. They also plot information and prepare maps which identify locations of damages by type and category.

A damage assessment coordinator should be appointed to lead the assessment team, coordinate field assessment teams and verify information received. The person appointed should receive training in the declaration process, assistance and recovery programs and damage assessment criteria.

Damage assessment teams should be identified and may be comprised of government employees involved in a response. However, because their response efforts are critical to the public health and safety, the teams should not be comprised of response personnel. Other public and private sector employees with experience in engineering, property assessments and other related fields should be utilized as team members.

Two types of teams should be organized: one trained to assess **private** damages and one trained to assess **public** damages. The private damage assessment teams collect information on damages to residences (including mobile homes, condominiums and apartments), businesses, agriculture, insurance coverage and number of evacuees (including the number sheltered), injured and dead. The public damage assessment teams work closely with local governments and certain private non-profit organizations to collect information on damages to public and private non-profit facilities.

Disaster Recovery Branch (DRB) staff at the Ohio Emergency Management Agency (Ohio EMA) provides seminars for team training on behalf of the county EMAs and local governments. County EMA directors may access additional training information at [www.ema.ohio.gov/training.aspx](http://www.ema.ohio.gov/training.aspx) or call DRB at (614) 799-3669.

### Sources for Information

#### Public Damage

Manager/mayor	Road department	City service director
Street department	Parks commission	Administrator
City/county engineer	Commissioners	Colleges (non-profit)
Solid waste districts	Traffic department	Public utilities department
Hospitals (non-profit)	School districts	Parks and recreation department

#### Budget Information

Mayor	Commissioners	County Auditor
Council	City Clerk	

#### Individual /Private Damage

Red Cross	Building inspectors	Private utilities
County auditors	Hospitals	Health departments
Insurance companies	County commissioners	Chamber of Commerce
Fire departments	Human services department	

#### Agricultural Damage

Conservation District	Farm Services/Extension offices	Soil and Water
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## **Performing Damage Assessment**

The county EMA director should be the primary point of contact for damage assessment in the county. It is through that agency that all of the accumulated data is combined in a summary report and forwarded to the State. The report is used in supporting the jurisdiction's request for state/federal assistance.

Once an emergency/disaster has occurred, determining the type and extent of damage is the only way to ascertain if state/federal assistance is warranted. With this information, collected in a timely manner, local and state officials can determine the appropriate course of action. It is fundamental to timely and accurate initial damage assessment to assign personnel who are trained and/or experienced in emergency/disaster situations.

Initial damage assessment reports must be forwarded Ohio EMA electronically or via fax, within 12 hours of the emergency/disaster occurrence. This time frame is necessary for Ohio EMA to inform staff and other state agencies of the occurrence and ready itself for possible requests for assistance. In addition requests to the Federal Emergency Management Agency (FEMA) for assistance should be made by the State as quickly as possible to convey a sense of urgency. An immediate threat to the safety and welfare of the citizens of the community and the serious impact on their ability to recover must be shown to receive a Presidential disaster declaration.

The initial damage assessment information which should be provided to Ohio EMA is as follows:

- Name of affected jurisdiction
- Person reporting and a contact number(s)
- Type and description of disaster
- Estimate of private and public property damages
- Number of people affected (evacuations, deaths, injuries)
- Type of state assistance which may be required

Once the initial assessment is completed and forwarded to the State, a more detailed damage and needs assessment should be started. A Damage and Needs Assessment form must be forwarded to Ohio EMA within 36 hours of the disaster/emergency occurrence. Again, this timeframe is necessary in order for the State to determine if federal assistance may be warranted and to provide updated situation reports to the Governor's office. In addition, if participating, a county EMA is encouraged to populate the WebEOC damage assessment (whiteboard) report.

- Administration
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Emergency Management Agency  
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www.ema.ohio.gov

**Incident Status Report Form**      Initial      Update      Final

<b>Incident:</b>	
<b>Date / Time of Call:</b>	Click here to enter text.
<b>Date / Time of Incident:</b>	
<b>Incident Location:</b>	
<b>Incident Status:</b>	
<b>Incident Trend:</b>	
<b>Incident Summary: (Include Local Response)</b>	

<b>Local EOC Information:</b>	<b>Status</b>	OPEN	
	<b>Hours</b>	<b>OPEN:</b>	<b>CLOSE:</b>
<b>Other Incident Information:</b>	<b>Fatalities:</b>		
	<b>Injuries:</b>		
	<b>Evacuated:</b>		
	<b>Rescues:</b>		
	<b>Missing:</b>		
	<b>CI/KR Impacts:</b>		
	<b>Power Outages:</b>		
	<b>Road Closures:</b>		
<b>Incident Shelter Information:</b>	<b>Number of Shelters Open:</b>		
	<b>Estimated Population of Open Shelters:</b>		
	<b>Agency Coordinating Shelters:</b>		

<b>For Additional Information Contact (Local Contact):</b>	<b>Name / Title:</b>	
	<b>Phone</b>	
	<b>E-Mail:</b>	

<b>Duty Officer / Call Taker:</b>	Click here to enter text.
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**INFORMATION BELOW TO BE COMPLETED BY OPERATIONS DIVISION DIRECTOR OR BRANCH CHIEF**

<b>State EOC Status:</b>	Choose an item.
<b>State Assistance Requested / Provided:</b>	Click here to enter text.
<b>Federal Assistance Requested / Provided:</b>	Click here to enter text.
<b>Ohio EMA Contact / Number:</b>	Click here to enter text. / Click here to enter text.

OHIO EMERGENCY MANAGEMENT AGENCY
DAMAGE AND NEEDS ASSESSMENT (Rev. JUNE/2010)

Form header section with fields: A. Name of Political Subdivision & Population, B. Name of County & Population, C. Type of Disaster & Date of Occurrence, D. Area Primarily Affected (East, N.E., All), E. Contact Name & Title, Address, Phone. Includes 'INTERNAL USE ONLY' section for MSG. NO., DATE REC'D, TIME REC'D, and SOURCE.

PUBLIC DAMAGES \*

Section A: DEBRIS CLEARANCE (Public Roads and Streets, Public Property, Other) and Section E: PUBLIC BUILDINGS, FACILITIES, EQUIPMENT (Public Buildings Damaged/Destroyed, Building Contents, Vehicles/Equipment, Insurance Coverage).

Section B: PROTECTIVE MEASURES (Emergency Temporary Repairs, Flood Protection/Sandbagging, Barricades, Signs, Security/Search & Rescue) and Section F: PUBLIC UTILITIES (PUBLICLY OWNED) (Water Systems, Water Treatment Plants, Sewage Treatment Plants, Sewers, Other, Insurance Coverage).

Section C: ROAD SYSTEMS (ROADS TYPE, BRIDGES DAMAGED/DESTROYED, CULVERTS DAMAGED/DESTROYED, ACCESS PROBLEMS) and Section G: PARKS AND RECREATIONAL (PUBLICLY OWNED) (PARKS, RECREATIONAL, OTHER, INSURANCE COVERAGE).

Section D: WATER CONTROL FACILITIES (DIKES, LEVEES, DAMS, DRAINAGE CHANNELS, OTHER) and Section H: CURRENT COMMUNITY BUDGET INFORMATION (1) ANNUAL BUDGET, 2) ROAD BUDGET, 3) PUBLIC WORKS BUDGET, 4) DATE FISCAL YEAR BEGINS).

**PRIVATE DAMAGES \***

<b>I. INDIVIDUAL</b>		<b>J. BUSINESS/INDUSTRY</b>	
RESIDENTIAL STRUCTURE DESTROYED # _____	_____	BUSINESSES DESTROYED # _____	_____
(INCLUDES MOBILE HOME MAJOR # _____	_____	MAJOR # _____	_____
FARM HOUSES) MINOR # _____	_____	MINOR # _____	_____
INSURANCE COVERAGE _____ %	_____	NUMBER NOW UNEMPLOYED . . . . . _____	_____
		ESTIMATED DURATION . . . . . _____	_____
		INSURANCE COVERAGE _____ %	_____
<b>K. AGRICULTURAL</b>			
FARM BUILDINGS DESTROYED # _____	_____	CROPS DESTROYED # _____	_____
DAMAGED # _____	_____	DAMAGED # _____	_____
MACHINERY/EQUIPMENT DESTROYED # _____	_____	LIVESTOCK DESTROYED # _____	_____
DAMAGED # _____	_____	DAMAGED # _____	_____
<b>L. OTHER INFORMATION</b>		<b>M. ADDITIONAL DISASTER INFORMATION</b>	
DEATHS # _____	_____	IF A <b>FLOOD</b> OR <b>WINTER STORM</b> QUANTITY _____	_____
INJURED # _____	_____	DURATION _____	_____
HOSPITALIZED # _____	_____	IF <b>FLOOD</b> , TYPE: SEWER BACKUP _____ CREEK/RIVER OVERFLOW _____	_____
EVACUATED # _____	_____	SHEET FLOW _____ OTHER _____	_____
SHELTERED # _____	_____	HOW LONG UNDERWATER? _____ DOES WATER CONTAIN HARMFUL CHEMICALS? _____	_____
ISOLATED # _____	_____	IF YES, WHAT CHEMICALS? _____	_____
<b>GENERAL COMMENTS</b>			

(LIST HERE ANY PERTINENT INFORMATION ABOUT THE STRICKEN COMMUNITY/VICTIMS WHICH WILL IMPACT ON THEIR RECOVERY FROM THIS INCIDENT; I.E., INSURANCE FACTORS, LONG-TERM UNEMPLOYMENT OR TEMPORARY HOUSING NEEDS. ADDITIONAL INFORMATION CONCERNING THE COMMUNITY, AND COMMENTS ON EITHER THE PUBLIC OR PRIVATE LOSSES WHICH INDICATE A NEED FOR OUSTIDE ASSISTANCE SHOULD BE EXPLAINED HERE, USE ADDITIONAL SHEETS IF NECESSARY)

\* PREPARE TWO MAPS SHOWING: 1) PUBLIC DAMAGE, AND 2) PRIVATE DAMAGE. INDICATE THE AREAS OF MAJOR, MINOR, AND DESTROYED.

\*\* COUNTIES SHOULD **CONSOLIDATE** DATA FOR COUNTY AGENCIES, TOWNSHIPS, AND VILLAGES. MUNICIPALITIES SHOULD REPORT DATA **ONLY** FOR THEIR OWN JURISDICTION.

## PUBLIC DAMAGE SECTION

Public damages are those costs and damages incurred by state (agencies and universities) and local governments (townships, cities, counties, villages, schools and special districts) and certain private non-profit organizations. In estimating costs for work completed and work to be completed, include use of your own forces, mutual aid and contractual services. Only those costs/damages that are a DIRECT result of the disaster should be recorded on this form.

In the event a joint federal/state preliminary damage assessment is conducted to determine the need for Federal assistance, additional information concerning public damages is required.

**BLOCK A: DEBRIS CLEARANCE** - Enter costs incurred/projected for debris removal from public property. Do not include debris removal estimates from private property, unless government forces would normally have a legal responsibility to do so (i.e. debris brought to the curbside). Include actual and estimated costs to remove debris from public roads and streets within your jurisdiction. Do not include regular time incurred for your own employees in your costs.

**BLOCK B: PROTECTIVE MEASURES** – Protective measures include the cost of search and rescue and actions taken by entities to reduce the threat to public health and safety as a direct result of the disaster. Costs for sandbagging and other flood protective actions, barricades and signs, overtime associated with police and fire - and temporary repairs should be recorded in this block.

**BLOCK C: ROAD SYSTEMS** – Enter the actual/estimated cost to return the following public property, which may have been damaged or destroyed by this disaster, to its pre-disaster condition: the type and number of miles of roads receiving damage; the number of bridges and culverts destroyed or damaged; damage to the rights-of-way, curbs, sidewalks, street lights, and gutters. Indicate whether access problems still exist.

**BLOCK D: WATER CONTROL FACILITIES** – Flood control, drainage, and irrigation facilities which are owned, operated, controlled, or maintained by a local unit of government and received damage due to the disaster, are recorded in this block.

**BLOCK E: PUBLIC AND PRIVATE NON PROFIT BUILDINGS, FACILITIES, AND EQUIPMENT (INCLUDING SCHOOLS AND UNIVERSITIES)** – Enter the number of destroyed or damaged facilities and the estimated repair cost. This could also include any equipment directly damaged by the disaster (not those damaged during the response). Include an estimate of existing insurance coverage.

**BLOCK F: PUBLIC UTILITIES** – Enter all costs as appropriate for damages to publicly or privately non profit owned utilities and utility systems. These costs can be both emergency repairs and/or projected costs of permanent replacement, if necessary. Include the estimated insurance coverage.

**BLOCK G: PARKS AND RECREATIONAL** – Enter all costs as appropriate for damages to publicly owned parks and recreational facilities.

**BLOCK H: COMMUNITY BUDGET INFORMATION** – Please include the requested budget information.

### **PRIVATE DAMAGE SECTION**

**BLOCK I: INDIVIDUAL** – List the number of structures (primary residences including mobile homes) which were destroyed or received major or minor damage from the disaster. Do not report secondary homes (i.e. vacation homes) in this block. Report them separately under comments.

Please utilize the following definitions in categorizing the type of damage:

**Destroyed:** Totally uninhabitable; beyond repair. If a local ordinance prohibits the issuance of a permit for repairs to a structure damaged beyond a certain degree, that structure should be included in this section.

**Major Damage:** The structural damage is such that the occupant cannot repair the structure within thirty (30) days; uninhabitable without major structural repairs. NOTE: Water above the floor of a mobile home for any significant length of time generally causes major damage, even though some occupants may choose to move back in.

**Minor Damage:** The structure is livable; can be repaired within a thirty (30) day time period.

**Affected Damage:** Livable; repairable with cosmetic damage.

**BLOCK J: BUSINESS/INDUSTRY**- Furnish the number of businesses and industries destroyed or with major and minor damage as defined under **BLOCK I**. You need to supply the insurance coverage information and any significant information concerning the impact of the damage, such as the number of persons unemployed because of the damages and an estimate of the duration of that unemployment.

**BLOCK K: AGRICULTURAL** – The information provided here concerns losses to operating farms. In this block, document the number of service buildings,

machinery and equipment, crops and livestock which were destroyed or received major or minor damage.

**BLOCK L: OTHER INFORMATION** - Provide an estimate or actual number of deaths, injuries, and persons hospitalized as a result of the disaster. If you have confirmed the numbers, place a "C" after the figure.

**BLOCK M: ADDITIONAL DISASTER INFORMATION-** This additional information assists FEMA in determining the needs of the community.

**GENERAL COMMENTS**

Be sure to utilize the Comments Section of this form. Additional information which may substantiate the need for assistance should be provided in this space.

Keep all notes and supporting documentation as a basis for completion of this form.

<b>FEDERAL EMERGENCY MANAGEMENT AGENCY PRELIMINARY DAMAGE ASSESSMENT SITE ESTIMATE</b>			<b>DATE</b>	
<b>PART I - APPLICANT INFORMATION</b>				
<b>COUNTY</b>	<b>NAME OF APPLICANT</b>	<b>NAME OF LOCAL CONTACT</b>	<b>PHONE NO.</b>	
<b>PART II - SITE INFORMATION</b>				
<b>KEY FOR DAMAGE CATERGORY (Use appropriate letters in the "category" blocks below)</b>				
a. DEBRIS REMOVAL	d. WATER CONTROL FACILITIES		g. FACILITIES UNDER CONSTRUCTION	
b. PROTECTIVE MEASURES	e. PUBLIC BUILDINGS		h. PRIVATE NON-PROFIT	
c. ROADS AND BRIDGES	f. PUBLIC UTILITIES		i. PUBLIC RECREATION	
<b>SITE NO.</b>	<b>CATE-GORY</b>	<b>LOCATION (Use map location, address, etc.)</b>		
<b>DESCRIPTION OF DAMAGE</b>				
<b>IMPACT:</b>			<b>% COMPLETE</b>	<b>COST ESTIMATE</b>
<b>SITE NO.</b>	<b>CATE-GORY</b>	<b>LOCATION (Use map location, address, etc.)</b>		
<b>DESCRIPTION OF DAMAGE</b>				
<b>IMPACT:</b>			<b>% COMPLETE</b>	<b>COST ESTIMATE</b>
<b>SITE NO.</b>	<b>CATE-GORY</b>	<b>LOCATION (Use map location, address, etc.)</b>		
<b>DESCRIPTION OF DAMAGE</b>				
<b>IMPACT:</b>			<b>% COMPLETE</b>	<b>COST ESTIMATE</b>
<b>SITE NO.</b>	<b>CATE-GORY</b>	<b>LOCATION (Use map location, address, etc.)</b>		
<b>DESCRIPTION OF DAMAGE</b>				
<b>IMPACT:</b>			<b>% COMPLETE</b>	<b>COST ESTIMATE</b>
<b>NAME OF INSPECTOR</b>	<b>AGENCY</b>		<b>PHONE NO.</b>	
	B-11		<b>OFFICE</b>	<b>HOME</b>



## **Ohio EMA Preliminary Damage Assessment Individual Assistance Worksheet Instructions**

As a member of the IA PDA Team, your mission is to quantify primary residences and businesses impacted by the disaster; and to record information regarding the severity and magnitude of the event. The attached worksheet has been designed to be used in the field to record observed damages. For additional guidance on conducting an IA damage assessment, please refer to the *EMA Preliminary Damage Assessment Field Guide* or the *Assistance Toolbox*, developed and distributed by the Ohio EMA.

### **Block A: Location**

Information regarding the location of damaged or impacted primary residences can be recorded in one of several ways. A structure or group of structures may be identified by an individual address, a block of addresses (i.e. 5500-5565 North Street), or the name of a complex or park (i.e. apartments, condominiums or mobile home park.) Please note, it is not necessary to capture each individual address. However, enough information should be provided that in the event of a joint Federal/State PDA, damaged structures can be easily revisited. In the case of businesses record the name of the business and street address. You may want to capture businesses on a separate worksheet for ease in reporting the total number of businesses impacted.

### **Block B: Type of structure**

Type of structure is defined as: single family (SF); mobile home (MH); apartment (apt); condominium (condo); or business (bus). Secondary homes are not quantified and should not be included in this section. However, information regarding impact to these structures should be provided under the comment section in Block D.

### **Block C: Status**

Status refers to whether the occupant(s) are owners (O) or renters (R).

### **Block D: Notes**

This section is used for notes, comments and additional information. Access issues and information regarding impact to secondary residences should be reported here. Occupants' phone number is optional.

### **Block E: Depth of water**

This block is utilized when assessing flood damages. Two (2) entries are required. First, record the level of water that entered the structure. Next, indicate whether the water was in the basement (b) or entered the first floor (1<sup>st</sup>) living area.

### **Block F: Habitability**

There are 4 degrees of damage: destroyed, major, minor and affected. Please reference the *EMA Preliminary Damage Assessment Field Guide* for examples and illustrations of each of these categories. Based on criteria, record the degree of damage for each structure.

**Block G: Insurance**

It is important to determine the extent of applicable insurance coverage. In a flooding event, you will want to determine whether the occupants carry flood insurance. For a wind event, it is important to note applicable insurance, either homeowner or renter, whichever applies.

**Block H: Totals**

Two sets of numbers are required. First, add the total number of primary residences for each degree of damage. Then, do the same for businesses. Report your findings to the designated point of contact.

**PRELIMINARY DAMAGE ASSESSMENT  
INDIVIDUAL ASSISTANCE**

Page \_\_\_\_\_ of \_\_\_\_\_

County	Name of Community Area	Date of PDA	Assessor's Name/Phone Number				
LOCATION Street Address, Apt/Condo, Complex, MH Park	TYPE OF STRUCTURE SF, MH, Apt, Condo, Bus	STATUS O/R	NOTES/ALLY	DEPTH OF WATER B/1st D Maj Min A			INS Y/N
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	
<b>H</b> TOTALS				0	0	0	0



- Administration
- Bureau of Motor Vehicles
- **Emergency Management Agency**
- Emergency Medical Services
- Office of Criminal Justice Services
- Ohio Homeland Security
- Ohio Investigative Unit
- Ohio State Highway Patrol



February, 2011

Memo to: All County Emergency Management Directors

From: Nancy J. Dragani, Executive Director  
Ohio Emergency Management Agency

Subject: Policy Memo: State of Ohio Criteria to Request Individual Assistance

Since September 2005, the State of Ohio has based requests for federal disaster assistance for private damages (Individual Assistance, IA) on specific damage criteria which is consistent with federal guidance from the U.S. Small Business Administration (SBA). The State also uses the same criteria to add counties to a FEMA IA declaration.

The purpose of this criterion is to minimize confusion; provide a basis for requesting federal IA programs; and to ensure there is consistency among the IA Preliminary Damage Assessment (PDA) teams during the Preliminary Damage Assessment (PDA). This criterion *does not* impact the Public Assistance Program declaration criteria.

In order for a county to seek federal disaster assistance from the SBA or FEMA IA Program, specific information must first be provided to the Ohio Emergency Management Agency (Ohio EMA) for review and analysis. The county must be able to provide the Ohio EMA with street sheets listing the physical address of damaged structures and provide a map of the impacted area(s). Following is the State's criteria for requesting IA or to seek to be added to an existing FEMA IA declaration:

**There must be a minimum of twenty-five (25) primary homes and/or businesses with 40% uninsured damages.**

Please note that typically primary residence include privately-owned single-family homes, apartments, mobile homes, condominiums, etc. However, there may be instances of non-traditional homes, such as converted vans or buses, campers, etc. which may be a primary residence. Please apply the same criteria to traditional and non-traditional structures or call the Disaster Recovery Branch, 614-799-3671 for guidance.

**INDIVIDUAL ASSISTANCE  
PRELIMINARY DAMAGE ASSESSMENT (PDA)  
CHECKLIST**

*Individual Assistance (IA) refers to primary homes and businesses.*

**Local Damage Assessment**

- \_\_\_ Provide Incident Status Report form to Ohio EMA within 12 hours of event.
- \_\_\_ Provide detailed assessment on the Damage and Needs Assessment form to Ohio EMA within 36 hours of event. (Form AGN-0035). *(There are 4 degrees of IA damage: destroyed, major, minor and affected.)*
- \_\_\_ Provide updated information on the Damage and Needs Assessment form to the state as new information becomes available; or closeout the incident.
- \_\_\_ Upon request, provide “street sheets” and summary sheet to the Disaster Recovery Branch (Ohio EMA).
- \_\_\_ Insurance information: It is imperative that the extent of insurance coverage be determined as soon as possible.

**Joint Preliminary Damage Assessment**

- \_\_\_ An Ohio EMA representative will contact the county EMA director regarding the time and location of the PDA.
- \_\_\_ Local officials to provide:
  - \_\_\_ local representative to participate on the PDA team. This person should be familiar with the area and have knowledge of the types of damage and problems which occurred. Other team members will include FEMA, SBA, State, etc.
  - \_\_\_ Maps. Maps should be “marked up” to reflect damaged area. *(Individual damages should be mapped separately from public damages.)*
  - \_\_\_ Tour route. A predetermined route should be mapped out in advance. Heaviest, impacted areas should be viewed /surveyed by the team first.
- \_\_\_ Pre-assessment briefing. Local representative to provide overview of event and damages to PDA team. *(Please have the most current information available. When providing a list of damaged homes and businesses, please sort by geographical location and severity of damage, as opposed to alphabetically.)*
- \_\_\_ Tour damaged areas.

**Guidance for Conducting  
FEMA and SBA Individual Assistance Damage Assessment**

SINGLE FAMILY, CONDOS, APTS.	TORNADO EVENT	FLOOD EVENT	REPAIRABLE
AFFECTED	-Some shingle damage -Few broken windows -Cosmetic damage to siding	- <b>Without basement:</b> less than 12 inches of water on first floor - <b>With basement:</b> less than 12 inches of water in basement; -No structural damage	Yes - within 30 days or less; less than 50% damaged
MINOR	-One wall damaged -Section of roof damaged or missing	- <b>Without basement:</b> less than 2 feet of water on 1 <sup>st</sup> floor. - <b>With basement:</b> 12 inches up to basement full of water.	Yes - within 30 days; less than 50% damaged
MAJOR	-Substantial structural damage to walls, roof, etc.	- <b>Without basement:</b> 2 - 4 ft. of water on 1 <sup>st</sup> floor - <b>With basement:</b> Basement full of water <u>and</u> up to 2 feet of water on the 1 <sup>st</sup> floor. - <b>Collapsed basement wall(s)</b> Note: For SBA purposes, a collapsed basement wall(s) is considered minor damage.	Yes - but is substantially damaged in excess of 50% ; may take over 30 days
DESTROYED	-Total loss -Structure is compromised	-Without basement: <b>over 4 ft. of water on 1<sup>st</sup> floor</b> - With basement: <b>Basement full and over 2ft. of water on 1<sup>st</sup> floor</b>	No - not repairable; cannot be safely occupied

MOBILE HOMES	TORNADO EVENT	FLOOD EVENT	REPAIRABLE
AFFECTED	-Minor dents to roof or siding	-Water standing under or around mobile home but not touching the bottom board -Indication of water being around a mobile home but not having touched the bottom board following a flash flood	Yes
MINOR	-Utility connections broken -Slight movement on piers/foundation	-Utilities flooded -Piers/foundation shifted -Water touched or soaked the bottom board but did not enter the primary living area	Yes - within 30 days; less than 50% damaged
MAJOR	-Wall and roof damage -Shifted on piers/foundation	-Water soaked bottom board <u>and</u> the primary living area -Piers/foundation washed out or away	Yes - but is substantially damaged in excess of 50%
DESTROYED	-Total loss -Bent frame -Buckled walls, roof	-Washed off piers/foundation -Frame bent or twisted -Mobile home has turned over on its side/top -4ft+ water above floor level	No - not repairable; cannot be safely occupied

Source: From FEMA's Operation Manual, "Preliminary Damage Assessment for Individual Assistance," April 2005

FLOOD DAMAGE: SINGLE FAMILY DWELLING

4 FT +

Basement

Examples:

- **Without basement:** over 4 feet of water on 1<sup>st</sup> floor.
- **With basement:** Basement full and over 2 feet of water on the 1<sup>st</sup> floor.

**DESTROYED**

FLOOD DAMAGE: SINGLE FAMILY DWELLING

2-4 FT

Basement

Examples:

- **Without basement:** 2-4 feet of water on the 1<sup>st</sup> floor.
- **With basement:** Basement full and up to 2 feet of water on the 1<sup>st</sup> floor.
- Collapsed basement wall (s)\*

**MAJOR**

FLOOD DAMAGE: SINGLE FAMILY DWELLING

1-2 ft.

Basement

1 FT. - FULL

Examples:

- **Without basement:** less than 2 feet of water on 1<sup>st</sup> floor.
- **With basement:** 12 inches up to basement full of water.

**MINOR**

FLOOD DAMAGE: SINGLE FAMILY DWELLING

Less than 12 inches

Basement

Less than 12 inches

Examples:

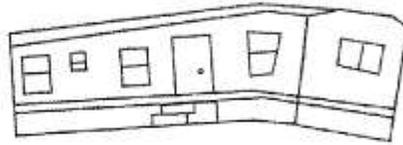
- **Without basement:** less than 12 inches on 1<sup>st</sup> floor.
- **With basement:** less than 12 inches.
- No structure damage

**AFFECTED**

\*Note:

For SBA purposes, a collapsed basement wall(s) is considered minor damage.

FLOOD DAMAGE: MOBILE HOME

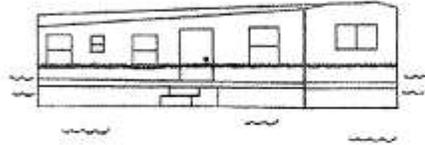


Examples:

- Washed off piers/foundation
- Frame bent or twisted.
- Mobile home has turned over on its side/top.
- 4 feet + water above floor level.

**DESTROYED**

FLOOD DAMAGE: MOBILE HOME

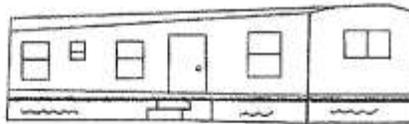


Examples:

- Water soaked bottom board and the primary living area.
- Piers/foundation washed out or away.

**MAJOR**

FLOOD DAMAGE: MOBILE HOME

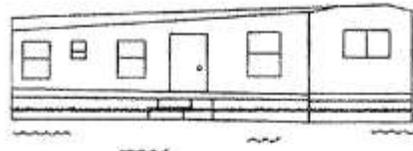


Examples:

- Utilities flooded
- Piers/foundation shifted
- Water touched or soaked at the bottom board, but did not enter the primary living area.

**MINOR**

FLOOD DAMAGE: MOBILE HOME

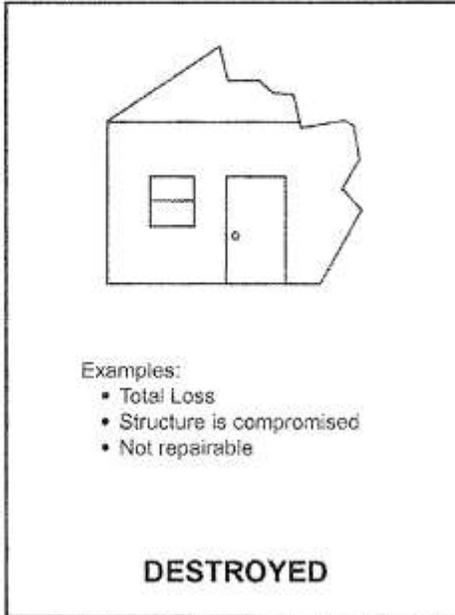


Examples:

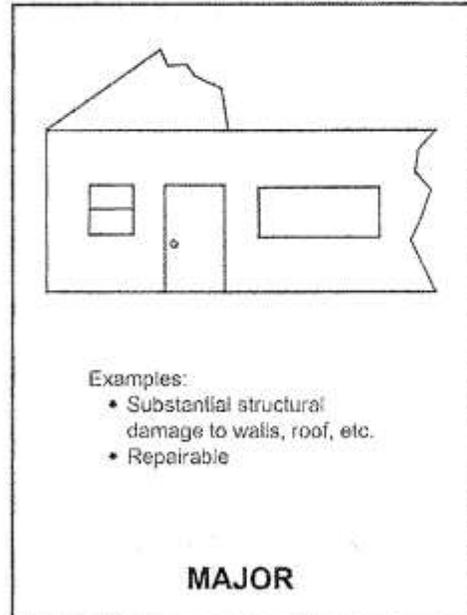
- Water standing under or around mobile home, but not touching the bottom board.
- Indication of water being around a mobile home, but not touching the bottom board following a flash flood.

**AFFECTED**

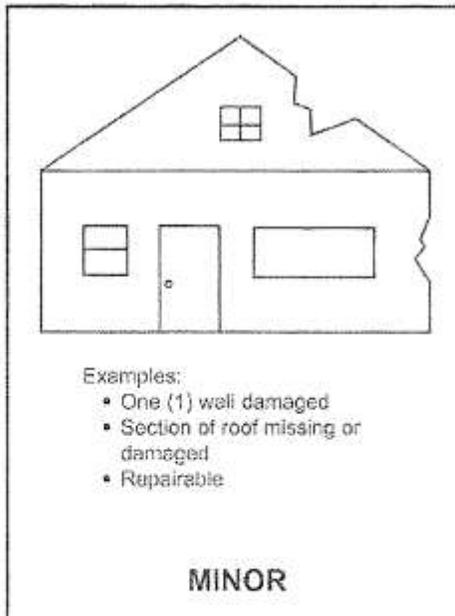
WIND DAMAGE: SINGLE FAMILY DWELLING



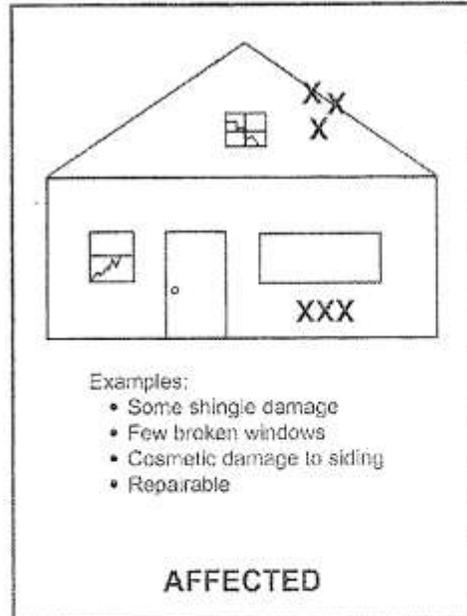
WIND DAMAGE: SINGLE FAMILY DWELLING



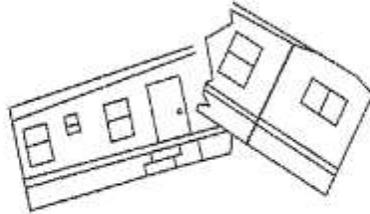
WIND DAMAGE: SINGLE FAMILY DWELLING



WIND DAMAGE: SINGLE FAMILY DWELLING



WIND DAMAGE: MOBILE HOME

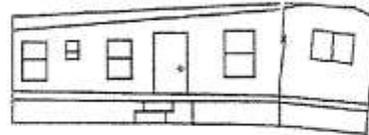


Examples:

- Total Loss
- Bent Frame
- Buckled walls, roof

**DESTROYED**

WIND DAMAGE: MOBILE HOME

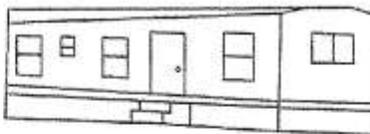


Examples:

- Wall and roof damage
- Shifted on piers/foundation

**MAJOR**

WIND DAMAGE: MOBILE HOME

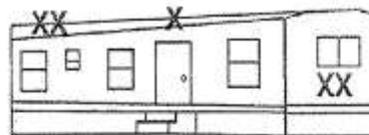


Examples:

- Utility connections broken
- Slight movement on piers/foundation

**MINOR**

WIND DAMAGE: MOBILE HOME



Examples:

- Minor dents to roof or siding

**AFFECTED**

## **INDIVIDUAL ASSISTANCE: INSPECTIONS IN THE FIELD**

### **Homes and personal property**

Within 48 hours of a Presidential Declaration which includes Individual Assistance (IA), FEMA inspectors arrive in the counties to begin inspections to homes. All FEMA inspectors are contract employees and can be easily identified by their FEMA photo ID badges.

Every person/household seeking disaster assistance must first register with FEMA by either calling the registration line at 1-800-621-FEMA (3362), or applying on-line via the FEMA website ([www.DisasterAssistance.gov](http://www.DisasterAssistance.gov)). Within approximately 10 days following registration, the inspector will call the applicant to schedule an on-site inspection of the damaged property.

It is important to understand that not all disaster-related damages are eligible for federal disaster assistance. FEMA's Individuals and Households Program (IHP) is not intended to restore the applicant's property to pre-loss condition or compensate the applicant for deferred maintenance. The IHP covers basic needs only and provides minimum assistance to make a home safe, sanitary and/or habitable. In the event the applicant has insurance applicable to the cause of damage, FEMA may help pay for basic needs not covered under the applicant's insurance policy. FEMA will not duplicate benefits.

Inspectors record the applicant's damage. They do not determine eligibility. FEMA inspections are not as detailed or itemized like an insurance claim. Inspectors limit the scope of their inspections to home repairs and essential household items, affecting habitability and/or living conditions. The average time to complete an inspection is approximately 15-20 minutes, depending on extent of damage. Applicants will be asked to provide proof of ownership (if applicable) and/or proof of occupancy (i.e. utility bill, mail, driver's license, etc.) at the time of inspection.

The Small Business Administration (SBA) can provide disaster loans to individual homeowners and renters. If through the FEMA registration process an individual pre-qualifies for SBA loan assistance, they will receive an SBA disaster loan application package in the mail. Applicants are encouraged to complete and return the loan application as soon as possible, as further FEMA assistance may be dependant on a final determination from SBA.

Completion and submission of the loan application may warrant a SBA loss verifier to contact the applicant to schedule an inspection of the damaged property. SBA will determine the cost to repair or restore the primary home to its pre-disaster condition and repair or replace personal property. A renter may apply for a personal property loan only.

Depending on program eligibility and need, it is conceivable for applicants to have multiple inspections (FEMA, SBA). Local building officials may conduct an inspection to determine whether a structure is habitable and safe to occupy. If the applicant is insured, a claim adjustor from the applicant's insurance company may also want to inspect the damages. Inspectors, loss verifiers and insurance adjustors conduct inspections pertinent to their own programs.

**Businesses**

FEMA does not provide disaster assistance grants to businesses, but will accept registrations from business owners for the purpose of linking them into the Small Business Administration (SBA) loan process. SBA offers low interest disaster assistance loans to businesses for the purpose of repairing damages to real property; machinery and equipment; and inventory. Economic Injury Disaster Loans (EIDLs) are also available to small businesses unable to pay bills or meet operating expenses. A loss verifier will contact the business owner to schedule an inspection.

## DISASTER-RELATED BUILDING INSPECTIONS LIST

The purpose of this information is to summarize the inspections that could take place following a disaster incident or event in your community. Your property may be subject to some or all of these inspections. You are strongly encouraged to contact your local building, zoning, and/or floodplain administrator prior to repairing your damaged structure to ensure that all necessary permits are obtained.

Damage Assessment Related Inspections	Who Does the Inspection?	What Do They Inspect?	Why Are They Doing the Inspection?	When Do They Do the Inspection?	What is the Result of the Inspection?
<u>American Red Cross (ARC) Damage Assessment Teams</u>	Trained ARC Damage Assessment personnel	Incident-damaged occupied, primary residences (apartments, single family homes, mobile homes, etc.)	To determine what forms of ARC assistance to provide	Inspections are conducted immediately after the incident as soon as homes are accessible and/or when allowed entry by local officials.	The information necessary for ARC to provide assistance has been identified and verified.
<u>County Emergency Management Agency (EMA) and/or Local Officials</u>	Representatives from county EMA offices and/or local officials	Damages reported by residents; and pre-identified risk areas	To gather initial damage data to: - identify the scope and impact of the incident; - identify resources needed for emergency response and/or recovery	Inspections are conducted immediately after the incident occurs.	Information has been gathered to: - provide emergency response needed to save lives and protect property; - request a Joint Preliminary Damage Assessment (PDA) from the state.
<u>Joint (federal/state/local) Preliminary Damage Assessment (PDA) Teams</u>	- Federal Emergency Management Agency (FEMA) and Small Business Administration (SBA) personnel; - state EMA; - local person with knowledge of location of damages	Incident-damaged occupied, primary residences (apartments, single family homes, mobile homes, etc.); SBA assesses businesses.	A Joint PDA is required by federal regulation to obtain the data needed to support a state request for federal disaster assistance.	Upon request by county EMA and following completion of local PDA	The state has data to support a request for federal disaster assistance. FEMA and SBA have the data needed to respond to the state request, if submitted.
Safety/Rebuilding Related Inspections	Who Does the Inspection?	What Do They Inspect?	Why Are They Doing the Inspection?	When Do They Do the Inspection?	What is the Result of the Inspection?
<u>Local Building Officials</u>	Certified building officials	Damaged buildings	To conduct safety and habitability inspections	Immediately after the incident and as soon as the building/home is accessible	Notification of accessibility (structure is safe to enter, has limited access or is condemned) and actions to take to access
<u>Local Flood Plain Manager</u>	Local floodplain administrator or certified building officials	Structures located in the 100-year floodplain that were built prior to the community's initial Flood Insurance Rate Map	This is one step in determining if a structure is "substantially damaged", defined as damage that equals or exceeds 50% of the structure's pre-event fair market value.	Substantial damage field inspections occur in the first few weeks after the incident and when the structures are accessible.	Information that will assist the local floodplain administrator determine if the structure is substantially damaged and how to comply with current flood damage reduction regulations. A local flood hazard area development permit must be obtained prior to any repairs.
<u>Local Building/Permitting Officials</u>	Building, zoning, and/or local floodplain administrator	Compliance of constructed or planned repairs to property and/or structure with local regulations	To ensure that repairs and/or planned construction meet local health and safety regulations	Beginning several days after the event and potentially lasting for several years	Obtaining the local permits, certificates of occupancy, and any other required documentation to demonstrate compliance with local building/zoning/floodplain regulations



### DISASTER-RELATED BUILDING INSPECTIONS LIST

The purpose of this information is to summarize the inspections that could take place following a disaster incident or event in your community. Your property may be subject to some or all of these inspections. You are strongly encouraged to contact your local building, zoning, and/or floodplain administrator prior to repairing your damaged structure to ensure that all necessary permits are obtained.

Grant/Loan/Insurance/Other Inspections	Who Does the Inspection?	What Do They Inspect?	Why Are They Doing the Inspection?	When Do They Do the Inspection?	What is the Result of the Inspection?
<u>FEMA Habitability Inspectors</u>	Contractors hired and trained by FEMA	Uninsured event-related damages to primary residences of homeowners and renters	This is one step in determining eligibility for FEMA disaster assistance from the Individuals and Households Program (IHP).	An inspection is scheduled after FEMA assigns the FEMA registration to an inspector.	If damages and/or disaster-related costs are determined eligible, grants for various types of FEMA IHP assistance can be provided.
<u>Small Business Administration (SBA) Disaster Loan Program Loss Verifiers</u>	SBA loss verifiers	Event-related damages to primary residences of homeowners and renters; businesses	This is one step in determining eligibility for SBA disaster loan assistance.	SBA loss verifiers will conduct inspections after SBA receives a disaster loan application packet from a homeowner, renter or business.	SBA will propose a loan package for the eligible damages identified in the inspection.
<u>Voluntary Agencies and Non-Governmental Organizations</u>	Case managers	Essential unmet needs	To determine essential unmet needs which would be forwarded to voluntary, non-governmental organizations for possible assistance	Inspections are conducted once insurance proceeds have been received and disaster assistance has been provided by FEMA and SBA.	Voluntary organizations may provide various forms of assistance for essential unmet needs.
<u>Hazard Mitigation Grant Program (HMGP) Project Managers</u>	Local official designated to manage a mitigation grant project	General property inspection and collection of records and information needed to develop a mitigation project grant application	To identify properties and interest in participating in a locally sponsored mitigation project that will reduce or permanently eliminate future risk to lives and property from natural hazards	Inspections are conducted several weeks to several months after the damage event.	Development of a mitigation project application. Project implementation will not occur until 18-24 months after the disaster declaration.
<u>Insurance Adjustors</u>	Insurance adjustors from insurance companies	Damages covered by the insurance policy	Inspection is in response to an insurance claim filed by the policyholder.	Inspection is conducted as soon as possible after the policyholder files a claim.	Settlement of the claim, which is based upon the adjustor's inspection and the policyholder's coverage

NO FEES should be charged for any of the listed inspections or assessments.

Ask for ID – do not allow entry to any person who is not willing to provide proper identification.

Safeguard personal information. Social Security and bank account numbers will not be required from inspectors.

If in doubt, do not give out information.





## REGION V RECOVERY DIVISION

### FACT SHEET

#### Disaster Recovery Centers (DRCs)

The first fixed DRCs should be identified and scheduled to open between 48 hours and one week post-disaster declaration. When evaluating locations, keep in mind the following criteria:

##### Staffing

The building should be capable of housing, on average, 6-10 FEMA staff, 5-10 other federal agency staff, and state staff as needed (this number varies according to the size of the disaster).

##### Premises

Identify a facility that is an adequate distance from the affected area with square footage totaling about 1200-1500 square feet (64 square feet per person). You may want to consider the proximity of public transportation to make the building as accessible as possible to applicants. Also keep in mind parking space; the lot should be well-lit and have at least 40 spots available.

The building and neighborhood must be secure, safe and sanitary. FEMA conducts an inspection of any facility before it can be used for a DRC, assessing standards that include:

- Adequate ventilation, electricity and lighting
- Functional heating/cooling system and potable water
- Compliance with Americans with Disabilities Act (ADA)
- Secure windows, exits and entrances
- Fire safe and low crime area
- Availability of janitorial services
- Ability to support numerous (10+) phone and data lines
- Adequate number of tables/chairs
- Compatible for inside wiring
- Functional restrooms
- Available for a minimum of 3 days, from 7:30 a.m. to 7 p.m. daily, Monday through Saturday and possibly on Sundays and holidays.

##### Setup Considerations: Mobile DRCs (MDRCs)

When searching for a location to put a fixed-mobile DRC or MDRC, remember the area must permit a 39 foot recreational vehicle to be parked (minimum height clearance of 14 feet), while still allowing for adequate visitor parking space. The site should be level, solid and provide an unobstructed southern view for satellite functionality.

For fixed-MDRCs (or those plugged into a building) all of the facility requirements listed above are applicable. MDRCs have a 150' cable that can be extended to supply phones and computers for the facility, so ensure the vehicle can be parked within those parameters. For MDRCs that are not connected to a fixed structure, there should be adequate space surrounding the vehicle to allow tents to be setup for accepting applicants.

## FEMA DISASTER RECOVERY CENTERS

Following a Presidential disaster declaration that includes the Individual Assistance (IA) Program, the Federal Emergency Management Agency (FEMA), in conjunction with the state and local EMAs, may open temporary facilities called Disaster Recovery Centers (DRCs). DRCs may be opened in presidentially designated counties in order to provide direct customer service. **The disaster survivor must register for assistance by calling the toll-free FEMA teleregistration line at 1-800-621-FEMA [3362] or by going on-line to the FEMA website at [www.DisasterAssistance.gov](http://www.DisasterAssistance.gov).** Individual Assistance addresses uninsured losses caused by the disaster for categories of damage such as: damage to homes (both owner-occupied and renters), personal property (basic appliances, essential clothing and furniture), medical, dental, funeral and transportation.

FEMA requires DRCs to open within 48 hours to 1 week following the day of declaration. This timeframe allows disaster survivors the opportunity to apply for assistance, have inspections completed and receive their eligibility determination letters. FEMA program representatives can then specifically address the applicant's needs and recovery issues, as opposed to providing the same general information available from the FEMA HELPLINE or FEMA teleregistration. This timeframe also allows FEMA the opportunity to inspect proposed DRC sites and ensure that the facilities meet criteria for use. Finally, this timeframe gives the media ample time to publicize the availability and location of the DRCs.

FEMA may not open DRCs in every disaster declaration or in every county included in the declaration. Also, in some instances, FEMA may use alternatives to "fixed" or "stationary" DRCs. For example, FEMA and SBA may put together a team that goes to a pre-identified, publicly announced location for 1-3 days, and then move to a new location in another county. The period of time a DRC is open is dependent upon the number of visitors. Closure of the facility will occur following a public announcement by FEMA.

DRCs co-locate program representatives, typically FEMA and SBA, and any other State and/or local agencies or departments that want to be represented, into one facility to answer questions of disaster survivors that have completed the application process. Program representatives answer questions about the various forms of assistance, explain what happens next in the process, make copies of documents that may be needed for the various programs and offer recovery information, such as how to incorporate mitigation actions while repairing or rebuilding.

DRCs provide an excellent opportunity for disaster survivors to meet face to face with program specialists to receive specific information pertaining to their individual needs and recovery issues.

FEMA **must** conduct a safety and security inspection of any facility before it can be used for a DRC. If the facility does not meet FEMA minimum standards, it will not be used. **Recovery Centers should be established as close to the impacted areas as safely possible.** Following is the FEMA DRC Guidelines and Checklist for your use when looking for a facility to be used as a DRC. It contains information regarding FEMA-specific requirements and basic criteria. This is the criteria FEMA uses when inspecting potential DRC sites. **Please do not announce the location or address of a DRC until approved by FEMA.**

If you have any questions, please contact Brigitte Bouska, State DRC Coordinator, at (614) 799-3671 or Recovery Branch Chief at (614) 799-3669.

**FEMA DISASTER RECOVERY CENTER  
GUIDELINES AND CHECKLIST  
(Current as of November 2011)**

**Following is a list of FEMA-specific requirements and basic criteria to consider when looking for a facility to be used as a DRC. This is the criteria that FEMA uses when they inspect potential DRC sites:**

- \_\_\_ Name of facility and complete street address. Recovery Centers should be established as close to heavily damaged areas as safely possible.
- \_\_\_ Local and/or facility point of contact. (Name and phone number(s))
- \_\_\_ Neither the State nor FEMA will pay for the rent for use of the facility. FEMA will only pay for utilities or phones installed by them.
- \_\_\_ Can tables and chairs be made available? (The lack of these items will **not** affect FEMA acceptance of the site. FEMA can provide if needed.)
- \_\_\_ Facilities should be available from 7:30am-7pm daily, Monday through Saturday, and possibly on Sundays and holidays.
- \_\_\_ The facility needs to be available a minimum of 3 days without interruptions for prior commitments (i.e. basketball games, weddings, parties, meetings, etc.). Duration of usage will be dependent upon the number of applicants being served. An estimate will probably be available at the onset of the declaration.
- \_\_\_ Is janitorial service available?
- \_\_\_ If a portion of the facility is occupied, will FEMA be permitted to use the unused portion?
- \_\_\_ Facility needs to have safe entrances and exits to the parking area.
- \_\_\_ The size of the facility will vary dependant upon the number of local/State/Federal/Voluntary Agencies co-locating and the number of anticipated number of applicants to be served. At a minimum the space should be at least 1200-1500 square feet. This requirement will be site and need-specific. For example, if the DRC is not expected to have hundreds of visitors, the size could be as small as 700 square feet. If a large facility is needed, the space required could be up to 5,000 square feet.

**FEMA-SECURITY AND/OR SAFETY REQUIREMENTS:**

**General Building Condition:**

- \_\_\_ Basic structural integrity without damages. Does not leak.
- \_\_\_ Meets Federal Americans with Disabilities Act (ADA) requirements and is accessible to the physically impaired.
- \_\_\_ Walking surfaces must be safe.
- \_\_\_ No indication of hazardous materials or hazardous building materials (i.e. asbestos).

**Electrical:**

- \_\_\_ The electrical system must be sufficient to support additional equipment. (computers, faxes, copiers, etc.)
- \_\_\_ Electrical receptacles are well-grounded.
- \_\_\_ Lighting is in good condition.
- \_\_\_ Emergency lighting has been tested and is functional.
- \_\_\_ Parking area has good surface and is well lighted.

**HVAC:**

- \_\_\_ Equipment is functional and in acceptable working condition.
- \_\_\_ There is no indication of fuel leaks or hazardous materials in the building.
- \_\_\_ Comfort level is considered to be acceptable.

**Fire Protection:**

- \_\_\_ There is a functional fire alarm system.
- \_\_\_ Adequate multi-purpose fire extinguishers are located throughout the FEMA work area. (FEMA can provide, if necessary)
- \_\_\_ There are adequate exit signs throughout the FEMA work area.

**Hygiene:**

- Building is free of mold and other potential exposures.
- Restrooms are clean and functional.
- Sewage system is tied into the city system.
- Building has potable water.

**Security:**

- The facility is not located in a high crime area.
- Parking lot is well lighted.
- All the exterior door and windows that enter the FEMA work space can be secured and locked.
- Local law enforcement is available to respond if needed.

## COMMUNITY RELATIONS

FEMA Community Relations (CR) is an information collection, dissemination and public relations activity used to determine whether disaster-affected communities and individuals are receiving the assistance to which they are entitled. The primary goal of CR is to promote the availability of disaster assistance in the declared county.

In an effort to establish an immediate, identifiable on-scene presence, CR staff will converge on the designated counties within 2-3 days of a Presidential Declaration which includes Individual Assistance (IA). The county EMA director is the most important point of contact (POC) for CR. As such, CR staff will first want to meet with the EMA director to discuss proposed CR activities. Whenever possible, CR will contact the county EMA office to schedule an appointment prior to his or her arrival.

During the initial meeting CR will:

- Brief the EMA director on the IA application/ disaster assistance process.
- Brief the EMA director on Public Assistance and Mitigation programs, if applicable. (It is important to note that CR staff are not experts in any one disaster program, but can provide necessary, general information.)
- Ask the EMA director for a contact list of local officials and community leaders. This list should include daytime and evening phone numbers. CR staff will want to visit/contact these people to provide them with registration and program information.
- Gather information on problems and issues faced by the EMA director and other officials.
- Inquire about and be sensitive to the local political climate.
- Develop a footprint of the damaged area(s).
- Determine which of these areas have individuals and households most in need of disaster assistance. CR will target these areas first.
- Request information regarding cultural, ethnic and religious differences. Identify any language issues. (i.e. Should flyers be made available in another language other than English?)
- Identify special needs populations. (Which local agencies may assist in locating these individuals?)

Depending on the severity of the disaster, Community Relations will remain in the county for approximately 2-6 weeks. Their primary objective is to meet with as many organizations and people as possible, educating them on the disaster relief process and programs. As part of their outreach activities, CR may canvass neighborhoods, going door-to-door, dispersing information flyers regarding: teleregistration; open Disaster Recovery Center locations; Small Business Administration (SBA) disaster assistance; the National Flood Insurance Program (NFIP); etc. Often, CR will partner with FEMA Human Services (HS), serving as the field contact for bereavements. They may also support HS in securing signed Release of Information forms from applicants. CR serves as the conduit of information back to the Joint Field Office (JFO).

# **State of Ohio Disaster Housing Strategy**

**SEPTEMBER 2010**

# STATE OF OHIO DISASTER HOUSING STRATEGY

## I. INTRODUCTION

In the aftermath of Hurricane Katrina (August 2005) a need to improve disaster housing assistance became evident. To correct deficiencies key challenges and gaps were identified and used to guide the development of the *National Disaster Housing Strategy*<sup>1</sup> (NDHS). In the NDHS FEMA outlines a vision for a national housing effort that engages all levels of government and non-governmental organizations to collectively meet urgent housing needs of disaster survivors and to rebuild and restore their way of life. The NDHS emphasizes a need to coordinate and utilize all resources available through partnership and collaborative efforts of all stakeholders to provide short and long term housing options.

The NDHS clarifies roles and responsibilities for each level of government. For states, FEMA recommends the establishment of a State-Led Disaster Housing Taskforce. By tapping the expertise of disaster housing experts, representatives of advocacy groups, disability support organizations and other stakeholders, states are able to better prepare for potential disaster housing events and meet the needs of disaster survivors once the event happens.

In October 2009 the Ohio Disaster Housing Taskforce convened for the first time and subsequently developed the State Disaster Housing Strategy. The purpose of this *Strategy* is to identify roles and capabilities of each disaster housing partner. The *Strategy* is intended to address catastrophic disaster housing needs following a presidential declaration that includes Individual Assistance programs. Not every event will require convening the *Taskforce*. The event must be a major incident that requires a significant housing effort. When activated, the *Taskforce* will implement the *Strategy*, providing subject-matter expertise for housing-related issues. The *Taskforce* will coordinate with the Federal Joint Housing Taskforce to determine housing needs versus housing resources and viable solutions. The *Strategy* is intended to supplement county capabilities and would not supplant nor eliminate the need for local capabilities to be identified and/or developed. Implementation of this strategy will require coordination between federal, state and local emergency management; various other federal and state agencies, local governments and other non-governmental organizations.

## II. DISASTER HOUSING PARTNERS:

The *Taskforce* is comprised of the following disaster housing partners:

### **Primary Agencies:**

Co-Chairs: Ohio Emergency Management Agency (Ohio EMA)  
Ohio Housing Finance Agency (OHFA)

American Red Cross (ARC)

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<sup>1</sup> US Department of Homeland Security. Federal Emergency Management Agency. *National Disaster Housing Strategy*. Washington: Government Printing Office, 2009.

Emergency Management Association of Ohio (EMAO)  
Ohio Department of Aging (ODAge)  
Ohio Department of Development (ODOD)  
Ohio Department of Health (ODH)  
Ohio Department of Mental Health (ODMH-Policy & Program)  
Federal Emergency Management Agency (FEMA)  
US Department of Agriculture (Rural Development)  
US Department of Housing and Urban Development (HUD)

**Support Agencies:**

Ohio Department of Natural Resources (ODNR)  
Ohio Environmental Protection Agency (OEPA)  
Ohio Voluntary Organizations Active in Disasters (VOAD)

**III. CONSIDERATIONS:**

1. Regarding housing placement of disaster survivors, consider reasonable commute and the school district in which children are currently enrolled. For longer term housing options consider financial ability of occupant to pay rent.
2. Consider number of substantially damaged structures. This will add longevity to the need for temporary housing, while owners obtain permits and rebuild.
3. Recognize and address challenges and unique situations early-on. Monitor progress.
4. Consider demographics and regional differences.

**IV. ROLES AND CAPABILITIES**

**A. Ohio Emergency Management Agency (Ohio EMA)**

1. Co-chair the Ohio Disaster Housing Taskforce with the Ohio Housing Finance Agency.
2. Serve as a liaison between FEMA and state and local governments.
3. Engage local jurisdictions to identify housing needs in heaviest impacted areas.
4. Convene the State Disaster Housing Taskforce.
5. Assist FEMA and local governments with the coordination of interim housing activities.
6. Coordinate with federal, state and local officials and non-governmental organizations in assessing housing needs versus available rental resources.

7. Coordinate ESF6-Mass Care activities with support agencies in State Emergency Operation Center (EOC) regarding sheltering and disaster housing missions and communications.
8. Activate Ohio Responds, which is an online database of Ohio Citizen Corp volunteers, to support shelter and housing missions. Volunteers are able to provide staffing and manpower.
9. Access Aidmatrix, an online donation management system, to provide support and information regarding assistance to survivors in shelters and disaster housing.
10. Access the American Red Cross National Shelter System (NSS), which is an online database that provides accurate, real-time data on emergency shelters and sheltered populations during a disaster. The NSS can serve as an indicator as to how many individuals statewide are in need of available housing.
11. If recommended by the Taskforce, formulate request for FEMA Direct Housing Mission.
12. Utilize FEMA Flood Insurance Rate Maps and data in local natural hazard mitigation plans to identify hazard areas to be avoided when locating temporary housing units (THUs) and relocating applicants.
13. Ensure mitigation techniques are implemented for THUs, such as wind resistant tie-downs, proper grounding and compliance with federal, state and local floodplain management requirements. Temporary windstorm shelters may be constructed as the situation dictates.
14. Assist local communities to develop applications for FEMA's Hazard Mitigation Assistance programs. These funds can be used to acquire, demolish, elevate, retrofit and flood proof at-risk structures.
15. Coordinate the Ohio Building Officials Association (OBOA) substantial damage inspection process during Emergency Operations Center activation. Utilize data from these inspections to identify areas where THUs may be needed.

**B. Ohio Housing Finance Agency (OHFA)**

1. Co-chair the Ohio Disaster Housing Taskforce with the Ohio Emergency Management Agency.
2. Convene the State Disaster Housing Taskforce.
3. Work with Ohio EMA and FEMA to identify housing needs in heaviest impacted areas.

4. Assist FEMA, Ohio EMA, and local governments with the coordination of interim housing activities.
5. Access <http://www.ohiohousinglocator.org>, a free website to the general public, providing information about affordable, accessible rental housing in Ohio. Web-users are able to search by location, cost and features.
6. Work with agency partners to collectively identify housing resources for a given area by utilizing housing databases and established relationships with Apartment Management Organizations.
7. Oversee the compilation of available housing resources for a specific disaster area.
8. Coordinate with federal, state and local officials and non-governmental organizations in assessing housing needs versus available rental resources.

#### **C. American Red Cross (ARC)**

1. Provide initial assistance by opening and staffing shelters in response to local needs and immediate needs of disaster survivors.
2. Provide ongoing status of open shelters and their population using real-time data through the ARC National Shelter System (NSS). The NSS can serve as an indicator as to how many displaced individuals are in need of temporary housing.
3. May provide vouchers for emergency lodging (i.e. hotel/ motel/ rental assistance).
4. At a service center or other designated facility ARC may provide case management, referrals, etc., in securing temporary housing for displaced disaster survivors.
5. Support the mission of the State Disaster Housing Taskforce.

#### **D. Emergency Management Association of Ohio (EMAO)**

1. Serve as a liaison between county emergency management agencies and the State Disaster Housing Taskforce.
2. Relay information to county EMA directors regarding roles for local governments in the event of a presidential declaration requiring the need for disaster housing. (See Section IV, Roles for Local Governments).
3. During a disaster, engage local jurisdictions to assess housing needs in the heaviest impacted areas and identify available housing resources.

4. Support local government efforts to coordinate interim/permanent housing activities with FEMA.

#### **E. Ohio Department of Aging (ODAge)**

1. Serve as an advocate for older adults.
2. Serve as liaison to the 12 Area Agencies on Aging (AAA) in Ohio, which may have the following roles in emergencies and disaster:
  - a. Identify and address unmet needs among older adults in the disaster area.
  - b. Contact older consumers receiving services from the AAA to determine whether they need emergency housing.
  - c. Provide limited home repairs necessitated by the disaster, if funding is available.
  - d. Maintain a presence at county emergency operation centers and/or disaster recovery centers, either in person or by providing contact numbers and resource materials.
  - e. Help older disaster survivors establish eligibility and complete applications for disaster relief services and disaster assistance programs.
  - f. Follow-up and provide advocacy, if needed, to ensure that individuals were able to complete the application process and received the assistance for which they were eligible.
3. Support the mission of the State Disaster Housing Taskforce.

#### **F. Ohio Department of Development (ODOD)**

1. ODOD's primary role is to assist with long term recovery from a disaster. This includes infrastructure and housing.
2. ODOD may have grants with communities or non-profits within the impacted area that may be able to assist with a number of housing activities.
3. ODOD works with these communities, as necessary, to ensure that they are able to respond to a disaster in an effective and expedient manner. This may mean providing communities with the ability to amend or extend current grants in order to meet the needs of the citizens in the affected area.

4. The majority of ODOD's funds are to assist low-income residents. Assistance may include home repairs, rehabilitation, new construction, rental assistance, assistance with monthly payments, utility tap-ins, financial counseling and other eligible activities after the initial FEMA or state assistance has been provided.

#### **G. Ohio Department of Health (ODH)**

1. Conduct health assessments of conditions in the communities affected by the disaster. Whenever possible, determine where health problems could occur.
2. Maintain ongoing human health surveillance of affected communities in order to rapidly identify and address health-related problems.
3. Conduct food service sanitation programs and private water system and water hauling programs.
4. Provide consultation for household sewage disposal, housing sanitation, vector control and public health nuisances.
5. Assist local health districts in their emergency inspection programs.
6. Perform examinations and analyses of possibly hazardous and contaminated substances throughout the disaster.
7. Provide medical-related information to the public.

#### **H. Ohio Department of Mental Health (ODMH-Policy & Program)**

1. During disaster, ODMH works with community Alcohol, Drug Addiction and Mental Health Services (ADAMHS) Boards, provider organizations and other emergency responders (i.e. Red Cross) to identify mental health consumers who are or may become at risk due to displacement or loss of primary housing.
2. Work with state, local and community partners in disasters which result in the disruption and/or displacement of these residents. Assist in supporting resident transition to other temporary, permanent or supportive emergency housing through appropriate level behavioral health services and intervention.
3. State mental health care hospitals and facilities may provide temporary emergency shelter as resources are available and determined appropriate by ODMH's senior leadership staff.

#### **I. US Department of Agriculture (Rural Development)**

1. Maintain an online database, listing 400 rural rental properties located statewide, financed by Rural Development, which may be available to house those needing temporary or permanent housing.  
The website is located at <http://www.rurdev.usda.gov>. Select the link, “List of Apartment Complexes.” Web-users are able to search by county, town, zip code, and property name or management agency. No information is provided about vacancies.
2. Provide a listing of rental properties with vacancies located in or near a disaster area.
3. Provide priority housing placements, allowing disaster survivors to move to the top of any waiting list if displaced due to a FEMA declared disaster. Security deposits may be waived, as well as any annual lease requirement. Also, age ineligible tenants may rent at elderly designated properties for a period of up to 6 months.
4. Provide low interest loans or grants for home repair. Property must be located in a rural area and applicant must meet income guidelines. Also able to provide subsidized loans for home purchase with income and rural location requirements. These programs are non-disaster specific.
5. Staff Disaster Recovery Centers as needed.

**J. US Department of Housing and Urban Development (HUD)**

**1. Rental Housing Assets (257,910 units in Ohio)**

- a. *Affordable housing units:* HUD provides funding to Public Housing Authorities and multi-family owners /operators to administer HUD’s rental assistance programs. These affordable housing programs provide safe, decent and affordable housing opportunities for low-income, elderly, disabled residents and those with special needs. In a disaster HUD can contact these partners to assess any impacted units (housing needs) and to identify vacant units (housing resources). These units meet HUD’s Housing Quality Standards.
- b. *Market-rate housing units (FHA-insured developments):* Although this type of housing asset may not have a rental subsidy, HUD works closely with the owner/operator of each of these developments since they are FHA-insured. In a disaster HUD can contact these partners to assess any impacted units (housing needs) and to identify vacant units (housing resources).
- c. HUD housing providers have the ability to provide priority housing placement to allow disaster survivors to move up on the waiting list if displaced due to a FEMA declared disaster.
- d. On-line Rental Housing Resources:

- List of HUD subsidized apartments:  
<http://www.hud.gov/apps/section8/step2.cfm?state=OH,Ohio>
- List of Public Housing Authorities in Ohio:  
<http://www.hud.gov/offices/pih/pha/contacts/states/oh.cfm>
- HUD National Housing Locator:  
[http://portal.hud.gov/app\\_nhls/publicWelcome.do?cmd=doInit](http://portal.hud.gov/app_nhls/publicWelcome.do?cmd=doInit)

## **2. Grant Funding Resources**

- a. HUD administers many formula and competitive grant programs including the Community Development Block Grant (CDBG) Program. In this program, the state of Ohio, other direct grantees, and sub-grantees of the state have the flexibility to reprogram funding, in coordination with HUD staff in Ohio, to meet an urgent need, including disaster recovery operations.
- b. On-line Resources on Grants:
  - HUD provides a variety of disaster recovery resources for individuals and communities. Link: [http://www.hud.gov/info/disasterresources\\_dev.cfm](http://www.hud.gov/info/disasterresources_dev.cfm)
  - Information on HUD Disaster Recovery Resources:  
<http://www.hud.gov/offices/cpd/communitydevelopment/programs/drsl/>
  - Local Government Contacts for the administration of HUD-funded programs in Ohio: <http://www.hud.gov/local/oh/working/entitlement.cfm>

## **3. Homes for Sale and Special Programs for Disaster Survivors:**

- a. HUD administers the FHA Section 203(h) mortgage insurance program which can be used for the reconstruction of a damaged primary residence or for the purchase of a different primary residence.
- b. On-line Resources for Homes for Sale and Special Programs:
  1. Information on FHA's Section 203(h) program for Disaster Survivors:  
<http://www.hud.gov/offices/hsg/sfh/ins/203h-dft.cfm>
  2. List of HUD-owned homes for sale in Ohio:  
<http://www.hudhomestore.com>

## **4. Leadership, Direct Personnel Support and Technical Assistance**

- a. Able to provide technical assistance including GIS disaster risk mapping, housing rehabilitation and community redevelopment.
- b. Maintain close working relationships with key federal and state housing partners.
- c. Provide direct support to the Joint Field Office (JFO) and Disaster Recovery Centers (DRCs) as needed.

#### **K. Ohio Department of Natural Resources (ODNR)**

1. Provide flood hazard area identification to federal, state and local partners. This information will be used to facilitate placement of temporary housing units (THUs) outside Special Flood Hazard Areas (SFHAs).
2. Coordinate with partners for preparation and placement of resources and response [i.e., substantial damage determination (Ohio Building Officials Association–OBOA), crisis permit processing network (Ohio Floodplain Management Association-OFMA) and disaster housing (State Disaster Housing Taskforce)].
3. Advise partners concerning flood-risk mitigation techniques for THUs in compliance with federal, state and local floodplain management requirements.
4. Provide technical assistance to enforce floodplain regulations.

#### **L. Ohio Environmental Protection Agency (OEPA)**

1. In case of the development of a community site, provide regulatory oversight and technical assistance regarding public drinking water, waste water disposal and solid waste.

#### **M. Ohio Voluntary Organizations Active in Disasters (VOAD)**

1. Coordinate voluntary relief agencies' assistance for interim housing and unmet needs.
2. Connect individuals and households with essential support services. Provide case management, information and referrals including the need for spiritual care and crisis counseling.
3. Assist disaster survivors with locating interim housing and through donations management, assist in providing furnishings.
4. Provide volunteer labor, equipment and materials for cleaning and/or repairing disaster damaged homes, making the structure habitable and lessening the disaster survivor's need for interim housing.
5. Assist with the coordination of Long Term Recovery Committees (LTRCs).

#### **V. ROLES FOR COUNTY GOVERNMENTS**

1. County governments are responsible for coordinating local jurisdictions and providing technical assistance to same.

2. County governments may play a key role in issuing building permits for substantially damaged structures and the construction of community sites.

*(For purposes of this strategy, county government refers to the entity itself; its agencies and departments. It also refers to representatives of county governments including, but not limited to, elected and non-elected officials.)*

## **VI. ROLES FOR LOCAL GOVERNMENTS**

Local governments have firsthand knowledge of community resources. As such, the *National Disaster Housing Strategy* outlines specific roles and responsibilities for local governments. They are as follows:

1. Local governments/jurisdictions will play an active role in their own recovery.
2. Local governments/jurisdictions have a key role in assessing local housing needs versus available rental resources. This should be done in coordination with the State Disaster Housing Taskforce and FEMA.
3. Local needs must be determined in coordination with local communities/ residents/ businesses in the affected areas.
4. Local officials are responsible for identifying available and suitable land, as well as obtaining permits for community sites. They are also responsible for ensuring the availability of local services for residents throughout their stays in disaster housing.

*(For purposes of this strategy, local government refers to townships, villages and cities. It also refers to representatives of local governments including, but not limited to, elected and non-elected officials.)*

## **VII. CONCEPT OF OPERATIONS**

1. Identify and rapidly catalog possible temporary and permanent housing resources.
2. Determine number of displaced households versus number of available housing resources.
3. Produce a disaster-specific housing plan.
4. Determine need for Direct Housing mission and formulate request for FEMA.
5. Prioritize populations for occupancy on a case-by-case basis with consideration given to special needs populations and their caretakers. Match disaster survivors with appropriate housing units to accommodate entire households.

6. Coordinate temporary housing mission with local government. Local officials are responsible for identifying sites and obtaining permits.

7. State-acceptable formaldehyde levels for temporary housing units have been established as follows:

- Acute exposure level: 40ppb/v (parts per billion by volume)
- Intermediate exposure level (14 days-1 year): 30 ppb/v
- Chronic non-cancer level (lifetime): 8 ppb/v
- Chronic cancer level (lifetime): 0.07 ppb/v
- In residential settings: US EPA recommended threshold of not greater than 0.1ppm.

*(Information above provided by the Ohio Department of Health. Standards are not set forth in statute or rule.)*

## QUICK REFERENCE

### On-line Housing Resources:

- Rental housing locator:  
<http://www.ohiohousinglocator.org/>
- Rural rental property locator:  
<http://www.rurdev.usda.gov>
- List of HUD subsidized apartments:  
<http://www.hud.gov/apps/section8/step2.cfm?state=OH,Ohio>
- List of Public Housing Authorities in Ohio:  
<http://www.hud.gov/offices/pih/pha/contacts/states/oh.cfm>
- HUD National Housing Locator:  
[http://portal.hud.gov/app\\_nhls/publicWelcome.do?cmd=doInit](http://portal.hud.gov/app_nhls/publicWelcome.do?cmd=doInit)

### Online Homes for Sale and Special Programs for Disaster Survivors:

- Information on FHA's Section 203(h) program:  
<http://www.hud.gov/offices/hsg/sfh/ins/203h-dft.cfm>
- List of HUD-owned homes for sale in Ohio:  
<http://www.nhmsi.com/>

### On-line Resources for Grants:

- Disaster recovery resources for individuals and communities:  
[http://www.hud.gov/info/disasterresources\\_dev.cfm](http://www.hud.gov/info/disasterresources_dev.cfm)
- Information on HUD Disaster Recovery Resources:  
<http://www.hud.gov/offices/cpd/communitydevelopment/programs/drsl/>
- Local Government Contacts for the administration of HUD-funded programs in Ohio:  
<http://www.hud.gov/local/oh/working/entitlement.cfm>

## Acronyms

AAA	Area Agencies on Aging
ADAMHS	Alcohol, Drug Addiction and Mental Health Services
ARC	American Red Cross
CDBG	Community Development Block Grant
DRC	Disaster Recovery Center
EMA	Emergency Management Agency
EMAO	Emergency Management Association of Ohio
EOC	Emergency Operation Center
FEMA	Federal Emergency Management Agency
FHA	Federal Housing Administration
GIS	Geographic Information System
HUD	US Department of Housing and Urban Development
JFO	Joint Field Office
LTRCs	Long Term Recovery Committees
NSS	National Shelter System
OBOA	Ohio Building Officials Association
OCSC	Ohio Community Service Council
ODAge	Ohio Department of Aging
ODH	Ohio Department of Health
ODMH	Ohio Department of Mental Health (Policy & Program)
ODNR	Ohio Department of Natural Resources
ODOD	Ohio Department of Development
OEPA	Ohio Environmental Protection Agency
OFMA	Ohio Floodplain Management Association
OHFA	Ohio Housing Finance Agency
SFHA	Special Flood Hazard Areas
THU	Temporary housing units
VOAD	Voluntary Organizations Active in Disasters

# PUBLIC ASSISTANCE DAMAGE ASSESSMENT

## Who does it?

- Political Subdivisions, Special Districts, Local/Regional Authorities, Public Schools/Colleges/Universities, Certain Private Non-Profit Organizations (PNP)

## What is it?

- Identification of immediate threats to the public's health and safety
- Identification of impact to public infrastructure through types of damages, costs and description of impact to the community.

## Types of Damages

- **Category A - Debris Removal** - Trees and woody debris, sand, mud, silt, gravel, etc. Document only clearance from improved property and private property debris removal should not be claimed unless it is brought to the public right of way.
- **Category B - Emergency Protective Measures** - Includes fire, police, Emergency Operations Center (EOC) operations, applicant run shelters, evacuation, temporary relocation, mutual aid, etc. Also includes emergency work performed, i.e. to open up a road for travel prior to permanent repairs. For electrical utilities, document work to restore power under this Category.
- **Category C - Roads and Bridges** - Roads, bridges and associated facilities, lights, signage, drainage structures (culverts).
- **Category D - Water Control Facilities** - Levees, floodwalls, flood control channels, water control structures
- **Category E – Building, Equipment and Contents** - Buildings, structural components, interior systems such as electrical or mechanical work, equipment and contents, including furnishings. Debris removal from buildings should be claimed under this Category. Note any structures that are historic, within a historic district or are over 50 years old.
- **Category F – Utilities** - Water treatment plants and delivery systems, power generation and distribution systems, sewage collection systems and treatment plants, communications. For electrical distribution/transmission systems, any work performed after power restoration is captured in this Category
- **Category G – Parks, Recreational and Other** - Playground equipment, pools, tennis courts, boat docks, golf courses, mass transit facilities (such as railways), etc. and other facilities that do not fit in Categories C-F. Only costs associated with improved property should be captured, i.e. unmaintained trails are not eligible. School athletic fields are captured under Category E.

## Capturing Costs

- *Actual* costs incurred to date and *estimated* costs to complete work. Actual costs and estimated costs can be determined using the following tools:

- Your own employees and equipment (force account) – Determine number of labor and equipment hours worked or anticipated to complete the work. For categories A and B, only overtime/comp time, call-in time or temporary employees should be claimed for labor hours. All labor hours can be claimed for Categories C-G. For all categories, all equipment hours should be claimed, regardless of the employee’s work status (regular or overtime). Use FEMA’s Schedule of Equipment Rates for the hourly rates on your equipment. Note FEMA’s rates include fuel so this is not accounted for separately.
- Materials – Purchased or used from stock
- Rented Equipment
- Contract – Actual contract costs and contractor quotes can be used.
- Insurance – Any anticipated insurance proceeds should be included in the damage assessment information.

### **How is it done?**

- Use of personnel knowledgeable in assessing damages, repairing facilities, etc.
- Estimates should not be over or under stated
- Only include damage associated with the event – Capital improvement projects that could be completed with event related repairs must not be included in estimates (i.e. resurfacing an entire road when only patching is event related)

### **How is it reported?**

- Overall impact to a community is summarized on the Damage and Needs Assessment Form. Include costs in each category of work *and requested budget information*. Make sure to include impact to the community in the General Comments section, i.e. roads closed to include length of time and amount of miles for detours, public services disrupted and for how long, etc.
- More detailed assessments are included on the Site Estimate Form. Each damaged site is listed as a separate site, except for Categories A and B which can each be one site.

**If you have any questions regarding damage assessment or completion of the Damage and Needs Assessment Form or Site Estimate Form, please contact the Disaster Recovery Branch at 614-799-3665.**

**PUBLIC ASSISTANCE  
LOCAL DAMAGE ASSESSMENT AND JOINT PRELIMINARY DAMAGE  
ASSESSMENT CHECKLIST**

*Public Assistance Program (PA): Assists state and local governments, and certain private non-profit (PNP) entities with the response to and recovery from disasters. Specifically, the program provides assistance for debris removal, implementation of emergency protective measures, and permanent restoration of infrastructure.*

**Local Damage Assessment - Locals**

- \_\_\_ Provide Incident Status Report form to Ohio EMA within 12 hours of event.
- \_\_\_ Provide detailed assessment on the Damage and Needs Assessment form to Ohio EMA within 36 hours of event. (Form AGN-0035).
- \_\_\_ Continue to provide the State with updated information from the jurisdictions. Detailed information should be recorded utilizing the Preliminary Damage Assessment Site Estimate form; *(or closeout incident)*.
- \_\_\_ Insurance information: It is imperative that the extent of insurance coverage be determined as soon as possible.

**Joint Preliminary Damage Assessment – FEMA/State/Locals**

- \_\_\_ An Ohio EMA representative will contact the county EMA director regarding the time and location of the Joint PDA Meeting. Please be flexible in scheduling.
- \_\_\_ County director preparations:
  - \_\_\_ Attendees: Invite representatives from governments, schools and universities, and certain private non-profit organizations who may have incurred costs/damages related to the event.
  - \_\_\_ Location and room configuration: Find a location for the Joint PDA Meeting. Ensure there is adequate space, tables and chairs and parking. At the front of the room a table should be set up with 4 chairs on each side for interview purposes.
- \_\_\_ A FEMA/State Team will conduct briefing. The county EMA or lead local official will provide introductions. The team will brief local representatives on the concept of the Joint PDA and describe the overall federal declaration process. Special considerations will be discussed and basics of eligibility will be outlined.

\_\_\_ The team will interview each local representative to document damages.

Information the PDA team is expecting from local representatives:

\_\_\_ *updated* Damage and Needs Assessment form or Site Estimate form.

\_\_\_ breakdown of cost data detailing labor, equipment, material and contract costs by category and/or site. (*Site estimate form is okay for this.*)

\_\_\_ budget impact

\_\_\_ extent of insurance coverage

\_\_\_ local map “marked up” to reflect damaged facilities/sites

\_\_\_ special considerations (*i.e. historical, environmental, mitigation*)

\_\_\_ photos (*optional*)

\_\_\_ Tour damaged areas as determined by the team. (*Following interviews, the team may conduct limited site inspections. i.e. large concentrations of debris, road washouts, destroyed bridges and critical facilities.*)

*For additional Public Assistance information, please reference FEMA’s on-line guidance at <http://www.fema.gov/rrr/pa/padocs.shtm>.*

**PUBLIC ASSISTANCE  
APPLICANT'S BRIEFING CHECKLIST**

An Applicant's Briefing is a meeting conducted by Ohio EMA for potential public assistance applicants. This meeting occurs after a Presidential declaration which includes a Public Assistance (PA) designation. The briefing addresses application procedures, administrative requirements, funding, and program eligibility criteria. All eligible categories of work (debris removal, emergency protective measures, road systems, water control facilities, buildings/ equipment, utilities, and parks and recreation) will be addressed.

**County Director preparations:**

- Administrative: Ohio EMA will provide a projector and laptop for the briefing.
  - Please have a table and screen (wall) available for the State's use.
  - Set up tables and chairs for attendees.
  
- Invite the following participants, who took part in the PDA and /or had costs associated with the severe storm event that began ***(Month Day Year)*** and ended ***(Month Date Year)***.
  - Local governments
    - townships
    - villages
    - cities
    - county departments
    - park districts
    - water/ sewer districts
    - other special districts
  
  - Public schools and universities
  
  - Private Non-Profit Organizations (*Eligible PNP's consist of any non-profit educational, irrigation, utility, emergency, medical or custodial care facility, including a facility for the aged or disabled, and other facilities providing essential governmental type services.*)
    - volunteer fire departments
    - emergency medical services
    - private educational institutions (i.e. parochial schools; charter schools; universities/colleges
    - other essential governmental services facilities which provide health and safety services, and are open to the general public, including:
      - community centers
      - libraries
      - homeless shelters
      - senior citizen centers
      - shelter workshops
      - other similar facilities
  
- Invite the clerk/treasurer of each political sub-division /PNP. (*The PA program has very specific funding and audit procedures, and it is imperative to have all individuals responsible for these matters on hand. You may also wish to invite the County Auditor.*)

## **Comparison of FEMA’s 404 Hazard Mitigation Grant Program (HMGP) and 406 Public Assistance (PA) Mitigation Actions**

Hazard mitigation is defined as action taken to lessen or eliminate future loss due to a disaster. There are two (2) potential sources for FEMA “mitigation” funding, FEMA 404 and/or 406. FEMA 404 is the Hazard Mitigation Grant Program (HMGP) and is a separate program with criteria that differs from the FEMA Public Assistance (PA) Program. FEMA 404 HMGP may fund structural and non-structural actions. FEMA 406 mitigation is only available in conjunction with repair of a facility damaged by the declared disaster.

Eligible applicants for both FEMA 404 and 406 Mitigation are state and local governments and certain private, non-profit organizations. Both types of mitigation are considered post-event and are only available following a presidential disaster declaration; must be cost-effective; and must be approved by FEMA prior to funding.

<b>FEMA 404 HAZARD MITIGATION GRANT PROGRAM (HMGP)</b>	<b>FEMA 406 PUBLIC ASSISTANCE PROGRAM (PA) MITIGATION</b>
Hazard Mitigation Grant Program (HMGP) is a separate program and not part of the FEMA Public Assistance (PA) Program	Eligible mitigation actions within the Public Assistance (PA) Program; separate from the HMGP
Eligible projects can be structural or non-structural	Structural measures only
HMGP is available statewide	Only available in conjunction with permanent repair to a facility damaged by the declared event
FEMA can fund 75% of the approved HMGP project	Maximum amount for a mitigation action is 15% of the total eligible cost for permanent repair to the damaged facility

## DEBRIS FACT SHEET FOR LOCAL OFFICIALS



The information contained within this document is intended to assist local officials responsible for all or a portion of the issues relating to managing all types of waste (“debris”) resulting from a disaster or significant emergency. Removal, reduction, recycling, temporary sites, contracting and disposal data as well as points of contact are included in the following pages.

The Ohio Environmental Protection Agency (EPA) and Ohio Emergency Management Agency (EMA) are two state agencies that have primary responsibilities to respond to disasters. Disasters can generate a significant amount of debris and can disrupt local government operations in general. Their roles and day-to-day points of contact are detailed below.

### **Local Governments**

Local health departments may be able to provide technical assistance regarding debris management and public health issues. Local health departments may also have primary responsibility during a disaster in the regulatory oversight for proper management of debris. Of particular concern for public health and safety is the management and proper disposal of debris created by a disaster or by demolition, yard waste, household hazardous waste, food stuffs, and spoiled food.

### **Ohio Environmental Protection Agency** ([www.epa.state.oh.us/dmwm](http://www.epa.state.oh.us/dmwm))

Division of Materials and Waste Management, Central Office  
50 West Town Street, Suite 700, Columbus, OH 43215  
Phone (614) 644-2621 Fax (614) 728-5315

Primary responsibility during a disaster is regulatory oversight for proper management of debris. This is accomplished by providing rule interpretations (regulatory requirements), technical assistance/coordination regarding temporary staging, collection, removal and disposal of debris, and resource lists.

### **Ohio Emergency Management Agency** ([www.ema.ohio.gov](http://www.ema.ohio.gov))

Disaster Recovery Branch  
2855 West Dublin Granville Road, Columbus, OH 43235  
Phone (614) 799-3665 Fax (614) 791-0018

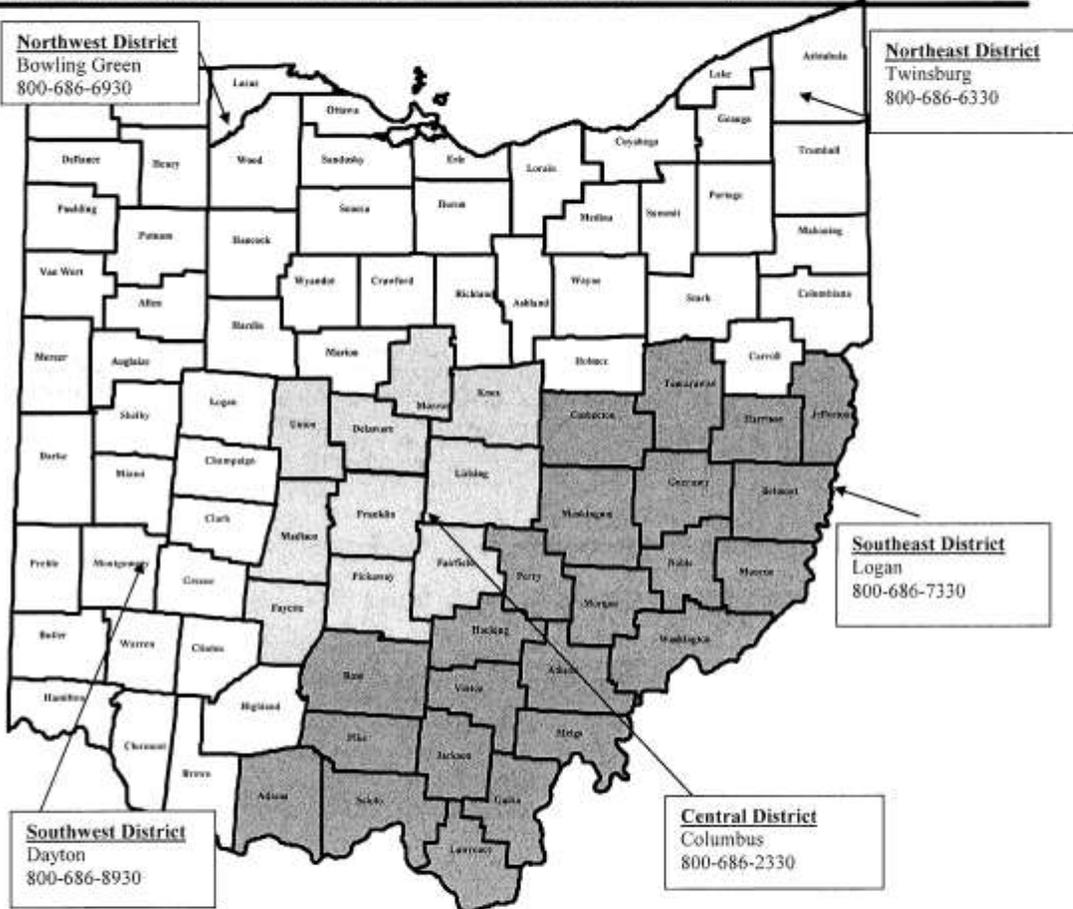
Primary responsibility is coordination of state assistance, through County Emergency Management Agency offices, to support the efforts of local officials following disasters. The Disaster Recovery Branch administers reimbursement programs for costs associated with local response/recovery actions, including debris operations.

Page 2	Contact List	Page 5	Ohio EPA Resources
Page 3	Management Options Chart	Page 6	Contracting and FEMA Eligibility
Page 4	Temporary Debris Sites		

## DEBRIS MANAGEMENT CONTACTS

### OHIO ENVIRONMENTAL PROTECTION AGENCY

Div. Materials & Waste Management (includes solid, infectious, & hazardous) (614) 644-2621  
 Public Drinking Water (614) 644-2752 Burn Permits (614) 644-2270  
 Waste Water Treatment (614) 644-2001 Chemical Spills (800) 282-9378



### ADDITIONAL CONTACTS

Local Solid Waste Mgmt District (Recycling)	See Local Listing	Ohio EMA (Response and Recovery)	(877) 644-6362
Local Department of Health	See Local Listing	Ohio Historic Preservation Off (Environmental/Historic)	(614) 298-2000
Ohio Department of Health (Private Drinking Water)	(614) 466-1390	Attorney General (Consumer Protection)	(800) 282-0515
Ohio Department of Agriculture (Dead Animals)	(614) 728-6200	Ohio Dept. Natural Resources (Recycling, Floodplain Mgmt.)	(614) 265-6565
U.S. Corp of Engineer (Regulatory-Great Lakes Division)	(513) 684-3002		

## Ohio Environmental Protection Agency – Management Options for Disaster Related Wastes

Type of Waste	Description of Waste	Management Options
General Solid Waste  (aka Municipal Solid Waste)	Food, packaging, clothing, appliances, furniture, machinery, electronic equipment, garbage, plastic, paper, bottles, cans, loose carpeting, paper products, scrap tires, street dirt, dead animals, vehicles  Sand Bag Note: Sand from sand bags used to control flooding may be emptied from the bags and reused. The empty bags, if not reused, are considered solid waste. Sand contaminated with other materials (hazardous, etc.) should be handled appropriately.	<ul style="list-style-type: none"> <li>• <b>Recycling: segregate / recycle as much as possible (preferred)</b></li> <li>• MSW Landfill Disposal</li> <li>• MSW Transfer Facility Disposal</li> <li>• Scrap Tires: licensed tire recovery / recycling facility</li> <li>• Appliances: remove refrigerants prior to disposal</li> <li>• Vehicles: auto salvage yards</li> <li>• Dead Animals: landfill, compost, burn / bury / render (per Ohio Dept. of Ag. Guidelines)</li> </ul>
Agricultural Waste & Vegetative Waste (aka Solid Waste)	Vegetative or woody waste, tree limbs, brush, shrubs (does not include buildings, other structures, dead animals, or vehicles)	<ul style="list-style-type: none"> <li>• <b>Recycling: drying, chipping, grinding for use in landscaping, mulching, and as a fuel supplement (preferred)</b></li> <li>• MSW Landfills Disposal</li> <li>• MSW Transfer Facility Disposal</li> <li>• Appropriate Composting Facilities</li> <li>• Controlled Burning – for use in declared disaster areas only; air curtain destructor use and <b>Ohio EPA approval required</b></li> </ul>
Construction & Demolition Debris (CDD)	Brick, stone, mortar, asphalt, lumber, wallboard, glass, roofing, metal, piping, fixtures, electrical wiring, heating equipment, insulation, carpeting attached to structures, railroad ties, utility poles, mobile homes	<ul style="list-style-type: none"> <li>• <b>Recycling: segregate and reuse as much materials as possible</b></li> <li>• CDD Landfill Disposal</li> <li>• MSW Landfill Disposal</li> <li>• MSW Transfer Facility Disposal</li> <li>• Mobile Homes: take to salvage company or CDD landfill</li> </ul>
Clean Hard Fill (a subset of CDD)	CDD which consists only of reinforced or non-reinforced concrete, asphalt concrete, brick, block, tile, and stone which can be reused as construction or fill material	<ul style="list-style-type: none"> <li>• Segregate and reuse materials as appropriate. Notify local health district of intent to use clean hard fill in filling operations</li> </ul>
Infectious Waste	Needles and medical related glass ("sharps"), syringes, blood containing or saturated items including tubing, clothing, bandages, etc.	<ul style="list-style-type: none"> <li>• Contact local health district or Ohio EPA District Office for guidance</li> </ul>
Hazardous Wastes & Household Hazardous Wastes	Flammable materials (fuels, gasoline, kerosene, propane tanks, oxygen bottles, etc.), explosives, batteries, common household chemicals, industrial and agricultural chemicals, cleaners, solvents, fertilizers, etc.	<ul style="list-style-type: none"> <li>• Segregate materials as practical and dispose of at an approved hazardous waste facility. Contact appropriate Ohio EPA District Office for guidance.</li> <li>• <b>Household hazardous waste</b> disposal is permitted at MSW facilities. However, strongly consider segregation from waste stream, where practical, and dispose of with other hazardous materials.</li> </ul>
Radiological Wastes	Nuclear medicine materials and associated patient wastes, certain monitoring equipment	<ul style="list-style-type: none"> <li>• Contact Ohio Department of Health for regulatory requirements and management options. Not regulated by Ohio EPA.</li> </ul>

**Variances / Exemptions:** All regulated disposal facilities in Ohio have operational requirements / restrictions regarding the types and volume of waste that can be accepted for disposal. During emergency events, a facility may seek authorization from the Director of Ohio EPA to temporarily accept different waste streams or an increased volume of waste. Before taking disaster-related debris to a disposal facility, please make sure that the facility is willing and properly authorized to accept the material.

**Stream Cleanup Activities:** Prior to removing debris from streams and waterways, please make sure you have the appropriate authorizations, if necessary (permits from COE and/or Ohio EPA, property owner permission, etc.). Once debris is removed from the streams / waterways, segregate the debris as much as possible and manage according to the above outlined options.

## Temporary Debris Sites

### Things to Consider

- Site Ownership – Use public lands whenever possible to avoid potentially costly and complicated leasing arrangements, and to lessen potential trespassing allegations. Use privately owned land only if no public sites are available. If using private lands, be sure to obtain proper, detailed usage agreements with all parties having an ownership interest.
- Site Location
  - Consider impact of noise, dust, traffic
  - Consider pre-existing site conditions
  - Look for good ingress/egress at site
  - Consider paved versus unpaved areas
  - Consider potential impact on ground water
  - Determine whether any existing drains need to be sealed
  - Consider site size based on:
    - Expected volume of debris to be collected
    - Planned volume reduction and debris processing activities
  - Avoid environmentally sensitive areas, such as:
    - Wetlands
    - Rare and critical animals or plant species
    - Well fields and surface water supplies
    - Historical / archaeological sites
    - Sites near residential areas, schools, churches, hospitals, and other sensitive areas
    - Record detailed conditions of chosen site (pictures, video, etc.)
- Site Operations
  - Use portable containers
  - Ensure portable containers are emptied/replaced when necessary
  - Separate types of waste as operations continue
  - Monitor site at all times
  - Perform on-going volume reduction (on site or removal for disposal / reduction)
  - Provide nuisance management (dust, noise, etc.)
  - Provide vector controls (rats, insects, etc.)
  - Provide special handling for regulated hazardous materials
  - If household hazardous waste is segregated, ensure disposal options exist
  - Provide security (limit access to site)
  - Ensure appropriate equipment is available for site operations
- Site Closeout
  - Remove all remaining debris to authorized locations
  - Restore site to pre-use conditions
  - Record detailed conditions of site after closeout is complete (pictures, video, etc.)

## Ohio Environmental Protection Agency Resources

The following documents are available for download from the Ohio EPA Website or by contacting the appropriate Ohio EPA division.

- Ohio EPA Registered and/or Licensed Debris Disposal Facility and Company Listings - DMWM
  - Composting Facilities
  - Construction and Demolition Debris Landfills
  - Infectious Waste Transporters
  - Municipal Solid Waste Landfills
  - Municipal Solid Waste Transfer Facilities
  - Scrap Tire Storage and Disposal Facilities
  - Scrap Tire Transporters
  - Solid Waste Management District Contacts
- Emergency Response Contractors - DERR
- Orphan Drum Program – DERR
- Open Burning Regulations – DAPC
- Ohio EPA District Office Map and Contact Numbers (included with this fact sheet)

### **Ohio EPA Division of Materials & Waste Management (DMWM)**

[www.epa.state.oh.us/dmwm](http://www.epa.state.oh.us/dmwm)  
(614) 644-2621

### **Ohio EPA Division of Emergency & Remedial Response (DERR)**

[www.epa.state.oh.us/derr](http://www.epa.state.oh.us/derr)  
(614) 644-2924

### **Ohio EPA Division of Air Pollution Control**

[www.epa.state.oh.us/dapc](http://www.epa.state.oh.us/dapc)  
(614) 644-2270

## CONTRACTING AND FEMA ELIGIBILITY

### GENERAL WORK ELIGIBILITY

Under a presidential disaster declaration for the state of Ohio, the Federal Emergency Management Agency (FEMA) may provide assistance to state and local governments for costs associated with debris removal operations. Debris removal operations include collection; pick up, hauling, and storage at a temporary site, segregation, reduction, and final disposal. This document provides information on the eligibility of debris removal operations for Public Assistance (PA) funding.

Determination of eligibility is a FEMA responsibility. Removal and disposal of debris that is a result of the disaster, is within a declared county and is on public property, is eligible for federal assistance. Public property includes roads and publicly-owned facilities. Removal of debris from parks and recreation areas is eligible when it affects improved facilities (i.e. trails), affects public health and safety or limits the use of those facilities.

**Debris Removal from Private Property:** Costs incurred by local governments to remove debris from private property may be reimbursed by FEMA if it is pre-approved by the Federal Disaster Recovery Manager, is a public health and safety hazard, and if the work is performed by an eligible PA applicant, such as a municipal or county government. The cost of debris removal by private individuals is not eligible under the Public Assistance Program; however, during a specific time period, a private property owner may move disaster-related debris to the curbside for pick up by an eligible PA applicant. Applicants should set the specific period of time to ensure curbside debris does not include non-event related or reconstruction debris (ineligible).

**Eligible Costs:** If an applicant uses force account (their own) personnel and equipment, the cost of the equipment and overtime costs for personnel are eligible for federal funding. If an applicant chooses to award a contract(s) for debris operations, the costs of the contracts are also eligible for federal funding, as long as the contract is reasonable.

**Documentation:** To ensure that processing of federal funding is done as quickly as possible, applicants should maintain the following information: debris estimates, procurement information (bid requests, bid tabulations, etc.), contracts, invoices, and monitoring information (load tickets, scale records, etc). If an applicant performs debris removal, the payroll and equipment hours must be kept. All records should be maintained in the manner prescribed by the local government with consideration of state and federal record retention guidelines.

### CONTRACTING FOR DEBRIS REMOVAL

#### **Procurement**

- Determine the type of contracting needed to satisfy specific debris clearance, removal and disposal requirements of an unusual and compelling urgency;
- Ensure adherence to state and local procurement guidance;
- Determine if any purchasing and contracting requirements are waived as a result of the disaster and subsequent declarations of emergency (see Ohio Revised Code 125.023 and/or 44 CFR 13.36(d)(4));

- To ensure federal reimbursement, applicants should follow FEMA requirements for procurement, 44 CFR Part 13.36. FEMA requires that the procurement process allow for competition and reasonable cost. To show competition, applicants should at a minimum solicit three quotes (projects under \$100,000) or formally bid (advertise) the work. Reasonable costs are those that are fair and equitable for the type of work performed in the affected area. To show reasonable cost, the applicants should be able to document a base amount to which they compared the awarded bid;
- Solicit bids, evaluate offers, award contracts, and issue notices to proceed with all contract assignments. (See pg 8 of this document for debarred/suspended contractor information);
- Supervise the full acquisition process for service and supply contracts and the oversight of contract actions to ensure conformance to regulatory requirements;
- Coordinate with the local Department of Public Works and Department of Solid Waste Management staffs and consult with legal counsel. The contracting office must take care to avoid the solicitation of assistance from the general public and giving the impression that compensation will be provided for such assistance. In general, this would be considered as volunteer actions. In addition, there are a number of other issues involved with such a solicitation, including licensing, bonding, insurance, the potential for the communities to incur liability in the event of injury or fatality, supervision and certification of work done;
- Please see the Ohio Revised Code, Sections 125.023, 307.86.92, 153.54, 153.57, 2921.01, and 2921.42 and supplementary rules and local ordinances for additional information pertaining to competitive bidding.
- FEMA recommends use of pre-drafted contracts or pre-event contracts so long as they follow procurements requirements as outlined in 44 CFR Part 13.36 and also recommends pre-qualifying contractors to expedite the bid process.

#### **Unit Price Contracts**

- Based on weights (tons) or volume (cubic yards) of debris hauled, and should be used when the scope of work is not well defined;
- They require close monitoring of pick up, hauling and dumping to ensure that quantities are accurate;
- Unit price contracts may be complicated by the need to segregate debris for disposal.

#### **Lump Sum Contracts**

- Establishes the total contract price using a one-item bid from the contractor;
- Should only be used when the scope of work is clearly defined, with areas of work and quantities of material clearly identified;
- These contracts can be defined in one of two ways: Area Method where the scope of work is based on a one-time clearance of a specified area and Pass Method where the scope of work is based on a certain number of passes through a specified area, such as a given distance along a right-of-way.

#### **Time and Materials Contracts (T/M)**

- This is a administratively labor intensive type of contract and should only be used if the applicant has the administrative resources to successfully accomplish and document the monitoring aspect;
- May be used for short periods of time immediately after the disaster to mobilize contractors for emergency removal efforts (generally FEMA accepts these contracts for the first 70 hours).

Applicants should move towards either Unit Price or Lump Sum contract as soon as possible after the beginning of debris removal operations;

- If T/M contracts are determined by the applicant to be the most cost-effective and well-suited to the type of work, they may be continued beyond the initial 70 hour period if the following applies:
  - A determination was made and documented that no other contract was suitable and a ceiling price was included;
  - The applicant can document monitoring of contractor activities. This includes but is not limited to monitoring load tickets or completion of daily reporting forms and requesting backup to contractor invoices (i.e. time cards, etc.).
- T/M contracts must have a dollar ceiling or a not-to-exceed limit for hours (or both), and should be terminated immediately when this limit is reached;
- The contract should (a) detail labor costs to include job classification, skill level and hourly rate, (b) the price for labor and equipment applies only when in operation, (c) cost for equipment includes fuel and maintenance, (d) the community reserves the right to terminate the contract at its convenience, and (e) the community does not guarantee a minimum number of hours.

#### **Contract Monitoring**

An employee or contractor should monitor the contractor's activities to ensure satisfactory performance. Monitoring includes: verification that all debris picked up is a direct result of the disaster; measurement and inspection of trucks to ensure they are fully loaded; on-site inspection of pick up areas, debris traffic routes, temporary storage sites, and disposal areas; verification that the contractor is working in its assigned contract areas; verification that all debris reduction and disposal sites have access control and security.

**Contracting Do-Nots:** FEMA does not recommend, pre-approve, or certify any debris contractor. FEMA does not certify or credential personnel other than official employees and Technical Assistance Contract personnel assigned to the disaster by FEMA. Additionally, only FEMA has the authority to make eligibility determinations, not contractors. Finally, do not accept contractor-provided contracts without close review. FEMA /Ohio EMA can provide technical assistance on contracts and contract procedures, if requested to do so by local officials.

**Ineligible Contracts:** FEMA will not provide funding for cost-plus-percentage of cost contracts (including markups), contracts contingent upon receipt of state or federal disaster assistance funding, or contracts awarded to debarred or suspended contractors.

See [www.epls.gov](http://www.epls.gov) (federal-list) and <http://www.sos.state.oh.us/SOS/recordsindexes.aspx> (state-list) for debarred contractor information. A second site for suspended contractors is <http://www.auditor.state.oh.us/resources/findings/default.htm>.

#### **ENVIRONMENTAL CONSIDERATIONS**

Federal, State and local regulations, laws and ordinances need to be addressed and followed for all environmental and historic preservation issues. Examples of how these considerations could affect reimbursement for debris removal operations:

- Executive Order 11988, Floodplain Management: Temporary storage sites should not be in the floodplain;

- Executive Order 12898, Environmental Justice: Do not purposefully choose routes to disposal sites that avoid more affluent neighborhoods over minority or low-income neighborhoods;
- Clean Water Act: Temporary storage sites not located within ¼ mile from ground or surface water supply.
- Ohio EPA: There was no burning of debris unless expressly authorized by the Director of Ohio EPA.

**OTHER FEDERAL AGENCIES**

Debris removal on federal highways is not eligible under the FEMA Public Assistance Program except in very limited circumstances.

**DEBRIS REMOVAL FROM WATERWAYS**

If an applicant has debris (obstructions to include sunken vessels) generated by an event within waterways, FEMA has very specific eligibility criteria. Please see FEMA policy [http://www.fema.gov/government/grant/pa/9523\\_5.shtm](http://www.fema.gov/government/grant/pa/9523_5.shtm) for additional information or contact Ohio EMA directly.

## TAB F- MITIGATION

The Ohio Emergency Management Agency Mitigation Branch administers five mitigation grant programs and a mitigation planning program. The five mitigation grant programs are referred to collectively as the Unified Hazard Mitigation Assistance (HMA) grant programs and include: the Hazard Mitigation Grant Program (HMGP), Flood Mitigation Assistance (FMA), Pre-Disaster Mitigation (PDM), Repetitive Flood Claims (RFC) and the Severe Repetitive Loss (SRL) program. The HMGP is made available only after a Presidential disaster declaration; the other four mitigation grant programs have annual application cycles. The current HMA fact sheet that is part of this tab contains information on cost sharing, eligible activities, and general program requirements. In general, any proposed activity must be cost effective, technically feasible, and meet environmental and historic preservation requirements. Ohio EMA Mitigation Branch staff is available to provide technical assistance on project development and implementation.

Hazard mitigation plans are the foundation of a community's long term strategy to reduce risk to people and property from natural hazards and their effects. The mitigation planning process requires that communities identify the hazards that are present, analyze the risk to people, property and infrastructure, and develop actions that can be implemented to reduce risk. State and local governments are required to develop natural hazard mitigation plans in order to receive certain types of disaster assistance. Local natural hazard mitigation plans must be updated at least every five years, approved by FEMA, and adopted locally in order to be eligible for HMA grants. In Ohio, most communities are part of a countywide natural hazard mitigation plan. Ohio EMA Mitigation Branch staff is available to provide technical assistance on mitigation planning.

The purpose of this document is to provide information on the sequence of events that will occur following Presidential disaster declaration. Therefore, only HMGP will be discussed in detail since local officials must take actions after a declaration to participate in the HMGP.

### **HMGP Application Overview**

After a Presidential disaster declaration, mitigation briefings will be scheduled generally from two to four weeks after the declaration. Briefings are usually coordinated through the county emergency management office. Examples of local officials that should be invited to this briefing include: county and municipal floodplain administrators, planners, community development officials, etc. After the briefing, attendees will be given a short period of time to prepare and submit an HMGP pre-application (see attached sample). Pre-applications are normally due to Ohio EMA within 60-days of the disaster declaration.

The State Hazard Mitigation Team (SHMT) will convene to review the pre-applications and identify which pre-applicants should develop full project applications. Criteria that the SHMT evaluates includes: project eligibility and effectiveness, local mitigation plan status, NFIP participation status. After a full application has been developed, the SHMT will convene again to prioritize project applications, based upon established criteria, and determine which projects should be forwarded to FEMA for approval. All projects funded under HMGP must be cost effective and meet environmental and historic preservation requirements. After FEMA approval, the project is implemented. The total time from disaster declaration until project completion can range from 2 to 4 years.

TAB F- MITIGATION  
STATE OF OHIO  
OHIO EMERGENCY MANAGEMENT AGENCY  
Pre-Application Form  
Section 404-Hazard Mitigation Grant Program  
FEMA-DR-XXXX-OH

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1. NAME OF APPLICANT: \_\_\_\_\_ COUNTY: \_\_\_\_\_

2. PRIMARY CONTACT PERSON: \_\_\_\_\_

TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

3. ALTERNATE CONTACT PERSON: \_\_\_\_\_

TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

4. LOCATION OF PROJECT: (Road or street address, geographic landmarks, legal description, etc. Include legible maps/drawings of the location. Provide a map showing the range and section for the project area.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. IS PROJECT LOCATED IN A 100-YEAR FLOODPLAIN? \_\_\_\_\_ Yes \_\_\_\_\_ No

(If yes, attach a map with the location)

DATE OF FLOOD MAP: \_\_\_\_\_

6. BRIEF DESCRIPTION OF THE PROJECT: (INCLUDE APPROXIMATE DATE OF CONSTRUCTION FOR STRUCTURES IN ACQUISITION/ELEVATION PROJECTS)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. BRIEF DESCRIPTION OF THE PROBLEM:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TAB F- MITIGATION

(continued on back)

8. BRIEF DESCRIPTION OF DAMAGES AND THE REDUCTION IN FUTURE DAMAGES (include damages to improved property, infrastructure, public safety costs, economic impact, etc.):

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9. FREQUENCY THAT DAMAGES OCCUR (Number of times or the years that the event has occurred causing damages, etc.):

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10. HOW DOES THE PROPOSED PROJECT ELIMINATE OR REDUCE FUTURE DAMAGES? ALSO INCLUDE FUTURE LAND USE PLANS:

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11. LIST STRUCTURES WITH FLOOD INSURANCE COVERAGE:

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12. OTHER ALTERNATIVES CONSIDERED FOR SOLVING THE PROBLEM (List at least two):

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13. TOTAL ESTIMATED COST OF THE PROJECT: **MANDATORY**

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14. SOURCE OF FUNDING FOR APPLICANT SHARE (25% Non-Federal): **MANDATORY**

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ATTACH ANY ADDITIONAL INFORMATION THAT IS PERTINENT TO THE PROPOSED PROJECT AND WILL SUPPORT THE APPLICATION.

**RETURN COMPLETED PRE-APPLICATION FORM BY [DATE] TO:**  
OHIO DEPARTMENT OF PUBLIC SAFETY  
EMERGENCY MANAGEMENT AGENCY, MITIGATION BRANCH  
2855 WEST DUBLIN-GRANVILLE ROAD  
COLUMBUS, OH 43235



FEMA

# Program Information Mitigation



## Hazard Mitigation Assistance

The Department of Homeland Security (DHS) Federal Emergency Management Agency (FEMA) Hazard Mitigation Assistance (HMA) programs present a critical opportunity to reduce the risk to individuals and property from natural hazards while simultaneously reducing reliance on Federal disaster funds.

### A COMMON GOAL

While the statutory origins of the programs differ, all share the common goal of reducing the risk of loss of life and property due to natural hazards.

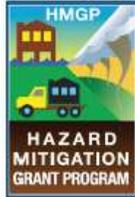
### FUNDING DISASTER RECOVERY EFFORTS

The Hazard Mitigation Grant Program (HMGP) may provide funds to States, Territories, Indian Tribal governments, local governments, and eligible private non-profits following a Presidential major disaster declaration .

## The Unified Hazard Mitigation Assistance Grant Programs

### Authorities and Purpose

The Hazard Mitigation Grant Program (**HMGP**) is authorized by Section 404 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (the Stafford Act), Title 42, United States Code (U.S.C.) 5170c. The key purpose of HMGP is to ensure that the opportunity to take critical mitigation measures to reduce the risk of loss of life and property from future disasters is not lost during the reconstruction process following a disaster. HMGP is available, when authorized under the Presidential major disaster declaration, in the areas of the State requested by the Governor. The amount of HMGP funding available to the



Applicant is based upon the total Federal assistance to be provided by FEMA for disaster recovery under the major disaster declaration.

The Pre-Disaster Mitigation (**PDM**) program is authorized by Section 203 of the Stafford Act, 42 U.S.C. 5133. The PDM program is designed to assist States, Territories, Indian Tribal governments, and local communities to implement a sustained pre-disaster natural hazard mitigation program to reduce overall risk to the population and structures from future hazard events, while also reducing reliance on Federal funding from future major disaster declarations.

The Flood Mitigation Assistance (**FMA**) program is authorized by Section 1366 of the National Flood Insurance Act of 1968, as amended (NFIA), 42 U.S.C. 4104c, with the goal of reducing or eliminating claims under the National Flood Insurance Program (NFIP).

The Repetitive Flood Claims (**RFC**) program is authorized by Section 1323 of the NFIA, 42 U.S.C. 4030, with the goal of reducing flood damages to individual properties for which one or more claim payments for losses have been made under flood insurance coverage and that will result in the greatest savings to the National Flood Insurance Fund (NFIF) in the shortest period of time.

The Severe Repetitive Loss (**SRL**) program is authorized by Section 1361A of the NFIA, 42 U.S.C. 4102A, with the goal of reducing flood damages to residential properties that have experienced severe repetitive losses under flood insurance coverage and that will result in the greatest amount of savings to the NFIF in the shortest period of time.



Additional HMA resources, including the HMA Unified Guidance may be accessed at [www.fema.gov/government/grant/hma/index.shtm](http://www.fema.gov/government/grant/hma/index.shtm)

# program comparisons

## Cost Share Requirements

### COST SHARE

In general, HMA funds may be used to pay up to 75 percent of the eligible activity costs. The remaining 25 percent of eligible costs are derived from non-Federal sources.

The table to the right outlines exceptions to the 75 percent Federal and 25 percent non-Federal share.

Programs	Mitigation Activity Grant (Percent of Federal/Non-Federal Share)
HMGP	75/25
PDM	75/25
PDM—subgrantee is small impoverished community	90/10
PDM—Tribal grantee is small impoverished community	90/10
FMA	75/25
FMA—severe repetitive loss property with Repetitive Loss Strategy	90/10
RFC	100/0
SRL	75/25
SRL—with Repetitive Loss Strategy	90/10

### ELIGIBLE APPLICANTS AND SUBAPPLICANTS

States, Territories, and Indian Tribal governments are eligible HMA Applicants. Each State, Territory, and Indian Tribal government shall designate one agency to serve as the Applicant for each HMA program.

All interested subapplicants must apply to the Applicant.

The table to the left identifies, in general, eligible subapplicants. For specific details regarding eligible subapplicants, refer to 44 CFR Part 206.434(a) for HMGP and 44 CFR Part 79.6(a) for FMA and SRL.

For HMGP and PDM see 44 CFR Part 206.2(16) for a definition of local governments.

## Eligible Subapplicants

✓ Subapplicant is eligible for program funding

	HMGP	PDM	FMA	RFC	SRL
State agencies	✓	✓	✓	✓	✓
Tribal governments	✓	✓	✓	✓	✓
Local governments/communities	✓	✓	✓	✓	✓
Private non-profit organizations (PNPs)	✓				

Individuals and businesses are not eligible to apply for HMA funds, however, an eligible subapplicant may apply for funding to mitigate private structures. RFC funds are only available to subapplicants who cannot meet the cost share requirements of the FMA program.

## Available Funding

HMA programs are subject to the availability of appropriation funding or funding based on disaster recovery expenditures, as well as any directive or restriction made with respect to such funds.

HMGP funding depends on federal assistance provided for disaster recovery, while PDM, FMA, RFC, and SRL funding is appropriated annually by Congress.

# program information

## NFIP INFORMATION

In 1968, Congress created the National Flood Insurance Program (NFIP) to help provide a means for property owners to financially protect themselves. The NFIP offers flood insurance to homeowners, renters, and business owners if their community participates in the NFIP. Participating communities agree to adopt and enforce ordinances that meet or exceed FEMA requirements to reduce the risk of flooding.

Find out more about the NFIP and how it can help you protect yourself.

<http://www.floodsmart.gov>

## MITIGATION ELECTRONIC GRANTS SYSTEM

For PDM, FMA, RFC, and SRL, FEMA has developed a web-based, Electronic Grants (eGrants) management system to allow States, Federally-recognized Indian Tribal governments, territories, and local governments to apply for and manage their mitigation grant application processes electronically.

## National Flood Insurance Program (NFIP) Participation



### NFIP Participation Requirement

There are a number of ways that HMA eligibility is related to the NFIP.

- **Subapplicant eligibility:** All subapplicants for FMA, RFC, or SRL must currently be participating in the NFIP, and not withdrawn or suspended, to be eligible to apply for grant funds. Certain non-participating political subdivisions (i.e., regional flood control districts or county governments) may apply and act as subgrantee on behalf of the NFIP-participating community in areas where the political subdivision provides zoning and building code enforcement or planning and community development professional services for that community.
- **Project eligibility:** HMGP and PDM mitigation project subapplications for projects sited within a Special Flood Hazard Area (SFHA) are eligible only if the jurisdiction in which the project is located is participating in the NFIP. There is no NFIP participation requirement for HMGP and PDM planning subapplications or project subapplications located outside of the SFHA.
- **Property eligibility:** Properties included in a project subapplication for FMA, RFC, and SRL funding must be NFIP-insured at the time of the application submittal. Flood insurance must be maintained at least through completion of the mitigation activity.

## Mitigation Plan Requirement

All Applicants and subapplicants must have hazard mitigation plans meeting the requirements of 44 CFR Part 201.

## Application Process

Applications for HGMP are processed through the National Emergency Management Information System (NEMIS). Applicants use the Application Development Module of NEMIS, which enables each Applicant to create project applications and submit them to the appropriate FEMA Region in digital format for the relevant disaster.

Applications for PDM, FMA, RFC, and SRL are processed through the Electronic Grants (eGrants) system. The eGrants system encompasses the entire grant application process and provides the means to electronically create, review, and submit a grant application to FEMA via the Internet. Applicants and subapplicants can access eGrants at <https://portal.fema.gov>.



## **TAB G- TERMS, DEFINITIONS AND ACRONYMS**

Applicant Briefing: Conducted by Ohio EMA to explain the Public Assistance (PA) Program. This meeting occurs after a Presidential declaration that includes the PA program. This is where potential applicants apply. The briefing addresses application procedures, administrative requirements, funding and program eligibility.

Community Relations (CR): FEMA Community Relations (CR) is an information, collection, dissemination and public relations activity used to determine whether disaster-affected communities and individuals are receiving the assistance to which they are entitled. The primary goal of CR is to promote the availability of disaster assistance in the declared county.

Degrees of damage: There are 4 degrees of Individual Assistance (IA) damage: destroyed, major, minor and affected.

Disaster Recovery Center (DRC): Temporary federal/state facility opened to provide customer service to disaster survivors.

Emergency Declaration: Any occasion determined by the President for which Federal disaster assistance is required to supplement state and local response efforts and capabilities to save lives and to protect property and public health and safety, or to lessen the threat of a catastrophe.

Emergency Work: Work done immediately following an incident to save lives and protect property and public health and safety, or to avert or lessen the threat of a major disaster. These are Categories A (Debris Removal) and B (Emergency Protective Measures) under the Public Assistance Program.

Federal Coordinating Officer (FCO): The senior Federal official appointed by the President to coordinate the overall federal response and recovery activities in the designated area.

FEMA National Processing Service Center (NPSC): FEMA processing center for Individuals and Households Program (IHP) applicants.

FEMA Disaster Assistance: To apply for disaster assistance call the FEMA teleregistration line at 1-800-621-FEMA (3362) or go on-line to [www.DisasterAssistance.gov](http://www.DisasterAssistance.gov).

Governor's Authorized Representative (GAR): The person appointed by the Governor with the authority to administer federal programs following a declaration.

Grantee: The state agency (generally Ohio EMA) with the authority to administer the Public Assistance Program.

Hazard Mitigation: Any cost effective measured or sustained action taken to reduce or eliminate the long-term risk to human life and property from hazards.

Hazard Mitigation Grant Program (HMGP): A post-declaration grant program available to state and local governments and certain private, non-profit organizations for structural and non-structural hazard mitigation actions, e.g., flood proofing, relocation and planning.

Housing Assistance (HA): Disaster assistance for individuals and households requiring temporary housing assistance as a direct result of the declared disaster. Eligibility is based on a verified need created by disaster-related non-livability of a primary residence combined with a lack of adequate insurance coverage. Forms of HA include rental assistance and home repairs. In extraordinary situations additional forms of housing may include manufactured homes, mobile homes or travel trailers.

Incident Period: The time interval during which the disaster-causing event occurred. Damages must have occurred during this timeframe or in anticipation of the incident.

Individual Assistance (IA): Federal or State disaster assistance may be available to homeowners, renters and business owners with uninsured damages, loss or need, caused by the disaster, for categories which may include: home repairs, rental assistance, personal property, medical, business inventory, crisis counseling, unemployment, etc.

Individuals and Households Program (IHP): Financial assistance and/or services provided to individuals and families in a declared area who, as a direct result of a major disaster, have necessary expense and/or serious needs not met by other sources such as insurance, voluntary agencies, etc. Two types of assistance, Housing Assistance (HA) and Other Needs Assistance (ONA), are available under the IHP. The total amount of both HA and ONA combined may not exceed the maximum of \$30,200 (Federal Fiscal Year 2011). The duration of assistance available under the IHP is 18 months from date of declaration. There is no assistance available for business need or loss from this program.

Inspectors in the field: Includes FEMA inspectors, SBA loss verifiers and private insurance adjusters.

Joint Field Office (JFO): The JFO is the office established by FEMA in or near the designated area to support federal and state response and recovery operations. The JFO houses the FCO, SCO and support staff.

Joint Preliminary Damage Assessment (PDA): The systematic process of determining and appraising the extent of loss, suffering and/or harm to a community. It is a process used to determine the magnitude, scope and impact of damage resulting in unmet needs of individuals, families and businesses, the public sector and the community as a whole. Information collected is used by the State as the basis for and to justify the Governor's request and by FEMA to document the recommendation to the President. At a minimum, joint PDA teams will be

comprised of a representative from the local, state and federal government. It is the State's responsibility to coordinate State and local participation in the PDA and to schedule on-sight assessments to quantify damages and uninsured losses.

Kick-Off Meeting: Following the declaration for PA, this is the initial meeting between an applicant and a FEMA representative. At this session the applicant provides a list of damages and incurred costs as a result of the disaster and begins formulation of Project Worksheets (PWs).

Local damage assessment: The appraisal or determination of the destructive effects of a hazard/event on lives and property. Local damage assessment must be rapid, detailed and accurate. Initial damage assessment should be completed and submitted to the State within 36 hours of the event.

Local Government: A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments, regional or interstate government entity or agency of a local government.

Major Declaration: Any natural catastrophe, e.g., floods, storms, high winds, etc., or regardless of cause, any fire, flood, or explosion in any part of the U.S., which in the determination of the President, causes damage of sufficient severity and magnitude to warrant major disaster assistance under the Robert T. Stafford Act to supplement the efforts and available resources for local and state governments and relief organizations in alleviating the damage, loss, hardship or suffering.

Other Needs Assistance (ONA): Grants to individuals and families for uninsured verified necessary expense or loss caused by the disaster for categories such as personal property, medical/dental, funeral and transportation. Eligibility for personal property and/or transportation related costs or need is based on the inability to assume additional debt (i.e. loan), from the U.S. Small Business Administration.

Permanent Work: Restorative work performed through repairs or replacement, to restore an eligible facility on the basis of its pre-disaster design and current applicable standards. Assistance for this program is through the Public Assistance Program, Categories C-D.

Private Non-Profits (PNPs): Eligible PNPs consist of any non-profit educational, irrigation, utility, emergency, medical or custodial care facility, including a facility for the aged or disabled, and other facilities providing essential governmental type services.

Project Worksheet (PW): Documentation of the identified scope of work to be completed by the applicant and the estimated cost under the Public Assistance Program.

Public Assistance Program (PA): Assists State and local governments, and certain Private Non-profits (PNPs) organizations with the response to and recovery from disasters. Specifically, the

program provides assistance for debris removal, implementation of emergency protective measures and permanent restoration of infrastructure. Categories of work are: A (Debris Removal), B (Emergency Protective Measures), C (Roads and Bridges), D (Water Control Facilities), E (Buildings and Equipment), F (Public Utilities) and G (Public Parks).

Request for Public Assistance (RPA): The official application to the Public Assistance program. This document is typically completed and submitted during the Applicant's Briefing and is due no later than 30 days following the Presidential declaration.

State Coordinating Officer (SCO): The person appointed by the Governor who coordinates State response and recovery activities and acts as the primary liaison between Federal Coordinating Officer and state and local governments during emergencies (generally the same person as the GAR).

U. S. Small Business Administration (SBA): Provides disaster assistance in the form of loans to individuals and businesses. This is the primary form of disaster assistance for business loss.

[www.DisasterAssistance.gov](http://www.DisasterAssistance.gov) : Website to apply on-line for FEMA assistance.