



Disaster Recovery and Mitigation Handbook



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Introduction

Foreword Traditionally, disaster recovery activities have preceded mitigation activities, both considered two distinct phases of the disaster cycle (the other two being preparedness and response). With the passage of the federal Disaster Mitigation Act of 2000, funding has become available for mitigation planning and projects *prior* to a disaster, thereby providing local government a means to lessen the impacts of future disasters. The State Office of Emergency Services (State OES) strives to minimize the impacts of future disasters as much as possible and to ensure a smooth recovery should a disaster occur.

Purpose This handbook provides local governments information regarding many state and federal recovery programs, as well as the federal mitigation opportunities and requirements. Included with this handbook are two recovery and mitigation planning checklists, local/state/federal emergency proclamation/declaration requirements, tables describing program requirements, and how to access the disaster recovery and mitigation programs available.

Role of State OES State OES is responsible for the coordination and administration of statewide emergency preparedness, response, recovery and mitigation activities for all hazards including terrorist incidents. OES has developed and implemented the Standardized Emergency Management System (SEMS) as a uniform system for managing response activities throughout the state. Utilizing SEMS, local governments initially request assistance through their Operational Area (OA) to the State OES Regional Emergency Operations Centers (see map on following page). Disaster recovery and mitigation activities are coordinated through the Disaster Assistance Division (DAD) of State OES.

DAD Overview DAD maximizes disaster recovery and mitigation assistance to provide a safer future for all California communities by:

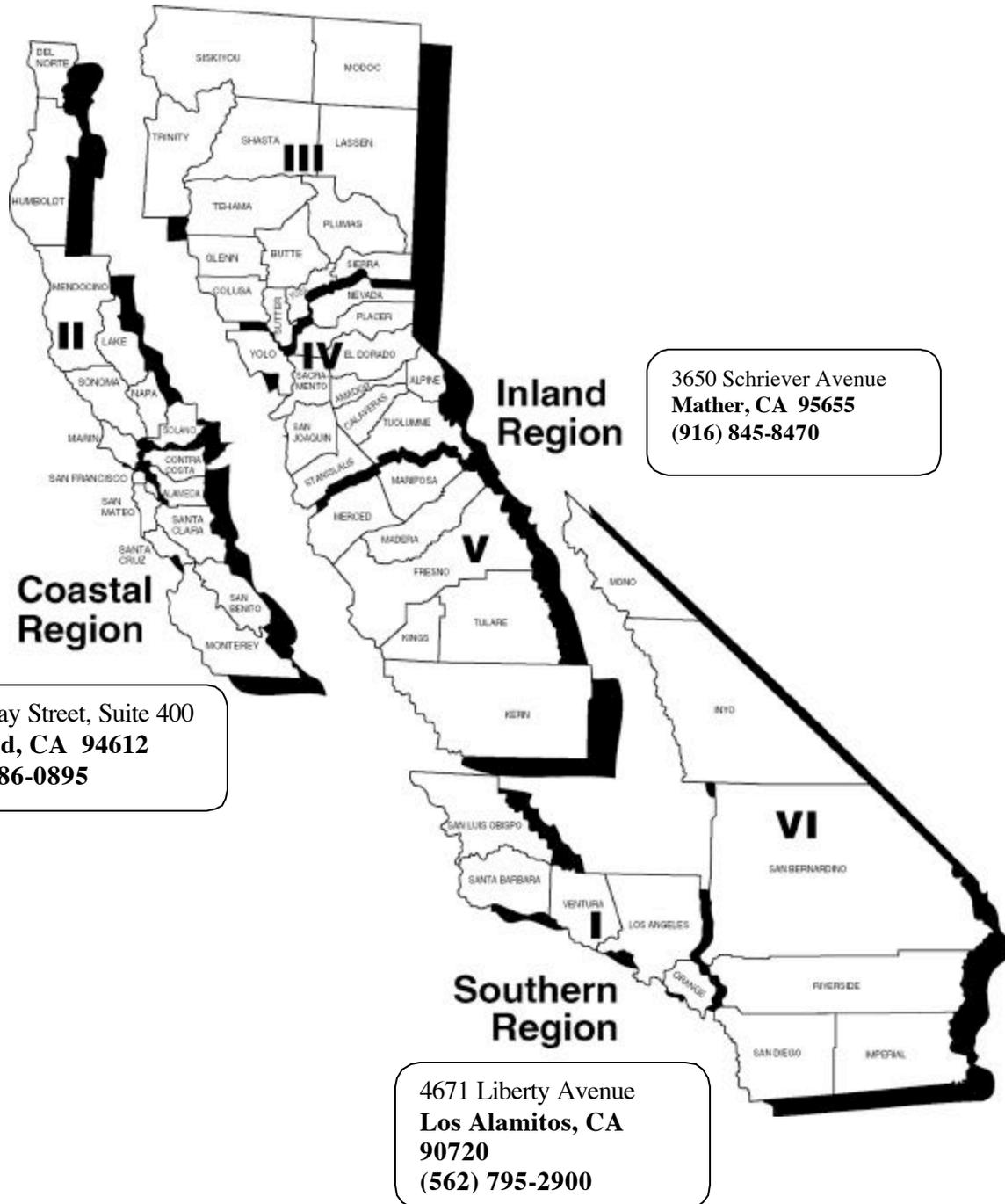
- ✓ coordinating and administering state and federal disaster assistance programs for local and state government;
- ✓ implementing a comprehensive grant management system;
- ✓ coordinating recovery assistance for individuals, small businesses and the agricultural community;
- ✓ coordinating hazard mitigation activities throughout the state;
- ✓ promoting disaster recovery and mitigation planning;
- ✓ providing disaster recovery and mitigation educational activities; and
- ✓ providing technical assistance.

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Introduction, Continued

Regional Map

At the onset of an event, local government should initially coordinate with the State OES State OES Regional Emergency Operations Centers (REOCs) through their Operational Area (OA). The map below illustrates California's geographical boundaries of the six State Mutual Aid Regions and three OES Administrative Regions.



Before Disaster Strikes

→ Recovery: Returning to Predisaster Conditions

Introduction In the California State Emergency Plan, “Disaster Recovery” is both short-term activities intended to return vital life-support systems to operation, and long-term activities designed to return infrastructure systems to predisaster conditions.

Returning vital life support and infrastructure systems is more manageable, however when local government addresses recovery issues in its planning activities. In addition to this handbook, DAD staff is available to assist local governments with the recovery planning components that will simplify disaster recovery efforts of an impacted community.

**DAD
Informational
Assistance**

To assist with Recovery Planning and information, DAD provides ongoing educational programs and other informational forums for local and state government, special districts, and private non-profit organizations (PNPs) including:

- ✓ Disaster Resistant California (annual spring conference):
 - Promotes public/private partnerships
 - Provides a forum for the exchange of risk assessment and risk reduction information;
- ✓ Mitigation Education and Marketing (audio/visual display):
 - Promotes prevention and hazard mitigation
 - Assists with hazard recognition
 - Emphasizes effective mitigation planning;
- ✓ Public Assistance Subgrantee Training Program:
 - Provides detailed information on state and federal recovery programs
 - Provides updates to laws, regulations, policies, practices, etc.;
- ✓ SEMS Recovery Committee:
 - Provides updates on the state recovery strategies
 - Provides information on emergency management of potential terrorist events
 - Promotes the resolutions to disaster recovery issues
 - Develops and distributes informational tools to promote disaster recovery preparedness.

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→ (Recovery: Returning to Predisaster Conditions, Continued

- Documentation** Information acquired and created during response activities forms the basis for recovery documentation. As such, local government should incorporate disaster documentation into the current financial tracking system. To obtain maximum reimbursement for disaster-related expenditures, it is critical that local government:
- ✓ implement their disaster documentation system during a disaster;
 - ✓ ensure disaster-related expenditures are easily distinguished from on-going activities; and
 - ✓ maintain accurate accounting records including:
 - force account labor (timesheets) and equipment;
 - invoices for rented equipment, materials and purchases;
 - photographs of damage and repair;
 - insurance information;
 - environmental and historical preservation issues; and
 - records of donated goods and services.
 - ✓ keep these records for three years after the last action on the disaster application (OES will notify you when the three year-time frame begins)
-

Recovery Planning Checklist

Rebuilding efforts require decisions on a number of critical activities that have long-term social, economic and physical recovery implications. In addition to common emergency planning considerations (e.g., establishing partnerships, risk identification and reduction, plan maintenance including drills and exercises) local government should consider the activities listed below during the emergency management planning process.

Physical Recovery Activities:

- ✓ Preserving historical sites
- ✓ Considering environmental concerns
- ✓ Upgrading infrastructure and utilities
- ✓ Removing debris and managing disposal sites
- ✓ Evaluating redevelopment and subdivisions
- ✓ Establishing restoration committee
- ✓ Deferring permits, fees, etc.
- ✓ Pursuing hazard mitigation projects and advancing mitigation efforts
- ✓ Modifying land use and zoning requirements
- ✓ Improving infrastructure, roads, housing
- ✓ Evaluating repair and rebuilding options
- ✓ Incorporating changes in construction standards

Social Recovery Activities:

- ✓ Promoting community participation
- ✓ Providing services for the mental health of individuals
- ✓ Evaluating community stress
- ✓ Informing the public of physiological considerations
- ✓ Restoring community values
- ✓ Promoting family and individual preparedness
- ✓ Establishing Local Assistance Centers for 'one-stop' disaster recovery services

Governmental Recovery Activities:

- ✓ Continuing the performance of governmental functions
- ✓ Protecting essential facilities, equipment, records, etc.
- ✓ Managing donations
- ✓ Coordinating voluntary agencies
- ✓ Building community consensus
- ✓ Engaging stakeholders, special interests groups and the public in decision-making processes
- ✓ Pursuing new opportunities in community planning
- ✓ Upgrading communication systems
- ✓ Pursuing political support
- ✓ Communicating recovery activities to the public
- ✓ Addressing community questions about health consequences of the event

Economic Recovery Activities:

- ✓ Establishing a documentation system to collect and store disaster-related cost information to ensure maximum state and federal reimbursement
- ✓ Addressing economic loss of the community
- ✓ Identifying available working capital
- ✓ Promoting businesses in damaged areas
- ✓ Maximizing the consumer base
- ✓ Reestablishing commercial services
- ✓ Facilitating business recovery
- ✓ Securing disaster business loans, disaster recovery assistance grants and hazard mitigation project funding

→ Hazard Mitigation: Improving Conditions to Prevent Loss

Introduction Hazard Mitigation (HM) is any cost-effective activity that seeks to eliminate or reduce human suffering and property damage from natural and manmade hazards. In order to lessen future disaster recovery costs, the Hazard Mitigation Program assists state and local agencies, private-nonprofit organizations, and Indian tribes in planning for and implementing hazard mitigation projects.

Hazard Mitigation Planning Hazard Mitigation Planning includes analyses of ways to eliminate or reduce the impact of future disasters. The federal Disaster Mitigation Act of 2000 requires the state to develop and maintain a State Hazard Mitigation Plan. California's hazard mitigation planning process is continuous and involves a multitude of federal, state, and local agencies, academia, private non-profit organizations, and community-based organizations.

A local plan, approved by FEMA, is also required to receive grant funds for mitigation projects from the federal Hazard Mitigation Grant Program and the federal Pre-Disaster Mitigation Grant Program. The requirements for the Pre-Disaster Mitigation Grant Program funding (page 8) were effective November 1, 2003. For the post-disaster HMGP (page 23), the effective date is November 1, 2004.

Plans must be submitted to the State Hazard Mitigation Officer of State OES for initial review and coordination. The state will then send the plan to the appropriate FEMA Regional Office for formal review and approval.

Mitigation Plan Requirements The local plan shall:

- Document the process used to develop the plan, including how it was prepared, who participated in the process, and how the public was involved.
- Describe of the type, location, and extent of all natural hazards that can affect the jurisdiction. The plan shall include information on previous occurrences of hazard events and the probability of future hazard events.
- Include a risk assessment that provides the factual basis for activities proposed in the strategy to reduce losses from identified hazards. Risk assessments must provide sufficient information to enable the jurisdiction to identify and prioritize appropriate mitigation actions to reduce losses.

Please see the following table for examples of local mitigation planning elements.

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Mitigation Planning Checklist

The following information highlights the federally required criteria for local mitigation planning. The information should be incorporated into local mitigation planning activities.

Conduct a risk assessment describing:

- ✓ Past hazard events
- ✓ Hazard threats (e.g., earthquakes, floods, fires, chemical releases)
- ✓ Hazard areas (provide maps)
- ✓ Type and numbers of structures at risk
- ✓ Repetitive loss areas (provide maps)
- ✓ Potential impacts to community
- ✓ Potential losses for each hazard type
- ✓ Information regarding local building code effectiveness.

Develop a mitigation strategy describing:

- ✓ Local mitigation goals and objectives
- ✓ Cost-effective mitigation projects
- ✓ Activities implemented to comply with the National Flood Insurance Program (NFIP)
- ✓ Community's commitment to mitigation activities
- ✓ Community development trends
- ✓ Any interagency agreements necessary for plan implementation
- ✓ Local plan implementation.

Develop a plan maintenance process including:

- ✓ Method and schedule of updating
 - ✓ Method of incorporating public participation into the planning process
 - ✓ Formal plan adoption process
 - ✓ Description of how "small and impoverished communities" funds will be used, if appropriate.
-

→ Funding for Pre-Disaster Mitigation

Overview The federal Pre-Disaster Mitigation Grant Program (PDM) provides funds for hazard identification, mitigation strategies, and public partnerships. More specifically, PDM:

- Supports development of the hazard mitigation planning process at the state and local levels and funds high priority projects from these plans.
- Provides a continuous flow of funding to states for hazard mitigation, whether the state has experienced a recent disaster or not.
- Supports local communities in becoming disaster resistant by providing technical and financial assistance to state and local governments in implementing cost-effective pre-disaster hazard mitigation measures.
- Helps to reduce injuries, loss of life, and damage and destruction of property, including damage to critical services and facilities under the jurisdiction of state or local governments.

Authority and Administration The PDM is authorized under the Stafford Act, Section 203, amended by Section 102 of the Disaster Mitigation Act of 2000. FEMA will administer this new program through OES.

Applicant Eligibility Communities that wish to participate in this program must demonstrate commitment to the implementation of hazard mitigation activities within their jurisdiction.

Planning and Project Grants Planning grants assist the state and its communities in developing a multi-hazard mitigation plan. Planning grants may also be used for technical assistance including risk assessments, project development, community outreach and education. (Funds applied to planning grants cannot exceed 10 percent of the state's allocation)

Project grants will be awarded in accordance with the priorities cited in the State Hazard Mitigation Plan. Project grants may be used to reimburse costs for acquisitions or relocations of vulnerable properties, structural retrofits, vegetation management (e.g., shaded fuel breaks, defensible space), public information and educational programs.

→ Funding for Flood Mitigation

Overview Flood Mitigation Assistance (FMA) provides funding for measures to reduce or eliminate the long-term risk of flood damage to repetitive loss of buildings, manufactured homes, and other structures insurable under the FEMA National Flood Insurance Program (NFIP).

Authority and Administration The FMA is authorized under 44CFR Part 78, Flood Mitigation Assistance. FEMA grants FMA funding to OES annually. OES has administered the FMA program in California since 1997.

Applicant Eligibility Communities requesting FMA planning and project grants must be participating in the NFIP. There are three types of FMA grants: Planning, Project and Technical Assistance.

Planning and Project Grants Planning grants are available for the flood portion of any mitigation plan. The performance period for each planning grant will not exceed 3 years. The total planning grant made in any fiscal year to any state, including all communities located in the state, will not exceed \$300,000.

FMA Project Grants are available to NFIP-participating communities to implement measures to reduce flood losses. Example FMA projects are elevating structures, acquisitions, watershed management (e.g., detention basins, increased culvert size)

FEMA contributes up to 75 percent of total eligible costs for each grant. At least 25 percent of the total eligible cost will be provided from a non-Federal source. The state will evaluate and approve applications for FMA planning grants. The Regional Director will allocate available funds for FMA each fiscal year.

FMA Technical Assistance Grant A percent of the project grant is made available to the state as a technical assistance grant to administer the project grants.

When Disaster Strikes

Introduction

When disaster strikes a community, those affected may be irrevocably changed by the event. Local officials, already stressed and overwhelmed by response activities, must make significant decisions to return the community to predisaster conditions. Historically, disaster recovery takes longer and costs more than originally anticipated. How well the community has planned and prepared for such an event, profoundly impacts its ability to recover effectively.

Safety Assessments

Immediately following a disaster, it is imperative that the safety of public and private structures be determined. The Safety Assessment Program (SAP) provides professional evaluators (volunteers) and mutual aid resources to local governments, to determine use and occupancy of homes, buildings and infrastructure. Evaluators may be deputized by the local building official to post placards (green, yellow or red) on facilities.

SAP evaluators are typically registered engineers, licensed architects or certified building officials or inspectors. All volunteer evaluators are designated as Disaster Service Works and are covered under California's worker's compensation and liability protection laws.

If your agency requires additional building inspectors to perform safety assessments, you may request these resources through the Operational Area.

For additional SAP information you may:

- access the OES Web site; or
 - contact the Statewide Coordinator at (916) 845-8265
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→ Emergency Proclamations/Declarations

If the local government requires state or federal assistance, it is important to know if a local proclamation of an emergency is a prerequisite to obtaining the assistance. The chart below provides an overview of the programs discussed in this handbook and indicates proclamation/declaration requirements.

Please Note: If a local emergency proclamation is required, it must be issued within 10 days of the event.

Program Name	Type of Assistance	Local Proclamation Required?	State of Emergency Required?	Federal Declaration or Designation Required?
SAP	Provides professional evaluators to determine safety, use and occupancy of homes and buildings	No	No	No
FMAG	Reimbursement of emergency response costs for fire suppression	No	No	Yes
State PA under an OES Director's Concurrence	Funding to restore public infrastructure	Yes	No	No
State PA under a Governor's proclamation of state of emergency	Reimbursement of local emergency response costs, debris removal and funding to restore public infrastructure	Yes	Yes	No
Federal PA (major disaster declaration)	Reimbursement of local emergency response costs, debris removal and funding to restore public and allowable private-non-profit infrastructure	Yes	Yes	Yes
Federal PA (emergency declaration)	Reimbursement of local emergency response costs	Yes	Yes	Yes
Individuals and Household Program (IHP)	Grants for unmet recovery needs to individuals and families	Yes	Yes	Yes
State Supplemental Grant Program (SSGP)	Supplemental grants for individuals for recovery may be available only when maximum IHP has been reached	Yes	Yes	Yes
SBA Economic Injury Disaster Loan Program	Working capital loans for small businesses that have suffered an economic loss	No	No	Yes
SBA Physical Disaster Loan Program	Loans for individuals, families and businesses that have lost real and personal property	No	No	Yes
USDA Disaster Designation	Loans for farmers and ranchers for physical and crop production losses	No	No	Yes
Crisis Counseling Programs	Referral/resource services and short-term counseling for emotional and mental health problems caused by the disaster	Yes	Yes	Yes
Disaster Unemployment Assistance	Weekly unemployment benefits and job finding services due to a disaster	Yes	Yes	Yes

→ Damage Assessments

When requesting state or federal disaster assistance, local government **must** provide information to support the request. The chart below describes the mechanisms required to document damages and determine needed assistance in the impacted area.

Report Title	Responsible Party	Description Needed	Purpose of Report
Initial Damage Estimate (IDE ¹)	Local jurisdiction	Initial description of damage including: <ul style="list-style-type: none"> • type and extent of public and private sector damage • basic repair and emergency response costs • any acute public health issues • number of homes and businesses not insured or underinsured 	Provides information for State OES to determine if state and/or federal disaster assistance is warranted and to what external resources are needed. An IDE should be provided concurrently with request for assistance. Not providing this information promptly can delay assistance.
Preliminary Damage Assessment (PDA)	DAD field staff assisted by OES Regional staff, local, state and/or federal government staff	Preliminary detailed damage report including: <ul style="list-style-type: none"> • facility types (e.g., school, road, private residences) and location • facility insurance and/or maintenance records • damage description and repair estimates • local government budget reports • destroyed/damaged residences, personal property, businesses • any identified environmental or historical issues 	Provides information for State OES to determine extent and type of state and/or federal disaster assistance. This information is also used by FEMA to prepare a regional analysis of the request for consideration by FEMA headquarters.
Damage Assessment by other Federal Agencies	Small Business Administration (SBA)	Includes the number of private homes and businesses damaged or destroyed and estimated uninsured losses. It also may include documentation showing economic injury to businesses.	Ensures minimum damage criteria have been satisfied to implement the Physical or Economic Injury Disaster Loan Program.
	U.S. Dept. of Agriculture (USDA) and/or local Agricultural Commissioner	Includes cause, type and value of crop/livestock losses.	Provides USDA with justification to implement emergency loan program.

¹**IDE:** This report is available via the online Response Information Management System (RIMS) located on the State OES Web site at: <http://www.oes.ca.gov>.

→ Local Assistance Centers/Disaster Recovery Centers

- LACs** Local government may consider activating Local Assistance Centers (LACs) to provide a centralized location for services and resource referrals for the unmet needs of disaster victims. State funding may be available for eligible LAC operations. Historically, LACs have proven to be a key factor for a successful recovery. LAC characteristics generally include:
- ✓ resource facility for recovery information, services and programs;
 - ✓ community-based service facilities;
 - ✓ managed by local government; and
 - ✓ staffed by PNPs, local, state and federal government, as appropriate.

For additional information, contact State OES for “A Guide for Establishing a Local Assistance Center.”

- Disaster Recovery Centers (DRCs)** DRCs may also be activated by key federal agencies to provide convenient locations for victims and private non-profit organizations to obtain information about FEMA and SBA programs. DRC characteristics generally include:
- ✓ fixed or mobile resource facility for FEMA and SBA recovery information
 - ✓ managed by federal government; and
 - ✓ staffed by FEMA, OES, SBA and other federal, state and local agencies as appropriate.

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→ **Disaster Assistance Programs and their Requirements**

The following tables are designed to provide local emergency managers a quick reference to disaster assistance programs administered or coordinated by DAD. The tables are grouped by potential recipients and indicate general program implementation criteria, including key deadlines.

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→ Public Assistance through OES

Public agencies include state agencies and departments, cities, counties, city and county, school districts, community college districts, special districts and certain private non-profit agencies. The following table describes implementation criteria for the five main public assistance disaster programs administered by OES: Director’s Concurrence, Governor’s Proclamation of a State of Emergency, Fire Management Assistance Program (FMAG), Presidential Declaration of an Emergency, and Presidential Declaration of a Major Disaster.

Type of Assistance	Program Name and Authority	Cost Share Requirements	Implementation Criteria
Funding to restore damaged public infrastructure (e.g. roads, buildings, utilities)	State Public Assistance CDAA -- Director’s Concurrence with local emergency	75% State 25% Local	Local agency must proclaim an emergency and request a “Director’s Concurrence” within 10 days of an event. A Governor’s proclamation of a state of emergency is not required for the OES Director to provide CDAA funding to repair damaged public facilities.
Reimbursement of local emergency response costs, debris removal, <u>and</u> funding to restore damaged public infrastructure	State Public Assistance CDAA– Governor’s Proclamation of a State of Emergency	75% State 25% Local	Local agency must proclaim an emergency and request the Governor to proclaim a state of emergency within 10 days of an event. The request should include dates of the event, an IDE, areas affected, and appropriate type of assistance needed.
Reimbursement for fire suppression costs	FMAG Stafford Act	75% Federal 25% Local	Responsible fire agency must request FMAG assistance while the fire is still burning out of control. Neither local nor state emergency proclamations are necessary for the implementation of this program.
Reimbursement of local emergency response and debris removal costs	Federal and State Public Assistance Stafford Act and CDAA -- Presidential Declaration of an Emergency	75% Federal 18.75% State 6.25% Local	Local agency must proclaim an emergency and request the Governor to proclaim a state of emergency within 10 days of an event. The Governor has 5 days to request federal assistance. Local government should provide detailed information including dates of the event, an IDE, areas affected, appropriate type of assistance needed.
Funding to restore public infrastructure* <u>and</u> reimbursement of emergency response and debris removal costs	Federal and State Public Assistance Stafford Act and CDAA -- Presidential Declaration of a Major Disaster	75% Federal 18.75% State 6.25% Local	Local agency must proclaim an emergency and request the Governor to proclaim a state of emergency within 10 days of an event. The Governor has 30 days to request federal assistance. Local government should provide detailed information including dates of the event, an IDE, areas affected, and appropriate type of assistance needed. *Funding beyond what is necessary to restore a facility may also be approved for hazard mitigation measures to ensure that future similar damage will not occur. These mitigation projects include cost-effective improvements to the current design and capacity of the existing facility.
Funding to provide crisis counseling services	FEMA Crisis Counseling Program Stafford Act	75% Federal 25% State	This program is funded by FEMA and administered through the state Department of Mental Health. Benefits may be short term or long-term (up to 9 months).

→ Public Assistance Through Other Agencies

The following table describes the implementation criteria for disaster assistance programs available to public entities through federal agencies other than FEMA. Through CDAA, the state may also cost share with these federal programs.

Type of Assistance	Program Name/Lead Federal Agency and Authority	Cost Share Requirements	Implementation Criteria
Watershed restoration	Emergency Watershed Program / NRCS Division of the U.S. Department of Agriculture Section 216, P.L. 81-516 and Sections 403-405, P.L. 95-334	75% NRCS 18.75% State 6.25% Local	Eligible activities include providing financial and technical assistance to remove debris from streams, protect destabilized streambanks, establish cover on critically eroding lands, repair conservation practices, and the purchase of flood plain easements. This program does not require a Presidential disaster declaration before it is implemented. However, in order for the sponsoring agency to be eligible for state cost share, the Governor must have proclaimed a state of emergency for the event. For additional information refer to: www.nrcs.usda.gov
Emergency flood and post-flood activities	USACE Emergency Operations / USACE Flood Control and Coastal Emergencies Act (P.L. 84-99)	100% USACE	The USACE may provide manpower, supplies, and equipment for flood-fighting, debris clearance and temporary levee repairs during the emergency period and up to a maximum of 10 days thereafter. This program does not require a Presidential disaster declaration before it is implemented. For additional information refer to: www.usace.army.mil
Restoration of publicly sponsored flood control structures	USACE Rehabilitation Program/USACE Flood Control and Coastal Emergencies Act (P.L. 84-99)	100% USACE	The USACE Rehabilitation program provides assistance for permanent repairs to federal system levees. Although USACE covers the repair costs, the local sponsoring agency may be required to purchase additional soil and must sign "Hold Harmless" agreements and other applicable assurances before work can begin. This program does not require a Presidential disaster declaration before it is implemented. For additional information refer to: www.usace.army.mil
Emergency repairs to federal roads and highways	FHWA Emergency Relief (ER) Program/FHWA Title 23, U.S.C., Section 125	100% FHWA if performed within 180 days of an event.	This program may be implemented upon a Presidential Declaration or by special request from the Governor when a state of emergency has been proclaimed. The FHWA ER program is administered through Caltrans. For additional information refer to: http://www.fhwa.dot.gov/programadmin/erelief.html
Permanent restoration of damaged federal aid highways	FHWA ER Program / FHWA Title 23, U.S.C., Section 125	88.53% FHWA 8.6% State 2.87% Local	FHWA funds 88.53 percent of repairs upon a Presidential Declaration or by special request from the Governor when a state of emergency has been proclaimed. The FHWA program is administered through Caltrans in close coordination with OES. For additional information refer to: http://www.fhwa.dot.gov/programadmin/erelief.html
Long-term economic redevelopment	HUD Disaster Recovery Initiative/ HUD Section 122 of the Housing and Community Act of 1974, as amended	75% Federal 18.75% State 6.25 % Local	Funds earmarked for certain HUD projects may be transferred to emergency projects if not covered by FEMA and are in the best interest of the post-disaster stricken community. California Department of Housing and Community Development administers this program. For additional information refer to: http://www.hud.gov/offices/cpd/communitydevelopment/programs

➔ Individual and Family Assistance

The following table describes the implementation criteria for programs that are available to assist businesses, families and individuals, and Private non-Profit (PNPs) agencies in recovering from a disaster.

Type of Assistance	Program Name and Authority	Loan/Grant Maximum*	General Implementation Criteria
Low interest loans for losses to real property (primary residences) which may include mitigation measures	SBA Physical Disaster Loan Program 13 CFR Ch. 1 Part 123	\$200,000	The SBA Physical loan program may be implemented upon a Presidential declaration of an emergency or major disaster. Victims are required to first seek loan assistance through SBA before they can be considered for a federal grant through FEMA. SBA also has the authority to independently (without a Presidential declaration) implement the program when at least 25 homes and/or businesses suffer 40% uninsured losses of their estimated fair market or pre-disaster fair market value, whichever is lower. In this case, a request for SBA declaration must be requested through OES within 60 days of the occurrence.
Low interest loans for losses to personal property	SBA Physical Disaster Loan Program 13 CFR Ch. 1 Part 123	\$40,000	Same as above.
Grants to cover temporary housing needs, home repairs, losses to personal property, transportation expenses, funeral and medical expenses, etc.	Individual and Households Program (IHP) Robert T. Stafford Act Disaster Relief and Assistance Act, 44 CFR Ch. 1, Part 206, Subpart D, Sect. 206.110	\$25,600	This is a federal grant program managed and administered by FEMA upon a Presidential Declaration of an Emergency or Major Disaster. Victims who are found to be ineligible for an SBA loan are referred to FEMA's IHP program.
Grants to individuals and families that have received the maximum IHP grant but still have unmet needs	State Supplemental Grant Program California Department of Social Services W/I 13600-13601	\$10,000	This program is administered through the state Department of Social Services. It is only implemented when FEMA has activated the IHP. The state has no authority to activate the SSGP independent of a federal declaration.
Disaster Unemployment Assistance	DUA U.S. Department of Labor, 20 CFR, Part 625 44 CFR, part 206.141	N/A	This program may be implemented by the Department of Labor upon a Presidential declaration. It allows those unemployed due to a disaster up to 26 weeks of unemployment benefits.

*Please note that these amounts were current as of March 1, 2004. They are adjusted annually based on the consumer price index.

→ Businesses, Ranchers and PNP Assistance

The following table describes the implementation criteria of programs that are available to assist businesses, ranchers, and Private non-Profit (PNPs) agencies in recovering from a disaster.

Type of Assistance	Program Name and Authority	Loan Maximum*	Implementation Criteria
Low interest loans to businesses and PNPs, for losses to real property	SBA Physical Disaster Loan Program 13 CFR Ch. 1 Part 123	\$1.5 Million	The SBA Physical loan program may be implemented upon a Presidential declaration of an emergency or major disaster. SBA also has the authority to independently implement the program when at least 25 homes and/or 3 businesses have suffered 40% uninsured losses due to a disaster. Typically, when SBA declares a disaster for a county, contiguous counties are also eligible.
Low interest loans to businesses and to help cover working capital	SBA EIDL 13 CFR Ch. 1 Part 123	\$1.5 Million	SBA also the authority to independently implement the program with certification by the OES Director that at least five small business concerns in a disaster area have suffered economic injury and are in need of financial assistance not otherwise reasonably available. The SBA may provide economic injury assistance for a disaster determined by the Secretary of Agriculture. Under these designations, SBA makes economic injury assistance available to eligible small businesses. EIDL loans become available under all SBA physical declarations. The maximum SBA loan assistance is \$1.5 Million, whether it is a Physical Disaster Loan, an EIDL loan, or a combination of both programs.
Low interest loans to farmers, ranchers and aquaculturists for physical and/or crop production losses resulting from an unusual natural occurrence (weather pattern, pest, etc.)	Secretarial Designation-Agricultural disaster U.S. Department of Agriculture, Farm Services Agency 7 CFR, Ch 18, part 1945, Subpart A	\$500,000	Emergency loans are made to farmers and ranchers who have suffered at least a 30-percent loss in crop production or a physical loss to livestock products, real estate or chattel property. The Secretary of Agriculture can implement this program when requested by OES on behalf of a local agricultural commissioner or local government authority, or implemented automatically when the President declares a major disaster or emergency. When requested on its own authority, supporting documentation to the types of crops and level of damage must be submitted. A proclamation of local or state emergency is not required for this program.

*Please note that these amounts were current as of March 1, 2004. They are adjusted annually based on the consumer price index.

→ How to Access Assistance

Local Government Responsibilities

When disaster strikes and damages exceed local capabilities, local government may request state and/or federal disaster assistance. Refer to the table on page 6 to determine if a local proclamation of an emergency is a prerequisite for the assistance requested. If a request for assistance is necessary, local government should:

- ✓ include the following information in the request:
 - ❑ copy of the local proclamation (if required)
 - ❑ Initial Damage Estimate (IDE)
 - ❑ written request/resolution by designated official
 - ❑ type of disaster
 - ❑ date of occurrence and whether situation is continuing
 - ❑ areas affected
 - ❑ type of assistance needed;
 - ✓ submit the request to:
 - ❑ Operational Area
 - ❑ OES REOC;
 - ✓ submit the request by the deadlines mentioned in the previous tables; and
 - ✓ submit the request separately by a city *only* if the county has not already submitted the same request.
-

State OES Responsibilities

If a request for assistance is submitted, State OES will:

- ✓ review the request for completeness;
 - ✓ request additional information if necessary
 - ✓ determine the need to conduct damage assessments, and
 - ✓ make a determination regarding the level of appropriate disaster assistance for the request.
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→ The Application Process: Public Assistance

Applicant Briefings

Whether a disaster has been designated as an FMAG, a Director's Concurrence, a State of Emergency Proclamation, a Presidential declaration of an emergency or a Presidential declaration of a major disaster, DAD will schedule and hold Public Agency Applicant Briefings. Affected public agencies will be notified by letter, e-mail, OES website, OES regional offices, or by telephone of the date, location, and time of the briefing. Applications for federal and state public assistance will be available and accepted during these briefings.

Detailed instructions on applicant eligibility, project eligibility, eligible costs, program criteria, documentation requirements and important deadlines for work completion will also be explained. Public assistance applicants are assigned a primary point of contact that will process the PA application, monitor work progress, and provide technical assistance for the duration of the application. Once a public agency has been assigned a federal/state identification number, they are referred to as a "Subgrantee."

Project Approval Process

DAD encourages subgrantees to participate fully in the decision-making process of the approved scope of work and cost estimation for each project. Subgrantees are notified by mail when FEMA or the state has approved the project for funding. This notification includes instructions to request payment of the funds. Additional information regarding both federal and state public assistance programs can be obtained through DAD's Public Assistance Training Program or by contacting (916) 845-8200.

Expedited Funding

Upon a Presidential declaration, local governments that have incurred significant emergency response costs may request the expedited processing of state and federal funding. Qualifying costs may include:

- ✓ emergency costs (e.g., police and fire overtime salaries);
- ✓ debris removal necessary to protect life and property; and
- ✓ temporary shelter operating costs

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→ **The Application Process: Individual Assistance**

Individuals and Households Program

Upon the implementation of the IHP, individuals are required to first ‘teleregister’ with FEMA. Widespread notice through the local media and or websites maintained by local government, SBA, USDA, FEMA or OES inform the public of the toll-free teleregistration number. Websites and/or local media are also resources for physical locations of local SBA, USDA, LAC or DRC offices.

Upon teleregistration, FEMA will assign a representative to evaluate the claim and will refer the individual to the appropriate program for loan and/or grant assistance. Individuals will then be provided loan and/or grant application information, instructions, terms and conditions directly from the agency providing assistance (FEMA, SBA, USDA).

SBA and USDA

When SBA and/or USDA has implemented its disaster program(s) independent of a Presidential declaration, individuals, businesses, private non-profit agencies, and/or the agricultural community, will be instructed to file an application directly with their local SBA and/or USDA office.

→ Post-Disaster Hazard Mitigation Grant Program

Overview

Administered by FEMA through OES, the Hazard Mitigation Grant Program (HMGP) provides grants following a disaster to state and local governments, Indian tribes, and certain non-profit organizations to develop plans and implement long-term hazard mitigation measures.

HMGP Authority and Administration

The HMGP is authorized under Sections 322 and 404 of the Stafford Act. Federal funding becomes available only after the President signs a major disaster declaration. It is the only mitigation program that requires the local government to proclaim an emergency prior to implementation.

The amount of funding available is based on a percentage of the federal share of the aggregate disaster costs for public and individual assistance.

As manager of the HMGP, OES is responsible for soliciting program interest, helping potential applicants develop applications, establishing deadlines for applications, providing technical assistance, establishing funding priorities and forwarding selected projects to FEMA for approval based on those priorities. OES posts grant applications instructions and deadlines on the website for a limited time following a federal declaration of a disaster.

Subgrantees are notified by mail when FEMA has approved the grant for funding. This notification includes instructions to request payment of the funds.

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→ (Post-Disaster Hazard Mitigation Grant Program, Continued

Two Types of HMGP Grants The table below describes the two types of grants available under HMGP.

Grant Type	Description	Criteria
Planning	<p>Seven (7) percent of HMGP funds may be used for planning and for the state to use for development of state, tribal and local mitigation plans.</p> <p>States that develop a comprehensive, enhanced mitigation plan are eligible for additional funds for mitigation projects.</p>	<p>To receive funding, hazard mitigation plans must:</p> <ul style="list-style-type: none"> • Identify the natural hazards, risks, and vulnerabilities of areas in states, localities, and tribal areas. • Support development of local mitigation plans. • Provide for technical assistance to local and tribal governments for mitigation planning. • Identify and prioritize mitigation actions that the State will support, as resources become available.
Project	<p>The HMGP program is a competitive program that funds cost-effective local and state mitigation measures.</p> <p>By regulation, HMGP projects must meet the minimum eligibility criteria, be consistent with the state and local hazard mitigation plans, and meet the guidelines and priorities established for a particular disaster.</p>	<p>To comply with the minimum eligibility criteria the project must:</p> <ul style="list-style-type: none"> • Solve a problem independently or contribute to a solution where there is assurance the project as a whole will be completed. • Meet all applicable codes and standards. • Demonstrate cost-effectiveness. • Comply with federal requirements and regulations.

→ Acronyms

The following is a list of acronyms used within this document.

Caltrans	California Department of Transportation
CDAA	California Disaster Assistance Act
DUA	Disaster Unemployment Assistance
EIDL	Economic Injury Disaster Loan Program (SBA)
Federal PA	Federal Public Assistance Program
FEMA	Federal Emergency Management Agency
FEMA CCP	FEMA Crisis Counseling Program
FHWA	Federal Highways Administration
FMAG	Fire Management Assistance Grant
HMGP	Hazard Mitigation Grant Program
HUD	U.S. Department of Housing and Urban Development
IHP	Federal Assistance to Individuals and Households Program
NRCS	Natural Resource Conservation Service
PNP	Private Non-Profit Organization
SAP	Safety Assessment Program
SBA	U.S. Small Business Administration
SSGP	State Supplemental Grant Program
State PA	State Public Assistance Program
USACE	U.S. Army Corps of Engineers
USDA	U.S. Department of Agriculture

→ Additional Resources

DAD Contacts For additional information regarding disaster recovery and mitigation, please contact State OES at the address and telephone numbers listed below:

**Governor’s Office of Emergency Services
Disaster Assistance Division
Post Office Box 419023
Rancho Cordova, CA 95741-9023**

Programs Branch	Telephone	Facsimile
Hazard Mitigation	(916) 845-8150	(916) 845-8386
Public Assistance	(916) 845-8200	(916) 845-8388
Individual Assistance	(916) 845-8140	(916) 845-8392
Technical Assistance	(916) 845-8265	(916) 845-8386

Resources Branch	Telephone	Facsimile
Grant Payments and Analysis	(916) 845-8110	(916) 845-8392
Recovery Planning and Development	(916) 845-8280	(916) 845-8384

Web Site The State OES Web site is located at <http://www.oes.ca.gov>. Please select “Disaster Assistance” or “Hazard Mitigation” for additional recovery and mitigation information.

