

Workshop 3: Disaster & Debris Management Documentation

Houston-Galveston Area Council
Annual Debris Training Workshop Series
August 21, 2013

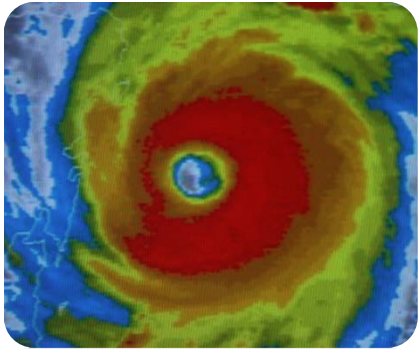


AGENDA

- **Introductions and purpose**
- **When do we start?**
- **Disaster debris documentation**
- **Break**
- **Additional funding sources and mitigation opportunities**
- **Accounting procedures and best practices**
- **Break**
- **Guest Speaker: Tennyle Walker, Grant Thornton**
- **Next Steps/Adjourn**



Part 1: Introduction and Purpose



FACILITATORS

John Buri

- Supported debris management operations since 2004 throughout the country.
- Assisted municipalities during Hurricane Ike and the wildfires in Bastrop, Texas.
- Serves as the debris program manager for H-GAC

Donald Kunish

- Served as a debris project manager in New Jersey for Hurricane Sandy
- Managed major debris projects and served as a technical advisor for 15 years
- Lead the State of Florida Emergency Response Commission

Caryn Messer

- Serves as a technical lead for emergency management planning
- Has supported the H-GAC annual debris training workshops for the past 4 years
- Assisted state agencies throughout Florida with the FEMA Public Assistance Program

Tennyle Walker

- Certified Public Accountant and Certified Governmental Financial Manager
- Performed audits and reviews of federal, state and local entities for 11 years
- Assisted Texas with compliance reviews of grant funds for Hurricanes Ike and Rita

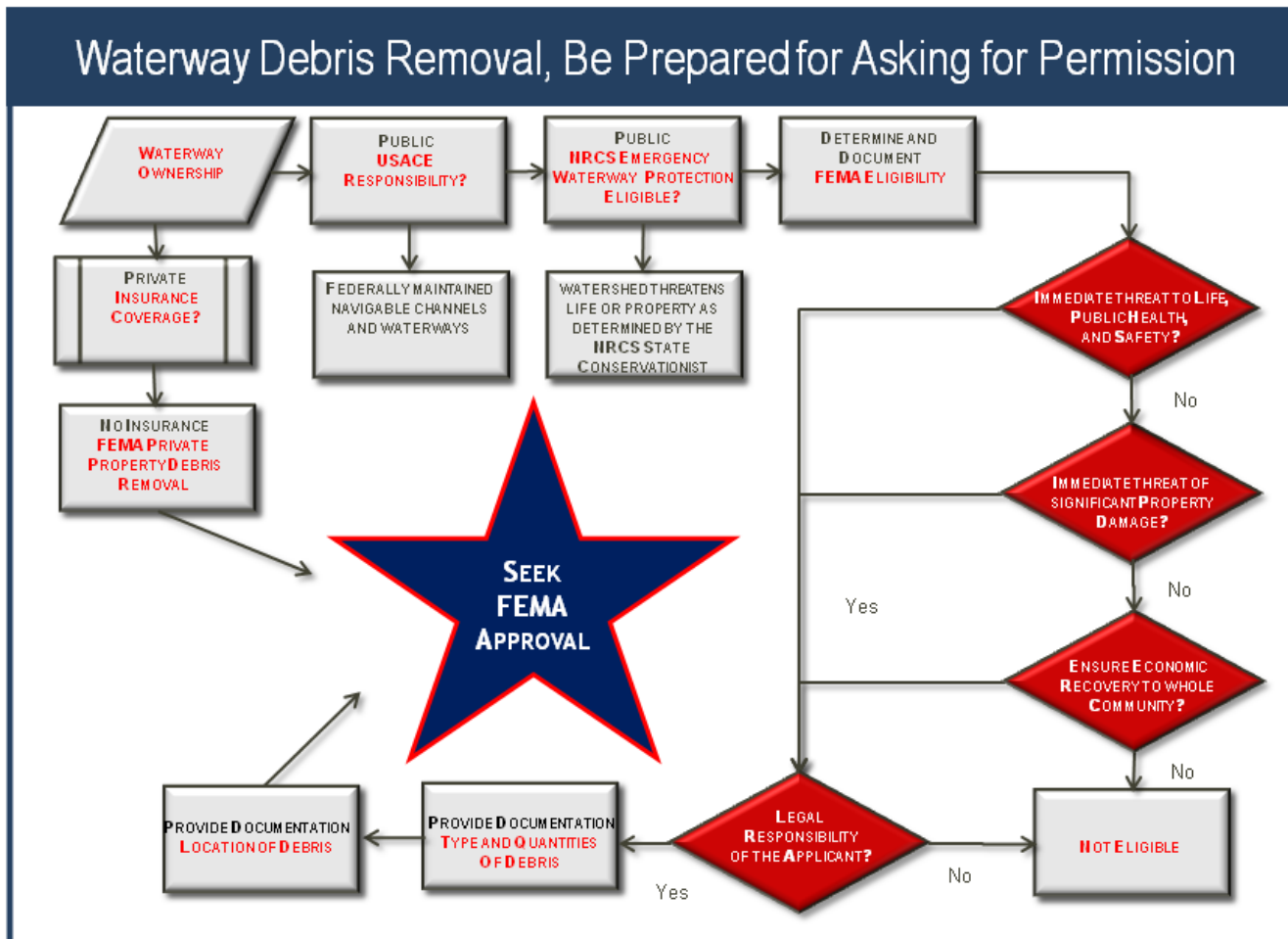
PURPOSE

- **Introduce best practices associated with federal reimbursement for disaster-related costs.**
- **Discuss tools that local governments can use to document costs.**
- **Discuss opportunities for mitigation funding and the associated documentation requirements.**
- **Review lessons learned from an auditor's perspective.**

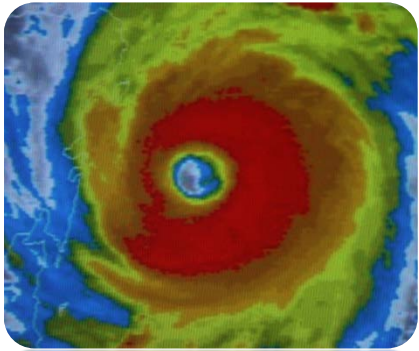
RECAP FROM PREVIOUS WORKSHOP

- **No additional guidance on changes to the FEMA Public Assistance program**
 - **Is there any new information on the cost share incentive options?**
 - **Does the H-GAC debris services procurement program meet the pre-qualified contractor requirement?**
 - **Is it appropriate to use the H-GAC debris services procurement program for disaster debris.**
 - **Are canals systems considered waterways for reimbursement purposes from clean debris?**

RECAP FROM PREVIOUS WORKSHOP



Part 2: When Do We Start?



WHEN DO WE START?

- **Start documentation**
 - With warning: begin tracking costs prior to the disaster once the threat has been identified.
 - Without warning: begin tracking costs as soon as possible.
- **Start assessing damage**
 - Initial damage assessment
 - Preliminary damage assessments
- **Start setting priorities**
 - Assess information to make informed decisions

WHEN DO WE START?

Initial documentation

**Start
Documentation**

WHEN DO WE START?

Initial documentation

- **Identify a person that will be responsible for compiling disaster-related costs for the jurisdiction.**
- **Establish a cost code for disaster-related costs.**
- **Establish a file structure for each site where recovery work has been or will be performed.**
- **Maintain accurate disbursement and accounting records to document the work performed and the cost incurred.**
- **Obtain applicable local, state, and federal policies and regulations.**
- **Document administrative costs.**
- **Begin compiling recovery project documentation**

WHEN DO WE START?

Initial documentation

- **Internal documentation**
 - **Personnel policies**
 - **Labor and equipment**
 - **Timesheets and summaries**
 - **Safety procedures**
 - **Contract procurement procedures**
 - **Contracts**
 - **Environmental permits**
 - **Public information announcements**



WHEN DO WE START? Damage Assessments

**Start Assessing
Damage**

WHEN DO WE START?

Damage Assessments

- **Factors to consider when assessing debris:**
 - **Composition of debris**
 - **Estimated volume of debris**
 - **Widespread vs. localized**
 - **Damage to transit routes**
 - **Estimated costs**
 - **Presidential disaster declaration**
 - **Timeline for debris removal**
 - **Public health and welfare**

WHEN DO WE START?

Damage Assessments

- **Damage Assessment Process**
 - **Initial damage assessment conducted by the municipality**
 - **Joint preliminary damage assessment conducted by local, state and federal representatives**
 - **Development of State Disaster Summary Outline**

WHEN DO WE START?

Damage Assessments

- **Assemble Damage Assessment Teams**
 - Infrastructure damage assessment teams
 - Public works damage assessment teams
 - Residential damage assessment teams
 - Public property damage assessment teams



WHEN DO WE START?

Damage Assessments

- **Initial Damage Assessment**
 - Assign a damage assessment coordinator
 - Compile GIS data
 - Provide incident briefing and assign tasks to team
 - Provide supplies (maps, forms, cameras, safety equipment, etc.)



WHEN DO WE START?

Damage Assessments

- Initial Damage Assessment
 - Compile reports
 - Compile jurisdiction reports into one county report
 - Submit report to TDEM
 - Anticipate requests for additional information

SITE ASSESSMENT - HOUSING LOSSES

(1) COUNTY: _____ (4) INCIDENT PERIOD: _____ (7) ASSESSMENT TEAM: _____

(2) MUNICIPALITY: _____ (5) DATE OF SURVEY: _____

(3) TYPE OF INCIDENT: _____ (6) PAGE _____ of _____

(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)
DATE OF DAMAGE	TYPE OF DAMAGE	NUMBER OF UNITS	TYPE OF UNITS	APPROXIMATE DATE OF DAMAGE	APPROXIMATE TIME OF DAMAGE	APPROXIMATE CAUSE OF DAMAGE	IS THERE A HAZARDOUS MATERIAL INVOLVED?	IS THERE A FLOOD HAZARD INVOLVED?	IS THERE A FIRE HAZARD INVOLVED?	IS THERE A COLLISION HAZARD INVOLVED?	IS THERE A CHEMICAL HAZARD INVOLVED?	IS THERE A BIOLOGICAL HAZARD INVOLVED?	IS THERE A RADIOACTIVE HAZARD INVOLVED?

Instructions for Site Assessment - Housing Losses

- (1) County where the damage is located
- (2) City if in the corporate limits
- (3) Note the type of incident
- (4) Date(s) of the incident
- (5) Date(s) of the survey

WHEN DO WE START?

Damage Assessments

- Initial Damage Assessment – Public Property
 - Category of damage
 - Location (location name, address, map, etc.)
 - Description of damage
 - Percent of impact
 - Insurance coverage
 - Cost estimate

TEXAS DIVISION OF EMERGENCY MANAGEMENT
TEXAS DEPARTMENT OF PUBLIC SAFETY
PUBLIC PROPERTY SITE ASSESSMENT WORKSHEET

TDEM-25 (8/10)
PO _____ of _____

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

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

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

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

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

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

WHEN DO WE START?

Damage Assessments

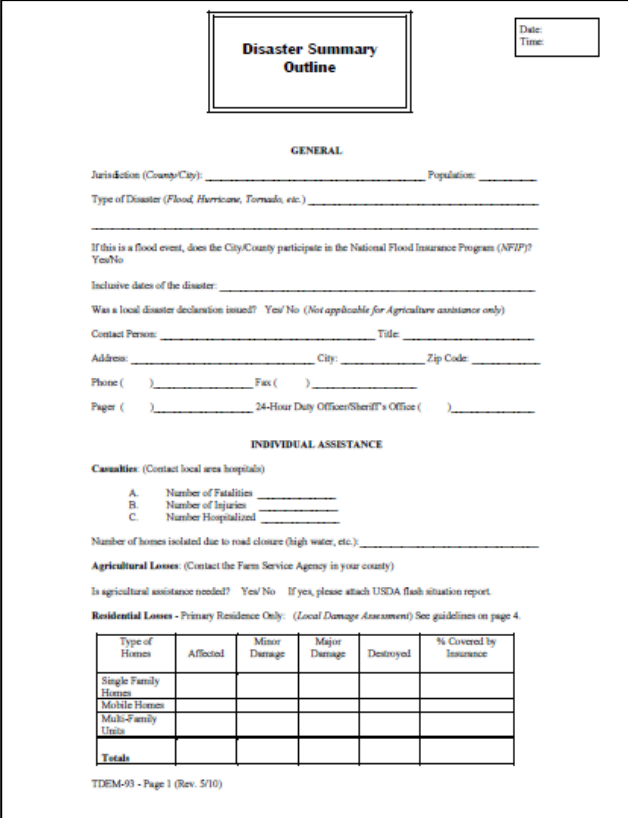
- **Initial Damage Assessment – Residential**
 - **Single family/multi-family homes/mobile homes**
 - **Affected – some damage**
 - **Minor – less than 50% damage**
 - **Major – more than 50% damage**
 - **Destroyed – Should be obvious**
 - **Estimate insurance**



WHEN DO WE START?

Damage Assessments

- **Disaster Summary Outline Form TDEM-95**
 - Jurisdictional information
 - Contact information
 - Individual Assistance
 - Fatalities
 - Injuries
 - Hospitalized
 - Agricultural losses
 - Residential losses
 - Business losses/impacts



The image shows a form titled "Disaster Summary Outline" with a date and time field in the top right corner. The form is divided into two main sections: "GENERAL" and "INDIVIDUAL ASSISTANCE".

GENERAL

Jurisdiction (County/City): _____ Population: _____
Type of Disaster (Flood, Hurricane, Tornado, etc.): _____

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

Inclusive dates of the disaster: _____

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

Contact Person: _____ Title: _____
Address: _____ City: _____ Zip Code: _____
Phone () _____ Fax () _____
Pager () _____ 24-Hour Duty Officer/Sheriff's Office () _____

INDIVIDUAL ASSISTANCE

Casualties: (Contact local area hospitals)

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

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

Agricultural Losses: (Contact the Farm Service Agency in your county)
Is agricultural assistance needed? Yes/ No If yes, please attach USDA flash situation report

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

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

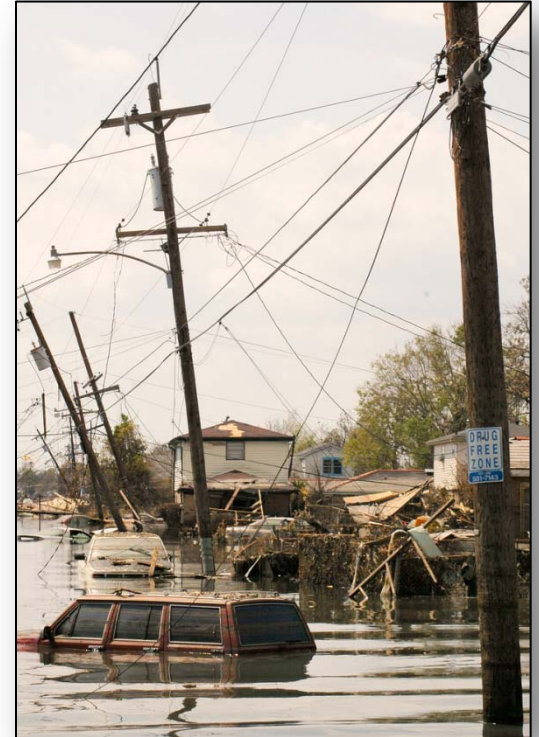
TDEM-93 - Page 1 (Rev. 5/10)

<https://www.txdps.state.tx.us/dem/Recovery/index.htm>

WHEN DO WE START?

Damage Assessments

- **Disaster Summary Outline Form TDEM-95 (cont.)**
 - **Public Assistance**
 - Category of damage
 - Annual maintenance budget
 - Start of fiscal year
 - Other damage (non-profit, medical, utility, educational, etc)



WHEN DO WE START?

Damage Assessments

- **Preliminary Damage Assessments**
 - **Eligibility Requirements:**
 - **Applicant:** State, local governments, private-nonprofit (PNPs).
 - **Facility:** Public or PNP-owned building, works, system, or equipment.
 - **Work:** Debris removal, emergency protective measures and permanent repairs
 - **Cost:** Reasonable and necessary to accomplish the work

WHEN DO WE START?

Damage Assessments

- **Damage Assessment Training**
 - **Residential Damage Assessment (G-627)**
 - **Infrastructure Damage Assessment (G-628)**
 - **Damage Assessment for Public Works (IS-556)**
 - **Local Damage Assessment (IS-559)**
 - **Recovery Planning (R-526)**

The screenshot displays the Texas Department of Public Safety Training Catalog interface. The header includes the department name and logo. Navigation links include Home, Schedule, Training Catalog, Preparedness, Related Links, Contact Info, and Help and FAQ. A search bar is present with the text 'Enter search text here'. Below the search bar, filters for Keyword (Damage Assessment), Course Type (Any), Course #, Provider (Any), and Discipline (Any) are shown. A 'Reset Filters' button is also visible. The main content area is a table with the following data:

Course #	Course Title	Provider	
G-627	Residential Damage Assessment	TDEM - Emergency Management Training	View Available Classes
G-628	Infrastructure Damage Assessment	TDEM - Emergency Management Training	View Available Classes
IS-556	Damage Assessment for Public Works	FEMA - Emergency Management Institute	View Available Classes
IS-559	Local Damage Assessment	FEMA - Emergency Management Institute	View Available Classes
R-526	Recovery Planning	FEMA - National Fire Academy	View Available Classes

At the bottom of the page, there is a footer with copyright information: © 2000-2010 Texas Department of Public Safety.

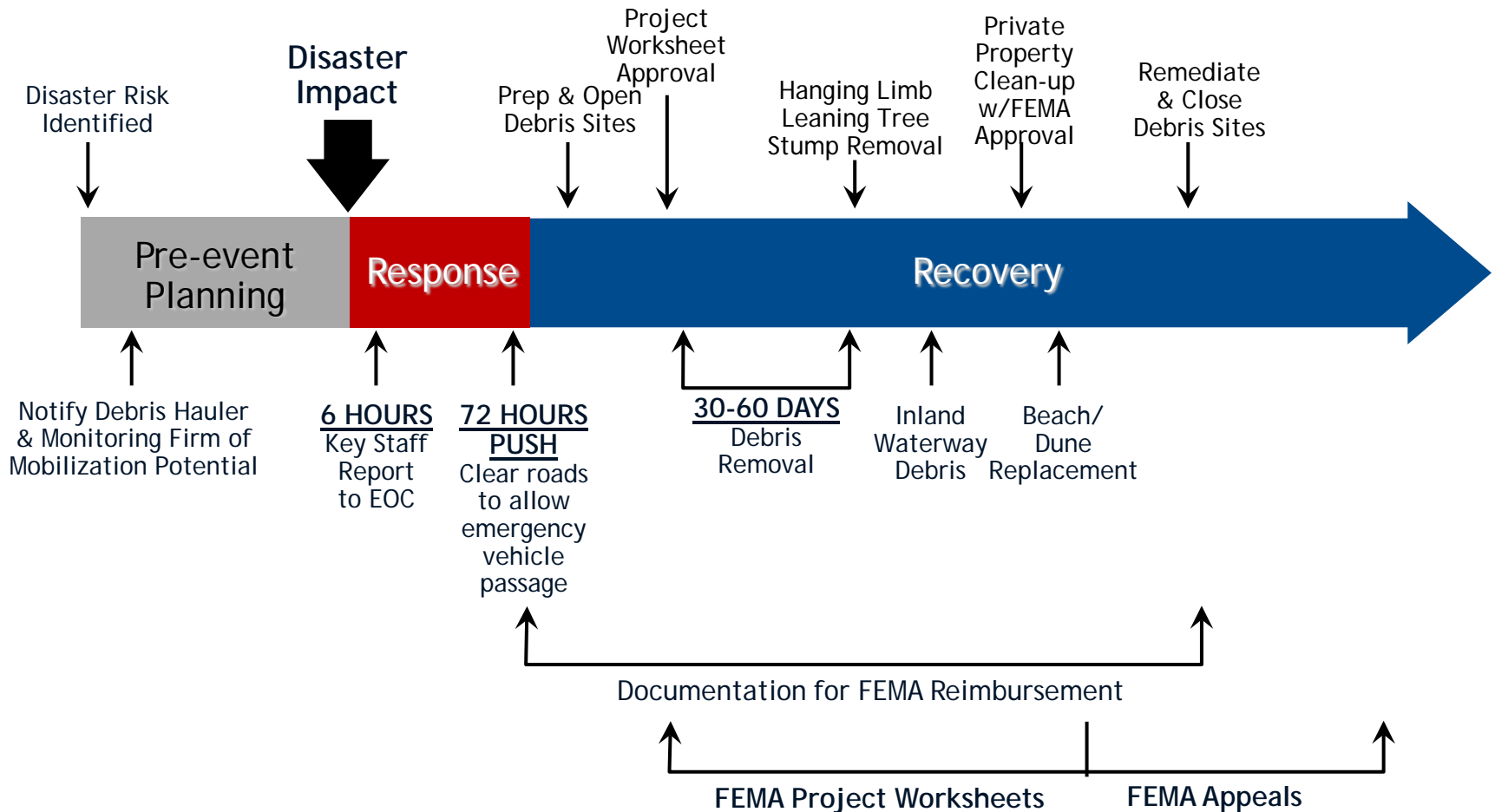
<https://www.preparingtexas.org/TrainingCatalog.aspx>

WHEN DO WE START? Start Setting Priorities

**Start Setting
Priorities**

WHEN DO WE START?

Start Setting Priorities



WHEN DO WE START?

Start Setting Priorities

- **Emergency Declaration**

- Federal assistance and funding are provided to meet a specific emergency need or to help prevent a major disaster from occurring.
- Emergency declarations are limited in scope and do not include restoration or permanent repairs.
- Emergency extends beyond state and local capabilities
- State must request emergency declaration within five days of the incident



WHEN DO WE START?

Start Setting Priorities

- **Disaster Declaration**
 - Disaster warrants federal assistance to supplement state and local resources
 - State must request disaster declaration within 30 days of the incident
 - May include FEMA Programs
 - Public Assistance
 - Individual Assistance
 - HMGP



WHEN DO WE START?

Start Setting Priorities

- **Incident Period**
 - The time interval during which the disaster-causing incident occurs
 - Usually begins when the incident occurs or prior to the incident
 - Established by FEMA in the FEMA-State Agreement and published in the Federal Register



WHEN DO WE START?

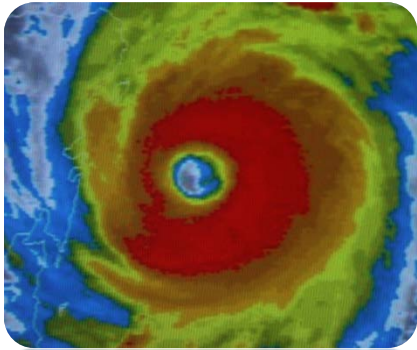
Start Setting Priorities

- **Determining the use of force account and/or contracted labor**
 - **Disaster scenario**
 - **Available resources**
 - **Staff**
 - **Equipment**
 - **Contractor costs**

WHEN DO WE START? Start Setting Priorities



Part 3: Disaster Debris Documentation



FIELD DOCUMENTATION

- **Straight Time Force Account Labor and Equipment**
 - Reimbursement for base and overtime wages of existing employees and extra hires.
 - Costs calculated based on labor classifications.
 - Must track and maintain accurate hourly labor records.
 - Procedure can be used with any other alternative procedure or on its own.
 - Procedure can be applied to both large and small projects.
 - Track volunteer hours

FIELD DOCUMENTATION

- Labor – Payroll records
 - Hourly labor rates
 - Hourly overtime rates
 - Hourly fringe benefit rates
 - Employee time cards
- Labor – Personnel log of hours
 - Employee name
 - Employee title and duties performed related to the project.
 - Payroll journal/copy of payroll checks
 - Hours worked on this PW by date

APPLICANT		PAID NO.	PROJECT NO.	DISASTER					
LOCATION/SITE		CATEGORY		PERIOD COVERED					
DESCRIPTION OF WORK PERFORMED									
NAME	DATES AND HOURS WORKED EACH WEEK				COSTS				
	DATE				TOTAL HOURS	HOURLY RATE	BENEFIT RATE%	TOTAL HOURLY RATE	TOTAL COSTS
NAME	REG.								
NAME	O.T.								
NAME	REG.								
NAME	O.T.								
NAME	REG.								
NAME	O.T.								
NAME	REG.								
NAME	O.T.								
TOTAL COSTS FOR FORCE ACCOUNT LABOR REGULAR TIME									\$
TOTAL COST FOR FORCE ACCOUNT LABOR OVERTIME									\$
I CERTIFY THAT THE INFORMATION ABOVE WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.									
CERTIFIED		TITLE			DATE				

FEHA Form 50-123, FEB 05

<http://www.fema.gov/library/viewRecord.do?id=2729>

FIELD DOCUMENTATION

- **Equipment**

- Identify location of work
- Describe work performed
- Provide equipment operation dates
- Provide project number
- Category of work
- Provide name of equipment operator



- **Type**

- Indicate size
- Indicate capacity
- Indicate make and model
- Rental invoices

EQUIPMENT INVENTORY FORM					
	FIPS NO.		DISASTER		CATEC
	0		4024		A
PERATOR	MAKE	MODEL	HP	CAPACITY SIZE	FEMA COST CODE

FIELD DOCUMENTATION

- **FEMA Equipment Rates**
 - List code used
 - Give equipment hourly rate
 - Total hours in operation
 - Inventory schedules with acquisition date
 - Cancelled checks verifying payment for rental

FEMA's SCHEDULE OF EQUIPMENT RATES

**DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
RECOVERY DIRECTORATE
PUBLIC ASSISTANCE DIVISION
WASHINGTON, D.C. 20472**

The rates on this Schedule of Equipment Rates are for applicant-owned equipment in good mechanical condition, complete with all required attachments. Each rate covers all costs eligible under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. § 5121, et seq., for ownership and operation of equipment, including depreciation, overhead, all maintenance, field repairs, fuel, lubricants, tires, OSHA equipment and other costs incidental to operation. Standby equipment costs are not eligible.

Equipment must be in actual operation performing eligible work in order for reimbursement to be eligible. LABOR COSTS OF OPERATOR ARE NOT INCLUDED in the rates and should be approved separately from equipment costs.

Information regarding the use of the Schedule is contained in 44 CFR § 206.228 Allowable Costs. Rates for equipment not listed will be furnished by FEMA upon request. Any appeals shall be in accordance with 44 CFR § 206.206 Appeals.

THESE RATES ARE APPLICABLE TO MAJOR DISASTERS AND EMERGENCIES DECLARED BY THE PRESIDENT ON OR AFTER SEPTEMBER 15, 2010.

Cost Code	Equipment	Specification	Capacity/Size	HP	Notes	Unit	Rate
8490	Aerial Lift, Self-Propelled	Max. Platform Height	37 ft	to 15	Articulated, Telescoping, Scissor	hour	\$6.25
8491	Aerial Lift, Self-Propelled	Max. Platform Height	80 ft	to 30	Articulated, Telescoping, Scissor	hour	\$12.25
8492	Aerial Lift, Self-Propelled	Max. Platform Height	70 ft	to 50	Articulated, Telescoping, Scissor	hour	\$21.00
8493	Aerial Lift, Self-Propelled	Max. Platform Height	125 ft	to 85	Articulated and Telescoping	hour	\$35.00
8494	Aerial Lift, Self-Propelled	Max. Platform Height	150 ft	to 130	Articulated and Telescoping	hour	\$67.00
8496	Aerial Lift, Truck Mntd	Max. Platform Height	40 ft		Articulated and Telescoping, Add to Truck rate for total rate	hour	\$6.75
8497	Aerial Lift, Truck Mntd	Max. Platform Height	81 ft		Articulated and Telescoping, Add to Truck rate for total rate	hour	\$12.25
8498	Aerial Lift, Truck Mntd	Max. Platform Height	80 ft		Articulated and Telescoping, Add to Truck rate for total rate	hour	\$23.00
8499	Aerial Lift, Truck Mntd	Max. Platform Height	100 ft		Articulated and Telescoping, Add to Truck rate for total rate	hour	\$34.00
8010	Air Compressor	Air Delivery	41 cfm	to 10	Hoses included	hour	\$1.50
8011	Air Compressor	Air Delivery	105 cfm	to 30	Hoses included	hour	\$7.00
8012	Air Compressor	Air Delivery	130 cfm	to 50	Hoses included	hour	\$9.25
8013	Air Compressor	Air Delivery	175 cfm	to 90	Hoses included	hour	\$20.00
8014	Air Compressor	Air Delivery	400 cfm	to 145	Hoses included	hour	\$27.50
8015	Air Compressor	Air Delivery	575 cfm	to 230	Hoses included	hour	\$45.50
8016	Air Compressor	Air Delivery	1100 cfm	to 365	Hoses included	hour	\$81.00
8017	Air Compressor	Air Delivery	1800 cfm	to 500	Hoses included	hour	\$90.00
8040	Ambulance			to 150		hour	\$25.00
8041	Ambulance			to 210		hour	\$35.50
8060	Auger, Portable	Hole Diameter	16 in	to 5		hour	\$1.50
8061	Auger, Portable	Hole Diameter	18 in	to 13		hour	\$3.50
8062	Auger, Tractor Mntd	Max. Auger Diameter	36 in	to 13	includes digger, boom and mounting hardware. Add to Tractor rate for total rate	hour	\$1.30
8063	Auger, Truck Mntd	Max. Auger Size	24 in	to 100	includes digger, boom and mounting hardware. Add to Truck rate for total rate	hour	\$29.00
8070	Automobile			to 130	Transporting people	mile	\$0.50
8071	Automobile			to 130	Transporting cargo	hour	\$13.00
8072	Automobile, Police			to 250	Patroling	mile	\$0.50
8073	Automobile, Police			to 250	Stationary with engine running	hour	\$18.25
8110	Boat, Tug	Size	50x35x7'26"			hour	\$34.00

8144	Boat, Tug	Length	51 ft	to 700		hour	\$225.00
8419	Breaker, Pavement, Hand-Held	Weight	25-90 lb			hour	\$0.65
8420	Breaker, Pavement			to 70		hour	\$31.25

FIELD DOCUMENTATION

- **Materials**
 - Vendor name
 - Material description
 - Unit price
 - Quantity used
 - Date purchased and date used
 - Total price of material/receipts/invoices
 - Identify material used from stockpile



FIELD DOCUMENTATION

- **Contractor Documentation**

- Reimbursement for base and overtime wages of existing employees and extra hires.
- Costs calculated based on labor classifications.
- Must track and maintain accurate hourly labor records.

DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
FORCE ACCOUNT LABOR SUMMARY RECORD

PROJECT NO. _____ OF _____ FEMA Form 10-153, FEB 01 Expires December 31, 2011

EMPLOYEE NAME: _____ LOCATION/SITE: _____ DATE(S): _____ PERIOD COVERED: _____

DESCRIPTION OF WORK PERFORMED: _____

NAME	CLASSIFICATION	DATES AND HOURS WORKED EACH WEEK							COSTS				
		DATE	REG	O.T.	REG	O.T.	REG	O.T.	TOTAL HOURS	HOURLY RATE	BENEFIT RATE%	TOTAL HOURLY RATE	TOTAL COSTS
_____	REG.												
_____	O.T.												
_____	REG.												
_____	O.T.												
_____	REG.												
_____	O.T.												
_____	REG.												
_____	O.T.												
TOTAL COSTS FOR FORCE ACCOUNT LABOR/REG AS TIME												\$	
TOTAL COST FOR FORCE ACCOUNT LABOR OVERTIME												\$	

I CERTIFY THAT THE INFORMATION ABOVE WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR ASSESSMENT.

CERTIFIED: _____ TITLE: _____ DATE: _____

FEMA Form 10-153, FEB 01

<http://www.fema.gov/library/viewRecord.do?id=2729>

FIELD DOCUMENTATION

- **Contractor Documentation**
 - **Bid advertisements, lowest bid, copy of contracts**
 - **Scope of work and documentation**
 - **Rates**
 - **Invoices, cancelled checks and receipts**

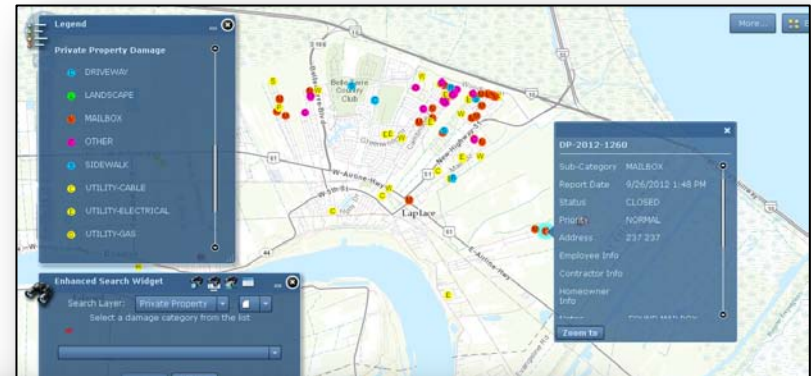
FIELD DOCUMENTATION

- **Contractor Documentation**
 - **Changes in scope submitted to FEMA/state**
 - **Monitoring reports maintained**
 - **Manager/supervisor sign off on work**
 - **Applicant manager agree with work**
 - **Scope authorized by FEMA**
 - **Time extensions**
 - **Additional funding requests**

FIELD DOCUMENTATION

- Documentation Method
 - Paper/manual documents
 - Electronic/ADMS

TRUCK CERTIFICATION		CAPACITY	VEHICLE								
GENERAL INFORMATION License: _____ Number: _____ Expiration: _____ Int. Tire Side: _____ Std. Tire Side: _____ Size: _____ Year: _____ Drive Type: _____ Axles: _____ Make: _____ Configuration: _____ Drive Power: _____ Type: _____ Year: _____ Configuration: _____ Vehicle Type: <input type="checkbox"/> Dump Truck <input type="checkbox"/> Hydraulic Dump Trailer <input type="checkbox"/> Non-hydraulic Dump Trailer <input type="checkbox"/> Semi-Trailer <input type="checkbox"/> Self-Loading Truck <input type="checkbox"/> Other _____ Features: <input type="checkbox"/> Hydraulic <input type="checkbox"/> Dump Truck <input type="checkbox"/> Curved/Angled Side View <input type="checkbox"/> Tail Lift Extension <input type="checkbox"/> Wheel Wells <input type="checkbox"/> Other _____											
MEASURED DIMENSIONS Gross Weight: _____ (include trailer) Modifications to Overall Exterior Dimensions: _____ Check "X" for Abbreviation "X" for Abbreviation Type Code: A = 8'6" Max. W = 8'6" Max. H = 8'6" Max. L = 8'6" Max. F = 8'6" Max.											
Type Code:	A	W	H								
Type Code:	L	F									
Type Code:											
Ground Clearance:	$W = (B + 2) \times 1.1 - 1$ $D = 1.1 \times L$ $L = 2 \times W$ $L = 2 \times W$										
Capacity:	Gross Weight: _____ Modifications to Overall Exterior Dimensions: _____ "TL" = _____ / 40.000 (rounded to the nearest whole number) CYD										
VEHICLE SKETCH <table border="1"> <tr> <td>Front View</td> <td>Right Side View</td> <td>Left Side View</td> <td>Rear View</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table>				Front View	Right Side View	Left Side View	Rear View				
Front View	Right Side View	Left Side View	Rear View								
Measured by:	LD # _____	Calculated by:	LD # _____								
Applicant Representative (print):	LD # _____	Inspector Representative (print):	LD # _____								
Signature:		Signature:									



FIELD DOCUMENTATION

- **Paper/Manual**

- **Pros:**

- Cost effective for small events
- Less set up time for small events
- Zero reliance on infrastructure

- **Cons:**

- Operator errors
- Lack of immediate status
- No breadcrumbs

- **Electronic/ADMS:**

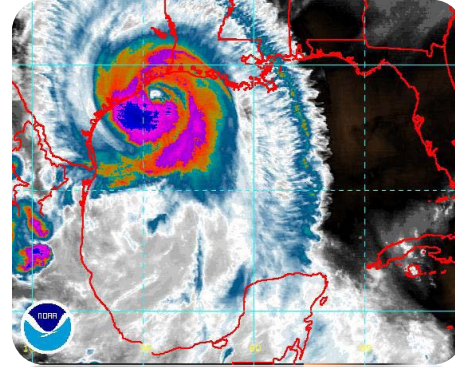
- **Pros:**

- Breadcrumbs
- Instantaneous status
- Common operating picture
- Integration of GIS, photo and data documentation

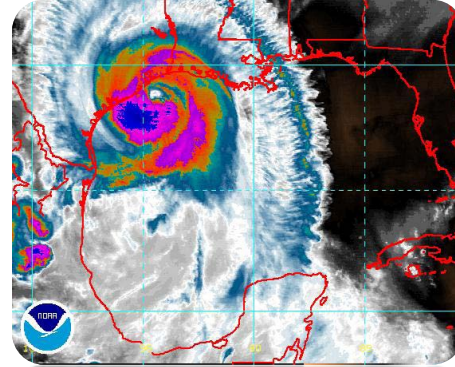
- **Cons:**

- Reliance on infrastructure
- Initial set up
- Additional training requirements

Break



Part 4: Additional Funding Sources and Mitigation Opportunities



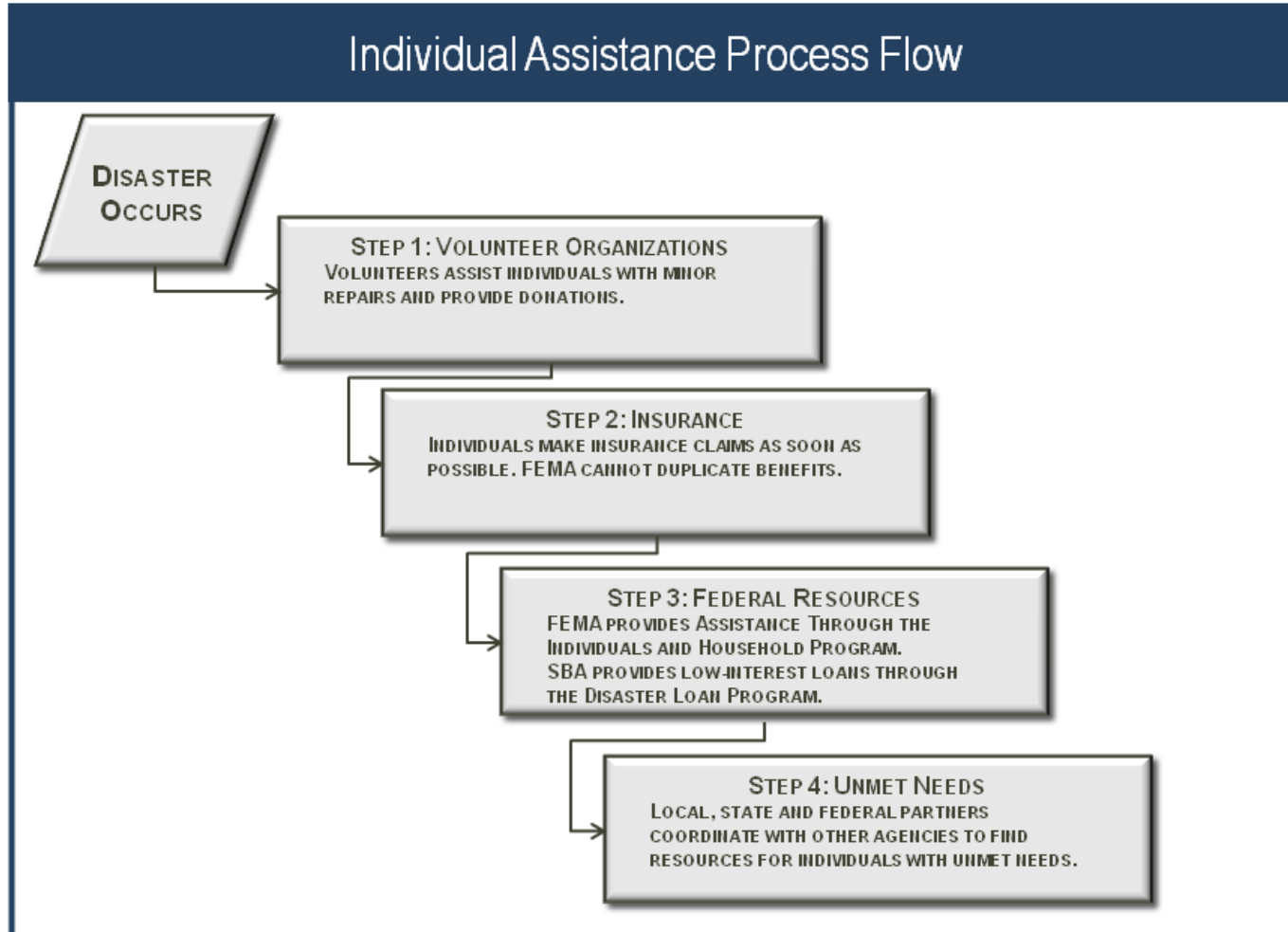
FEDERAL ASSISTANCE PROGRAMS

FEMA Public Assistance

- **Emergency Work**
 - **Category A: Debris Removal**
 - **Category B: Emergency Protective Measures**
- **Permanent Work**
 - **Category C: Roads and Bridges**
 - **Category D: Water Control Facilities**
 - **Category E: Buildings and Equipment**
 - **Category F: Utilities**
 - **Category G: Parks, Recreational Facilities, and Other Facilities**

FEDERAL ASSISTANCE PROGRAMS

FEMA Individual Assistance



FEDERAL ASSISTANCE PROGRAMS

FEMA Individual Assistance

- **Housing Assistance**
 - **Temporary Housing**
 - **Repair**
 - **Replacement**
 - **Permanent or Semi-Permanent Housing Construction**

FEDERAL ASSISTANCE PROGRAMS

FEMA Individual Assistance

- **Other Assistance (Non-Housing)**
 - **Disaster-related medical and dental expenses**
 - **Disaster-related funeral and burial expenses**
 - **Clothing; household items; tools required for your job; necessary educational materials**
 - **Fuels for primary heat source**
 - **Clean-up items**
 - **Disaster-related damage to a vehicle**
 - **Moving and storage expenses related to the disaster**
 - **Other necessary expenses or serious needs as determined by FEMA**
 - **Other expenses that are authorized by law.**

FEDERAL ASSISTANCE PROGRAMS

Non FEMA Assistance Programs

- **U.S. Small Business Administration (SBA) – Disaster Loans**
 - Available to homeowners, renters and businesses affected
 - Even if there is not a presidentially declared disaster
- **The U.S. Army Corps of Engineers – Flood Emergencies**
 - Technical assistance
 - Flood fight
 - Rehabilitation flood control works damaged or destroyed by floods

FEDERAL ASSISTANCE PROGRAMS

Non FEMA Assistance Programs

- **The U.S. Department of Transportation's Federal Highway Administration**
 - Repair federal-aid highways and roads damaged by natural disasters or catastrophic failures.
- **U.S. Department of Agriculture, Farm Service Agency**
 - Emergency loans for production losses and crop
- **U.S. Department of Agriculture's Emergency Food Assistance Program**
 - Helps supplement the diets of low-income Americans, including the elderly, by providing them with emergency food and nutrition assistance at no cost

FEDERAL ASSISTANCE PROGRAMS

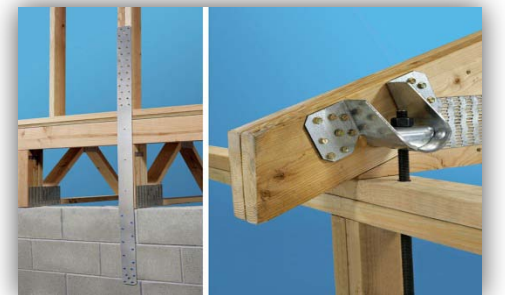
Non FEMA Assistance Programs

- **The U.S. Department of Health and Human Services supports disaster survivors:**
 - **Emergency food and shelter**
 - **Temporary financial assistance**
 - **Transportation**
 - **Legal assistance**
 - **Health care**
 - **Mental health care and counseling**
 - **Employment**

STATE AND FEDERAL MITIGATION PROGRAMS

Public Assistance Program - Sec 406

- **Mitigation Requirements**
 - Allows for replacement or repair of damaged public infrastructure to prevent/reduce future, similar damages from recurring.
 - Mitigation measure must be cost effective
- **Method of Implementation**
 - Extra mitigation measure written into an existing Public Assistance project through the Project Worksheet.
 - FEMA must approve of extra costs. Must be cost effective, technically feasible, compliant with regulatory requirements.
 - Examples: enhanced window protection; code-plus roofing; roof to foundation bracing for wind resistance, etc.



STATE AND FEDERAL MITIGATION PROGRAMS

Public Assistance Program - Sec 406

- **Funding/Incentives Available**
 - **No limits, as long as it is cost effective, and reasonable.**
 - **Funding is discretionary on part of FEMA who will balance the interests in disaster resistance with the proper stewardship of public funds.**
- **Potential Mitigation Benefit**
 - **This can have huge impacts for any applicant. It brings in mitigation enhancements under the PA program which is matched at 75/25%.**
 - **It is critically important the applicant is fully aware of this provision in the law, and have staff trained in its implementation.**

STATE AND FEDERAL MITIGATION PROGRAMS

Hazard Mitigation Grant Program - Sec 404 (HMGP)

- **Funding/Incentives Available**
 - FEMA will provide 75% of funding. Applicants must provide the matching 25% non-federal share. Match can be in-kind.
 - Available funding is 15% of the disaster cost
- **Potential Mitigation Benefit**
 - HMGP is one of the most important mitigation programs available to a jurisdiction.
 - It can be used for all aspects of mitigation.
 - It is an excellent way to get a mitigation project funded for 25% of the cost.

STATE AND FEDERAL MITIGATION PROGRAMS

Hazard Mitigation Grant Program - Sec 404 (HMGP)

- **Mitigation Requirements**
 - HMGP funding is a function of the State being included in a Presidential Disaster Declaration.
 - Projects are pre-identified in the Local Mitigation Action Plans (LMAP), or added to the LMAP at the time of the disaster via the LMAP Committee.
- **Method of Implementation**
 - Applicants receives announcement of available HMGP funding levels.
 - Projects are submitted to the State for review and ranking according to the state hazard mitigation plan. State submits project to FEMA for approval.
 - Must meet federal HMGP requirements.



STATE AND FEDERAL MITIGATION PROGRAMS

Hazard Mitigation Assistance (HMA)

- **Funding/Incentives Available**
 - **\$120,000,000 Nationally in 2013**
 - **Federal Cost Share:**
 - **100% for Severe Repetitive Loss properties**
 - **90% for Repetitive Loss properties**
 - **75% for National Flood Insurance Program insured properties**
- **Potential Mitigation Benefit**
 - **Reduced or eliminated threat of repeated flooding**
 - **No properties removed from tax roles**
 - **Increased property value**
 - **Potentially lowered flood insurance premiums**
 - **Overall NFIP rating will be positively impacted**

STATE AND FEDERAL MITIGATION PROGRAMS

Hazard Mitigation Assistance (HMA)

- **Mitigation Requirements**
 - **Property Acquisition and Structure Demolition or Relocation**
 - **Structure Elevation**
 - **Dry Flood-Proofing**
 - **Minor Localized Flood Reduction Projects**
 - **Hazard Mitigation Planning (Flood Portion)**
 - **Non-structural Retrofitting of Existing Buildings and Facilities**
- **Method of Implementation**
 - **Applicants develop applications for State and FEMA ranking**
 - **Deadlines: TWDB - September 17, 2013 and FEMA October 18, 2013**

STATE AND FEDERAL MITIGATION PROGRAMS

Pre-Disaster Mitigation Assistance

- **Mitigation Requirements**
 - **Property Acquisition and Structure Demolition or Relocation**
 - **Structure Elevation**
 - **Dry Flood-Proofing**
 - **Minor Localized Flood Reduction Projects**
 - **Structural Retrofitting of Existing Buildings**
 - **Non-structural Retrofitting of Existing Buildings**
 - **Safe Room Construction**
 - **Infrastructure Retrofit**
 - **Soil Stabilization**
 - **Wildfire Mitigation**
 - **Hazard Mitigation Planning**
- **Method of Implementation**
 - **State submittal is in competition with other states.**



STATE AND FEDERAL MITIGATION PROGRAMS

Pre-Disaster Mitigation Assistance

- **Funding/Incentives Available**
 - **\$23,700,000 available nationally**
 - **Up to \$3M (federal share) per project application**
 - **Federal share is 75%, Applicant share is 25%.**
 - **Must have an approved LMAP to be eligible for funding.**
- **Potential Mitigation Benefit**
 - **A mechanism to fund projects identified in the LMAP.**
 - **Depending on the project, can have substantial mitigation benefits.**

STATE AND FEDERAL MITIGATION PROGRAMS

Pre-Disaster Mitigation Assistance

- Proposed applications ranked by:
 1. The **#1** ranked application in each State and Territory if the application is within the **1%** set-aside or **\$250,000**. If the **#1** ranked application is greater than **\$250,000** that application will be considered after all other State and Territory set-asides are selected.
 2. Planning application
 3. Indian Tribal Government application
 4. Non flood projects from Applicants with no open HMGP declaration
 5. Non-flood projects from Applicants with an open HMGP declaration
 6. Flood mitigation projects

STATE AND FEDERAL MITIGATION PROGRAMS

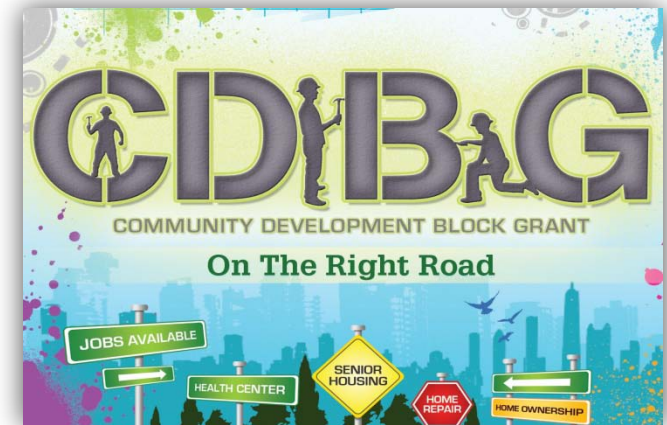
Texas Safe Room Programs

- **Mitigation Requirements**
 - **Property Acquisition and Structure Demolition or Relocation**
 - **Structure Elevation**
- **Method of Implementation**
 - **State submittal is in competition with other states**
- **Funding/Incentives Available**
 - **Leverages HMGP and PDM programs**
- **Potential Mitigation Benefit**
 - **Individual Safe Rooms – Covers half of the costs up to \$3,000**
 - **Community Safe Rooms typically 75% to 25% cost share**

STATE AND FEDERAL MITIGATION PROGRAMS

Community Development Block Grant (CDBG) - Unmet Needs Disaster Recovery Assistance

- Mitigation Requirements
 - Funds only available if in a Presidential Disaster Declaration.
 - Applicant must demonstrate significant **unmet recovery needs**, and capacity to carry out initiative, if funded.
- Method of Implementation
 - HUD notifies eligible government that funds are available. The Applicant then develops an Action Plan, and submits it for funding consideration.



**NATIONAL COMMUNITY
DEVELOPMENT ASSOCIATION**

*HUD CDBG Disaster Programs
Lessons Learned*

June 17-20, 2009
Presenters

Suzie Elkins, CEO, Suzie Elkins Community
Development LLC, Baton Rouge, LA
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Michael Spletto, Director of HUD Programs, Camp
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STATE AND FEDERAL MITIGATION PROGRAMS

Community Development Block Grant (CDBG) - Unmet Needs Disaster Recovery Assistance

- **Funding/Incentives Available**
 - Funding is dependant on the amount of supplemental funding HUD receives from Congress for the disaster at hand.
 - The amount of funding is driven by a formula used by HUD based on the need, and amount allocated by Congress to meet the unmet needs.
- **Potential Mitigation Benefit**
 - It could have wide impacts, if the application is designed to meet that type of need.

STATE AND FEDERAL MITIGATION PROGRAMS

Weatherization Assistance Program (WAP)

- **Wind Mitigation Requirements**
 - **WAP funds are available to low income residents who qualify to weatherize their homes.**
- **Method of Implementation**
 - **Funds go directly from USDOE to the State, and given to an 26 subrecipients to manage based on need and ability to expend the funds in 254 Counties.**
 - **Individuals apply for the WAP funds to assist in weatherizing their homes through the 26 subrecipients.**

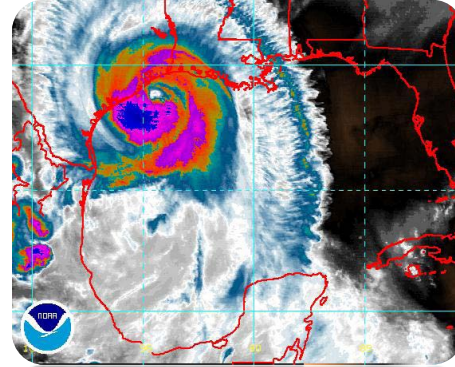


STATE AND FEDERAL MITIGATION PROGRAMS

Weatherization Assistance Program (WAP)

- **Funding/Incentives Available**
 - Up to \$5,600 can be granted to a homeowner, but the average grant is \$2,600.
 - Funds can be used for specific purposes established by the State WAP (Texas Department of Housing and Community Affairs)
- **Potential Mitigation Benefit**
 - WAP funding can be used to assist in replacement of doors, windows, repairs to roofs, ceilings, some of which can reduce the impacts of damaging winds on a home.

Part 5: Guest Speaker: Tennyle Walker, Grant Thornton



HOW TO SURVIVE THE AUDIT

- **Knowledge is power – Understand the audit process and documentation requirements.**
- **Educate your staff on proper protocol for debris management and required documentation**
- **Verify activities**

HOW TO SURVIVE THE AUDIT

- **Force Account Labor and Equipment**
 - Time period – 6 months or approved extension
 - Only overtime is eligible
 - Documentation
 - Summary sheets
 - Timesheets
 - Salary information
 - Work logs
 - Equipment use logs
 - Documentation of equipment rates
 - Mutual aid agreements
 - Proof of Payment

HOW TO SURVIVE THE AUDIT

- **Contracted Labor and Equipment**
 - Time period – 6 months or improved extension
 - Contracts must be competitively bided in accordance with 44 CFR Part 14
 - Based on the type contracts, auditors test for certain aspects of the contracts
 - Cost plus percentage of cost contracts are prohibited
 - Documentation – contracts, load tickets, truck certifications

HOW TO SURVIVE THE AUDIT

- **Debris removal activities must be monitored**
 - **May claim reasonable cost for training oversight and compilation of source documents**
 - **Overhead cost for architectural or engineering services are not eligible**
 - **If monitoring services are contracted, auditors will test the monitoring contracts**
 - **If monitoring is performed internally, auditors will test force account labor attributes**

TOP TEN QUESTIONS TO ASK YOUR AUDITOR AFTER TWO MARTINIS

- 1. Will TDEM automatically de-obligate funds based on a negative finding in the audit report?**
- 2. What is the standard sampling percentage of documentation? What would lead you to sample more than the standard.**
- 3. Are audits on contractor costs more extensively analyzed versus force account costs?**
- 4. All of my staff is gone from 2008, we've had 100% turnover. And now I'm facing an audit. What is your recommendation?**

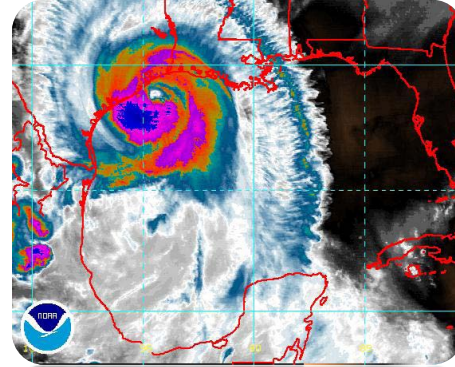
TOP TEN QUESTIONS TO ASK YOUR AUDITOR AFTER TWO MARTINIS

- 5. FEMA wrote into the project worksheet a standard \$5,000 for direct administrative costs. Now it is begin questioned and recommended for de-obligation. What happened?**
- 6. What are your recommendations on retaining and archiving records?**
- 7. Are there any tips to expedite audits or avoid additional audits? How do we nail the audit the first time?**
- 8. What is the process for receiving retainage/state holdback?**

TOP TEN QUESTIONS TO ASK YOUR AUDITOR AFTER TWO MARTINIS

9. We still owe our debris contractors money. We are a small community and struggling with upfront disaster costs. Can I request an audit before I pay my last contractor? (That 10% is hard to float right now with uncertainty when I will be reimbursed.)
10. We lost our documentation, it is five years after the disaster and our contractor is defunct. Any advice?

Next Steps/Adjourn



QUESTIONS?



ADJOURN

Thank you!

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