

Emergency Operations Plan

Part IV: Recovery Operations



CONCEPT OF OPERATIONS

Introduction

The City of Modesto will be involved in recovery operations. In the aftermath of a disaster, many citizens will have specific needs that must be met before they can return to their pre-disaster lives. Typically, there will be a need for such services as these:

- assessment of the extent and severity of damages to homes and other property
- restoration of services generally available in communities - water, food, and medical assistance
- repair of damaged homes and property
- professional counseling when sudden changes, resulting from the emergency, have resulted in mental anguish and the inability to cope

Local governments can help individuals and families recover by ensuring that these services are available and by seeking additional resources if the community needs them. "Recovery" occurs in two phases: short-term and long-term.

Short-term recovery operations will begin during the response phase of the emergency. The major objectives of short-term recovery operations include rapid debris removal and cleanup, and orderly and coordinated restoration of essential services (electricity, water, and sanitary systems). Short-term recovery operations will include some or all the agencies providing essential services within the City. The major objectives of long-term recovery operations include:

- coordinated delivery of social and health services
- improved land use planning
- improved Emergency Operations Plan
- re-establishing the local economy to pre-disaster levels
- recovery of disaster response costs
- effective integration of mitigation strategies into recovery planning and operations

Short-Term Recovery

The goal of short-term recovery is to restore local government to at least a minimal capacity. Short-term recovery includes:

- utility restoration
- expanded social, medical, and mental health services
- re-establishment of City of Modesto Government Operations
- transportation routes

CONCEPT OF OPERATIONS

- debris removal
- cleanup operations
- abatement and demolition of hazardous structures

Each jurisdiction will coordinate its efforts to restore utility systems and services during recovery operations. Medical services may need to operate from temporary facilities, as necessary. Stanislaus County Health Services Agency will coordinate and conduct Critical Incident Stress Management for emergency response personnel and victims of the disaster event. The Fire and Police Departments will use their internal resources to assist.

For federally declared disasters, tele-registration centers may be established by the Federal Emergency Management Agency (FEMA) to assist disaster victims and businesses in applying for grants, loans, and other benefits. In coordination with the American Red Cross, the City and other jurisdictions will provide sheltering for disaster victims until housing can be arranged.

The City will ensure that debris removal and cleanup operations are expedited. On the basis of the City assessments, structures that pose a public safety concern will be demolished.

Long-Term Recovery

The goal of long-term recovery is to restore facilities to pre-disaster condition. Long-term recovery includes hazard mitigation activities, restoration or reconstruction of public facilities, and disaster response cost recovery. Mitigation Actions could include zoning variances, building codes changes, plan reviews, seismic safety elements, and other land use planning techniques.

With public safety a primary concern, rapid recovery may require adjustments to policies and procedures to streamline the recovery process.

Hazard mitigation actions will need to be coordinated and employed in all activities by all departments in order to ensure a maximum reduction of vulnerability to future disasters. The City and Special Districts will strive to restore essential facilities to their pre-disaster condition by retrofitting, repairing or reconstructing them during long-term recovery operations.

Recovery programs will also be sought for individual citizens and private businesses. The City's redevelopment agency will play a vital role in rebuilding commercial areas of the City of Modesto.

RECOVERY OPERATIONS ORGANIZATION

Introduction

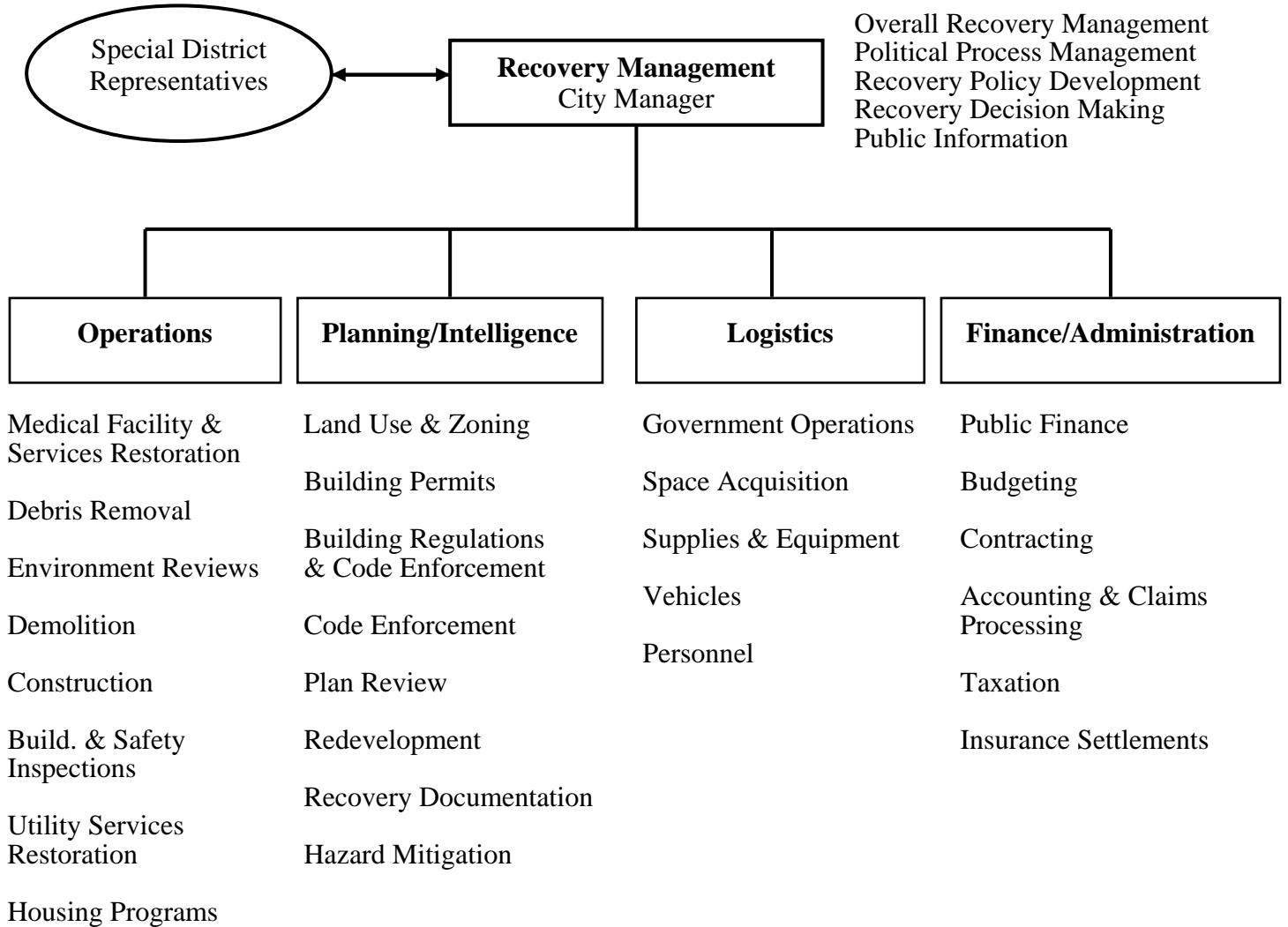
For the City of Modesto, recovery operations will be managed and directed by the City Manager. Recovery issues involving Special Districts will be coordinated and managed by designated representatives.

On a regularly scheduled basis, the City Manager will convene meetings with City department directors, key individuals, and representatives from affected agencies. These meetings will be held to make policy decisions collectively. They will also be used to obtain and disseminate information regarding completed and ongoing recovery operations.

A Recovery Operations organizational chart is depicted on page 291.

RECOVERY OPERATIONS ORGANIZATION

**City of Modesto Operational Area
Recovery Operations Organization Chart**



CITY OF MODESTO EMERGENCY OPERATIONS PLAN

RECOVERY OPERATIONS RESPONSIBILITIES

Introduction

The City, County and Special Districts have specific responsibilities in recovering from a disaster. The chart, listed below depicts the functional responsibilities assigned to the City departments and/or key personnel, Stanislaus County, and Special Districts.

<u>FUNCTION</u>	<u>DEPARTMENTS/AGENCIES</u>
Political process management; interdepartmental coordination; policy development; decision making and public information.	City Manager's Office, Special District Management
Land use and zoning variance; permits and controls for new development; revision of building regulations and codes; code enforcement; plan review; and building and safety inspections.	City Community Development Department
Restoration of medical facilities and associated services; continue to provide mental health services; and perform environmental reviews.	Stanislaus County Health Services Agency
Debris removal; demolition; construction; management of and liaison with construction contractors; and restoration of utility services.	City Public Works. Department, Utility Special Districts
Housing programs; assistance programs for the needy; oversight of care facility property management; and low income and special housing needs.	City Parks, Recreation and Neighborhoods Department.
Public finance; budgeting; contracting; accounting and claims processing; taxation; and insurance settlements.	City Finance Department, Special District Accounting Offices
Redevelopment of existing areas; planning of new redevelopment projects; and financing new projects.	City Redevelopment Agency
Applications for disaster financial assistance; liaison with assistance providers; onsite recovery support; and disaster financial assistance project management.	City Managers Office, Special District Accounting Offices
Advise on emergency authorities, actions, and associated liabilities; preparation of legal opinions; and preparation of new ordinances and resolutions.	District Attorney's Office/City Attorney City Council
Government operations and communications; space acquisition; supplies and equipment; vehicles; personnel; and related support.	City Public Works Department, City Personnel Department

RECOVERY DAMAGE/SAFETY RESPONSIBILITIES

The recovery damage/safety assessment is the basis for determining the type and amount of state and/or federal financial assistance necessary for recovery. Under the City of Modesto Emergency Operations Center's Standard Operating Procedures, an Initial Damage Estimate is developed, during the emergency response phase, to support a request for a gubernatorial proclamation and for the State to request a presidential declaration.

During the recovery phase, this assessment is refined to a more detailed level. This detailed damage/safety assessment will be needed to apply for the various disaster financial assistance programs. During the recovery phase a list of mitigation priorities will need to be developed by the various departments.

The City of Modesto Operations and Maintenance Department in coordination with the City Managers Office and other applicable City Departments will complete the detailed damage/safety assessment. Special Districts will, in most cases, complete their own detailed damage assessment.

DOCUMENTATION

DOCUMENTATION

Documentation is the key to recovering eligible emergency response and recovery costs. Damage assessment documentation will be critical in establishing the basis for eligibility of disaster assistance programs.

Under the State Natural Disaster Assistance Act (NDAA), documentation is required for damage sustained to the following:

- public buildings
- levees
- flood control works
- irrigation works
- city streets
- bridges
- other public works

Under federal disaster assistance programs, documentation must be obtained regarding damages sustained to:

- streets
- water control facilities
- public buildings and related equipment
- public utilities
- facilities under construction
- recreational and park facilities
- educational institutions
- certain private non-profit facilities

Debris removal and emergency response costs incurred by the affected entities should also be documented for cost recovery purposes under the federal programs.

It will be the responsibility of the City departments, and Special Districts to collect documentation of these damages and submit them to the City Manager.

The documenting information should include the location and extent of damage, estimates of costs for: debris removal, emergency work, and repairing or replacing damaged facilities to a non-vulnerable and mitigated condition. The cost of compliance with building codes for new construction, repair, and restoration will also be documented. The cost of improving facilities may be provided under federal mitigation programs.

Documentation is key to recovering expenditures related to emergency response and recovery operations. For each jurisdiction and special

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Part 4

Recovery Operations

DOCUMENTATION

district, documentation must begin at the field response level and continue throughout the operation of their Emergency Operations Center as the disaster unfolds.

AFTER ACTION REPORTING

The Standardized Emergency Management System (SEMS) regulations require any city declaring a local emergency for which the Governor proclaims a State of Emergency, to complete and transmit an after-action report to OES within 90 days of the close of the incident period. The after-action report will provide, at a minimum, the following:

- response actions taken
- application of SEMS
- suggested modifications to SEMS
- necessary modifications to plans and procedures
- training needs
- recovery activities to date

The after-action report will serve as a source for documenting the City of Modesto emergency response activities, and identifying areas of concern and successes. It will also be utilized to develop a work plan for implementing improvements.

An after-action report will be a composite document for all SEMS levels, providing a broad perspective of the incident, referencing more detailed documents, and addressing all areas specified in regulations.

It will include an overview of the incident, including enclosures, and will also address specific areas of the response, if necessary. It will be coordinated with, but not encompass, hazard mitigation. Hazard mitigation efforts may be included in the “recovery actions to date” portion of the after-action report.

The City Manager will be responsible for the completion and distribution of the City of Modesto after-action report, including sending it to the Governor’s Inland Region Office of Emergency Services within the required 90-day period.

It may be necessary to coordinate with the Operational Area jurisdictions and Special Districts in the completion of the after-action report. The designated emergency services coordinators for each affected Operational Area jurisdiction will be responsible for submitting the jurisdiction’s report to the Governor’s Inland Region Office of Emergency Services within the 90 day period. They may incorporate information from Special Districts.

For the City of Modesto the after-action report’s primary audience will be city employees, including management. As public documents, they are accessible to anyone who requests a copy and will be made available through the City Manager’s Office.

The after-action reports will be written in simple language, well structured, brief and well presented, and geared to the primary audience. Data for the after-action report will be collected from questionnaires,

AFTER ACTION REPORTING

RIMS documents, other documents developed during the disaster response, and interviews of emergency responders. The most up-to-date form, with instructions, can be found on RIMS.

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DISASTER ASSISTANCE PROGRAMS

Introduction

When requesting implementation of disaster assistance programs, some key areas of concern must be adequately addressed. These areas include the needs of distinct groups, disaster assistance available at each level of declaration, and the level of detail required on each request for disaster assistance. The disaster assistance programs have been developed for the needs of four distinct groups:

- individuals;
- businesses (including agriculture interests);
- governments; and
- non-profit organizations.

Individuals

Individuals may receive loans or grants for real and personal property, dental, funeral, medical, transportation, unemployment, sheltering, and rental assistance, depending on the extent of damage.

Businesses

Loans for many types of businesses are often made available through the United States Small Business Administration, assisting with physical and economic losses as a result of a disaster or an emergency.

Agriculture

Programs exist for agricultural or other rural interests through the United States Department of Agriculture, including assistance for physical and production losses.

Government

Funds and grants are available to government and certain non-profit organizations to repair, reconstruct, and mitigate the risk of future damage.

A state grant program is available to local governments to respond and recover from disasters. Federal grant programs are available to assist governments and certain non-profit organizations in responding to and recovering from disasters.

At each level of emergency declaration, various disaster assistance programs become available to:

- individuals;
- businesses;
- governments; and
- non-profit organizations.

Local Emergency

Under local emergency declarations, The City of Modesto and Operational

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DISASTER ASSISTANCE PROGRAMS

Declaration

Area jurisdictions may be eligible for assistance under the Natural Disaster Assistance Act (with the OES Director's concurrence).

Businesses and individuals may be eligible for local government tax relief, low-interest loans from the United States Small Business Administration, and relief programs under the United States Department of Agriculture.

*State of Emergency
Proclamation*

Under a State of Emergency Proclamation by the Governor, the City, Operational Area jurisdictions, special districts, individuals, and businesses may be eligible, in addition to the assistance available under a local emergency declaration, for services from the following agencies:

- Contractor's License Board;
- Department of Motor Vehicles;
- Department of Aging;
- Department of Insurance;
- Department of Social Services;
- Franchise Tax Board Tax Relief;
- State Board of Equalization; and
- Department of Veteran's Affairs.

Presidential Declaration

Under a Presidential Declaration, the City, Operational Area jurisdictions, special districts, individuals, and businesses may be eligible for the following disaster assistance programs and services:

- Cora Brown Fund;
- Crisis Counseling Program;
- Disaster Unemployment;
- Temporary Housing Program;
- Individual and Family Grant Program;
- Internal Revenue Service Tax Relief;
- Public Assistance;
- Hazard Mitigation;
- Veteran's Affairs Assistance; and
- Federal Financial Institutions.

Public Assistance Program Responsibilities

Each jurisdiction and special district has the responsibility for completion and submittal of the required documents for both state and federal public assistance programs.

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DISASTER ASSISTANCE PROGRAMS

In the City of Modesto the Office of Emergency Services (OES) will complete the necessary public assistance program application and supporting materials for the City. The City OES will also serve as the primary contact for state and federal field representatives. City Office's of Emergency Services will complete the application process and provide supporting materials to state and federal representatives.

Special districts will typically assign a representative from their accounting offices to complete application materials and coordinate with state and federal representatives. This special district representative will also work closely with their agency's/company's field operations staff throughout this process.

The following outlines the Federal Public Assistance Program, the State of California's Public Assistance Program, and the Natural Disaster Assistance Act (NDAA).

Federal Public Assistance Program

***Authorities and
Required Declarations***

The federal public assistance program is authorized under the Federal Disaster Relief Act of 1974, as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Amendments of 1988. The federal program requires a local emergency declaration, state of emergency proclamation, and a federal declaration of a major disaster or emergency.

Eligible Applicants

Eligible applicants include: State agencies, Counties, Cities, Special Districts, K-12 schools, Colleges, Private non-profit organizations. The private non-profit organizations include educational, utility, emergency, medical, and custodial care facilities.

Private non-profit organizations who manage and operate essential governmental services facilities such as community centers, libraries, homeless shelters, senior citizen centers, shelter workshops, and similar facilities that are open to the general public are also eligible under the federal public assistance program.

Private non-profit organizations must, when applying for assistance, produce a letter from the Internal Revenue Service that grants them tax exempt status. They must also provide satisfactory evidence from the State of California showing they are a non-revenue-producing organization.

Eligible Work Projects

Eligible Work Projects:

- work project must be required as a result of a disaster event;

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- work project must be located within the designated disaster area; and
- work project must be the legal responsibility of the applicant.

There are 7 categories of work projects under the federal program:

- Category A - Debris Clearance;
- Category B - Emergency Protective Measures;
- Category C - Road System Repairs;
- Category D - Water Control Facilities;
- Category E - Buildings and Equipment;
- Category F - Public Utility Systems; and
- Category G - Other (Parks, Recreational Facilities, etc.)

To qualify under the federal program, removal of debris from privately or publicly owned lands and waters must:

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

Measures undertaken to preserve public health and safety must:

- eliminate or lessen immediate threats to life, public health, and safety;
- eliminate or lessen immediate threats of significant damage to improved public/private property; or
- eliminate or lessen immediate threats of additional damage to improved public or private property through cost-effective measures.

Examples of emergency protective measures include shelter, temporary repairs, National Guard emergency labor, emergency communications, emergency transportation, and cooperative agreement costs.

*Permanent
Restoration*

Permanent restoration of eligible facilities will be based on the design of such facilities as they existed immediately prior to the disaster, and in conformity with current codes and standards. Standards must:

- apply to the type of repair or restoration required;
- be appropriate to the pre- disaster use of the facility
- be in writing and adopted prior to project approval; and

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- apply uniformly to all similar types of facilities within the jurisdiction of the code granting authority.

A facility is considered repairable when repairs can restore the facility to the pre-disaster function; and the cost of such repairs can be made at a cost less than the estimated replacement cost of the damaged facility.

When a facility is deemed non-repairable by the FEMA Region IX Director, approved restorative work shall include replacement of the facility on the basis of pre-disaster design, in conformity with applicable codes and standards for new construction. The FEMA Region IX Director may require and approve funding for restoration of a destroyed facility at a new location when the facility is and will be subject to repetitive heavy damage.

Facilities that were not in active use at the time of the disaster are not eligible except in those instances where the facilities were temporarily inactive due to repairs or remodeling. Reasonable repair costs for equipment are eligible or, if destroyed, equipment may be replaced with a comparable item. Replacement is subject to current fair market value, less salvage and/or insurance recovery.

Eligible Cost

Generally, in order for costs for work projects to be eligible, they must be:

- necessary and reasonable;
- authorized or not prohibited under state, local, or other federal laws, regulations, or other governing limitations;
- consistent with policies, regulations, and procedures that apply uniformly to federal assistance and other activities of the unit government;
- treated consistently through application of generally accepted accounting principles;
- not allocable to or included as a cost of any other federally financed program; and
- net amount of all applicable credits.

*Eligible Wage
Costs Include*

Overtime and overtime fringe benefits only for emergency protective measures performed by force account labor. Regular and overtime wages are eligible for permanent work performed by force account labor. If labor is contracted, whether emergency or permanent work, all costs are eligible: extra hire costs, limited supervisor or management staff salaries, and compensatory time off (CTO).

Eligible Equipment

Regulations allow for reimbursement for ownership and operation of costs

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<i>Costs Include</i>	of applicant-owned equipment used to perform eligible work. Reimbursement rates under local guidelines are established from the FEMA Schedule of Equipment Rates. Equipment damaged or destroyed as result of the disaster is also eligible. Rental equipment is reimbursed under a "reasonableness" rate schedule, as determined by FEMA.								
<i>Consumable Supplies and Materials and Cooperative Agreements</i>	Consumable supplies that are eligible under the federal program include hand tools, materials, and other supplies used for the work project. Direct costs associated with cooperative agreements are also eligible under the federal program.								
<i>Administrative Allowances</i>	Allowances for necessary costs of requesting, obtaining, and administering federal disaster assistance subgrants are: <table><tr><td>\$0 - \$99,999</td><td>3 percent</td></tr><tr><td>\$100,000 - \$999,999</td><td>2 percent</td></tr><tr><td>\$1,000,000 - \$4,999,999</td><td>1 percent</td></tr><tr><td>\$5,000,000 and up</td><td>.5 percent</td></tr></table>	\$0 - \$99,999	3 percent	\$100,000 - \$999,999	2 percent	\$1,000,000 - \$4,999,999	1 percent	\$5,000,000 and up	.5 percent
\$0 - \$99,999	3 percent								
\$100,000 - \$999,999	2 percent								
\$1,000,000 - \$4,999,999	1 percent								
\$5,000,000 and up	.5 percent								
<i>Applying for Assistance Under the Federal Public Assistance Program</i>	The Governor's Office of Emergency Services (OES) is responsible for processing all subgrants for applicants, including providing technical assistance and advice to subgrantees; providing state support for damage survey activities; ensuring that potential applicants for assistance are aware of available federal assistance; and, submitting documents necessary for grant awards. The State OES conducts briefings for public officials and potential applicants. The applicant process and requirements for the City of Modesto and other members of the Stanislaus Operational Area are: Notice of Interest submittal within 30 days of the federal programs activation; List of Projects (Exhibit B); Resolution Designating an Authorized Representative; and OES Project Application (OES 89).								
<i>Damage Survey Report (DSR)</i>	Once the OES Project Application is received, a joint State/Federal inspection team comes to the requesting jurisdiction to perform a Damage Survey Report (DSR). The DSR identifies the scope of work and the quantitative estimate of cost of each work project. The inspection team prepares a DSR data sheet for each project listed on the List of Projects. A project means all work performed at a single site. A large project is a project with an approved estimate of costs of \$43,600 or more. A small project is a project with an approved estimate of costs under \$43,600. Any								

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damage not shown to the inspection team during its initial visit must be reported to the FEMA Region IX Director, through the Governor's Authorized Representative (GAR), within 60 days following the completion of the initial visit. For large projects over \$200,000, a construction monitoring program must be implemented. Within 45 days of receipt of the application for federal public assistance, the DSRs are reviewed by the FEMA Region IX Director and a decision to obligate the funds will be rendered. Once the projects are approved, State OES must submit quarterly progress reports to the FEMA Region IX Director.

Supplements to the original application may be approved for substantial errors or omissions, overruns/underruns caused by variations in unit prices (cost adjustments), and changed site conditions/scope adjustments. Changes to small projects will normally be adjusted at the time of final inspection or an offsetting procedure will be implemented. Supplements should be requested at the earliest possible time and prior to completion of the work in question. Requests for a change in scope must be filed prior to work commencement on a "Damage Verification Form."

If you do not agree with the inspection team's estimate, you may indicate your non-concurrence with the DSR. In addition to indicating your non-concurrence on the DSR form, you may also submit a letter of non-concurrence to State OES. In this letter, include the reasons why you disagree with the inspection team's estimate. Provide as much supporting documentation with your letter. State OES will recommend that FEMA review the DSR to reinstate eligible costs before the DSR is approved. The letter to State OES should include the disaster number, the City of Modesto's Federal Project Application Number (PA Number), and the Damage Survey Report (DSR) number(s).

Work Project Funding

To receive payment, the subgrantee must have a resolution that designates an authorized representative, filed an OES Project Application, and have a Vendor Data Record (STD 204). Work project funding is subject to FEMA/State Agreement and 75 %/ 25 % federal/state and local costs shares, as established as the minimum under the Stafford Act. Funding of improved projects are subject to the Governor's Authorized Representative's (GAR) approval. Alternate projects are subject to the FEMA Region IX Director's approval and will be penalized 10 %. Payments for administrative allowances and small projects are automatic advance payments (after supplement approval). Payments for large projects must be requested on a "Request for Reimbursement" form (OES 131). Reimbursement payments are sent in the form of progress payments, withholding 25 % until after final inspection or audit.

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Part 4

Recovery Operations

DISASTER ASSISTANCE PROGRAMS

Completion Deadlines The following deadlines have been established for each work category:

Debris Clearance	6 Months*
Emergency Work	6 Months*
Permanent Work	18 Months*

* Dates established from date of major disaster declaration

The Governor's Authorized Representative may extend deadlines, when justified, as follows:

Debris Clearance	6 Months
Emergency Work	6 Months
Permanent Work	30 Months

The FEMA Region IX Director may extend the deadline beyond these dates, with adequate justification. Costs are allowed only to date of last approved time extension.

Final Claim The applicant must submit final claim within 60 days of the completion of all approved projects. A state engineer will complete an onsite inspection of all completed projects. A final audit will be performed. The applicant must retain all records for six years.

State Natural Disaster Assistance Act (NDAA) Program

Authorities and Required Declarations The State Natural Disaster Assistance Act (NDAA) Program is authorized under Title 19, Subchapter 5, the Natural Disaster Assistance Act, California Code of Regulations. NDAA requires a local government to declare a local emergency within 10 days of the incident. For permanent restoration assistance under NDAA, the Director of the Governor's Office of Emergency Services (OES) must concur with the local declaration. For disaster response and permanent restoration assistance under NDAA, the Governor of California must proclaim a state of emergency. For matching fund assistance for cost sharing required under federal public assistance programs, the President of the United States must declare a major disaster or emergency.

Eligible Applicants Eligible Applicants for NDAA include City and County, Counties, Cities, Special Districts, School Districts, County Offices of Education, Community College Districts.

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Part 4

Recovery Operations

DISASTER ASSISTANCE PROGRAMS

Eligible Work Projects Eligible Work Projects:
work project is a result of a natural disaster (fire, flood, earthquake, Tsunami, etc.);
work project is performed within area covered by the local declaration; and
work project is the responsibility of the applicant agency.

There are seven (7) categories of work projects under the federal program:

- Category A - Debris Clearance
- Category B - Emergency Protective Measures
- Category C - Road System Repairs
- Category D - Water Control Facilities
- Category E - Buildings and Equipment
- Category F - Public Utility Systems
- Category G - Other (Parks, Recreational Facilities, etc.).

Eligible Cost Eligible costs generally include local agency personnel regular hourly wage and overtime costs. Also included are equipment costs, the cost of supplies and materials used during disaster response activities incurred as a result of a state of emergency proclaimed by the Governor. Excluded are the normal hourly costs of regularly assigned emergency services and public safety personnel. Costs to repair, restore, reconstruct, or replace public facilities belonging to local agencies are also eligible. Matching fund assistance for cost-sharing required under federal public assistance programs is an eligible cost. Indirect costs, based on the "Indirect Cost Rate Proposal," as approved by the State Controller's Office is an eligible cost (40 % maximum, subject to state/local cost sharing). A four percent allowance for administrative cost is also eligible for NDAA funding, subject to state/local cost-sharing.

Eligible Wages Eligible wages under the NDAA program now follow the same guidelines as the federal public assistance program. That is, the state will not assume any regular time costs which are ineligible under the federal program. The state will cost share any wages which are eligible for federal program funding.

Eligible equipment costs include Actual reasonable equipment rental costs are eligible. Force account equipment may be claimed based on the applicant's own rate schedule or, in the absence of such a rate schedule, current Department of Transportation Labor Surcharge and Equipment Rental Rates.

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*Supplies, Materials,
and Cooperative
Agreements*

Consumable supplies that are eligible under NDAA include hand tools, materials, and other supplies used for the work project. Costs for work performed under cooperative agreements between local governments are eligible under NDAA, but shall be limited to those costs of the responding entity for which an applicant is legally obligated to pay.

*Applying for
Assistance
under NDAA*

The Governor's Office of Emergency Services (OES) is responsible for transmitting applications for NDAA to all eligible applicants. The State OES conducts briefings for public officials and potential applicants. Project application for assistance (NDAA Form 1) must be filed within 60 days of the date of the local declaration. The application must include the "List of Projects" (Exhibit B) and a "Resolution Designating an Authorized Representative" (OES Form 130). In the event of a federal major disaster declaration, the federal "Notice of Interest" (NOI) establishes eligibility in both programs.

*Damage Survey
Reports (DSR)*

Damage surveys are conducted by a state engineer accompanied by a local representative. The engineer prepares a DSR for each project reported on the "List of Projects." The DSR identifies the scope of work and the quantitative estimate of cost of each work project. All damage sites must be reported within the 60-day application period. All sites must be surveyed within 60 days of the date of a local agency's application. DSRs are reviewed and approved by the Chief, Disaster Assistance Division. The complete application, with copies of approved DSRs, DSR summary, and a cover letter, will be sent to applicants for review and approval. The "Applicant Approval" forms (Exhibit D) must be returned to State OES within 10 days from date of approval letter.

Supplements to the original application may be approved for substantial errors or omissions, overruns/underruns caused by variations in unit prices (cost adjustments), and changed site conditions/scope adjustments. Changes to small projects will normally be adjusted at the time of final inspection or an offsetting procedure will be implemented. Supplements should be requested at the earliest possible time and prior to completion of the work in question. Requests for a change in scope must be filed prior to work commencement.

If you do not agree with the inspection team's estimate, you may indicate your non-concurrence with the DSR. In addition to indicating your non-concurrence on the DSR form, you may also submit a letter of non-concurrence to State OES. In this letter, include the reasons why you disagree with the inspection team's estimate. Provide as much supporting

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documentation with your letter. State OES will recommend that FEMA review the DSR to reinstate eligible costs before the DSR is approved. The letter to State OES should include the disaster number, the City of Modesto's Federal Project Application Number (PA Number), and the Damage Survey Report (DSR) number(s).

Work Project Funding

Eligible projects are subject to 75/25 percent state/local cost sharing. The local share may be waived. Project applications resulting in a state share of less than \$2,500 will not be approved. Replacement provisions of the NDAA operation are similar to those applied for federal "Improved Project." NDAA funds can be used for the local share of a federal "Alternate Project" when the program is implemented under federal major disaster declaration. An applicant may receive up to 90% of the estimated State share of a project as an advance. Advances must be requested, using a "Request for Advance" form (NDAA Form 3). Applicants are expected to comply with federal requirements when federal funds are involved. Applicants are expected to fully pursue federal funds otherwise available in the absence of State financial assistance. State funds cannot be used to replace funds lost through noncompliance with other program requirements.

Completion Deadlines

When federal funds are involved, the federal deadlines apply. In the event of a Director's concurrence with a local declaration or a Governor's proclamation of a state of emergency, the following deadlines apply:

Debris Clearance	6 months from date of declaration
Emergency Work	6 months from date of declaration
Permanent Work	18 months from date of declaration

Extensions are allowable with adequate justifications.

Final Claim

Applicant must submit final claim within 60 days of the completion of all approved projects. A state engineer will complete an on-site inspection of all completed projects. Claims including more than \$50,000 in State assistance will be subject to a field audit. Any funds owed to an applicant by the State will be paid after final determination of eligible costs by State OES, and after review of the final inspection report or audit.

Individual Assistance Program Responsibilities

Individuals are expected, whenever possible, to provide for themselves and be responsible for their own personal recovery. However, many individuals will expect the County and cities to deliver assistance to them well after the disaster. Both the County and cities will assist individuals in

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any way possible, including providing them with the Federal Emergency Management Agency's (FEMA) hotline number for individual assistance. A Sequence of Delivery Guide has been developed by FEMA to assist individuals and local governments in determining the flow of individual assistance. The objective of Stanislaus County, the Operational Area Council, and City of Modesto is to provide the citizens of our community with all the necessary information to help themselves recover from the disaster. The sequence of delivery appears as follows:

- 1) Individual actions for assistance (family, friends, volunteer organizations, churches, etc.)
- 2) Recovery/Assistance from private insurance carrier
- 3) FEMA Disaster Housing Assistance
- 4) United States Small Business Administration Assistance
- 5) Individual and Family Grant Program Assistance
- 6) Cora Brown Fund Assistance

The City of Modesto Area's objective is to provide the Modesto community with all the necessary information so they may help themselves recover from a disaster. A brief summary of some individual assistance programs and services are listed below:

American Red Cross (ARC):

Provides for the critical needs of individuals such as food, clothing, shelter, and supplemental medical needs. Provides recovery needs such as furniture, home repair, home purchasing, essential tools, and some bill payment may be provided. Contact local ARC.

Cora Brown Fund:

Funds may be used for disaster-related needs that have not or will not be met by government or other organizations that have programs to address such needs. Awarded through FEMA.

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Crisis Counseling Program:

Provides grants to State and County mental health departments, who in turn provide training for screening, diagnosing, and counseling techniques. Also provides funds for counseling, outreach, and consultation for those affected by disaster. Individuals and government should contact local mental health agency.

State Department of Aging:

Provides special outreach services for seniors, including food, shelter, and clothing. Individuals may contact the California Department of Aging for a referral to nearest location.

State Department of Consumer Affairs:

Offers consumer information, investigates and corrects price gouging, and provides a toll-free number so that consumers can check on license status of contractors.

State Department of Insurance:

Provides assistance in obtaining copies of policies and provides information regarding filing claims. Contact California Department of Insurance.

Department of Motor Vehicles:

May offer waivers of certain fees. Contact California Department of Motor Vehicles.

Department of Veteran's Affairs:

Provides damage appraisals and settlements for VA-insured homes, and assists with filing of survivor benefits. Contact the California Department of Veteran's Affairs.

United States Department of Agriculture:

Assistance provided includes Federal Crop Insurance, Emergency Conservation Program, Non-Insured Assistance, the Agriculture Conservation Program, Emergency Watershed Protection, Rural Housing Service, Rural Utilities Service, and Rural Business and Cooperative Service. Contact the Stanislaus County Agriculture Commissioner regarding these programs.

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Disaster Unemployment:

Provides weekly unemployment subsistence grants for those who become unemployed because of a major disaster or emergency. Applicants must have exhausted all benefits for which they would normally be eligible.

Federal Financial Institutions:

Member banks of FDIC, FRS or FHLBB may be permitted to waive early withdrawal penalties for Certificates of Deposit and Individual Retirement Accounts.

Franchise Tax Board:

Following proclamation of a state of emergency by the Governor, the Legislature authorizes the acceptance of casualty loss deductions within the California tax returns of those affected. Applicants may contact the California Franchise Tax Board.

Individual and Family Grant Program:

Awards grants to individuals or families for disaster-related serious needs, such as moving and storage, medical, dental, funeral, essential personal or real property needs. Eligibility is dependent on the seriousness of need and exhaustion of FEMA and SBA funds. Referral to the program is automatic with FEMA registration and SBA application.

Internal Revenue Service (IRS) Tax Relief:

Provides extensions to current year's tax return, allows deductions for disaster losses, and allows amendment of previous tax returns to reflect loss back to three years. Victims may contact the IRS.

Mennonite Disaster Service:

Provides assistance for repair of private residences and community facilities, warning, evacuation, and search. Also assists with cleanup and repair for elderly, disabled, and underinsured citizens. May also provide mental health support. Contact nearest Mennonite Services location.

Salvation Army:

Assistance includes mobile feeding, emergency shelter, applicant registration, collection and distribution of clothing and supplies, counseling, language interpretation, and assistance in locating missing persons. Contact local Salvation Army for assistance.

State Board of Equalization:

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Provides tax relief services which may allow for the transfer of tax basis to another property, exemptions for property losses, and deferment of a tax bill until the damaged property can be surveyed to reflect its value following a disaster. Contact the California Board of Equalization.

United States Small Business Administration:

May provide low-interest disaster loans to individuals and businesses who have suffered a loss due to a disaster. Submit request for SBA loan assistance to the State's Southern Region Office of Emergency Services.

Temporary Housing Assistance:

May provide for transient accommodations, rental assistance, mobile homes, furniture rental, mortgage assistance, and emergency home repairs. Individuals should call FEMA to register.

Hazard Mitigation Grant Program Responsibilities

Following a presidential disaster declaration, the Hazard Mitigation Grant Program (HMGP) is activated. The program's purpose is to fund projects which are cost-effective and which substantially reduce the risk of future damage, hardship, loss, or suffering resulting from a major natural disaster. Grants are available to eligible applicants in the declared areas only. Delivered as either part of a Public Assistance grant or as a stand-alone measure, mitigation projects must be cost-effective and represent a solution to a problem.

The HMGP fund is based upon a 15% share of the FEMA estimate of all Damage Survey Reports (DSRs) for public assistance work performed, and Individual Assistance costs. The federal contribution can be up to 75% of the cost of the hazard mitigation project approved for funding, with applicants providing match funding through a combination of either state, local, or private resources. HMGP funds cannot be used as the sole match for other federally funded programs.

Hazard Mitigation Grant Program

Eligible applicants include state agencies, local governments, and private non-profit organizations which own or operate facilities providing essential government services. Essential government services include educational facilities, utilities, emergency services, medical services, custodial care, etc. Although HMGP funds are based on a percentage of Public Assistance funding, awards are not limited to public projects, but must be sponsored by an eligible public entity.

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Virtually all types of hazard mitigation projects are eligible, provided they benefit the declared disaster area and meet basic project eligibility. The priorities of funding will be established by the Governor's Office of Emergency Services. Eligible projects must be cost-effective and substantially reduce the risk of future damage, hardship, loss, or suffering resulting from natural disasters. Eligible projects must:

- be consistent with the community's long-range hazard mitigation planning goals;
- represent significant risk if left unresolved;
- address, when applicable, long-term changes to the areas and entities it protects, and have manageable future maintenance and modification requirements;
- comply with all applicable codes and standards for the project locale;
- have a direct beneficial impact upon the designated disaster area;
- not fund personnel only - except for short-term projects which will result in long-term benefits;
- not cost more than the anticipated value of the reduction in both direct damages and subsequent negative impacts were future disasters to occur;
- provide solutions, rather than merely identify or analyze hazards, unless such constitutes a functional portion of a solution; and
- provide the most practical, effective, and environmentally sound solution, given a well-considered range of options.