

**TAB V-3-3**  
**NOTICE OF INTEREST**

FEDERAL EMERGENCY MANAGEMENT AGENCY NOTICE OF INTEREST IN APPLYING FOR FEDERAL DISASTER ASSISTANCE		OMB NO. 3067-0033 Expires May 1990
DECLARATION NUMBER FEMA - DR	PROJECT APPLICATION NUMBER	NOI DATE
The purpose of this form is to list damages to property and facilities so that inspectors may be appropriately assigned for a formal survey.		
<p align="center"><b>REQUIREMENTS FOR FEDERAL DAMAGE SURVEYS</b></p> <p><b>A. DEBRIS CLEARANCE</b></p> <p><input type="checkbox"/> On public Roads &amp; Streets including ROW</p> <p><input type="checkbox"/> Other Public Property</p> <p><input type="checkbox"/> Private Property (When undertaken by local Govt. forces)</p> <p><input type="checkbox"/> Structure Demolition</p> <p><b>B. PROTECTIVE MEASURES</b></p> <p><input type="checkbox"/> Life and Safety</p> <p><input type="checkbox"/> Property</p> <p><input type="checkbox"/> Health</p> <p><input type="checkbox"/> Stream/Drainage Channels</p> <p><b>C. ROAD SYSTEM</b></p> <p><input type="checkbox"/> Roads    <input type="checkbox"/> Streets    <input type="checkbox"/> Traffic Control</p> <p><input type="checkbox"/> Bridges    <input type="checkbox"/> Culverts    <input type="checkbox"/> Other *</p> <p><b>D. WATER CONTROL FACILITIES</b></p> <p><input type="checkbox"/> Dikes    <input type="checkbox"/> Dams</p> <p><input type="checkbox"/> Drainage Channels    <input type="checkbox"/> Irrigation Works</p> <p><input type="checkbox"/> Levees    <input type="checkbox"/> Other *</p> <p><b>E. BUILDINGS AND EQUIPMENT</b></p> <p><input type="checkbox"/> Buildings and Equipment</p> <p><input type="checkbox"/> Supplies or Inventory</p> <p><input type="checkbox"/> Vehicles or other equipment</p> <p><input type="checkbox"/> Transportation Systems</p> <p><input type="checkbox"/> Other *</p> <p><b>F. PUBLIC UTILITY SYSTEMS</b></p> <p><input type="checkbox"/> Water</p> <p><input type="checkbox"/> Sanitary Sewerage</p> <p><input type="checkbox"/> Storm Drainage</p> <p><input type="checkbox"/> Light/Power</p> <p><input type="checkbox"/> Other *</p> <p><b>G. OTHER (Not in the above categories)</b></p> <p><input type="checkbox"/> Park Facilities</p> <p><input type="checkbox"/> Recreational Facilities</p>		
<p>* Indicate type of facility.</p> <p>NOTE: If Private Non-Profit, provide name of facility and/or Private Non-Profit Owner.</p>		
NAME OF POLITICAL SUBDIVISION OR ELIGIBLE APPLICANT	PRIVATE NON-PROFIT <input type="checkbox"/> Yes <input type="checkbox"/> No	COUNTY
AGENT/TITLE		
BUSINESS ADDRESS (Include Zip Code)		
BUSINESS TELEPHONE (Include Area Code and extension)	HOME TELEPHONE (Include Area Code)	

**TAB V-3-4**  
**DAMAGE SURVEY REPORT**

<b>FEDERAL EMERGENCY MANAGEMENT AGENCY</b> <b>DAMAGE SURVEY REPORT</b> <b>DISASTER RESPONSE AND RECOVERY</b> <i>(See instructions on reverse)</i>		Form Approved OMB No. 3067-0027	
<b>1. TO  REGION _____ FEDERAL EMERGENCY MANAGEMENT AGENCY</b>		<b>3. DECLARATION NO</b> FEMA	
<b>2. APPLICANT (State Agency, County, City, etc.)</b>		<b>4. INSPECTION DATE</b>	
<b>7. WORK CATEGORY ("X" Applicable Box)</b> <input type="checkbox"/> EMERGENCY <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> PERMANENT <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> G <input type="checkbox"/> H <input type="checkbox"/> I		<b>5. WORK ACCOMPLISHED BY</b> <input type="checkbox"/> CONTRACT <input type="checkbox"/> FORCE ACCOUNT	
<b>8. DAMAGED FACILITIES (Location, identification and description)</b>		<b>6. PERCENTAGE OF WORK COMPLETED TO DATE</b> <div style="text-align: center; font-size: 1.2em;">100011</div> <div style="text-align: center;">%</div>	
<b>9. DESCRIPTION OF DAMAGE</b>		<b>8A. FACILITY IN OR AFFECTS FLOOD PLAIN OR WET LANDS</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>10. SCOPE OF PROPOSED WORK</b>			
II. ESTIMATED COST OF PROPOSED WORK			
QUANTITY (a)	UNIT (b)	MATERIAL AND/OR DESCRIPTION (c)	UNIT PRICE (d)
COST (dollars) (e)			
<b>12. EXISTING INSURANCE (Type)</b>		AMOUNT \$	<b>TOTAL  \$</b>
<b>13. RECOMMENDATION BY FEDERAL INSPECTOR (Signature, Agency, date)</b>		ELIGIBLE <input type="checkbox"/> YES <input type="checkbox"/> NO	ATTACHMENTS
<b>14. CONCURRENCE IN REPORT BY STATE INSPECTOR (Signature, Agency, date)</b>		CONCUR <input type="checkbox"/> YES <input type="checkbox"/> NO	ATTACHMENTS
<b>15. CONCURRENCE IN REPORT BY LOCAL REPRESENTATIVE (Signature, Agency, date)</b>		CONCUR <input type="checkbox"/> YES <input type="checkbox"/> NO	ATTACHMENTS
<b>16. FEDERAL REVIEW (Signature, Agency, date)</b>		FEMA REVIEW (Initials and date)	

**TAB V-3-5**  
**SUMMARY OF DOCUMENTATION**

Disaster and Emergency Services  
**SUMMARY OF DOCUMENTATION OF EXPENDITURES**  
**FOR APPROVED DISASTER WORK**

Page No.: \_\_\_\_\_ of \_\_\_\_\_

Applicant: \_\_\_\_\_ Project Application Number: \_\_\_\_\_

DSR Number: \_\_\_\_\_

PAYMENT DOCUMENT AND NUMBER	DATE ITEMS OR SERVICES DELIVERED	DOCUMENTATION Show category and work location. Indicate labor, equipment and materials used on the project.	APPROVED AMOUNT	CLAIMED AMOUNT

Prepared by: \_\_\_\_\_ Telephone: \_\_\_\_\_ Office: \_\_\_\_\_

DES Form 508  
(1 January 1987)

## INSTRUCTIONS

You must prepare a Summary of Documentation for each DSR after you have finished the work and paid all bills. **Prepare a separate summary for each DSR.** You may refer to the Applicants Handbook (page 4-1) and Documenting Disaster Damage Handbook for more information.

**Applicant:** Enter applicant's name as it appears on the project application. For example: City of Danville or Boyle County Fiscal Court.

**Project Application Number:** Enter the number given to the project application, such as 095-00000. Each applicant will have its own P.A. number.

**DSR Number:** Indicate the appropriate DSR Number, such as 00001.

**Payment Document and Number:** Enter source document numbers such as check numbers, warrant numbers and invoices.

**Date Items or Services Delivered:** Show dates of all work on the DSR. Most DSRs will have work done on several days.

**Documentation:** Show the Category and work location. Example: Category A, Jefferson Avenue to Monroe Avenue or County Road 33.

Force account work must be broken down by labor, equipment, and materials for each DSR. Labor costs must be identified by employee name, job title, hours worked, and rate of pay.

Equipment use requires a description of the equipment type (such as dump truck) and capacity (cubic yards, horsepower, etc.) and hourly rate charged.

Material and supply costs must show quantity and unit price.

If the work is done by contract, identify the contractor and briefly describe the work performed.

List supplemental DSRs on the same summary as the original DSR. For example, DSR 00001 was approved for \$5,000 and the work was performed as authorized by the DSR. However, actual costs were \$8,000 and supplemental DSR 00083 was written to cover the \$3,000 overrun. On the Summary of Documentation, list DSR 00083 immediately after DSR 00001.

**Approved Amount:** Show the amount approved in block 12 on the DSR.

**Claimed Amount:** Show extensions and totals of actual costs. For example, a ½ cubic yard backhoe was used for 3 hours at a rate of \$17.00 per hour. The claimed amount is \$51.00.

**Prepared By:** Indicate the name of the person who prepared the summary with telephone number and office.

**Page Number:** If only one sheet is needed to list eligible costs, indicate Page 1 of 1; if two pages are needed, enter Page 1 of 2; and so on.

## NOTES

If you did not do any work on some approved DSRs, list them on one summary with a note, "Work Not Done" in the Documentation column. Show the approved amount and no claimed costs in the appropriate columns.

For a grant-in-lieu, show actual costs to make repairs in the Documentation column of the summary. Enter the amount approved for the grant-in-lieu in the Approved Amount column.

APPENDIX V-4  
DUTIES OF THE STATE COORDINATING OFFICER

I. SITUATION AND ASSUMPTIONS

Upon appointment by the Governor, the State Coordinating Officer (SCO) assumes specific duties and responsibilities in coordination of assistance under PL 93-288, as amended. The DES Executive Director shall normally be appointed as the SCO during the initial stages of disaster response.

II. MISSION

To outline the duties of the State Coordinating Officer (SCO) when appointed by the Governor.

III. DIRECTION AND CONTROL

Ky DES, as representative of the Governor, shall exercise the necessary direction and control in executing this appendix.

IV. CONCEPT OF OPERATIONS

A. The SCO is not appointed until the Federal-State Agreement is signed by the Governor. However, the DES Executive Director shall normally be designated as SCO and shall perform all SCO responsibilities during the initial states of disaster response. The Governor may, however, appoint another individual to serve as SCO.

B. The duties of the SCO (a Disaster and Emergency Services staff member until the Federal-State Agreement is signed) and the DES Operations Officer are closely related during the initial states of response to a natural disaster in the state. These duties, however, may be separately identified. The Operations Officer is responsible for activation of the EOC, for recall of state disaster response agencies and for coordination of response activities by these agencies. The Disaster Assistance Branch shall coordinate the collection of damage assessment reports and assistance requests.

C. When it becomes apparent that federal assistance under PL 93-288, as amended, may be required, the Disaster Assistance Branch shall compile damage assessment information and estimates and requests for assistance. The Branch Manager should ensure that information received is both accurate and includes all types of damages incurred in each impacted area. This information shall be evaluated to determine if federal assistance is required and if

eligibility criteria have been met.

- D. In situations requiring a Presidential Disaster Declaration, the State shall establish timely contact with FEMA for coordination activities. The State shall also prepare the documents required for the Governor's request for federal assistance.
- E. Subsequent to submission of the Governor's request for a major disaster declaration, Ky DES shall coordinate with FEMA Region IV for the evaluation of reported damages and assistance requested. This evaluation shall generally include scheduling FEMA (or other federal agency) field surveys of the affected areas. The Disaster Assistance Branch should ensure that responsible local officials are available to accompany survey teams to the areas of significant damages.
- F. If the declaration request is approved, the SCO is designated as the primary contact between the Federal Coordinating Officer (FCO), state and local officials. In this capacity, the SCO shall be responsible for coordination of all disaster assistance activities with FEMA on behalf of state and local governments. The SCO:
  - 1. Monitors program implementation,
  - 2. Monitors public information activities,
  - 3. Assures program compliance with federal rules and regulations.
- H. During the initial stages of post declaration activity, the SCO shall function in the Disaster Field Office to insure coordination with the FCO.

APPENDIX V-5  
DISASTER APPLICATION CENTERS

I. SITUATION AND ASSUMPTIONS

After a major disaster declaration has been requested by the Governor and declared by the President, FEMA, in conjunction with the state, is responsible for administering and coordinating assistance in the affected area.

II. MISSION

Federal assistance is designed to supplement the assistance efforts of state and local governments. In order to provide a variety of disaster assistance quickly and conveniently to individuals adversely affected by the disaster, Disaster Application Centers (DACs) are established throughout the area.

III. DIRECTION AND CONTROL

The Federal Coordinating Officer (FCO) is responsible for the coordination of all federal disaster assistance efforts in the affected area. He/she works closely with the State Coordinating Officer (SCO) to assure effective implementation of assistance programs. FEMA shall assume primary responsibility for DAC operations.

IV. CONCEPT OF OPERATIONS

A. In carrying out his/her responsibility for federal disaster assistance, the FCO is assisted by a staff of specialists. Included as principal staff officers on the FCO's staff are the Public Assistance Officer, the Civil Rights Compliance Officer and Individual Assistance Officer. The Individual Assistance Officer is directly responsible to the FCO for all matters relating to individual assistance, including the establishment, location and operation of Disaster Application Centers and mobile teams. The Disaster Application Center Manager works under the direction of the Individual Assistance Officer. The FCO and staff are usually located in the Disaster Field Office established to serve as the central management point for all federal disaster operations.

B. Tasks

1. Local government shall:

- a. Provide facilities and support for the centers,

- b. Provide receptionists at the centers.
- 2. State Government
  - a. DES shall:
    - 1) Identify Co-Managers for the centers;
    - 2) Identify people available to work as registrars at the centers if necessary;
    - 3) Coordinate state agency representation;
    - 4) Provide resources for map readers.
  - b. Cabinet for Human Resources shall provide support for:
    - 1) Individual Family Grant Program;
    - 2) Unemployment assistance,
    - 3) Food stamp assistance;
    - 4) Mental health/crisis counseling;
    - 6) Social Security Administration assistance.
  - c. Revenue Cabinet shall:
    - 1) Provide tax information assistance.
  - d. Department of Insurance shall:
    - 1) Provide advisory service regarding insurance claims.
  - e. Other state agencies may be required to provide DAC personnel for specific assistance to disaster victims.
- 3. Voluntary agencies may also operate from the DAC.
- C. The following assistance may be available through the DAC to disaster victims:
  - 1. Emergency needs. Immediate shelter, food, clothing and medical aid are provided by volunteer agencies such as the Red Cross, Salvation Army, Mennonite Disaster Service and other private relief agencies.



2. The temporary Housing Program can provide federal rental assistance to disaster victims whose verified uninsured losses or damages have a significant impact on safety, security, sanitation and habitability of a house.
  - 1) Damages and losses must be disaster related and have occurred within the incidence period. The amount of assistance provided is based on actual need for the size of the family.
  - 2) Homeowners can receive three months rental assistance with the possibility that assistance can be extended on a month to month basis. All applicants must provide proof that additional assistance is required.
  - 3) Renters can receive one month rental assistance with the possibility that assistance can be extended on a month to month basis. All applicants must provide proof that additional assistance is required.
3. Mortgage and rental assistance administered by Housing and Urban Development can be provided for up to one year for persons faced with loss of their residences because of disaster related hardships.
4. Disaster unemployment and job placement assistance for those who lost their job because of the disaster.
5. Distribution of food stamps to eligible victims by the U.S. Department of Agriculture through the state and county.
6. Disaster loans for refinancing, repair, replacement, or rehabilitation of damaged real and personal property not covered by insurance. There are several types:
  - a. Farmers Home Administration for farmers.
  - b. Small Business Administration for all other victims including home owners, businessmen, churches and certain nonprofit organizations.
  - c. Farmers Home Administration for agricultural enterprises which were a major source of employment, but which are no longer in substantial operation.

- d. Small Business Administration for industries and business which were a major source of employment but are not in substantial operation.
  - 7. Financial assistance from the Agricultural Stabilization and Conservation Service, U.S. Department of Agricultural, to farmers who perform emergency conservation measures on farm land damaged by the disaster in the form of a maximum 80% funding.
  - 8. Internal Revenue Service can provide tax assistance in computing credits based on disaster casualty losses.
  - 9. Veterans Administration assistance includes death benefits, pensions, insurance settlements and adjustments to VA insured home mortgages.
  - 10. Social security can provide assistance for recipients in expediting delivery of checks delayed by the disaster. Assistance can be provided in applying for disability, death and survivor benefits.
  - 11. Emergency assistance and services can be provided to families under the Social Security Act in the form of funds (up to \$500) for repair of homes owned by public assistance recipients, shelter and medical care.
  - 12. Legal services to low income individuals who are unable to secure such services.
  - 13. Individual and family grants can be utilized to meet unmet necessary expenses or serious needs of individuals or families affected by the disaster. This program is funded in part by the federal government and administered by the Commonwealth.
  - 14. Crisis counseling referrals to appropriate mental health agencies to relieve mental problems related to the disaster.
- D. All of the services listed above are not necessarily available in all cases even though the President may have declared an emergency or a major disaster. A major disaster or emergency declaration by the President does not automatically include all agencies with a disaster recovery mission.

E. DAC's shall be operated in accordance with FEMA Handbook for Disaster Application Center Managers (300.3 REV).

V. TABS

- V-5-1 Standard Operating Procedures for Establishment and Operation of a Disaster Application Center.
- V-5-2 Sample Disaster Application Center Floorplan and Flowchart.

TAB V-5-1  
STANDARD OPERATING PROCEDURES  
FOR ESTABLISHMENT AND OPERATION OF A  
DISASTER APPLICATION CENTER

I. PURPOSE

A Disaster Application Center (DAC) is a temporary operation at which victims can apply for available services to meet their disaster related needs. It is a one-stop center which centrally locates and provides to disaster victims the various forms needed to apply for state and federal assistance. The purpose of this Standard Operating Procedure (SOP) is to provide guidance to responsible state agencies and individuals in establishing and operating a DAC following a Presidential Disaster Declaration.

II. EVENTS PRIOR TO ESTABLISHMENT OF A DAC

A. Presidential Disaster Declaration.

B. Meetings:

- 1) Federal-State Coordination Meeting,
- 2) DAC Manager orientation,
- 3) Verifier training,
- 4) Applicant's briefing for local officials on the Public Assistance Program.

III. DAC MANAGER'S RESPONSIBILITIES

- A. There are two separate but equal levels of activity in DAC operations. The first level is management of the DAC, while the second level is management of the individual programs within the DAC. This SOP is designed for the management of the DAC. Management of the individual programs within the DAC may be found in the appropriate laws, regulations, policies and guidelines.
- B. Both the federal and state governments shall task an individual with DAC establishment and operation. The federal and state representatives shall be co-managers for DAC operations. In addition, the state co-manager shall be the primary contact for state agencies in the DAC.

C. ESTABLISHMENT OF A DAC

The DAC Managers shall be sent to the predetermined DAC location one day prior to the opening of the center. The managers shall be responsible for the following: (Tab V-5-2 contains a sample DAC configuration and processing flow chart)

- 1) Make contact with the building manager and secure keys to the building.
- 2) Designate adequate access for entering and exiting the building. Accessibility to the handicapped must be ensured.
- 3) If necessary, place signs to direct victims to the DAC.
- 4) Locate restroom facilities and place signs if needed.
- 5) Set up tables and chairs.
- 6) Assist in telephone installation if directed.
- 7) Request additional supplies if needed.
- 8) Set up an adequate waiting area for disaster victims.
- 9) Set up procedures for janitorial service.
- 10) If possible, contact local radio stations and newspapers to publicize DAC operations. The PIO at the DFO shall perform most PIO operations.
- 11) Conduct an orientation meeting for DAC personnel.
- 12) Be prepared to brief local, state and federal officials and the media if the PIO is unavailable.
- 13) Arrange for meal and break schedule with workers to ensure that stations are manned at all times.
- 14) Eating, drinking and smoking should be allowed only in designated areas.
- 15) Put up individual agency signs within the DAC.
- 16) Use locals in the DAC, if possible, as receptionists, client advocates, or for public relations liaisons.

D. OPERATION OF A DAC

Once the DAC is operational, the DAC Managers shall:

- 1) Act as liaison among the federal and state programs as they compete for space, materials, etc.
- 2) Route victims among the various agencies to keep an even flow to the agencies' representatives.
- 3) Ensure that the building and equipment are not abused.
- 4) Coordinate traffic control to and from the DAC in conjunction with local law enforcement officials.
- 5) Submit a daily situation report to the Individual Assistance Officer at the DFO.
- 6) Implement a numbering system which allows victims to return to their homes and yet retain their place in line if more people are awaiting disaster assistance than can be served in a specified time. All persons who have registered or in the process of registering by closing time shall be allowed to complete the DAC process. Others shall be given appointments for the next day.

E. CLOSING OF A DAC

Once the closing date of the DAC has been determined, the DAC Managers shall:

- 1) Inform the agency representatives in the center.
- 2) Advise the owners of the facility.
- 3) Post telephone numbers for appropriate agencies and the federal agencies' field or regional offices.
- 4) Take down signs directing people to the center.
- 5) Ensure the facility is in a "pre-DAC" condition. Make note of any damages.
- 6) Return keys to the owner of the facility.

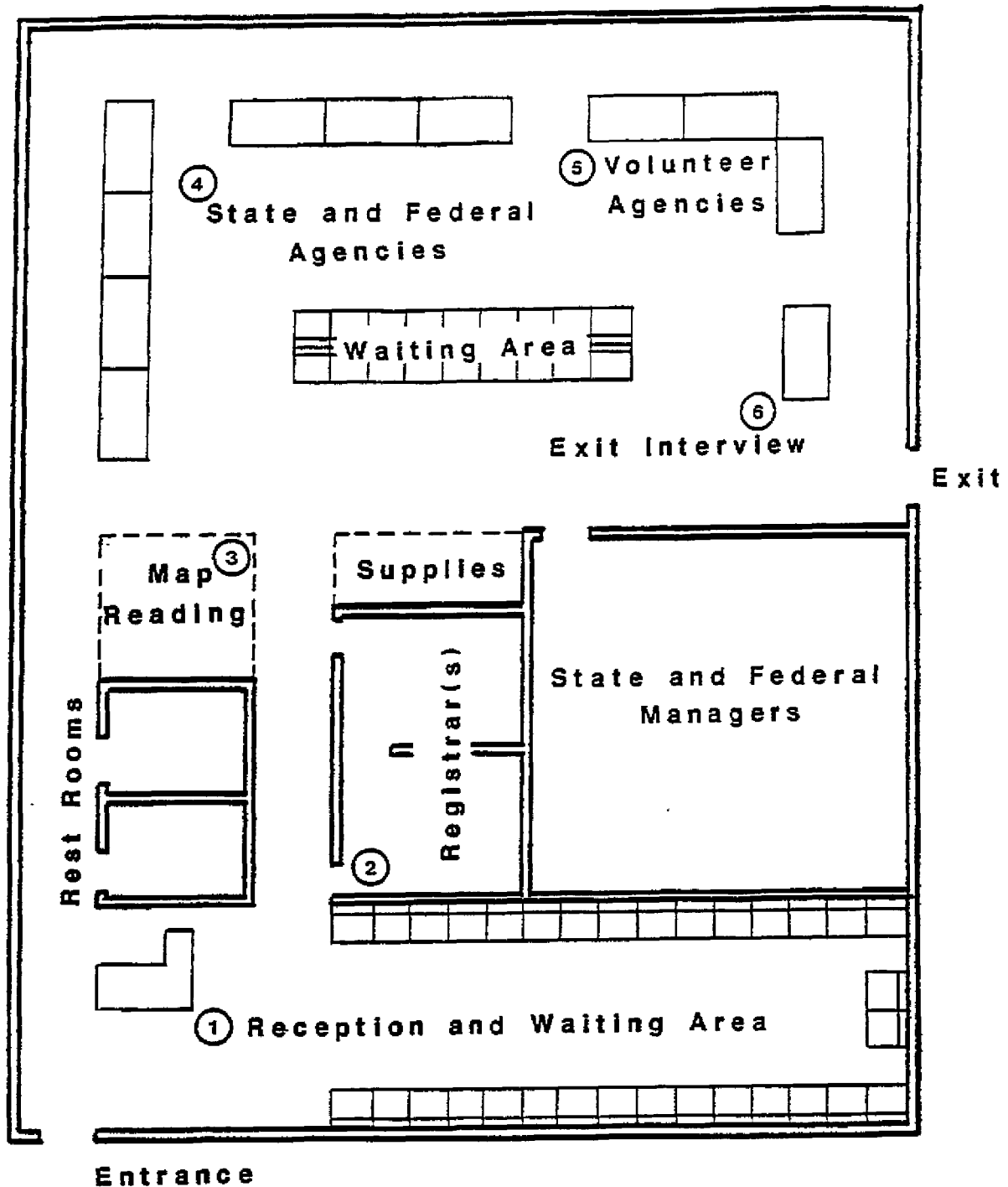
- 7) Return any borrowed tables, chairs, etc.
- 9) Contact local officials (County Judge/Executive and/or Mayor) and inform them of the DAC closure. Advise them to contact the DFO if they have questions and provide them with phone numbers that disaster victims can call for assistance and/or information.

F. GENERAL INFORMATION

- 1) DAC hours of operation shall normally be 9:00 a.m. to 6:00 p.m. except for Sundays when hours shall usually be 1:00-6:00 p.m.
- 2) DAC facilities have been pre-designated in all Kentucky counties. Pre-designation included screening to assure adequate access, floorspace, sanitation, etc. DAC Managers shall not be expected to find or select DAC facilities.
- 3) DAC Managers should always contact the County Judge/Executive and Mayor upon arriving and before departing the jurisdiction.
- 4) DAC Managers may also secure volunteer assistance from local individuals or groups, such as the County DES Coordinator, rescue squads, fire departments, church groups, social clubs and others.
- 5) DAC Managers should be aware of the need to recognize disaster victims who have serious mental problems because of the disaster. These people may need crisis counseling and should be identified at the DAC. Managers and workers should be prepared to face a variety of emotions in co-workers and registrants.
- 6) DAC Managers should not make predictions of eligibility to co-workers or registrants.

TAB V-5-2  
SAMPLE DISASTER APPLICATION CENTER FLOORPLAN  
AND FLOWCHART

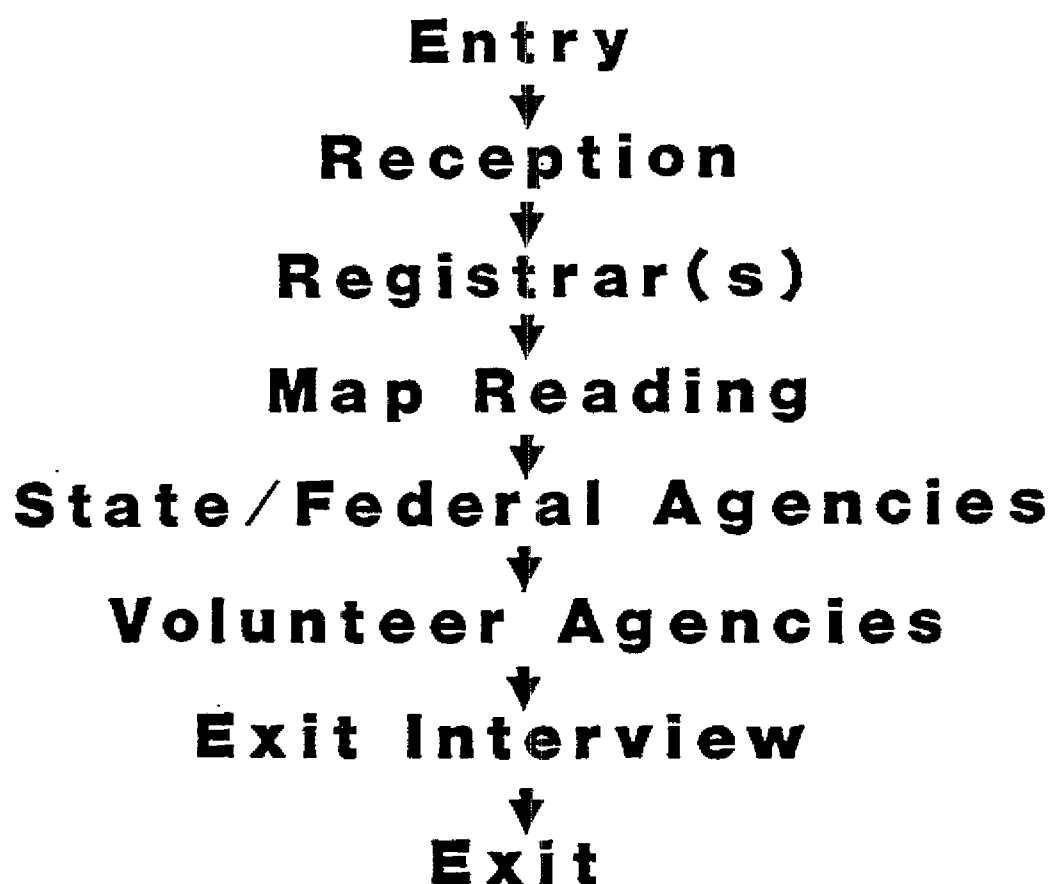
## Sample DAC Configuration



○ = Order Of Applicant Processing



# **Disaster Application Center Flowchart**



APPENDIX V-6  
INDIVIDUAL AND FAMILY GRANT PROGRAM

I. SITUATION AND ASSUMPTIONS

Individuals and families may be financially unable to meet necessary expenses or serious needs as a result of a major disaster. Federal law authorizes grants up to \$11,500 to disaster victims with disaster related expenses and needs which cannot be met through other available assistance.

II. MISSION

To provide financial assistance to those individuals and families unable to meet disaster related necessary expenses and/or serious needs following a Presidential Disaster Disaster.

III. DIRECTION AND CONTROL

The Individual Assistance Officer in Ky DES is responsible for administering and coordinating the Individual and Family Grant Program. Volume Two of the State Emergency Operations Plan contains the State Administrative Plan for this program.

IV. CONCEPT OF OPERATION

- A. The Individual and Family Grant Program (IFGP) can currently provide grants up to \$11,500 to individuals and families adversely affected by a major disaster. The maximum grant is based on the Consumer Price Index and is subject to change annually. A grant may be awarded to enable individuals and families to meet their disaster related serious needs and necessary expenses when they are unable to meet such expenses or needs through other means.
- B. The Governor expresses the intent to implement the IFGP when requesting a Presidential Disaster Declaration, or within seven days of requesting a declaration. The program can not be implemented until the State Administrative Plan has been approved by FEMA.
- C. The funding formula is 75% federal and 25% state. The State can request up to 5% administrative reimbursement. Documentation shall be provided to substantiate administrative expenses.
- D. The IFGP is not intended to meet all disaster related losses, nor is it designed to purchase nonessential, luxury, or decorative items. IFGP does not

return recipients to pre-disaster status, nor does the program provide assistance for verified pre-existing conditions.

- E. Applicants with housing, personal property, or transportation needs must first apply to the Small Business Administration (SBA) and be declined a disaster loan prior to becoming eligible for the IFGP. If an applicant refuses SBA consideration, he/she is ineligible for the IFGP.
- F. Applications shall not be taken from individuals who have insurance coverage on their disaster related damages and losses until after the applicant has settled his/her insurance claim. Recipients must purchase and maintain a minimum amount of flood insurance if the property is in a flood zone. If the applicant lives in a flood zone, and suffers a loss, and the jurisdiction does not participate in the National Flood Insurance Program (NFIP), a grant can not be awarded until the jurisdiction is in the NFIP. A jurisdiction has six months from the declaration date to join the NFIP.
- G. Eligible needs include:
  - 1. Housing,
  - 2. Personal property,
  - 3. Transportation,
  - 4. Medical and dental,
  - 5. Funeral and burial,
  - 6. Cost of required estimates,
  - 7. Flood insurance,
  - 8. Other.
- H. The IFGP is not intended to:
  - 1. Provide assistance for needs met by other sources.
  - 2. Return the recipient to pre-disaster condition.
  - 3. Replace all losses.
  - 4. Provide for pre-existing needs or debts.
  - 5. Provide assistance for business losses.
  - 6. Improvements or additions to property.

7. Landscaping.
  8. Recreational property.
  9. Non-essential stored items.
  10. Gardens.
  11. Non-essential luxury and/or decorative items.
- I. IFGP is available in jurisdictions which have been declared a major disaster area by the President. The disaster may be the result of tornadoes, flooding, high winds, storms, fire, explosions, or other hazards.
- J. There are certain eligibility rules that must be met in order to qualify for the IFGP. Some of these rules are:
1. Applicants for assistance with housing, personal property and/or transportation needs must request assistance for a low interest loan from the Small Business Administration.
  2. Insurance claims must be filed.
  3. If certain types of assistance are requested for families living in the floodplain, a Floodplain Management Review must be performed.
  4. Applicants should accept other assistance offered. If other assistance is refused, IFGP shall not provide assistance for the refused items.
  5. Applicants must allow an inspector to visit the damaged property and make a report.
  6. Applicants must provide any information needed for the case within 30 days of the request. This may include proof of ownership, bills and/or receipts.
  7. Applicants must agree to buy and maintain a minimum amount of flood insurance if all of the following are applicable:
    - a. Damage is due to flooding,
    - b. The residence is in the flood plain,
    - c. Assistance for the house and/or personal property is requested,

8. If a grant recipient is required to purchase a minimum amount of flood insurance, he/she is required to maintain that amount for three years. The first year's premium is provided in the grant award; the grant recipient is responsible for paying the premium the following two years.
9. Applicants must agree to spend grants only for approved items in approved categories and keep receipts for all expenditures for three years. Repayment of the grant shall be required if the funds are incorrectly utilized.
- K. Most applications are accepted in a Disaster Application Center; however, applications may also be accepted over a Disaster Hotline. Applications for IFGP are accepted for 90 days after a disaster is declared. However, if an application for IFGP is filed after the 60th day it is considered a late application. Late applications can be approved only if extenuating circumstances caused the late application.
- L. After all information needed to process an application is received, a specially trained panel determines eligibility. If an applicant disagrees with the panel's decision an appeal can be filed. Appeals must be filed within sixty days from the date of eligibility notification.

#### V. ADMINISTRATIVE SUPPORT

Administrative support shall be provided by Ky DES and/or other state agencies as appropriate.

#### VI. GUIDANCE DOCUMENTS

##### A. Federal

1. Public Law 93-288, as amended by Public Law 100-707:
  - a) Section 411, Individual and Family Grant Program;
  - b) Section 401(b), Procedures;
  - c) Section 308, Non-discrimination in Disaster Assistance;
  - d) Section 312, Duplication of Benefits;
  - e) Section 313, Reviews and Reports;

- f) Section 314, Criminal and Civil Penalties.
  - 2. Public Law 93-234, Flood Disaster Protection Act of 1973.
  - 3. Executive Order 11988, Flood Plain Management.
  - 4. Executive Order 11990, Protection of Wetlands.
  - 5. FEMA Handbook, Individual and Family Grant Program.
  - 6. FEMA Handbook, Duplication of Benefits.
  - 7. FEMA Handbook, Floodplain Management.
- B. State
- 1. KRS 39.400-490.
  - 2. Governor's Executive Order.
  - 3. IFGP State Administrative Plan.

APPENDIX V-7  
PUBLIC ASSISTANCE PROGRAM

I. SITUATION AND ASSUMPTIONS

The Public Assistance Program authorized by Public Law 93-288 as amended is a disaster recovery program through which the federal government supplements the response and recovery efforts and resources of state and local jurisdictions by providing grant assistance for eligible work, permanent repair, restoration, and/or replacement of public and designated private non-profit facilities.

II. MISSION

To provide financial assistance to state and local governments and designated private non-profit organizations to supplement efforts and resources for eligible projects. Volume Two of the State Emergency Operations Plan contains the State Administrative Plan for this program.

III. DIRECTION AND CONTROL

- A. Local jurisdictions are the first line of response and recovery to major emergencies and disasters. State and federal government agencies shall provide assistance only when local government and other resources in the jurisdiction are inadequate to recover from a major disaster or emergency. Local governments and eligible private organizations through their designated Applicant's Agent should plan and coordinate the supplemental assistance provided by the Public Assistance Program.
- B. The Governor's Authorized Representative (GAR) shall coordinate with the Federal Coordinating Officer, state agencies and local governments in the response and recovery from a major emergency or disaster. The GAR:
  - 1. Reviews and approves applications prepared by other agencies, before forwarding them to FEMA for review and approval;
  - 2. Administers the program in accordance with the State Administrative Plan and federal regulations;
  - 3. Prepares and maintains the State Administrative Plan;

4. Prepares the Governor's request for federal assistance;
  5. Trains and supervises program staff;
  6. Ensures applicant awareness of program assistance;
  7. Schedules and conducts applicant briefings;
  8. Provides state support for survey activities;
  9. Disburses funds and maintains accountability;
  10. Requests and responds to inspections and audits;
  11. Completes program closure requirements.
- C. The FEMA Regional Director is responsible to the FEMA Director for all regional programs and other delegated authorities and responsibilities. The Regional Director is responsible for the Public Assistance Program under Public Law 93-288, as amended, as a result of a Presidential declaration to a major emergency or disaster.
- D. The Federal Coordinating Officer (FCO) is responsible for the following:
1. Making the initial appraisal of the types of recovery assistance most urgently required;
  2. Establishing Disaster Field Offices;
  3. Coordinating the administration of recovery operations;
  4. Taking such other actions, consistent with delegated authority and federal law, deemed necessary to assist citizens and government agencies.
- E. The FCO, cooperating with the SCO, shall establish Disaster Field Office(s) at a location(s) most convenient for the administration and coordination of the federal emergency or major disaster assistance effort.

#### IV. CONCEPT OF OPERATIONS

- A. The types of funding options under the Public Assistance Program are explained in Tab V-3-1.



B. Projects under the Public Assistance Program are divided into two types: Emergency Work and Permanent Work.

1. The two categories of Emergency Work are Category A-Debris Removal and Category B-Emergency Protective Measures.

a) Category A-Debris Removal gives priority to debris and wreckage clearance immediately necessary to save lives, to protect public health and safety, or to provide access for restoring essential public services.

b) Category B-Emergency Protective Measures must be immediately necessary to save lives or to protect public health and safety, or to protect property. Category B also includes the special types of work in the form of emergency communications and emergency public transportation.

2. Permanent work eligible under the Public Assistance Program includes repairing, restoring, reconstructing, and/or replacing eligible facilities on the basis of the design of the facilities as they existed immediately prior to the disaster in conformity with applicable standards.

a) Categories of Permanent Work:

1) Category C - Road or Street Facilities,

2) Category D - Water Control Facilities,

3) Category E - Public Buildings and Related Equipment,

4) Category F - Public Utilities,

5) Category G - Facilities Under Construction,

6) Category H - Private Non-Profit Facilities,

7) Category I - Other.

#### V. ADMINISTRATIVE SUPPORT

Administrative support for the Public Assistance Program shall be provided by KyDES.

VI. GUIDANCE DOCUMENT

Public Assistance Program State Administrative Plan.

APPENDIX V-8  
HAZARD MITIGATION GRANT PROGRAM

I. SITUATION AND ASSUMPTIONS

- A. The Hazard Mitigation Grant Program (HMGP) can provide matching funds (50% federal, 12% state and 38% local) to state and local governments, and certain private nonprofit organizations and institutions, for immediate and long term hazard mitigation measures following a Presidential Disaster Declaration.
- B. The HMGP is administered by Ky DES with final approval of projects and technical support from the FEMA regional office.
- C. To qualify for funding, a county, city or community must be included in the disaster declaration. If the community is unincorporated, the county shall act as the applicant.

II. MISSION

To reduce the risk of future damages and losses as a result of major disasters by providing substantial financial support to implement cost-effective hazard mitigation measures.

III. DIRECTION AND CONTROL

The State Hazard Mitigation Officer is responsible for administrating and coordinating the HMGP and State Hazard Mitigation Program. Volume Two of the State Emergency Operations Plan contains the State Administrative Plan for this program.

IV. CONCEPT OF OPERATIONS

- A. The HMGP has the following objectives:
  - 1. To prevent future losses of lives and property due to disasters;
  - 2. To implement state and local hazard mitigation plans;
  - 3. To enable mitigation measures to be implemented during the immediate recovery period;
  - 4. To provide funding for previously identified mitigation measures that benefit the disaster area.

- B. Eligible applicants are:
1. State and local governments,
  2. Certain private nonprofit organizations or institutions,
  3. Indian tribes or authorized tribal organizations and Alaska native villages or organizations.
- C. The HMGP can be utilized to fund projects to protect either public or private property. Examples of projects include:
1. Structural hazard control, such as debris basins or floodwalls.
  2. Retrofitting, such as floodproofing to protect structures from future damages.
  3. Acquisition and relocation of structures from hazard prone areas.
  4. Warning systems and accompanying disaster preparedness and mitigation plans to protect communities from loss of life and property.
  5. Development of state or local standards to protect new and substantially improved structures from damages.
- D. A Letter of Intent for a proposed project must be submitted to Ky DES from the appropriate jurisdiction within 60 days of being included in the original disaster declaration. The application must be submitted within 60 days after the due date of the Letter of Intent.
- E. The Hazard Mitigation Grant Program Administrative Plan governs how the projects are selected for funding. Proposed projects must meet certain minimum criteria which is designed to insure that the most cost effective and appropriate projects are selected for funding. Both federal law and regulations require that the projects are part of the overall mitigation strategy for the disaster area.
- F. It is the responsibility of the State Hazard Mitigation Team to select and prioritize projects to be submitted to FEMA for funding. The team is designated/appointed by state agencies having hazard mitigation responsibilities and experience.
- G. Each application shall be reviewed for eligibility

in accordance with the criteria contained in the Hazard Mitigation Grant Program State Administrative Plan and State Hazard Mitigation Plan. It is the responsibility of the State Hazard Mitigation Team to select and prioritize projects to be submitted to FEMA for funding. The State Hazard Mitigation Officer shall serve as the coordinator of the state team. The State Hazard Mitigation Team also serves, as appropriate, as technical advisors to the State Hazard Mitigation Officer and applicants in preparing detailed or technical information that may be required before project submission to FEMA or for the administration of the program.

V. ADMINISTRATIVE SUPPORT

Administrative support shall be provided by Ky DES and/or other state agencies as appropriate.

VI. GUIDANCE DOCUMENTS

- A. Hazard Mitigation Grant Program State Administrative Plan.
- B. Local Hazard Mitigation Program Handbook.
- C. Hazard Mitigation Grant Program Handbook.
- D. Hazard Mitigation Grant Program Administration Handbook.

APPENDIX V-9  
STATE DISASTER SERVICE CENTERS

I. SITUATION AND ASSUMPTIONS

Disaster incidents not declared for federal assistance will be evaluated to determine the need to operate a state Disaster Service Center (DSC) in the affected area. It is not expected that every incident or disaster will result in the opening of a DSC. When circumstances warrant, the Kentucky Division of Disaster and Emergency Services (KyDES) is responsible for coordinating with other state agencies, local governments and volunteer organizations to provide assistance in the affected area.

II. MISSION

A coordinated effort will be made to provide assistance from every available public and private resource. In order to provide a variety of disaster assistance quickly and conveniently to individuals adversely affected by the disaster, a state Disaster Service Center will be established in or near the affected area. The DSC is established to provide a central location where victims of the disaster can obtain information about available assistance. Co-locating all sources of aid will simplify the disaster victim's task of seeking information and assistance.

III. DIRECTION AND CONTROL

The Executive Director of KyDES, at the direction of the Governor, is responsible for the coordination of all disaster assistance efforts in the affected area. He/she will work closely with the Disaster Assistance Branch and other agencies and organizations to assure effective implementation of assistance programs. KyDES will assume primary responsibility for Disaster Service Center operations.

IV. CONCEPT OF OPERATIONS

In carrying out his/her responsibility for coordinating available disaster assistance, the Executive Director will be assisted by KyDES staff. The Assistant Director for Support and the Disaster Assistance Branch will be directly responsible to the Executive Director for all matters relating to the coordination of assistance, including the establishment, location and operation of the Disaster Service Center. Area Coordinators will work with local DES officials to identify facilities that can be used as DSCs. The Public Information Officer (PIO) for KyDES will develop news releases and other public information materials and will coordinate their release with local

officials. KyDES and local government personnel will be positions of center manager, assistant manager, public information officer, registrar, exit interviewer and receptionist. Other state agencies, local government and volunteer organizations will provide personnel to serve as program representatives of their respective organizations.

#### V. RESPONSIBILITIES OF LOCAL GOVERNMENT

Local governments will coordinate with local non-profit service agencies to provide services and support to disaster victims. Local governments will also assume the following responsibilities in the operations of the Disaster Service Center:

- A. Provide facilities and support (i.e., phone services, copy machines, etc.);
- B. Provide security;
- C. Assist in traffic control;
- D. Assist in disseminating information pertaining to location, dates, time, purpose of the center;
- E. Provide receptionist.

#### VI. RESPONSIBILITIES OF STATE GOVERNMENT AGENCIES

At the direction of the Governor, the following state agencies may be directed to provide staff support, services and resources upon the occurrence of a disaster and during the implementation of a Disaster Service Center. Additional support, services and/or resources may be utilized at the Governor's discretion. In addition, state agencies not listed may be directed to provide support.

##### A. Department of Military Affairs (Kentucky National Guard)

Provide support to state and local agencies in disaster and emergency operations by removing debris, opening roads, and providing security. Other services may be provided as needed.

##### B. Kentucky Division of Disaster and Emergency Services

1. Serve as lead agency in coordinating response and recovery efforts with state and local agencies and volunteer organizations;

2. Identify facilities to be used as Disaster Service Centers in conjunction with local DES officials;

3. Provide staff to serve as DSC manager, DSC assistant manager, PIO, registrars and exit interviewers;

4. Assign staff to serve as legislative liaison regarding disaster activities;

5. Prepare flyers, press releases and other public information materials concerning DSC operations and assist local government in disseminating information.

C. Kentucky Housing Corporation (KHC)

1. Provide grants and/or low interest loans to KHC eligible disaster victims to repair or replace damaged homes;

2. Provide loan funds to purchase land and develop sites, to include water, electrical and sewage systems;

3. Provide assistance in locating/obtaining rental housing.

D. Department of Local Government

1. Assist in making application for funds to purchase building sites, to construct homes, and to repair damaged homes;

2. Assist in making application for funds for site development to include water, sewage and electrical systems.

E. Cabinet for Human Resources

1. Provide for public health and medical services, to include mental health/crisis counseling;

2. Assist in replacing lost food stamps and/or agency benefit checks;

3. Distribute information regarding well water purification.

F. Transportation Cabinet

1. Coordinate state's transportation resources;

2. Provide personnel and equipment to remove debris and to repair roads and bridges.

G. Natural Resources and Environmental Protection Cabinet



1. Provide emergency environmental technical services such as surveying property, reading flood maps to determine flood zones, issuing building permits, assisting in waste water disposal and assisting in the location of sites for waste disposal;

2. Provide Community Flood Damage Abatement Program (CFDAP) funding as monies are made available;

3. Provide information concerning the National Flood Insurance Program (NFIP).

#### H. Revenue Cabinet

Provide tax advice and assist disaster victims in replacing lost tax forms, extending filing deadlines and amending tax forms.

#### I. Department of Insurance

Provide general insurance information and counsel to disaster victims experiencing problems with insurance settlements.

#### J. Attorney General

1. Provide advice to disaster victims regarding consumer protection issues;

2. Investigate reports of price gouging.

#### K. Kentucky Bar Association

Assist disaster victims in deed transfers and replacing lost deeds, wills and other legal documents.

### VII. VOLUNTEER/PRIVATE RELIEF ORGANIZATIONS

Various volunteer and private relief organizations will act in close cooperation with state and local governments to provide emergency and long term recovery. Assistance provided includes, but may not be limited to, temporary housing, repairing and replacing damaged homes, essential household furnishings, food, clothing and medical needs. These organizations include, but are not limited to, the American Red Cross, Salvation Army, Kentucky Baptist Convention, Kentucky Council of Churches, and Seventh Day Adventists.

### VIII. TABS

- V-9-1 Standard Operating Procedures for Establishment and Operation of a State Disaster Service Center.
- V-9-2 Sample Disaster Service Center Floorplan and Flowchart.