

ANNEX N

ESF 14: LONG-TERM COMMUNITY RECOVERY AND MITIGATION

PROMULGATION STATEMENT

Transmitted herewith is the ESF –14: Long-Term Community Recovery and Mitigation Annex to the Caddo Parish Emergency Operations Plan (EOP). This annex supersedes any previous Annex promulgated for this purpose. It provides a framework in which Caddo Parish and its political subdivisions can plan and perform their respective functions during an emergency when EOC activation is necessary.

This annex is in accordance with existing federal, state, and local statutes and understandings of the various departments/agencies involved. It has been concurred by the Caddo Parish Sheriff’s Office of Homeland Security and Emergency Preparedness (OHSEP), Louisiana Governor’s Office of Homeland Security and Emergency Preparedness and the Federal Emergency Management Agency. All recipients of this annex are requested to advise Caddo Parish OHSEP as to changes that might result in its improvement or increase its usefulness.

This annex will be annually reviewed by the Caddo Parish OHSEP Deputy Director.

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ESF-14: Long-Term Community Recovery and Mitigation

I. PURPOSE AND SCOPE

ESF 14 is concerned with long-term policies and programs for community recovery, mitigation and economic stabilization. This ESF provides for the recovery of the parish from the long-term impacts and consequences of emergencies and disasters. The ESF addresses the stabilization of the parish and local economies and measures taken to reduce or eliminate risk from future emergencies and disasters, wherever possible. It follows procedures outlined in the Disaster Recovery Manual as recommended by the Louisiana Governor's Office of Homeland Security and Emergency Preparedness - Disaster Recovery Division.

II. SITUATIONS AND ASSUMPTIONS

This section of the annex identifies broad considerations that planning team members must address and agree upon before developing any specific details of long-term recovery and mitigation planning for the community. These issues must be addressed first because they form a foundation for the long-term recovery and mitigation planning effort. The situations section identifies the disaster circumstances that the community might expect to experience. The assumptions are related to the situations and define the scope of the resource base that a community must be prepared to provide to meet its anticipated long-term recovery and mitigation responsibilities.

A. Situation

1. Most hazardous events have the potential for causing extensive property damage. In the event that such damage occurs, a planned damage assessment procedure is essential for response and recovery operations. Damage assessment operations will be integrated with recovery operations
2. During the recovery phase of a disaster, the affected jurisdiction will conduct a systematic analysis of the nature of the damage to public and private property, which estimates the extent of such damage based upon actual observation and inspection. Damage assessment will be performed on an urgent basis to provide an initial estimate of damage and set the stage for short-term stabilization and long-term recovery.
3. When a disaster occurs of such magnitude that it could result in a Presidential Declaration, a damage assessment of public and private property is required for the parish and all of its political subdivisions to determine the extent of damage. This information will provide a basis for the determination of actions needed, the establishment of priorities, the allocation of local government resources in the disaster area during the early stages of the recovery effort, and what, if any, outside assistance will be required.

B. Assumptions

1. The timely and accurate assessment of damage to public and private property will be of vital concern to local officials following a disaster. This will have great bearing upon the manner in which recovery is affected in the community.
2. Pre-arranged teams of local resource personnel will assess damage.
3. If promptly implemented, this plan can expedite relief and assistance for those adversely affected.
4. The specific actions that need to be taken for long-term recovery and mitigation will be based on damage assessment.
5. Assistance from the State and Federal agencies will be available when requested.

III. CONCEPT OF OPERATIONS

A. General

1. The ultimate responsibility for long-term recovery and mitigation lies with local government.
2. Extensive damage assessment is a necessary part of most recovery grant and aid programs at the state and federal levels.
3. Local government will have to identify and train long-term recovery and mitigation personnel.
4. Qualified, trained local teams will conduct damage assessment.

B. Phases of Emergency Management

1. Mitigation (Prevention)

- a. Develop and enforce adequate building codes.
- b. Develop and enforce adequate land-use regulations.
- c. Participate in hazard mitigation survey and identify potential hazard zones.
- d. Discourage development in hazard zones.
- e. Develop a public information program to alert citizens to the need for flood insurance.
- f. Develop post-disaster zoning and land use ordinances and regulations as required.
- g. Develop post disaster mitigation plans as needed.

2. Preparedness

- a. Select and train personnel on long-term recovery and mitigation plans, procedures and activities.
- b. Determine the types of available assistance from higher levels of government and procedures for obtaining them.
- c. Maintain pre-disaster maps, photos, and other documents.
- d. Conduct long-term recovery and mitigation exercises.
- e. List critical facilities requiring priority of restoration and mitigation.
- f. Review procedures and forms for requesting long-term recovery

- and mitigation assistance from higher levels of government.
- g. Identify nonprofit organizations, trade organizations, and professional people who can provide assistance.
- h. Maintain the Caddo Hazard Mitigation Plan.

3. Response

- a. Coordinate long-term recovery process with damage assessment activities.
- b. Designate a local disaster recovery coordinator.
- c. Maintain awareness of all damage information and reports.
- d. Begin the long-term recovery and post disaster mitigation planning processes.

4. Recovery

- a. Monitor damage assessment activities including the submission of the Preliminary Damage Assessments (PDA) to GOHSEP.
- b. Establishing priorities for emergency repairs to buildings, roads and/or bridges.
- c. Evaluate the need for post-disaster zoning and land use ordinances and regulations.
- d. Coordinate recovery operations with state and Federal agencies by performing the following:
 - i. Attend public assistance briefing.
 - ii. Submit Request for Public Assistance (FEMA Form 90-49) – available on the GOHSEP Web site: <http://199.188.3.91>
 - iii. Designate applicant’s authorized agent.
 - iv. Read FEMA handbooks distributed at briefing.
 - v. Prepare maps showing disaster damage locations and document with photographs (and video tapes, if possible).
 - vi. Sign and forward Project Worksheet, FEMA Form 90-91 and retain a copy. NOTE: Applicant should keep ALL original paperwork.
 - vii. Follow up with governor’s authorized representative to obtain DSR copy after FEMA action.
 - viii. Submit Insurance Commitment (FEMA 90-44), if required.
 - ix. Review FEMA Handbook for Applicants (DR&R-1).
 - x. Select funding options if other than small project grants.
 - xi. Submit Preliminary Damage Assessment (PDA) information, as requested.
 - xii. Submit affected jurisdiction’s budget information.
 - xiii. Review FEMA Documenting Disaster Damage Handbook (DR&R-7).
 - xiv. Submit project listing if small project grant.
 - xv. Follow eligibility regarding categorical or flexibly funded grant.
 - xvi. Maintain adequate documentation for costs on each project.

- xvii. Observe FEMA time limitations for project completions.
- xviii. Review final inspection of completed work or provide appropriate certificates.
- xix. Submit final claim for reimbursement.
- xx. Assist in required state audit.
- xxi. Consult with governor's authorized representative for assistance.
- xxii. Adjust the activities and process outlined above as required to meet current state and Federal rules, regulations and guidelines.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

This section of the long-term recovery and mitigation annex takes the operational considerations detailed above and recasts them as specific duties and responsibilities for designated local government departments and supporting agencies.

The task assignments detailed below are extensive but certainly not exhaustive. Items may be added or deleted depending on the nature of the emergency.

A. Caddo Parish OHSEP

Caddo OHSEP is responsible for the development of a long-term recovery and mitigation annex and should receive support from city and parish governmental units, non-profit organizations and disaster support services (i.e., American Red Cross). Caddo OHSEP has overall direction and control of long-term recovery and mitigation for Caddo Parish and its municipalities, to include:

1. Discourage development in hazard zones.
2. Develop public information and education programs.
3. Train personnel in long-term recovery and mitigation techniques.
4. Maintain pre-disaster maps, blueprints, photos and other documents.
5. Make a list of critical locations requiring priority repairs, if damaged.
6. Perform long-term recovery and mitigation activities, as necessary, during emergency conditions.
7. Identify non-governmental groups that could assist.

B. Disaster Recovery Coordinator

The Disaster Recovery Coordinator will locate in an EOC and direct disaster recovery operations. He will be responsible to the Caddo OHSEP Director for the recovery operations. He will also:

1. Assist the OHSEP Director and those from other agencies that are involved in recovery operations in establishing a sequence of repairs and priorities for restoration of affected area.
2. Monitor the disaster assessment process.
3. Collect, report, and maintain estimates of expenditures and obligations as required.

4. Correlate and consolidate all expenditures for submission to GOHSEP.
5. Solicit cooperation from local companies (appraisers, contractors, utilities, etc.), and local representatives of support agencies such as Red Cross, fire departments, etc. to assist in the recovery process.
6. Conduct long-term recovery and mitigation training programs.
7. Maintain a list of critical facilities (public buildings, streets, bridges, etc.) requiring priority repairs, if damaged.

C. Parishes and Municipalities

1. Maintain accurate records of funds, materials, and man-hours expended as a direct result of the disaster.
2. Evaluate the need for post-disaster zoning and land use ordinances and regulations.

D. City/Parish Engineer's Office

1. Provide maps, blueprints, etc., as requested.
2. Provide technical assistance in planning and operations, as required.

E. Tax Assessor's Office

1. Maintain pre-disaster maps, blueprints, photos and other documents for structural damage.
2. Make a list of critical structures requiring priority repairs, if damaged.
3. Collect information about structural damage.
4. Use damage information to revise property records.

F. Code Enforcement Offices

1. Analyze hazardous zones.
2. Develop and enforce building codes and land-use regulations.
3. Determine unsafe structures.
4. Review building codes and land-use regulations for possible improvements.

G. Public Works/Utilities

1. Maintain maps and other documents relating to water and sewerage lines and other utilities.
2. Make a list of critical facilities under the jurisdiction of this department requiring priority repair(s), if damaged.
3. Assist in long-term recovery and mitigation operations, as directed.
4. Post unsafe and/or unusable buildings, road or bridges.

H. Community Nonprofit Agencies

1. Advise and assist in recovery operations as needed.
2. Advise about shelter, housing and meeting other human needs.

I. Private Utilities

1. Provide information about locations of power, natural gas, telephone

- facilities and lines.
2. Evaluate how damage to facilities and lines impact recovery operations.

J. Other Agencies

The Louisiana Governor’s Office of Homeland Security and Emergency Preparedness can assist in preparing disaster assistance requests and in coordinating outside assistance.

V. DIRECTION AND CONTROL

This section provides guidance to Caddo Parish OHSEP for the overall management of the plan. The direction and control section should be viewed as the source of command responsibilities within specific levels of government, detailing use of the Emergency Operations Center (EOC), and the communication and coordination of decisions with all concerned elements of operation.

1. Caddo OHSEP is responsible for developing long-term recovery and mitigation programs.
2. The Disaster Recovery Coordinator is a member of the EOC team and is responsible for overseeing the training of personnel and maintenance of corresponding equipment.
3. The direction and control of the entire recovery effort will originate in the EOC.
4. All departments will provide resources and personnel to support recovery operations, as requested.
5. Personnel from operating departments assigned recovery operation responsibilities will remain under the control of their own departments but will function under the technical supervision of the Disaster Recovery Coordinator under disaster conditions.

VI. CONTINUITY OF GOVERNMENT

In the event that an official charged with participating in recovery operations is unable to perform, the lines of succession to each department or agency will be followed in accordance with the standard operating guideline (SOG) of same.

VII. ADMINISTRATION AND LOGISTICS

This section specifically addresses management of resources, general support requirements, and availability of services and support. Statements made establish policy for obtaining and using facilities, material, services and other requirements for recovery operations. Specific areas addressed are described below:

A. Forms and Record Retention

Field reporting forms and all necessary federal disaster reporting forms and guidance are located in the Caddo EOC and distributed when necessary. Copies of all documentation must be retained for record keeping purposes.

B. Communication Needs and Systems

The communications coordinator in the EOC will provide mobile communications equipment for recovery operations, if possible. All local government units with mobile communications capabilities will provide backup communications for recovery operations.

C. Agreements and Understandings between Local Government and Private Organizations

Records will be kept of all arrangements to use non-government personnel to perform damage assessment functions.

D. Release of Information

All damage reports and assessments are public documents. Copies should be made available to citizens who request them. Procedures should be specified for enabling review of these documents by private citizens.

E. Preservation of Historical Documents

Recovery operations in and around designated historical sites must conform to existing FEMA guidelines.

F. Environmental Protection

Recovery operations will conform to all existing state and federal laws and regulations concerning environmental impact.

VIII. AUTHORITIES AND REFERENCES

A. Authorities

See Basic Plan.

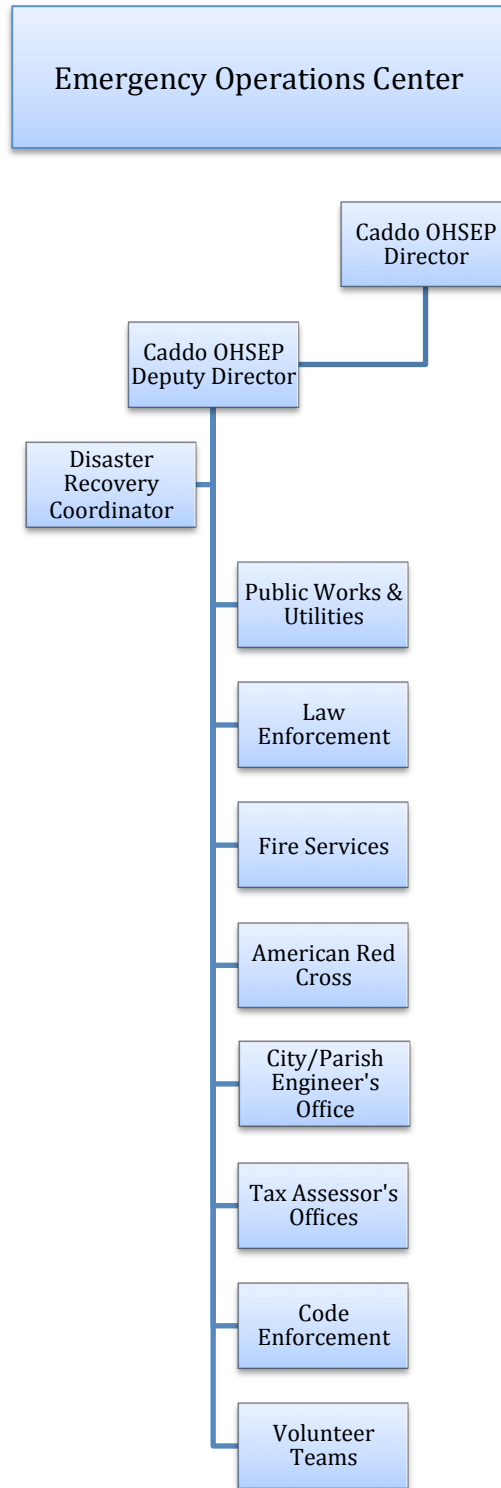
B. References

1. Caddo Parish Hazard Mitigation Plan
2. Federal Emergency Management Agency. Community Disaster Loan Handbook Pursuant to P.L. 93-288. DR & R-5, Washington: FEMA, January 1981.
3. Federal Emergency Management Agency. Digest of Federal Disaster Assistance Programs. DR & R-9, Washington: FEMA, June 1980.
4. Federal Emergency Management Agency. Eligibility Handbook Pursuant to P.L. 93-288. DR & R-2, Washington: FEMA, July 1981.
5. Louisiana Office of Homeland Security and Emergency Preparedness. Disaster Recovery Manual. Disaster Recovery Division, Baton Rouge: LOEP, June 3, 1992. Revised January 1, 1999.

IX. APPENDICES TO ANNEX N

1. Organization Chart
2. Disaster Recovery Process for Public Assistance
3. Glossary of Terms

Appendix 1 – Organizational Chart



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Appendix 2 – Disaster Recovery Process for Public Assistance

I. GENERAL

This handbook (appendix) was developed to provide easy to follow instructions on how to apply for Public Assistance (Government Response & Recovery) grants. Numerous applicants, state emergency managers and federal public assistance staff requested a handbook to help walk applicants through the procedures and forms necessary to receive money for damages sustained as a result of a Presidential declared disaster. The intent of this handbook (appendix) is to do just that.

The applicant must play an active role throughout the disaster recovery process. It is the federal government's belief that local governments are in the best position to identify and prioritize local needs and that the federal government, in concert with state partners, can better serve local governments by providing technical and financial assistance to meet those needs.

To participate fully, local governments must be able to develop accurate and complete scopes of work and cost estimates. This handbook (appendix) is a tool to help accomplish this task. It will also help applicants understand what technical assistance is available and how it may be obtained.

Applicants are responsible for maintaining their project records according to the program requirements. Only minimal documentation is required to be collected and retained by FEMA. Guidelines for organizing and maintaining documentation are provided in this appendix.

Recovering from disaster can be a long and arduous road for any community. It is hoped that this handbook (appendix) will help make the path a little easier and the recovery effort a little faster.

II. STATE AND FEDERAL INVOLVEMENT

Once a disaster has occurred, and the state has declared a state of emergency, the state will evaluate the recovery capabilities of the state and local governments. If it is determined that the damage is beyond their recovery capability, the Governor will send a request letter to the President, directed through the Federal Emergency Management Agency (FEMA) Regional Director (Denton, Texas for our region). The President then makes the decision whether or not to declare a major disaster or emergency.

After a presidential declaration has been made, FEMA will designate the area eligible for assistance and announce the types of assistance available. FEMA provides supplemental assistance for state and local government recovery expenses, with the Federal share always being at least 75 percent of the eligible costs.

A. Preliminary Damage Assessment

A Preliminary Damage Assessment (PDA) is the process used to determine the magnitude and impact of the state's damage. A FEMA/State team will usually visit local applicants and view their damage first hand to assess the scope of damage and estimate repair costs. The results of this survey are used to help determine the need for Federal involvement in the recovery process.

a. PDA Checklist

- i. Besides showing the FEMA/State team the damaged sites, be sure and bring to their attention any environmental or historical issues that may be present.
- ii. Also explain what immediate costs might be associated with any emergency work that has been identified. This information may be used at a later date to provide local governments expedited funding.

B. Immediate Needs Funding (INF)

Immediate Needs Funding (INF) is money earmarked for the most urgent work in the initial aftermath of a disaster. The funds are provided for work that must be performed immediately and paid for within the first 60 days following the declaration. Eligible work typically includes debris removal, emergency protective measures, and removal of health and safety hazards. Immediate needs funds can be used for such expenses as temporary labor costs, overtime, payroll, equipment and material fees.

1. INF Process

During the PDA immediate needs are noted for each area surveyed. If a disaster is declared, and the state thinks damage costs warrant the need for immediate cash flow, the state may request INF funding on behalf of the applicant. Up to 50% of the federal share of emergency monies will then be placed in the state's account. Because this money can be made available in advance of normal procedures, paperwork and processing times are reduced and local applicants can receive emergency funds sooner.

2. INF Checklist

- a. If the damaged sites have been surveyed in the PDA, local applicants may be eligible for INF. If eligible, the choice of whether to apply for these funds is up to the local applicant.
- b. INF funding is based on a percentage of the emergency work identified during the PDA. Local applicants can assist the PDA team by alerting them to emergency work needs and helping to estimate the costs.
- c. The state (LOHSEP) will notify local applicants on how to apply for INF; typically they will have local applicants send a letter of request to a designated state official.
- d. A completed request for public assistance form must be submitted before the state will release any INF monies.

- e. Local applicants may use INF money for any eligible work that requires payment within the first 60 days. No INF will be allocated for work with environmental or historic considerations or for hazard mitigation projects.
- f. Any up-front INF money received will be offset against actual emergency work projects as they are received.
- g. If the damages are not identified during the PDA or if no immediate needs are noted, local applicants will have the opportunity to request expedited handling of emergency work when the Request of Public Assistance is officially filed.

C. Request for Public Assistance

The Request for Public Assistance (Request) is FEMA’s official application form. It is simple, short form with self-contained instructions. The request asks for general information which identifies the applicant, starts the PA process and opens a Case Management File.

1. Request Procedure

Local applicants have 30 days from the date of declaration or designation of disaster in which to submit the Request form to the State Public Assistance Officer. The form may be delivered in person at the Applicant’s Briefing or by mail, fax or eventually, the Internet. The sooner the request is submitted, the faster the system will begin to work for the applicant.

2. Request Checklist

- a. Review the request form so as to be familiar with the information needed.
- b. Fill out the form completely providing accurate phone numbers and contact information.
- c. Submit the form to the GOHSEP representative at the Applicant’s Briefing. The form may also be faxed or mailed in.
- d. The Request Form establishes you as an applicant and initiates the PA process on your behalf. Even if you requested INF monies, you must submit a Request before the actual funds are released by the state.
- e. Do not delay in submitting the request form because of an incomplete assessment of damages. As soon as FEMA receives the Request, you can receive assistance in assessing damages and help in completing additional paperwork.

3. Deadline

The request must be submitted within 30 days of the declaration/area designation date.

D. Public Assistance Coordinator (PAC)

The Public Assistance Coordinator (PAC) is a customer service representative assigned to work with local applicants from declaration to funding approval. The PAC is trained in public assistance policies and procedures and will guide you through the steps necessary to receive funding. This individual is the manager of the Case Management File (CMF) that contains local applicant's general claim information as well as records of meetings, conversations, phone messages and any special issues or concerns that may affect your funding.

1. PAC Responsibilities

Working in partnership with local applicants, a PAC is assigned to manage case files from beginning to end, providing comprehensive information, explanation and technical assistance. As needed, the PAC can help local applicant's document damage, determine eligible work, estimate costs, develop work projects, and identify issues such as insurance coverage, environmental hazards, and historic buildings, which require special attention. The earlier these considerations are identified, the sooner they can be resolved and public assistance funding made available.

2. Local Applicant/PAC Coordination

- a. You should expect to meet with your PAC in person and talk to him or her by phone as often as needed.
- b. Local applicants can expect to be contacted by the PAC within one week from the time the request form is submitted. If you have not heard back from your PAC by the end of (2) weeks then notify your State Public Assistance Officer.
- c. The first meeting with your PAC is called the Kickoff Meeting, at which time, comprehensive information and assistance tailored to your damage claims will be reviewed.
- d. If at all possible, attend the Applicant's Briefing for your area, obtain a Disaster Fact Sheet, create a list of all your damages and review the Applicant Handbook before meeting with the PAC.

E. Applicant's Briefing

The Applicant's Briefing is a meeting conducted by the state to inform prospective applicants of available assistance and eligibility requirements for obtaining federal assistance under the declared event. These meetings are conducted within a few days after the declaration and the Request for Public Assistance forms are usually distributed and collected at this time.

Applicant's Briefing Checklist:

1. Ensure that your Agent's Authorized Representative, or an appointee who will actually be using the information, attends the meeting.
2. Complete and submit the Request form at the meeting to avoid delay in getting the process started. Once the Request form is turned in, a PAC will be assigned to each applicant.

3. If there is an Immediate Needs Funding (INF) request, be sure and bring it to the attention of the state representative.

F. “Kickoff” Meeting

The first meeting with the Public Assistance Coordinator (PAC) is called the “Kickoff” meeting. It is at this meeting that damages will be discussed, needs assessed, and a plan of action put in place.

The PAC will go over what will be expected of the applicant and will provide detailed instructions on what to do and how to do it. The PAC will contact the applicants to set up this meeting. The PAC will go over the list of damages with the applicant and determine what technical assistance may be needed to develop the projects. This meeting is also the place to discuss any questions or concerns you may have about how the public assistance process works and what is expected of each applicant.

1. Who Should Attend the “Kickoff” Meeting?

- a. When the PAC contacts the applicant to schedule a “Kickoff” meeting, make sure to discuss who else should attend.
- b. It may be helpful to have the authorized agent, record keeper, insurance adjuster, public works officials, and/or others with working knowledge of the repairs needed, in attendance.

2. “Kickoff” Meeting Checklist

- a. You can expect to be contacted by the PAC within one week after submission of your Request for Public Assistance. If you have not heard from you PAC within two weeks, contact your state representative.
- b. Compile a list of all damages. Take this list with you to the “Kickoff” meeting.

III. SUMMARY

It is essential to accurately document the expenses incurred in disaster response and recovery. Accurate documentation will help to:

1. Recover all eligible costs.
2. Have the information necessary to develop the disaster projects.
3. Have the information available, which the state and FEMA will need to see, to validate the accuracy of small projects.
4. Be ready for any state or federal audits or other program or financial reviews.

There are many ways to maintain documentation of records. What is important is that the information be readily available and that all information is in a useable format. All records must be compiled under the Project Number as shown on FEMA’s Project Worksheet. The PAC will give the Project Number to you.

A set of five summary records has been developed to assist and organize the project documentation. If an applicant already has a system they want to use, they may do so, as long as it shows the information indicated above.

The summary records are as follows:

1. Force Account Labor Summary Record – Used to record personnel costs.
2. Forced Account Equipment Summary Record – Used to record equipment use costs.
3. Material Summary Record – Used to record the supplies and materials that you take out of stock or purchase.
4. Rented Equipment Summary Record – Used to record the costs of rented or leased equipment.
5. Contract Work Summary Record – Used to record the costs or work that has already been done by contract.

FEMA and the State work together as partners to deliver the Public Assistance Program. The applicant (local government) is accountable for the use of funds provided by FEMA. The applicant should attend the Applicant's Briefing to learn about the necessary paperwork to apply for Federal assistance and documentation required for the damage assessment process. In addition, the applicant is responsible for providing documentation and personnel to work with FEMA and the State in the damage assessment and project applicant processes. Local government is responsible for completing its recovery actions. Assistance from the Federal government, following a presidential declared (PA) disaster, will provide local governments the means to offset short and long-term recovery financial burdens.

NOTE: All the necessary PA applicant forms, supplemental documentation and technical assistance is available at Caddo OHSEP, 1144 Texas Avenue in Shreveport. Telephone 675-2255 for more information.

Disaster Recovery Division Chief, LA HLS/EP
(225) 925-7555
LDEQ
(225) 219-3708

The following guidelines are made available by the Permits Division of the Louisiana Department of Environmental Quality (LDEQ) to provide viable, environmentally sound options for the staging, processing and disposal of debris from hurricanes, tornadoes, ice storms or other natural disasters:

- Each individual government entity should have a site selected prior to a storm event. This predetermined site should be used by the parish as a staging area for construction/demolition debris (C&D waste), appliances (white goods) and yard

trash or other woodwaste until such time as proper disposal can take place. Woodwaste, household furnishings and white goods must be separated from C&D waste at this site. Location of wetlands, historic sites, endangered species, and other environmentally sensitive issues must be taken into consideration.

- Separate approval must be obtained from the Enforcement Division to burn yard trash or to bury the woodwaste. However, white goods, furniture, and other household contents must be managed properly or disposed of in a landfill permitted to receive such waster.
- After the disaster has occurred, if an emergency storm debris site is required, approval for this site must be obtained from the Department prior to disposal. Construction/demolition debris should be disposed of either in an emergency disposal site or in a permitted Type III Landfill. If the decision is made to dispose in a permitted landfill, care should be taken to ensure that the annual permitted disposal rate and total capacity for the landfill is not exceeded. Disposal of storm debris in permitted sites frequently leads to a crisis situation for the landfill in that sufficient capacity is not available for disposal of such materials once the storm cleanup is completed.
- An **Emergency Disaster Cleanup Site Request** must be completed for each site that a parish or other government entity may wish to use to temporarily store storm debris. This form should be completed and returned to the Permits Division as soon as suitable sites are selected. These forms may be faxed to (225) 219- 3708 so that potential sites can be reviewed.
- Once a disaster has occurred and the GOHSEP EOC has been activated, the affected government entities within the parishes that have been declared disaster areas, must submit a written request for authorization to operate any emergency storm debris processing or disposal site from the Enforcement Division. A single point of contact will be provided for this in order to facilitate the timely approval of these plans.

Appendix 3: Glossary of Terms

Applicant

A state agency, local government, or eligible private nonprofit organization that submits a request to the Grantee (federal government) for disaster assistance under the state's grant.

Case Management

A systems approach to provision of equitable and fast service to applicants for disaster assistance. Organized around the needs of the applicant, the system consists of a single point of coordination, a team of on-site specialists and a centralized, automated filing system.

Cost Estimating Format (CEF)

A forward pricing methodology for estimating the total cost of repair for large permanent projects by use of construction industry standards. The format uses a base cost estimate and design and construction contingency factor, applied as a percentage of the base cost.

Declaration

The President's decision that a major disaster qualifies for federal assistance under the Stafford Act.

Emergency Work

That work which must be done immediately to save lives and to protect improved property, public health and safety, or to avert or lessen the threat of a major disaster. Emergency work frequently includes clearance and removal of debris and temporary restoration of essential public facilities and services (Category A-B).

Facility

Any public or privately owned building, works, system, or equipment, built or manufactured, or an improved and maintained natural feature. Land used for agricultural purposes is not a facility.

Force Account

An applicant's own labor forces and equipment.

Hazard Mitigation

Any cost-effective measures that will reduce the potential for damage to a facility from a disaster event.

Immediate Needs Funding (INF)

An advance of grant funds to assist with payment of emergency work within the first 60 days after a disaster strikes. The amount of funding is normally 50% of the federal share of emergency costs as identified during the preliminary damage assessment.

Improved Property

A structure, facility, or item of equipment that was built, constructed, or manufactured. Land used for agricultural purposes is not improved property.

Kickoff Meeting

The initial meeting between an applicant and the Public Assistance Coordinator. At this working session, the applicant turns in a list of damages and receives comprehensive information about the Public Assistance program and detailed guidance for their specific circumstances.

Large Project

Eligible project, either emergency or permanent work, with a damage dollar value of \$52,000 or greater (according to the Consumer Price Index of 10/1/01).

Permanent Work

That work that must be performed through repairs or replacement to restore an eligible facility on the basis of its pre-disaster design, use and current applicable standards. (Category C)

Preliminary Damage Assessment (PDA)

A survey to determine the impact and magnitude of damage caused by the disaster and the resulting unmet needs of the public sector and community at large. The PDA is the basis for estimating total disaster-related damage and evaluating the need to request a Presidential Declaration of disaster.

Project Formulation

A technique for determining small projects by consolidating like work items into one project to expedite approval and funding and to facilitate project management.

Project Worksheet (PW)

The form used to document the damage and develop the scope of work for repair of a damage site.

Project Officer (PO)

An emergency management employee with demonstrated experience and training in the management of large and complex repair projects.

Private Nonprofit Organization (PNP)

Any non-governmental agency or entity that currently has either an effective ruling letter from the U.S. Internal Revenue Service granting tax exemption or

satisfactory evidence from the state that the non-revenue producing organization or entity is a nonprofit one organized or operating under state law.

Public Assistance (PA)

Supplementary federal assistance provided under the Stafford Act to state and local governments or certain private, nonprofit organizations other than assistance for the direct benefit of individuals and families.

Public Assistance Coordinator (PAC)

An emergency management employee who is responsible for providing continuity of service to an applicant in the Public Assistance program.

Request For Public Assistance (Request)

The official notification of intent to apply for public assistance monies following declaration of disaster. It is a short form that asks for general identifying information about an applicant.

Small Project

Eligible project, either emergency or permanent work, with a damage dollar value of less than \$52,000 (according to the Consumer Price Index of 10/1/01).

Special Considerations

Factors that must be addressed before federal grant money can be obligated to repair or restore damaged facilities. These factors include, but are not limited to, general and flood insurance, historic preservation, environmental protection, and hazard mitigation.

Stafford Act

The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended.

Specialist

An emergency management employee with demonstrated technical expertise in a defined specialty.

Validation

The pre-funding verification that proposed or completed work projects meet statutory and regulatory compliance.