

*State of Wisconsin*

**County EM Directors**

**Guide to**

**Assessing and Documenting**

**Disaster Damage**

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# DAMAGE ASSESSMENT

## PURPOSE

Damage assessment is the process of determining the location, nature, and severity of damage sustained by the public and private sectors in a disaster situation by estimating the losses and impacts on individuals and communities. It is a responsibility shared by federal, state, and county/local governments. Each level of government must be prepared to carry out its role to complement and support the others. The focus of this document is on the role of county/local government.

There are several reasons for having a strong damage assessment capability.

1. Identifying the needs of individuals and communities affected by the disaster.
2. Determine if local/county resources will be able to address those needs or if they must be supplemented with state and federal resources.
3. To identify, allocate and prioritize what resources are needed to respond to the emergency.
4. Document and substantiate requests for federal assistance. All such requests must describe the extent of damage, list state and local resources in use or exhausted and specify what types of assistance are needed to alleviate the suffering and loss caused by the disaster.

## PROCESS

The damage assessment process is a three-phased process. During each of these phases the process serves a distinct purpose, each of which will be explained further on subsequent pages. The three phases are outlined as follows:

1. Immediately after the disaster begins
2. Just prior to a request for federal assistance
3. After a federal or state declaration is received

## ORGANIZATION

A disaster affects many different facets of a community/county; therefore, the collection of disaster information necessarily involves many sources. No single agency or source of information exists. The county emergency management director is responsible for developing strong countywide damage assessment capabilities and for coordinating the process within the county when a disaster occurs.

### *Pre-Designated Damage Assessment Teams*

In order to coordinate the disaster assessment process the county emergency management director must pre-designate a team of individuals and give them specific damage assessment assignments. The efforts of this team should be guided by procedures that are set forth in the county emergency operations plan. The county emergency management director must examine the county's organizational structure, personnel resources and other capabilities and determine the most appropriate composition of the team. Separate teams must be

organized to assess the damages to the *private sector* (homes, personal property, private industry, businesses, and agricultural losses) and the *public sector* (bridges, roads, public facilities, costs incurred by local units of government for debris clearance, police and fire costs, etc.).

### ***Private Sector Team***

The private sector team may be composed of tax assessors, building inspectors, village and town clerks, real estate and insurance agents, representatives of volunteer agencies such as Red Cross, etc.

1. At a minimum, each municipality in the county should be represented on the team or have a contact person.
2. Coordination should also be established with the County Emergency Board (CEB), which must do its own assessment of agricultural losses for USDA purposes.

### ***Public Sector Team***

The public sector damage assessment team will also need to draw upon a variety of expertise. The team may include highway commissioners, public works directors or engineers, sanitarians, parks and street department representatives and municipal clerks.

1. Each municipality should also designate someone who is responsible for keeping track of the costs incurred by individual agencies involved in the response and recovery effort and for maintaining records of all disaster-related expenditures. This information will have to be supplied upon request to the county emergency management director for possible federal or state assistance.

The county director is the damage assessment team leader and plays a key role in training and preparing the team for activation. He/she should develop procedures for activating the team, provide regular training to ensure team members know what information they are responsible for gathering or what geographical area they are responsible for assessing, who the information is to be submitted to, how submitted (via phone, two-way radio, internet, etc.) and when.

Upon receipt of the information submitted by team members, the county director must consolidate the information into one comprehensive report for the county and disseminate it to key decision-makers within the county and to the State Division of Emergency Management.

# Multiple Phases of Damage Assessment

## Immediately After the Disaster Begins

When a disaster occurs in the State, Wisconsin Emergency Management (WEM) relies on county emergency management directors to report on the situation and to provide timely damage assessment information. If the disaster requires that multiple agencies respond or is of the magnitude that state and/or federal assistance may be required, then the county emergency management director should immediately notify the WEM regional director that such assistance is needed. The WEM regional director will, in turn, notify the WEM central office.

### *Uniform Disaster Situation Report (UDSR)*

WEM will then ask the county director to submit a Uniform Disaster Situation Report (UDSR), the state's standard damage assessment reporting form, as soon as possible, but no later than 24 hours from the time of the initial notification, to the regional director. The report may be faxed or sent electronically to both the regional director and the central office. The submission should include a map of the damaged area.

The UDSR, when properly completed, provides a useful summary of a specific disaster situation and is the basis for requesting and receiving state and federal disaster assistance. A UDSR that is thoroughly and accurately completed will convey the following information:

1. Scope of the disaster in terms of damages and injuries.
2. Necessary personnel and equipment to effectively manage the disaster situation.
3. Compelling documentation for the Governor to decide if and what types of state or federal assistance will be requested or made available.

In order to accomplish this, the county director will have to quickly activate and brief the county damage assessment team.

### *The 24 – Hour Report*

WEM recognizes that the 24-hour report consists of the county director's best *estimates*, compiled from information gathered by the public and private sector damage assessment teams. In such a short time, it is not possible to get a totally accurate assessment of the damage occurring in a given county. Nonetheless, it is critical that the report be timely. Once WEM receives the 24-hour reports, they are thoroughly reviewed and a determination is made as to whether or not assistance can or should be requested. This determination is made on a county-by-county basis. County directors are responsible for amending the report as new or additional information becomes available. This can be done via phone, fax or e-mail to the regional office.

There are a number of different assistance options for WEM to consider when reviewing the UDSRs. WEM will confer with the affected county emergency management directors and make a recommendation to the Governor's Office as to which option/s is most appropriate. The Federal Emergency Management Agency (FEMA) Region V is also kept apprised of the situation throughout the review process.

### *UDSR Updates*

The county director is also required to submit updated Uniform Disaster Situation Reports (UDSR) to WEM as the situation evolves and as additional information becomes available. This is extremely important in prolonged flooding events.

## **Prior to a Request for Federal Assistance**

### ***Preliminary Damage Assessment (PDA)***

The PDA is a joint federal/state/local effort. Its purpose is to further refine and, if necessary, correct the information submitted from the original assessment or on the UDSRs. It is done as quickly as possible (3 to 5 days) after the disaster occurs so the Governor can decide whether or not to request federal disaster assistance. The figures that are obtained in the PDA are agreed upon by the federal, state and local governments and are then used to substantiate any requests for federal disaster assistance.

The PDA is done for both the private (Individual Assistance IA) and public (Public Assistance PA) sectors by teams consisting of federal/state/local representatives. FEMA, in conjunction with WEM, will determine how many teams will do the assessment, depending on the severity of the damages and the size of the area to be covered. FEMA and WEM will conduct an organizational meeting prior to dispatching the teams to the field to set out ground rules. The teams will work to complete their survey as quickly as possible (in 2 to 3 days) and allow the Governor to expedite the request for assistance.

The FEMA representative on the team is the team leader. The State representative is responsible for ensuring that the best interests of the affected individuals and municipalities are being served. The local representative on the team is the guide, and as such plays a key role.

It is the county emergency management director's responsibility to designate local representatives for the PDA teams. For this assignment the county director may once again want to call upon members of the pre-designated county damage assessment team. Having already supplied information to the county director for the 24-hour report, these individuals know where the damage is and are aware of its impacts.

The severity and magnitude of the disaster will determine how much of the damage the teams will be able to survey, with every effort made to look as much of the damage as possible. As indicated above, the objective of the PDA is to further refine the damage information already received and to identify the impacts resulting from that damage. It also provides for early identification of mitigation opportunities that could be implemented in the recovery phase to reduce or eliminate future disaster damages. If disaster assistance is made available, some of the mitigation opportunities identified during the PDA may be funded during the process of repair and reconstruction.

### ***Preparation for the PDA***

The local representatives, in conjunction with the county emergency management director, should do the following in preparation for the PDA.

- Develop routes of travel for the teams and have maps that show the damaged areas.
- Be prepared to show the federal and state officials the major damage sites and also damage sites that are typical of the type and severity of damage that occurred. The local representative should gather information and documentation on work that has already been completed as well.
- Have information available on the extent of insurance coverage and have a basic knowledge of the socio-economics of the area to be surveyed.

### ***Individual Assistance Team***

The objective of the Individual Assistance (IA) teams in the PDA is to determine the number of homes and businesses that have been damaged and the extent of that damage. They will attempt to obtain a count of how many homes and businesses have been affected, how many of each sustained major and/or minor damage and how many have been destroyed. They will also try to determine if the home is single or multi-family, if the occupant is an owner or renter and if the property is insured. The figures gathered by the IA

teams will be tabulated and then used to determine which of the various Individual Assistance Programs will be requested in the Governor's letter to the President.

### ***Public Assistance Team***

The Public Sector damage teams consist of engineers from various federal and state agencies who will be matched with a local representative who has similar knowledge and expertise. For instance, FEMA engineers and an engineer from the State Division of Highways may be matched with the county highway commissioner or the city street superintendent to survey damage to roads, streets and bridges. Likewise, engineers from FEMA and the State Department of Natural Resources could be matched with the local public works director to look at damage to water utilities, wastewater treatment plants, storm and sanitary sewers. In recording damage to the public sector, the engineers will complete the FEMA Preliminary Damage Site Estimate and Preliminary Damage Assessment Summary forms. The local representative on the team should be prepared to supply the engineers with information on operating budgets and insurance coverage. If sites have already been repaired, the local representative should know where records pertaining to those repairs are kept and, if possible, have them available for the engineers to review. Also, it is recommended that photos be available which show how the site looked immediately after the damage occurred.

### ***Mitigation Team Member***

Accompanying the individual and public assistance teams will be federal and state mitigation specialists. They will be looking at damage sites to determine if in the process of repair/reconstruction there are feasible mitigation measures that could lessen or eliminate the impacts of future disasters. Such measures may be as simple as installing sewer back-flow valves, elevating furnaces or utility boxes or landscaping to enhance drainage to more extensive mitigation measures such as acquisition and demolition of structures that have had repeated flood damages. The mitigation specialists will also be interested in obtaining information on local and state building codes, construction standards and their enforcement.

### ***Final Disaster Figures***

The figures of the private and public assessment teams are jointly reviewed and agreed upon by FEMA, WEM and the affected counties. A recommendation is made to the Governor concerning whether the total damages and their impacts justify a request for Presidential Disaster Assistance under PL 100-707, the Robert T. Stafford Disaster Relief and Emergency Assistance Act. Wisconsin Emergency Management develops the request letter and supporting documentation for the Governor's signature.

## **After a Federal or State Declaration is Received**

The next phase of the damage assessment process occurs only when the Wisconsin Disaster Fund is made available or the President issues a disaster declaration. Once individuals, businesses, private non-profit and public entities have applied for the respective state or federal disaster programs, each will have to undergo an inspection or assessment to determine the amount of assistance they will receive.

### ***Responsibilities***

The private sector is responsible for preparing on its own for the FEMA inspectors. Regarding public sector damages, the county emergency management director plays a critical role in the administration of the Wisconsin Disaster Fund or the federal Public Assistance Program and is responsible for working with all applicants in his/her county in preparing for this inspection which determines the amount of assistance provided by the State or FEMA.



### ***Applicant Briefing***

As soon as possible after a declaration is made, local governments and private non-profit agencies that have incurred costs or suffered disaster-related expenditures will be asked to attend an Applicant's Briefing to obtain information on available assistance programs. It is the county emergency management director's job to ensure that all potential applicants within his/her county attend this meeting. At the briefing each municipality will complete a Request for Public Assistance (RPA) (Attachment C) or Hazard Mitigation Grant Program (HMGP) Pre-application form (Attachment B) that indicates they have incurred disaster-related expenditures and want to apply for assistance through the Wisconsin Disaster Fund, Federal Public Assistance Program or HMGP. Mitigation opportunities may have been identified during the PDA. Some of these activities may be funded through the PA Program during the repair and reconstruction of damaged sites. Some other activities that were identified may be eligible for funding through the HMGP.

### ***Final Inspection and Development of Cost Estimate***

In a federal declaration a Public Assistance Coordinator Crew Leader (PAC Crew Leader) will be assigned to each eligible applicant within a week of the completion of the RPA. The PAC will become the applicant's point of contact for their Public Assistance projects. Depending on the amount of damages within a jurisdiction and the capabilities of an applicant, the PAC Crew Leader, state and applicant will determine the amount of assistance that will be needed by the jurisdiction to bring the damaged areas back to their pre-disaster condition. Cost-effective mitigation measures may also be included when making repairs. Cost estimates for Public Assistance are determined through use of the Project Worksheet (Attachment D). Applicant responsibilities in preparing Project Worksheets are found on the following pages.

### ***Obligation of Funds***

Once the Project Worksheets have been completed and validated, funds will be obligated by FEMA. Wisconsin Emergency Management will be notified of the amount of the approval and will forward a completed application package to the applicant through the county emergency management director.

### ***Recovery***

The process of refining damage figures and determining a disaster's impacts should be continued throughout short and long term recovery. This information can be used by a county/community to apply for supplemental funding, such as Community Development Block Grants and assistance from USDA Rural Development. The more detailed the information, including the extent of damages and socio-economic impacts, the easier it will be to justify the county/community's need for assistance and the stronger the case for receiving it. In addition, county and VOAD long-term recovery committees will use the information to discern areas with unmet needs and strategize how to meet those needs. Finally, the damage and impact information you have gathered can help guide a community's recovery efforts and support future hazard mitigation planning.

# Attachment A - INSTRUCTIONS FOR COMPLETING THE UDSR

## DIVISION OF EMERGENCY MANAGEMENT UNIFORM DISASTER SITUATION REPORT (UDSR)

The following instructions suggest the type of information required to complete each entry on the Uniform Disaster Situation Report (UDSR). Only complete those entries that are applicable, leaving blank those that are not. If data for an entry is still being compiled, place a "TBD" (to be determined) in the block to indicate the data is forthcoming.

The county emergency management director is responsible for completing the UDSR and faxing to both the Division of Emergency Management regional office and the central office in Madison. This should be done as soon as possible after the occurrence, but not more than 24 hours later. The county director should submit updates of the report, as additional information becomes available. A map/s of the affected area should, if at all possible, be transmitted with the completed UDSR. If you have questions with regard to completing the form, contact your Division of Emergency Management regional director or the central office in Madison at 608-242-3232.

### GENERAL SECTION

1. Enter the name, address, and phone number of the person completing this form.
2. Enter the date and time of the incident. Be specific. Indicate if several days were involved and specify exact times, e.g., from 4:00 a.m. on 4-8-98 through 7:00 p.m. on 4-9-98.
3. Enter the type of disaster (i.e., tornado, flash flood, ice storm, etc.).
4. Enter the date the report is transmitted to the WEM regional office and central office in Madison and indicate if it is the original. If it is a revision, indicate the number. Remember, each revision should include cumulative totals of the damages to date.
5. Describe the primary location of the disaster. Be sure to indicate WEM region and county. Be specific in describing areas within a county and include a map if possible.
6. Enter the number of persons who have died or been injured as a result of the disaster or its effects. Also enter the number of persons who are sheltered, homeless or evacuated as a result of the disaster.

### PRIVATE SECTOR DAMAGE

In completing this section, use the Quick Reference Guide which follows to determine if a structure has been affected or incurred minor or major damage or is destroyed.

7. Enter the number of homes sustaining minor and major damage and the number destroyed. **Estimate** the dollar amount of damage to those homes. Also **estimate** the amount (a percentage) of the damage which is covered by insurance.

Enter the number of businesses sustaining minor and major damage and the number destroyed. **Estimate** the dollar amount of damage to those businesses. Also **estimate** the amount (a percentage) of the damage which is covered by insurance.

Enter whether farm buildings have been damaged, if crops have been affected and if livestock have been lost. NOTE: ALL OF THE INFORMATION WITH REGARD TO AGRICULTURAL LOSSES SHOULD BE READILY OBTAINED FROM THE USDA COUNTY EMERGENCY BOARD.

8. Add the entire dollar amounts listed in box 7 and enter the sum in this block.

## **PUBLIC SECTOR DAMAGE**

Costs incurred by state and local governments and private non-profit organizations or institutions, which own or operate a private non-profit facility, are those which should be estimated when completing block 9.

9. **CATEGORY A - DEBRIS CLEARANCE.** Determine the costs incurred for clearing debris from public roads and streets in order to maintain traffic flow. Also determine costs incurred for removing debris from all other public property to restore public services and protect the public health and safety. Costs for removing public buildings damaged by the disaster that are beyond repair and are a threat to public safety should also be considered, as should costs for removing debris from private property by government forces to protect the public health and safety. Add all Category A costs and enter the sum in the appropriate block.

**CATEGORY B - PROTECTIVE MEASURES.** Determine the following costs: those incurred for performing emergency flood protection activities, including sandbagging, diking, pumping, and emergency stream clearance; costs incurred for the emergency purchase of safety barricades, signs, and other warning, safety, or traffic control devices; those incurred for emergency search and rescue operations, including extra police and fire personnel needed and overtime pay; costs incurred for emergency security and traffic control including extra police and fire personnel and overtime pay; those incurred for other emergency protective measures taken to protect public health and safety, including warning of further risks and hazards, dissemination of public information on health and safety measures, etc. Add all Category B costs and enter the sum in the appropriate block.

**CATEGORY C - ROAD SYSTEMS.** Determine the amount of damage to highways, roads, and streets. Include costs of damage to normal right-of-way elements such as culverts, curbs, gutters, public sidewalks, shoulders, embankments, drainage ditches, road or street signs, traffic control signs, street lights, signal lights, etc. Also determine the costs for repairing or replacing damaged bridges. Add all Category C costs and enter the sum in the appropriate block.

**CATEGORY D - WATER CONTROL FACILITIES.** Determine if costs have been incurred to repair or replace dikes, levees, drainage channels, irrigations works, dams, or other water control facilities. Add all Category D costs and enter the sum in the appropriate block.

**CATEGORY E - PUBLIC BUILDINGS AND RELATED EQUIPMENT.** Estimate the amount of damage to public buildings. Also estimate the cost of replacing operating supplies and inventory contained in the disaster-damaged buildings. Determine if any publicly owned equipment, such as squad cars or fire trucks, was damaged as a result of the disaster and estimate the cost to repair or replace it. Add all Category E costs and enter the sum in the appropriate block.

**CATEGORY F - PUBLIC UTILITY SYSTEMS.** Determine if storms and/or sanitary sewer systems have been damaged and estimate the cost of repair or replacement. Also determine if any sewage or water treatment plants, public water systems, or public light/power facilities have been damaged and estimate the cost of repair or replacement. Add all Category F costs and enter the sum in the appropriate block.

**CATEGORY G - OTHER.** Estimate the cost of damage incurred in municipal parks or recreational facilities, including the cost of tree replacement. Include in this category any other disaster-related costs incurred by local governments which are not already accounted for in any of the above sections. Add all Category G costs and enter the sum in the appropriate block.

10. Add the dollar amounts listed in each category in block 9 and enter the total in this block.

## **OTHER**

11. This section should describe the extent of local response efforts, including agencies involved and personnel and equipment committed to disaster operations. The information will help state decision-makers determine if local resources have been committed to their fullest extent and if the situation is beyond local capabilities.
12. Be specific. State what is needed, why, and where. Assistance may include personnel, specialized equipment, technical assistance, and financial assistance.
13. Check this box if the county intends to apply for the Wisconsin Disaster Fund.
14. Describe as accurately as possible the impact the disaster has had on the community, in terms of physical destruction, socio-economic impact, and curtailment or disruption of vital services. Also enter any other pertinent information which is not included elsewhere on the form. Include additional pages if necessary.

# Quick Reference Guide for Individual Assistance Preliminary Damage Assessment

Category of Damage	Definition	Flood Examples	Tornado Examples
<b>Affected</b>	Dwellings with minimal damage to structure and/or contents and the home is habitable without repairs.	Minimal damage to structure and home is habitable without repairs.	Minimal damage to structure and home is habitable without repairs.
<b>Minor</b>	The home is damaged and uninhabitable, but may be made habitable in a short period of time. Some of the items that determine minor damage are: 1. Windows or doors blown in. 2. One foot or more of water/sewer backup in basement (i.e, if furnace or water heater damaged).	One foot or more of water/sewer backup in basement. One foot or less of water on first floor (no basement). <i>Note: If water has remained in structure for more than a day, more extensive damage may have occurred. Watch for foundation damage.</i>	Windows or doors blown in. Holes in the roof caused by the storm, but substantial roofing elements intact.
<b>Major</b>	The home has sustained structural or significant damages, is uninhabitable, and requires extensive repairs. Any one of the following may constitute major damage: 1. Substantial failures of structural elements of the residence ( e.g. walls, floors, foundation, etc.) 2. One foot or more of water on the first floor (of a home with basement, and furnace and water heater were located in the basement). 4. Without a basement, major damage would be in the 2 to 4 foot range, depending on length of time home was inundated.	More than one foot of water on the first floor (with basement), two to four foot range (no basement), structural damage, collapsed basement wall <i>Note: If water has remained in structure for more than a day, more extensive damage may have occurred watch for extensive wall and foundation damage.</i>	Substantial roofing elements damaged or missing (e.g., roof decking, trusses/framing), damage to windows, doors, exterior walls, interior wind damage, rain/water damage, extensive debris and utility problems.
<b>Destroyed</b>	The home is a total loss or damaged to such an extent that repairs are not economically feasible. Any one of the following may constitute a status of destroyed: 1. Structure is permanently uninhabitable 2. Complete failures to major components of structure ( e.g. basement walls/ foundation, walls, roof, etc.) 3. Only foundation remains 4. Two or more walls destroyed and roof substantially damaged. 5. House pushed off foundation 6. An unaffected structure that will obviously require removal or demolition (homes in imminent danger due to impending landslides, mudslides or sinkholes, etc.)	Structure is permanently uninhabitable (for instance, pushed off the foundation). <i>Note: Depth, velocity, and duration of water in and around the structure may have a significant impact on degree of damage.</i>	Foundation only remains <b>or</b> two or more walls destroyed and roof substantially damaged or destroyed

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**WEM ONLY**

**DEPARTMENT OF MILITARY AFFAIRS  
WISCONSIN EMERGENCY MANAGEMENT**

**UNIFORM DISASTER SITUATION REPORT**

DATE & TIME REPORT RECEIVED

RECEIVED BY

<b>1</b> NAME OF PERSON SUBMITTING REPORT		ADDRESS, CITY, STATE, ZIP			PHONE NO.		
<b>2</b> DATE & TIME OF INCIDENT		<b>3</b> TYPE OF INCIDENT/EMERGENCY		<b>4</b> DATE REPORT SENT TO WEM		ORIGINAL	REVISION#
<b>5</b> LOCATION OF INCIDENT:		WEM AREA		COUNTY			
CITY		VILLAGE		TOWNSHIP			
SECTION		OTHER LOCATION DETAILS (ATTACH A MAP SHOWING LOCATIONS)					
<b>6</b> ESTIMATED NO. OF CASUALTIES:		DEATHS	INJURIES	HOMELESS	EVACUATED		
<b>7 PRIVATE SECTOR DAMAGE ESTIMATES:</b>							
RESIDENTIAL	ESTIMATED NO. OF HOMES.				ESTIMATED DOLLAR AMOUNT	ESTIMATED PERCENT COVERED BY INSURANCE	
	AFFECTED	MINOR	MAJOR	DESTROYED	\$	%	
BUSINESS	ESTIMATED NO. OF BUSINESSES			ESTIMATED DOLLAR AMOUNT	ESTIMATED PERCENT COVERED BY INSURANCE		
	MINOR	MAJOR	DESTROYED	\$	%		
AGRICULTURAL	FARM BUILDINGS DAMAGED	YES	NO	CROPS AFFECTED	YES	NO	
<b>8</b> TOTAL ESTIMATED PRIVATE SECTOR DAMAGE							
\$							
<b>9 PUBLIC SECTOR DAMAGE ESTIMATES:</b>							
A) DEBRIS CLEARANCE		B) PROTECTIVE MEASURES		C) ROAD SYSTEMS		D) WATER CONTROL FACILITIES	
E) PUBLIC BUILDINGS & RELATED EQUIPMENT		F) PUBLIC UTILITY SYSTEMS		G) OTHER (NOT IN PRECEDING CATEGORIES)			
<b>10</b> TOTAL ESTIMATED PUBLIC SECTOR DAMAGE							
\$							
<b>11</b> DESCRIBE LOCAL ACTIONS TAKEN OR TO BE TAKEN. INCLUDE NAMES OF AGENCIES AND PUBLIC OFFICIALS INVOLVED IN THE RESPONSE EFFORTS.							
<b>12</b> DESCRIBE OUTSIDE ASSISTANCE NEEDED OR BEING REQUESTED.							
<b>13</b> <input type="checkbox"/> CHECK BOX IF COUNTY INTENDS TO APPLY FOR ASSISTANCE FROM THE WISCONSIN DISASTER FUND.							
<b>14</b> ADDITIONAL COMMENTS (INCLUDING ECONOMIC OR OTHER IMPACTS ON AFFECTED COMMUNITIES)							

# Attachment B – Pre-Application Hazard Mitigation Grant Program

**DATE:**

**TO:** Local Officials in communities included in Federal Disaster Declaration  
FEMA- -DR-WI  
Local Officials of other selected communities

**FROM:** Alan B. Shanks, State Coordinating Officer/Deputy Administrator

**SUBJECT: PRE-APPLICATION FOR THE SECTION 404-HAZARD MITIGATION GRANT PROGRAM**

As a result of Presidential Disaster Declaration FEMA- -DR-WI funding is available for mitigation activities through the Section 404-Hazard Mitigation Grant Program. The counties that were included in the declaration as a result of (disaster type) between (dates) are .

The Hazard Mitigation Grant Program (HMGP) provides grants to state and local governments, eligible private non-profit organizations, and Indian tribes to fund long-term mitigation measures following a major disaster declaration. These grants are available statewide and are 75% federally funded through the Federal Emergency Management Agency (FEMA), 12.5% state funded through Wisconsin Emergency Management (WEM) and 12.5% is the required local match. The local match can be provided by other funding sources as long as it is not federal dollars. It can be a soft, or in-kind match. In addition, the local match can be greater than 12.5%. The funds available for the HMGP for this declaration is based on 7.5% of the federal funds spent on the Public Assistance and Individuals and Households Assistance Programs for the declaration.

**The objective of the program is to eliminate or reduce future disaster damages to improved property.** Grants can be used to fund projects on public or private property. Eligible projects include, but are not limited to, the acquisition and relocation of flood prone properties, floodproofing or retrofitting measures including elevation. The development of mitigation standards to protect structures from disaster damages and small structural control projects such as detention ponds, stormwater improvements are also fundable. A project can be considered for funding even if damages did not occur during this event and do not have to be flood-related. Projects that show that past damages have occurred and/or can reduce future damages can be considered for funding. Mitigation for hazards other than flooding can be considered as long as the program criteria can be met. The program cannot fund costs to make disaster repairs, purchase equipment, pay for plans and studies that merely analyzes a situation, or pay for projects that are already started or completed.

To be eligible for HMGP funding, specific criteria must be met:

1. The community must be participating and be in good standing in the National Flood Insurance Program.
2. The proposed project must be cost-effective and show that the benefits of the project will outweigh the cost. It must pass the Benefit Cost Analysis, which is the most difficult requirement for project approval.
3. The project must be environmentally sound and will require environmental documentation.

4. The applicant will have to show that other alternatives (2 at a minimum) were considered and that the alternative selected is the most feasible and will solve the problem. The applicant will have to demonstrate that the proposed project will eliminate or substantially reduce future disaster damages.

The applicant will have to develop an All-Hazard Mitigation Plan as a condition of receiving an HMGP grant if there is not an approved HMGP Plan for the jurisdiction. The Plan must contain a community assessment of the risks and vulnerabilities and identify mitigation measures to reduce those risks. Applicants may apply for HMGP funds for the development of an All-Hazard Mitigation Plan although funds are limited for this purpose.

HMGP funds are available statewide. Communities in the declared area are strongly encouraged to apply for this program. For each proposed project complete the enclosed Pre-Application Form attaching any pertinent information that will support the project. Submit it to this office no later than (date).

WEM staff will review, score, rank and prioritize for funding consideration. Projects that will have the greatest impact for preventing or reducing future disaster damages and meet the program requirements will receive HMGP grant approval based on grant dollars available. Those applicants whose proposed projects have the greatest potential for funding approval will be asked to submit a detailed formal application.

Both the FEMA's and the State's priority for HMGP projects focus on the acquisition, demolition, relocation, and floodproofing or elevation of floodplain properties. Pre-applications that match these priorities will receive priority consideration with the mitigation of substantially damaged structures receiving the highest priority. Substantially damaged properties are those structures that have incurred damages that exceed 50% of the equalized assessed value. HMGP funds can be used to fund structural projects if the project will eliminate or substantially reduce damages to improved property; however, structural mitigation projects are a lower funding priority.

Pre-applications that do not receive further consideration for HMGP funding will be referred to the Wisconsin Hazard Mitigation Team members for funding under other programs that may be available through the agencies represented on the group.

If you have any questions, please feel free to call Roxanne Gray, State Hazard Mitigation Officer, at 608-242-3211 or Susan Boldt, Assistant State Hazard Mitigation Officer, at 608-242-3214.

Enclosures

cc Wisconsin Regional Emergency Management Directors  
County Emergency Management Directors  
Wisconsin Interagency Disaster Recovery Group  
State Hazard Mitigation Team



**STATE OF WISCONSIN**  
**WISCONSIN DIVISION OF EMERGENCY MANAGEMENT**  
**Pre-Application Form**  
**Section 404-Hazard Mitigation Grant Program**  
**FEMA-\_\_\_\_-DR-WI**

1. NAME OF APPLICANT: \_\_\_\_\_ COUNTY: \_\_\_\_\_

2. PRIMARY CONTACT PERSON: \_\_\_\_\_

TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

ZIP: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

3. ALTERNATE CONTACT PERSON: \_\_\_\_\_

TITLE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

4. LOCATION OF PROJECT (Road or street address, geographic landmarks, legal description, etc. Include legible maps/drawings of the location. Provide a map showing the range and section for the project area.)

\_\_\_\_\_  
\_\_\_\_\_

5. IS PROJECT LOCATED IN A 100-YEAR FLOODPLAIN? \_\_\_\_ YES \_\_\_\_ NO  
(If yes, attach a map with the location)

6. BRIEF DESCRIPTION OF PROJECT (If acquisition, what are the plans for the "open land"):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. BRIEF DESCRIPTION OF THE PROBLEM:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. BRIEF DESCRIPTION OF DAMAGES AND THE REDUCTION IN FUTURE DAMAGES (include damages to improved property, infrastructure, public safety costs, economic impact, etc.):
- 
- 
- 
9. FREQUENCY THAT DAMAGES OCCUR (Number of times or the years that the event has occurred causing damages, etc.)
- 
- 
- 
10. HOW DOES THE PROPOSED PROJECT ELIMINATE OR REDUCE FUTURE DAMAGES?
- 
- 
- 
11. OTHER ALTERNATIVES CONSIDERED FOR SOLVING THE PROBLEM: (List at least 2)
- 
- 
- 
12. TOTAL ESTIMATED COST OF THE PROJECT:
- 
- 
- 
13. SOURCE OF FUNDING FOR APPLICANT SHARE:
- 
- 
- 

ATTACH ANY ADDITIONAL INFORMATION THAT IS PERTINENT TO THE PROPOSED PROJECT AND WILL SUPPORT THE APPLICATION.

**RETURN COMPLETED PRE-APPLICATION FORM BY**

**TO:**

**STATE OF WISCONSIN  
DEPARTMENT OF MILITARY AFFAIRS  
WISCONSIN DIVISION OF EMERGENCY MANAGEMENT  
2400 WRIGHT STREET  
P.O. BOX 7865  
MADISON, WI 53707**

## **Attachment C – Request for Public Assistance**

**DEPARTMENT OF HOMELAND SECURITY  
FEDERAL EMERGENCY MANAGEMENT AGENCY  
REQUEST FOR PUBLIC ASSISTANCE**

O.M.B. No. 1660-0017  
Expires October 31, 2008

**PAPERWORK BURDEN DISCLOSURE NOTICE**

Public reporting burden for this form is estimated to average 10 minutes. Burden means the time, effort and financial resources expended by persons to generate, maintain, disclose, or to provide information to us. You may send comments regarding the burden estimate or any aspect of the collection, including suggestions for reducing the burden to: Information Collections Management, U.S. Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472, Paperwork Reduction Project (OMB Control Number 1660-0017). You are not required to respond to this collection of information unless a valid OMB number appears in the upper right corner of this form. **NOTE: Do not send your completed questionnaire to this address.**

APPLICANT <i>(Political subdivision or eligible applicant.)</i>	DATE SUBMITTED
---	----------------

COUNTY *(Location of Damages. If located in multiple counties, please indicate.)*

**APPLICANT PHYSICAL LOCATION**

STREET ADDRESS

CITY	COUNTY	STATE	ZIP CODE
------	--------	-------	----------

**MAILING ADDRESS *(If different from Physical Location)***

STREET ADDRESS

POST OFFICE BOX	CITY	STATE	ZIP CODE
-----------------	------	-------	----------

Primary Contact/Applicant's Authorized Agent		Alternate Contact	
NAME		NAME	
TITLE		TITLE	
BUSINESS PHONE		BUSINESS PHONE	
FAX NUMBER		FAX NUMBER	
HOME PHONE <i>(Optional)</i>		HOME PHONE <i>(Optional)</i>	
CELL PHONE		CELL PHONE	
E-MAIL ADDRESS		E-MAIL ADDRESS	
PAGER & PIN NUMBER		PAGER & PIN NUMBER	

Did you participate in the Federal/State Preliminary Damage Assessment (PDA)?  Yes  No

Private Non-Profit Organization?  Yes  No  
If yes, which of the facilities identified below best describe your organization? \_\_\_\_\_

Title 44 CFR, part 206.221(e) defines an eligible private non-profit facility as: "... any private non-profit educational, utility, emergency, medical or custodial care facility, including a facility for the aged or disabled, and other facility providing essential governmental type services to the general public, and such facilities on Indian reservations." "Other essential governmental service facility means museums, zoos, community centers, libraries homeless shelters, senior citizen centers, rehabilitation facilities, shelter workshops and facilities which provide health and safety services of a governmental nature. All such facilities must be open to the general public."

**Private Non-Profit Organizations must attach copies of their Tax Exemption Certificate and Organization Charter or By-Laws. If your organization is a school or educational facility, please attach information on accreditation or certification.**

Official Use Only: FEMA-_____-DR-_____-_____- FIPS# _____	Date Received:
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## **Attachment D – Project Worksheet and Supporting Documentation**

Special Considerations Questions  
Force Account Labor Summary Record  
Force Account Equipment Summary Record  
Rented Equipment Summary Record  
Materials Summary Record  
Contract Work Summary Record

**PAPERWORK BURDEN DISCLOSURE NOTICE**

Public reporting burden for this form is estimated to average 90 minutes per response. Burden means the time, effort and financial resources expended by persons to generate, maintain, disclose, or to provide information to us. You may send comments regarding the burden estimate or any aspect of the collection, including suggestions for reducing the burden to: Information Collections Management, U.S. Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472, Paperwork Reduction Project (OMB Control Number 1660-0017). You are not required to respond to this collection of information unless a valid OMB number appears in the upper right corner of this form. **NOTE: Do not send your completed questionnaire to this address.**

DISASTER FEMA- _____ -DR- _____	PROJECT NO.	PA ID NO.	DATE	CATEGORY
------------------------------------	-------------	-----------	------	----------

DAMAGED FACILITY	WORK COMPLETE AS OF _____ : _____ %
------------------	--

APPLICANT	COUNTY
-----------	--------

LOCATION	LATITUDE	LONGITUDE
----------	----------	-----------

DAMAGE DESCRIPTION AND DIMENSIONS

SCOPE OF WORK

Does the Scope of Work change the pre-disaster conditions at the site?  Yes  No  
 Special Considerations issues included?  Yes  No Hazard Mitigation proposal included?  Yes  No  
 Is there insurance coverage on this facility?  Yes  No

**PROJECT COST**

ITEM	CODE	NARRATIVE	QUANTITY/UNIT	UNIT PRICE	COST
<b>TOTAL COST</b> ▶					

PREPARED BY	TITLE	SIGNATURE
APPLICANT REP.	TITLE	SIGNATURE

## PROJECT WORKSHEET INSTRUCTIONS

The Project Worksheet must be completed for each identified damaged project. A project may include damages more than one site.

After completing all Project Worksheets, submit the worksheets to your Public Assistance Coordinator.

### Identifying Information

**Disaster:** Indicate the disaster declaration number as established by FEMA (i.e. "FEMA 1136-DR-TN", etc.).

**Project No.:** Indicate the project designation number you established to track the project in your system (i.e. 1,2,3, etc.).

**PA ID No.:** Indicate your Public Assistance identification number on this space. This is optional.

**Date:** Indicate the date the worksheet was prepared in MM/DD/YY format.

**Category:** Indicate the category of the project according to FEMA specified work categories (i.e., A,B,C,D,E,F,G). This is optional.

**Applicant:** Name of the government or other legal entity to which the funds will be awarded.

**County:** Name of the county where the damaged facility is located. If located in multiple counties, indicate "Multi-County."

**Damage facility:** Identify the facility and describe its basic function and pre-disaster condition.

**Work Complete as of:** Indicate the date the work was assessed in the format of MM/DD/YY and the percentage of work completed to that date.

**Location:** This item can range anywhere from an "address," "intersection of...", "1 mile south of...on..." to "county wide." If damages are in different locations or different counties please list each location. Include latitude and longitude of the project if known.

**Damage Description and Dimensions:** Describe the disaster-related damage to the facility, including the cause of the damage and the area or components affected.

**Scope of Work:** List work that has been completed, and work to be completed, which, is necessary to repair disaster-related damage.

**Does the Scope of Work change the pre-disaster conditions of the site:** If the work described under the Scope of Work changes the site conditions (i.e. increases/decreases the size or function of the facility or does not replace damage components in kind with like materials), check (x) yes. If the Scope of Work returns the site to its pre-disaster configuration, capacity and dimensions check (x) no.

**Special Considerations:** If the project includes insurable work, and/or is affected by environmental (NEPA) or historic concerns, check (x) either the Yes or No box so that appropriate action can be initiated to avoid delays in funding. Refer to *Applicant Handbook* for further information.

**Hazard Mitigation:** If the pre-disaster conditions at the site can be changed to prevent or reduce the disaster-related damage, check (x) Yes. If no opportunities for hazard mitigation exist check (x) no. Appropriate action will be initiated and avoid delays in funding. Refer to *Applicant Handbook* for further information.

**Is there insurance coverage on this facility:** Federal law requires that FEMA be notified of any entitlement for proceeds to repair disaster-related damages from insurance or any other source. Check (x) yes if any funding or proceeds can be received for the work within the Scope of Work from any source besides FEMA.

### Project Cost

**Item:** Indicate the item number on the column (i.e. 1, 2, 3, etc.). Use additional forms as necessary to include all items.

**Code:** If using the FEMA cost codes, place the appropriate number here.

**Narrative:** Indicate the work, material or service that best describes the work (i.e. "force account labor overtime", "42 in. RCP", "sheet rock replacement", etc.).

**Quantity/Unit:** List the amount of units and the unit of measure ("48/cy", "32/lf", "6/ea", etc.).

**Unit Price:** Indicate the price per unit.

**Cost:** This item can be developed from cost to date, contracts, bids, applicant's experience in that particular repair work, books which lend themselves to work estimates, such as RS Means, or by using cost codes supplied by FEMA.

**Total Cost:** Record total cost of the project.

**Prepared By:** Record the name, title, and signature of the person completing the Project Worksheet.

**Applicant Rep.:** Record the name, title, and signature of Applicant's representative.

### Records Requirements

Please review the *Applicant Handbook, FEMA 323* for detailed instructions and examples.

For all completed work, the applicant must keep the following records:

- \*Force account labor documentation sheets identifying the employee, hours worked, date and location;
- \*Force account equipment documentation sheets identifying specific equipment, operator, usage by hour/mile and cost used;
- \*Material documentation sheets identifying the type of material, quantity used and cost;
- \*Copies of all contracts for work and any lease/rental equipment costs.

For all estimated work, keep calculations, quantity estimates, pricing information, etc. as part of the records to document the "cost/estimate" for which funding is being requested.