

# **San Luis Obispo County Emergency Operations Plan**

## **Part 4**

### ***Recovery Operations***

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# Part 4

## RECOVERY OPERATIONS

### 1. Concept of Operations

“Disaster Recovery” is both short-term activities intended to return vital life-support systems to operation, and long-term activities designed to return infrastructure systems to predisaster conditions.

Recovery activities are those necessary to restore services and systems to a state of normalcy. Short term recovery actions include damage and safety assessments and those necessary to return health and safety systems (e.g., water) and services (e.g., acute health care) to minimum operating standards.

When conditions exist which pose an extreme peril to life and property and is beyond the effective response capabilities of a local jurisdiction, a city or county may proclaim a local emergency and request that the state implement or coordinate financial disaster recovery programs.

Recovery efforts can begin even while response efforts are underway, or shortly after. Such initial efforts may include beginning to restore utility services, clearing roadways of debris, and basic mitigation efforts to keep additional damage from happening.

Initial coordination of recovery efforts, such as initial planning and response, are the responsibility of local jurisdictions. Affected jurisdictions, such as San Luis Obispo County, cities in the Operational Area, and special districts may be involved with at least initially coordinating recovery efforts in their respective areas. In the aftermath of a disaster initial recovery needs may include:

Assessment of the extent and severity of damages to homes and other property; restoration of services such as water, sewer, and power; repair of damaged homes and property; and professional counseling, guidance and education due to the sudden changes resulting from the emergency, and related reasons.

#### **Short term and long term recovery:**

Short term recovery operations generally begin during the response phase of the emergency. The major objectives of short term recovery operations include debris removal and cleanup, orderly and coordinated restoration of essential services (electricity, water, and sanitary systems), and assisting the County's population in coping with the emergency.

#### **1.1 Short Term Recovery**

The goal of short term recovery is to restore local government and related services to at least a minimal capacity. Short term recovery may include:

- utility restoration;
- continued social, medical, and mental health services;
- re-establishment of County government operations;

- re-establish of transportation routes;
- debris removal;
- cleanup operations; and
- abatement and demolition of hazardous structures.

The County and cities may need to ensure that debris removal and cleanup operations are expedited in public areas. On the basis of the County and other Operational Area jurisdictions' assessments, structures that pose a public safety concern may be inspected by building officials or other professionals to determine specific damages.

The major objectives of long term recovery operations may include:

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

### **Recovery Potential Need Activities**

Rebuilding efforts require decisions on a number of critical activities that have long-term social, economic and physical recovery implications. In addition to common emergency planning considerations (e.g., establishing partnerships, risk identification and reduction, plan maintenance including drills and exercises) local government should consider the activities listed below during the emergency management planning process.

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**Physical Recovery Activities:**

- ✓ Preserving historical sites
- ✓ Considering environmental concerns
- ✓ Upgrading infrastructure and utilities
- ✓ Removing debris and managing disposal sites
- ✓ Evaluating redevelopment and subdivisions
- ✓ Establishing restoration committee
- ✓ Deferring permits, fees, etc.
- ✓ Pursuing hazard mitigation projects and advancing mitigation efforts
- ✓ Modifying land use and zoning requirements
- ✓ Improving infrastructure, roads, housing
- ✓ Evaluating repair and rebuilding options
- ✓ Incorporating changes in construction standards

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**Social Recovery Activities:**

- ✓ Promoting community participation
- ✓ Providing services for the mental health of individuals
- ✓ Evaluating community stress
- ✓ Informing the public of physiological considerations
- ✓ Restoring community values
- ✓ Promoting family and individual preparedness
- ✓ Establishing Local Assistance Centers for 'one-stop' disaster recovery services

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**Governmental Recovery Activities:**

- ✓ Continuing the performance of governmental functions
- ✓ Protecting essential facilities, equipment, records, etc.
- ✓ Managing donations
- ✓ Coordinating voluntary agencies
- ✓ Building community consensus
- ✓ Engaging stakeholders, special interests groups and the public in decision-making processes
- ✓ Pursuing new opportunities in community planning
- ✓ Upgrading communication systems
- ✓ Pursuing political support
- ✓ Communicating recovery activities to the public
- ✓ Addressing community questions about health consequences of the event

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**Economic Recovery Activities:**

- ✓ Establishing a documentation system to collect and store disaster-related cost information to ensure maximum state and federal reimbursement
- ✓ Addressing economic loss of the community
- ✓ Identifying available working capital
- ✓ Promoting businesses in damaged areas
- ✓ Maximizing the consumer base
- ✓ Reestablishing commercial services
- ✓ Facilitating business recovery
- ✓ Securing disaster business loans, disaster recovery assistance grants and hazard mitigation project funding

## **Disaster Recovery at the State Level**

Note: As of June 2014, Cal OES is beginning a project to develop a disaster recovery framework. Cal OES will be solicited input from local agencies as this project proceeds. The framework and its appropriate concepts will be incorporated into a future edition of this EOP and other procedures as appropriate.

At the state level, the Cal OES Disaster Assistance Division (DAD) manages disaster recovery operations by providing assistance to local governments and coordinating recovery programs for individuals and businesses impacted by disasters. DAD ensures that state and federal support are provided in an efficient and timely manner throughout the recovery process. State OES is the grantee for federally funded disaster assistance programs, and grantor for the state California Disaster Assistance Act (CDAA) program. As such, DAD coordinates recovery assistance for individuals, businesses and the agricultural community. Additionally, DAD oversees hazard mitigation activities throughout California and provides technical support to reduce the costs and streamline the process of future recovery efforts. In support of these responsibilities, DAD performs extensive planning activities with local, state and federal agencies, legislators, various volunteer and non-profit organizations.

Accurate and current IDEs should be provided concurrently with requests for assistance by local jurisdictions.

Cal OES works with local jurisdictions to ensure that accurate and current disaster information is captured and shared with and provided to the State. The IDE provides information necessary for DAD to determine if state and/or federal disaster assistance is warranted and what external resources are needed. The information provided by local government should include:

- type and extent of public and private sector damage;
- basic repair and emergency response costs; and
- any acute public health issues

If the available IDE information appears inaccurate based on the known magnitude of the event or if the information appears out-of-date, DAD staff may be required to verify the information, through the Preliminary Damage Assessment (PDA) process outlined below. A PDA may also be necessary to verify IDE information as discussed above.

A PDA is a comprehensive report completed by a team of local, state and/or federal representatives in cooperation with the affected local government and the private sector. The representatives may include local public works staff, Cal OES or SBA program staff. The PDA is used to determine the level of state and/or federal assistance required. PDA information includes:

- specific damaged sites, including facility type (e.g., school, road, private residence);

- insurance and maintenance records of damaged facilities;
- damage description and repair estimates; and
- local government’s budget reports.

If federal assistance is required, Cal OES must submit a request to the President **within 30 days of the disaster occurrence**. The request must generally be accompanied by a joint State OES/FEMA PDA. Accordingly, State OES will request FEMA’s assistance and complete the joint PDA as soon after the event as practical.

In special circumstances when the magnitude of the event warrants, the President may declare an emergency or major disaster prior to completion of a PDA. However, a PDA still requires completion in order to establish the level of financial assistance required by the state and federal governments.

**Consistent with SEMS, local government should provide all requests for disaster recovery assistance to the Operational Area (OA).** Cal OES Regions are the first line reviewers of requests for disaster assistance from local government. The Cal OES Region office may complete a “Local Proclamation” form utilizing their online database. This form includes the Regional Analysis, which DAD utilizes to evaluate the need and appropriate level of state and/or federal assistance warranted. DAD provides its recommendation to the State OES director for approval.

For federally declared disasters, teleregistration centers may be established by the Department of Homeland Security’s Federal Emergency Management Agency (FEMA) to assist disaster victims and businesses in applying for grants, loans, and other benefits. In coordination with the American Red Cross, temporary services such as sheltering for disaster victims may be provided.

### **Overview of the National Disaster Recovery Framework**

The National Disaster Recovery Framework is a guide designed to ensure coordination and recovery planning at all levels of government before a disaster, and defines how we will work together, following a disaster, to best meet the needs of states and communities in their recoveries.

This guide is the product of efforts to meet requirements from two key directives: first, the Post-Katrina Emergency Management Reform Act of 2006 requires FEMA to develop a National Disaster Recovery Strategy. Additionally, Presidential Policy Directive (PPD)-8, National Preparedness directs FEMA to work with interagency partners to publish a National Disaster Recovery Framework and supporting operational plans as an integral element of a National Preparedness System.

The National Disaster Recovery Framework (NDRF) is a conceptual guide designed to ensure coordination and recovery planning at all levels of government before a disaster, and defines

how we will work together, following a disaster, to best meet the needs of states, local and tribal governments and communities and individuals in their recoveries. For the first time, the framework establishes coordination structures, defines leadership roles and responsibilities, and guides coordination and recovery planning at all levels of government before a disaster happens. It involves better utilization of existing resources.

The National Disaster Recovery Framework is a living document that will continue to be updated to include annexes for each Recovery Support Function. We will continue to work with all of our stakeholders on ways to improve our common goal to support communities as they recover. Updates to the National Disaster Recovery Framework will be implemented to incorporate these improvements, as needed or every five years.

### **Recovery Support Functions**

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The National Disaster Recovery Framework introduces six recovery support functions that are led by designated federal coordinating agencies. The Recovery Support Functions (RSFs) comprise the coordinating structure for key functional areas of assistance. Their purpose is to support local governments by facilitating problem solving, improving access to resources and fostering coordination among state and federal agencies, nongovernmental partners and stakeholders. The Recovery Support Functions and designated federal coordinating agencies are:

- ***Community Planning and Capacity Building:*** Federal Emergency Management Agency
- ***Economic:*** U.S. Department of Commerce
- ***Health and Social Services:*** U.S. Department of Health and Human Services
- ***Housing:*** U.S. Department of Housing and Urban Development
- ***Infrastructure Systems:*** U.S. Army Corps of Engineers
- ***Natural and Cultural Resources:*** U.S. Department of Interior

### **Leading Recovery**

The framework identifies and recommends key recovery positions designed to allow for more concentrated focus on community recovery. These positions include a Federal Disaster Recovery Coordinator (when warranted in large-scale or catastrophic disasters), State/Tribal Disaster Recovery Coordinators and Local Disaster Recovery Managers.

### **Addressing the Needs of the Whole Community**

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The framework incorporates whole community values, with emphasis on core principles, such as individual and family empowerment and partnership and inclusiveness. The National Disaster Recovery Framework outlines how important state, local and tribal leadership and participation of community members in decision-making and coordinated engagement of a wide array of supporting organizations is critical for successful recovery.

## **Stakeholder Review and Comment**

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The framework was developed in partnership, and through extensive outreach, with Federal, state, local and tribal governments, private and non-profit partners who have a stake in immediate and ongoing recovery following a disaster. Outreach sessions that began in fall 2009 resulted in thousands of comments and recommendations from more than 600 stakeholders representing Federal, Tribal, state and local governments, public and private organizations, including communities recovering from disasters. This feedback informed the development of the draft National Disaster Recovery Framework.

In January 2010, the draft National Disaster Recovery Framework was published in the Federal Register for public comment. FEMA reviewed the more than 2,000 comments to further refine the final version of the National Disaster Recovery Framework.

## **Disaster Recovery Framework Summary**

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This framework, which helps to better define how we, as a Nation, will approach recovery, is not a finish line, but just one part of our ongoing mission to better meet the needs of disaster survivors. We will continue to work with all of our stakeholders on ways to improve our programs, and better partner with the entire team, in our common goal to support communities as they recover.

FEMA's mission is to support our citizens and first responders to ensure that as a nation we work together to build, sustain, and improve our capability to prepare for, protect against, respond to, recover from, and mitigate all hazards.

### **1.2 Long Term Recovery**

The goal of long term recovery is to restore facilities to pre-disaster condition. Long-term recovery includes hazard mitigation activities, restoration or reconstruction of public facilities, and disaster response cost recovery. Each affected jurisdiction is responsible for their own approach to mitigation, which could include zoning variances, building codes changes, plan reviews, land use planning techniques, and safety element review.

With public safety a primary concern, rapid recovery may require adjustments to policies and procedures to streamline the recovery process. Any hazard mitigation actions may need to be coordinated between various agencies and jurisdictions in order to ensure a maximum reduction of vulnerability to future disasters. Long term recovery may also involve local jurisdictions restoring essential facilities to their pre-disaster condition by retrofitting, repairing or reconstructing them during recovery operations.

Recovery programs will also be sought for individual citizens and private businesses. The County's and other Operational Area jurisdictions' planning, redevelopment, or related agencies may have a vital role to play in coordinating rebuilding efforts related to commercial areas of San Luis Obispo County.

## Damage Assessments

When requesting state or federal disaster assistance, local government must provide information to support the request. The chart below describes the mechanisms required to document damages and determine needed assistance in the impacted area.

<b>Report Title</b>	<b>Responsible Party</b>	<b>Description Needed</b>	<b>Purpose of Report</b>
Initial Damage Estimate (IDE <sup>1</sup> )	Local jurisdiction	Initial description of damage including: <ul style="list-style-type: none"> <li>• type and extent of public and private sector damage</li> <li>• basic repair and emergency response costs</li> <li>• any acute public health issues</li> <li>• number of homes and businesses not insured or underinsured</li> </ul>	Provides information for Cal OES to determine if state and/or federal disaster assistance is warranted and to what external resources are needed. An IDE should be provided concurrently with request for assistance. Not providing this information promptly can delay assistance.
Preliminary Damage Assessment (PDA)	DAD field staff assisted by Cal OES Regional staff, local, state and/or federal government staff	Preliminary detailed damage report including: <ul style="list-style-type: none"> <li>• facility types (e.g. school, road, private residences) and location</li> <li>• facility insurance and/or maintenance records.</li> <li>• damage description and repair estimates</li> <li>• local government budget reports</li> <li>• destroyed/damaged residences, personal property, businesses</li> <li>• any identified environmental or historical issues</li> </ul>	Provides information for Cal OES to determine extent and type of state and/or federal disaster assistance. This information is also used by FEMA to prepare a regional analysis of the request for consideration by FEMA headquarters.
Damage Assessment by Other Federal Agencies	Small Business Administration (SBA) US Dept of Agriculture (USDA) and/or local Agricultural	Includes the number of private homes and businesses damaged or destroyed and estimated uninsured losses. It also may include documentation showing economic injury to businesses Includes cause, type and value of crop/livestock losses.	Ensures minimum damage criteria have been satisfied to implement the Physical or Economic Injury Disaster Loan Program. Provides USDA with jurisdictions to

<b>Report Title</b>	<b>Responsible Party</b>	<b>Description Needed</b>	<b>Purpose of Report</b>
	Commissioner		implement emergency local program

<sup>1</sup> IDE: This report is available via the online Response Information Management System (RIMS) located on the Cal OES website at: <http://www.oes.ca.gov>.

## **2. Recovery Operations Organization**

For the county of San Luis Obispo, initial recovery operations will be managed by the appropriate departments. Initial overall coordination of recovery efforts can be coordinated by State OES. Initial recovery issues involving Operational Area jurisdictions and special districts may also be coordinated and managed between the County OES and designated jurisdictional representatives.

Throughout the recovery process, San Luis Obispo County departments should also be represented and responsible for certain functions that may need or otherwise involve their expertise.

## **3. Recovery Operations Responsibilities**

The County, Operational Area jurisdictions, and special districts have specific responsibilities in recovering from a disaster, although local jurisdiction and agencies may not have all the resources necessary for recovery; state and/or federal disaster assistance may be needed. The organizational overview listed on the following page depicts a sampling of agencies that may be assigned or have the resources to coordinate specific disaster recovery operations for the County.

<b>Function</b>	<b>Lead Department/Agency</b>
Political process management; interdepartmental coordination; policy development; decision making; overall public information	Administrative Office; Board of Supervisors; County OES
Land use and zoning variance; building and related permits; building and related safety inspections; redevelopment	Planning and Building Department; redevelopment agencies; Board of Supervisors
Restoration of County facilities and related services	General Services

Public area debris removal; demolition; roadway and related construction; restoration of County government public utility services	Public Works
Assistance programs for victims and related special needs	Federal and state disaster assistance
Public finance; budgeting; contracting; accounting	Auditor-Controller; Administrative Office; Board of Supervisors
Claims and liability issues	HR/Risk Management; County Counsel
Coordination of applications for public agency disaster assistance; liaison with assistance providers; disaster financial assistance project management	County OES; Auditor-Controller; affected departments
Advise on emergency authorities, actions, and associated liabilities; preparation of new ordinances and resolutions	County Counsel
Government operations and restoration, including space acquisition, supplies, equipment, vehicles, personnel	General Services, Administrative Office, Human Resources
Geographic Information System (GIS) needs	Planning and Building, Assessor, Agriculture Departments, County Fire

### Emergency Proclamations / Declarations

If the local government requires state or federal assistance, it is important to know if a local proclamation of an emergency is a prerequisite to obtaining the assistance. The chart below provides an overview of the programs discussed in this handbook and indicates proclamation/declaration requirements. **Note: If a local emergency proclamation is required, it must be issued within 10 days of the event.**

Program Name	Type of Assistance	Local Proclamation Required?	State of Emergency Required?	Federal Declaration or Designation Required?
SAP	Provides professional evaluators to determine safety, use and occupancy of homes and buildings	No	No	No
FMAG	Reimbursement of emergency response costs for fire suppression	No	No	Yes
State PA under an OES Director's Concurrence	Funding to restore public infrastructure	Yes	No	No
State PA under a Governor's proclamation of state of emergency	Reimbursement of local emergency response costs, debris removal and funding to restore public infrastructure	Yes	Yes	No
Federal PA (major disaster declaration)	Reimbursement of local emergency response costs, debris removal and funding to restore public and allowable private-non-profit infrastructure	Yes	Yes	Yes
Federal PA (emergency declaration)	Reimbursement of local emergency response costs	Yes	Yes	Yes
Individuals and Household Program (IHP)	Grants for unmet recovery needs to individuals and families	Yes	Yes	Yes
State Supplemental Grant Program (SSGP)	Supplemental grants for individuals for recovery may be available only when maximum IHP has been reached	Yes	Yes	Yes
SBA Economic Injury Disaster Loan Program	Working capital loans for small businesses that have suffered an economic loss	No	No	Yes
SBA Physical Disaster Loan Program	Loans for individuals, families and businesses that have lost real and personal property	No	No	Yes
USDA Disaster Designation	Loans for farmers and ranchers for physical and crop production losses	No	No	Yes
Crisis Counseling Programs	Referral/resource services and short-term counseling for emotional and mental health problems caused by the disaster	Yes	Yes	Yes
Disaster Unemployment Assistance	Weekly unemployment benefits and job finding services due to a disaster	Yes	Yes	Yes

#### 4. Recovery Damage/Safety Assessment

The recovery damage/safety assessment function is the basis for determining the type and amount of state and/or federal financial assistance necessary for recovery. As soon as possible into an incident, even during the emergency response phase, initial damage estimates may be needed in order to support a request for a gubernatorial proclamation and for the State to request a presidential declaration.

During the recovery phase, this assessment is refined to a more detailed level. Detailed damage/safety assessments will be needed to apply for various state and federal disaster financial assistance programs. In addition, a list of mitigation priorities will need to be developed by the jurisdictions' departments.

Determining which agency performs detailed damage and/or safety assessment will depend on what is being inspected and assessed. For example, damage to roads under the jurisdiction of San Luis Obispo County generally will be coordinated by the San Luis Obispo County Public Works Department; damages to County facilities generally will be coordinated by County General Services. The county Office of Emergency Services will most likely be the lead agency for coordinating and summarizing overall damage and safety assessments into a consolidated report. Other local jurisdictions within the Operational Area should complete their own detailed damage assessment.

### **Local Assistance Centers/Disaster Recovery Centers**

**LACs:** Local government may consider activating Local Assistance Centers (LACs) to provide a centralized location for services and resource referrals for the unmet needs of disaster victims. State funding may be available for eligible LAC operations. Historically, LACs have proven to be a key factor for a successful recovery. LAC characteristics generally include:

- resource facility for recovery information, services and programs;
- community-based service facilities;
- managed by local government; and
- staffed by PNPs, local, state and federal government, as appropriate.

*For additional information, contact Cal OES for "A Guide for Establishing a Local Assistance Center."*

**Disaster Recover Centers (DRCs):** DRCs may also be activated by key federal agencies to provide convenient locations for victims and private non-profit organizations to obtain information about FEMA and SBA programs. DRC characteristics general include:

- Fixed or mobile resource facility for FEMA and SBA recovery information
- Managed by federal government; and
- Staffed by FEMA, Cal OES, SBA and other federal, state and local agencies as appropriate.

### **Disaster Assistance Programs and their Requirements**

The following tables are designed to provide local emergency managers a quick reference to disaster assistance programs administered or coordinated by DAD. The tables are grouped by

potential recipients and indicate general program implementation criteria, including key deadlines.

### Public Assistance through Cal OES

Public agencies include state agencies and departments, cities, counties, city and county, school districts, community college districts, special districts and certain private non-profit agencies. The following table describes implementation criteria for the five main public disaster programs administered by Cal OES: Director’s Concurrence, Governor’s Proclamation of a State Emergency, Fire Management Assistance Program (FMAG), Presidential Declaration of an Emergency and Presidential Declaration of a Major Disaster.

Type of Assistance	Program Name and Authority	Cost Share Requirements	Implementation Criteria
Funding to restore damaged public infrastructure (e.g. roads, buildings, utilities)	State Public Assistance CDAA -- Director’s Concurrence with local emergency	75% State 25% Local	Local agency must proclaim an emergency and request a “Director’s Concurrence” within 10 days of an event. A Governor’s proclamation of a state of emergency is not required for the OES Director to provide CDAA funding to repair damaged public facilities.
Reimbursement of local emergency response costs, debris removal, and funding to restore damaged public infrastructure	State Public Assistance CDAA-- Governor’s Proclamation of a State of Emergency	75% State 25% Local	Local agency must proclaim an emergency and request the Governor to proclaim a state of emergency within 10 days of an event. The request should include dates of the event, an IDE, areas affected, and appropriate type of assistance needed.
Reimbursement for fire suppression costs	FMAG Stafford Act	75% Federal 25% Local	Responsible fire agency must request FMAG assistance while the fire is still burning out of control. Neither local nor state emergency proclamations are necessary for the implementation of this program.
Reimbursement of local emergency response and debris removal costs	Federal and State Public Assistance Stafford Act and CDAA – Presidential Declaration of an Emergency	75% Federal 18.75% State 6.25% Local	Local agency must proclaim an emergency and request the Governor to proclaim a state of emergency within 10 days of an event. The Governor has 5 days to request federal assistance. Local government should provide detailed information including dates of the event, an IDE, areas affected, appropriate type of assistance needed.
Funding to restore public infrastructure* and reimbursement of emergency response and debris removal costs	Federal and State Public Assistance Stafford Act and CDAA – Presidential Declaration of a Major Disaster	75% Federal 18.75% State 6.25% Local	Local agency must proclaim an emergency and request the Governor to proclaim a state of emergency within 10 days of an event. The Governor has 30 days to request federal assistance. Local government should provide detailed information including dates of the event, an IDE, areas affected, and appropriate type of assistance needed.  *Funding beyond what is necessary to restore a facility may also be approved for hazard mitigation measures to ensure that future similar damage will not occur. These mitigation projects include cost-effective improvements to the current design and capacity of the existing facility.
Funding to provide crisis counseling services	FEMA Crisis Counseling Program Stafford Act	75% Federal 25% State	This program is funded by FEMA and administered through the state Department of Mental Health. Benefits may be short term or long-term (up to 9 months).

### Public Assistance through Other Agencies

The following table describes the implementation criteria for disaster assistance programs available to public entities through federal agencies other than FEMA. Through CDAA, the state may also cost share with these federal programs.

Type of Assistance	Program Name/Lead Federal Agency and Authority	Cost Share Requirements	Implementation Criteria
Watershed restoration	Emergency Watershed Program / NRCS Division of the U.S. Department of Agriculture  Section 216, P.L. 81-516 and Sections 403-405, P.L. 95-334	75% NRCS 18.75% State 6.25% Local	Eligible activities include providing financial and technical assistance to remove debris from streams, protect destabilized streambanks, establish cover on critically eroding lands, repair conservation practices, and the purchase of flood plain easements. This program does not require a Presidential disaster declaration before it is implemented. However, in order for the sponsoring agency to be eligible for state cost share, the Governor must have proclaimed a state of emergency for the event. For additional information refer to: <a href="http://www.nrcs.usda.gov">www.nrcs.usda.gov</a>
Emergency flood and post-flood activities	USACE Emergency Operations / USACE  Flood Control and Coastal Emergencies Act (P.L. 84-99)	100% USACE	The USACE may provide manpower, supplies, and equipment for flood-fighting, debris clearance and temporary levee repairs during the emergency period and up to a maximum of 10 days thereafter. This program does not require a Presidential disaster declaration before it is implemented. For additional information refer to: <a href="http://www.usace.army.mil">www.usace.army.mil</a>
Restoration of publicly sponsored flood control structures	USACE Rehabilitation Program/USACE  Flood Control and Coastal Emergencies Act (P.L. 84-99)	100% USACE	The USACE Rehabilitation program provides assistance for permanent repairs to federal system levees. Although USACE covers the repair costs, the local sponsoring agency may be required to purchase additional soil and must sign "Hold Harmless" agreements and other applicable assurances before work can begin. This program does not require a Presidential disaster declaration before it is implemented. For additional information refer to: <a href="http://www.usace.army.mil">www.usace.army.mil</a>
Emergency repairs to federal roads and highways	FHWA Emergency Relief (ER) Program/FHWA  Title 23, U.S.C., Section 125	100% FHWA if performed within 180 days of an event.	This program may be implemented upon a Presidential Declaration or by special request from the Governor when a state of emergency has been proclaimed. The FHWA ER program is administered through Caltrans. For additional information refer to: <a href="http://www.fhwa.dot.gov/programadmin/erelief.html">http://www.fhwa.dot.gov/programadmin/erelief.html</a>
Permanent restoration of damaged federal aid highways	FHWA ER Program / FHWA  Title 23, U.S.C., Section 125	88.53% FHWA 8.6% State 2.87% Local	FHWA funds 88.53 percent of repairs upon a Presidential Declaration or by special request from the Governor when a state of emergency has been proclaimed. The FHWA program is administered through Caltrans in close coordination with OES. For additional information refer to: <a href="http://www.fhwa.dot.gov/programadmin/erelief.html">http://www.fhwa.dot.gov/programadmin/erelief.html</a>
Long-term economic redevelopment	HUD Disaster Recovery Initiative/ HUD  Section 122 of the Housing and Community Act of 1974, as amended	75% Federal 18.75% State 6.25% Local	Funds earmarked for certain HUD projects may be transferred to emergency projects if not covered by FEMA and are in the best interest of the post-disaster stricken community. California Department of Housing and Community Development administers this program. For additional information refer to: <a href="http://www.hud.gov/offices/cpd/communitydevelopment/programs">http://www.hud.gov/offices/cpd/communitydevelopment/programs</a>

### Individual and Family Assistance

The following table describes the implementation criteria for programs that are available to assist businesses, families and individuals, and private non-profit (PNPs) agencies in recovering from a disaster.

Type of Assistance	Program Name and Authority	Loan/Grant Maximum*	General Implementation Criteria
Low interest loans for losses to real property (primary residences) which may include mitigation measures	SBA Physical Disaster Loan Program 13 CFR Ch. 1 Part 123	\$200,000	The SBA Physical loan program may be implemented upon a Presidential declaration of an emergency or major disaster. Victims are required to first seek loan assistance through SBA before they can be considered for a federal grant through FEMA. SBA also has the authority to independently (without a Presidential declaration) implement the program when at least 25 homes and/or businesses suffer 40% uninsured losses of their estimated fair market or pre-disaster fair market value, whichever is lower. In this case, a request for SBA declaration must be requested through OES within 60 days of the occurrence.
Low interest loans for losses to personal property	SBA Physical Disaster Loan Program 13 CFR Ch. 1 Part 123	\$40,000	Same as above.
Grants to cover temporary housing needs, home repairs, losses to personal property, transportation expenses, funeral and medical expenses, etc.	Individual and Households Program (IHP) Robert T. Stafford Act Disaster Relief and Assistance Act, 44 CFR Ch. 1, Part 206, Subpart D, Sect. 206.110	\$25,600	This is a federal grant program managed and administered by FEMA upon a Presidential Declaration of an Emergency or Major Disaster. Victims who are found to be ineligible for an SBA loan are referred to FEMA's IHP program.
Grants to individuals and families that have received the maximum IHP grant but still have unmet needs	State Supplemental Grant Program California Department of Social Services W/I 13600-13601	\$10,000	This program is administered through the state Department of Social Services. It is only implemented when FEMA has activated the IHP. The state has no authority to activate the SSGP independent of a federal declaration.
Disaster Unemployment Assistance	DUA U.S. Department of Labor, 20 CFR, Part 625 44 CFR, part 206.141	N/A	This program may be implemented by the Department of Labor upon a Presidential declaration. It allows those unemployed due to a disaster up to 26 weeks of unemployment benefits.

\*Please note that these amounts were current as of March 1, 2004. They are adjusted annually based on the consumer price index.

### Businesses, Ranchers and PNP Assistance

The following table describes the implementation criteria of programs that are available to assist businesses, ranchers and private non-profit (PNPs) agencies in recovering from a disaster.

Type of Assistance	Program Name and Authority	Loan Maximum*	Implementation Criteria
Low interest loans to businesses and PNP's, for losses to real property	SBA Physical Disaster Loan Program  13 CFR Ch. 1 Part 123	\$1.5 Million	The SBA Physical loan program may be implemented upon a Presidential declaration of an emergency or major disaster.  SBA also has the authority to independently implement the program when at least 25 homes and/or 3 businesses have suffered 40% uninsured losses due to a disaster. Typically, when SBA declares a disaster for a county, contiguous counties are also eligible.
Low interest loans to businesses and to help cover working capital	SBA EIDL  13 CFR Ch. 1 Part 123	\$1.5 Million	SBA also the authority to independently implement the program with certification by the OES Director that at least five small business concerns in a disaster area have suffered economic injury and are in need of financial assistance not otherwise reasonably available.  The SBA may provide economic injury assistance for a disaster determined by the Secretary of Agriculture. Under these designations, SBA makes economic injury assistance available to eligible small businesses.  EIDL loans become available under all SBA physical declarations. The maximum SBA loan assistance is \$1.5 Million, whether it is a Physical Disaster Loan, an EIDL loan, or a combination of both programs.
Low interest loans to farmers, ranchers and aquaculturists for physical and/or crop production losses resulting from an unusual natural occurrence (weather pattern, pest, etc.)	Secretarial Designation-Agricultural disaster  U.S. Department of Agriculture, Farm Services Agency 7 CFR, Ch 18, part 1945, Subpart A	\$500,000	Emergency loans are made to farmers and ranchers who have suffered at least a 30-percent loss in crop production or a physical loss to livestock products, real estate or chattel property.  The Secretary of Agriculture can implement this program when requested by OES on behalf of a local agricultural commissioner or local government authority, or implemented automatically when the President declares a major disaster or emergency. When requested on its own authority, supporting documentation to the types of crops and level of damage must be submitted. A proclamation of local or state emergency is not required for this program.

\*Please note that these amounts were current as of March 1, 2004. They are adjusted annually based on the consumer price index.

## **How to Access Assistance**

**Local Government Responsibilities:** When disaster strikes and damages exceed local capabilities, local government may request state and/or federal disaster assistance. Refer to the table on page 10 to determine if a local proclamation of an emergency is a prerequisite for the assistance requested. If a request for assistance is necessary, local government should:

- Include the following information in the request:
  - copy of the local proclamation (if required)
  - Initial Damage Estimate (IDE)
  - written request/resolution by designated official
  - type of disaster
  - date of occurrence and whether situation is continuing
  - areas affected
  - type of assistance needed;
- Submit the request to:
  - Operational Area
  - Cal OES REOC/Regional Office;
- Submit the request by the deadlines mentioned in the previous tables; and
- Submit the request separately by a city only if the county has not already submitted the same request.

**Cal OES Responsibilities:** If a request for assistance is submitted, Cal OES will:

- Review the request for completeness
- Request additional information if necessary
- Determine the need to conduct damage assessments; and
- Make a determination regarding the level of appropriate disaster assistance for the request.

## **The Application Process: Public Assistance**

### Applicant Briefings

Whether a disaster has been designated as an FMAG, a Director's Concurrence, a State of Emergency Proclamation, a Presidential declaration of an emergency or a Presidential declaration of a major disaster, DAD will schedule and hold Public Agency Applicant Briefings. Affected public agencies will be notified by letter, e-mail, Cal OES website, Cal OES regional offices, or by telephone of the date, location, and time of the briefing. Applications for federal and state public assistance will be available and accepted during these briefings.

Detailed instructions on applicant eligibility, project eligibility, eligible costs, program criteria, documentation requirements and important deadlines for work completion will also be explained. Public assistance applicants are assigned a primary point of contact that will process the PA application, monitor work progress, and provide technical assistance for the duration of the application. Once a public agency has been assigned a federal/state identification number, they are referred to as a “Subgrantee.”

### Project Approval Process

DAD encourages subgrantees to participate fully in the decision-making process of the approved scope of work and cost estimation for each project. Subgrantees are notified by mail when FEMA or the state has approved the project for funding. This notification includes instructions to request payment of the funds. Additional information regarding both federal and state public assistance programs can be obtained through DAD’s Public Assistance Training Program.

### Expedited Funding

Upon a Presidential declaration, local governments that have incurred significant emergency response costs may request the expedited processing of state and federal funding. Qualifying costs may include:

- emergency costs (e.g. police and fire overtime salaries);
- debris removal necessary to protect life and property; and
- temporary shelter operating costs

### **The Application Process: Individual Assistance:**

#### Individuals and Households Program

Upon the implementation of the IHP, individuals are required to first “teleregister” with FEMA. Widespread notice through the local media and or websites maintained by local government, SBA, USDA, FEMA or Cal OES inform the public of the toll-free teleregistration number. Websites and/or local media are also resources for physical locations of local SBA, USDA, LAC or DRC offices.

Upon teleregistration, FEMA will assign a representative to evaluate the claim and will refer the individual to the appropriate program for loan and/or grant assistance. Individuals will then be provided loan and/or grant application information, instructions, terms and conditions directly from the agency providing assistance (FEMA, SBA, USDA).

## SBA and USDA

When SBA and/or USDA has implemented its disaster program(s) independent of a Presidential declaration, individuals, businesses, private non-profit agencies, and/or the agricultural community, will be instructed to file an application directly with their local SBA and/or USDA office.

### **5. Documentation**

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

Under the California Disaster Assistance Act (CDAA), documentation is required for damage sustained to the public and related resources, such as:

- public buildings;
- levees;
- flood control works;
- irrigation works;
- county roads;
- city streets;
- bridges; and
- other public works.

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

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

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

The documenting information should include the location and extent of damage, and estimates of costs for: debris removal, emergency work, and repairing or replacing damaged facilities to a non-vulnerable and mitigated condition. The cost of compliance with building codes for new

construction, repair, and restoration should also be documented. The cost of improving facilities may be provided in cost estimates for possible federal mitigation program funding.

Documentation is a key to recovering expenditures related to emergency response and recovery operations. For each jurisdiction and special district, documentation should begin at the field response level and continue throughout the operation of their Emergency Operations Center and/or other emergency management coordination efforts or functions as the disaster unfolds.

## **6. Disaster Assistance Process for Public Agencies**

The assistance process for individual assistance naturally requires that people in need of assistance register directly with recovery agencies, such as FEMA. Information on how to do so is provided after a disaster for which recovery and other assistance is available.

For public agencies, there is a specific process in place to begin and go through the recovery process which of course differs from the individual assistance programs.

### **6.1 Public Assistance Program Responsibilities**

Each jurisdiction and special district has the responsibility for completion and submittal of the required documents for both state and federal public assistance programs (note that the term “public” in this context refers to public agencies, verses individuals. Assistance for individuals is generally referred to as "individual assistance". Overviews of certain individual assistance programs are contained later in this part of the EOP).

The county Office of Emergency Services (OES) is the primary agency for coordinating the initial completion of the public assistance program applications and supporting materials for County government. County OES may also serve as the initial primary contact for state and federal field representatives. City emergency management representatives complete the application process and provide supporting materials to state and federal representatives for their jurisdictions. Special districts may assign a representative from their agencies to complete application materials and initially coordinate with state and federal representatives. The special district representative should work closely with their agency’s field operations staff throughout this process.

### **6.2 Project Worksheet (PW)**

Once the OES Project Application is received, a joint state/federal inspection team may come into the requesting jurisdiction to perform a Project Worksheet (PW). The PW identifies the scope of work and the quantitative estimate of cost of each work project. The inspection team prepares a PW data sheet for each project listed on the List of Projects. A project means all work performed at a single site.

Any damage not shown to the inspection team during its initial visit must be reported to the DHS/FEMA Region IX Director, through the Governor's Authorized Representative (GAR), within 60 days following the completion of the initial visit.

Within 45 days of receipt of the application for federal public assistance, the PWs are reviewed by DHS/FEMA and a decision to obligate the funds will be rendered. Once the projects are approved, Cal OES must submit quarterly progress reports to DHS/FEMA.

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

If a jurisdiction does not agree with the inspection team's estimate, the jurisdiction may indicate its non-concurrence with the PW. In addition to indicating non-concurrence on the PW form, the jurisdiction may also submit a letter of non-concurrence to Cal OES. In this letter, include the reasons the jurisdictions disagrees with the inspection team's estimate. Provide as much supporting documentation as possible. Cal OES will generally recommend that DHS/FEMA review the PW to reinstate eligible costs before the PW is approved. The letter to Cal OES should include the disaster number, the San Luis Obispo County's federal Project Application Number (PA Number), and the Project Worksheet (PW) number(s).

For tracking and accounting purposes, projects are classified as either "small projects" or "large projects." A large project is a project above a certain approved estimate of costs; for example, as of July 2008 any project with a cost of \$60,900 or more was a figure used on a federal disaster to designate a large project from a small project.

For large projects over a certain cost a construction monitoring program must be implemented.

### **6.3 Work Project Funding**

To receive payment, the sub-grantee (local jurisdiction) must have a resolution that designates an authorized representative, filed a Cal OES Project Application, and have a Vendor Data Record. Work project funding is subject to DHS/FEMA/State Agreement and 75 %/ 25 % federal/state and local costs shares, as established as the minimum under the Stafford Act. Funding of improved projects are subject to the Governor's Authorized Representative's (GAR) approval.

Payments for administrative allowances and small projects are automatic advance payments (after supplement approval). Payments for large projects must be requested on a "Request for Reimbursement" form. Reimbursement payments are sent in the form of progress payments, with 25 % usually withheld until after final inspection or audit

## 6.4 Completion Deadlines

The following deadlines have been established for each work category:

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

\* Dates established from date of major disaster declaration

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

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

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

### Post-Disaster Hazard Mitigation Grant Program

**Overview:** Administered by FEMA through Cal OES, the Hazard Mitigation Grant Program (HMGP) provides grants following a disaster to state and local governments, Indian tribes, and certain non-profit organizations to develop plans and implement long-term hazard mitigation measures.

**HMGP Authority and Administration:** The HMGP is authorized under Sections 322 and 404 of the Stafford Act. Federal funding becomes available only after the President signs a major disaster declaration. It is the only mitigation program that requires the local government to proclaim an emergency prior to implementation.

The amount of funding available is based on a percentage of the federal share of the aggregate disaster costs for public and individual assistance.

As manager of the HMGP, Cal OES is responsible for soliciting program interest, helping potential applicants develop applications, establishing deadlines for applications, providing technical assistance, establishing funding priorities and forwarding selected projects to FEMA for approval based on those priorities. Cal OES posts grant applications instructions and deadlines on the website for a limited time following a federal declaration of a disaster.

Subgrantees are notified by mail when FEMA has approved the grant for funding. This notification includes instructions to request payment of the funds.

**Two types of HMGP Grants:** The table below describes the two types of grants available under HMGP.

Grant Type	Description	Criteria
Planning	<p>Seven (7) percent of HMGP funds may be used for planning and for the state to use for development of state, tribal and local mitigation plans.</p> <p>States that develop a comprehensive, enhanced mitigation plan are eligible for additional funds for mitigation projects.</p>	<p>To receive funding, hazard mitigation plans must:</p> <ul style="list-style-type: none"> <li>• Identify the natural hazards, risks, and vulnerabilities of areas in states, localities, and tribal areas.</li> <li>• Support development of local mitigation plans.</li> <li>• Provide for technical assistance to local and tribal governments for mitigation planning.</li> <li>• Identify and prioritize mitigation actions that the State will support, as resources become available.</li> </ul>
Project	<p>The HMGP program is a competitive program that funds cost-effective local and state mitigation measures.</p> <p>By regulation, HMGP projects must meet the minimum eligibility criteria, be consistent with the state and local hazard mitigation plans, and meet the guidelines and priorities established for a particular disaster.</p>	<p>To comply with the minimum eligibility criteria the project must:</p> <ul style="list-style-type: none"> <li>• Solve a problem independently or contribute to a solution where there is assurance the project as a whole will be completed.</li> <li>• Meet all applicable codes and standards.</li> <li>• Demonstrate cost-effectiveness.</li> <li>• Comply with federal requirements and regulations.</li> </ul>

## 7. Hazard Mitigation – Planning and Prevention

Hazard mitigation involves the ongoing identification of potential risks and hazards to the community, and development of effective pre-disaster mitigation strategies for the purpose of reducing potential impacts. Hazard mitigation planning is accomplished through advance planning and preparedness. To paraphrase wording from the San Luis Obispo County Safety Element of the General Plan, the rules for reducing the risk of exposure to hazards include a quite simple summary statement: build above the floodwaters, where the fire fuel is low, and on stable ground.

Hazard mitigation is addressed through a variety of methods, many through the planning process. A number of goals related to reducing risk can be found in the Safety Element of the General Plan. The Safety Element establishes policies and programs to protect the community from risks associated with fires, flood, geologic hazards and other natural disasters. In order to reduce loss of life, injuries, and damage to property, the Safety Element requires safety to be considered in the planning process.

Hazard mitigation may also be accomplished through emergency planning by addressing threats and developing contingency plans for the threats.

Additional mitigation occurs through ongoing prevention efforts, such as those coordinated the San Luis Obispo County Community Fire Safe Council (whose primary objective and purpose is to provide education, exchange information and foster fire prevention and fire safety within the County of San Luis Obispo), and through efforts such as public works flood control programs.

## **7.1 San Luis Obispo County Local Hazard Mitigation**

The county of San Luis Obispo has developed a Local Hazard Mitigation Plan (LHMP) to create a safer community. The San Luis Obispo County LHMP is the representation of the County's commitment to reduce risks from natural and other hazards, and serves as a guide for decision-makers as they commit resources to reducing the effects of natural and other hazards. This document is for the county of San Luis Obispo as an entity, and thus is not adopted for any local jurisdiction other than the County.

For disasters declared after November 1, 2004, San Luis Obispo County must have an LHMP approved pursuant to §201.6 in order to receive FEMA Pre-Disaster Mitigation (PDM) project grants or to receive post-disaster Hazard Mitigation Grant Program (HMGP) project funding.

The County's initial LHMP was written to meet the statutory requirements of DMA 2000 (P.L. 106-390), enacted October 30, 2000 and 44 CFR Part 201 – Mitigation Planning, Interim Final Rule, published February 26, 2002.

The LHMP for San Luis Obispo County addresses natural hazards, which include:

- Wildfires
- Floods
- Extreme Weather
- Tsunami
- Earthquakes
- Fault Rupture / Groundshaking / Liquefaction
- Coastal Storm / Coastal Erosion
- Landslides / Rockslides
- Naturally-Occurring Biological Threats
- Insect Infestation

In a letter dated July 16, 2006 (on file with County OES) FEMA found the San Luis Obispo County Local Hazard Mitigation Plan to be in compliance with the Disaster Mitigation Act of 2000 requirements. The LHMP was updated in 2011 and again in 2013; as of June 2014 it is awaiting final FEMA approval.

## **7.2 Hazard Mitigation Grant Programs**

Hazard mitigation programs are what the name implies – programs intended to mitigate the effect of future disasters.

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

As of the date of this EOP, the HMGP funding amount is based upon a 15% share of the DHS/FEMA estimate of all Project Worksheets (PWs) for public assistance work performed, and Individual Assistance costs. That is, if damages are estimated to be \$1,000,000, \$150,000 may also be made available for hazard mitigation. However, the hazard mitigation programs do change, thus the percentages and other requirements and conditions may change in future disasters.

The federal contribution can be up to 75% of the cost of the hazard mitigation project approved for funding, with applicants providing matching funding through a combination of either state, local, or private resources. HMGP funds cannot be used as the sole match for other federally funded programs.

## **7.3 Hazard Mitigation Grant Process**

Following each Presidential declaration of Emergency or Major Disaster, the Regional Director of DHS/FEMA and the Governor execute a document called the Federal/State Agreement. In past disasters, this Agreement includes appropriate provisions for hazard mitigation. Under the "typical paragraph" set out to serve this purpose, the State agrees to:

- Evaluate or have the applicant evaluate the natural hazards in the disaster area, and make appropriate recommendations to mitigate them.
- Follow up with applicants to ensure that the appropriate hazard mitigation actions are taken.
- Follow up with applicants to ensure that the appropriate hazard mitigation plan or plans are developed and submitted to the DHS/FEMA Regional Director for concurrence.
- Review and update as necessary disaster mitigation portions of emergency plans.

A Hazard Mitigation Coordinator (HMC) is appointed for the State and local applicant. These individuals will constitute the Hazard Mitigation Team which will:

- Identify significant hazards in the affected areas giving priority to disaster-related hazards.
- Evaluate impacts of these hazards and measures which will mitigate their impacts.
- Recommend appropriate hazard mitigation measures.

The Hazard Mitigation Team uses information from Project Worksheets (PW's), and visits to selected sites where significant damage has occurred. The state and local representatives on the Hazard Mitigation Team are responsible for ensuring that there is adequate consultation among interested federal, state, and local parties.

The Hazard Mitigation Team also prepares a Hazard Mitigation Plan which is submitted to the DHS/FEMA Regional Director through the Governor's Authorized Representative (GAR) within 180 days after a Presidential declaration. The objectives of the Plan are to:

- Recommend hazard mitigation measures for local, state, and federal agencies.
- Establish short-term and long-term planning frameworks for implementation of hazard mitigation efforts.

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

Most types of hazard mitigation projects are eligible, provided they benefit the declared disaster area and meet basic project eligibility. The priorities of funding will be established by the Cal OES. Eligible projects must be cost effective and substantially reduce the risk of future damage, hardship, loss, or suffering resulting from natural disasters.

Eligible projects must: be consistent with the community's long-range hazard mitigation planning goals;

- represent significant risk if left unresolved;
- address, when applicable, long-term changes to the areas and entities it protects, and have manageable future maintenance and modification requirements;

- comply with all applicable codes and standards for the project locale;
- have a direct beneficial impact upon the designated disaster area;
- not fund personnel only - except for short-term projects which will result in long-term benefits;
- not cost more than the anticipated value of the reduction in both direct damages and subsequent negative impacts were future disasters to occur;
- provide solutions, rather than merely identify or analyze hazards, unless such constitutes a functional portion of a solution; and
- provide the most practical, effective, and environmentally sound solution, given a well-considered range of options.

Certain actions, policies and procedures are necessary for implementing Section 406 (Minimum Standards for Public and Private Structures) of the Federal Disaster Relief Act of 1974 (Public Law 93-288) following a Presidential declaration of Emergency or Major Disaster, which covers hazard mitigation. It also assigns hazard mitigation responsibilities to various elements of federal, state, and local governments in California.

Section 406 of Public Law 93-288 requires, as a condition to receiving federal disaster aid, that repairs and reconstruction be done in accordance with applicable codes, specifications, and standards. It also requires that the state or local government recipient of federal aid evaluate the natural hazards of the area in which the aid is to be used, and take action to mitigate them, including safe land use and construction practices.

#### **7.4 Disaster Mitigation Act of 2000**

The Federal Emergency Management Agency's Disaster Mitigation Act of 2000 (DMA 2000) requires that by November 2004 a local, approved hazard mitigation plan must be in place in order to receive Hazard Mitigation Grant Program funds. Specifically, title 44 CFR Subpart 201.6 states "...a local government must have a mitigation plan approved pursuant to this section in order to receive HMGP project grants..." These plans must be submitted, via the State, to DHS/FEMA and approved by November 1, 2004.

As noted in section 7.1, the County of San Luis Obispo has developed and adopted a Local Hazard Mitigation Plan. The LHMP has been adopted by the Board of Supervisors, approved by Cal OES, and approved by FEMA.

### **8. After Action Reporting**

The National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS) regulations require any city, city and county, or county declaring a local emergency for which the Governor proclaims a State of Emergency, to complete and transmit an after-action report to OES within 90 days of the close of the incident period.

The after-action report will provide, at a minimum, the following:

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

The after-action report serves as a source for helping to document San Luis Obispo County's emergency response activities, and identifying areas of concern and success. It can also be utilized to develop a work plan for implementing improvements.

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

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

The San Luis Obispo County Office of Emergency Services will be responsible coordinating the completion of San Luis Obispo County after action reports which do fall under a specific discipline (such as fire, law enforcement, etc.) including forwarding it to the State Office of Emergency Services within the required 90 day period.

County OES and/or related agencies may coordinate with the Operational Area jurisdictions and special districts in completion of the after-action report. Emergency managers for each affected Operational Area jurisdiction will be responsible for submitting the jurisdiction's report to the Cal OES Southern Region within the 90 day period. The reported may incorporate information from special districts.

For the San Luis Obispo County and other Operational Area jurisdictions, the after action report's primary audience will be public agency employees, including management.

The after action reports should be written in simple and brief language, and geared to the primary audience. Data for the after action report may be collected from sources such as questionnaires, RIMS documents, other documents developed during the disaster response, and interviews of emergency responders.

## Acronyms

The following is a list of acronyms used with this document:

Cal OES	California Office of Emergency Services
Caltrans	California Department of Transportation
CDAAC	California Disaster Assistance Act
DUA	Disaster Unemployment Assistance
EIDL	Economic Injury Disaster Loan Program (SBA)
Federal PA	Federal Public Assistance Program
FEMA	Federal Emergency Management Agency
FEMA CCP	FEMA Crisis Counseling Program
FHWA	Federal Highways Administration
FMAG	Fire Management Assistance Grant
HMGP	Hazard Mitigation Grant Program
HUD	United States Department of Housing and Urban Development
IHP	Federal Assistance to Individuals and Households Program
NRCS	Natural Resource Conservation Service
PNP	Private Non-Profit Organization
SAP	Safety Assessment Program
SBA	United States Small Business Administration
SSGP	State Supplemental Grant Program
State PA	State Public Assistance Program
USACE	United States Army Corps of Engineers
USDA	United State Department of Agriculture