

OKLAHOMA DISASTER HOUSING STRATEGY



HOUSING OPTIONS
LOCAL, STATE, AND FEDERAL



TABLE OF CONTENTS

Executive Summary	3
Introduction	
Mission	4
Purpose	4
Scope	4
Planning Goals	5
Organization and Assignment of Duties	5-6
Overview	
The Status of a Disaster	7
The Disaster Phases.....	7-8
Disaster Housing Options.....	8
The Disaster Housing Assistance Delivery	9
Concept of Operations	
Outline of Operations	10
Sequence of Delivery	10
State	11
Federal	11
Sheltering Considerations for Non-Catastrophic Events	12
Operations	12
Facilities	12
Other Considerations	13
Sheltering Approach for Catastrophic Events	14
Host State Support	15
Planning Assessments and Actions	
Planning Considerations	16
Rural areas	16
Permanent Housing.....	17
Trigger Points	18
Preparedness	18
Preparedness Objectives	19-20

Disaster Housing Stages

Sequence of Disaster Housing Stages	21
Congregate Sheltering	21-22
Sheltering in Place	22
Transitional Sheltering	22-23
Interim Housing	23
Permanent Housing	24

Disaster Housing Assessment Team (DHAT)

Purpose	25
Needs Assessment	25
Voluntary Agency Liaison (VAL)	25

National Disaster Recovery Framework (NDRF) Coordination

Purpose.....	26
Activation and Deployment of NDRF.....	26

Appendices

Appendix A - Acronyms

Appendix B - Oklahoma Disaster Housing Task Force (ODHTF) Roster and contact information

Appendix C - Pre Disaster Activity Checklist

Appendix D - Congregate Sheltering Assessment Checklist

Appendix E - Transitional Sheltering Assessment Checklist

Appendix F - Interim Housing Assessment Checklist

Appendix G - Permanent Housing Assessment Checklist

Appendix H - Oklahoma Disaster Housing Resource Guide

Appendix I - Oklahoma Disaster Housing Plan Template

Appendix J - TSA Checklist

Appendix K - Guidance regarding information sharing federal to state

Appendix L - Direct Housing Task Force (DHAT) SOP

Appendix M - OK VOAD Membership Guide

Appendix N - Oklahoma American Disabilities Act (ADA) Accessibility kits

Appendix O - Oklahoma American Disabilities Act (ADA) Emergency Shelter's Checklist

Appendix P - Individual Assistance Sequence of Delivery

Executive Summary

As a result of recent disasters such as Hurricanes Katrina and Sandy and the tornadoes in the State of Oklahoma, our nation has witnessed the suffering of many people due to the loss of their homes and businesses. This level of destruction can lead to an overwhelming sense of loss and subsequently may result in relocation of large portions of the population. Regardless of the type of hazard, an extensive loss of residence will severely hamper the ability of the community to recover and rebuild.

The Oklahoma Disaster Housing Strategy provides policies and guidelines which may be employed to retain the population and offer hope to survivors when their homes and businesses have been damaged or destroyed. By coordinating local resources, State expertise, Federal support and non-profit agencies housing options and support services can be provided to displaced families and individuals. The provision of interim disaster housing in the post-disaster environment is essential to the long-term recovery and economic viability of the impacted community.

The Oklahoma Disaster Housing Strategy details the full array of housing options available in the aftermath of the disaster. Based upon the severity and magnitude of the impact, decision-makers will have the flexibility to select the appropriate housing strategies. This strategy will address the access and functional needs within the community.

The State of Oklahoma and County leadership would like to thank the many agencies and organizations that supported the development of the Disaster Housing Strategy. Their ongoing dedication before, during and after a disaster will ensure the long-term viability of each community.



-----OKLAHOMA DISASTER HOUSING TASK FORCE-----



Introduction

Mission

The Oklahoma Disaster Housing Task Force (ODHTF) mission is to endorse a disaster-resilient and self-sufficient lifestyle for the survivors by establishing and implementing housing options through the integration of resources available from the State, Federal agencies, local governments, non-profits, and the private sector. The intent of the Disaster Housing Task Force is to foster consensus and collaboration among stakeholders with a common approach for carrying out the disaster housing mission to expedite community recovery.

Purpose

The State of Oklahoma and county leadership is dedicated to supporting a safe, sanitary, and functional living environment for all community members in the aftermath of a disaster. The Oklahoma Disaster Housing Strategy outlines a framework to locate and support housing options through processes and tools that can assist local communities

- Identify disaster housing options for residents within their local community
- Identify resources of sheltering with access and functional needs options
- Provide interim housing and supportive services to the impacted community
- Integrate disaster housing assistance with related community support services and long-term recovery efforts
- Identify local activities to assist residents in the repair and the re-occupancy of homes that have been damaged (e.g. waives permit fees, expedite building permits, provide citizen workshops, etc.)

Scope

There will be events that impact the State of Oklahoma that will include the displacement of individuals and families from their primary residences. Typically, response, relief and recovery efforts are managed locally. However, as the magnitude of impact is realized, the number of stakeholders engaged will expand accordingly to ensure that sufficient resources can be accessed.

If the event exceeds the capability of the local jurisdiction, the State will bring its resources to aid the local jurisdiction. For needs of substantial magnitude, in which the disaster is large enough that it surpasses the state's capabilities, the Governor may request a **Presidential Disaster Declaration**.

Once a **Presidential Declaration** is granted Oklahoma will work with Federal programs to provide housing resources. In **non-Presidential disaster declarations**, recovery missions including housing options will be the responsibility of the State, and local jurisdictions, and may still include Federal disaster programs such as SBA disaster assistance. The Oklahoma Voluntary Organizations Active in Disaster (OK VOAD) will be heavily relied upon; however, the degree to which they are able to respond is dependent upon available operating funds. During and following disasters, individuals may be encouraged to evacuate and find their own sheltering in the initial recovery phase. For planning purposes, the Strategy assumes that that majority of households who are able to care for themselves will do so. The sheltering stage of the Strategy is designed to address the populations who are unable to find and secure their own housing during

their period of disaster-related displacement.

Please refer to the Pre-Disaster Activity Checklist in Appendix C

Planning Goals

- Support disaster survivors in regaining a self-sufficient lifestyle
- Ensure the Oklahoma Disaster Housing Strategy incorporates related operational plans and the policy documents necessary to fulfill the four phases of Emergency Management (Mitigation, Preparedness, Response, and Recovery)
- Develop an effective housing strategy that is applicable and scalable in all disasters as a guide to establish a specific housing plan
- Confirm responsibilities and roles of State led agencies and organizations to encompass flexible housing options, community needs, special needs, and long-term recovery efforts
- Coordinate, design, and deliver housing options through internal and external partnerships
- Detail a comprehensive framework to provide interim housing resources for displaced community residents, as well as emergency home repair or relocation assistance
- Develop housing option procedures to support the case management system which engages service provider organizations in order to address the community(s) post-disaster needs
- Establish a disaster specific housing plan to meet functional needs, community needs, special needs, and long-term recovery efforts

Organization and Assignment of Duties

The Oklahoma Disaster Housing Task Force (ODHTF) membership is representative of key agencies and organizations both governmental and non-governmental that have the resources to see that the State of Oklahoma has the capability and capacity to meet the challenges that will occur in the event of a disaster. The Oklahoma Disaster Housing Task Force (ODHTF) has identified a core leadership team to provide the task force with the expertise, direct access to Federal, State, and Local authorities, and the leadership in assisting the task force to fulfill its mission, goals and objectives.

Internally, each of the core team agencies/organizations has access to multiple layers of disaster resources and working groups within their agency/organization departments. These agencies/departments are also part of the ODHTF and may be called upon at any point during a disaster.

The chart below depicts the organization of the Oklahoma Disaster Housing Task Force (ODHTF). The task force will have two members from each agency. One will be a senior level Manager/Director that has full authority of the agency/organization to make decisions that may be necessary in supporting the ODHTF. The other member will be the primary member of the task force and a subject matter expert (SME) who is very agency-knowledgeable and savvy, with direct access to senior staff within the agency. The SME must be able to leverage his or her influence with senior management to gain influence and authority with critical agency work units for support of and assistance with the ODHTF housing actions.

Oklahoma Disaster Housing Task Force (ODHTF) Organization



The responsibilities of the core team are to:

- Fulfill the mission of the ODHTF
- Assure the goals and objectives are met
- Schedule and conduct task force meetings
- Communicate changes to plan and other task force activities
- Represent the task force and participate in state disaster-related exercises and workshops
- Activate the task force

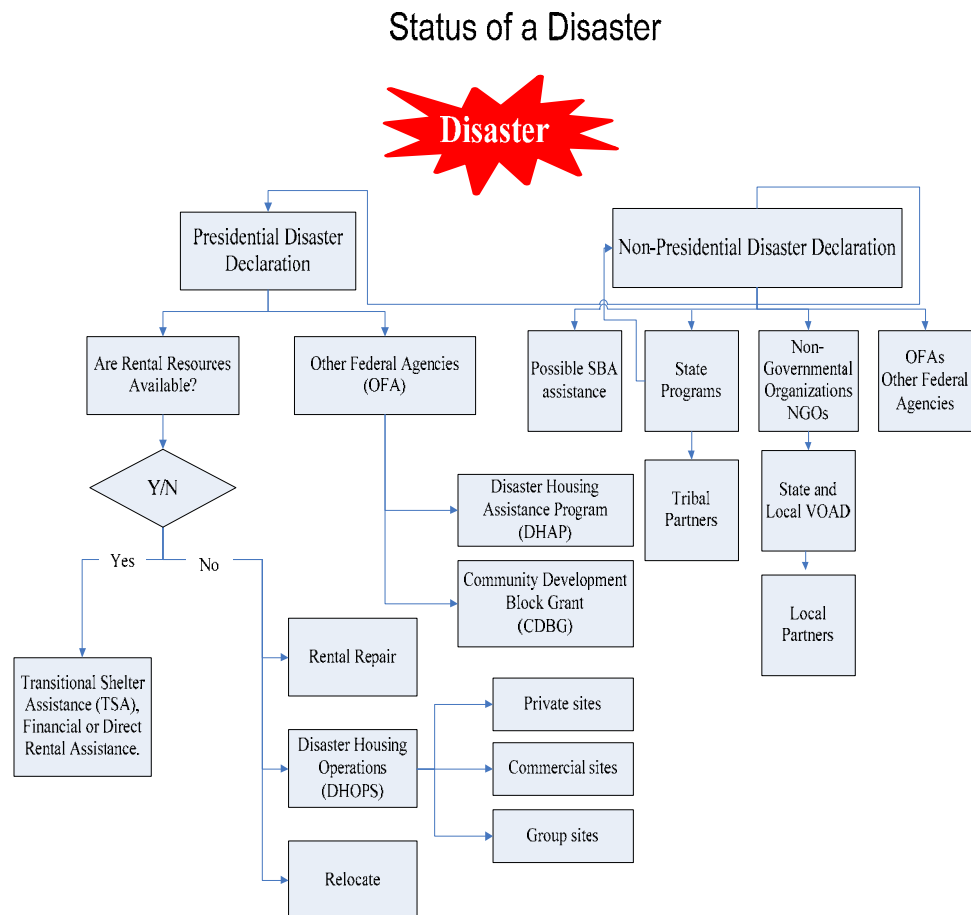
Overview

To achieve the overall objective the Oklahoma Disaster Housing Strategy will provide a framework outlining the *Status of a Disaster*, *Disaster Phases*, *Disaster Housing Options*, and *Disaster Housing Assistance Delivery*. The Strategy addresses sheltering to permanent housing solutions for residents. This document details a full range of housing options based upon the severity and magnitude of the disaster.

The Status of a Disaster is defined as either Non-Presidential or Presidential.

Non-Presidential Disaster: Declared by the governor of Oklahoma based upon the level of damage incurred in the local community(s).

Presidential Declaration: Determined when the level of damage is greater than what the state and local resources can support.



The Disaster Phases, as defined by Emergency Management, include: Mitigation, Preparedness, Response and Recovery.

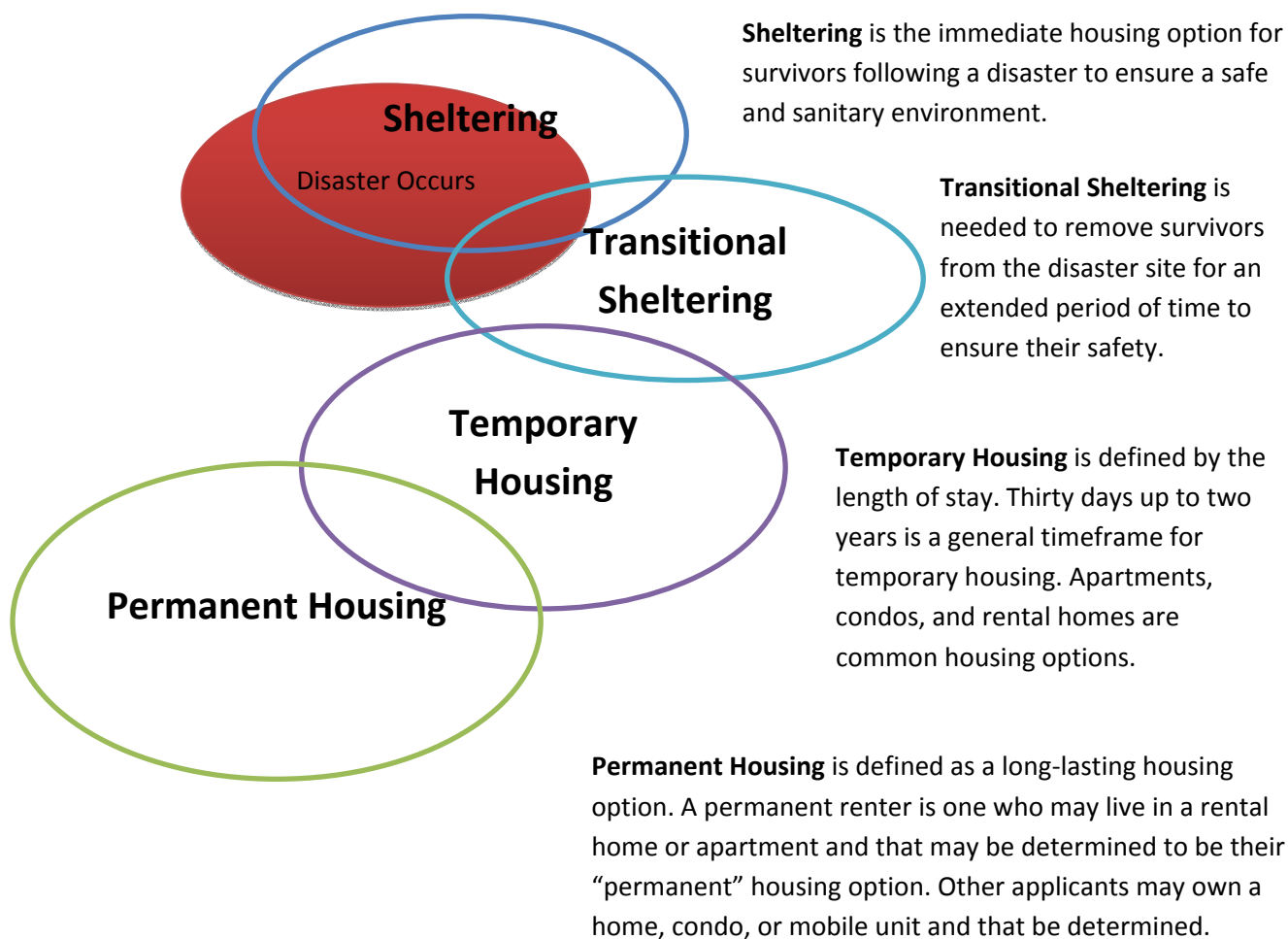


During a disaster there are critical “transition periods” whereby specific processes are carried out to implement a seamless flow of operations. As residents’ transition back into their community, it is the desire of the Task Force to ensure available housing options to provide a safe, secure and sanitary environment.



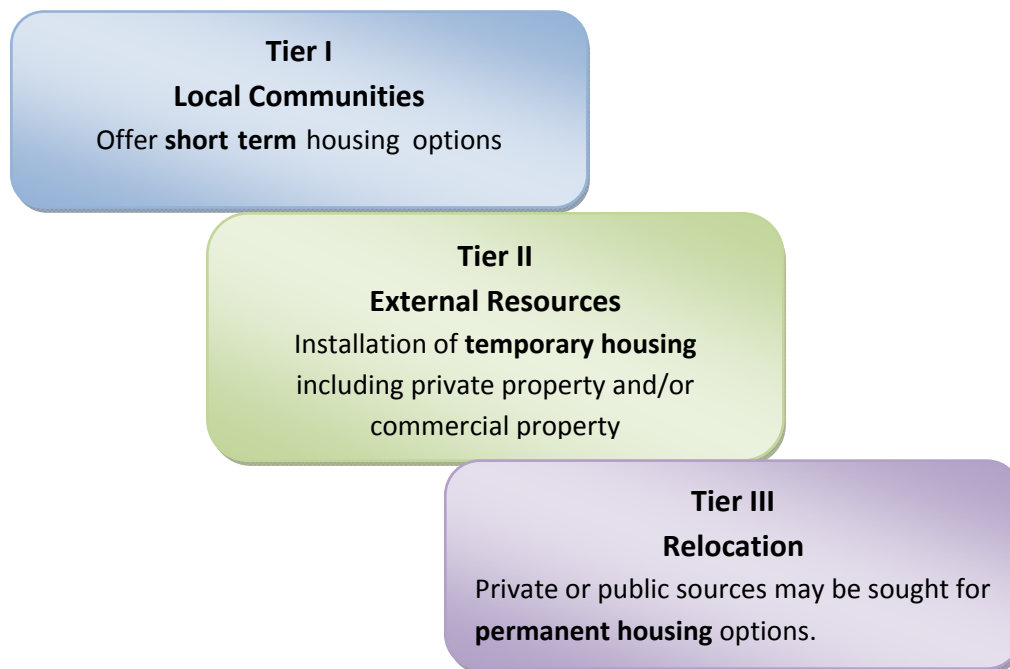
Disaster Housing Options

Some programs span different periods as they may be initiated during an early stage and continue for months or years. Not all of the programs represented are available for each disaster, and some programs are available during non-disaster times. The availability of programs may be dependent on the size of the event and the scope of each Federal agency’s role in the recovery mission. The following graphic demonstrates a timeline of Federal disaster housing programs and how these programs sequence through the stages of housing recovery.



Disaster Housing Assistance Delivery is a Three Tier method, used to increase a coordinated understanding of the impacted communities and meet the needs of the disaster survivors.

- **Tier 1:** Oklahoma will provide housing resources for the affected local communities in the disaster. It is the intent of the Oklahoma Disaster Housing Task Force to offer short term housing options such as home repair, reconstruction, and rental and purchase assistance as a means to enable affected households to remain in their communities and stay in their homes.
- **Tier 2:** Identify external resources to supplement the impacted community's existing housing resources. This may involve the installation of temporary housing units on private property, availability of manufactured housing or other temporary housing options.
- **Tier 3:** When the area becomes uninhabitable, and housing resources are insufficient and cannot be implemented in a timely manner, the need for relocation of residents is required. The use of private or public sources may be selected as a primary disaster housing option, if the post-disaster conditions of the affected community are such that it will take too long to rebuild sufficient permanent homes and reestablish essential service.



Concept of Operations

Outline of Operations

The Oklahoma Disaster Housing Strategy describes the State coordination of disaster housing assistance in preparation for response to and recovery from, all levels of disasters, including catastrophic events. This Strategy defines the roles, programs, authorities, and responsibilities of all entities, emphasizing the cooperative efforts required for disaster survivors and affected communities to recover from disasters.

Additionally, this Strategy outlines the activities that will be pursued in moving toward accomplishing the goals of the National Disaster Housing Strategy. Implementing the Strategy strengthens the State's collective capability and resolve to fulfill all partner responsibilities for the citizens of Oklahoma in times of a disaster or emergency, regardless of cause, scope, or complexity. This Strategy describes how the Oklahoma Disaster Housing Task Force (ODHTF) intends to connect critical programs, based in a wide variety of authorities, to facilitate a unified response.

This Strategy is a "living document" that will be regularly and routinely updated to maintain a comprehensive housing management resource for all disasters. It serves as a tool to facilitate the goals presented in the Strategy.

The function of the Oklahoma Disaster Housing Task Force (ODHTF) is to plan and provide for the Congregate, Transitional, Interim and Permanent housing needs of survivors in the aftermath of a disaster event in Oklahoma. The State of Oklahoma, in coordination with local, Federal and Tribal partners, will seek to provide survivors with a range of options, maximizing their ability to attain reasonable available housing solutions.

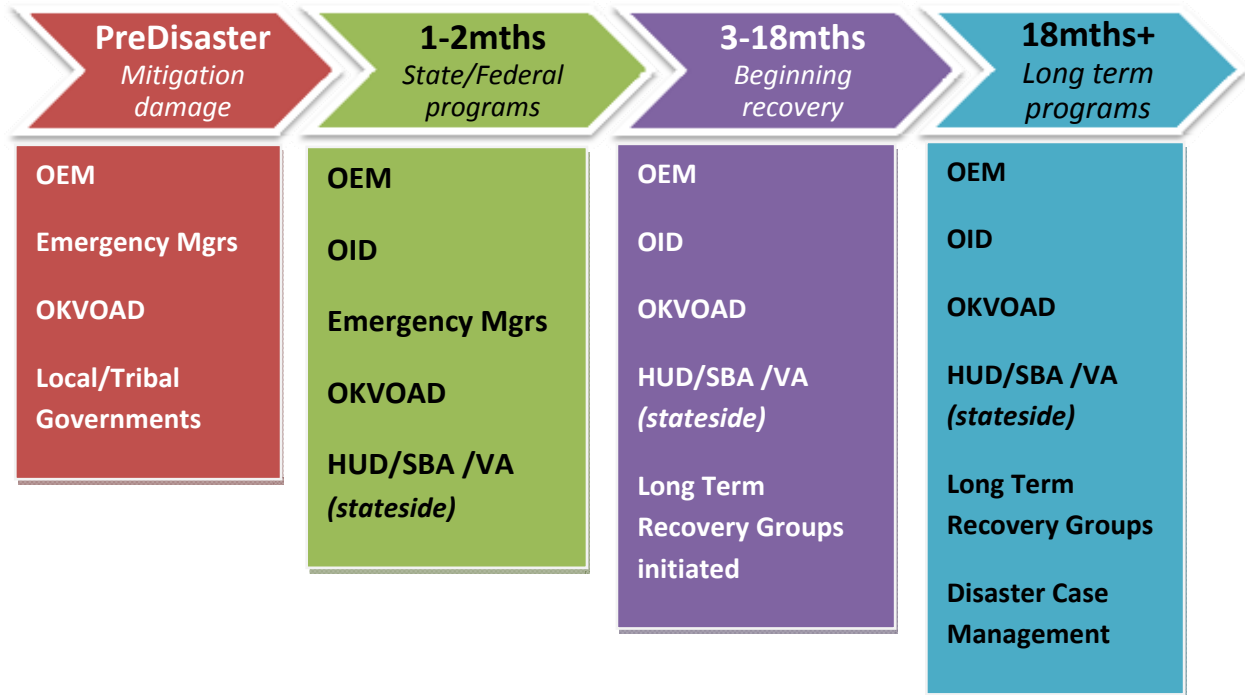
The plan is to move the survivors through the sheltering/housing process with the goal of the congregate shelter stay to be a maximum of 15 days, and then move the survivors to transitional sheltering for up to 30 days. After 30 days survivor would then transition to interim housing for up to 18 months and then on to permanent housing. The process is flexible and allows survivors to move into permanent housing from any of the shelter or housing phases.

The Sequence of Delivery

The sequence of delivery is divided into four periods that span from pre-disaster preparedness to long-term recovery. The first period includes programs/resources that can be utilized to strengthen the capacity to mitigate damage from future disasters. The second period, which extends from the disaster to one-to-two months post-disaster, illustrates State and Federal emergency programs that can be activated in the immediate aftermath of a disaster. The third period is defined by the three-to-eighteen month following the disaster (interim stage) and is the beginning of recovery. Finally, the last period, eighteen months and beyond, includes long-term programs that communities can use to recover from disasters. The timelines below illustrate the resources as a part of the Sequence of Delivery.

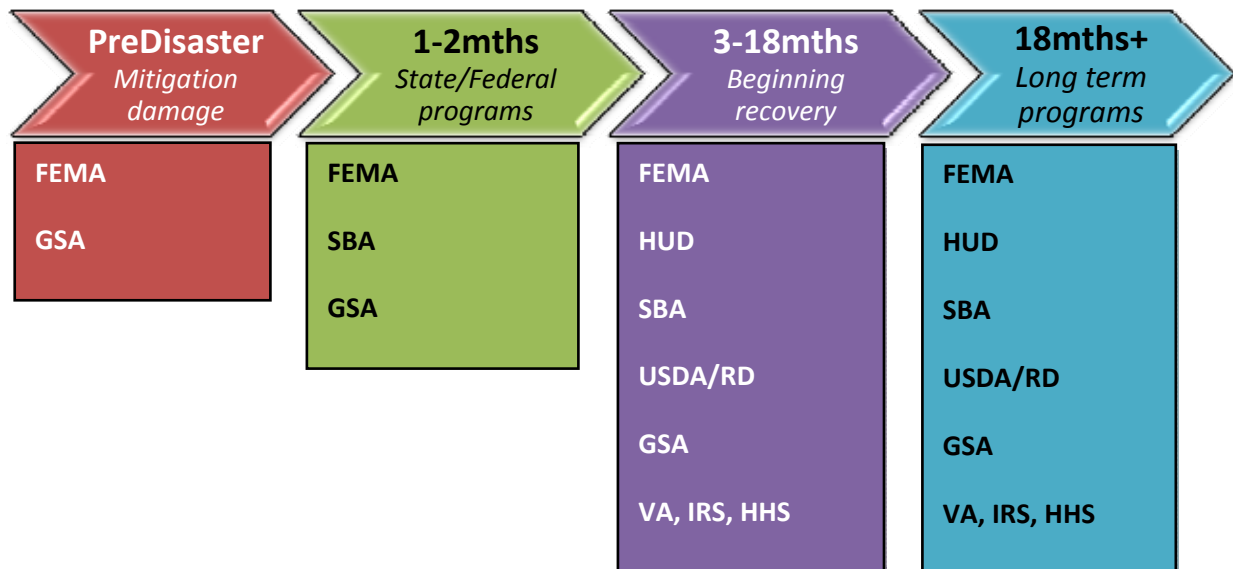
STATE

The State Sequence of Delivery programs are activated when local resources are exhausted.



FEDERAL

The Federal Sequence of Delivery programs are activated when Local and State resources are exhausted.



Sheltering for Non-Catastrophic Events

Shelter Operations:

Shelter operations are primarily a local responsibility and will rely initially on resources currently stored or available within a community. The opening of a shelter is based on the risk assessment and the established sheltering plan, determined by the emergency operations plan for the community.

1. Emergency planners should anticipate ten to twenty percent (10 - 20%) of those affected by the disaster to seek congregate care shelter services.
2. Shelters will operate on a 24/7 basis until those displaced and residing in shelters are able to secure other housing solutions.
3. A system for effective communication with established shelters will need to be coordinated by the local/tribal officials, with Federal and State support as needed.
4. Due to public expectations, jurisdictions should plan emergency household pet sheltering either with or near their owners.
5. By law, service animals will be allowed to remain with the persons they serve in all public places, including shelters.
6. When jurisdictions open shelters immediately following a disaster impact, there may be limited services or supplies (e.g., cots and blankets) available during the first 24 – 72 hours of operation.

Facilities:

Facilities selected for sheltering will meet the minimum criteria including, but not limited to, considerations for size and configuration of interior space; ability to withstand hazards; American Disabilities Act (ADA) compliant accessibility, restrooms; supplies/provisions; emergency power; security; and availability. Congregate shelter facilities provide a safe, sanitary and secure environment, as well as life-sustaining services, for disaster survivors.

1. Affected individuals may prefer to shelter near or in close proximity to their property.
2. Shelter facilities are not designed or intended to serve as long-term housing solutions.
3. Shelter Facilities should be compliant and accessible as stated by the Architectural Barriers Act (ABA) and the Americans with Disabilities Act (ADA). (See Appendix N, ADA regulations for complete list of requirements).
4. Local/Tribal emergency management, in coordination with health agencies and disability organizations, must plan and organize shelters in accordance with existing laws and organizational protocols.
5. Faith based organizations, community organizations, other non-governmental organizations (NGO), spontaneous shelters will participate in providing shelter services.
6. Urban areas with high concentrations of industry and population may be at a higher risk of secondary hazard events, (fires, floods) may further restrict the availability of shelter facilities.

Other Considerations:

State, Tribal, local agencies, and voluntary organizations are generally capable of addressing the immediate sheltering needs for the majority of disasters/emergencies. The transition from sheltering to interim or permanent housing will be assisted by local entities, State entities, and other housing organizations or committees. Jurisdictions will need to assist individuals and households that are ineligible for government housing programs in finding solutions to meet their housing needs.

1. Many affected households will opt to stay with family and friends (self-sheltering) in the effected and surrounding areas.
2. When the capacity of local/Tribal/State sheltering options are exceeded, relocation of families to housing facilities outside the impacted area may be necessary until housing resources become available in the respective area or community. It may be necessary to establish sheltering agreements with neighboring municipalities and States (host areas).
3. Shelter operators should coordinate with officials and others in the community to ensure alternate arrangements for public transportation, accessible public transportation, access to financial institutions, and access to other essential services, as needed.
4. When developing plans for operating and closing congregate shelters, it will be necessary to consider accommodating sheltering personnel required to support the response and recovery process.
5. Alternative means or assistive services to communicate with shelter residents will be necessary (i.e. hearing, seeing or cognitive restrictions or limited English proficiency).
6. There may be an influx of disaster workers, insurance adjusters, building inspectors, construction workers, and news media personnel competing with disaster survivors for housing resources.

Sheltering for Catastrophic Events

In a disaster, a catastrophic event requires federal assistance and/or neighboring state resources to be engaged as a means to meet the needs of survivors. To assist with a catastrophic event, American Red Cross has over 58,000 facilities registered nationwide in the National Shelter System database that can be used as general population shelters. It is important to note that this number does not reflect the nation's actual sheltering capability.

As a part of the immediate response phase of catastrophic situations, existing sheltering resources may not be sufficient. New and creative measures to shelter people will need to be identified, considered, and implemented.

FEMA, through the allocation of appropriate resources, and in coordination with ESF # 6 partners, can support the relocation and sheltering of large populations needing to be moved intra or interstate. If emergency shelters are overwhelmed or the determination is made that shelter residents and evacuees will not be able to return to their homes for an extended period of time, Oklahoma may request that FEMA authorize Transitional Shelter Assistance (TSA). If TSA is requested and authorized, FEMA will approve, fund and administer the use of hotels and/or motels as transitional shelters. As a Federally funded program, lodging providers participating in TSA must comply with the accessibility requirements of Section 504 of the Rehabilitation Act and the nondiscrimination provisions of the Robert T. Stafford Act and the Post-Katrina Emergency Management Reform Act (PKEMRA) by providing an equal opportunity to participate in the program to individuals with disabilities. The initial period of assistance established by FEMA may be up to 30 days, and FEMA assistance can be extended when warranted by the situation and requested by Oklahoma. *(TSA is funded under the Public Assistance Program, Section 403, and Category B Emergency Protective Measures and is subject to Public Assistance regulation regarding State cost-share.)*

Host State Support

Shelter in a Box

When households are displaced by a natural or man-made disaster and have their own means of transportation, they may travel to neighboring communities or beyond Oklahoma state boundaries. When survivors arrive in neighboring states, they may seek “host state support”. Additionally, neighboring states may be asked by the Federal government or by the affected State to shelter and feed survivors.

In addition, neighboring states may be asked by the Federal Government or by the State of Oklahoma to shelter survivors, local resources can be augmented through the assistance of voluntary organizations such as (Emergency Management Assist Compact (EMAC) and other Federal partner resources (Forest Service, FEMA IA-TAC, DOD etc.)

The Evacuee Support Planning Guide is a planning resource for states and jurisdictions that may receive a substantial number of evacuees from another state, or from within their own state after a disaster. FEMA has published guidance for states and jurisdictions to have a comprehensive guide to planning for large evacuee support operations.

The Evacuee Support Function Planning Guide and Evacuee Support Concept of Operations template are stand-alone documents. The guide and template can be used to augment an existing plan or to assist states in developing and Evacuee Support Concept of Operations to supplement their state Emergency Operations Plan. The template is designed to be a ready-made base template and provides generic text which each state can tailor to their needs and planning assumptions. These documents work in partnership to provide a comprehensive collection of best practices, tools, suggested actions and processes for states and jurisdictions.

The guide and template were developed in collaboration with many partners, including local, State and FEMA Regions, which provided invaluable input and guidance. The guide and template can be found at www.fema.gov/media-library/assets/documents/16944?id=3791

An Evacuee Support Concept of Operations was set forth in Oklahoma on September 8, 2009 to assist survivors in lieu of a Louisiana Disaster. Oklahoma is a part of the Shelter-in-a-box program with a Memorandum of Agreement (MOA) in place with FEMA.

Planning Assessments and Actions

In order to better respond and enhance the speed and success of a disaster or emergency event, the State initiates preparedness and planning activities. The Oklahoma Disaster Housing Task Force (ODHTF) plays a critical role in coordinating partner entities to initiate these activities. These activities include updating data, maintaining the status of specific actions related to sheltering and housing options (response and recovery), and identifying the resources necessary for both Presidentially declared and non-Presidentially declared disasters.

The ODHTF will coordinate with core and support team members in non-disaster times to develop and/or update key data sets, resources, and contact person/information. The team will undertake periodic exercises, workshops and/or training to assess and improve disaster housing readiness.

Planning Considerations

Each area of this Strategy needs to be well defined, flexible, and respective of the multiple types of housing options in the State. The State of Oklahoma is composed of three (3) metro areas providing a wide range of housing options. Metro areas include Oklahoma City (Central Oklahoma), Tulsa (Northeast Oklahoma), and Lawton (Southwest Oklahoma). In the metro areas, sheltering can be provided through pre-designated locations such as American Red Cross shelters, YMCA, and specific faith-based facilities.

It is of major significance that Oklahoma has seventy-seven (77) counties, and forty-two (42) of those counties have the characteristics of rural areas.

Rural Areas:

Planning considerations for those rural areas should therefore include:

- Lack of rental resources
 - Need alternate forms of rental housing including but not limited to RVs
 - Reluctance to rent in city far from rural home
 - Outreach opportunities in rural areas to set expectations regarding reasonable commuting distance and temporary nature of renting in cities
- Large quantity of mobile home parks
 - Renters or owners
 - Debris cleanup Issues (i.e. privately owned mobile home parks)
 - Relocation issues
 - General lack of insurance
 - Planning strategy on how to prepare for disasters
- Individuals responsible to land ownership commitments (i.e. agriculture and or animals)
 - Possible small business loss of income (Coordination with USDA or SBA)
 - Dead animal removal
 - Unmet needs caused by loss of livelihood
 - Types of Federal assistance available
- Multiple family members sharing main addresses (living in separate structures on same piece of property) and electrical connections, without obligation of rental payments
 - Verification issues for identity, occupancy and ownership
 - Forms of identify lost due to disaster

- Local offices able to replace paperwork possibly overwhelmed
- Coordination opportunity with local government offices and Council of Governments for assistance with staffing and extended office hours.

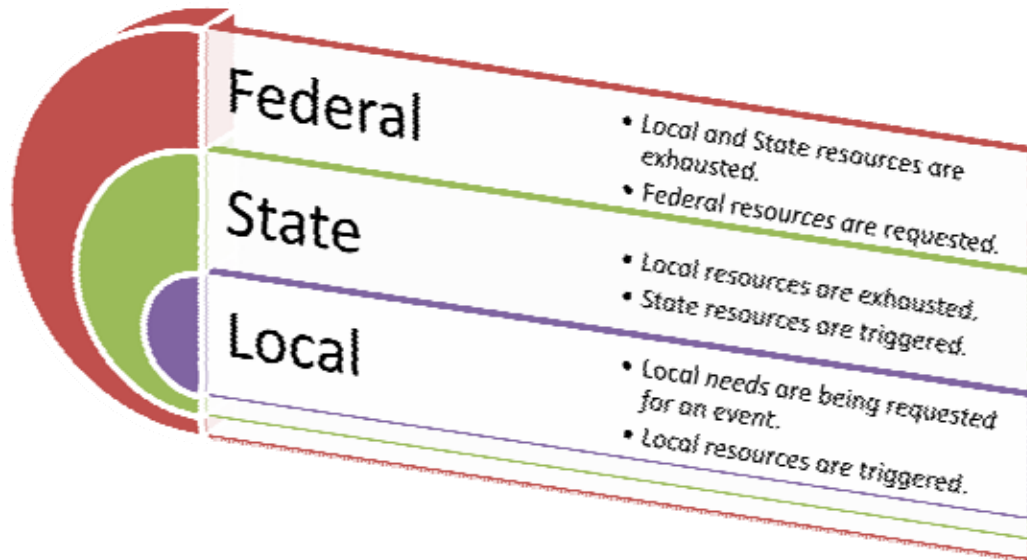
Permanent Housing:

The following items should be considered when developing permanent housing solutions.

- Successful permanent housing is dependent upon long-term community planning for recovery and redevelopment
- Long-term recovery planning should include transportation and utility infrastructure with environmental conditions being considered.
- Schools, congregate care facilities, home health services, medical facilities, and other essential community and human services must be re-established
- Construction resources in some areas may impact the disaster, therefore assistance from outside the disaster area may be required to achieve an acceptable rate of reconstruction.
- Case management will be a critical need for many disaster survivors to successfully transition from interim to permanent housing.
- Affordable housing options may be limited for low-income households, pre-disaster renters, and those who may have lost their jobs in the disaster.
- Relocation may be necessary for some households to recover from the disaster due to lack of work, fear of similar disasters in the future, and other socio-economic factors.
- Long-term housing should address the needs of those with disabilities and medical conditions affecting their housing environment.
- When considering construction options, the need for expedited construction and repairs in the interest of public safety should be balanced with the objective of incorporating mitigation into new, upgraded building standards.
- Timetables for rebuilding should be essential to meet environmental needs and historic preservation requirements; including the availability of building inspectors, licensing officials and the accessibility of local labor and materials.
- Climate, geography, and the cultural needs of the affected community should be considered when developing permanent housing plans.

Trigger Points

Trigger points are the actions taken during the response phase of an event. The trigger points are mechanisms to communicate the severity of the need driven by local requests for assistance. If there is a lack of resources at the Local level, the State will intercede to assist. In the event State resources have been exhausted, a request for Federal resources will be asked for to fulfill the local needs.



Preparedness

Prior to a disaster, the State of Oklahoma will coordinate with the Department of Housing and Urban Development (HUD), the United States Department of Agriculture (USDA), FEMA and the Oklahoma Association of Realtors (OAR) to establish databases of potential rental resources, including accessible options. Existing commercial mobile home park sites can also be incorporated into a database. Each potential housing site should be surveyed by knowledgeable professionals to determine whether it provides physical accessibility to individuals with disabilities, and the information entered into the database. Oklahoma can then use that information to help identify accessible interim housing options in each area to meet the anticipated needs. If there is a need for direct housing (FEMA manufactured housing units MHUs), pre-identifying group sites and establishing building codes for group and commercial sites will expedite the installation process. It is important to consider that while interim housing is intended to be a temporary measure some options may become permanent housing, such as owners deciding to rent rather than rebuild.

When Oklahoma is assessing risk, vulnerability, and consequences of potential disasters we will devise plans for interim housing. Communities located in known danger areas, such as floodplains, areas with frequent tornadoes, or those near earthquake fault lines should develop plans for evacuating households. Individuals should prepare for short-term sheltering needs and temporary housing during the repair and rebuild of their destroyed homes. These practices should be integrated into existing community planning processes.

Ensuring that interim housing options are accessible to individuals with disabilities requires advance planning to identify the inventory of accessible housing options available in each community. Additional information regarding individuals with disabilities can be found in Chapter 7 of the

Department of Justice’s American Disabilities Act (ADA) best practices Tool Kit for State and Local Government, “Access to Social Services, Temporary Lodging or Housing, and Other Benefits Programs”. It is also found online at www.ada.gov.

Preparedness Objectives:

These objectives will be performed on a basis to be established by the Oklahoma Disaster Housing Task Force (ODHTF).

- Identify data sets and methodology to determine housing needs
Lead: Oklahoma Housing Finance Agency (OHFA), United States Housing and Urban Development, (HUD), Oklahoma Association of Realtors (OAR)
Support: Oklahoma Department of Emergency Management (Non-Presidential), FEMA (Presidential)
- Identify existing social service needs and resources
Lead: Department of Human Services (DHS)
Support: Salvation Army (SA), American Red Cross (ARC), United Way/Community Service Counsel
- Determine method to provide case management and corresponding database
Lead: Determined by the disaster
Support: Oklahoma Voluntary Organizations Active in Disaster (OKVOAD), Coordinated Assistance Network (CAN), FEMA (Presidential), American Red Cross (ARC), Salvation Army (SA), Catholic Charities (CC), Oklahoma Department of Emergency Management (OEM)
- Determine agencies and non-profits with which data sharing agreements will be needed; maintain templates and agreements. This includes waivers for personally identifiable information in the application process for disaster housing services
Lead: Oklahoma Department of Emergency Management (OEM)
Support: FEMA (Presidential)
- Identify available housing resources (type, accessibility and county) for each housing stage and update current databases
Lead: Oklahoma Disaster Housing Task Force (ODHTF)
Support: See Resource Guide
- Solicit from local input Human Services programs to determine available community resources
Lead: - Oklahoma Department of Human Services, Crisis Counseling
Support: Ok Strong, 211, Heartline (Tulsa), Serve Moore (Moore)
- Coordinate with local governments to facilitate preparedness and identify obstacles that slow housing recovery
Lead: Oklahoma Disaster Housing Task Force (ODHTF)
Support: Oklahoma Insurance Department (OID), Federal Emergency Management Agency (FEMA),(Presidential) , United States Housing and Urban Development (HUD), Oklahoma Housing Finance Agency (OHFA), Oklahoma Department of Emergency Management (OEM)
- Develop and maintain preparedness plans and templates to identify temporary housing options and to request essential housing services

Lead: Oklahoma Department of Emergency Management (OEM), Federal Emergency Management Agency (FEMA)

Support: See Resource Guide

- Conduct a post-disaster After Action Report (AAR)

Lead: Oklahoma Disaster Housing Task Force (ODHTF)

Support: Documentation provided by task force members post meeting

- Update the Oklahoma Disaster Housing Strategy and appendices as appropriate

Lead: Oklahoma Disaster Housing Task Force Strategy Team

Support: Oklahoma Disaster Housing Task Force (ODHTF)

Disaster Housing Stages

Sequence of Disaster Housing Stages

Figure 1 depicts the phasing sequence from congregate sheltering through permanent housing. The chart clearly defines the following: (1) each phase’s leadership branch and when they must act; (2) the duties that must be accomplished during each phase; (3) the critical branch requirements for implementing the phase’s duties; and (4) the suggested timing of each phase. Additionally, the timeline below indicates the progression of each of the phases from the beginning to the closing of the housing mission.

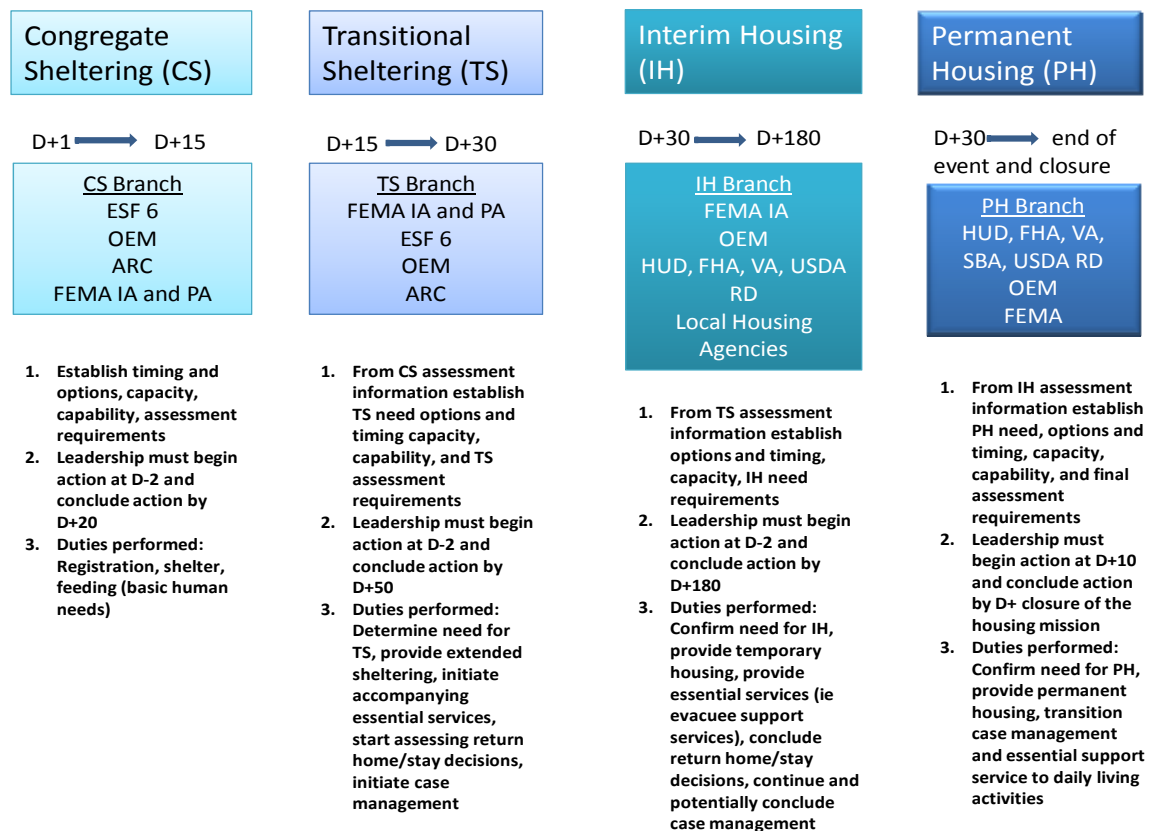


Figure 1: Sheltering and housing phase sequence

Stage 1 – Congregate Sheltering

Congregate sheltering is the first step for survivors. Congregate sheltering offers resources to meet human needs, social service support, and detailed information about the sheltering and housing process. As the Information about the impacted area the survivors will begin to determine plans as to their immediate sheltering need. Survivors will be received at reception centers, processed, and then transported to specified shelter locations.

Shelters can be operated in hard facilities such as schools, churches, community centers, unused warehouses, stores, and barracks. The main considerations for congregate shelters are that the facility offers safe, sanitary and secure environments. Types of congregate care shelters include general population, medical support, emergency household pet, ad hoc/spontaneous, evacuation or refuge of last resort.

Characteristics:

- Pre-Identified shelters are commonly operated and/or supported by the American Red Cross (ARC).
- Typically conducted at the local level by NGOs/faith-based organizations in coordination with and with support from government entities
- Generally located in pre-identified facilities that normally serve other purposes, such as schools, churches, community centers, and armories
- Offer limited or no privacy to persons seeking shelter
- May be opened pre-disaster or post impact
- Used for short-term emergency sheltering until survivors can either return to their pre-disaster dwellings or locate alternative housing
- Provide life-sustaining services including food, water, hygiene kits, sanitation facilities, and basic first aid as well as information regarding reunification and access to disaster assistance programs
- Generally, shelter services are available to anyone displaced by a disaster or emergency and are not driven by program-specific eligibility

Sheltering in Place

In some cases, local officials may direct individuals and households to “shelter in place” or stay indoors to reduce exposure to whatever hazard is threatening the area, this activity may take place in private dwelling, office, public buildings, or other isolated setting. Shelter-in-place programs require advance planning, including public communications campaigns that encourage individuals and households to develop emergency supply kits with items such as water, nonperishable food, local maps, and battery-powered or hand-crank radios.

Characteristics:

- Generally applies when an emergency situation (e.g., a bio or chem. event or a pandemic influenza event when social distancing is recommended) requires people to shelter-in-place for an extended period (such that stored supplies may be depleted and external assistance is required).
- Services to those sheltered in place may be provided in locations such as dwellings, places of business, public buildings, or other facilities, and are considered a congregate care responsibility.

Please refer to the Congregate Sheltering Checklist in Appendix D

Stage 2 – Transitional Sheltering

Transitional sheltering is a sub-stage of housing offering survivors an alternative location of temporary residence to ensure safe and secure environments within or in close proximity to the survivors damaged home. Transitional sheltering facilities may be operated and/or supported by American Red Cross (ARC), local counties, non-profits or faith-based groups, state park housing facilities, conference centers, or college dormitories.

In a Presidential Declaration the decision to undertake a FEMA transitional sheltering mission will be made by FEMA in consultation with Oklahoma Department of Emergency Management (OEM) and the Oklahoma Disaster Housing Task Force (ODHTF). FEMA transitional sheltering consists of lodging where each individual has access to a housing unit. If emergency shelters and/or State transitional congregate shelters are overwhelmed or FEMA determines that shelter residents and

evacuees cannot return to their homes for an extended period of time, Oklahoma may request that FEMA authorize eligible disaster survivors to receive Transitional Sheltering Assistance (TSA). If TSA is authorized, FEMA will approve funds and administer the use of hotels and motels as transitional shelters. TSA is funded under Public Assistance (PA) Program §403 Category B Emergency Protective Measures. The initial period of assistance established by FEMA may be up to thirty (30) days and can be extended by the Assistant Administrator for Disaster Assistance when warranted by the situation, and requested by the State.

Please refer to the Transitional Sheltering Assessment Checklist in Appendix E

Stage 3 – Interim Housing

Interim Housing consists of providing safe and sanitary conditions within a reasonable commuting distance to schools, jobs, businesses and services. Housing assistance can take several forms: rapid temporary roofing and repair, cataloging vacant rental properties, financial assistance for rent, repair or replacement of damaged primary residences, Multi-Family Lease Repair Program (MLRP), alternate forms of direct housing (manufactured housing) or alternate forms of direct housing.

As shelters begin to close, individuals and households who are able will return home. Individuals and households who may not be able to return to their homes for an extended period of time may require interim housing. The nature and magnitude of the disaster, complexity of individual and household needs, community characteristics and available housing options will determine the types of interim housing programs available.

The most critical information when determining the need for interim housing is how many households have an eligible, disaster-related housing need. Developing a reasonably accurate estimate during the early stages of a disaster housing operation, when the availability and reliability of the needed information are low, is one of the most significant challenges encountered by practitioners in the field. This challenge can be reduced by robust readiness planning and resource identification efforts prior to an incident.

Preliminary Damage Assessments (PDAs) are the first source of quantifiable data of potential need following a disaster, but cannot be relied upon to accurately project eligibility rates due to the scarcity of information captured. As FEMA obtains and processes registrations to determine program eligibility, the scope of the interim housing needs becomes more defined. FEMA typically engages in additional applicant outreach to ensure housing needs are met, referrals are provided, and to finalize the scope of the housing requirements. Unlike sheltering options, interim housing programs have more stringent eligibility requirements such as identity verification, pre-disaster proof of occupancy and a disaster related housing need. Continued assistance may require proof that the household either cannot afford to transition to permanent housing on their own, or that they are making progress toward a permanent housing plan (i.e. repairing the damaged dwelling, purchasing a dwelling, or searching for rental resources within their financial ability).

During the response to the 2013 tornadoes for DR-4117-OK, the Oklahoma Association of Realtors (OAR) was the lead agency in providing rental resources to the ODHTF. The Association realized how much a home means to a family, and set up a website (www.oktemphousing.com) with housing resources for both permanent and temporary housing, and made realtors available to tornado survivors. In disaster events, the State will collaborate with all housing partners e.g. OAR will be the source for rental resources and in declared events FEMA, HUD and USDA RD will also

maintain rental resource databases in and around the disaster-impacted area.

Please refer to the Interim Housing Checklist in Appendix F

Stage 4 – Permanent Housing

The transition from interim to permanent housing for individuals affected by a disaster is the end state of the interim phase. Assisting individuals in determining their permanent housing plan early in the process is a key factor to reaching this goal. One goal of the Oklahoma Disaster Housing Task Force is to help State, Tribal and local disaster housing provider’s clearly articulate expectations and options to individuals and households following a disaster in order to assist them in establishing their recovery plans. The Oklahoma Disaster Housing Task Force should remain engaged throughout the housing operation to address end-of-program issues that arise, in coordination with local governments and Permanent Recovery Committees when appropriate. When housing resources are available, renters have the option of finding another rental unit while their previous rental unit is being repaired, relocating permanently to another rental unit, or purchasing a home.

Should a direct housing program be necessary, the ideal situation is to place a unit at the primary dwelling site while the homeowner repairs their home; however, this is not always possible.

Individuals may need to be housed at a commercial park or community site. Survivors participating in a direct housing program are expected to vacate the unit as soon as a rental resource becomes available or their home is repaired. In situations where achieving permanent housing may take longer than 18 months, the option of selling units to the occupant may be considered as a viable solution.

Permanent housing options will be accomplished in partnership with local housing authorities and other local, state and federal agencies. Permanent housing activities must involve local stakeholders in planning for the long term recovery. Planning and implementation of permanent housing options often require knowledge of and coordination with local codes, permitting and licensing of out of state contractors. Identifying and developing relationships with relevant organizations and the private sector will aid in the permanent housing phase to maximize and leverage resources. Additional resources may also be available through local governments. The Oklahoma Disaster Housing Task Force will consider local resources in planning and prioritizing permanent housing efforts.

In rare and unusual cases, where preceding forms of temporary housing are unavailable, infeasible, or not cost effective, FEMA may authorize semi-permanent or permanent housing construction under §408 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act.

Please refer to the Permanent Housing Assessment Checklist in Appendix G

Direct Housing Assessment Team (DHAT) – Presidential Declaration Only

Purpose

The Direct Housing Assessment Team (DHAT) shall monitor the potential temporary housing needs through ongoing data analysis and coordination with the Oklahoma Direct Housing Task Force (ODHAT). The DHAT will consult with the IA Branch Director to determine if a needs assessment call to survivors should be conducted. IA staff within the Joint Field Office (JFO) will review registration and inspection reports in National Emergency Management Information System (NEMIS) to identify applicants who meet the FEMA standard loss criteria. The DHAT shall work closely with the ODHTF to ensure all forms of assistance available from the State and other federal agencies and voluntary agencies are identified and evaluated.

The Direct Housing Assessment Team will work with the Oklahoma Direct Housing Task Force to identify potential opportunities to acquire and repair multi-family housing properties for use as temporary housing.

Characteristics:

- Consist of five or more rental units where each unit contains a separate bedroom, kitchen and living space; and
- Have been previously used as multi-family housing; and
- The property owner is capable of providing all property management services, including maintenance; and
- Is in an area designated for Individual Assistance under a major declaration and
- Has access to community and wraparound services such as schools, utilities, fire and emergency services, grocery stores, etc.; and
- Can be repaired within two months or less

Needs Assessment

The purpose of the needs assessment process is to determine if direct temporary housing assistance is needed, the types that may be needed, and in what quantities. This includes the identification of possible barriers to the location and use of temporary housing. The needs assessment process is intended to increase the certainty that direct temporary housing assistance either will or will not be needed.

Voluntary Agency Liaison (VAL)

The Direct Housing Assessment Team will work closely with the Voluntary Agency Liaison (VAL) Group Supervisor to conduct an assessment of voluntary agencies capacity to provide assistance to disaster survivors. This will expedite the repair or construction of housing, for the purpose of minimizing or eliminating the need for temporary housing assistance. The DHAT will also work closely with the VAL to leverage the ability of voluntary agencies to identify and provide services to vulnerable populations who are at a higher risk of not having full access to temporary housing assistance without targeted outreach and/or reasonable accommodations. Capacities to provide wraparound services shall also be identified and incorporated into the disaster housing plan.

See the DHAT request template in Appendix L

National Disaster Recovery Framework (NDRF) - Presidential Declaration Only

Purpose

Under the National Disaster Recovery Framework (NDRF), the Housing Recovery Support Function's (RSF) Coordinating Agency is the Department of Housing and Urban Development (HUD). This RSF's Core Capability is to implement housing solutions that affectively support the needs of the whole community and contribute to its sustainability and resilience.

Primary agencies that work with HUD include;

- Department of Homeland Security/Federal Emergency Management Agency (DHS/FEMA)
- Department of Justice (DOJ)
- United States Department of Agriculture (USDA)

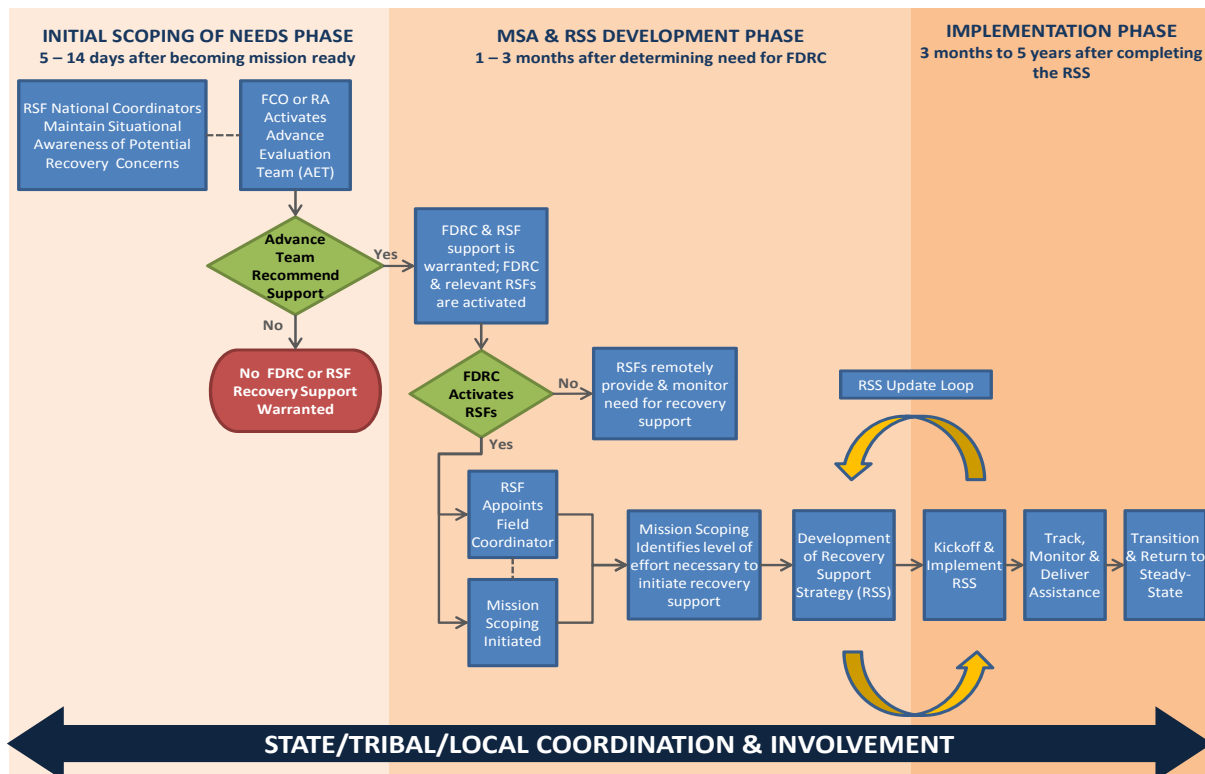
Objectives of the Housing Recovery Support Function's (RSF) include:

- Identify strategies to strengthen the housing market
- Meet the need for quality affordable rental homes
- Utilize housing as a platform for improving quality of life
- Build inclusive and sustainable communities
- Integrate disaster mitigation measures into community design and development to improve disaster resiliency.

Activation and Deployment of NDRF

Below is a graphic showing how an FDRC is appointed and how RSFs are activated. All steps outlined below are completed with State emergency management collaboration.

FDRC/RSF Activation – Deployment



Appendices



-----OKLAHOMA DISASTER HOUSING TASK FORCE-----



Appendix A



-----OKLAHOMA DISASTER HOUSING TASK FORCE-----



Acronyms

OEM – Oklahoma Department of Emergency Management

OHFA – Oklahoma Housing Finance Agency

MLRP - Multi-Family Lease Repair Program

ODHTF – Oklahoma Disaster Housing Task Force

DHAT – Disaster Housing Assessment Team

ADA – American with Disabilities Act

NDRF – National Disaster Recovery Framework

RSF – Recovery Support Functions

OKOHS – Oklahoma Office of Homeland Security

FEMA – Federal Emergency Management Agency

DOJ – Department of Justice

USDA – United States Department of Agriculture

HUD – United States Housing and Urban Development

OAR – OKLAHOMA ASSOCIATION OF REALTORS

OID – Oklahoma Insurance Department

VAL – Voluntary Agency Liaison

VOAD – National Voluntary Organization Active in a Disaster

OKVOAD – Oklahoma Voluntary Organization Active in a Disaster

PDA – Preliminary Damage Assessments

USDA RD – United States Department of Agriculture Rural Development

ARC – American Red Cross

TSA – The Salvation Army

VA – Veterans Administration

SBA – Small Business Administration

ODOC – Oklahoma Department of Commerce

JFO – Joint Field Office

IA – Individual Assistance

Appendix B



-----OKLAHOMA DISASTER HOUSING TASK FORCE-----



Oklahoma Disaster Housing Task Force (ODHTF) Roster and contact information

Oklahoma Department of Emergency Management – Dara Hays – dara.hays@oem.ok.gov

Oklahoma Department of Emergency Management – Rhonda Carey – rhonda.carey@oem.ok.gov

Federal Emergency Management Agency – crystal.brown2@fema.dhs.gov

Federal Emergency Management Agency – lisa.carlson@fema.dhs.gov

Oklahoma Insurance Department – Amanda Riddle - amanda.riddle@oid.ok.gov

Oklahoma Association of REALTORS – Steve Reese - Steve@OKRealtors.com

Catholic Charities - Ashley Jackson - amoore@catholiccharitiesok.org

HUD – Carol Jones - carol.d.jones@hud.gov

HUD – Bill Tolbert - william.tolbert@hud.gov

American Red Cross - Lenard Liebe - lenard.liebe@redcross.org

Central Oklahoma Habitat for Humanity – Ann Felton – ann.felton@cohfh.org

Cleveland County Habitat for Humanity – Linda Banta - director@cchfh.org

The Salvation Army – Laurie Fried - Laurie_Fried@uss.salvationarmy.org

OHFA – Deborah Jenkins - deborah.jenkins@ohfa.org

OHFA – Tim Shackelford – tim.shackelford@ohfa.org

USDA RD – Tommy Earls - tommy.earls@ok.usda.gov

USDA RD – Tom Roberts - tom.roberts@ok.usda.gov

SBA – Carl Gaspari - carl.gaspari@sba.gov

SBA – Claire Holmes - claire.holmes@sba.gov

United Way – Raymond Macon - rmacon@unitedwayokc.org

NDRF – Charlie Cook – charlie.cook@fema.dhs.gov

Appendix C



-----OKLAHOMA DISASTER HOUSING TASK FORCE-----



Pre-Disaster Activity Checklist

<ul style="list-style-type: none"> • Define incident period 	
<ul style="list-style-type: none"> • Identify counties being requested for assistance. (verify since areas affected may not necessarily be the ones being requested) 	
<ul style="list-style-type: none"> • Confirm execution of state emergency plan 	
<ul style="list-style-type: none"> • Identify type of facilities affected as well as adverse effect damage has on public and private sectors 	
<ul style="list-style-type: none"> • <u>Individual Assistance</u> <ul style="list-style-type: none"> ○ Impact of incident ○ Concentration of damages to individuals ○ Number of casualties ○ Disruption of community functions and services ○ Emergency needs ○ Health and safety problems including households isolated ○ Insurance coverage in force with percentages ○ Special populations i.e. access and functional needs, language barriers ○ Tribal populations affected ○ Estimated temporary housing requirements ○ Impact of recent multiple disasters 	
<ul style="list-style-type: none"> • <u>Public Assistance</u> <ul style="list-style-type: none"> ○ General impact of damage by Category of Public Assistance ○ Factors giving insight into requirements including isolated communities ○ Interruption of essential services ○ Problems to public health and safety ○ Damage to critical facilities ○ School and government closings ○ Power outages and duration ○ Disruption to transportation 	
<ul style="list-style-type: none"> • Certify that the severity and magnitude of the event exceeds state and local capabilities 	
<ul style="list-style-type: none"> • Describe other federal agency efforts used, or which will be used, to alleviate the disaster or emergency 	
<ul style="list-style-type: none"> • Identify categories of assistance being requested <ul style="list-style-type: none"> ○ Public Assistance Category A and/or B, including Direct Federal Assistance. If no, the request does not warrant an Emergency or Expedited Major Disaster Declaration and PDAs must be performed. If yes, FEMA Region will immediately evaluate and process a recommendation regarding ONLY PA Category A and/or B, limited to Direct Federal Assistance. 	
<ul style="list-style-type: none"> • What are the preliminary estimates of types and amounts of supplementary federal assistance needed 	
<ul style="list-style-type: none"> • Identify programs requested in detail <ul style="list-style-type: none"> ○ If requesting Hazard Mitigation, specify either statewide or specific areas 	

<ul style="list-style-type: none"> ○ If requesting Public Assistance, specify if full PA or identify specific categories ○ If requesting IA, specify types of assistance including Individuals and Households Program (IHP), Crisis Counseling (CC), Disaster Unemployment Assistance (DUA), Disaster Case Legal Services (DLS), and Transitional Sheltering Assistance (TSA). ○ Other significant program needs e.g. agriculture assistance, food stamps, low interest disaster loans from SBA etc. 	
<ul style="list-style-type: none"> ● Identify counties requested for each program <ul style="list-style-type: none"> ○ Contiguous counties defined ○ Contiguous counties under a major disaster declaration apply only to IA ○ Contiguous counties must share a border with core counties eligible for a major disaster declaration for the IA program 	
<ul style="list-style-type: none"> ● List actions and description of state, local, and relief organization resources committed <ul style="list-style-type: none"> ○ Include actions pending or taken by legislature and governing bodies ○ Information describing other federal agency efforts used, or which will be used, to alleviate the disaster ○ Voluntary agency assistance, national guard activation and functions, capability of state for further response activities 	
<ul style="list-style-type: none"> ● Certify the state and local governments will comply with cost share requirements 	
<ul style="list-style-type: none"> ● Identify status of State’s mitigation planning efforts and type of state mitigation plan, especially as applicable to requested areas (DFA must meet requirements of 44 CFR §206.208 (B) or <u>FEMA Policy 9523.9</u> for procedures of 100% DFA funding) 	
<ul style="list-style-type: none"> ● Include Section 407 or 403 language if debris removal is requested or anticipated (either by DFA or by reimbursement) 	
<ul style="list-style-type: none"> ● Designation of State Coordinating Officer (SCO) 	
<ul style="list-style-type: none"> ● Identify designated Governor’s Authorized Representative (GAR) to provide any further clarification of request issues 	
<ul style="list-style-type: none"> ● Does overall Governor’s request justify the FEMA Regional Administrator in making the following determinations: <ul style="list-style-type: none"> ○ The state and local financial commitments are reasonable under the circumstances ○ The Governor’s request complies with procedural requirements for submitting a request under the Robert T Stafford Act. ○ The situation is of such severity and magnitude that a major disaster declaration is warranted ○ The required response is beyond the capability of the state and local governments ○ Assistance from other sources is not adequate to meet the needs; and supplemental federal assistance in the form of Individual Assistance and Public Assistance under the Robert T Stafford Act is required to alleviate the suffering and hardship 	

Appendix D



-----OKLAHOMA DISASTER HOUSING TASK FORCE-----



Congregate Sheltering Assessment Checklist

- | | |
|---|--|
| <ul style="list-style-type: none"> • Define the scale of the disaster based on population affected, geography and intensity of the event | |
| <ul style="list-style-type: none"> • Estimate resources required to conduct mass care and emergency assistance activities based on defined scale of the disaster | |
| <ul style="list-style-type: none"> • Determine resources available from local, tribal, state, private sector and NGOs to conduct mass care and emergency assistance activities based on defined scale of the disaster | |
| <ul style="list-style-type: none"> • Assess and identify resource shortfalls | |
| <ul style="list-style-type: none"> • Request resources to meet identified shortfalls through appropriate channels | |
| <ul style="list-style-type: none"> • Establish mass care and emergency assistance operational tasks in coordination with mass care and emergency assistance providers and in conformance with the jurisdiction’s overall incident objectives | |
| <ul style="list-style-type: none"> • Maintain situational awareness | |
| <ul style="list-style-type: none"> • Establish demobilization procedures | |
| <ul style="list-style-type: none"> • Coordinate the use of educational facilities during emergency activations among federal and state agencies, local school districts, colleges and universities. | |
| <ul style="list-style-type: none"> • Conduct regularly scheduled coordination with mass care and emergency assistance providers | |
| <ul style="list-style-type: none"> • Coordinate, on an ongoing basis, with local, tribal, state, private sector and NGOs to determine mass care resources available within the jurisdiction | |
| <ul style="list-style-type: none"> • Ensure children and adults with and without disabilities that have access and functional needs are integrated into all aspects of mass care and emergency assistance services. | |
| <ul style="list-style-type: none"> • Ensure provision of emergency first aid for survivors and emergency workers | |
| <ul style="list-style-type: none"> • Coordinate the provision of mass care and emergency assistance support for Recovery operations. | |
| <ul style="list-style-type: none"> • Track and respond to requests for information and resources related to mass care and emergency assistance activities | |
| <ul style="list-style-type: none"> • Collect, report and coordinate information on mass care activities and share with mass care and emergency assistance partners | |

Appendix E



-----OKLAHOMA DISASTER HOUSING TASK FORCE-----



Transitional Sheltering Assessment Checklist:

<ul style="list-style-type: none"> • Determine need for transitional shelters 	
<ul style="list-style-type: none"> • Identify potential sheltering sites and other structures that could be converted to transitional shelters. 	
<ul style="list-style-type: none"> • Coordinate between IA and PA on FEMA funding for transitional shelter costs (PA Cat B funding only for transitional shelter transportation and PA Applicant’s overtime force account labor costs). (Current PA policy already precludes use of Cat. B for applicants to develop transitional shelters). 	
<ul style="list-style-type: none"> • Explore the use of NGO facilities as shelters (such as church camps, YMCA) in affected and surrounding areas. 	
<ul style="list-style-type: none"> • Coordinate with DHS Office of Private Sector Initiatives and International Association of Assembly Managers, Inc. (IIAM) to increase available sheltering resources. IIAM’s members include most of the major public venues in the country (arenas, amphitheaters, auditoriums, conventions centers) and can facilitate identification of potential transitional shelters. 	

Appendix F



-----OKLAHOMA DISASTER HOUSING TASK FORCE-----



Interim Housing Assessment Checklist:

<ul style="list-style-type: none"> • Does the State currently inventory rental properties? <ul style="list-style-type: none"> ○ If yes, have buildings been identified as transitional shelters? ○ If yes, can buildings accommodate people with functional and access needs in accordance with the Architectural Barriers Act/American with Disabilities Act? 	
<ul style="list-style-type: none"> • Does the State have an agreement with other states to host evacuees on an interim basis and provide health, social services, education and child-care access if need exceeds capacity? 	
<ul style="list-style-type: none"> • Does the ODHTF have an inventory of commercial manufactured housing pads including availability status? <ul style="list-style-type: none"> ○ If no, is there a plan in place to collect inventory? 	
<ul style="list-style-type: none"> • Has the ODHTF identified prospective group site locations? <ul style="list-style-type: none"> ○ If no, is there a plan in place to identify prospective sites? 	
<ul style="list-style-type: none"> • Does the ODHTF have a plan to expedite housing permits, including those needed for group site development? 	
<ul style="list-style-type: none"> • Does the Oklahoma Department of Transportation (DOT) have a plan to expedite permits and lift road restrictions to transport manufactured housing units specifically for disaster housing? 	
<ul style="list-style-type: none"> • Does the State have a plan in place to compile damage assessments, affected persons reporting, and structural inspection information to estimate housing requirements? 	
<ul style="list-style-type: none"> • Is there a long-term plan to meet the needs of persons displaced for more than 18 months, including families with children and persons with disability, functional and access needs? 	
<ul style="list-style-type: none"> • Does the State have the capacity to provide caseworkers for impacted survivors? 	
<ul style="list-style-type: none"> • Does Oklahoma have adequate number of power and utility workers restore power to neighborhoods and to hook up temporary housing units? 	
<ul style="list-style-type: none"> • Does Oklahoma have a point of contact for utilities installation? 	
<ul style="list-style-type: none"> • Has Oklahoma identified an acceptable formaldehyde level for manufactured housing units and communicated that to FEMA? 	
<ul style="list-style-type: none"> • Has Oklahoma identified what types of temporary housing units can be used and communicated that to FEMA? 	
<ul style="list-style-type: none"> • Does Oklahoma have a communications plan in place to distribute information on housing assistance? 	

Appendix G



-----OKLAHOMA DISASTER HOUSING TASK FORCE-----



Permanent Housing Assessment Checklist:

<ul style="list-style-type: none"> • Does the affected community have an existing identified housing need? <ul style="list-style-type: none"> ○ If so, is the need primarily for rental units? ○ Is there a waiting list for affordable housing? 	<div style="background-color: #e0e0e0; width: 100%; height: 15px;"></div> <div style="background-color: #a0c0e0; width: 100%; height: 15px;"></div> <div style="background-color: #e0e0e0; width: 100%; height: 15px;"></div>
<ul style="list-style-type: none"> • Has the Oklahoma Disaster Housing Task Force (ODHTF) identified the permanent housing vacancy rates and fair market rates? 	<div style="background-color: #a0c0e0; width: 100%; height: 15px;"></div>
<ul style="list-style-type: none"> • Has the ODHTF identified rental units which are in close proximity to schools and child care? 	<div style="background-color: #e0e0e0; width: 100%; height: 15px;"></div>
<ul style="list-style-type: none"> • Has the ODHTF pre-established a coordination system for implementing community recovery activities? <ul style="list-style-type: none"> ○ Are there staff resources to “surge” during recovery activities? ○ If no, can the ODHTF sign a Memorandum of Understanding (MOU) with a neighboring jurisdiction for additional staff? 	<div style="background-color: #a0c0e0; width: 100%; height: 15px;"></div> <div style="background-color: #e0e0e0; width: 100%; height: 15px;"></div> <div style="background-color: #a0c0e0; width: 100%; height: 15px;"></div>
<ul style="list-style-type: none"> • Does an approved or registered contractors list for repair and reconstruct properties exist? 	<div style="background-color: #e0e0e0; width: 100%; height: 15px;"></div>
<ul style="list-style-type: none"> • Has the ODHTF identified any alternative organizations to provide technical assistance (such as local university engineering and architecture programs)? 	<div style="background-color: #a0c0e0; width: 100%; height: 15px;"></div>
<ul style="list-style-type: none"> • Has the local government identified sites where interim housing can be converted to permanent housing? 	<div style="background-color: #e0e0e0; width: 100%; height: 15px;"></div>
<ul style="list-style-type: none"> • Has the ODHTF identified Americans with Disabilities Act compliant units? 	<div style="background-color: #a0c0e0; width: 100%; height: 15px;"></div>

Appendix H



-----OKLAHOMA DISASTER HOUSING TASK FORCE-----



Oklahoma Disaster Housing Resource Guide

To access the Oklahoma Disaster Housing Resource Guide visit:

[Oklahoma Department of Emergency Management](#)

Appendix I



OKLAHOMA DISASTER HOUSING TASK FORCE



Oklahoma Disaster Housing Plan Template

Oklahoma Disaster Housing Plan

Disaster Number

Date

Template Draft

Table of Contents

Introduction.....

Purpose
.....

Summary of Actions Taken

Actions Taken to Deliver Housing Assistance

Current Housing Assistance Status.....

Actions Taken to Identify Unmet Housing Needs

Current Resources and Capabilities.....

Needs Analysis.....

Analysis of Options and Alternatives.....

Recommendations

Future Disaster Recommendations.....

SCO and FCO Signatures.....

Template Draft



Introduction

Provide a clear statement of the overall event including dates, event ID number (i.e. 4117), type(s) of disaster event, and any data relevant to understanding the damage. It is recommended to show a mapping of the event as a visual for understanding.

Include the Oklahoma Disaster Housing Task Force members and their roles in the event.

The Oklahoma Disaster Housing Task Force (ODHTF) first met on _____ led by the Oklahoma Department of Emergency Management (OEM). Other core members include:

Oklahoma Department of Emergency Management (ODEM)
Department of Housing and Urban Development (HUD)
Federal Emergency Management Agency (FEMA)
US Small Business Administration (SBA)
United States Department of Agriculture Rural Development (USDA RD)
Oklahoma Voluntary Agencies Active in Disaster (OK VOAD)
The Salvation Army (TSA)
American Red Cross (ARC)
Veteran's Affairs (VA)
Administration for Children and Families/Department of Health and Human Services (ACF)
Oklahoma Insurance Department (OID)
Oklahoma Housing Finance Authority (OHFA)
Apartment Association of Central Oklahoma
Oklahoma Association of Realtors (OAR)

Mission

The mission of the Oklahoma Disaster Housing Task Force (ODHTF) is to endorse a disaster-resilient and self-sufficient lifestyle for survivors of Oklahoma disasters by establishing and implementing housing options through the integration of resources available from state agencies, federal agencies, local governments and the private sector. Following is a map of the declared counties.

Purpose

State the overall purpose of the Oklahoma Disaster Housing Plan and why it is implemented.

Summary of Actions Taken

Actions taken to deliver housing assistance:

List all of the agencies, organizations, groups that participated or will be participating in all levels of housing for the survivors and their role. If data is provided, include the data.

Current Individuals and Households Program:

Total IHP Registrations:
Total IHP Approved:
IHP Dollar Amount Disbursed:
Number of IHP Payments Disbursed:

Number of IHP approved households: _____

How using Assistance (HA) Approved:

- Rental Assistance:
- Repair:
- Replacement:
- Lodging Reimbursement

Max grants awarded:

- There are _____ max grants awarded in the amount of \$ _____

Template Draft

Other Needs Assistance (ONA):

_____ applicants have been approved for ONA in the amount of
\$ _____

Inspections:

- _____ inspections assigned
- _____ returned to FEMA
- _____ inspections are outstanding

FEMA continues to advise ineligible applicants concerning the appropriate documentation needed to prove identity, occupancy, and ownership in order to assist them in appealing their ineligibility.

The U.S. Small business Administration (SBA) is making disaster loans to applicants who meet the lending requirements. The SBA has issued:

- _____ applications for home loan
- _____ applications have been received by the SBA for home loans
- _____ applications have been approved in the amount of _____

Actions Taken To Identify Unmet Housing Needs

Current Resources and Capabilities

Needs Analysis

Template Draft

Analysis of Options and Alternatives

FEMA's Individuals and Households Program (IHP): Financial assistance is currently being provided to eligible applicants via the Individuals and Households Program (IHP), under which money and services are provided to survivors in the disaster area when property has been damaged or destroyed and losses are not covered by insurance. IHP is designed to help with critical expenses that cannot be covered in other ways.

Use of Available Housing Stock: The use of available housing stock with the affected community is always the preferred means of meeting disaster-related temporary housing needs. Available rental resources are plentiful in the declared and neighboring counties. Therefore, FEMA and the State will continue to focus their efforts on maximizing available housing resources.

Expanded Rental Assistance: FEMA may increase rental assistance payments to 125% of FMR, or higher, when it has been determined that FMR does not adequately reflect the post disaster housing market. It should be noted that renting units at 125% and 150% of the FMR can cause an artificial inflation of the rental market and cause a hardship on local rental programs. Therefore the State requests that FEMA coordinate with the State before approving a decision regarding an increase in the fair market rent for this disaster.

Below is the Fair Market Rates for the declared counties:

List the counties with the FMR in a table

Additional Living Expenses (ALE):

If an applicant has insurance but no ALE, they may be eligible to receive rental assistance while their home is being repaired. If an applicant has exhausted their ALE, they must submit documentation stating such before being awarded rental assistance.

Recommendations

Future Disaster Recommendations

Appendix J



-----OKLAHOMA DISASTER HOUSING TASK FORCE-----





FEMA Fact Sheet

Short-term lodging assistance for evacuees who are not able to return home for an extended or indeterminate period of time following a disaster.

FEMA may provide Transitional Shelter Assistance (TSA) to eligible disaster survivors who have a continuing need for shelter after the congregate shelters have closed because they are unable to return to their homes for an extended period of time. This initiative is intended to provide short-term lodging for eligible disaster survivors whose communities are either uninhabitable or inaccessible due to disaster-related damages.

TSA is funded under Section 403 of the Stafford Act and is subject to a state cost-share. The State may request that FEMA authorize the use of TSA for the declared disaster in specific geographic areas.

Under TSA, disaster survivors may be eligible to stay in hotel or motel lodging for a limited period of time and have the cost of the room and taxes covered by FEMA. However, FEMA does not cover the cost of incidental room charges or amenities, such as telephone, room service, food, etc.

For those who are eligible, FEMA will authorize and fund, through direct payments to participating hotels/ motels, the use of hotels/motels as transitional shelters.

The initial period of assistance will be 5-14 days from date of TSA implementation. FEMA, in conjunction with the State, may extend this period of assistance, if needed.

Individuals and households who are ineligible for TSA will be referred to local agencies or voluntary organizations for possible assistance.

Individuals and households may be eligible for TSA, if:

- They register with FEMA for assistance
- They pass identify verification
- Their pre-disaster primary residence is located in a geographic area that is designated for TSA and occupancy is verified
- As a result of the disaster, they are displaced from their pre-disaster residence and they are currently not living in their primary residence.

"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."



FEMA

DAP9443.2

DISASTER ASSISTANCE POLICY

I. **TITLE: Transitional Sheltering Assistance for Displaced Individuals and Households**

II. **DATE: SEP 22 2008**

III. **PURPOSE:**

To provide eligibility criteria for transitional sheltering in support of a Presidential declaration of a major disaster involving a mass evacuation and an anticipated long term displacement, where Section 403 and Section 502, Category B, Emergency Protective Measures, and Section 408, Federal Assistance to Individuals and Households, of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended, are included. Transitional Sheltering Assistance (TSA) is intended to provide short-term lodging to those evacuees from identified areas who, after an evacuation, cannot return to their homes for an extended period of time, i.e., 5 -14 days, because their community is either uninhabitable or inaccessible due to disaster-related damages. These geographical segments of the disaster area will be identified jointly by the State and FEMA.

IV. **SCOPE AND AUDIENCE:**

This policy is effective as of September 1, 2008. All personnel are directed to follow this

policy. V. **AUTHORITY:**

Section 403, 42 U.S.C. 5170b and Section 502, 42 U.S.C. 5192, Category B, Emergency Protective Measures, of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended.

VI. **DESCRIPTION:**

In accordance with the Transitional Sheltering Protocol as described in the "Mass Sheltering and Housing Assistance – RS-2006-1 Strategy", FEMA will authorize and fund the use of hotels, motels, cruise ships or berthing vessels as transitional shelters. This policy is designed to reduce the number of evacuees in congregate shelters by transitioning those evacuees that have been verified as being displaced from their primary residence to short-term accommodations (e.g. hotels, motels). Transitional sheltering is funded under Section 403 of the Stafford Act and is subject to Public Assistance regulations on cost-share.



FEMA

DISASTER ASSISTANCE POLICY

DAP9443.2

INTERIM

VII. DEFINITION:

A. 408 Eligible Applicant: An individual or household who has applied for federal disaster assistance and is eligible for Section 408 Individuals and Household Temporary Housing Assistance. Key requirements for being 408 eligible include, but are not limited to, having damage to the primary residence and having a member of the pre-disaster household meet the citizenship requirements of the Welfare Reform Act, (i.e., they are a U.S. citizen, non-citizen national, or qualified alien).¹

B. Eligible TSA Evacuee: An individual or household, who has applied for federal disaster assistance, passes identity verification, is currently displaced from his or her primary residence, and resided in an area identified by FEMA and the State and designated for Transitional Sheltering Assistance.

C. Household: All persons (adults and children) who lived in the pre-disaster residence who request assistance, as well as any persons, such as infants, spouse, or part-time residents who were not present at the time of the disaster, but who are expected to return during the assistance period.

D. Period of Assistance Interval: A specific segment of time or schedule during which

Transitional Sheltering is authorized.

E. Transitional Shelters: A private or public facility that, by design, provides a short-term lodging function and an increased degree of privacy over a congregate shelter. Examples include hotels, motels, cruise ships or berthing vessels.

VIII. POLICY:

A. Upon a Presidential declaration of a major disaster or emergency involving mass evacuation, FEMA in conjunction with the State and local emergency management officials, will evaluate the scale and projected duration of the evacuation or sheltering operation to determine if the incident causes or is expected to cause extended displacements of evacuees, i.e., 5–14 days or longer. FEMA may authorize and implement Transitional Sheltering Assistance for Displaced Individuals and Households (hereinafter "Transitional Sheltering") when all of the following conditions apply:

1. The State has requested FEMA to authorize the use of Transitional Sheltering Assistance for the declared disaster; AND



FEMA

DISASTER ASSISTANCE POLICY

DAP9443.2

INTERIM

2. The declared incident includes Section 403 (or Section 502) Category B, Emergency Protective Measures and Section 408 - Individual and Household Program; AND

3. An impact assessment has been conducted to identify the geographic area(s) that will be or is expected to be inaccessible or areas that incurred damages that would prevent evacuees from returning to their homes for an extended period of time, i.e., 5- 14 days or longer. The Assistant Administrator for Disaster Assistance may shorten the period of time based on the circumstances of the incident; AND

4. The incident resulting in the declaration has occurred, e.g., post landfall for a hurricane; AND

5. Evacuees remain in transitional, congregate, or other shelters.

B. Individuals and households will be classified as an "Eligible TSA Evacuee" and made eligible for initial Transitional sheltering if:

1. The individual or household registers with FEMA for assistance; AND

2. The individual or household passes identity verification; AND

3. The individual or household's pre-disaster primary residence is located in a geographic area that is designated for Transitional Sheltering and occupancy is verified; AND

4. As a result of the disaster, the individual or household is displaced from their pre-disaster primary residence; that is, the individual or household's current living location is not their pre-disaster primary residence or a non-primary dwelling owned by the individual or household.

C. An evacuee who fails the eligibility process of subparagraph "B" can request to be reconsidered for Transitional Sheltering when they submit documentation to address the criterion failed.

D. An evacuee who obtains lodging through another source, e.g., the American Red Cross, will not be eligible for Transitional Sheltering during the same period of time.



FEMA

DAP9443.2

DISASTER ASSISTANCE POLICY

INTERIM

E. The initial period of assistance for Transitional Sheltering will be 5-14 days (adjustable to 30 days if needed) from the date the Assistant Administrator for Disaster Assistance authorizes the use of Transitional Sheltering for the disaster. An applicant's particular assistance will terminate on the date the period of assistance for Transitional Sheltering Assistance expires, or sooner if the community area becomes habitable, regardless of when the applicant became eligible for the assistance.

F. The Assistant Administrator for Disaster Assistance may extend the period of assistance for Transitional Sheltering, in 14 day intervals, not to exceed six months from the date of the emergency/disaster declaration. If an extension is approved, Eligible TSA Evacuees will be evaluated for the extension as follows:

1. If they have been deemed as a 408 Eligible Applicants, they will be allowed to remain in Transitional Sheltering through the end of the extended period of assistance interval immediately following their eligibility decision.

2. If they have a "pending" status for IHP Temporary Housing Assistance, they will be allowed to remain in Transitional Sheltering through the end of the extended period of assistance interval.

3. If they have been deemed not to be a 408 Eligible Applicant, they can only remain in Transitional Sheltering until the existing period of assistance interval expires; they are not eligible for the extension (subject to subparagraph 'T' below).

- i. Non-408 eligible applicants are not authorized for extension unless approved by the Assistant Administrator for Disaster Assistance.

- ii. Non-408 eligible applicants will be referred to voluntary agencies for possible continued assistance for short-term lodging.

G. Transitional Sheltering ~~will end~~ once the period of assistance interval expires, unless extended under paragraph "F" above. Once the period of assistance interval has expired, any individuals or households who have not been converted to the Individuals and Households Program (IHP) for assistance will be referred to voluntary agencies and State and local offices for possible continued assistance for short-term lodging. Transitional Sheltering will not to exceed six months from the date of the emergency/disaster declaration.



FEMA

DAP9443.2

DISASTER ASSISTANCE POLICY

INTERIM

H. Unless restricted by rules or constraints established by the lodging accommodation, Transitional Sheltering will be provided based on pre-disaster household composition as follows:

1. Households of four (4) or less members will be authorized for one room.
2. Households of five (5) or more members will be authorized for two rooms.

I. Households separated as a result of the disaster will be processed for Transitional Sheltering in accordance with agency guidance on separated households.

J. FEMA will base the amount of Transitional Sheltering on the applicable maximum lodging rate plus taxes for the locality, as identified by the U.S. General Services Administration (GSA).

1. The Assistant Administrator for Disaster Assistance may authorize or approve up to a 300% increase in the published GSA lodging rate when lodging costs have escalated because of special events (e.g., sporting events, conventions).

2. All other amenities and costs, including but not limited to: restaurant, club, room service, telephone, movie rentals, Internet, laundry, dry cleaning, parking and any other ancillary services offered by the hotel/motel are the responsibility of the evacuee.

IX. **RESPONSIBLE OFFICE:** Disaster Assistance Directorate (Individual Assistance Division).

X. **REVIEW DATE:** One year from the date of publication.

CaAssistant Administrator

Disaster Assistance Directorate

Appendix K



-----OKLAHOMA DISASTER HOUSING TASK FORCE-----



Federal to State information sharing guidance

Important Notice

MAJOR DISASTER

ATTENTION FCO and Staff: Please review this FEMA/State Agreement and remove Exhibit D and any references to it if not applicable before signing. If you have any questions please contact either Carol Ann Adamcik (202-646-7971) or Jotham Allen (202-646-1957) with the Office of Chief Counsel.

- Until the FEMA-State Agreement for the declaration has been signed, no FEMA funding will be authorized or provided to any grantees or other recipients, nor will direct Federal assistance be authorized by mission assignment, except where it is deemed necessary by the Regional Administrator/Disaster Recovery Manager to begin the process of providing essential emergency services or housing assistance. (Reference: 44 CFR § 206.44(a).)
- In preparing the Agreement for signature, please print the first page, which follows, on DHS Letterhead and the remaining pages on Bond paper.
- The original copy with original signatures should be FEDERAL EXPRESSED (Overnight) to FEMA Headquarters for the official declaration file to:

Federal Emergency Management Agency

Office of Response and Recovery

Attn: Declarations Unit, Room 400 C

500 C Street S.W.

Washington, D.C. 20472

FEMA-STATE AGREEMENT

On */// (date of declaration)*, 2011, the President declared that a major disaster exists in the State of *///*. This declaration was based on damage resulting from */// (type of incident)*, on */// (incident period)*, 2011. This is the FEMA-State Agreement for this major disaster, designated FEMA-*///*-DR, under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. §§ 5121-5207 (Robert T. Stafford Act), in accordance with 44 CFR § 206.44.

1. No Federal assistance under the Robert T. Stafford Act shall be approved unless the damage or hardship to be alleviated resulted from the major disaster that took place on /// **(incident period)**, 2011; except that reasonable expenses that were incurred in anticipation of and immediately preceding such event may be eligible.

2. Federal assistance under the Robert T. Stafford Act and this Agreement shall be limited to the following areas of the State and such additional areas as may be subsequently designated by FEMA:

/// (list counties and programs authorized)

All counties in the State of /// are eligible to apply for assistance under the Hazard Mitigation Grant Program **OR** /// county(ies) in the State of /// are eligible to apply for assistance under the Hazard Mitigation Grant Program.

3. Pursuant to Section 428 of the Robert T. Stafford Act, FEMA has adopted several alternative procedures for the provision of Public Assistance. Pursuant to Section 428(f), FEMA is carrying out these procedures as a pilot program. The alternative procedures are delineated in the Public Assistance Alternative Procedures (PAAP) for Permanent Work Pilot Guide, dated May 20, 2013 and the PAAP for Debris Removal Pilot guide, dated June 28, 2013, the terms and conditions of which are hereby incorporated into this agreement. Participation in the alternative procedures is at the election of the applicant.

Any Federal funds provided under the Robert T. Stafford Act for Public Assistance will be limited to 75 percent of total eligible costs in the designated area, with the exception of debris removal projects carried out, at the election of the applicant, pursuant the Accelerated Debris Removal-Increased Federal Cost Share and/or Debris Management Plan Alternative procedures as established by the PAAP for Debris Removal Pilot Guide. Projects properly carried out under either procedure will be subject to adjustments in the Federal cost share as established by the Pilot Guide.

4. The Governor has requested the Individuals and Households Program, and agrees that the State will make available its 25% share of any Other Needs Assistance (ONA) that is provided under Section 408(e) of the Robert T. Stafford Act. The Governor also agrees to abide by the State Administrative Plan for administration and management of Section 408, Federal Assistance to Individuals and Households. When FEMA administers ONA under the FEMA Option, the State agrees to reimburse FEMA for the non-federal cost share of assistance FEMA provides to individuals and households and FEMA will bill the State monthly for the cost share. The State agrees to pay the bill within 30 days of receipt. **(IHP PARAGRAPH)**

5. Funds are available on a 75 percent Federal cost share basis for hazard mitigation measures that could substantially reduce the risk of future damage, hardship, loss or suffering in any areas designated for hazard mitigation within the State, subject to meeting the local mitigation plan requirement at 44 CFR 201.6 and 206.434(b)(1). Total Federal contributions are based on the estimated aggregate grant amount to be made under the Robert T. Stafford Act

for this disaster (less any associated administrative costs), and shall be: 15 percent for the first \$2,000,000,000 or less of such amounts; 10 percent of the portion of such amounts over \$2,000,000,000 and not more than \$10,000,000,000; and 7.5 percent of the portion of such amounts over \$10,000,000,000 and not more than \$35,333,000,000. **[if the state has a FEMA-approved Enhanced Mitigation Plan, substitute the following language after the words “shall be” in the second sentence with: “20 percent of such amounts up to \$35,333,000,000.”]** **(HM PARAGRAPH)**

6. Pursuant to 44 CFR § 206.208, if direct Federal Assistance is requested by the State, the Governor certifies that the State will: 1) provide without cost to the United States all lands, easements, and rights-of-ways necessary to accomplish the approved work; 2) hold and save the United States free from damages due to the requested work, and shall indemnify the Federal Government against any claims arising from such work; 3) provide reimbursement to FEMA for the nonfederal share of the cost of such work; and 4) assist the performing Federal Agency in all support and local jurisdictional matters. **(Include for IA and PA.)**

7. Pursuant to Sections 403 and 407 of the Robert T. Stafford Act, 42 U.S.C. §§ 5170b & 5173, if debris removal is authorized, the State agrees to indemnify and hold harmless the United States of America for any claims arising from the removal of debris or wreckage for this disaster. The State agrees that debris removal from public and private property will not occur until the landowner signs an unconditional authorization for the removal of debris. **(IA and PA PARAGRAPH)**

8. FEMA shall share disaster assistance survivor/registrant data with the State in accordance with Section 408(f)(2) of the Robert T. Stafford Act “in order for the States to make available any additional State, and local assistance to the individuals and households,” as well as to prevent a duplication of benefits. FEMA will also share survivor/registrant data in accordance with the routine uses identified in the Disaster recovery Assistance Files of Privacy Act System of Records Notice (SORN), 78 Fed. Reg. 25,282 (April 30, 2013).

Please refer to Exhibit E, *Terms and Conditions for the Sharing of FEMA Disaster Assistance Survivor/Registrant Data with State Governments*, for the terms and conditions regarding the sharing of FEMA disaster assistance survivor/registrant information under this declaration.

The State agrees to unconditionally indemnify FEMA and/or the Federal Government for any costs or losses associated with any breach of terms and conditions of Exhibit E and/or exposure, unauthorized release or misuse of survivor/registrant information shared under the provisions of this agreement, regardless of whether the exposure/release/misuse is intentional, unintentional, or otherwise. This indemnification is inclusive of all actions, inactions and omissions taken on the State’s behalf, including those taken by third-parties. The State also understands that FEMA may deobligate future funds for any and all costs incurred to satisfy or mitigate a breach of the terms and conditions of Exhibit E and/or exposure, unauthorized release or misuse.

The State also acknowledges that the data shared through this agreement is, at all times,

protected by the Privacy Act of 1974, as amended, and the State is aware that potential criminal penalties may apply for unauthorized release pursuant to 5 U.S.C. § 552a(i) (2012).

9. Attached and also made part of this Agreement are:

Exhibit A, State Certification Officers (A list of State officials authorized to execute certifications and otherwise to act on behalf of the State),

Exhibit B, General Conditions, and
Exhibit C, Disaster Grant Agreement Articles

Exhibit D, Individuals and Households Program, Other Needs Assistance,
Cooperative Agreement Articles

(REMOVE WHEN NOT APPLICABLE)

Exhibit E, Terms and Conditions for the Sharing of FEMA Disaster Assistance
Survivor/Registrant Data with State Governments.

10. This Agreement may be amended at any time by written approval of both parties.

Agreed:

Governor

Date: _____

Regional Administrator

Date: _____

EXHIBIT A

STATE CERTIFICATION OFFICERS

1. The Governor hereby certifies that _____ is the Governor's Authorized Representative (GAR) empowered to execute on behalf of the State all necessary documents for disaster assistance, including approval of subgrants and certification of claims for Public Assistance. _____ is the Alternate Governor's Authorized Representative and is similarly empowered. Their specimen signatures follow:

GAR

Alternate GAR

2. The Governor's Authorized Representative, named above, is responsible for State performance of hazard mitigation activities under this Agreement and, further, _____ is designated the State Hazard Mitigation Coordinator for the purposes of such hazard mitigation activities.

3. The Governor hereby certifies that _____ and _____ are the State Coordinating Officer (SCO) and Alternate State Coordinating Officer, respectively, who will act in cooperation with the Federal Coordinating Officer under this declared major disaster.

4. The Governor hereby certifies that _____ is the representative of the State authorized to receive donations or loans of surplus property on behalf of the State and to execute certification, agreements, and other necessary documents with regard thereto.

5. The Governor hereby certifies that _____ is the official of the State authorized to execute compliance reports, carry out compliance reviews, and distribute informational material as required by FEMA to ensure that all recipients of Federal disaster assistance are in full compliance with FEMA nondiscrimination regulations (44 CFR Part 7).

6. The Governor hereby certifies that _____ is the official of the State who will execute compliance reports, carry out compliance reviews, and distribute informational material as required by FEMA to ensure that all recipients of Federal disaster assistance are in compliance with the General Services Administration List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

EXHIBIT B

GENERAL CONDITIONS

FEMA and the State agree to take measures to deliver assistance to individuals, households, and governments as expeditiously as possible, consistent with Federal laws and regulations. To that end, the following terms and conditions apply:

1. Federal assistance will be made available, within the limits of funds available from Congressional appropriations for such purposes, in accordance with the Robert T. Stafford Act, Executive Orders 12148, as amended, and 12673, and applicable regulations found in Title 44 of the Code of Federal Regulations (CFR), and applicable policy and guidance.
2. If necessary because of limited funds, FEMA will give first priority to assistance for individuals and households, emergency work for protection of public health and safety, and administrative costs for managing the disaster program. Public assistance recovery claims, hazard mitigation, and fire management assistance will be paid when, and if, funds become available and will be provided on a first come, first serve basis.
3. Pursuant to the regulations, the State agrees to be the grantee for all grant assistance provided under the Robert T. Stafford Act, with the exception of the Individuals and Households Program – Other Needs Assistance when it is administered under the FEMA option. The State agrees to comply with the requirements of laws and regulations found in the Robert T. Stafford Act and 44 CFR. The State hereby waives any consultation process under Executive Order 12372 and 44 CFR Part 4, for grants, loans, or other financial assistance under the Robert T. Stafford Act for this major disaster.
4. Within his/her authorities, the Governor shall ensure, through the State agency responsible for regulation of the insurance industry, that insurance companies make full payment of eligible insurance benefits to disaster victims and other recipients of Federal disaster assistance. The State also shall take all responsible steps to ensure that disaster victims are aware of procedures for filing insurance claims, and are informed of any State procedures instituted for assisting insured disaster victims. Further, the State shall take all actions necessary and reasonable to ensure that all recipients of Federal disaster assistance are aware of their responsibility to repay government assistance that is duplicated by insurance proceeds.
5. The State agrees, on its behalf and on behalf of its political subdivisions and other recipients of Federal disaster assistance, to cooperate with the Federal Government in seeking recovery of funds that are expended in alleviating the damages and suffering caused by this major disaster against any party or parties whose intentional acts or omissions may have caused or contributed to the damage or hardship for which Federal assistance is provided pursuant to the Presidential declaration of this major disaster.

7. The State agrees, on its behalf and on behalf of its political subdivisions and other recipients of Federal disaster assistance, to seek recovery of all funds that are expended in alleviating the damages and suffering caused by this major disaster against any party or parties whose negligence or other tortious conduct may have caused or contributed to the damage or hardship for which Federal assistance is provided pursuant to the Presidential declaration of this major disaster. FEMA will treat such amounts as duplicated benefits available to the Grantee in accordance with 42 U.S.C. § 5155 and 44 CFR § 206.191.

EXHIBIT C

DISASTER GRANT AGREEMENT ARTICLES

ARTICLE I. The United States of America through the Administrator, Federal Emergency Management Agency (FEMA), Department of Homeland Security (hereinafter referred to as "FEMA") or his/her delegate, agrees to grant to the State of /// (hereinafter referred to as "the Grantee") funds in the amount specified on the obligating document, to support the Grant Program authorized under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. §§ 5121-5207 (Robert T. Stafford Act), and activated in the FEMA-State Agreement for FEMA-////-DR. The Grantee agrees to abide by and comply with: the grant terms and conditions as set forth in this document, all provisions of the State Administrative Plan for each disaster grant, and all conditions contained in the FEMA-State Agreement. These Grant Agreement Articles do not apply to the Individuals and Households Program – Other Needs Assistance, when it is administered under the FEMA or Joint Option.

ARTICLE II. This agreement takes effect at the time the FEMA-State Agreement is executed and remains in effect until the grant program(s) has been closed by FEMA. Refer to obligating documents for funding information.

ARTICLE III. The Grantee agrees to comply with all applicable laws and regulations, including but not limited to the following laws, regulations, and OMB circulars that govern standard grant management practices and are incorporated into this Agreement by reference. Due to the nature of grant administration following a Presidential declaration of a disaster or emergency, some variance from standard practice may be warranted upon determination by FEMA.

The Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. §§ 5121-5207 (Robert T. Stafford Act)

Title 44 of the Code of Federal Regulations (CFR)), which includes Part 13, FEMA's implementation of OMB Circular A-102, Uniform Administrative Requirements for Grants and Cooperative Agreements with State and Local Governments

2 CFR Part 215 Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations (OMB Circular A-110)

2 CFR Part 220 Cost Principles for Educational Institutions (OMB Circular A-21)

2 CFR Part 225 Cost Principles for State and Local Governments (OMB Circular A-87)

2 CFR Part 230 Cost Principles for Nonprofit Organizations (OMB Circular A-122)

45 CFR Part 74 Appendix E, Principles for Determining Costs Applicable to Research and Development Under Grants and Contracts With Hospitals.

48 CFR 31.2 Federal Acquisition Regulation, Contracts with Commercial Organizations.

OMB Circular A-133 Audits of States, Local Governments, and Non-Profit Organizations

31 CFR § 205.6 Funding Techniques

ASSURANCES Submitted with the SF 424, Application for Federal Assistance

ARTICLE IV. The specific terms and conditions of this agreement are as follows:

1. **ASSURANCE COMPLIANCE:** The certifications signed by the Grantee in the FEMA-State Agreement relating to maintenance of a Drug-Free Workplace (2 CFR Part 3001) and New Restrictions on Lobbying (44 CFR Part 18) apply to this grant agreement and are incorporated by reference.
2. **CLOSE OUT:**
 - a. **Reports Submission:** Per 44 CFR § 13.50, when the appropriate grant award performance period expires, the Grantee shall submit the following documents within 90 days: (1) Financial Performance or Progress Report; (2) Financial Status Report (SF 269) which has been now replaced by the Federal Financial Report (SF 425) or Outlay Report and Request for Reimbursement for Construction Programs (SF-271) (as applicable); (3) Final request for payment (SF-270) (if applicable); (4) Invention disclosure (if applicable); and (5) Federally-owned property report.
 - b. **Reports Acceptance:** FEMA shall review the Grantee reports, perform the necessary financial reconciliation, negotiate necessary adjustments between the Grantee's and FEMA's records, and close out the grant in writing.
 - c. **Records Retention:** Records shall be retained for 3 years (except in certain rare circumstances described in 44 CFR § 13.42) from the date the final financial status report is submitted to FEMA in compliance with 44 CFR § 13.42.
3. **CONSTRUCTION REQUIREMENTS:** Prior to the start of any construction activity, the Grantee shall ensure that all applicable Federal, State, and local permits and clearances are obtained, including FEMA compliance with the National Environmental Policy Act, the National Historic Preservation Act, the Endangered Species Act, and all other environmental laws and executive orders.
4. **COPYRIGHT:** The Grantee is free to copyright original work developed in the course of or under the agreement. FEMA reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use the work for Government purposes. Publication resulting from work performed under this agreement shall include an acknowledgement of FEMA financial support, by grant number, and a statement that the publication does not constitute an endorsement by FEMA or reflect FEMA views.
5. **COST SHARE:** The Grantee shall follow the cost-sharing requirements in 44 CFR § 13.24. Project cost-share shall be available with the approval of each project. Performance Period/Project Completion extensions shall not be approved for delays caused by lack of cost-share funding.
6. **ENFORCEMENT:** Enforcement remedies shall be processed as specified under 44 CFR § 13.43 when the Terms and Conditions of this Cooperative Agreement are not met.
7. **FUNDS TRANSFER:** No transfer of funds to agencies other than those identified in the approved grant agreement shall be made without prior approval of FEMA.
8. **INSURANCE:** In compliance with P.L. 103-325, Title V National Flood Insurance Reform Act of 1973, section 582 requires that any person who receives federal assistance for the repair, replacement, or restoration for damage to any personal, residential, or commercial property, at any time, must maintain flood insurance if the property is located in a Special Flood Hazard Area.
9. **PAYMENT PROCESS:** The Grantee shall be paid using the U.S. Department of Health and Human Services Payment Management System (HHS/Smartlink) provided the Grantee

maintains and complies with procedures for minimizing the time between transfer of funds from the US Treasury and disbursement by the Grantee and Subgrantees. The Grantee commits itself to: 1) initiating cash drawdowns only when actually needed for its disbursement; 2) timely financial reporting as per FEMA requirements, using the SF 269 or equivalent report; and 3) imposing the same standards of timing and amount upon any secondary recipient.

10. PERFORMANCE PERIODS:

- a. Program/Grant Award: All grant awards activities, including all projects and/or activities approved under each grant award, shall be completed within the time period prescribed in FEMA regulations and on the obligating documents.
- b. Extensions: Written request for an extension will include information and documentation to support the amendment and a schedule for completion. No subsequent grant agreements, monetary increase amendments, or time extension amendments will be approved unless all financial and performance reports have been submitted to the appropriate Regional Office. Extensions to performance periods shall be in compliance with program regulation timeframes. Extensions shall not be approved for delays caused by lack of cost-share funding. Only the FEMA Regional Administrator or Disaster Recovery Manager can approve exceptions to this policy.

11. RECOVERY OF FUNDS:

- a. The State will process the recovery of assistance through error, misrepresentation, or fraud, or if funds are spent inappropriately. A list of applicants/subgrantees from whom recoveries are processed will be submitted on the quarterly progress report to allow FEMA to adjust its program and financial information systems.
- b. Adjustments to expenditures will be made as funding is recovered and will be reported quarterly on the Federal Financial Report.
- c. The State will reimburse FEMA for the Federal share of awards not recovered through quarterly financial adjustments within the 90-day close out liquidations period.
- d. All fraud identifications will be reported to the DHS Office of Inspector General and the State agrees to cooperate with any investigation conducted by the DHS Office of Inspector General.
- e. The State shall reimburse FEMA the amount of funding recovered through the recapture of outstanding checks not claimed by recipients of assistance. The recovered funds shall be submitted to FEMA within 30 days from the expiration date printed on the check. A list of outstanding checks with check expiration dates shall be submitted to FEMA with the final progress/performance report.

12. REFUND, REBATE, CREDITS: The State shall transfer to FEMA the appropriate share, based on the Federal support percentage, of any refund, rebate, credit or other amounts arising from the performance of this agreement, along with accrued interest, if any. The Grantee shall take necessary action to effect prompt collection of all monies due or which may become due and to cooperate with FEMA in any claim or suit in connection with amounts due.

13. REPORTS:

- a. Federal Financial Report: The Grantee shall submit Federal Financial Reports, SF 425, to the FEMA Regional Office 30 days after the end of the first federal quarter following the initial grant award. (The Disaster Recovery Manager may waive this initial report.) The Grantee shall submit quarterly financial status reports thereafter until the grant ends. Reports are due on January 30, April 30, July 30, and October 30.
- b. Performance Report:
 1. If applicable, the Grantee shall submit performance/progress reports in compliance with each program identified under the FEMA-State Agreement to the FEMA Regional Office 30 days after the end of the first federal quarter following the initial grant award. The Disaster Recovery Manager may waive the initial report. The Grantee shall submit quarterly performance/progress status reports thereafter until the grant ends. Reports are due on January 30, April 30, July 30, and October 30.
 2. The quarterly performance/progress reports shall include a status of the project's completion, amount of expenditures, and amount of payment for advancement or reimbursement of costs for each project funded under each of the programs authorized under the FEMA-State Agreement.
- c. Final Reports: The State shall submit a Final Federal Financial Report and Performance Report 90 days from each program's grant award performance period expiration date.
- d. Enforcement: The Disaster Recovery Manager or the Regional Administrator may suspend drawdowns if quarterly reports are not submitted on time.

14. **TERMINATION**: Either the Grantee or FEMA may terminate grant award agreements by giving written notice to the other party at least seven (7) calendar days prior to the effective date of the termination. All notices are to be transmitted via registered or certified mail, return receipt requested, to the FEMA Regional Administrator/Disaster Recovery Manager or the Governor's Authorized Representative, as applicable. The Grantee's authority to incur new costs will be terminated upon arrival of the date of receipt of the letter or the date set forth in the notice. Any costs incurred up to the earlier of the date of the receipt of the notice or the date of termination set forth in the notice will be negotiated for final payment. Closeout of the grant award will be commenced and processed as prescribed under Article IV.2.

EXHIBIT D

*[Exhibit D applies only when ONA is administered under the Joint Option,
otherwise please remove from FSA]*

INDIVIDUALS AND HOUSEHOLDS PROGRAM

OTHER NEEDS ASSISTANCE

COOPERATIVE AGREEMENT ARTICLES

CFDA NO. 97.050

ARTICLE I – PROGRAM DESCRIPTION

The Federal Emergency Management Agency (FEMA) agrees to provide funding through this Cooperative Agreement (CA) to the State of ///////////////, through its designated agency **(INSERT STATE AGENCY)**. Funds in the amount specified on the obligating document shall be used to support Other Needs Assistance (ONA) authorized under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. § 5174 (Robert T. Stafford Act), activated in the FEMA-State Agreement for FEMA-////-DR. The Grantee agrees to abide by and comply with: the CA Terms and Conditions set forth in this document, all applicable statutory and regulatory provisions, the requirements of the ONA portion of the Individuals and Households Program, the State Administrative Plan, and all conditions contained in the FEMA-State Agreement.

ARTICLE II – PERIOD OF PERFORMANCE

- a. PERIOD OF PERFORMANCE: This CA takes effect at the time the FEMA-State Agreement is executed and remains in effect for 18 months thereafter. All CA implementation tasks shall be completed and all costs shall be incurred within the time period prescribed in the FEMA regulations and the obligating documents unless the FEMA Assistant Administrator, Disaster Assistance Directorate, approves an extension.
- b. EXTENSION: Written requests for extensions will include justification information, documentation to support the amendment, and a schedule for completion of program activities. No subsequent CA, monetary increase amendments, or time extension amendments will be approved unless all financial and performance reports have been submitted by the State to the appropriate Regional Office. Only the FEMA Regional Administrator or Disaster Recovery Manager is authorized to approve exceptions to this provision.

ARTICLE III – FEMA and STATE TASKS

FEMA and the State agree to perform the following implementation tasks:

FEMA'S ACTIVITIES

- a. Registration Intake
- b. Inspection Services
- c. Provide Assistance Processing System
- d. Mail Operations
- e. Technical Assistance to the State

STATE'S ACTIVITIES

- a. Case Processing (Deciding whether Auto-Determination will be activated)
- b. Helpline Operations
- c. Funds Disbursement
- d. Funds Recovery
- e. Appeals Processing

ARTICLE IV – ADMINISTRATIVE COSTS

Administrative costs charged against the CA:

- a. May not exceed 5% of the funding provided to finance ONA;
- b. Indirect Costs shall be included in the 5% allowance for administrative costs and all costs must be supported with source documentation; and
- c. Costs to pay regular time for State employees shall not be charged to the CA, but overtime pay for those employees may be included in the 5% limitation.

ARTICLE V – COST SHARE

The State shall pay 25% of the costs provided to finance IHP ONA payments to recipients and 25% of the administrative costs allowed under Section 408 of the Robert T. Stafford Act. (42 U.S.C. § 5174.)

ARTICLE VI – REQUEST FOR ADVANCEMENT/REIMBURSEMENT

FEMA will provide funds to the State using the U.S. Department of Health and Human Services Payment Management System (HHS/Smartlink), provided that the State maintains and complies

with procedures for minimizing the time between transfer of funds from the U.S. Treasury and disbursement by the State. The State commits itself to: (1) initiating cash drawdowns only when actually needed for its disbursement; (2) timely financial reporting per FEMA requirements, using the SF-425 Federal Financial Report; and (3) imposing the same standards of timing and amount upon any secondary recipient.

ARTICLE VII – FINANCIAL REPORTS

- a. The State shall submit Federal Financial Reports (SF-425) to the FEMA Regional Office no later than 30 days from the end of the first Federal quarter following the initial grant award. The State shall submit quarterly financial status reports thereafter until the grant ends. Reports are due on January 30, April 30, July 30, and October 30.
- b. The State shall submit a Final Federal Financial Report no later than 90 days from the expiration date of the Cooperative Agreement.
- c. The Disaster Recovery Manager or the Regional Administrator may suspend the drawdown of funds if quarterly reports are not submitted on time.

ARTICLE VIII – PERFORMANCE REPORTS

- a. The State shall provide weekly program status reports that include the number and dollar amount of applications approved, the amount of assistance disbursed, the number of appeals received, and the number of recoupments identified.
- b. The State shall submit performance/progress reports to the FEMA Regional Office no later than 30 days from the end of the first Federal quarter following the initial grant award. The Disaster Recovery Manager may waive the initial report. Reports are due on January 30, April 30, July 30, and October 30.
- c. The State shall submit a Final Performance Report no later than 90 days from the expiration date of the Cooperative Agreement.
- d. The Disaster Recovery Manager or the Regional Administrator may suspend the drawdown of funds if quarterly reports are not submitted on time.

ARTICLE IX - CLOSE OUT & RECORDS RETENTION

- a. CLOSE OUT:
 - 1. In compliance with 44 CFR § 13.50 (Closeout), the State shall submit: (1) Financial Performance or Progress Report; (2) Federal Financial Report (SF-425) or Outlay Report and Request for Reimbursement for Construction Programs (SF-271) (as

applicable); (3) Final request for payment (SF-270) (if applicable); (4) Invention disclosure (if applicable); and (5) Federally-owned property report.

2. FEMA will evaluate the Grantee reports, perform the necessary financial reconciliation, negotiate necessary adjustments between the Grantee's and FEMA's records, and closeout the grant.

b. RECORDS RETENTION: In compliance with 44 CFR § 13.42 (Retention and access requirements for records), all records shall be retained for 3 years (except in certain rare circumstances described in 44 CFR § 13.42) from the date the final financial status report is submitted to FEMA.

ARTICLE X - SPECIFIC TERMS AND CONDITIONS

a. COPYRIGHT: The Grantee is free to copyright original work developed in the course of or under the CA. FEMA reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use the work for Government purposes. Publication resulting from work performed under this CA shall include an acknowledgement of FEMA financial support, by grant number, and a statement that the publication does not constitute an endorsement by FEMA or reflect FEMA views.

b. ENFORCEMENT: FEMA may assert remedies for noncompliance as provided under 44 CFR § 13.43 and as appropriate in the circumstances if the Terms and Conditions of this CA are not met.

c. FUNDS TRANSFER: No transfer of funds to agencies other than those identified in the approved CA shall be made without prior approval of FEMA.

d. INSURANCE: As a condition of receiving federal disaster assistance, and in order to receive future federal disaster assistance, for flood damage to any insurable property located in a special flood hazard area, the recipient must obtain and maintain flood insurance in at least the amount of the award. (42 U.S.C. §§ 4012a and 5154a.)

e. RECOVERY OF FUNDS:

1. The State will process the recovery of assistance paid to individuals and households as a result of processing error, misrepresentation, or fraud or if funds are spent inappropriately, except that FEMA will process the recovery of assistance where a FEMA error caused a mistake in payment.
2. A list of applicants from whom recoveries are processed will be included in the quarterly progress report to allow FEMA to adjust its program and financial information systems.
3. The State will make adjustments to expenditures as funding is recovered and will report the changes on a quarterly basis on the Federal Financial Report.

4. The State will reimburse FEMA for the Federal share of awards not recovered through quarterly financial adjustments within the 90-day close out liquidations period.
 5. The State shall reimburse FEMA the amount of funding recovered through the recapture of outstanding checks not cashed or claimed by recipients of assistance. The recovered funds shall be submitted to FEMA within 30 days from the expiration date printed on the check. A list of outstanding checks with check expiration dates shall be submitted to FEMA with the final progress/performance report.
 6. All fraud identifications will be reported to the DHS Office of Inspector General. The State agrees to cooperate with any investigation conducted by the DHS Office of Inspector General.
- f. REFUNDS, REBATES, CREDITS: The State shall transfer to FEMA the appropriate share, based on the Federal support percentage, of any refund, rebate, credit or other amounts arising from the performance of this agreement, along with accrued interest earned.
- g. TERMINATION: Either the State or FEMA may terminate the CA award by giving written notice to the other party at least seven (7) calendar days prior to the effective date of the termination. All notices are to be transmitted via registered or certified mail, return receipt requested, to the Regional Administrator/Disaster Recovery Manager or to the Governor's Authorized Representative, as applicable. The State's authority to incur new costs will be terminated upon receipt of the notice or the date set forth in the notice. Any costs incurred up to the earlier of the date of the receipt of the notice or the date of termination set forth in the notice will be negotiated for final payment. Closeout of the grant award will be commenced and processed as prescribed under Article IX.

ARTICLE XI

As stated in the FEMA-State Agreement, Exhibit B paragraph 3, the Grantee agrees to comply with all applicable laws and regulations. In particular, the following laws, regulations, and OMB circulars that govern standard grant management practices and are incorporated into the FEMA-State Agreement by reference. Due to the nature of grant administration following a Presidential declaration of a disaster or emergency, FEMA may authorize limited variance from standard practice when warranted.

The Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. §§ 5121-5207 (Robert T. Stafford Act)

Title 44 of the Code of Federal Regulations (CFR)), which includes Part 13, FEMA's implementation of OMB Circular A-102, Uniform Administrative Requirements for Grants and Cooperative Agreements with State and Local Governments

2 CFR Part 225

Cost Principles for State, Local, and Indian Tribal Governments
(OMB Circular A-87)

OMB Circular A-133 Audits of States, Local Governments, and Non-Profit Organizations

31 CFR § 205.6 Funding Techniques

APPLICANT'S ASSURANCES Submitted with the SF-424, Application for Federal Assistance

EXHIBIT E

TERMS AND CONDITIONS FOR THE SHARING OF FEMA

DISASTER ASSISTANCE SURVIVOR/REGISTRANT DATA

WITH STATE GOVERNMENTS

FEMA shall share disaster assistance survivor/registrant data with the State in accordance with Section 408(f)(2) of the Robert T. Stafford Act "in order for the States to make available any additional State, and local assistance to the individuals and households," as well as to prevent a duplication of benefits. FEMA will also share survivor/registrant data in accordance with the routine uses identified in the Disaster Recovery Assistance Files Privacy Act System of Records Notice (SORN), 78 Fed. Reg. 25,282 (April 30, 2013).

FEMA and the State agree to the following terms and conditions regarding the sharing of FEMA disaster assistance survivor/registrant information:

ARTICLE I. INFORMATION TO BE SHARED

Upon receipt of a request by an Authorized Requestor, FEMA shall make the following available to the State as resources permit:

1. Standard reports: data reports that have been pre-identified as frequently requested and that are regularly generated.

2. Custom reports: ad-hoc data reports, as requested, that are created by FEMA data analysts to assist the State in effective and efficient data usage
3. Raw data files: personally identifiable information (excluding social security and bank account numbers) collected from and/or about survivors/registrants who apply for and/or express an interest in receiving disaster assistance through any of FEMA's programs for the present declaration or for historic declarations within the State.
4. On a case-by-case basis, the State and FEMA will identify those sensitive personally identifiable information elements (i.e., Social Security Number and/or bank account number) that the State actually needs in administering its assistance programs and efforts to survivors/registrants. The parties recognize that these data elements, if lost, compromised, or disclosed without authorization, present substantial harm, embarrassment, inconvenience, or unfairness to the survivor/registrant. As such, if sharing of such elements is necessary, the State shall ensure this data, along with all personally identifiable information provided, is secure and safeguarded in accordance with all FEMA/DHS guidance.

ARTICLE II. AUTHORIZED REQUESTORS *(mandatory)*

The following State officials or employees are authorized to request disaster survivor information from FEMA under the provisions of this agreement: *(expand list as needed)*

1. **NAME / TITLE / DEPARTMENT OR AGENCY / CONTACT INFO**

ARTICLE III. THIRD-PARTY SHARING: DIRECT-ACCESS *(optional)*

The following third-parties are administering survivor assistance programs within the State for this particular major disaster. The State authorizes these third-parties to request direct-access to FEMA survivor/registrant data via the preferred URL site or other means. Some limitations may apply to the information available for direct-sharing (set forth in Article I of this Exhibit) based upon the identity and reasonable operational needs of the third-party. *(expand list as needed)*

1. **LOCAL GOVERNMENT – ADDRESS / POC (NAME / TITLE / CONTACT INFO)**
2. **CONTRACTOR – ADDRESS / POC (NAME / TITLE / CONTACT INFO)**
3. **OTHER ORGANIZATIONS (SUCH AS NATIONAL VOLUNTARY ORGANIZATIONS ACTIVE IN DISASTERS (NVOAD), MEMBERS OF FEMA OR STATE RECOGNIZED LONG TERM RECOVERY COMMITTEES (LTRC) OR SIMILAR GROUPS) – ADDRESS / POC (NAME / TITLE / CONTACT INFO)**

ARTICLE IV. THIRD-PARTY SHARING: INDIRECT-ACCESS (optional)

The State may share information received from FEMA under the provisions of this agreement with the following third-parties that are administering survivor assistance programs in the State for this particular major disaster. For these third-parties, an Authorized Requestor identified in Article II of this Exhibit shall access the data on behalf of the third-party. (expand list as needed)

1. LOCAL GOVERNMENT – ADDRESS / POC (NAME / TITLE / CONTACT INFO)
2. CONTRACTOR – ADDRESS / POC (NAME / TITLE / CONTACT INFO)
3. OTHER ORGANIZATIONS (SUCH AS NATIONAL VOLUNTARY ORGANIZATIONS ACTIVE IN DISASTERS (NVOAD), MEMBERS OF FEMA OR STATE RECOGNIZED LONG TERM RECOVERY COMMITTEES (LTRC) OR SIMILAR GROUPS) – ADDRESS / POC (NAME / TITLE / CONTACT INFO)

ARTICLE V. RESTRICTIONS ON FURTHER INFORMATION SHARING

The State may share information received from FEMA under the provisions of this agreement with third-parties other than those listed and agreed upon in this Exhibit only through subsequent amendment to this agreement or through a separate Information Sharing Access Agreement (ISAA) between FEMA and the third-party directly.

ARTICLE VI. DUTY OF NOTIFICATION

In the event of a breach of this agreement or any exposure, unauthorized release or misuse of FEMA survivor/registrant information shared under the provisions of this agreement, the incident shall be immediately reported to FEMA in accordance with the Department of Homeland Security's (DHS) Privacy Incident Handling Guide.

ARTICLE VII. STATE ACKNOWLEDGMENTS

The State agrees to safeguard any and all information shared under the provisions of this agreement in conformity with FEMA and DHS regulations, policies, procedures, and directions.

The State acknowledges that personally identifiable information must be protected by all entities in the same manner that the Privacy Act requires FEMA to protect it (44 C.F.R. § 206.110(j)(2)(i)). Additionally, recipients of FEMA's survivor/registrant information "shall not disclose the information to other entities [other than those identified in Articles III and IV of this Exhibit], and shall not use it for purposes other than providing additional State or local disaster assistance to individuals and households" (44 C.F.R. § 206.110(j)(2)(ii)) or to prevent a duplication of benefits (78 Fed. Reg. 25,285 (April 30, 2013)).

The State agrees to unconditionally indemnify FEMA and/or the Federal Government for any costs or losses associated with any breach of this agreement and/or exposure, unauthorized release or misuse of survivor/registrant information shared under the provisions of this agreement, regardless of whether the exposure, release or misuse is intentional, unintentional, or otherwise. This indemnification is inclusive of all actions, inactions and omissions taken on the State's behalf by any party, including those taken by any third-parties identified in Articles III and IV of this Exhibit. The State also understands that FEMA may deobligate future funds for any and all costs incurred to satisfy or mitigate a breach of this agreement.

The State also acknowledges that the data shared through this agreement is, at all times, protected by the Privacy Act of 1974, as amended, and the State is aware that potential criminal penalties may apply for unauthorized release pursuant to 5 U.S.C. § 552a(i) (2012).

CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENT

This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988, 2 CFR Part 3001. The regulations require certification by grantees, prior to award, that they will maintain a drug-free workplace. The certification set out below is a material representation of fact upon which reliance will be placed when the agency determines to award the grant. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of grants, or government wide suspension or debarment.

- A. The grantee certifies that it will or will continue to provide a drug-free workplace by:
- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - (b) Establishing an ongoing drug-free awareness program to inform employees about--
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 - (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
 - (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will--
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
 - (e) Notifying the agency in writing within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position and title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected

grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted--

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, 29 U.S.C. § 701 et seq.; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with this grant:

Place(s) of Performance: (Street address, city, county, state, zip code)

Name and Title of Authorized Representative

Signature

Date

CERTIFICATION REGARDING LOBBYING

Certification For Contracts, Grants, Loans, and Cooperative Agreements

This certification is required by the regulations implementing the New Restrictions on Lobbying, 44 CFR Part 18. The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. § 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Name and Title of Authorized Representative

Signature

Date

Appendix L



OKLAHOMA DISASTER HOUSING TASK FORCE



Direct Housing Task Force (DHAT) SOP

Federal Emergency Management Agency
Directives Management System



Standard Operating Procedure (SOP)

Date

Organization

05/21/13

HO-RE-IA

I. Purpose

Direct Housing Assessment

This Standard Operating Procedure (SOP) has been developed to provide guidance to FEMA employees responsible for assessing the need for direct temporary housing assistance following a major disaster or emergency and for conducting pre-operational contingency planning in case such assistance is authorized.

II. Supersession

None

III. Authority

- A. Section 408 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, Pub. L. No. 93-288, as amended (the “Stafford Act”), codified at 42 U.S.C. 5121 et seq., authorizes FEMA to provide temporary housing units, acquired by purchase or lease, directly to individuals or households, who, as a result of a major disaster, lack available housing resources and would be unable to make use of financial assistance. Section 408 of the Stafford Act, as amended by section 1103 of the Sandy Recovery Improvement Act, Pub. L. No.133-2, also authorizes FEMA to enter into lease agreements with owners of multifamily rental property, and to make repairs or improvements to these properties, for the purpose of providing temporary housing.
- B. Section 502 (a)(6) of the Stafford Act authorizes FEMA to provide assistance in accordance with Section 408 in any emergency.
- C. 44 C.F.R. §§ 206.111 - 206.114, §206.117.

IV.

Definitions

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- A. Adequate Alternate Housing: Housing that accommodates the needs of occupants; is within the normal commuting patterns of the area or is within reasonable commuting distance of work, school or agricultural activities that provide over 50% of the household income; and is within the financial ability of the occupant.

- B. Fair Market Rent (FMR):** Housing market-wide estimates of rents that provide opportunities to rent standard quality housing throughout the geographic area in which rental housing units are in competition. The fair market rent rates applied are those identified by the Department of Housing and Urban Development as being adequate for existing rental housing in a particular area.
- C. Housing Operations Management Enterprise System (HOMES):** A web-enabled portion of the National Emergency Management Information System (NEMIS) used for conducting Pre-Placement Interviews and to perform and manage direct housing operations. It is a national, secure, IT compliant system that is fully integrated with NEMIS to allow real-time updates of occupant records, comprehensive management reporting, fluid operations, and a minimization of duplicated benefits.
- D. Manufactured Housing Unit (MHU):** A manufactured home or other readily fabricated dwelling (e.g., pre-fabricated dwelling) owned by FEMA and provided to eligible disaster survivors for use as a temporary housing unit for a limited period of time.
- E. National Emergency Management Information System (NEMIS):** An integrated system that automates management of disaster response and recovery operations, including applicant registration, processing, and payment of assistance to disaster survivors.
- F. Period of Assistance:** FEMA may provide housing assistance for a period not to exceed 18 months from the date of the declaration. The Assistant Administrator for the Recovery Directorate may extend this period if he/she determines that due to extraordinary circumstances an extension would be in the public interest.
- G. Reasonable Commuting Distance:** A distance that does not place undue hardship on an applicant. It also takes into consideration the traveling time involved due to road conditions, e.g. mountainous regions or bridges out and the normal commuting patterns of the area.
- H. Temporary Housing Unit (THU):** A house, apartment, condominium, manufactured home, or other dwelling acquired by purchase or lease and made available to eligible applicants for a limited period of time.

V. Responsible Offices

- A. The Recovery Directorate.** The Assistant Administrator of the Recovery Directorate is delegated the authority to approve requests for direct temporary housing assistance only in the absence of feasible alternatives, and only as a last resort. The Assistant Administrator is responsible for approving the guidance, procedures, and training utilized for conducting direct housing assessments. Additionally, the Assistant Administrator of the Recovery Directorate has the authority to approve extensions to the period of assistance.
- B. The Individual Assistance (IA) Division.** IA is responsible for developing the guidance, procedures, and training utilized for conducting direct housing assessments. The IA Division Director is responsible for approving Direct Housing Assessment Team (DHAT) personnel assignments and identifying which team shall deploy when the Federal Coordination Officer (FCO) has requested a DHAT. The IA Individuals and Households Branch Chief serves as the chair for the selection

committee making DHAT personnel assignment recommendations to the IA Division Director.

C. Federal Coordinating Officer. The FCO in the Joint Field Office (JFO) is responsible for identifying the requirement for a DHAT to the Individual Assistance Division Director when direct temporary housing is likely to be required. Additionally, the FCO provides final approval on the Disaster Housing Plan and Manufactured Housing Implementation Checklist for requesting authorization to implement direct temporary housing from the Assistant Administrator for Recovery. This includes obtaining the concurrence of the State Coordinating Officer or the Governor's Authorized Representative.

VI. Standard Operating Procedures

Direct temporary housing assistance may only be authorized by the Assistant Administrator of the Recovery Directorate after a rigorous analysis has demonstrated that no feasible alternatives exist due to the lack of available housing resources, and the disaster survivors cannot make use of financial assistance. The cost, complexity, and high visibility of direct temporary housing assistance have led to the establishment of DHATs. These procedures have been developed to ensure dedicated resources are available to perform a credible, objective, and timely evaluation to determine if direct temporary housing assistance is needed. They also ensure that the proper pre-operational planning has been conducted to promote an organized, efficient, and cost-effective program implementation.

A. DHAT Composition and Responsibilities: FEMA will establish and maintain five (5) national DHATs composed of five (5) full-time equivalent (FTE) FEMA personnel each. FEMA personnel are supplemented by one representative from the Individual Assistance Technical Assistance Contractor (IA-TAC) designated for the affected area. DHAT composition and responsibilities will be as follows:

1. Team Leader. The DHAT Team Leader reports to the IA Branch Director (IABD) and is responsible for directing field activities and overseeing processes to perform a direct housing assessment. Specifically, the Team Leader is responsible for the leadership and coordination of all assessment activities, ensuring reporting requirements are met, and advising the FCO and other managers in the JFO on current policies, procedures, and operational capabilities for disaster housing throughout the assessment process. This person is responsible for reviewing all deliverables of the DHAT for accuracy, quality of work, and adherence to this SOP and ensuring they are produced within the established timeframes. The Team Leader also serves as the primary point of contact for inquiries regarding the direct housing assessment process.
2. Housing Program Subject Matter Expert (SME). The Housing Program SME assists the Team Leader with the needs analysis portion of the assessment. This includes working closely with the Housing Group Supervisor (HGS), the National Processing Service Center (NPSC), the Voluntary Agency Liaison (VAL) and other partners to evaluate the scope of the disaster-related housing needs, identify and evaluate alternatives for addressing those needs. The Housing Program SME is the person on the DHAT responsible for assisting the

HGS and the State-led Disaster Housing Task Force (SLDHTF) with writing Disaster Housing Plan based upon information gathered during the needs analysis activities and direction provided by the FCO, IABD, Housing Group Supervisor (HGS), and DHAT Team Leader.

3. Voluntary Agency Liaison (VAL). The VAL works closely with the Housing Program SME and is responsible for assessing the capabilities of voluntary agencies to provide services that reduce or eliminate the need for direct temporary housing assistance. This person also assists the Team Leader with identifying established organizations that provide services to disaster survivors with access language, or cultural needs to ensure the disaster housing assessment accounts for the needs of the whole community. The VAL assists the Team Leader with identifying potential wrap-around service providers and capabilities when THUs are requested.
4. Housing Operations SME. The Housing Operations SME assists the Team Leader with the pre-operations contingency planning portion of the assessment, and works closely with the IA-TAC representatives gathering and validating pertinent information regarding technical and permitting requirements for installing MHUs and, if necessary, securing and developing sites for MHUs. In collaboration with the Contracting SME, the Housing Operations SME validates existing FEMA housing contracting templates and conducts market research to determine the most appropriate contracting strategy to meet the disaster housing requirements. The Housing Operations SME also works closely with the Headquarters (HQ) Logistics Management Directorate (LMD) to develop supply chain requirements and establish an ordering schedule for MHUs and is principally responsible for completing the Manufactured Housing Implementation Checklist.
5. Contracting SME. The Contracting SME is a DHS/FEMA Certified Contracting Officer's Representative (COR) who assists the Team Leader with the development of the contracting approach for all direct temporary housing requirements. This person works closely with the Housing Operations SME and is responsible for leading market research, developing independent government cost estimates (IGCE), reviewing and, when necessary, updating statements of work (SOW) and recommending methods of procurement to obtain contract services.
6. Individual Assistance-Technical Assistance Contractor (IA-TAC). FEMA's IA-TAC contracts provide for the capability for contractor personnel assigned to the area affected by the disaster to support FEMA's direct housing assessment by leveraging information gathered as part of the readiness requirement in their contracts. These contractor personnel may be activated at no additional cost to FEMA if the negotiated allotment of support services for the year has not been exhausted; otherwise a task order funded by the disaster will be required to obtain IA-TAC services. The IA-TAC representative assists with pre-operational planning by providing detailed information on local codes, permitting requirements, installation and transportation restrictions, points of contact for state and local authorities, and other information necessary from the installation perspective. This person also has access to potential commercial and group site

locations pre-identified by their readiness activities, and may perform initial assessments to identify which locations may be most suitable for MHUs.

7. U.S Army Corps of Engineers (USACE). USACE provides key support to FEMA's direct housing assessment by providing engineering, construction and project management expertise. USACE personnel may be activated through a Planning and Response Team (PRT) Mission Assignment to support the DHAT. USACE may be used in place of, or in addition to, the IA-TAC contractor to support pre-operational planning. USACE should be integrated into the team when the best available information suggests there is a high likelihood that the expansion of commercial sites or the construction of group sites will be required. USACE should also be considered as a cost effective alternative to the IA-TAC contractor when the negotiated allotment of support services for the year has been exhausted.

B. DHAT Personnel Assignment: FEMA will maintain five (5) national teams composed of full-time (CORE or PFT) staff with recognized expertise in the areas described above. Disaster reservists may be used when the HQ IA Division Director has determined that there is insufficient qualified full-time staff available.

1. The HQ IA Division Director will solicit nominations for DHAT positions from IA and Logistics supervisors in HQ and Regional Offices on an annual basis. Because any person listed on a DHAT roster will be required to deploy when the team is activated, nominations for collateral duty on a DHAT must be made by the individual's supervisor.
2. Each nomination must specify the position(s) which the individual is being nominated for and a narrative detailing the nominee's training and experience which make them suitable for the DHAT. An individual may be nominated for more than one position, but can only be assigned to one position.
3. A selection committee composed of supervisors selected by the HQ IA Division Director and chaired by the HQ Individuals and Households Branch Chief will receive and review nominations, and make recommendations for DHAT personnel assignments to the HQ IA Division Director.
4. The HQ IA Division Director will review recommendations from the selection committee, approve final DHAT personnel assignments, and notify the selected team members' supervisors of the selection.
5. DHAT duty assignments are for a renewable one (1) year period.
6. The HQ IA Division Director may temporarily fill vacancies in the DHAT roster caused by personnel transferring to new positions, separating from federal service, or otherwise being unavailable for deployment.

C. Training and Readiness: DHAT personnel are required to attend training, exercises, and organized workshops in a team setting and to attend regularly scheduled teleconferences to maintain a current working knowledge of disaster housing program development and operational issues. All activities shall be conducted in a team setting to promote unit cohesion and consistency among teams.

1. DHATs shall take one (1) week of training on DHAT operations each year. E/L 491 *Direct Housing Operations Management* shall be taken to meet this training

requirement until formal DHAT training has been developed and made available through the Emergency Management Institute.

2. DHATs shall attend a one (1) week workshop at FEMA HQ scheduled and organized by the Individuals and Households Branch Chief (or other person designated by the IA Division Director) on an annual basis. The purpose of the workshop will be to provide DHAT personnel with briefings from IA, Logistics, and Business Management program offices to ensure DHAT personnel maintain a current working knowledge of national level priorities, initiatives, and emerging capabilities.
3. DHAT members may also be asked to participate in national level exercises.

D. Request and Mobilization: The IABD may request a DHAT from the IA Division Director when it appears that direct temporary housing assistance is likely to be required.

1. The request for a DHAT will be submitted in writing (email is acceptable) or over the telephone (telephone requests must be followed up in writing to be considered official) and will:
 - a. Identify the reasons for seeking the deployment of a DHAT
 - b. Provide a summary of actions taken to date by the affected State, including capabilities of the SLDHTF.
 - c. Identify the IABD and contact information.
2. The IA Division Director or his/her designee will respond to the request for a DHAT generally within 24 hours.
3. Upon approval, a pre-established DHAT will arrive at the JFO or designated location and report to the IABD generally within 24 hours.
4. The DHAT Team Leader shall provide an in-brief to the FCO, or designee, at the FCO's request in order to inform him or her of the DHAT's purpose, methodology, and proposed timelines. The FCO or designee should provide the DHAT Team Leader with the principal areas of concern related to housing, pertinent issues, and establish expectations that are mutually clear.
5. The DHAT Team Leader will identify the number of DHAT Specialists required to support the housing assessment at the field level. Generally, personnel qualified as Direct Housing Specialists or Crew Leaders will be used as DHAT Specialists. Usually, at least one (1) DHAT Specialists will be located within each Division of the Field Operations Branch. DHAT Specialists will ensure the JFO staff maintain situational awareness on arising housing concerns and will perform field assessments required to identify the operational requirements for a potential direct temporary housing assistance program. When the Field Operations Branch has not been activated, DHAT Specialists will be assigned to areas initially identified by the FCO or IABD as having the greatest likelihood for unmet housing needs. DHAT Specialist staffing will be continually monitored by

the DHAT Team Leader and adjusted at his or her discretion.

6. DHAT Liaisons will work closely with Division Supervisors and other Operations staff, but remain within the DHAT span of control for command, control, and reporting purposes

E. Analyzing the Housing Need: Activities supporting the identification of likely housing needs fall into two main categories, which serve as the drivers of the DHAT's analysis: Rental resource availability and the number of survivors with eligible, unmet temporary housing needs. Both of these functions primarily fall under the responsibility of JFO staff under the direction of the HGS. The DHAT works closely with the HGS to analyze information pertinent to the availability of post-disaster housing, including information provided by the state and other federal agencies through the SLDHTF. The DHAT Team Leader shall work closely with the Housing Group Supervisor and designees to promote a collaborative housing needs assessment callout between the National Processing Service Center (NPSC) and the JFO.

1. Identify Rental Resources. Some states maintain databases of available housing resource information which can be shared with FEMA by the SLDHTF. FEMA and the SLDHTF will generally defer to housing data provided by the state but will also gather available housing information from the Department of Housing and Urban Development (HUD), Department of Agriculture (USDA) and private vendors such as Social Serve, if available. The DHAT shall also coordinate with the SLDHTF to identify housing resources that are viable for FEMA to acquire and repair for the purpose of providing temporary housing.
 - a. The DHAT will coordinate with the National Coordination Team (NCT) to ensure rental resource information provided by the members of the SLDHTF is captured in the National Emergency Management Information System (NEMIS).
 - b. The DHAT may, at the request of the SLDHTF, coordinate with the NPSC to perform callouts to verify the availability of rental resources listed in NEMIS. If requested, the DHAT shall work with the NPSC to ensure the volume, frequency and duration of the verification callout requirement are clearly defined before calls begin.
 - c. Rental resources are generally analyzed by three primary characteristics: number of bedrooms, cost compared to HUD Fair Market Rent, and proximity to the affected area. These data points are typically examined on jurisdictional basis, county-by county as appropriate. The DHAT's analysis shall take into consideration resources in adjacent counties, declared or undeclared.
 - d. The DHAT's analysis will measure the number of additional housing resources that may be made available by increasing financial temporary housing assistance up to 125% of the HUD Fair Market Rent (FMR). This information shall be gathered by using the "Available by Bedroom and FMR" report in Housing Portal.

- e. The DHAT will coordinate as needed to ensure rental resource information is available to the Agency's geospatial intelligence sharing platform (e.g. GeoPortal, SAVER²). This information will be used to develop county and community level mapping products which visually identify the geographic distribution of available rental resources.
2. Establish Reasonable Commuting Distance. The DHAT shall capture the "Mean Travel to Work Time" as determined by the most recent U.S. Census Bureau State and County QuickFacts¹. This figure will be doubled to produce the number of miles to be used as a search radius for available housing resources from the affected area.
 - a. When the terrain of the affected area presents unusual impacts on travel distance (e.g. mountainous terrain), the DHAT will consult with the IA Branch Director to determine if a request to adjust reasonable commuting distance is appropriate.
 - b. If the IA Branch Director concurs with the recommendation to seek approval for an adjustment of reasonable commuting distance, the DHAT shall prepare a request memorandum stating amount of adjustment requested, along with the justification for the request, to the IA Branch Director for concurrence, who shall submit to the FCO for consideration. If the FCO concurs, the request shall be routed through the Regional Administrator to the IA Division Director in FEMA Headquarters.
 3. Monitor Potential Temporary Housing Needs. The DHAT shall monitor the potential temporary housing needs through ongoing data analysis and coordination with the SLDHTF. When these methods indicate a potential need for THUs, the DHAT shall coordinate with the VA NPSC to perform outbound calls to disaster survivors in order to get more accurate information on their ability to access available housing units and services.
 - a. The DHAT shall monitor the number of eligible households who received damages likely to result in a long term need for temporary housing through analysis of the DHAT Report produced by the VA NPSC. The standard report displays eligible applicants who meet FEMA's criteria for a referral for Pre- Placement Interviews (PPI): pre-disaster owners with a FEMA-verified real property loss of \$17,000² or more, and eligible renters whose pre-disaster residence has been destroyed. This information is organized by county and the number of bedrooms required based upon the inspection. This allows the DHAT to quickly compare these figures with available housing resources appropriate for survivors based upon their household composition, and to assist with projecting what types of THUs may be needed.
 - b. Additional information may be added to the DHAT Report based upon the type of disaster. For example, the number of survivors who meet the real property loss threshold, but are ineligible for Repair or Replacement Assistance due to non-compliance with a requirement to maintain flood insurance should be monitored when flooding was a cause of damage. Reports may be modified to display eligible applicants at a lower

FEMA- verified real property loss threshold; however adjusting the criteria for PPI

¹ <http://quickfacts.census.gov/qfd/index.html> ² A review of historical data for direct housing operations from 2008-2011 found that owners with a FVL below this threshold had a 7% chance or less of qualifying for a MHU, although they accounted for over half (57%) of all PPI's performed during this time.

referrals requires the written approval of the IA Division Director. Requests for additional fields should be made by emailing FEMA-VANPSC-Reports@fema.dhs.gov.

- c. The results of the rental resource reports and the DHAT Report shall be used to compile a daily DHAT Snapshot report. The DHAT Snapshot is not an accurate means of projecting a requirement for direct temporary housing assistance and should only be used as an indicator for determining where needs assessment callouts should be conducted. The DHAT Snapshot will compare the number of households who received damage indicating a potential long term housing need with the available resources within the county. Because this method does not always accurately account for available housing resources in neighboring counties, the DHAT Snapshot should be supplemented by GIS mapping tools, such as SAVER². The DHAT should work closely with the Planning Section to develop analytical products requiring the plotting of individual household locations if needed.
4. Conduct Housing Needs Assessment Callouts. While analyzing standard reports is useful for identifying the potential need for direct temporary housing assistance, contacting survivors affected by the disaster is necessary to determine with confidence that direct temporary housing assistance is required. The need to gather this critical information must be balanced with the need to manage expectations regarding THUs. FEMA, through its NPSCs, conducts needs assessment callouts to gain more accurate information to help determine whether direct temporary housing assistance is needed. The housing needs assessment callout consists of interviews with a representative sample of disaster survivors meeting the standard criteria for the DHAT report to gain more information about their ability to access adequate, alternate housing. Essentially, the needs assessment interview is an abbreviated form of a Pre-Placement Interview (PPI) where referrals to housing resources are made, but temporary housing units are not offered or otherwise discussed.
 - a. When the DHAT Snapshot indicates the number of households with a potential long term temporary housing need exceeds the number of available housing resources at 125% FMR for at least three (3) consecutive days, the DHAT will consult with the IA Branch Director to determine whether or not to conduct outbound calls to a representative sample of households who meet the DHAT Report criteria. The DHAT and the IABD or HGS will consider input from the SLDHTF, taking into account housing-related needs assessment activities being conducted by the state and their willingness to consider the use of direct temporary housing assistance.
 - b. Needs assessment callouts shall be performed by the NPSC staff at the request of the JFO. The DHAT is responsible for coordinating with the NPSC to manage the needs assessment callout on behalf of the IABD and HGS.

- c. Needs assessment callouts will be initiated by contacting the National Coordination Team (NCT). The NPSC shall ensure that calls begin within 48 hours of a notification received within standard business hours. The HGS is responsible for relaying the following information to the NCT with their request to begin callouts:
 - i. The counties, or other jurisdictions, where applicants are to be contacted; AND
 - ii. The reasonable commuting distance determination for each county, or other jurisdiction, requested; AND
 - iii. Hours of operation for callouts; AND
 - iv. Custom questions to be added to the script (note: script modifications must be approved by the HGS and IA Branch Director prior to the request); AND
 - v. The percentage of survivors who meet the FEMA-Verified Loss threshold to be contacted. This percentage should not exceed 20% of the affected survivors meeting the threshold criteria at the time callouts begin.
- d. The NPSC shall provide daily progress reports on the needs assessment callouts to the DHAT and the HGS.
- 5. Maintain Situational Awareness of Housing Concerns at the Community Level. Data analysis and applicant DHAT Liaisons in the field will work closely with the Division Supervisors, Disaster Survivor Assistance staff, Disaster Recovery Centers, and other FEMA staff within their area of operations in order to maintain situational awareness of housing related concerns being expressed by disaster survivors and local officials. Significant issues will be forwarded to the DHAT Team Leader and the HGS to be addressed.

F. Identifying Alternatives to Manufactured Housing Units: The DHAT shall work closely with the HGS and the SLDHTF to ensure all forms of assistance available from the state, other federal agencies, and voluntary agencies are identified and evaluated. The DHAT shall also evaluate flexibilities within FEMA's Individuals and Households Program for solutions to address the disaster related housing needs.

- 1. The DHAT shall assist the HGS with evaluating the effectiveness of increasing rental assistance payment in accordance with Recovery Interim Policy 9443.1 *Rental Assistance Rate Increases*³.
- 2. The DHAT shall work with the SLDHTF to identify potential opportunities to acquire and repair multi-family housing properties for use as temporary housing. DHAT Liaisons will work within their assigned area of responsibility to identify properties which:
 - a. Consist of five (5) or more rental units where each unit contains a separate bedroom, kitchen, and living space; AND
 - b. Have been previously used as multi-family housing; AND
 - c. The property owner is capable of providing all property management services, including maintenance; AND

- d. Is in an area designated for Individual Assistance under a Major Disaster Declaration; AND
 - e. Has access to community and wrap-around services such as schools, utilities, fire and emergency services, grocery stores, etc.; AND
 - f. Can be repaired within two (2) months or less.
3. The DHAT shall work closely with the VAL Group Supervisor to conduct an assessment of voluntary agencies' capacity to provide assistance to disaster survivors to expedite the repair or construction of housing for the purpose of minimizing or eliminating the need for temporary housing assistance. The assessment shall seek to identify ways FEMA can augment the capacity of voluntary agencies by providing Invitational Travel Orders or other resources as authorized by law.
 4. The DHAT shall also work closely with the VAL to leverage the ability of voluntary agencies to identify and provide services to vulnerable populations who are at a higher risk of not having full access to temporary housing assistance without targeted outreach and/or reasonable accommodations. Capacities to provide wrap-around services shall also be identified and incorporated into the Disaster Housing Plan.

G. Pre-Operations Contingency Planning for Manufactured Housing Units: The DHAT shall identify the operational requirements for providing MHUs. Managing expectations is critically important because the DHAT will be gathering detailed information on local requirements and capabilities at the same time the need for direct temporary housing assistance is being evaluated. Effective pre-operations contingency planning before the use of MHUs is requested or approved will reduce FEMA's risk of cost overruns and operational delays. Strong coordination between the DHAT in the JFO, DHAT Liaisons and Division Supervisors in the field is necessary to perform, gather and validate the information needed to perform a thorough operational assessment and complete the *Manufactured Housing Implementation Checklist* (Attachment D).

1. Obtain and Validate Operational Requirements Identified During Readiness Planning. The DHAT shall gather all MHU-related operational planning information from the Region to ensure the information is available and can be validated, including information that has been provided by the IA-TAC contractor under the readiness provision of their contract. Typically, this information will include state and local permitting Points of Contact (POCs), requirements, utility providers' POCs and requirements, and information on potential commercial sites. The DHAT will establish contact with the listed POCs to validate the information and seek to identify whether variances, waivers, or other deviations from the normal process may be used to expedite the provision of MHUS. Whenever possible, DHAT Liaisons will meet in person with the local POCs to gather the required information and to begin building a strong working relationship.
2. Conduct Private Site Assessments. DHAT Liaisons shall conduct windshield surveys to develop an estimated private site feasibility rate for planning purposes and to identify the technical requirements associated with private site placements. DHAT Liaisons should not enter the survivor's property or discuss the potential

MHU with survivors they meet in the field. Proper care must be taken to ensure that a representative sample of residential lots is assessed. The DHAT Team Leader is responsible for monitoring the daily reports of the team to ensure complete and detailed information is captured. Global positioning system (GPS) coordinates should be recorded at each site. The DHAT shall

- a. Identify whether power appears to be available and identify any visible damage to supply lines or meter panels. Coordinate with utility POC to get estimated service restoration and connection timeframes and associated fees.
 - b. Indicate whether the water is provided from a municipal source or well water and identify any challenges the location of the water source would provide beyond the scope of a standard installation; for wells, indicate whether the well appears to have been damaged (if able); for municipal, coordinate with utility POC to get estimated service connection timeframes, associated fees, and required burial depth for water lines.
 - c. Identify whether the sewer is provided by a septic tank or a municipal source; for septic, indicate whether the septic appears to have been compromised (if able); for municipal, coordinate with utility POC to get estimated service connection timeframes, associated fees, and required burial depth for sewerage lines.
 - d. Identify issues which may make it difficult or impossible to deliver a unit or a particular kind of unit. When a potential route of delivery has been obstructed, note the location of the obstruction and attempt to gather additional information regarding how long the transit route may not be passable.
 - e. Identify whether the space available and the slope of the site preclude placement of any particular unit types.
 - f. Identify whether the soil composition raises any notable challenges to the safe and economical installation of the unit; excessive sand or clay may compromise the secure footing of the unit; rock or excessively firm soil may require special equipment or pose other challenges to dig and bury water and sewer lines.
3. Conduct Commercial Site Assessments. DHAT Liaisons shall conduct assessment of commercial sites. Commercial site assessments should capture all of the same data elements as a private site assessment. Additionally, the assessment should indicate how many, and which kinds, of units would be accommodated. The amperage and condition of electrical power distribution must be recorded in addition to the comparable information captured on a private site. The amount of developed acreage, along with any available adjacent land should be captured in the event a commercial site expansion or upgrade may be subsequently considered. The DHAT Liaisons shall attempt to contact the owner or operator of each commercial park to obtain the asking price for each pad, along with a copy of the park rules and the application process.
 4. Identify Potential Group Sites. When the DHAT Team Leader has determined, based upon the ongoing needs analysis and the progress of private and commercial site assessments, that a group site may be required, DHAT Liaisons shall be tasked to perform initial group site assessments. The DHAT shall work with the SLDHTF and local governments to identify vacant land that may be suitable for group site

development if needed. Privately owned land shall also be identified in case publicly owned property is not available or is unsuitable. The DHAT will assess potential group site locations to determine their size and their proximity to the affected area, existing utilities, and wrap-around services. GPS coordinates should be recorded at each site. The DHAT shall contact the owner to identify the desired lease cost, terms, and to gather as much information as possible regarding the prior land use and current zoning status.

5. Identify Local Contractor Capability. The DHAT will conduct market research in order to determine if local businesses have the capability to haul temporary housing units from the forward staging area and install units on the appropriate site according to manufacturer instructions, FEMA requirements, and local, state, and federal statutes, regulations, codes, and permitting requirements. Market research will also identify vendors capable of performing maintenance and deactivation services. More detailed instructions for how to complete market research can be found in the *Market Research Guide for Temporary Housing Missions*.

VII. Attachments

- A. Sample “Available by Bedroom and FMR” Housing Portal Report
- B. Sample DHAT Report FIDA Results
- C. Sample DHAT Snapshot
- D. Manufactured Housing Implementation Checklist

Attachment A: Sample “Available by Bedroom and FMR” Housing Portal Report

County	Studio			1 Bedrooms			2 Bedrooms			3 Bedrooms			4 Bedrooms or More		
	FMR	Within FMR	125% of FMR	FMR	Within FMR	125% of FMR	FMR	Within FMR	125% of FMR	FMR	Within FMR	125% of FMR	FMR	Within FMR	125% of FMR
Alpha	758	0	0	840	133	172	982	215	248	1261	85	90	1303	6	7
Bravo	758	0	0	840	142	164	982	87	106	1261	386	395	1303	338	340
Charlie	758	0	0	840	0	0	982	4	5	1261	0	0	1303	0	0
Delta	758	0	0	840	4	4	982	13	13	1261	10	11	1303	1	1
Echo	758	0	0	840	57	75	982	70	81	1261	18	21	1303	5	5
Foxtrot	758	0	0	840	14	249	982	7	47	1261	20	46	1303	1	9
Golf	758	0	0	840	13	25	982	23	53	1261	10	26	1303	1	1
Hotel	758	0	0	840	13	44	982	26	63	1261	18	15	1303	2	2
State Average	758.0	0.00	0.00	840.0	55.80	68.00	982.0	64.00	75.60	1261.0	97.20	100.6	1303.0	69.00	69.60
Report Total	N-A	0	0	N-A	279	340	N-A	320	378	N-A	486	503	N-A	345	348

Attachment B: Sample DHAT FIDA Results

DR	County	One Bedroom RP FVL \$17K+	Two Bedroom RP FVL \$17K+	Three Bedroom RP FVL \$17K+	NCOMP One Bedroom & RP FVL \$17K+	NCOMP Two Bedroom & RP FVL \$17K+	NCOMP Three Bedroom & RP FVL \$17K+	One Bedroom Destroyed Renter	Two Bedroom Destroyed Renter	Three Bedroom Destroyed Renter
XXXX	Alpha	1	2	4	0	0	0	1	0	1
XXXX	Bravo	5	6	9	0	0	0	3	5	4
XXXX	Charlie	12	16	22	4	5	5	6	18	13
XXXX	Delta	14	6	8	22	9	9	11	19	7
XXXX	Echo	27	25	19	14	10	7	0	0	0
XXXX	Foxtrot	31	15	29	21	16	30	6	3	5
XXXX	Golf	2	0	1	0	0	0	0	1	0
XXXX	Hotel	4	1	4	2	0	1	1	0	0
XXXX	Sum:	96	71	96	63	40	52	28	46	30

Attachment C: Sample DHAT Snapshot



DHAT Snapshot
FEMA-XXXX-DR-YY
April 1, 2013

Alpha County				
	TOTAL	1 BDRM	2 BDRM	3 BDRM +
Owners	7	1	2	4
Renters	2	1	0	1
NCOMP	0	0	0	0
Resources (at FMR)	439	133	215	91
Resources (at 125% FMR)	517	172	248	97
Low Range	0	0	0	0
High Range	0	0	0	0
Note:				

Bravo County				
	TOTAL	1 BDRM	2 BDRM	3 BDRM +
Owners	20	5	6	9
Renters	12	3	5	4
NCOMP	0	0	0	0
Resources (at FMR)	953	142	87	724
Resources (at 125% FMR)	1005	164	106	735
Low Range	0	0	0	0
High Range	0	0	0	0
Note:				

Charlie County				
	TOTAL	1 BDRM	2 BDRM	3 BDRM +
Owners	50	12	16	22
Renters	37	6	18	13
NCOMP	14	4	5	5
Resources (at FMR)	4	0	4	0
Resources (at 125% FMR)	5	0	5	0
Low Range	82	18	29	35
High Range	97	22	35	40
Note:				

Delta County				
	TOTAL	1 BDRM	2 BDRM	3 BDRM +
Owners	28	14	6	8
Renters	37	11	19	7
NCOMP	40	22	9	9
Resources (at FMR)	28	4	13	11
Resources (at 125% FMR)	29	4	13	12
Low Range	36	21	12	3
High Range	77	43	21	13
Note:				

Echo County				
	TOTAL	1 BDRM	2 BDRM	3 BDRM +
Owners	71	27	25	19
Renters	0	0	0	0
NCOMP	31	14	10	7
Resources (at FMR)	150	57	70	23
Resources (at 125% FMR)	182	75	81	26
Low Range	0	0	0	0
High Range	3	0	0	3
Note:				

Foxtrot County				
	TOTAL	1 BDRM	2 BDRM	3 BDRM +
Owners	75	31	15	29
Renters	14	6	3	5
NCOMP	67	21	16	30
Resources (at FMR)	42	14	7	21
Resources (at 125% FMR)	351	249	47	55
Low Range	24	0	11	13
High Range	114	44	27	43
Note:				

Golf County				
	TOTAL	1 BDRM	2 BDRM	3 BDRM +
Owners	3	2	0	1
Renters	2	1	1	0
NCOMP	0	0	0	0
Resources (at FMR)	50	13	26	11
Resources (at 125% FMR)	115	25	63	27
Low Range	0	0	0	0
High Range	0	0	0	0
Note:				

Hotel County				
	TOTAL	1 BDRM	2 BDRM	3 BDRM +
Owners	9	4	1	4
Renters	1	1	0	0
NCOMP	3	2	0	1
Resources (at FMR)	56	13	26	17
Resources (at 125% FMR)	127	44	63	20
Low Range	0	0	0	0
High Range	0	0	0	0
Note:				

Attachment D: Manufactured Housing Implementation Checklist

The Manufactured Housing Implementation Checklist is intended to assist with planning and initiating a specific direct housing mission using manufactured housing units. It should include the major functional elements associated with program delivery and identify both the responsible point of contact and the resource assigned to each functional element. Resource assignments should each include a brief rationale for why the resource was chosen and a capability statement. Constraints to program delivery should also be identified.

1. Work Organization

Obtain local street, zoning and floodplain maps.

Plot locations of estimated MHU placements.

Designate and assign geographic staffing pattern.

Identify key staff involved in implementation and their responsibilities, including:

Task Force Leader: _____

Support Crew Leader: _____

Private / Commercial Crew Leader: _____

Group Site Crew Leader: _____

COTR: _____

Lead Inspector: _____ Area: _____

Lead Inspector: _____ Area: _____

Lead Inspector: _____ Area: _____

Identify additional mission staffing needs and sources.

Responsible POC: _____

Date completed: _____

2. Codes and Zoning

Identify jurisdictional point(s) of contact for codes and ordinances.

Obtain copies of codes and ordinances regarding placement of MHUs.

Obtain copies of codes and ordinances regarding electrical, water and sewer

lines. Identify jurisdictional point(s) of contact and process for obtaining variances.

Responsible POC: _____

Date completed: _____

3. Permits

Identify permits required for installation of MHUs by jurisdiction for:

- Private site.
- Commercial site.
- Group site.

Identify transportation licensure and/or permits required, as well as any applicable time of day limits on transporting THUs.

Define application process for required permits by jurisdiction, including lead time for requesting building and occupancy inspections if required.

If feasible, develop blanket agreement with jurisdiction(s) for placement of units at private sites.

Responsible POC: _____

Date completed: _____

4. Supply Chain Management

Develop MHU ordering schedule.

Define MHU inspection and acceptance process.

Identify any waivers needed for transport or acceptance.

Responsible POC: _____

Date completed: _____

5. Utilities

Identify jurisdictional point(s) of contact for utilities provision. Identify the utilities that serve the area and their points of contact.

Identify process for utility setup for each provider, including lead time to begin service.

Identify requirements for utility set-up such as electrical meter, panel, pole, etc. Identify actions survivors will have to take to set up MHU utilities.

Determine issues that may affect restoring utility service, such as requirements to retest wells.

Determine other issues that may affect utilities installation, such as frost line depth.

Responsible POC: _____

Date completed: _____

6. Environmental and Historical Issues

Identify areas of the state where interim housing would not be permissible due to environmental, historic, floodplain, cultural or other issues.

If these issues exist:

Identify points of contact for local requirements related to environmental, historical, or cultural issues.

Identify any jurisdictional requirements related to the environment, historical or cultural issues for placement of MHUs (if different from those of FEMA or other Federal regulations).

Responsible POC: _____

Date completed: _____

7. Floodplain Management

Determine whether any MHU sites are located in a Special Flood Hazard Area. If yes:

Identify local floodplain coordinator for each jurisdiction.

Identify any jurisdictional requirements related to floodplains for placement of THUs (if different from those of FEMA or other Federal regulations).

Responsible POC: _____

Date completed: _____

8. Manufactured Housing Staging Site

Identify a suitable location.

Complete environmental and historic preservation review. Establish site.
Set up initial staff.

Responsible POC: _____

Date completed: _____

A. Security at Staging Site

Develop Scope of Work that incorporates local requirements.

Complete market research that identifies local contract capabilities, including those of local law enforcement.

Develop independent government cost estimate.

Identify whether work will be completed using local contractors or IA- TAC.

If IA-TAC will be used:

Provide statement to identify why local contract capabilities are insufficient to meet the needs of the operation.

Establish timeline for transitioning to local contracts. Notify IA-TAC of potential mission.

Responsible POC: _____

Date completed: _____

9. Private Sites

Identify constraints under zoning, and permitting codes, such as required setbacks.

Complete preliminary survey to assess general feasibility of MHU installation in the area, such as whether lot sizes in a neighborhood limit MHU placement.

Identify who will complete site feasibility inspections (such as Haul and

Install contractor, other contractor, FEMA staff).

Responsible POC: _____

Date completed: _____

10. Commercial Sites

Identify potential sites.

Identify who will complete site feasibility inspection(s).

Identify any required upgrades and develop cost estimates for potential upgrades. Identify who will complete environmental assessment if applicable.

Negotiate and execute pad leases.

Responsible POC: _____

Date completed: _____

11. Group Sites

Identify potential state-, county- or city-owned site(s).

If no viable public sites exist, identify potential privately-owned sites. Complete environmental and historic preservation review(s).

If site is in a floodplain, complete full 8-step process outlined in 44 CFR 9.6.

Identify constraints not previously identified under codes, zoning, and permitting, such as required setbacks.

Negotiate and execute lease, purchase, or right-of-use of feasible properties.

Responsible POC: _____

Date completed: _____

A. Group Site Design and Construction

Develop Scope of Work that incorporates local requirements. Complete market research that identifies local contract capabilities. Develop independent government cost estimate.

Identify whether work will be completed using local contractors, IA- TAC, or U.S. Army Corps of Engineers.

If IA-TAC will be used:

Provide statement to identify why local contract capabilities are insufficient to meet the needs of the operation.

Notify IA-TAC of potential mission.

Responsible POC: _____

Date completed: _____

B. Group Site Security

Develop Scope of Work that incorporates local requirements.

Complete market research that identifies local contract capabilities, including those of local law enforcement.
Develop independent government cost estimate.
Identify whether work will be completed using local contractors or IA- TAC.

If IA-TAC will be used:

Provide statement to identify why local contract capabilities are insufficient to meet the needs of the operation.

Establish timeline for transitioning to local contracts. Notify IA-TAC of potential mission.

Responsible POC: _____

Date completed: _____

12. Haul and Install

Identify transportation licensure and/or permits not previously described.

Develop Scope of Work that incorporates local requirements.

Complete market research that identifies local contract capabilities.

Develop independent government cost estimate.

Identify whether work will be completed using local contractors or IA-TAC. If IA-TAC will be used:

Provide statement to identify why local contract capabilities are insufficient to meet the needs of the operation.

Establish timeline for transitioning to local contracts. Notify IA-TAC of potential mission.

Responsible POC: _____

Date completed: _____

13. Maintenance and Deactivation

Develop Scope of Work that incorporates local requirements, and incorporates group site grounds maintenance, including refuse service and snow removal if applicable. Complete market research that identifies local contract capabilities.

Develop independent government cost estimate.

Identify whether work will be completed using local contractors or IA-TAC. If IA-TAC will be used:

Provide statement to identify why local contract capabilities are insufficient to meet the needs of the operation.

Establish timeline for transitioning to local contracts. Notify IA-TAC of potential mission.

Responsible POC: _____

Date completed: _____

Appendix M



OKLAHOMA DISASTER HOUSING TASK FORCE



OK VOAD Membership Guide

By-Laws

Revised September 2012

Oklahoma VOAD By-Laws

Article I NAME AND RELATIONSHIP

Section A The name of this organization shall be the "Oklahoma Association of Voluntary Organizations Active in Disaster" (Oklahoma VOAD). The Oklahoma VOAD is associated with the National Voluntary Organizations Active in Disaster (National VOAD).

Section B The business address will be Oklahoma Voluntary Organizations Active in Disaster % Oklahoma Dept. of Emergency Management, P.O. Box 53365, Oklahoma City, OK 73152-3365

Article II PURPOSE

The Oklahoma VOAD is associated with the National Voluntary Organizations Active in Disaster (National VOAD). The purpose of this organization shall be to bring together voluntary organizations active in disaster services to foster more effective response to the people of Oklahoma in time of disaster through:

- Cooperation (creating a climate for cooperation, information and meeting together)
- Coordination (Encouraging a common understanding and providing a liaison with government offices)
- Communications (publishing, disseminating information)
- Collaboration (working together to achieve a common purpose)
- Education (increasing mutual awareness and encouraging effective disaster relief)
- Convening Mechanisms (arranging meetings, conferences, and training, as appropriate)
- Legislation (encouraging effective disaster relief legislation and policy) Oklahoma VOAD seeks to ensure the availability of needed services and to encourage uniform, impartial provision of these services.

Article III MEMBERSHIP

Section A Oklahoma VOAD is not a competing or exclusionist agency, but is intended to be an umbrella organization for existing agencies active in disaster response. Each member organization maintains its own identity and independence, yet works closely with other agencies to improve service and eliminate unnecessary duplication of effort.

Section B Any voluntary organization in Oklahoma, which is a member of the National VOAD, either directly or by affiliation through its national or regional organization, is entitled to Advisory Committee membership and full participation in all activities of the Oklahoma VOAD.

Section C Other organizations eligible for membership are those with Not-for-profit structure. Those qualified under the Internal Revenue Service Code 501 (C)(3). The services and resources that are provided by that organization also need to be available to all disaster victims. Therefore, volunteer organizations that have a disaster response capability, supported by governing documents, are encouraged to become a member.

Section D Any voluntary organization may apply for affiliation either directly at a general meeting of the Oklahoma VOAD or by submitting a letter or application to the Oklahoma VOAD Executive Committee describing its structure, mission and disaster response capabilities and purposes. The Executive Committee shall review the application and make a recommendation to the Advisory Committee for action.

Section E Any number of representatives may attend regular and annual meetings, with voice. All organizations should send one or more representatives to all general/annual meetings and to have one vote on any and all motions brought before the membership. Any representative may speak at the meetings, participate in discussions, propose initiatives and make and second motions. Where more than one representative of a member organization is present at a meeting, that delegation shall select one official representative to vote on all motions.

Section F Interested governmental agencies, both State and local may hold an Associate Membership status. Associate Members will be invited to attend and participate in all meetings, but they will not possess voting privileges nor will they be able to be elected as an officer of the Oklahoma VOAD.

Section G Agency Participation - Organizations which during the previous year have not attended one meeting will be reminded, in writing, by the Executive Committee of the need to do so, and that if the condition or conditions remain unmet during the following year, their membership could be suspended.

Article IV MEETINGS

Section A One annual Oklahoma VOAD meeting shall be held.

Section B Regular Oklahoma VOAD meetings shall be held five (5) times per year on a bimonthly basis.

Section C Oklahoma VOAD meetings shall be called at the time and location of a disaster, as needed.

Section D Other meetings may be called by the Executive Committee.

Section E Roberts Rules of Order shall be considered general rules for the conduct of meeting.

Section F The Executive Committee shall appoint a Conference Committee for the upcoming year. The Conference Committee shall be a fair representation of Oklahoma VOAD agencies and shall have the responsibility of location, presenters, agenda items, and logistics of the conference.

Article V FUNCTION IN DISASTER

Section A The Oklahoma VOAD represented by its chairperson or designee, will carry out the organization's activities as exhibited in the "Disaster Activation and Response Plan" that is an attachment of to this document.

Article VI ADVISORY COMMITTEE

Section A The Advisory Committee shall consist of one member from each voting member organization. The members are to be selected by their own organization.

Section B Advisory Committee meetings are at the call of the Chairperson.

Article VII EXECUTIVE COMMITTEE

Section A The Executive Committee shall consist of the current officers and others by special invitation of the committee.

Section B Executive Committee meetings are at the call of the Chairperson.

Section C The Executive Committee handles all Oklahoma VOAD business between Oklahoma VOAD meetings.

Article VIII OFFICERS

Section A Officers of Oklahoma VOAD shall consist of Chairperson, First Vice- Chairperson-Elect, Vice-Chairperson, Secretary, and Treasurer.

Section B The Executive Committee may appoint an Oklahoma Emergency Management Liaison to serve as an advisor to the Executive Committee. The office of the Oklahoma Emergency Management Liaison is not a voting position.

Article IX TERM OF OFFICE

Section A The term of office for each officer is one year. The Chairperson, Chairperson-Elect, and Vice Chair may serve for two full consecutive terms. There is no term limit for the Secretary and Treasurer. The election takes place at the annual meeting of Oklahoma VOAD.

Article X METHOD OF ELECTION

Section A The incumbent Chairperson shall call the current officers together prior to the annual Oklahoma VOAD meeting. This group shall then appoint a nominating committee representing at least three (3) different agencies.

Section B The Chairperson of the Nominating Committee shall present the nominations slate to the Oklahoma VOAD Advisory Committee present. Nomination may also be accepted from the

floor. The nominations may be accepted as a whole, or one by one, depending upon the wishes of the constituent body present. The chairperson of the nominating committee should call for a vote of the constituencies' choice.

Article XI DUTY OF OFFICERS

Section A Chairperson

- a. The Chairperson shall preside at all Oklahoma VOAD meetings.
- b. The Chairperson calls the officers and Advisory members for nomination purposes.
- c. The Chairperson is Chairperson of the Advisory Committee.
- d. The Chairperson is Chairperson of the Executive Committee.

Section B Chairperson-Elect

- a. Chairperson-Elect serves in absence of Chairperson.
- b. The -Chairperson-Elect serves on Executive Committee.
- c. The Chairperson-Elect shall prepare to become a nominee for Chairperson at the end of the current Chairperson's term.

Section C Vice-Chairperson

- a. The Vice-Chairperson serves in absence of Chairperson or Chairperson-Elect. The Vice-Chairperson serves on Executive Committee.

Section D Secretary

- a. Records minutes of Oklahoma VOAD meetings.
- b. Provides each officer and Advisory Committee member with a copy of Oklahoma VOAD meeting minutes before the next meeting.
- c. Oversees the sending of notices for Oklahoma VOAD meetings
- d. Oversees the registrations at Oklahoma VOAD annual meetings.

Section E Treasurer

- a. Handles all Oklahoma VOAD monies.
- b. Distributes and/or pays bills authorized by the Executive Committee.
- c. Sets up bank account for Oklahoma VOAD in a convenient bank (Preferably not the same bank where personal banking is done), and has responsibility for Oklahoma VOAD checkbook.
- d. Oversees reimbursements of all expenses as voted on by the Executive Committee or Advisory Committee. Appropriate receipts should accompany reimbursement.
- e. Prepares all required tax-related and 501(c)3 documentation.

Article XII FINANCES

Section A Oklahoma VOAD shall not be a fund-raising organization. Sources of income shall include, but are not be limited to, the registration fee paid by those who attend the annual Oklahoma VOAD meeting.

Oklahoma VOAD will not engage in fundraising activities (in-kind or monetary) which would in any way compete with the fundraising activities of its members. During a disaster incident, no formal fundraising announcement or actions shall be taken by Oklahoma VOAD Executive Committee on behalf of the organization nor will specific steps be taken to build an infrastructure to enhance Oklahoma VOAD 's abilities to raise funds directly.

Section B Donations to Oklahoma VOAD will be accepted only as a last resort and will be considered unsolicited in instances where the donor does not wish to donate to the organization(s) of their choice and the donor has directed their gift to Oklahoma VOAD with the specific intention that the gift be shared among all members of Oklahoma VOAD.

The Oklahoma VOAD shall establish the following guidelines regarding the expenditure of funds.

A. Donor intent - If funding is given for specific programs or projects - the Oklahoma VOAD President will appoint a member committee to oversee the appropriate expenditure of donated funds and report back to the Oklahoma VOAD committee as a whole.

B. Non-designated donations will be utilized as approved for the following functions -

1. Funding will be used to underwrite training and meeting expenses of the Oklahoma VOAD as approved by the Oklahoma VOAD.
2. Funding will be appropriated to the Long-Term Recovery Committees to be expended on individual clients' unmet needs. The president with executive approval shall appoint member or members to represent the Oklahoma VOAD at the long term recovery committees. This appointed member or members shall then present expenditures to the executive committee for final approval.
3. Funding can be designated to cover other expenses of Oklahoma VOAD as approved by the Executive Committee.

Section C The Oklahoma VOAD shall require the signatures of two separate Executive Committee members on all checks over \$500 issued by Oklahoma VOAD. Checks \$500 and under and accompanied by original receipt and previously approved by Oklahoma VOAD will only require one signature of an Executive Committee member.

Section D In the event that Oklahoma VOAD were to dissolve, all remaining funds, not expended at, or prior to, the date of final resolution, will be distributed to National VOAD to be used in support of disaster relief efforts.

Article XIII AMENDMENTS

Section A Proposed amendments must be distributed in writing and posted on www.okvoad.org not less than two weeks prior to an Oklahoma VOAD meeting at which the amendments will be considered.

Section B Amendments to these by-laws may be made by a two-thirds majority vote of the Advisory Committee present.

Appendix N



-----OKLAHOMA DISASTER HOUSING TASK FORCE-----



Oklahoma American Disabilities Act (ADA) Accessibility Kits

To contact or learn more about the Oklahoma Developmental Disabilities Council, visit www.okddc.ok.gov or call (405) 521-4965.

FOR MORE INFORMATION, CONTACT:

Rick Barcus, Planning and Grants Management Director, ODDC, (405) 521-4965

The Oklahoma Developmental Disabilities Council, as provided for in the Developmental Disabilities Assistance and Bill of Rights Act accomplishes its State Plan goals by funding innovative projects designed to promote capacity building and systems change in the developmental disabilities system. These projects promote and help individuals with intellectual and developmental disabilities realize independence, integration and inclusion in their communities.

The Council became aware that emergency managers needed help purchasing simple assistive technology items to assist people with functional limitations – such as cognitive and physical disabilities and the elderly – in the event it is necessary to open a shelter. To that end the Council approved and set aside \$50,000 of its funding to acquire, assemble and ship Assistive Technology Kits to all 77 counties and selected municipalities statewide.

“These kits will enable emergency managers to be prepared to help these segments of the population remain independent while in a shelter during emergency situations. The Council decided to give emergency managers a “helping hand” in taking care of their communities and citizens.” says Rick Barcus, planning and grants manager for ODDC.

Included in the AT Kits were a **large button braille phone** that allows low-vision and blind individuals to make calls with little or no assistance; **braille pill boxes; jumbo pill boxes; full page and hand held magnifiers** to allow low vision individuals to read intake and other forms, books, magazines, etc.; a **20/20 pen** that allows low vision individuals to sign intake and other forms in bold print; a **signature card** to assist low vision individuals to sign documents; a **collapsible red-tip cane**, used to navigate in unfamiliar areas.

Also included were a **communication board**, which is a laminated tri-fold pictorial used to facilitate communication to those unable to communicate verbally, and a **T-Coil compatible neck loop**, used with T-Coil compatible hearing aids and public address systems to amplify sound.

To assist individuals with mobility limitations during mealtimes, the kits contained an **easy grip cup; Flo-trol cup; foam adapter; flatware; utensil cuff; and a non-skid plate** with a foam rubber pad that permanently attaches to the bottom to keep it stable.

A **5 foot folding portable ramp** constructed of heavy gauge aircraft aluminum and able support up to 800 lbs. was also a part of the Assistive Technology Kits. The ramp can be moved easily and used either indoors or outdoors to assist individuals in power or manual chairs, or those who cannot safely navigate steps.

Response to the “Kits” from the emergency management community has been very positive.

Appendix O



OKLAHOMA DISASTER HOUSING TASK FORCE



ADA Emergency Shelter's Checklist

To view the American Disability Act (ADA) information regarding emergency shelters please visit <http://www.ada.gov>.

Appendix P



-----OKLAHOMA DISASTER HOUSING TASK FORCE-----



Individual Assistance Sequence of Delivery

Voluntary Agencies
Emergency Food, Shelter, Clothing Medical Needs

Insurance
Such as Homeowners, NFIP, etc.

FEMA Housing Assistance (Not SBA Dependent)

Applicants can receive more than one type of assistance

Temporary Housing Assistance – applicants can receive *financial assistance* to reimburse lodging expenses and/or rental assistance for up to 18 months or the program maximum, whichever occurs first. Applicants can receive *direct assistance* (FEMA mobile home or travel trailer) for up to 18 months.

Repair Assistance – owners can receive up to the IHP cap for repairs

Replace Assistance – owners with destroyed homes can receive up to the IHP cap towards the purchase of a new home

Permanent Housing Construction – owners with destroyed homes can receive direct assistance or financial assistance for the construction of permanent or semi-permanent homes in insular areas outside the continental U.S. and in other locations.

FEMA/State Other Needs Assistance (ONA) Non-SBA Dependent Items

Assistance for Medical, Dental, Funeral, Child Care, Group Flood Policy, Other

SBA Income Evaluation (Repayment Capability)

To determine if applicant can qualify for a low interest SBA loan, *applicants must complete the SBA loan application and be denied for a loan to be eligible for further assistance.*

SBA Referral – For SBA Dependent items and those applicants who qualify for a low interest loans

Real Property (*owners*) loans up to \$200,000

Personal Property (*owners & renters*) loans up to \$40,000.

**If it is later determined that an applicant cannot qualify for a loan, the applicant is referred to FEMA*

FEMA/State Other Needs Assistance (ONA)

For those applicants who do not qualify for a SBA loan

Personal Property
Moving and Storage

Transportation
Group Flood Policy

Unmet Needs Voluntary Agencies

If the applicant has received the maximum amount of assistance from FEMA, State, and/or SBA's federal disaster assistance programs or the federal disaster assistance programs do not provide for the need, FEMA may refer the applicant to Voluntary agencies