

CITY OF LAKEPORT EMERGENCY OPERATIONS PLAN



RECOVERY OPERATIONS ANNEX

OES/OHS/CALEMA/FEMA

RECOVERY OPERATIONS

The City of Lakeport and all the special districts serving the city will be involved in recovery operations. In the aftermath of a disaster, many citizens will have specific need that must be met before they can begin to return to their pre-disaster lives. Typically, there will be a need for such services as these:

- Assessment of the extent and severity of damages to homes, and other property.
- Restoration of services generally available in communities - water, food, electricity and medical facilities.
- Repair of damaged homes and property.
- Professional counseling when the sudden changes resulting from the emergency have produced mental anguish and inability to cope.

The city can help individuals and families recover by ensuring that these services are available and by seeking additional resources the community needs.

Recovery occurs in two phases: Short-term and long-term.

Short -Term Recovery

The goal of short-term recovery is to restore the City of Lakeport government to at least a minimal capacity. Short-term recovery includes:

- Utility restoration;
- Expanded social, medical, and mental health services;
- Re-establish governmental operations;
- Transportation routes;
- Debris removal;
- Clean-up operations;
- Abatement and demolition of hazardous structures.

Lakeport City government will coordinate its efforts to restore utility systems and services during recovery operations. Medical services may need to operate from temporary facilities, as necessary. All local governments will coordinate with the Lake County Operational Area. Department of Public Health will assist in the coordination .and/or conducting Critical Incident Stress Debriefing for emergency response personnel and victims of the disaster. During federally declared disasters; tele-registration centers may be established by the Federal Emergency Management Agency (FEMA) to assist disaster victims and businesses in applying for grants, loans, and other benefits. In coordination with the American Red Cross, Lake County and local governments will provide sheltering for disaster victims until housing can be arranged.

Lakeport City government will ensure that debris removal and cleanup operations are expedited. During structure assessments, Lakeport City government will demolish and remove those structures that pose a public safety concern.

Long-Term Recovery

Lakeport's goal for long-term recovery is to restore facilities to pre-disaster condition. Long-term recovery includes hazard mitigation activities, restoration or reconstruction of public facilities, and disaster response cost recovery. will be responsible for mitigation, which could include zoning variances, building code changes, plan reviews, seismic safety elements, and other land use planning techniques.

With public safety as a primary concern, rapid recovery may require adjustments to policies and procedures to streamline the recovery process.

Hazard mitigation actions will need to be coordinated and employed in all activities by City of Lakeport in order to ensure a maximum reduction of vulnerability to future disasters. City of Lakeport will strive to restore essential facilities to their pre-disaster condition by retrofitting, repair or reconstructing them during long-term recovery operations.

Recovery programs will also be sought for individual citizen and private business. Local government redevelopment agencies will play a vital role in rebuilding commercial areas.

RECOVERY OPERATIONS ORGANIZATION

Recovery operations will be managed and directed by the City of Lakeport Office of Emergency Services (OES).

On a regularly scheduled basis, meetings will be convened with county department heads, key individuals, and representatives from recovery organizations, local governments, special districts, state and federal agencies.

These meetings will be held to make policy decisions collectively. They will also be used to obtain and disseminate information regarding completed and ongoing recovery operations. City of Lakeport departments will also be represented and responsible for certain functions throughout the recovery process. The chart on page 4 depicts the functional responsibilities assigned to county departments and/or key personnel.

Recovery Damage and Safety Assessment

The recovery damage and safety assessment is the basis for determining the type and amount of state and/or federal financial assistance necessary for recovery. Under Lake OA Emergency Operations standard operating procedures, an initial Damage Estimate is developed during the emergency response phase, to support a request for a Gubernatorial Proclamation and for the State to request a Presidential Declaration. During the recovery phase, this assessment is refined to a more detailed level. This detailed damage and safety assessment will be needed to apply for various disaster financial assistance programs. A list of mitigation priorities will need to be developed by departments. For City of Lakeport, the detailed damage and safety assessment will be completed by the City of Lakeport Office of Emergency Services.

RECOVERY OPERATIONS RESPONSIBILITIES

Function	Departments/Agencies
Political process management; interdepartmental Coordination; policy development; decision making and public information	Lakeport OES
Land use and zoning variance permits and controls for new development; revision of building regulations, and codes; code enforcement; plan review. and building safety inspections.	Building Department
Restoration of medical facilities and associated services; continue to provide mental health services; and perform environmental services.	Social Service/Public Works
Debris removal; demolition; construction; management of and liaison with construction contractors; and restoration of utility services.	Public Works/Auditors Office
Housing programs; assistance programs for the needy; oversight of care facility property management and low income and special housing needs.	Planning Department
Public finance; budgeting; contracting; accounting and claims processing; taxation; and insurance settlements.	Building Department
Redevelopment of existing areas; planning of new redevelopment projects; and financing new projects.	Planning Department
Applications for disaster financial assistance; liaison with assistance providers; onsite recovery support; and disaster financial assistance project management.	OES/FEMA
Advise on emergency authorities, actions, and associated liabilities; preparation of legal opinions; and preparation of new ordinances ad resolutions.	County Counsel
Government operations and communications; space acquisition; supplies and equipment; vehicles; personnel; and related support.	OES Personnel/Public Works

Documentation

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

Under the State Natural Disaster Assistance Act (NDAA), documentation is required for damage sustained to the following:

- Public Buildings;
- Levees;
- Flood control works;
- Irrigation works;
- Community streets and County roads;
- Bridges;
- Other public works.

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

- Roads;
- Water control facilities;
- Public utilities;
- Facilities under construction;
- Recreational and park facilities;
- Educational institutions;
- Certain private non-profit facilities;
- Public buildings and related equipment;

Debris removal and emergency response costs incurred by the county are to be documented for cost recovery purposes under the federal programs.

It will be the City of Lakeport Office of Emergency Services responsibility collect documentation of these damages and submit them to the Recovery Manager for City of Lakeport.

The documenting information should include the location and extent of damages, and estimates of cost for:

- Debris removal;
- Emergency work;
- Repairing or replacing damaged facilities to a non-vulnerable and mitigated condition.

The cost of compliance with building codes for new construction, repair, and restoration will also be documented. The cost of improving facilities may be provided under federal mitigation programs.

Documentation is the key to recovering expenditures related to emergency response and recovery operations. For City of Lakeport, documentation must begin at the field response level and continue throughout the operation in the Emergency Operations Center (EOC) as the disaster unfolds.

AFTER - ACTION REPORTING

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

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

- Response actions taken;
- Application of SEMS/NIMS;
- Suggested modifications to SEMS;
- Necessary modifications to plans and procedures;
- Training needs;
- Recovery activities to date.

The after-action report will serve as a source for documenting City of Lakeport emergency response activities and identifying areas of concern and successes. It will also be utilized to develop a work plan for implementing improvements. An after-action report will be a composite document for all SEMS/NIMS levels, providing a broad perspective of the incident, referencing more detailed documents, and addressing all areas specified in regulations.

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

City of Lakeport Office of Emergency Services will be responsible for completion and distribution of the City of Lakeport after-action report, including the sending of the report to the Cal EMA Coastal Region Office within the required 90-day period.

City departments will coordinate with the city of Lakeport Office of Emergency Services in completion of the after-action report.

City of Lakeport after-action report's primary audience will be county management and employees. As public documents, the after-action report is accessible to anyone who requests a copy and will be made available through the County Administrator's Office.

The after-action reports will be; written in simple language, well structured, brief and well presented and geared to multiple audiences:

Data for the after-action report will be collected from Response Information Management System (RIM) documents, other documents developed during the disaster response, and interviews of emergency responders. The most recent After-Action Report Instructions and Report Form are available on RIMS.

DISASTER ASSISTANCE PROGRAMS

Introduction

When requesting implementation of disaster assistance programs some key areas of concern must be adequately addressed. These areas include the needs of distinct groups, disaster assistance available at each level of declaration, and the level of detail required on each request for disaster assistance. The disaster assistance programs have been developed for the needs of four distinct groups:

- Individuals;
- Businesses (including agriculture interests)
- Governments;
- Non-profit organizations.

Individuals

Individuals may receive loans or grants for real and personal property, dental, funeral, medical, transportation, unemployment, sheltering, and rental assistance, depending on the extent of damage.

Businesses

Loans for many types of business are often made available through the United States Small Business Administration (SBA), assisting with physical and economic losses as a result of a disaster or an emergency.

Agriculture

Programs exist for agriculture or other rural interests through the United States Department of Agriculture, including assistance for physical and production losses.

Government:

Funds and grants are available to government and certain non-profit organizations to repair, reconstruct, and mitigate the risk of future damage. A state grant program is available to local governments to respond and recover from disasters. Federal grant programs are available to assist governments and certain non-profit organizations in responding to and recovering from disasters.

At each level of emergency declaration, various disaster assistance programs become available:

Local Emergency Declaration

Under local emergency declarations, local governments (City of Lakeport), special districts and Lake Operational Area may be eligible for assistance under the Natural Disaster Assistance Act (with the State OES, Director's concurrence). Businesses and individuals may be eligible for local government tax relief, low-interest loans from the United States Small Business Administration, and relief programs under the United States Department of Agriculture.

State of Emergency

Under a State of Emergency Proclamation by the Governor; local government, special districts, Lake Operational Area, Individuals, and businesses may be eligible, in addition to assistance available under a local emergency proclamation, for services from the following agencies:

- Contractor's License Board;
- Department of Motor Vehicles;
- Department of Aging;

- Department of Social Services;
- Franchise Tax Board Tax Relief;
- State Board of Equalization;
- Department of Veteran's Affairs;
- Department of Insurance;

Presidential Declaration

Under a Presidential Declaration, Lake County Operational Area, individuals, and businesses may be eligible for the following disaster assistance programs and services:

- Cora Brown Fund;
- Crisis Counseling Program;
- Disaster Unemployment;
- Temporary Housing Program;'
- Individual and Family Grant Program;
- Internal Revenue Service Tax Relief;
- Hazard Mitigation;
- Veteran's Affairs Assistance;
- Federal Financial Institutions;
- Public Assistance;

Public Assistance Program Responsibilities

City of Lakeport has the responsibility for completion and submittal of the required documents for both state and federal public assistance programs.

Federal Public Assistance Program

The federal public assistance program is authorized under the Federal Disaster Relief Act of 1974, as amended by the Robert T. Stafford Disaster relief and Emergency Assistance Amendments of 1988. The federal program requires a local emergency declaration, state of emergency proclamation, and a federal declaration of major disaster or emergency.

Eligible applicants are state agencies, counties, cities, special districts, K-12 schools, colleges, and private non-profit organizations. The private non-profit organizations include educational, utility, emergency, medical, and custodial care facilities.

Private non-profit organizations which manage and operate essential government service facilities such as community centers, libraries, homeless shelters, senior citizen centers, shelter workshops, and similar facilities that open to the general public are also eligible under the federal public assistances program.

Private non-profit organizations must, when applying for assistance, produce a letter from the Internal Revenue Service (IRS) that grants them tax-exempt status. They must also provide satisfactory evidence from the State of California showing they are a non-revenue-producing organization.

ELIGIBLE WORK PROJECTS

City of Lakeport work projects must be required as a result of a disaster event, and all work projects must be located within the boundaries of the City of Lakeport government system, and be the sole legal responsibility of City of Lakeport government.

There are seven (7) categories of work projects under the federal program:

- Category A: Debris Clearance;
- Category B: Emergency Protective Measures;
- Category C: Street/Road System Repairs;
- Category D: Water Control Facilities;
- Category E: Buildings and Equipment;
- Category F: Public Utility Systems; and
- Category G: Other (Parks, recreational Facilities, etc.)

To qualify under the federal program, removal of debris from privately or publicly owned lands and waters must:

- Eliminate immediate threats of life, public health, and safety;
- Eliminate immediate threats of significant damage to improved public or private property;
- Ensure economic recovery of the affected areas at large.

Measures undertaken to preserve public health and safety must:

- Eliminate or lessen immediate threats to life, public health, and safety;
- Eliminate or lessen immediate threats of significant damage to improve public/private property;
- Eliminate or lessen immediate threats of significant damage to improve public or private property through cost-effective measures.

Examples of emergency protective measures include shelter, temporary repairs, National Guard emergency labor, emergency communications, emergency transportation, and cooperative agreement costs.

Permanent Restoration

Permanent restoration of eligible facilities will be based on the design of such facilities, as they existed immediately prior to the disaster, and will be in conformity with current codes and standards. Standards must:

- Apply to the type of repairs or restoration required
- Be appropriate to pre-disaster use of the facility
- Be in writing and adopted prior to project approval;
- Apply uniformly to all similar types of facilities within the jurisdictional code granting authority.

If a facility is deemed non-repairable by the Federal Emergency Management Agency (FEMA) Region IX Director; approved restoration work shall include replacement of the facility on the basis of pre-disaster design, in conformity with applicable codes and standards for new construction. The FEMA Region IX Director may require and approve funding for restoration of a destroyed facility at a new location when the facility is and will be subject to repetitive heavy damage.

Facilities that were not in active use at the time of the disaster are not eligible except in those instances where the facilities were temporarily inactive due to repairs or remodeling. Reasonable repair costs for equipment are eligible or, if destroyed, equipment may be replaced with a comparable item. Replacement is subject to current fair market value, less salvage and/or insurance recovery.

ELIGIBLE COSTS

Generally, in order for costs of work projects to be eligible, they must be:

- Necessary and reasonable;
- Authorized or not prohibited under state, local, or other federal laws, regulations, or other governing limitations;
- Consistent with policies, regulations, and procedures that apply uniformly to federal assistance and other activities of the unit government;
- Treated consistently through application of generally accepted accounting principles;
- Not allocable to or included as a cost of any other federally financed program;
- Net amount of all applicable credits.

Eligible Wage Costs include

Only overtime and overtime fringe benefits for emergency protective measures performed by force account labor. Regular and overtime wages are eligible for permanent work performed by force account labor. If labor is contracted, whether emergency or permanent work, all costs are eligible. Extra hire costs, Limited Supervisor or management staffs, salaries and Compensatory Time off (CTO).

Eligible Equipment Costs include

Regulations allow for reimbursement for ownership and operation of costs of applicant-owned equipment used to perform eligible work. Reimbursement rates under local guidelines are established from FEMA Schedule of Equipment Rates. Equipment damaged or destroyed as result of the disaster is also eligible. Rental equipment is reimbursed under a reasonableness rate schedule, as determined by FEMA.

Consumable Supplies and Materials and Cooperative Agreements

Consumable supplies that are eligible under the federal program include hand tools, materials, and other supplies used for the work project. Direct costs associated with cooperative agreements are also eligible under the federal program.

Administrative Allowances

Allowances for necessary costs of requesting, obtaining, and administering federal disaster assistance sub-grants are:

- | | | | | |
|------|-----------|--------|-----------|-------------|
| • \$ | 0 | - \$ | 99,999 | 3 percent |
| • \$ | 100,000 | - \$ | 999,999 | 2 percent |
| • \$ | 1,000,000 | - \$ | 4,999,999 | 1 percent |
| • \$ | 5,000,000 | and up | | 0.5 percent |

Applying for Assistance under the Federal Public Assistance Program

Cal EMA is responsible for processing all sub-grants for applicants, including providing technical assistance and advice to sub-grantees; providing state support for damage survey activities; ensuring that potential applicants for assistance are aware of available federal assistance; and submitting documents necessary for grant awards. Cal EMA will conduct briefings for public officials and potential applicants.

The applicant process and requirements within the City of Lakeport are:

- Notice of Interest submittal within 30 days of the federal program activation;
- List of Projects (Exhibit B);
- Resolution Designating an Authorized Representative: and OES Project Application (OES 89).

DAMAGE SURVEY REPORTS (DSR)

Once the OES Project Application is received, a joint State/Federal inspection team comes to the requesting jurisdiction to perform a Damage Survey Report (DSR). The DSR identifies the scope of work and the quantitative estimate of cost of each work project.

The inspection team prepares a DSR data sheet for each project listed on the List of Projects. A project means all work performed at a single site. A large project is a project with an approved estimate of costs of \$43,600 or more. A small project is a project with an approved estimate of costs under \$43,600.

Any damage not shown to the inspection team during initial visit must be reported to the FEMA Region IX Director, through the Governor's Authorized Representative (GAR) within 60 days following the completion of the initial visit. For large projects over \$200,000, a construction-monitoring program must be implemented. Within 45 days of receipt of the application for federal assistance, the DSR's are reviewed by the FEMA Region IX Director and a decision to obligate the funds will be rendered. Once the projects are approved, state OES must submit quarterly progress reports to the FEMA Region IX Director.

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

If there is a disagreement with the inspection team's estimates, it can be indicated with "non-concurrence" with the DSR. In addition to indicating non-concurrence on the DSR form, you may also submit a letter of non-concurrence to State OES. In this letter, include the reasons why you disagree with the inspection team's estimate. Provide as much supporting documentation with your letter as possible. State OES will recommend that FEMA review the DSR to reinstate eligible costs before the DSR is approved. The letter to State OES should include the disaster number, the City of Lakeport Federal Project Application Number (PA Number), and the DSR number(s).

Work Project Funding

To receive payment, the sub-grantee must have a resolution that designates an authorized representative, have filed an OES Project Application, and have a Vendor Data Record (STD 204). Work project funding is subject to FEMA/State Agreement and 75%/125% federal/state and local costs shares, as establish as the minimum under the Federal Stafford Act. Funding of improved projects is subject to the Governor's Authorized Representative's approval. Alternate projects are subject to the FEMA Region IX Director's approval and will be penalized 10%. Payments for administrative allowances and small projects are automatic advance payments (after supplement approval). Payments for large projects must be requested on a "Request for Reimbursement" form (OES 131).

Reimbursement payments are sent in the form of progress payments, withholding 25% until after final inspection or audit.

Completion Deadlines

The following deadlines have been established for each work category:

- | | |
|--------------------|-------------|
| • Debris Clearance | 6 Months * |
| • Emergency Work | 6 Months * |
| • Permanent Work | 18 Months * |

Note: * Dates established from date of disaster declaration.

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

- | | |
|--------------------|-----------|
| • Debris Clearance | 6 Months |
| • Emergency Work | 6 Months |
| • Permanent Work | 30 Months |

The FEMA Region IX Director may, with adequate justification, extend the deadlines beyond these dates. Costs are allowed only to date of last approved time extension:

Final Claim

The applicant must submit the final claim within 60 days of the completion of all approved projects. A state engineer will complete an onsite inspection of all completed projects. A final audit is performed. The applicant must retain all records for six years.

State Natural Disaster Assistance Act Program

The state Natural Disaster Assistance Act (NDAA) Program is authorized under Title 19, Subchapter 5, the Natural Disaster Assistance Act; California Code of regulations. The Act requires a local government to declare a local emergency within 10 days of the incident. For permanent restoration assistance under NDAA, the Director of Cal EMA must concur with the local declaration.

For disaster response and permanent restoration assistance under NDAA, the Governor of California must proclaim a State of Emergency. For matching fund assistance for cost sharing required under federal public assistance programs, the President of the United States must declare a major disaster or emergency.

Eligible Applicants

Eligible Applicants for NDAA include City of Lakeport, City of Clearlake, Lake County, Special Districts, School Districts, Lake County Office of Education, and Community College Districts.

Eligible Work Projects

The following projects are eligible:

- Work projects as a result of a natural disaster (Earthquake, Flood; Fire, etc.);
- The project is performed within area covered by the local emergency declaration; and work project is the responsibility of the applicant agency.

There are seven (7) categories of work projects under the program:

- Category A: Debris Clearance
- Category B: Emergency Protection Measures
- Category C: Street/Road System repairs
- Category D: Water Control Facilities
- Category E: Buildings and Equipment
- Category F: Public Utility Systems
- Category G: Other (Parks, Recreational Facilities, etc.).

ELIGIBLE COSTS

Eligible costs generally include local agency personnel regular hourly wage and overtime costs. Also included are equipment costs, the cost of supplies and materials used during disaster response activities incurred as a result of a state of emergency proclaimed by the Governor. Excluded are the normal hourly costs of regularly assigned emergency services and public safety personnel. Costs to repair, restore, reconstruct, or replace public facilities belonging to local agencies are also eligible. Matching fund assistance for cost sharing required under federal public assistance programs is an eligible cost. Indirect costs, based on the "Indirect Cost Rate Proposal," as approved by the State Controller's Office are an eligible cost (40% maximum, subject to state/local cost sharing).

Eligible Wages

Eligible wages under the NDAA program follow the same guidelines as the federal public assistance program. The state will not assume any regular time costs, which are ineligible under the federal program; the state will cost share any wages, which are eligible for federal program funding.

Eligible Equipment Costs

Actual reasonable equipment rental costs are eligible. Force account equipment may be claimed based on the applicant's own rental schedule or, in the absence of such rate schedule, the current Department of Transportation Labor Surcharge and Equipment Rental Rates.

Supplies, Materials, and Cooperative Agreements

Consumable supplies that are eligible under NDAA include hand tools, materials, and other supplies used for the work project. Costs for work performed under cooperative agreements between local governments are eligible under NDAA, but shall be limited to those costs of the responding entity for which an applicant is legally obligated to pay.

Applying for Assistance

California Emergency Management Agency is responsible for transmitting applications for NDAA to all eligible applicants. State OES will conduct briefings for public officials and potential applicants. Project application for assistance must be filed within 60 days of the date of the local declaration (NDAA Form 1).

The application must include the "List of Projects" (Exhibit E) and a "Resolution Designating an Authorized Representative" (OES 130). In the event of a federal disaster declaration, the federal "Notice of Interest" (NOI) establishes eligibility in both programs.

Damage Survey Reports

A state engineer accompanied by local representatives conducts damage surveys. The engineer prepares a DSR for each project reported on the "List of Projects". The DSR identifies the scope of work and the quantitative estimate of cost of each work project. All damage sites must be reported within the 60-day application period. All sites must be surveyed within the 60 day of the date of a local agency application. Damage Survey Reports are reviewed and approved by the Chief, Disaster Assistance Division. The completed application, with copies of approved DSR's, summary, and a cover letter, will be sent to applicants for review and approval. The "Applicant Approval" forms (Exhibit D) must be returned to State OES within 10 days from date of approval letter.

Supplements to the original application may be approved for substantial errors or omissions, overruns/under runs caused by variations in unit prices (cost adjustments), and changed site conditions and scope adjustments. Changes to small projects will normally be adjusted at the time of final inspection or an offsetting

procedure will be implemented. Supplements should be requested at the earliest possible time and prior to completion of the work in question. Requests for a change in scope must be filed prior to work commencement.

If the applicant does not agree with the inspection team's estimate, the applicant may indicate non-concurrence with the DSR. In addition to indicating non-concurrence on the DSR form, a letter of non-concurrence may be submitted to State OES. In this letter, include the reasons why you disagree with the inspection team's estimate. Provide as much supporting documentation with the letter. State OES will recommend that FEMA review the DSR to reinstate eligible costs before the DSR is approved. The letter to State OES should include the disaster number, the federal Project Application Number (PA Number), and the DSR number(s).

Work Project Funding

Eligible projects are subject to 75%/25% state/local cost sharing. The local share may be waived: Project applications resulting in a state share of less than \$2,500 will not be approved. Replacement provisions of the NDAA operation are similar to those applied for federal "Improved Project". NDAA funds can be used for the local share of a federal "Alternate Project" when the program has been implemented under a federal disaster declaration.

The applicant may receive up to 90% of the estimated State share of a project as an advance. Advances must be requested, using a "Request for Advance" form (NDAA form 3): Applicants are expected to comply, with federal requirements when federal funds are involved. Applicants are expected to fully pursue federal funds otherwise available in the absence of state financial assistance. State funds cannot be used to replace funds lost through noncompliance with other program requirements.

Completion Deadlines

When federal funds are involved, the federal deadlines apply. In the event a Director's concurrence with local declaration or a Governor's proclamation of a state of emergency, the following deadlines will apply from the date of the declaration:

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

Note * Extensions are allowable with adequate justifications

FINAL CLAIM

Applicant must submit final claim within 60 days of completion of all approved projects. A state engineer will complete an on-site inspection of all completed Claims including more than \$50,000 in State assistance will be subject to a field audit. Any funds owed to an applicant by the State will be paid after final determination of eligible costs by State OES, and after review of the final inspection report or audit.

INDIVIDUAL ASSISTANCE PROGRAM RESPONSIBILITIES

Individuals are expected, whenever possible, to provide for themselves and be responsible for their own personal recovery. However; many individuals will expect City of Lakeport to deliver assistance to them well after the disaster. The City of Lakeport, City of Clearlake, and Lake County will assist individuals in any way possible, including, providing them with the Federal Emergency Management Agency (FEMA) .hotline number for individual assistance. A Sequence of Delivery Guide has been developed by FEMA to assist individual assistance. The objective of City of Lakeport is to provide the citizens of the city with all necessary information to help themselves recover from the disaster or emergency. The sequence of delivery appears as follows;

1. Individual actions for assistance (Family; friends, volunteer organizations, churches, etc.)
2. Recovery and Assistance from private insurance carrier
3. FEMA Disaster Housing Assistance
4. United States Small Business Administration Assistance
5. Individual and Family Grant Program Assistance
6. Cora Brown Fund Assistance

INDIVIDUAL ASSISTANCE PROGRAMS

Lakeport City Council's objectives are to provide the city citizens with all the necessary information so they may help themselves recover from a disaster. A brief summary of some individual assistance programs and services are listed below:

American Red Cross

Provides for critical needs of individuals such as food, clothing, shelter, and supplemental medical needs. Provides recovery needs such as furniture, home repair, home purchasing, essential tools, and some bill payments may be provided.

Salvation Army

Provides assistance in mobile feeding, emergency shelter, applicant registration, collection and distribution of clothing and supplies, counseling, language interpretation, and assistance in locating missing persons.

Cora Brown Fund

Funds may be used for disaster related needs that have not or will not be met by government or other organizations that have programs to address such needs. This fund program is administered and awarded through the Federal Emergency Management Agency.

State Department of Ageing

Provides special outreach services for seniors, including food, shelter, and clothing. Individuals may contact the California Department of Ageing for a referral to nearest location,

Crisis Counseling Program

Provides funds for counseling, outreach, and consultation for those affected by the disaster. Individuals should contact the local mental health agency.

State Department of Consumer Affairs

Offers consumer information, investigates and corrects price gouging and provides a toll-free number so consumers can check on license status of contractors.

State Department of Insurance

Provides assistance in obtaining copies of policies and provides information regarding filing claims. Individuals should contact this department direct.

Department of Motor Vehicles

May offer waivers of certain fees. Individuals should contact this department direct.

Department of Veteran's Affairs

Provides damage appraisals and settlements for VA-insured homes, and assists with filing of survivor benefits. Individuals should contact this department direct.

State Employment Development Department

Provides weekly unemployment subsistence grants for those who become unemployed because of a disaster or major emergency. Applicants must have exhausted all benefits for which they would normally be eligible.

State Franchise Tax Board

Following proclamation of a State of Emergency by the Governor, the Legislature authorizes the acceptance of casualty loss deductions within the California tax returns of those affected. Applicants may contact the California Franchise Tax Board direct.

State Board of Equalization

Provides tax relief services, which may allow for the transfer of tax basis to another property, exemptions for property losses, and deferment of a tax bill until the damaged property can be surveyed to reflect its value following a disaster. Individuals should contact the Board of Equalization direct.

Individual and Family Grant Program

Awards grants to individuals or families for disaster-related serious needs, such as moving and storage, medical, dental, funeral, essential personal or real property needs: Eligibility is dependent on the seriousness of need and exhaustion of FEMA and SBA funds. Referral to the program is automatic with FEMA registration and SBA application.

United States Department of Agriculture

Assistance provided includes Federal Crop Insurance, Emergency Conservation Program, Non-Insured Assistance, the Agriculture Conservation program, Emergency Watershed Protection, Rural Housing Service, Rural Utilities Service, and Rural Business and Cooperative Service. Contact Lake County Agriculture commissioner regarding these programs.

Federal Financial Institutions

Member banks of FDIC, FRS or FHLBB may be permitted to waive early withdrawal penalties for Certificates of Deposit and Individual Retirement Accounts.

Internal Revenue Service Tax Relief

Provides extensions to current year's tax return, allows deductions for disaster losses, and allows amendment of previous tax returns to reflect loss back to three years. Individuals should contact IRS direct.

United States Small Business Administration

Provides low-interest disaster loans to individuals and businesses that have suffered a loss due to the disaster. Submit request for SBA loan assistance to Cal EMA Coastal Region.

Temporary Housing Assistance

Provides for transient accommodations, rental assistance, mobile homes, furniture rental, mortgage assistance, and emergency home repairs, Individuals should Contact FEMA to register.

HAZARD MITIGATION GRANT PROGRAM RESPONSIBILITIES

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

The Hazard Mitigation Grant Program (HMGP) fund is based upon a 50% share of the FEMA estimate of all Damage Survey Reports (DSR's) for public assistance work performed, and individual assistance costs. The federal contribution can be up to 75% of the cost of the hazard mitigation project approved for funding, with applications providing match funding through a combination of state, local, or private resources. Hazard Mitigation Grant Program (HMGP) funds cannot be used as the sole match for other federally funded programs.

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

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

Hazard Mitigation Grant Program Eligible projects must:

- Be consistent with the community's long-range hazard mitigation planning goals;
- Represent significant risk if left unresolved;
- Address, when applicable, long-term changes to the areas and entities it protects, and have manageable future maintenance and modification requirements;
- Comply, with all applicable codes and standards for the project locale;
- Have a direct beneficial impact upon the designated disaster area;
- Not fund personnel only, except for short-term projects which result in long-term benefits;

- Not cost more than the anticipated value of the reduction in both direct damages and subsequent negative impacts were future disasters to occur;
- Provide solutions, rather than merely identify or analysis of hazards, unless such constitutes a functional portion of a solution; and
- Provide the most practical, effective, and environmentally sound solution, given a well considered range of options.