

State of Nevada

Response and Recovery Guide For State, Local Governments, and Tribal Nations



Published by:

**Nevada Department of Public Safety
Division of Emergency Management**

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Dear statewide partners:

I am pleased to present the Nevada Division of Emergency Management (DEM) Response and Recovery Guide (RRG) to Emergencies and Disasters. This guide provides an operational framework to coordinate, communicate, and function as a cohesive organization in the event of an incident exceeding the resource capabilities of local, tribal, and state government partners. The purpose of this guide is to identify statewide preparedness principles, concepts, and methodologies for efficient and consistent response and recovery operations.

Where appropriate, this guide supports Nevada's operational entities with a means to effectively manage the incident while maintaining essential services for public safety. Concepts of the National Incident Management System (NIMS) provide the foundation for development of Nevada's standardized approach for response and recovery applied to short- or long-term natural, technical, or human-caused situations resulting in a local, tribal, or state declaration of emergency.

This guide serves to articulate the prescribed actions for the declaration process. It outlines how to conduct of damage assessments, plans, procedures, and requirements for acquiring resources and assistance of federal and state organizations. And it also provides an overview of the individual and public disaster assistance programs, as well as activities intended to mitigate the effects of an emergency or disaster.

All local, tribal, and state organizations with emergency management roles and responsibilities are encouraged to review and incorporate the applicable sections of this guide within the reference section of response and recovery plans and procedures. Future revisions of this guide will be achieved through the collaborative efforts of local, tribal, state, public, private, and volunteer sector organizations. This guidance is on a two-year revision schedule from the date of this letter.

Best regards,

A handwritten signature in blue ink that reads "Caleb S. Cage".

Caleb S. Cage
Chief and Homeland Security Advisor

Capitol Police • Office of Criminal Justice Assistance • Emergency Management/Homeland Security • State Fire Marshal
Records, Communication and Compliance • Highway Patrol • Investigations • Office of Professional Responsibility
Office of Traffic Safety • Training • Emergency Response Commission • Office of Cyber Defense Coordination • Parole and Probation

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Response and Recovery Guide Maintenance

The Response and Recovery Guide maintenance is a steady-state program responsibility of DEM. The process for maintaining the Response and Recovery Guide ensures that all users and stakeholders are given the opportunity to participate in program activities. The maintenance process relies on lessons learned from actual incidents and incident management training and exercises, as well as recognized best practices across jurisdictions and functional disciplines.

The Response and Recovery Guide is reviewed every year and revised to incorporate updates based on lessons learned from exercises, actual incidents, and planned events bi-annually. Proposed changes will be submitted to the appropriate approval authorities for consideration, revision, and publication. DEM is responsible for publishing Response and Recovery Guide revisions through coordination with other State, local, and Tribal shareholders.

Document Change Control

[illegible]

Acronyms

ARC	American Red Cross
BOE	Board of Examiners, State
CAP	Civil Air Patrol
CCP	Crisis Counseling Program (FEMA)
CDBG	Community Development Block Grant
CDC	Centers for Disease Control and Prevention
CFR	Code of Federal Regulations
DEM	Division of Emergency Management, Nevada
DHS	Department of Homeland Security
DMA	Disaster Mitigation Act
DRA	State Disaster Relief Account
DRC	Disaster Recovery Center
DUA	Disaster Unemployment Assistance
EA	Environmental Assessment
EAA	State Emergency Assistance Account
EHP	Environmental and Historic Preservation
EMAC	Emergency Management Assistance Compact
EMI	Emergency Management Institute
EMPG	Emergency Management Performance Grant
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
FCO	Federal Coordinating Officer
FEMA	Federal Emergency Management Agency
FHMO	Federal Hazard Mitigation Officer
FHWA	Federal Highway Administration
FMA	Flood Mitigation Assistance Program
FSA	Farm Service Agency
GAR	Governor's Authorized Representative
GIS	Geographic Information System
HAZMAT	Hazardous Materials HAZUS Hazards United States
HMGP	Hazard Mitigation Grant Program
HSEEP	Homeland Security Exercise and Evaluation Program
HSPD	Homeland Security Presidential Directive
HUD	Department of Housing and Urban Development
IA	Individual Assistance
IC	Incident Command or Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IFC	Interim Finance Committee, State
IMAS	Intrastate Mutual Aid System
INF	Immediate Needs Funding
IHP	Individuals and Households Program (FEMA)

JFO	Joint Field Office
JIC	Joint Information Center (or Joint Public Information Center, JPIC)
JIS	Joint Information System
JOC	Joint Operations Center
JPDA	Joint Preliminary Damage Assessment
LCB	Legislative Counsel Bureau
LEOP	Local Emergency Operations Plan
LEPC	Local Emergency Planning Committee
NANG	Nevada Air National Guard
NDOT	Nevada Department of Transportation
NHPA	National Historic Preservation Act
NVNG	Nevada National Guard
NEMA	National Emergency Management Association
NEPA	National Environmental Policy Act of 1969
NFIP	National Flood Insurance Program
NOAA	National Oceanic and Atmospheric Administration
NVOAD	National Voluntary Organizations Active in Disaster
NRCS	Natural Resources Conservation Service
OMB	Office of Management and Budget
PA	Public Assistance
PAPPG	FEMA Public Assistance Program and Policy Guide
PAO	Public Assistance Officer
PDA	Preliminary Damage Assessment
PDM	Pre-Disaster Mitigation
PNP	Private Non Profit
PW	Project Worksheet
SBA	Small Business Administration
SCO	State Coordinating Officer
SEOC	State Emergency Operations Center
SFHA	Special Flood Hazard Area
SHPO	State Historic Preservation Officer
SOP	Standard Operating Plan/Procedures
TEOP	Tribal Emergency Operations Plan
THPO	Tribal Historic Preservation Officer
USACE	U. S. Army Corps of Engineers
USC	United States Code
VOAD	Volunteer Organizations Active in Disasters

EXECUTIVE OVERVIEW (EO)

EO 1 - General Concepts

The purpose of this guide is to provide state, local and tribal governments with a reference guide of procedures for effectively responding to and recovering from an emergency or disaster. Emergencies are categorized into one of three general types: minor, major, or catastrophic. An emergency is defined in NRS 414.0345 as:

“Emergency” means an occurrence or threatened occurrence for which, in the determination of the Governor, the assistance of state agencies is needed to supplement the efforts and capabilities of political subdivisions to save lives, protect property and protect the health and safety of persons in this state, or to avert the threat of damage to property or injury to or the death of persons in this state. (Added to NRS by 1999,1242)

“Disaster” means an occurrence or threatened occurrence for which, in the determination of the Governor, the assistance of the Federal Government is needed to supplement the efforts and capabilities of state agencies to save lives, protect property and protect the health and safety of persons in this state, or to avert the threat of damage to property or injury to or the death of persons in this state (NRS 414.0335).

The State assumes and implements an all-hazards approach in its efforts of prevention, mitigation, preparedness, response and recovery. The basic details to provide initial government response and recovery efforts for all potential disasters are incorporated within this guide.

EO 2 - Situation and Assumptions

- The jurisdictions in the State of Nevada differ greatly in population, geography, threats and abilities to respond to routine and catastrophic events.
- Due to the uniqueness of the jurisdictions in Nevada, the State approaches emergency management with the philosophy that, “All emergencies are local.”
- Local jurisdictions plan to the threats that have been identified locally and prepare for emergencies based on local priorities.
- The conduct of prevention, mitigation, preparedness, response, and recovery efforts is locally managed with regional, state and federal support.
- If an event exceeds the capabilities of resources at the local level, the jurisdiction will request assistance from the next higher level of government for coordination of effort.

EO 3 - Authorities

- Robert T. Stafford Disaster Relief and Emergency Assistance Act Public Law 93-288, as amended, 42 U.S.C. 5121-5207, and Related Authorities;
- Nevada Revised Statutes 414;
- Nevada Revised Statutes 414A; and
- Nevada Revised Statutes 239C

EO 4 - Response

The response phase of a disaster involves actions taken to save lives, preserve health, protect public infrastructure, and prevent property damage. Typically, local and tribal resources are sufficient to manage emergency situations. However, depending on the nature of an event, resources can rapidly become overwhelmed.

During the response phase, if it is determined additional help is necessary, local and/or tribal government should communicate the magnitude and severity of the situation to the State, the extent to which its resources (and resources obtained under mutual aid) have been committed, what additional resources are required.

Local and/or tribal governments may, and are encouraged to, request the deployment of a State Liaison Officer (LNO) as soon as reasonably possible to assist in providing emergency management technical assistance, developing situational awareness, identifying and processing resource needs, assisting with initial assessment of damages, assist in determining if the disaster has escalated to the level that qualifies for a Governor's Declaration of Emergency, and coordinating state response efforts. In some instances, depending on extenuating circumstances, a State LNO may be deployed to provide state officials an assessment of potential state response and recovery needs prior to a request by local and/or tribal government officials.

Local and/or tribal governments may, and are encouraged to, request the deployment of a State Preliminary Damage Assessment (PDA) team as soon as reasonably possible to conduct detailed assessment of damage, provide additional technical assistance and further help to determine if the disaster has escalated to the level that qualifies for a Governor's Declaration of Emergency and other state and Federal assistance.

This process will also assist the State in determining whether to seek a Presidential Declaration of Disaster. Expediency in obtaining State and Federal assistance (when applicable) is critical to a more efficient response and recovery process. The Stafford Act (401) requires that: "All requests for a declaration by the President that a major disaster exists shall be made by the Governor of the affected State within 30 days."

EO 5 - Recovery

Local jurisdictions and tribal nations are encouraged to prepare and plan for short, intermediate and long-term recovery in advance of an event. Templates and more information can be found in the Nevada Disaster Recovery Framework. DEM assists with programs that may be available for both pre and post disaster events.

The Nevada Disaster Recovery Framework identifies activities in four phases of disaster recovery:

- Pre-Disaster Planning and Preparedness (Preparing to recover from a disaster);
- Post-Disaster Short-Term (Efforts to stabilize the community);
- Post-Disaster Intermediate (Efforts to rebuild from the disaster); and
- Post-Disaster Long-Term (Efforts to revitalize impacted communities for long-term resiliency and sustainability).

Figure 2-1 below illustrates the overlapping nature of disaster recovery efforts.

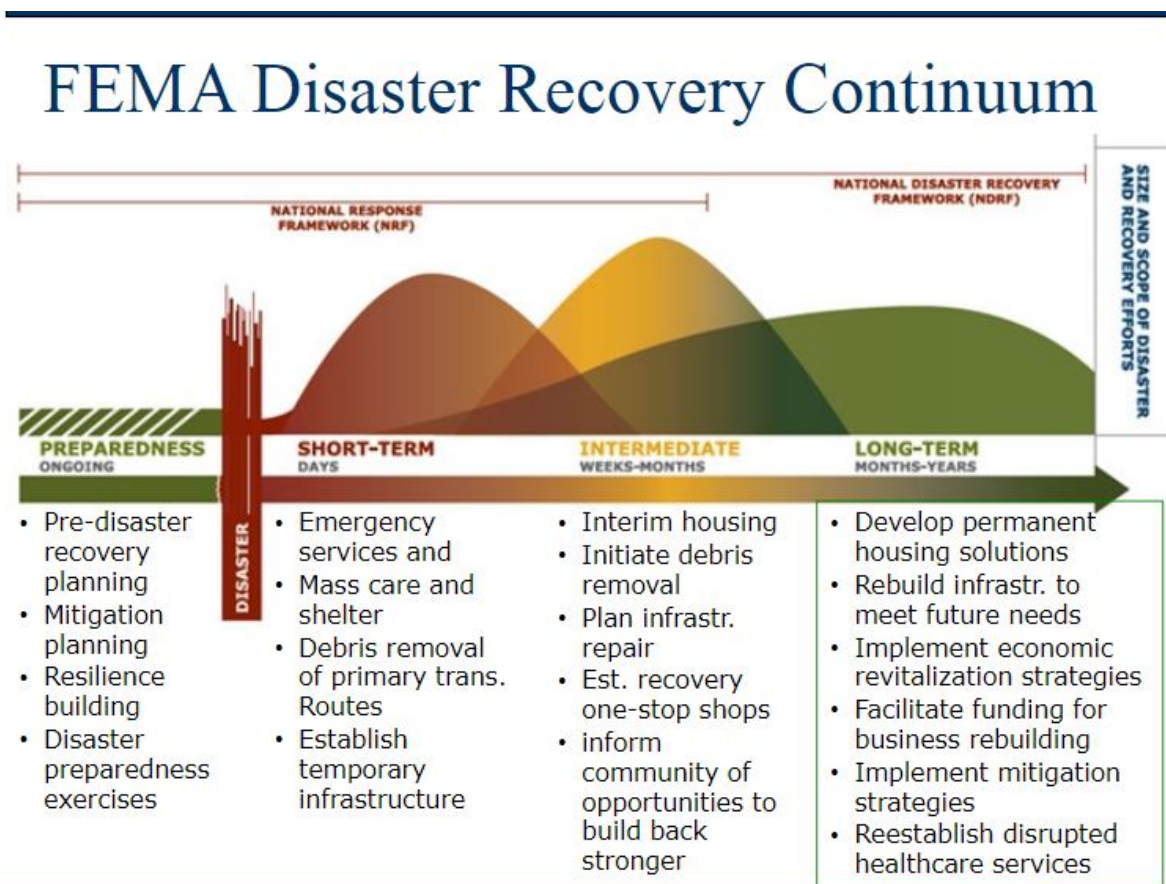


Figure 2-1. FEMA Disaster Recovery Continuum

Local and/or tribal governments play the lead role during the recovery phase as the first line of contact for the citizens and visitors within a community, as well as communication of local concerns and issues to be coordinated with State and Federal agencies. In this document, reference to a local government, jurisdiction or emergency manager includes a tribe or tribal nations.

Mitigation measures begin during this phase with intent to reduce a community's vulnerability to similar disasters that may occur in the future. In the evaluation of local and tribal government emergency operations and hazard mitigation plans, communities consider the lessons learned from disasters when developing updated and improved protective measures for future disasters.

Two items stand above all others in the order of importance for successfully handling response to and recovery from emergencies and disasters:

1. If you are in doubt about whether to declare an emergency or disaster, **declare**.
2. At the onset of an emergency or disaster, immediately begin keeping records of expenses incurred and actions taken (human resources used, equipment dispatched, hours worked, etc.). It cannot be over emphasized that detailed records are essential for audit purposes and reimbursement of expenses. Please remember, the intent of reimbursement from federal and state is supplemental, usually at a cost share to the affected jurisdiction.

Although this Disaster Response and Recovery Guide covers many topics in a broad manner, for these programs to be truly effective, government officials are strongly encouraged to develop plans, procedures, and checklists for their own agencies.

For additional assistance or detail about programs mentioned in this guide, please contact the Nevada Division of Emergency Management (DEM). Our staff will be glad to help you and we welcome any suggestions you may have for improvement of this guide.

SECTION 1

RESPONSIBILITIES, CONDITIONS, AND ACTIVATIONS

1.1 Responsibility

Initial response to emergencies and disasters is the responsibility of the appropriate local jurisdiction. The expectation is that the jurisdiction has exhausted their ability to respond to the incident before requesting aid from the next higher level of government. When the size or complexity of an emergency threatens to overwhelm local capabilities, mutual aid may be utilized to request assistance from other political subdivisions, special districts, state agencies, and tribal nations within the State of Nevada. The assistance provided may be through local mutual aid agreements or through the Nevada Intrastate Mutual Aid System (IMAS).

When utilized in the event of emergency or disaster at all levels of government, the IMAS is designed to be utilized after a Participant has exhausted ALL of their respective local automatic aid and mutual aid agreements, also known as “Friends and Neighbors.” Friends and Neighbors are local agencies or jurisdictions with whom a jurisdiction either shares a border or has a local agreement. However, there may be situations where no other automatic or mutual aid agreement exists and the IMAS may be used for those incidents. (NRS 414A.130)

DEM may deploy a State Liaison Officer (LNO) to assist the jurisdiction with emergency management technical assistance, resource management, developing and maintaining situational awareness, and initial damage assessment upon request of the local jurisdiction or SEOC staff.

1.2 Local or Tribal Responsibilities

The responsibilities for local or tribal jurisdictions include establishing a program for emergency and disaster mitigation, preparedness, response and recovery that provides capabilities and resources allowing the community to respond to and recover from most situations without requesting outside assistance.

a. The **local** official:

- i. Prepares personnel, vehicle and equipment inventories and forwards copies to the County Emergency Manager.
- ii. Establishes emergency communications capabilities with the County Emergency Manager.
- iii. During an emergency or disaster or as may be necessary, shall be in communication with the County Emergency Manager. If necessary, a designated authorized representative may assume this duty.

- iv. Will be responsible for coordinating mutual aid resource requests within their jurisdiction.
- v. Shall keep the County Emergency Manager informed of status of operations in their jurisdiction.
- vi. Evaluates requests for assistance, determines the local sources for such assistance, and initiates appropriate response. If the need is beyond the City or Special District's capability, he/she will request assistance from the County Emergency Manager.
- vii. Collect and save all data and paperwork. Establish a system to document any costs incurred in response to and recovery from the emergency or disaster, including but not limited to;
 - o Dispatch logs;
 - o Force account labor timesheets;
 - o Payroll records;
 - o Equipment timesheets;
 - o Materials purchased or expended;
 - o Emergency operation costs;
 - o Contracts; and
 - o Related expenses

b. County/Tribal Emergency Manager:

- i. Aids and encourages the development of emergency operational plans within his/her area.
- i. Maintains awareness of local automatic and mutual aid agreements in use within the County or tribal nation.
- ii. Encourages use of Interagency Emergency Communications (IEC) and State Communications Plan.
- iii. Maintains an up-to-date inventory of resources available for mutual aid within the area for use in dispatching. Compiles and forwards this information to the State Mutual Aid Coordinator annually.
- iv. During an emergency or disaster or as may be necessary, shall be in communication with the State Duty Officer or the State Emergency Operation Center (SEOC) Manager when the SEOC has been activated. If necessary, a designated authorized representative may assume this duty.

- v. Will be responsible for coordinating mutual aid resource requests within the County.
- vi. Shall keep the State Duty Officer or SEOC Manager informed of status of operations within their area of responsibility.
- vii. Evaluates requests for assistance, determines the local sources for such assistance, and initiates appropriate response. If the need is beyond the County or tribes capability, he/she will request assistance from the State Duty Officer or SEOC Ordering Manager and advise the requesting jurisdiction of his/her action.
- viii. Collect and save all data and paperwork. Establish a system to document any costs incurred in response to and recovery from the emergency or disaster, including but not limited to;
 - o Dispatch logs;
 - o Force account labor timesheets;
 - o Payroll records;
 - o Equipment timesheets;
 - o Materials purchased or expended;
 - o Emergency operation costs;
 - o Contracts; and
 - o Related expenses

The County/Tribal Emergency Manager is not responsible for any direct emergency response operations. The local official in whose jurisdiction the emergency exists shall remain in full charge of all emergency response resources, manpower, and equipment furnished for mutual aid operations.

Sample forms are provided in this guide in the appendices.

1.2 State Responsibilities

The responsibilities for the State include the following:

a. The State Duty Officer:

- i. Monitors ongoing emergency situations, anticipates needs, and prepares for use of inter-regional mutual aid resources, establishing priorities and authorizing dispatch.
- ii. In accordance with the State Duty Officer Procedures and the SEOC Standard Operating Guidelines, organizes, staffs, and equips the SEOC and alternate facilities necessary to ensure effective statewide

coordination of mutual aid resources, response and recovery operations.

- iii. In accordance with the State Duty Officer Procedures and the SEOC Standard Operating Guidelines, coordinates the application and use of other Participant resources during an emergency or disaster.

b. State Emergency Operations Center (SEOC) Activation

The activation of the SEOC occurs in order to support emergency conditions with State owned resources, to provide technical expertise, as well as to coordinate information.

The conditions that are evaluated for initiating an activation of the SEOC are subjective to each emergency event and its severity and are driven by mission complexity and scope.

Typically, activation occurs when the Duty Officer confers with the DEM Chief indicating a level of activity that is overwhelming, or the need associated with the type emergency is complex and better suited for a multiagency response. Catastrophic emergencies will prompt activation just by the nature of the conditions typically associated with the type of incident. Activation of the SEOC is based upon a decision process and is not automatically done due to any particular conditions.

It is important to understand the flexible nature of the SEOC, and it is incumbent upon SEOC Manager and Section Chiefs to anticipate the need to expand and contract their support structure based upon the mission.

SEOC Activation Levels

The SEOC is activated to an appropriate level during an event or incident. Dependent on the incident type and needs of the affected jurisdiction, the SEOC is activated to one of the following:

- **Steady State (Daily Operations):** This is the normal operational state of the SEOC day to day, staffed with a State Duty Officer on a 24-hour basis.
- **Partial activation:** Selected ESF personnel are notified. The SEOC will be staffed by Division of Emergency Management personnel, necessary ESF staff, and external partners, as required.
- **Full activation:** All primary and support agencies are notified. The SEOC is staffed by Emergency Management personnel, ESF staff, and external partners.

SECTION 2

LOCAL, STATE, AND FEDERAL RESPONSE

2.1 Local Response

Local government responds with all available resources to save lives, preserve health, protect public infrastructure and prevent damage to property. This includes any resources available through local automatic or mutual aid agreements. Resources are identified as equipment, personnel, and funding necessary to respond. When depletion of resources becomes eminent, a request for assistance is forwarded to the State.

2.1.1 Initial Response Procedure

- Consult a copy of the local/tribal emergency operations plan, notify public officials;
- Establish incident command;
- Alert and warn citizens/visitors of safety measures and hazards respectively through utilization of public information systems or any other means necessary to ensure the safety of the public;
- Determine if additional resources are necessary to mitigate the incident that is beyond the local jurisdictions ability to provide. If so, those requests for additional resources may be coordinated through the DEM Duty Officer or SEOC; and
- Develop and maintain situation reports for distribution to local and state authorities ([See Appendix 1](#)).

Collect and save all data and paperwork to document costs incurred in response to and recovery from an emergency or disaster – including dispatch logs, labor, timesheets, payroll records, equipment records, emergency operations costs, contracts and related expenses, etc. See appendix 8 Sample Forms

2.1.2 Rapid Assessment

Expeditious reporting of local damages is encouraged to support SEOC coordination of recovery staffing and technical assistance.

A rapid assessment is normally conducted within the first 24 hours of an incident to determine injury/death of persons and damage to public infrastructure, essential lifelines, and property. This process may also be referred to as a "windshield assessment," "ground assessment," "rapid impact assessment," or

"situation analysis." Information obtained through this process becomes the initial milestone for requesting assistance from the State, and for preparation of a local/tribal declaration of emergency. This should not be interpreted as mandatory to obtain State assistance when there is a threat to life. While this process must be performed at some point, when reasonably possible, response for any threat to life will supersede any and all policy or procedural requirements until the situation is completely eliminated. When performing a rapid assessment:

- i. Ensure a knowledgeable person such as an engineer, superintendent, public works director or other appropriate representative accompanies the Rapid Damage Assessment team(s). This person must have knowledge of work already done as well as all damaged facilities needing work. Note: For larger scale emergencies and disasters, it may be necessary to provide more than one local representative as there may be more than one Rapid Damage Assessment team.
- ii. Prepare a list of damages to include the categories below:
 - a) Debris Removal;
 - b) Emergency Protective Measures;
 - c) Road Systems;
 - d) Water Control Facilities;
 - e) Public Buildings and Equipment;
 - f) Public Utilities; and
 - g) Parks, Recreational, and Other
- iii. Mark damage locations on a suitable map and develop a route of travel to each site. Use of GIS mapping is encouraged.
- iv. All damage sites shall be identified by the applicant before the State PDA Team arrives.
- v. Have photographs, of each damage site available for Rapid Damage Assessment team members, especially where work has already been performed.
- vi. Provide evidence of insurance and policy information to include proceeds received or anticipated.
- vii. If damaged facilities are to be restored in accordance with adopted codes or standards different for the original construction, provide inspectors with copies of appropriate standards.

Notify the State as soon as possible, but no later than 30 days from the date of the initial State inspection, of any additional damage that has been identified.

Considerations for a rapid assessment are as follows:

- Determine efficiency of initial response (i.e., life safety and preservation, infrastructure/property protection, utility restoration, transportation, sheltering, feeding, search and rescue, etc.),
- Determine the size of the affected area (typically identified through information gathered by first responders, emergency management staff, and staff of other governmental agencies involved in response),
- Determine the number of casualties to assist in establishing appropriate care and medical needs,
- Determine extent of damage and assign an estimated cost for each category (i.e., public infrastructure, private property, business/industry, etc.), and
- Record all information and supporting documentation (notes, pictures, video, etc.) as this information will also be helpful in identifying the potential for need of additional assistance.

2.1.3 Factors for Determination of Further Need

To assist in determining whether there is a need for seeking additional resources external to a local government (i.e., State or Federal), there are five classifications that the State utilizes which are only intended to be used by local government as a guideline in determining the level of assistance anticipated to be necessary. See [Section 3 Declaration Process](#) for details.

When a local jurisdiction responds and recovers within its local resources, the process stops at this point. In most instances a local jurisdiction can meet needs with existing resources and by utilizing mutual aid relationships. In the event that an incident expands beyond the local jurisdiction's capabilities, regional and state assistance may be required.

Refer to the Nevada Intrastate Mutual Aid System (NIMAS)

Regional and/or state assistance is supplemental to, and not a substitute for, local government response, restoration and recovery responsibilities. When a local government determines regional and/or state assistance is necessary, a well-documented request shall be submitted to DEM containing the following information:

Regional and/or state assistance is supplemental to, and not a substitute for, local government response, restoration and recovery responsibilities. When a local

government determines regional and/or state assistance is necessary, a well-documented request shall be submitted to DEM containing the following information:

1. A current copy of your emergency or disaster declaration,(this is not necessary to utilize NIMAS;
2. A situation report;
3. An initial and/or rapid assessment report; and
4. A list of resources already committed to the incident whether owned by the local jurisdiction or acquired through automatic and mutual aid agreements (friends and neighbors).

Available assistance is always contingent on a verifiable request submitted in a timely manner. DEM will then coordinate with those agencies to ensure available assistance is provided.

The Governor, as Commander in Chief of the Nevada National Guard (NVNG), has the authority to use the NVNG in assisting state and local authorities during any emergency or disaster. Based on other additional resources available within the state, and response time, the Governor can deploy the NVNG at any point throughout an emergency or disaster. When local jurisdictions need to secure services of the NVNG, the request must go through the SEOC. NVNG resources may be deployed with a monetary cost assigned to them.

Who makes the request:

A request made to DEM for regional and/or state assistance must be made by the local Emergency Manager or designee. In many jurisdictions, the Sheriff or the Fire Chief may also contact DEM to request assistance. For the purposes of this document we will refer to the local emergency manager.

Who to contact:

- **DEM Duty Officer 24-hour Emergency Number (775) 687-0498, or**
- **DPS Dispatch backup number (775) 687-0400**

2.2 State Response

The DEM Chief has the statutory authority to act on behalf of the Governor under NRS 414 to assist local jurisdictions in times of need. Assistance from DEM can come in many different forms: Information, technical assistance, resource coordination and mobilization (local to local, state agency to local).

When an incident occurs that the local jurisdiction cannot effectively handle or has a reasonable expectation of exhaustion of resources, including resources available through local, automatic, or mutual aid agreements, DEM encourages the local emergency manager to request assistance from the next higher level of government prior to reaching out to DEM for assistance. Initial contact will be made to the DEM Duty Officer. The DEM Duty Officer will assign an incident number to track the activities related to the reported incident. **The issuance of this incident number does not indicate nor guarantee financial responsibility for the deployed resources by DEM or the State of Nevada.** Should a cost be incurred, DEM will consult the local jurisdiction for approval prior to mobilization of the resource.

Initial contact with DEM most likely is verbal. At a minimum, coordination conference calls between the DEM Duty Officer/SEOC and the affected jurisdiction will take place once per day or per operational period in the case of a multi-day event. As an event develops, a written Incident Action Plan (IAP) and situation report will be expected from the local emergency manager. If the incident is prolonged, periodic situation reports will be required as determined by the incident. See [Appendix 1](#) for template.

DEM maintains and coordinates a number of agreements in partnership with local governments that allow for the mobilization of resources to assist impacted jurisdictions. For example: NRS 414A - Nevada Intrastate Mutual Aid System, and the authorities granted under NRS 414 to task Emergency Support Function (ESF) agencies, etc. These resources may come with an expectation of reimbursement.

DEM participates in the Emergency Management Assistance Compact (EMAC) which allows for the sharing of resources between states once a Governor declares an emergency. An EMAC request can be made prior to engaging a federal response (i.e., FEMA) or in conjunction with a federal response.

Any resources deployed to the impacted jurisdiction will be documented on a Resource Request Form (RRF) and assigned a Resource Number. Should the incident escalate into a partial or full activation of the SEOC, the ordering of resources will transfer from the DEM Duty Officer to the Ordering Manager in the Logistics Section of the SEOC.

2.2.1 Reimbursement of Eligible Costs under State Program

Reimbursement for costs of repairing damages under state programs is based on the specific criteria to determine eligibility. Damaged property is subject to the following eligibility requirements:

1. **Ownership:** The applicant must own the damaged property or must furnish written proof that he had responsibility for repair and maintenance of the damaged property at the time of the disaster.
2. **Location:** Damaged sites must be located within the designated disaster area.
3. **Time of damage:** The damage must have been caused by the disaster.
4. **Maintenance:** The applicant may be required to furnish proof that the property received proper and reasonable maintenance prior to the disaster.

Damage resulting from negligence or lack of maintenance is eligible

5. **Minimum damage:** FEMA and federal programs sets minimum eligibility of damages per site updated annually based on the Consumer Price Index.
6. **Facility Use:** At the time it was damaged, the facility must have been in active use.
7. **General Insurance:** Disaster repair costs covered by insurance are not eligible. Total repair costs will be reduced by the amount of insurance coverage. Deductible and depreciation are eligible.
8. **Flood Insurance:** Flood damages to an insurable structure are eligible for assistance the first time if they are not insured. However, the recipient of assistance will be required to obtain flood insurance as a condition for receipt of such assistance. For any future events, the amount of assistance will be reduced by the amount of flood insurance coverage or by the maximum amount of coverage that would have been available if insured, whichever is greater.
9. **State Assistance Exclusion:** Costs incurred are not eligible for State funding, with the exception of matching funds, when covered by federal programs.
10. **Negligence:** Any damage caused by negligence of the applicant is not eligible.

11. **Insurance Commitment:** General hazard insurance commitment is required in an amount equal to the damages when repair costs exceed \$5,000. Labor Eligibility - Overtime hours expended on Debris Removal and Emergency Protective measures categories are eligible for reimbursement. Regular hours (straight time) worked by in-house (force account) laborers are NOT eligible for reimbursement under these two categories.

The Preliminary Damage Assessment (PDA) is a venture between the local and state governments to document the impact and magnitude of the disaster on both private and public sectors. DEM has primary responsibility to provide technical assistance for the assessment which is a more detailed review of the affected area and augments the rapid assessment previously completed by the locals. The results will be used to determine whether assistance from the state or other sources is necessary for the recovery of the affected area.

The DEM will activate State PDA Team upon request of the affected jurisdiction(s) to complete this assessment. The STATE PDA TEAM operates under NRS414.080 Mobile Support Unit.

Before the arrival of the STATE PDA TEAM, in order to expedite the damage assessment process, the local jurisdiction should appoint a local representative knowledgeable about the affected area. For larger scale emergencies or disasters, it may be necessary to provide more than one local representative.

The STATE PDA TEAM will:

1. Provide technical assistance to local agencies.
2. Meet with the individual who is coordinating the local preliminary damage assessment (PDA) and obtain a list of the areas to be inspected, local contacts and local damage estimates.
3. Secure maps illustrating damage sites.
4. If time permits, visually inspect all damaged sites.
5. Document the damage category, location, description of damage and damage estimate of each site.
6. Develop the damage estimate on the using, local estimate, engineers estimate, or unit price or lump sum estimates from the FEMA Cost Code Listing
7. Take photographs of all sites inspected and collect photographs from the local jurisdiction on all sites, before and after shots if available

8. Record impact information to include health, economic, transportation, loss of public service, etc.
9. Record status of repair work for each site inspected on the PDA Form.
10. Upon completion of the visual inspection, total the damages inspected
11. Collect evidence of local insurance and policy information to include proceeds anticipated or received.
12. In conjunction with local representatives, prepare a summary report of findings.
13. Report findings to the SEOC Operations Section, and Recovery Branch Director at the end of each inspection day.

In accordance with Nevada Revised Statute, Chapter 353.27553.(b)(2), a State PDA report from the STATE PDA TEAM Team with a recommendation that the event constitutes a disaster is a requirement if a state agency or local jurisdiction wishes to submit an application to the State Disaster Relief Account. The application is submitted to the Department of Administration, Budget Division, and the Legislative Interim Finance Committee. In the event the State seeks a Presidential Disaster Declaration, the information contained within the PDA report is utilized in the form of justification for the request. The PDA report can also be utilized for planning and coordination relative to the deployment of resources.

See State Comprehensive Emergency Management Plan,
Section 6.3 - Damage Assessment.

Based on the summary report of the local and state PDA findings, the Chief of DEM will prepare recommendations to submit to the Director of the Department of Public Safety then to the Governor. The Governor will use the results of the PDA and other information as the basis for declaring a state of emergency or requesting federal disaster assistance. Examples of the PDA Forms and Summary Sheets can be found in [Appendix 3, Preliminary Damage Assessment and Joint Damage Assessment](#) for completion.

2.3 Federal Response

If the state determines the situation is beyond its capability to save lives and protect property, it is appropriate to request assistance from the federal government.

The factors that must occur to request federal assistance are:

1. The declaration of an emergency or disaster from the Governor.

2. Expectation of exhaustion of resources, including mutual aid.

If the magnitude of the incident becomes greater than the state's capability, the governor may request the Federal Emergency Management Agency (FEMA) petition the President of the United States to approve a Presidential declaration. A first step in seeking approval for a Presidential declaration is to conduct a Joint Preliminary Damage Assessment (JPDA).

2.3.1 Reimbursement of Eligible Costs under Federal Program

A team of local, state and federal personnel conducts the JPDA. The JPDA is a specific process used to gather supporting information for the Governor's request for a Presidential Disaster Declaration. The JPDA is conducted after the state determines that the response to the disaster exceeds the local and state's ability to respond to the needs of local governments and a State of Emergency or Disaster has been declared by the Governor.

The JPDA may take several days to establish the official estimates of damage to homes, businesses and infrastructure, plus the dollar values of losses. The JPDA includes the overall economic impact, demographic information, and comparison of insured versus uninsured losses and the commitment level of local and state resources.

In less severe events, the PDA process is necessary for FEMA officials to justify the request for a Presidential declared disaster. However, catastrophic disasters often result in an expedited declaration that allows the President to initially bypass the JPDA process. When this occurs, necessary assistance and resources can support the affected area quickly. The JPDA is completed later to document the scope of the disaster and determine additional resources needs.

The JPDA team should plan its inspections with priorities set so that the jurisdictions are inspected in order of greatest to least damage.

A Presidential declaration requires damages to meet federally established indicators and guidelines. The JPDA process continues after the damage indicator is reached and the Governor sends the declaration request to the FEMA Regional Administrator. Additional jurisdictions may be added to the declaration at a later date but the initial goal is to get the declaration requested as quickly as possible.

Please see [Appendix 3, Preliminary Damage Assessment and Joint Preliminary Damage Assessment](#) for the Joint PDA form and summary report.

SECTION 3

DECLARATION PROCESS

Note: Instrumental in beginning the recovery process and establishing eligibility for disaster assistance programs.

3.1 Process

Assistance provided through a declaration is supplemental, and is intended for situations where the appropriate response and recovery is beyond the capability of the state and affected local governments in which the emergency or disaster occurs.

3.2 City Government

Emergency or disaster response agencies from city government will respond to an emergency or disaster within their corporate limits and coordinate activities in accordance with their standard operating procedures (SOP), emergency operating plan (EOP), and mutual aid agreements.

When an emergency or disaster situation is, or is likely to be, beyond the scope of control of the city, the mayor or city council may declare an emergency or disaster. The local declaration and any requests for assistance should be forwarded to the County Emergency Manager.

When a local emergency or disaster has been declared, the mayor has the authority to impose all necessary regulations to preserve the peace and order of the city.

A sample county/city/tribal resolution form is provided as a model for this purpose in [Appendix 5, Local Declaration Sample Forms](#).

3.3 County Government

Upon receipt of the declaration of an emergency or disaster from an incorporated city of the county or tribal nation, the County Emergency Manager should:

- Provide available assistance to contain the incident (e.g., law enforcement, public works, health, etc.);
- Notify DEM Duty Officer that a situation exists that may require additional regional and/or state resources; and
- Notify DEM that a situation exists that may require the declaration of a local/county emergency or disaster.

In the event a situation exists in the unincorporated portions of the county that may affect lives and property, the county will take necessary measures to stabilize the situation, utilizing all county government resources.

If the situation, either on tribal nation lands, incorporated or unincorporated portion of the county is beyond the capability and resources or there is reasonable expectation of exhaustion of resources, the chairman of the board of county commissioners or tribal chairman/board may declare an emergency or disaster.

The County Emergency Manager will notify DEM that the county has declared an emergency or disaster, and that the county has implemented its EOP. The notification should state that the county has committed all available resources. If state supplemental assistance is needed to assist the county's response effort, the type of assistance should be clearly stated. The declaration and request for state assistance may be provided verbally and then submitted in writing to DEM.

A sample county declaration form is provided as a model for this purpose in [Appendix 5, Local Declaration Sample Forms](#).

3.4 Tribal Nation

Tribal nations located within Nevada are recognized as sovereign. The residents of these tribal nations are also citizens of the state and county within which they reside.

An emergency or disaster may occur for which the members of the tribal nation cannot provide satisfactory resolution. Emergency or disaster response agencies from tribal government will respond to an emergency or disaster and coordinate activities in accordance with their SOP, EOP and mutual aid agreements.

County/state/federal involvement for resolution of the situation requires that the tribal nation/tribe request assistance using the same procedures as any other incorporated community within a county. As of July 1, 2015 federally recognized tribes in Nevada may opt-in to the Nevada Intrastate Mutual Aid System (NRS 414A) by resolution of their tribal government. Through this resolution the tribe is afforded all the rights and privileges provided for in NRS 414A for the purposes of mutual aid. However, if a tribe has not opted in to NRS 414A the tribe must provide an agreement which grants immunity to first responders from cities and counties of this State and for responders from state agencies who enter onto tribal enclaves. These agreements should be established with the various agencies before an emergency or disaster.

Tribal nations can apply through the county, state, or directly to FEMA. They must have a state of emergency or disaster declaration from the Governor to request a Presidential declaration.

A sample tribal nation declaration form is provided as a model for this purpose in [Appendix 5, Local Declaration Sample Forms](#).

3.5 State Government

Upon notification that the local jurisdiction or tribal nation is seeking state assistance, the Governor may declare a State of Emergency or Disaster and implement all or portions of the State Comprehensive Emergency Management Plan (SCEMP).

- The Governor may declare an emergency or disaster in the absence of a local request.
- Emergency or disaster declarations shall indicate the nature of the emergency or disaster, areas threatened, areas subject to the proclamation, and the conditions that are causing the emergency or disaster.

If the Governor is considering requesting a declaration of disaster from the President of the United States, DEM will coordinate with the appropriate state and local officials to prepare the state's request for federal assistance.

Coordination activities may include:

- Advise the Federal Emergency Management Agency (FEMA) Region IX Administrator if the Governor requests or intends to request a Presidential Declaration.
- Survey the impacted area using JPDA representatives of local, state, and FEMA to determine the extent of private and public damage sustained in the affected areas.
- Estimate the types and extent of federal disaster assistance required
- Consult with the FEMA Regional Administrator on eligibility for federal disaster assistance.

Only the Governor can originate the request for a presidential declaration. The Governor's request must be based upon a finding that the situation is of such severity and magnitude that effective response is beyond the capabilities of the state and the affected local governments or tribal nations, and that federal assistance is necessary. The Governor must furnish information on the extent and nature of state resources that have been or will be used to alleviate the conditions of the emergency or disaster.

The request must also contain a certification by the Governor that state and local governments will assume all applicable non-federal share of costs required by the Stafford Act. The request will include an estimate of the types and amounts of supplementary federal assistance required. As a prerequisite to a request for federal assistance, the Governor must take appropriate action under state laws, and direct the activation of the SCEMP.

Please see [Appendix 1 – Local Response](#) for further information pertaining to jurisdictional input necessary for Presidential Declarations.

The State Emergency Operations Center may assist the local jurisdiction or a tribal nation without a declaration. The local entity requesting a resource is responsible for bearing any costs incurred that are not covered by agreements or voluntarily forgiven by the assisting jurisdiction or agency.

3.6 Federal Government

FEMA monitors developing or actual disaster emergency occurrences. Before, during, and after an emergency or disaster, the FEMA Region IX Liaison Officer assigned to Nevada will be in close contact with the DEM, as well as with federal agencies having disaster emergency assistance responsibilities and capabilities.

The completed request, addressed to the President, is sent to the FEMA Region IX Regional Administrator. The Regional Administrator evaluates the damage and requirements for federal assistance, and makes a recommendation to the Director of FEMA, who recommends a course of action to the President.

Without a Presidential disaster declaration, there is no funding available for FEMA's Public Assistance, Hazard Mitigation, Other Needs Assistance or Individual Assistance programs. Please review your jurisdiction's emergency contingency fund, if applicable, or refer to Nevada's assistance programs section for emergency or disaster funding opportunities. See [Appendix 7, Nevada Assistance Programs](#).

The Small Business Administration (SBA) may offer low interest loans, depending on the severity of the damage.

If a state does not receive a Presidential emergency or major disaster declaration, the SBA can make federally subsidized loans to repair or replace homes, personal property or businesses that sustained damages not covered by insurance. The SBA can provide three types of disaster loans to qualified homeowners and businesses:

- Home Disaster Loans to homeowners and renters to repair or replace disaster-related damages to their home or personal property;
- Business Physical Disaster Loans to business owners to repair or replace disaster-damaged property, including inventory and supplies; and
- Economic Injury Disaster Loans (EIDL), which provide capital to small businesses and to small agricultural cooperatives to assist them through the disaster recovery period.

Other federal programs may be available with a Federal declaration. [See Section 4.2, Disaster Assistance](#) with a Federal Declaration.

SECTION 4

RECOVERY PROCESS

NOTE: *State programs that may be available with or without a state declaration.*

4.1 Process

The recovery process may involve the following programs:

4.1.1 Disaster Assistance With or Without a State Declaration (A Local Declaration/Resolution is Still Needed)

When a disaster or emergency occurs which overwhelms the capability of a local government to effectively recover; assistance from the state and federal government may become necessary to stabilize the event.

Listed below are two Nevada programs that may be available for assistance to local governments in a disaster or emergency with or without a state declared disaster or emergency:

- Emergency Assistance Account (EAA)
- Disaster Relief Account (DRA)

The following is a summary description of each of the Nevada-specific programs. At the end of the each summary, a reference is made to the location of the detailed information including applications, forms, reference material, links, etc.

Additional federal disaster assistance programs, their eligibility requirements, purpose and managing agency are found in [Section 4.2, Disaster Assistance](#) with a Federal Declaration.

4.1.2 Nevada Assistance Programs

Emergency Assistance Account (Nevada Revised Statutes 414.135)

This account is provided by direct legislative appropriation. The Division of Emergency Management is responsible for authorizing expenditures from this account when an emergency exists. See [Appendix 9, Nevada Assistance Programs](#), for application and program regulations.

Disaster Relief Account (NRS 353.2705-2771)

This fund was created in 1997 as a way to stabilize the operations of the state in an emergency or disaster situation. The fund is administered by the Interim

Finance Committee of the Legislature. The fund is intended for loans and/or grants to local governments or state agencies for activities accomplished in an emergency or disaster to protect life and property. [See Appendix 7, Nevada Assistance Programs](#), for application and program regulations.

4.1.3 Individual Assistance (IA) Programs (With or Without a State Declaration)

Individual Assistance programs strive to meet the disaster-related needs of individuals and families while utilizing disaster assistance resources as efficiently as possible. Disaster recovery officials especially strive to avoid duplication of benefits (DOB). Computer systems are utilized to track the disaster recovery benefits provided to an individual or family. Efficient use of recovery resources is also aided by providing assistance through a sequence of programs. Those with serious unmet disaster-related needs proceed through each step, until all avenues – public and private – have been explored to meet those needs.

The information that follows is intended to simulate, step-by-step, the typical sequence of providing Individual Assistance with or without a local, state or federal declaration.

Insurance is the first source of assistance to disaster-affected individuals and families. Claims should be made in accordance with appropriate insurance policies in effect for the peril which caused the disaster. Disaster assistance programs are not a replacement for proper insurance, nor can any disaster assistance program provide cost recovery for those affected by disaster that is as good as that provided by insurance. Also, most natural disasters that affect an individual or family are not widespread enough to result in the implementation of federal disaster assistance programs. **In the vast majority of cases, insurance and voluntary agency assistance are the only avenues for helping families and individuals to recover.**

Voluntary Agency Assistance. Many voluntary agencies provide disaster recovery assistance to individuals and families. Like insurance, voluntary agencies should be viewed as having resources which are utilized prior to governmental disaster assistance programs. In cases for which there is a Presidential declaration, access to some voluntary agency assistance may be gained at or through Disaster Recovery Centers (DRCs). Most voluntary agency assistance is intended to meet immediate disaster-related needs such as shelter, food, clothing, health and medical care, including counseling and mental health assistance, essential household furnishings, bedding, transportation, and sometimes temporary assistance to rent housing.

Local Emergency Program. Managers should work with local voluntary agencies to establish a process for requesting and handling donated clothing and household

goods. This can be a serious management problem, and can result in a health hazard.

The **American Red Cross (ARC)** is usually the leading or coordinating voluntary agency during recovery from a disaster. FEMA has a Memorandum of Understanding with the American Red Cross to specifically manage some Individual Assistance Programs.

Assistance available from the American Red Cross includes food, water, clothing, shelter, and first aid provided at shelters and at aid and feeding stations. The ARC registers persons at shelters, assisting in the locating of missing persons.

Supplementary nursing care and blood products are distributed to hospitals and other emergency medical facilities.

Funds or disbursement orders may be issued to families for temporary housing, or for repairs to homes so that they can be re-occupied. Grant aid may be available for more extensive repairs or rebuilding of a home and for replacement of household goods when there is not a major disaster declaration or if the family is not eligible for government benefits, or if such benefits are inadequate to meet essential disaster-related needs.

Meals, transportation, and other assistance are often offered to emergency workers as well.

The disaster services work done by the ARC is authorized by Congressional Charter, Public Law 58-4 44, January 5, 1905 and re-codified in 2007 U.S.C. §§300101-300113 (<https://www.redcross.org/>)

The **Salvation Army** offers counseling of injured and distressed persons, operates a missing person service, and answers inquiries from concerned relatives and families outside the disaster area. It can offer medical assistance, temporary shelter, and "mass" or mobile feeding for disaster victims and emergency workers.

The Salvation Army collects and distributes donated goods, such as; clothing, food, furniture, bedding, cleaning supplies, etc. It also provides information about other appropriate government and voluntary agency services.
(<https://www.salvationarmyusa.org/usn/>)

Many faith-based groups provide disaster assistance to individuals and families, such as food, clothing, spiritual counseling, and mental health services. Additionally, they can assist in debris removal, clean-up, repair, and rehabilitation work following a disaster. They can be involved in the reconstruction and rehabilitation of residences and vital community facilities.

Faith-based groups often belong to a regional disaster assistance network which shares resources throughout an area. Regional networks can meet community needs following a disaster. These networks are NVOADs (National Volunteer Organizations Active in Disasters) and COADs (Community of Organizations Active in Disaster).

For additional information, please visit:

<https://www.nvoad.org/>

<http://www.clarkcountynv.gov/Pages/default.aspx>

4.1.4 Public Assistance (PA) Programs (With or Without a State Declaration)

United States Army Corps of Engineers (USACE)

The USACE has the authority to conduct advance flood preparation measures, flood fighting and rescue operations and emergency repair and restoration of damaged flood control works. It may also assist in the repair of locally owned and operated flood control works if they meet eligibility criteria. (<https://www.usace.army.mil/>)

Department of Agriculture: Natural Resources Conservation Service (NRCS)

The NRCS has authority to repair flood control works much the same as that of the USACE for locally owned facilities. Because of the overlapping authorities of these two agencies, a Memorandum of Understanding (MOU) exists that provides guidance in dividing responsibilities when a disaster occurs. Basically, the USACE authority covers works constructed for flood control purposes, and the NRCS authority covers works constructed to prevent erosion or damage from erosion. The two agencies review requests from the State or local government for repair assistance. (<https://www.nrcs.usda.gov/wps/portal/nrcs/site/national/home/>)

Federal Highway Administration (FHWA)

The FHWA administers an Emergency Relief (ER) program (23 CFR part 125) that is activated by the Secretary of Transportation upon request by the Governor. It is not automatic under a Presidential declaration, as FEMA is not authorized to grant this type of assistance under the Stafford Act. Consequently, there may be instances when no assistance is available for permanent repair of Federal-aid roads. (<https://www.fhwa.dot.gov/>)

1. FHWA (Nevada) pays for 100% for Emergency Work and 90% for Permanent Work. (Each state is a bit different on Permanent Work Percentage paid, as this is based on multiple factors i.e. population, etc. for Nevada its 90%).

2. FHWA must have a Governors Declaration and or a Presidential Declaration for a submittal.
3. FHWA will not pay for “Preventative Work”, they only cover damages as a result of a disaster. (FHWA and FEMA, differ in this way).
4. NDOT will act as the liaison for Local Public Agencies (Counties, Cities, etc.) for submittals to FHWA.
5. Local Public Agencies, that are approved for Permanent Work reimbursement must coordinate with NDOT LPA section on contract design, advertisement, and construction schedule. All federal contract requirements must be adhered to.
6. It is the sole responsibility of all Local Public Agencies to provide the required backup documentation for reimbursement submittals (i.e. reports, invoices, etc.)
7. Emergency Relief funding from FHWA can be used for Permanent Work and Emergency Work. Emergency Work is defined as work that is done immediately following a disaster to restore essential traffic quickly. Permanent Work is defined as work that is done to restore the highway to its pre-disaster condition.
8. Local Public Agencies must read and familiarize themselves with the Emergency Relief funding manual prior to a request for a submittal for FHWA reimbursement.
9. FHWA will not continue to recognize Emergency Relief eligibility where permanent repairs are unreasonably delayed. (i.e. repair work that has not begun within a year from the disaster declaration date). If there is a delay it must be justified by LPA, FHWA has final determination for granting an extension.
10. Debris removal costs can be submitted to FHWA if the disaster was under Governor’s declaration only. If there is a Presidential Declaration all debris removal costs will be submitted through NDEM/FEMA.
11. FHWA will only recognize disasters that meet the Threshold of \$700,000.00, for a declared disaster.
12. Each site/location must have a minimum of \$5,000.00 of damages before FHWA will determine its eligibility.
13. LPA’s that have sustained damages as a result of a disaster, their county must be named in the Governor’s declaration. If a county is not named in the Governor’s declaration and damages have occurred on a Federal Aid Road, FHWA will not provide Emergency Relief funding to that Local Public Agency.

14. FHWA will make all final eligibility determinations on Emergency Relief reimbursement requests from LPA's.
15. LPA's will be required to have a registered Professional Engineer (P.E.) Civil Engineer employed by that LPA present during damage assessments of their roadways.
16. FHWA Emergency Relief Funding Manual - <https://www.fhwa.dot.gov/reports/erm/er.pdf>
17. NDOT/FHWA - Federal Aid Roads - <https://www.nevadadot.com/doing-business/about-ndot/ndot-divisions/planning/roadway-systems/functional-classification-maps>

Department of Education (ED)

The Department of Education has authority under Public Laws 81-815 and 81-874 to grant assistance for the repair of publicly owned primary and secondary school facilities. Under the policy of deferral to the authority of another Federal agency stated at the beginning of this section, FEMA would allow ED to fund such repairs. However, under an exception to such policy for educational facilities, and by mutual agreement between FEMA and ED, FEMA assumed responsibility for assistance for the repair of all facilities owned by local school districts starting in FY 1992. (<https://www.ed.gov/>)

Small Business Administration (SBA)

The SBA lends money to homeowners and renters at low interest rates to repair or replace homes and/or personal belongings not covered by insurance. The SBA also offers low-interest business loans to qualifying businesses and nonprofit organizations that suffered physical and/or economic injury damages/losses not covered by insurance. (<https://www.sba.gov/>)

NOTE: In a larger event, these outline a few short and long term recovery programs that could be of assistance.

4.2 Disaster Assistance with a Federal Declaration

If damage is severe, the Governor may issue a state emergency or disaster declaration and will request a similar declaration from the President. The State's declaration request is sent through the DEM to FEMA. The request is reviewed and upon approval forwarded to the President.

Not all programs, however, are activated for every disaster. The determination of which programs are activated is based on the needs found during the joint PDA and any

subsequent information that may be discovered. The current statute authorizing FEMA's disaster assistance program is the Robert T. Stafford Act.

FEMA, in coordination with state and local officials, will widely publicize the assistance programs that are made available after a Presidential disaster declaration. These programs are designed to provide funds for expenses not covered by insurance or other state and federal programs. Three main types of assistance may be available:

1. **Individual and Households Program (IHP)** provides resources to assist residents such as temporary housing, unemployment aid, food stamps, grants and loans.
2. **Public Assistance Program (PA)** provides technical and financial assistance to public agencies and certain private non-profit organizations for the repair or replacement of damaged facilities.
3. **Hazard Mitigation Grant Program (HMGP)** provides technical and financial resources to reduce susceptibility to damage from future disasters.
4. **The Fire Management Assistance Grant (FMAG)** is available for the cost of responding to a wildfire. The FMAG is managed by the Nevada Division of Forestry.

Qualification for IHP or PA programs is dependent on minimum thresholds of damage as established through FEMA guidelines annually. See <https://www.fema.gov/public-assistance-indicator-and-project-thresholds>. Specific information on these thresholds may be obtained by contacting the DEM Disaster Recovery and Mitigation Section at (775) 687-0300.

PA and HMGP programs can fund mitigation measures, so the mitigation coordinator should be sure to obtain the latest information from DEM on what is covered, who is eligible and how funds are disbursed.

The mitigation activities are initiated by state or federal agencies, but local officials should be aware of and involved in the process. Some declarations will provide only individual assistance or only public assistance. In a federal declaration, hazard mitigation opportunities are provided to the affected areas first and may be available to all local jurisdictions in most situations.

Under a Presidential declaration, FEMA provides the majority of recovery funding. Most federal programs require a cost share which is the responsibility of the entity applying for assistance, usually 25% of eligible costs.

A summary of each of these programs follows. Because program complexities require lengthy explanations, the discussion that follows is simply an overview. FEMA requires state, tribal, and local governments to develop and adopt hazard mitigation plans as a condition for receiving certain types of non-emergency disaster assistance, including funding for mitigation projects. Jurisdictions must update their

hazard mitigation plans and re-submit them for FEMA approval every five years to maintain eligibility. Through the Hazard Mitigation Assistance (HMA) grant programs (Hazard Mitigation Grant Program, Pre-Disaster Mitigation, and Flood Mitigation Assistance), FEMA offers planning grants that support state, tribal, and local governments in developing and updating mitigation plans. The table below summarizes how FEMA's mitigation plan requirement applies to states and Federally-recognized tribal governments applying directly to FEMA for assistance as applicants, and to local or tribal governments (Federally-recognized or non-Federally-recognized) applying for FEMA assistance through a state as sub-applicants.

Mitigation Plan Requirement for State, Tribal, and Local Governments Applying for Certain FEMA Grants			
Enabling Legislation	FEMA Assistance Program	Is a Mitigation Plan Required?	
		State/Tribal Application	Tribal/Local Sub applicant
Stafford Act	Individual Assistance (IA)	No	No
	Public Assistance (PA) Categories A and B (e.g., debris removal, emergency protective measures)	No	No
	Public Assistance (PA) Categories C through G (e.g., repairs to damaged infrastructure, publically owned buildings)	Yes	No
	Fire Mitigation Assistance Grants (FMAG)	Yes	No
	Hazard Mitigation Grant Program (HMGP) Planning Grant	Yes ⁺	No
	Hazard Mitigation Grant Program (HMGP) Project Grant	Yes ⁺	Yes ⁺⁺
	Pre-Disaster Mitigation (PDM) Planning Grant	No	No
	Pre-Disaster Mitigation (PDM) Project Grant	Yes ⁺	Yes ^{**}

National Flood Insurance Act	Flood Mitigation Assistance (FMA) Planning Grant	Yes*	No
	Flood Mitigation Assistance (FMA) Project Grant	Yes*	Yes**
Notes	+At the time of the Presidential major disaster declaration and at the time of obligation of HMGP grant funds. ++At the time of obligation of HMGP grant funds for mitigation projects. *By the application deadline and at the time of obligation of the PDM or FMA award. **By the application deadline and at the time of obligation of PDM or FMA grant funds for mitigation projects.		

4.2.1 Individual Assistance

Individual and Households Program

The Individual and Households Program (IHP) is a combined FEMA and state program. When an emergency or disaster occurs, this program provides money and services to eligible residents in the declared area whose property has been damaged or destroyed and whose losses are not covered by insurance. In every case, those affected by the disaster must register for assistance and establish eligibility. ([See FEMA Individuals and Households Program Unified Guidance.](#))

What Types of Assistance Are Provided?

The IHP - Housing Assistance ensures that residents, whose homes are damaged by an emergency or disaster, have a safe place to live. The IHP - Other Needs Assistance (ONA) provides financial assistance to individuals and households who have other disaster-related necessary expenses or serious needs and do not qualify for a low-interest loan from the Small Business Administration (SBA). These programs are designed to provide funds for expenses that are not covered by insurance. They are available only to homeowners and renters who are United States citizens, non-citizen nationals, or qualified aliens affected by the disaster. The following is a list of the types of assistance available through this program and what each provides: FEMA annually determines the maximum amounts allowable for applicants, based on the current Consumer Price Index (CPI) for IHP.

- **Temporary Housing.** Homeowners and renters receive funds to rent a different place to live or a temporary housing unit when rental properties are not available.

- **Repair.** Homeowners receive grants to repair damage from the disaster that is not covered by insurance. The goal is to make the damaged home safe, secure, and sanitary.
- **Replacement.** Under rare conditions, homeowners receive limited funds to replace their disaster damaged home.
- **Permanent Housing Construction.** Homeowners and renters receive direct assistance or a grant for the construction of a new home. This type of assistance occurs only in very unusual situations, in insular areas or remote locations specified by FEMA where no other type of housing is possible.
- **Other Needs Assistance (ONA).** Applicants receive grants for necessary and serious needs caused by the disaster. This includes medical, dental, funeral, personal property, transportation, moving and storage, and other expenses that FEMA approves. The homeowner needs to apply for an SBA loan before receiving assistance.

Small Business Administration Disaster Loans

The SBA can make federally subsidized loans to repair or replace homes, personal property or businesses that sustained damages not covered by insurance. The SBA can provide three types of disaster loans to qualified homeowners and businesses:

1. Home disaster loans to homeowners and renters to repair or replace disaster-related damages to home or personal property. Renters are eligible for personal property losses, including automobiles. Regulations limit these loans to \$20,000.
2. Business physical disaster loans to business owners to repair or replace disaster-damaged property owned by the business, including real estate, inventory, supplies, machinery and equipment. Regulations limit these loans to \$2,000,000. This limit may be waived if a business is a major source of employment.
3. Economic Injury Disaster Loans (EIDLs) are working capital loans to help small businesses, small agricultural cooperatives and most private, non-profit organizations of all sizes meet their ordinary and necessary financial obligations that cannot be met as a direct result of the disaster. These loans are intended to assist through the disaster recovery period. EIDL assistance is available only to entities and their owners who cannot provide for their own recovery from non-government sources, as determined by the U.S. Small Business Administration (SBA).

Additional funds to cover the cost of improvements that will protect your property against future damage are available.

For many individuals, the SBA disaster loan program is the primary form of disaster assistance. More information is available at: <https://www.sba.gov/>

For disaster services:

<https://www.sba.gov/tools/local-assistance/districtoffices>

Disaster Unemployment Assistance

The Disaster Unemployment Assistance (DUA) program provides unemployment benefits and re-employment services to individuals who have become unemployed because of major disasters. Benefits begin with the date the individual was unemployed due to the disaster incident and can extend up to 26 weeks after the Presidential disaster declaration date. These benefits are made available to individuals not covered by other unemployment compensation programs, such as those who are self-employed, farmers, migrant and seasonal workers, and those who have insufficient quarters to qualify for other unemployment compensation.

All unemployed individuals must register with Nevada Department of Unemployment and Training and Rehabilitation (DETR) before they can receive DUA benefits. Although most states have a provision that an individual must be able and available to accept employment opportunities comparable to the employment the individual held before the disaster, not all states require an individual to search for work.

For more information, contact Nevada Department of Unemployment and Training and Rehabilitation (DETR) at <http://detr.state.nv.us/esd.htm>

Legal Services

When the President declares a disaster, FEMA, through an agreement with the Young Lawyers Division of the American Bar Association, provides free legal assistance to disaster victims. Legal advice is limited to cases that will not produce a fee (e.g., these attorneys work without payment). Cases that may generate a fee are turned over to the local lawyer referral service.

The assistance that participating lawyers provide typically includes:

- Assistance with insurance claims (life, medical, property, etc.);
- Counseling on landlord/tenant concerns;
- Assistance with consumer protection matters, remedies, and procedures; and
- Replacement of wills and other important legal documents destroyed in a major disaster.

Disaster legal services are provided to low-income individuals who, prior to or because of the disaster, are unable to secure legal services adequate to meet their needs as a consequence of a major disaster.

Internal Revenue Service Disaster Loss Kit

Taxpayers who have sustained a casualty loss from a declared disaster may deduct that loss on the federal income tax return for the year in which the casualty actually occurred, or elect to deduct the loss on the tax return for the preceding tax year. In order to deduct a casualty loss, the amount of the loss must exceed 10 percent of the adjusted gross income for the tax year by at least \$100. If the loss was sustained from a presidentially declared disaster, the taxpayer may choose which of those two tax years provides the better tax advantage.

The Internal Revenue Service (IRS) can expedite refunds due to taxpayers in a presidentially declared disaster area. An expedited refund can be a relatively quick source of cash, does not need to be repaid, and does not need an Individual Assistance declaration. It is available to any taxpayer in a presidentially declared disaster area.

For more information on the Disaster Assistance and Emergency Relief for Individuals and Businesses refer to:

Publication 2194 for Individuals and Businesses

<https://www.irs.gov/pub/irs-pdf/p2194.pdf>

Crisis Counseling

The Crisis Counseling Assistance and Training Program (CCP), authorized by §416 of the Stafford Act, is designed to provide supplemental funding to states for short-term crisis counseling services to people affected in Presidentially-declared disasters. There are two separate portions of the CCP that can be funded: immediate services and regular services. A state may request either or both types of funding.

The immediate services program is intended to enable the state or local/tribal agency to respond to the immediate mental health needs with screening, diagnostic, and counseling techniques, as well as outreach services such as public information and community networking.

The regular services program is designed to provide up to nine months of crisis counseling, community outreach, and consultation and education services to people affected by a presidentially declared disaster. Funding for this program is separate from the immediate services grant.

To be eligible for crisis counseling services funded by this program, the person must be a resident of the designated area or must have been located in the area at the time the disaster occurred. The person must also have a mental health concern which was caused by or aggravated by the disaster or its aftermath, or he or she must benefit from services provided by the program.

For more information, contact the Nevada Department of Administration, Human Resource Management at <http://hr.nv.gov/>. Disaster recovery resources provided through the Nevada Department of Administration's Human Resource Management must be coordinated through DEM.

For information about additional federal programs offering Post-Disaster recovery programs, please see the Enhanced State Hazard Mitigation Plan, Section 4, Table 4-3 at:

http://nbgm.unr.edu/nhmpc/State_of_Nevada_Enhanced_Multihazard_Mitigation_Plan/NV_plan_2018_DRAFT/index.html.

4.2.2 Public Assistance

Public Assistance, oriented to public entities, can supplement funding the repair, restoration, reconstruction, or replacement of a public facility or infrastructure which is damaged or destroyed by a disaster.

Eligible applicants include state governments, local governments and any other political subdivision of the state, and federally recognized tribal nations. Certain private non-profit (PNP) organizations may also receive assistance. Eligible PNPs include educational, utility, irrigation, emergency, medical, rehabilitation, and temporary or permanent custodial care facilities (including those for the aged and disabled), and other PNP facilities that provide essential services of a governmental nature to the general public. All other PNPs must first apply to the SBA for a disaster loan. If the PNP is declined for an SBA loan or the loan does not cover all eligible damages, the applicant may reapply for FEMA assistance through the state.

As soon as practicable after a Presidential declaration, the state, assisted by FEMA, conducts the applicant briefings for state, local and PNP officials to inform them of the assistance available and how to apply. A 'Request for Public Assistance' must be filed with the state within 30 days after the area is designated eligible for assistance. Following the applicants briefing, a kickoff meeting is conducted where damages will be discussed, needs assessed, and a plan of action put in to place.

A combined federal/state/local team proceeds with Project Worksheet (PW) formulation, which is the process of documenting the eligible facility, the eligible

work, and the eligible cost for fixing the damages to every public or PNP facility identified by state/local representatives. The team prepares a PW for each project.

Projects fall into the following categories:	
Category A:	Debris Removal
Category B:	Emergency Protective Measures
Category C:	Road Systems and Bridges
Category D:	Water Control Facilities
Category E:	Public Buildings and Contents
Category F:	Public Utilities
Category G:	Parks, Recreational, and Other

Categories of Work and related definitions

The following is a list of categories and abbreviated sub-categories for work that is considered for financial assistance in both state and federal assistance accounts. The State Disaster Relief Account is modeled after the federal Public Assistance program. Please refer to the full definitions for clarity on eligibility issues.

Debris Removal

- Debris on Public Property - Eligible;
- Debris on Private Property - Typically ineligible under most conditions;
- Debris on Federal/State Roads - Eligible only if the Federal Highway Administration or NDOT is not active;
- Garbage Pickup - Eligible only through end of period of incidence with eligibility for materials exceeding average volumes thereafter;
- Idle Equipment Time - Ineligible;
- Overtime - Eligible for non-salaried staff;
- Compensatory Time - If compensatory time is utilized in place of overtime, it is not eligible for reimbursement as overtime and must be part of the official time keeping system;
- Mechanics - Ineligible because equipment rates include maintenance costs;
- Tree Stumps/Root Systems - Ineligible unless uprooted;
- Right of Entry - Required if entering private property;
- Demolition of Public and Private Buildings - Buildings must be beyond repair and private buildings must pose a safety hazard; and

- Removal of Emergency Levees -Eligible only when the levees are removed to open roads or are in the best interest of the public.

Emergency Protective Measures

- Emergency Protective Levees - Eligible when built to protect life and property, but not eligible when work by individuals to protect their own homes;
- Sandbagging and Emergency Pumping – Eligible;
- Safety Barricades and Signs – Eligible;
- Health and Safety Hazards - Eligible as it would relate to the removal of;
- Temporary Repairs – Eligible;
- Fixed Pumps – Eligible;
- Personnel Time - Eligible (please refer to full definition for inclusions and exclusions);
- Food and Shelter – Eligible;
- Vehicle Damage – Eligible; and
- Idle Equipment Time – Ineligible.

Road Systems

- Repairs and Replacements - Eligible only if damage is directly related to the disaster;
- Standards - Eligible if bridge and road standards were adopted and in effect prior to the project approval by the applicant;
- Necessary Facilities - Eligible if facilities were functional prior to the disaster and necessary to the community and governmental entity;
- Aesthetics - Ineligible if they have no functional value;
- Scheduled Replacement - Ineligible if scheduled for replacement within the next 24 months; and
- Maintenance – Ineligible.

Water Control Facilities

- Levees/Dams - Eligible only if not under the authority of another federal agency;
- Drainage Channels - Eligible for restoration to pre-flood hydraulic capacity and manmade channels must show evidence of routine maintenance; and

- Natural Streams - Eligible only for debris removal foreign to that stream which constitutes an immediate threat to life and property (typically under Category A. Debris Removal).

Public Buildings and Equipment

- Restoration - Eligible to be restored to pre-disaster capacity in accordance with present codes and standards;
- Use and Occupancy - Only the part of a building that was occupied may be eligible;
- Extensive Damages - Eligible only when the building is structurally sound and feasible to repair, otherwise building should be replaced;
- Insurance - Deductibles are eligible;
- Relocation - If a building is totally destroyed, then relocation from the floodplain, requires a benefit cost analysis;
- Equipment - Eligible;
- Supplies - Eligible for replacement of consumables to pre-disaster quantities;
- Vehicles - Eligible; and
- Cleaning - Eligible, to include painting.

Public Utilities - Limited to private-non-profit facilities

- Electrical - Eligible for restoration to pre-disaster condition;
- Sewer Collapse - Eligible;
- TV Monitor Inspection - Limited eligibility (only when damage is apparent);
- Cleaning - Eligible for sewer lines only when necessary to restore adequate function of system in specific reaches; and
- Revenues - Loss of revenues - *Not Eligible*.

Parks, Recreational, and Other

- Recreation Facility - Eligible; and
- Erosion Control - Eligibility
 - Beaches - Eligible only if beach had been improved and regularly maintained prior to disaster (permanent restoration of sand on natural beaches is not eligible)
 - Private non-profit organization - *Not Eligible*.

For insurable structures within special flood hazard areas (SFHA), primarily buildings, assistance from FEMA is reduced by the amount of insurance settlement that could have been obtained under a standard National Flood Insurance Program (NFIP) policy. For structures located outside of a SFHA, FEMA will reduce the amount of eligible assistance by any available insurance proceeds.

FEMA reviews and approves the PWs and obligates the federal share of the costs (which cannot be less than 75 percent) to the state. The state then disburses funds to local applicants. The local applicants or sub-grantees will be responsible for the cost share.

Projects falling below a certain threshold are considered small. The threshold is adjusted annually for inflation. For “small projects,” payment of the federal share of the estimate is made upon approval and completion of the project and no further accounting to FEMA is required. For “large projects”, payment is made on the basis of actual costs determined after the project is completed, although interim payments may be made as necessary. Once FEMA obligates funds to the state, further management of the assistance, including disbursement to sub-grantees is the responsibility of the state. FEMA will continue to monitor the recovery progress to ensure the timely delivery of eligible assistance and compliance with the law and regulations. [Appendix 3, Preliminary Damage Assessment and Joint PDA](#), has additional detail about the process and forms.

For additional information on the Public Assistance program, see the FEMA Public Assistance Program and Policy Guide located on the FEMA website:
<https://www.fema.gov/media-library/assets/documents/111781>

4.2.3 Hazard Mitigation

Hazard mitigation refers to sustained measures enacted to reduce or eliminate long term risk to people and property from natural hazards and their effects. In the long term, mitigation measures reduce personal loss, save lives, and reduce the cost to the nation of responding to and recovering from disasters. Mitigation can take place at any time during the emergency management cycle.

Two sections of the Stafford Act, §404 and §406, provide hazard mitigation funds when a Presidential disaster is declared. The federal government provides up to 75 percent of the cost of approved projects.

Through the Hazard Mitigation Grant Program (HMGP) communities apply for mitigation funds through the state. The state, as grantee, is responsible for notifying potential applicants of the availability of funding, defining a project selection process, ranking and prioritizing projects, and forwarding projects to FEMA for funding. The eligible grantee, or sub-grantee, carries out approved projects and must provide the 25 percent match, which can be fashioned from cash, in-kind sources or a combination of the two.

The amount of funding available for the HMGP under a disaster declaration is limited to 15 to 20 percent of FEMA's estimated disaster costs for all other categories of assistance. States, locals and tribes hazard mitigation plans are required as a condition of non-emergency assistance under the Stafford Act. The HM plans are reviewed and updated every five years. For the most current version of the Enhanced State Hazard Mitigation Plan see the following website. <http://dem.nv.gov/About/RandM/>

Funding under §406 mitigation (under the PA program) used for the repair or replacement of damaged public facilities or infrastructure may be used to upgrade the facilities to meet current codes and standards. It is possible for mitigation measures to be eligible for funding under both the HMGP and §406 programs; however, if the proposed measure is funded through §406, the project is not eligible for funds under the HMGP as well. Other federal hazard mitigation funding is available and includes pre-disaster mitigation grants and flood management assistance grants.

The Nevada Hazard Mitigation Planning Committee (NHMPC) is an advisory council to DEM. The committee assists in the prioritization of all Hazard Mitigation grant proposals.

For additional details about the Post-Disaster Hazard Mitigation Grant Program (HMGP), please see the applicable Post-Disaster HMGP Administrative Plan. Contact the State Hazard Mitigation Officer at (775) 687-0300 for information about this plan.

4.3 Joint Field Office

The JFO is a temporary federal multi-agency coordination center established locally to facilitate field-level domestic incident management activities related to prevention, preparedness, response and recovery when activated. The JFO provides a central location for coordination of federal, state, local, tribal, nongovernmental and private sector organization with primary responsibility for activities associated with threat response and incident support.

Joint Field Offices (JFOs) may not be established after every disaster.

The state IA, PA and HM Officers will work with federal staff and counter parts to establish IA, PA and mitigation strategies for the declared disaster. The strategies cover training, public awareness, planning and technical assistance to include completion of applications.

4.3.1 Public Assistance (PA) Grant Requirements Audit Requirements

All grant awards are subject to audit by DEM and FEMA. Please note that grant management must adhere to 44 Code of Federal Regulations 206 & 207.

The Office of Management and Budget establishes regulations regarding administrative requirements, cost principles, and audit requirements in 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.⁵¹

Financial and Program Reports

Financial reports are required at least once every quarter following the schedule below. A sub-grantee's fiscal reports may be submitted to the grantee at any time to request reimbursement of expenditures. Submission of appropriate backup documentation for expenditures detailed in the fiscal report is required.

Status or program reports are due to the grantee every quarter following the schedule listed below. The reports must describe the progress accomplished in the completion of the project during the reporting period.

Quarter	Grantee's Report Due to FEMA	Sub-grantee's Report Due to Grantee
Jan, Feb, Mar	May 10 th	May 1 st
Apr, May, June	August 10 th	August 1 st
Jul, Aug, Sept	November 10 th	November 1 st
Oct, Nov, Dec	February 10 th	February 1 st

Subgrantee Award Closeout

The following documents are necessary to close a sub grant. The subgrantee submits the documents listed below to the grantee. The grantee will request the closure of the award from FEMA via letter containing information about the finalized project, site inspections or inventory as well as photos (if applicable).

- A final project accomplishments and results statement;
- Any planned maintenance activities if applicable;
- A budget line item summary/breakdown showing the funds expended;
- Cost under run or cost overrun; and
- A certification that all work performed complies with local, state and federal regulations.

Program Closeout

When all sub grants are closed and the management costs are expended, the program is ready for closing. A package containing information about the finalized projects, site inspections or inventory as well as photos (if applicable), cost under run or cost overruns and a certification that all work performed complies with local, state and federal regulations is prepared by the grantee (DEM) and submitted to FEMA. Upon receipt of FEMA's formal closure of the program, subgrantees are notified by DEM of the closure and the beginning of the three-year record retention requirement.

The Applicant must maintain all source documentation supporting the project costs. To facilitate closeout and audits, the Applicant should file all documentation pertaining to each project with the corresponding PW as the permanent record of the project.

The Recipient and the Applicant must keep all financial and program documentation for 3 years after the date of the Recipient's final Financial Status Report (FSR) (FEMA Form 112-0-1). Records are subject to audit by State auditors, FEMA, the U.S. Department of Homeland Security Office of Inspector General, and the U.S. Government Accountability Office.

SECTION 5

GLOSSARY

Accident: An unforeseen incident, or an unexpected and undesirable event; especially one that results in damage or harm.

Affected: Federal Emergency Management Agency (FEMA) Category of Damages; used if the living unit, porch, carport, garage, etc., was damaged but the living unit can still be occupied safely.

Applicant: Applicants are entities who are eligible to apply for funding under FEMA grants. These include state and local governments, certain private non-profit organizations or institutions, and federally recognized Indian tribes.

Applicant Agent: A person who acts in an official capacity for a public entity established under the laws of the State of Nevada for application and filing in the appropriate State office for the purpose of obtaining certain Federal financial assistance under the Disaster Relief Act.

Applicants Briefing: A meeting for prospective applicants, local, state, federal officials and qualifying Private Non-Profits (PNP) outlining available assistance, eligibility requirements, state requirements, reporting needs, record keeping and reimbursement process.

Catastrophic Incident: Any natural or manmade incident, including terrorism that results in extraordinary levels of mass casualties, damage, or disruption severely affecting the population, infrastructure, environment, economy, national morale, and/or government functions. A catastrophic event could result in sustained national impacts over a prolonged period of time; almost immediately exceeds resources normally available to State, local, tribal, and private-sector authorities in the impacted area; and significantly interrupts governmental operations and emergency services to such an extent that national security could be threatened. All catastrophic events are “Incidents of National Significance”.

Community Organizations Active in Disaster (COAD): COAD brings together Voluntary, Government and Professional Organizations Active in Disaster to foster more effective service to people affected by disaster through cooperation, coordination, communication and collaboration. A local COAD is modeled after and related to the National Voluntary Organizations Active in Disasters.

County Emergency Board (CEB). A representation of U.S. Department of Agriculture (USDA) agencies having specific emergency preparedness program responsibilities at the local level to respond to any emergency or disaster in the respective county or designated area and provide reports on the impact of disasters or emergencies on agriculture.

Damage Assessment: The review and evaluation of the impact resulting from a disaster or emergency to include tabulation of rebuilding costs.

Destroyed: FEMA Category of Damages; used when there is a total loss or damage to such extent that repairs are not economically feasible. Any one of the following may constitute a destroyed status;

- Structure is not economically feasible to repair.
- Structure is permanently uninhabitable.
- Complete failures to most major components of structures (e.g. basement walls/foundations, walls roof, etc.)

Disaster 1: An event expected or unexpected, in which a community's available, pertinent resources are expended. It may also be the need for resources exceeds availability; and in which a community undergoes severe danger; incurring losses so that the social or economic structure of the community is disrupted; and the fulfillment of some or all of the community's essential functions are prevented.

Disaster 2: As defined in NRS 414.0335: an occurrence or threatened occurrence for which, in the determination of the Governor, the assistance of the federal government is needed to supplement the efforts and capabilities of the state agencies to save lives, protect property and protect the health and safety of persons in this state, or to avert the threat of damage to property or injury to or the death of persons in this state.

Disaster Worker: A person performing disaster or emergency responsibilities or duties at any place subject to the order or control of, or pursuant to a request of the state government or any political subdivision. Also known as Emergency Worker.

EMAC: The Emergency Assistance Compact is a congressionally ratified organization that provides form and structure to interstate mutual aid.

Emergency 1: An event, expected or unexpected, involving shortages of time and resources; that places life, property, or the environment, in danger; that requires response beyond routine incident response resources.

Emergency 2: *Emergency* As defined in NRS 414.0345: an occurrence or threatened occurrence for which, in the determination of the Governor, the assistance of the state agencies is needed to supplement the efforts and capabilities of political subdivisions to save lives, protect property and protect the health and safety of persons in this state, or to avert the threat of damage to property or injury to or the death of persons in this state.

Emergency Management: A comprehensive integrated system at all levels of government and in the private sector which provides for the development and maintenance of an effective capability to mitigate, prepare for, respond to, and recover from known and unforeseen hazards or situations, caused by an act of

nature or human, which may threaten, injure, damage, or destroy lives, property, or our environment.

Emergency Management Performance Grant (EMPG): Federal grant program designed to assist states and urban areas achieve target levels of capability to sustain and enhance the effectiveness of the emergency management program.

FEMA Incident Management Assistance Team (IMAT): IMATs are made up of dedicated and experienced senior-level emergency management professionals that are able to deploy upon a moment's notice when requested by the state. IMATs are generally consists of 10 members, with expertise in operations, logistics, planning, and recovery. They are a rapidly deployable asset to anywhere in the region or the country, supporting our states and territories in their emergency response efforts.

IMATs provide a forward federal presence to facilitate the management of the national response to catastrophic incidents. The primary mission of an IMAT is three-fold:

- Rapidly deploy to an incident or potentially threatened venue,
- Identify ways federal assistance could be used to best support the response and recovery efforts, should it become available, and
- Work with partners across jurisdictions to support the affected State or territory.

Emergency Work: Work which must be done immediately to save lives; to protect improved property, public health, and safety; or to avert or lessen the threat of a major disaster.

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

Federal Agency: A department, independent establishment, Government corporation, or other agency of the executive branch of the federal Government, including the United States Postal Service, but shall not include the American National Red Cross.

Force Account: Force account refers to an applicant's own labor forces and equipment.

Governor's Authorized Representative (GAR): The person empowered by the Governor to execute, on behalf of the state, all necessary documents, including the declaration request.

Grant: An award of financial assistance. The grant award shall be based on the total eligible federal/state share of all approved projects.

Grantee: The government to which a grant is awarded and who is accountable for the use of funds provided. The grantee is the entire legal entity even if only a particular component of the entity is designated in the grant award document. **For the purposes of this manual, the State is the grantee.**

Hazard: An emergency or disaster resulting from a natural disaster; or an accidental or human-caused event.

Hazard Mitigation: Sustained action taken to reduce or eliminate long-term risk to people and property from hazards and their effects.

Immediate Threat: An immediate threat is the threat of additional damage or destruction from an event which can reasonably be expected to occur.

Improved Property: An improved property is a structure, facility or item of equipment which was built, constructed or manufactured. Land used for agricultural purposes is not improved property.

Incident: An occurrence or event, natural or human-caused, requiring an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Incident of National Significance: Based on criteria established in Homeland Security Presidential Directive - 5 (HSPD-5) (paragraph 4), an actual or potential high-impact event that requires a coordinated and effective response by and appropriate combination of Federal, State, local, nongovernmental, and/or private-sector entities in order to save lives and minimize damage, and provide the basis for long-term community recovery and mitigation activities. (Usually materials or professional services for disaster survivors).

Incident Period: The incident period will generally begin at the start of an event which causes damage and hardship to the disaster area and will last as long as necessary to include all normal damages from the event. The incident period will be established by FEMA after consultation with the Governor's Authorized Representative (GAR) and will be included in the FEMA-state agreement.

Immediate Threat: The threat of additional damage or destruction from an event that can reasonably be expected to occur within one year.

Improved Property: A structure, facility, or piece of equipment that was built, constructed, or manufactured.

Joint Information Center (JIC): A center established to coordinate the public information activities on-scene. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

Joint Operations Center (JOC): Established by the Lead Federal Agency under the operational control of the federal On-Scene Coordinator, as the focal point for management and direction of onsite activities, coordination/establishment of State requirements/priorities, and coordination of the overall federal response.

Local Government: A county, municipality, city, town, township, public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a non-profit corporation under state law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal organization, or Alaska Native village or organization; and a rural community, unincorporated town or village, or other public entity, for which an application for assistance is made by a state or political subdivision of a state.

Mass Care: Food, clothing, shelter, and other necessary and essential assistance provided to a large number of affected people in response to, or recovery from, a disaster or emergency.

Major: FEMA Category of Damages; used when the home has sustained structural or significant damages, is uninhabitable and requires extensive repairs (e.g. substantial failures to structural elements of the residence, repairs will take more than 30 days, has more than 50 percent damage, etc.).

Major Disaster: Any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under the Stafford Act to supplement the efforts and available resources of states, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

Materials: Includes raw materials, supplies, medicines, equipment, component parts and technical information and processes necessary for emergency preparedness.

Minor: FEMA Category of Damages; used when the home is damaged and may only be used under limited conditions, but can be restored with minor repairs (e.g. can be repaired in less than 30 days for a few thousand dollars).

National Flood Insurance Program (NFIP): A federal program, created by an act of Congress in 1968 that makes flood insurance available in communities that enact satisfactory floodplain management regulations.

National Voluntary Organizations Active in Disaster (National VOAD): Organizations sharing knowledge and resources through the disaster cycle – preparation, response and recovery – to help disaster survivors and their communities. VOADs are coalitions of *nonprofit organizations* providing services through communication, coordination, cooperation and collaboration.

Natural Disaster: Any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, or other catastrophe in any part of the United States which causes, or which may cause, substantial damage or injury to civilian property or persons.

National Environmental Policy Act of 1969: (NEPA) An Act to establish a national policy for the environment, to provide for the establishment of a Council on Environmental Quality, and for other purposes.

Permanent Work: Restorative work that must be performed through repairs or replacement to restore an eligible facility on the basis of its pre-disaster design and current applicable standards.

Pre-disaster design: The size or capacity of a facility as originally designed and constructed or subsequently modified by changes or additions to the original design. It does not mean the capacity at which the facility was being used at the time the disaster occurred if different from the designed capacity.

Preliminary Damage Assessment (PDA): The damage assessment performed by federal, state, and local representatives in disaster situations clearly beyond the recovery capabilities of state and local governments. PDAs are used to determine the extent of damage caused by the incident.

Private Non-Profit Facility (PNP): Private non-profit educational, utility, irrigation, emergency, medical, rehabilitative, and temporary or permanent custodial care facilities (including those for the aged and disabled), other private non-profit facilities which provide essential services of a governmental nature to the general public, and facilities on Indian reservations as defined by the President.

Project: (also referred to as “individual project”). All work performed at a single site or group of sites described on a Project Worksheet (PW).

Project Worksheet (PW): The form that describes the work to be completed and the estimated cost to restore each damaged site to its pre-disaster condition or current codes and standards.

Public Assistance (PA): Supplementary federal assistance provided under the Robert T. Stafford Act to state and local governments or certain private, non-profit organizations other than assistance for the direct benefit of individuals and families.

Public Facility: The following facilities owned by a state or local government: Any flood control, navigation, irrigation, reclamation, public power, sewage treatment and collection, water supply and distribution, watershed development, or airport facility, any non-federal-aid street, road, or highway, any other public building, structure, or system, including those used for educational, recreational, or cultural purposes or any park.

Rapid Assessment: Local government conducts a rapid assessment of an emergency or disaster to determine the extent of damage to people, property and the infrastructure. The information obtained becomes the initial milestone for the preparation of documentation to declare a local disaster or requesting assistance from the state. The rapid assessment form is found in Appendix 2.

Recovery: Generally, recovery begins when the situation starts to stabilize, often following the response phase and frequently overlapping. It is categorized as either short-term or long-term. Some characteristics of short term include; infrastructure damage and individual needs assessment, such as sheltering, feeding, and life comforting efforts, etc. Some characteristics of long term include; debris clearance, contamination control, disaster unemployment assistance, temporary and long term housing, facility restoration, etc.

Response: The response to an emergency or disaster involves actions taken to save lives and to protect property. No matter how severe the problem, local government is always first on the scene and in charge of the event unless state or federal law supersedes local authority.

During the response phase local government communicates to the State the severity of the situation, the extent to which its resources have been committed, what additional resources are required, and other critical data.

Situation Report: Written summary of an incident, emergency or disaster activity that identifies significant account of record, response and request for assistance that is submitted to all corresponding agencies pending nature of event.

Standards: Codes, specifications, or standards for the construction of facilities including legal requirements for additional features. Such standards may be different for new construction and repair work.

State Coordinating Officer (SCO): An official designated by the Governor of the affected state that upon a declaration of a major disaster or emergency, is tasked to coordinate state and local disaster assistance efforts with those of the federal

government, and to act in cooperation with the FCO to administer disaster recovery efforts.

State Emergency Board (SEB): A representation of USDA agencies having specific emergency preparedness program responsibilities at the state level to respond to any emergency or disaster in the state and provide reports on the impact of disasters or emergencies on agriculture to the Governor, NDDDES and the Secretary of Agriculture, if applicable.

Sub-applicant: A state agency, local jurisdictions and/or tribe applying through the managing state agency for funding from a FEMA program.

Sub-grant: An award of financial assistance under a grant by a grantee to an eligible sub-grantee.

Sub-grantee: A state agency, local government, school district, or eligible private nonprofit organization submitting an application to the Governor's Authorized Representative for assistance under the state's grant.

USDA State Emergency Board: See State Emergency Board

Utility: Utility refers to buildings, structures, or systems of energy, communication, water supply, sewage collection and treatment or other similar public service facilities.

APPENDIX 1

Local Government Response

Situation Report
Declaration Report
Resource List
Mutual Aid Agreement Contract
Nevada Intrastate Mutual Aid System (NIMAS)

(SAMPLE)

Local/Tribal Government Situation Report

Event Name:	
Jurisdiction:	
Date Prepared:	
Time Prepared:	
Report Contact:	
Phone Number:	
Fax Number:	

1	NATURE OF INCIDENT(S)					
Brief incident summary to include: <i>What happened, where, when, to whom, and why if known. If there is a responsible party or causal agent, please identify with details. Please list all notifications made regarding the event.</i>						
2	CURRENT SITUATION / ACTIVATIONS / OBJECTIVES					
Current situational status to include: <i>Current events, volatility and/or stabilization efforts underway for the event. Please include current objectives and EOC status.</i>						
Current Jurisdictional Threat		12 Hours	24 Hours	36 Hours	48 Hours	Ongoing
Describe current events, situational volatility, and/or stabilization efforts underway to address the event. Please include your jurisdictions current objectives.						
Current EOC Activations		12 Hours	24 Hours	36 Hours	48 Hours	Ongoing

3	PROJECTED SITUATION					
Projected situational status to include: <i>Indicate projected outcome, and whether the situation is improving or degenerating.</i>						
Planned Mitigation			Impact			
Current Cost Estimates			Challenges			
4	LOCAL DECLARATION STATUS					
Local declaration status to include: <i>Jurisdictional declarations stemming from the event/situation. Please include declaration jurisdiction (city/county/tribal), declaration status, and date/time of declaration(s).</i>						
Jurisdiction Declaring		Declaration Status			Date	Time
		None	Pending	Signed	Copy to SEOC	
5	RESPONSE OPERATIONS (From local response agencies)					
Response operations to include: <i>Local resources that have been committed to this event</i>						
Resource		Reporting Location		# People/Eqt	Contact Name/Phone	
6	WEATHER FORECAST					
Weather forecast to include: <i>Explanation of current and forecasted weather conditions including highlights of any weather concerns affecting the situation presently, or that may affect the situation ongoing.</i>						

7	HUMAN / HOSPITAL IMPACT						
Human impact to include: <i>List known fatalities, injured/sick, hospitalizations, missing, and psychological impact concerns as a result of the event for jurisdiction affected.</i>							
Area(s) Affected		Human Impact Status				As of this time:	As of this date:
		Fatalities	Injured/Sick	Hospitalized	Missing		
		Fatalities	Injured/Sick	Hospitalized	Missing	As of this time:	As of this date:
		Fatalities	Injured/Sick	Hospitalized	Missing	As of this time:	As of this date:
Psychological Impact		Psychological Impact Status				Concerns/Consequences	
		None	Mild	Moderate	Severe		
		None	Mild	Moderate	Severe		
Hospital Impact		Hospital Impact Status				Impacts/Concerns/Consequences	
		None	Mild	Moderate	Severe		
		None	Mild	Moderate	Severe		

8	HOUSING IMPACT				
Housing impact to include: <i>Total number of homes/residences threatened, evacuated, damaged, or destroyed as a result of the event.</i>					
Threatened	Evacuated	Damaged	Destroyed	Of total Damaged/Destroyed, indicate number of each based on definitions provided	
				Affected (AFF)	
				Minor (MIN)	
				Major (MAJ)	
				Destroyed (DES)	
Affected (AFF)	Minimal damage to structure and it is habitable, requiring minimal repairs				
Minor (MIN)	Damage may be repaired within 30 days making the structure habitable				
Major (MAJ)	Significant structural damages requiring longer than 30 days for repair to become habitable				
Destroyed (DES)	Structure is a total loss and damage is to such an extent that repair is not feasible and has left the business permanently uninhabitable				

9	BUSINESS AND EMPLOYMENT IMPACT				
Business and Employment impact to include: <i>Status of all businesses threatened, evacuated, damaged, or any essential services disrupted.</i>					
Threatened	Evacuated	Damaged	Destroyed	Of total Damaged/Destroyed, indicate number of each based on definitions provided	
				Affected (AFF)	
				Minor (MIN)	
				Major (MAJ)	
				Destroyed (DES)	
Affected (AFF)	Minimal damage to structure and it is habitable, requiring minimal repairs				
Minor (MIN)	Damage may be repaired within 30 days making the structure habitable				
Major (MAJ)	Significant structural damages requiring longer than 30 days for repair to become habitable				
Destroyed (DES)	Structure is a total loss and damage is to such an extent that repair is not feasible and has left the structure permanently uninhabitable				

10	SHELTERING IMPACT			
Sheltering impact to include: <i>All shelter sites opened as a result of the event including key data as indicated. Please include as much information as possible.</i>				
Shelter/Site #1		Shelter/Site #2		
Shelter/Site Name		Shelter/Site Name		
Shelter/Site Address		Shelter/Site Address		
Shelter/Site Contact		Shelter/Site Contact		
Shelter/Site Phone		Shelter/Site Phone		
Date/Time Opened		Date/Time Opened		
Date/Time Closed		Date/Time Closed		
Level of Operation		Level of Operation		
Shelter Capacity People		Shelter Capacity/ People		
Shelter Capacity Animals		Shelter Capacity/ Animals		
Meals/Water Access		Meals/Water Access		
Current Population		Current Population		
11	PUBLIC UTILITIES IMPACT			
Public Utility impact to include: <i>Status of water, sewer, gas, electric, and telephone services as a result of the event.</i>				
Utility Type		Describe the effects, threats, damages, or dangers to population if damage to utility is listed		
Water System(s):				
Sewer System(s) / Waste Water				
Gas/Natural Gas System(s)				
Electric/Power System(s)				
Telephone/ Cellular System(s)				

12	TRANSPORTATION IMPACTS - ROADS, BRIDGES, RAIL, AIRPORT, MASS TRANSIT, POSTAL				
Transportation impact to include: <i>Status of all road, bridge, rail, airport, mass transit, or postal delivery affected by the event including threatened, damaged, and closed transportation infrastructure as well as emergency services disruptions.</i>					
Road, Bridge, Rail, Airport, Mass Transit, Postal	Threatened	Damaged	Closed	Restoration Expected	Concerns/Consequences
Specific EM Service Disruption:	Road/Hwy/Bridge Status				Concerns/Consequences
	Disruption Began		Restoration Estimate		
Specific EM Service Disruption	Road/Hwy/Bridge Status				Concerns/Consequences
	Disruption Began		Restoration Estimate		
13	OTHER CRITICAL INFRASTRUCTURE IMPACTS				
Critical Infrastructure impact to include: <i>Status of infrastructure of which the incapacitation or destruction would have a debilitating effect on security, economic security, public health or safety, or any combination thereof</i>					
Sector:	Facility	Current Status		Describe damage, issue, or expected restoration	
Chemical Facilities					
Commercial Facilities					
Communication Facilities					
Critical Manufacturing Facilities					
Dam Facilities					
Defense Industry Facilities					
Emergency Services Facilities (LE, EMS, Fire, Public Works, Private Sector)					

Energy Facilities			
Financial Facilities			
Food/Agriculture Facilities			
Government Facilities			
Healthcare/Public Health Facilities			
Information Technology Facilities			
Nuclear Facilities			

14

DEBRIS IMPACT

Debris impact to include: *Status of debris problems arising from event that are cause for safety and/or health hazards.*

Has this event caused any safety or health hazards due to debris?

☐ Yes, there is a debris problem to address due to event
 ☐ No issues currently with debris related to event

Specific Debris	Location of Debris	Concerns/Actions
Specific Debris	Location of Debris	Concerns/Actions

15

OTHER

Please use this section to provide information on any other issue pertinent to the event that is not listed within the report.

INSTRUCTIONS FOR COMPLETING: LOCAL/TRIBAL GOVERNMENT SITUATION REPORT

Purpose

The *Local/Tribal Government Situation Report (SitRep)* is a tool for emergency management officials from a legally constituted political jurisdiction (i.e., town, city, county or tribe.) to use as a means of notifying DEM with situational awareness related to a local event or occurrence. Such an event or occurrence can be natural or man-made with the **potential** for **developing** into an emergency or disaster requiring action at the state level.

The Local/Tribal SitRep serves the following purposes:

1. Use by the State Emergency Operations Center (SEOC) Planning/Situation Unit personnel for crucial situational awareness, distribution of current situation status, and incident summary displays;
2. Provision of critical information important to SEOC command staff planning efforts for the next operational period;
3. Provision of detailed information for use by the DEM Public Information Officer for preparation of media releases and social media information dissemination; and
4. When the information is incorporated into a state-wide Situation Report, it provides incident information to state and federal agencies that require the information.

The Local/Tribal SitRep is NOT to be used for “Requests for Assistance”. If the local jurisdiction is making a request for any type of assistance, it may be done verbally to the DEM Duty Officer at (775) 687-0498 or through DPS Dispatch at (775) 687-0400.

Preparation

The Local/Tribal Government Situation Report is to be prepared by the local emergency manager, or, if the local Emergency Operation Center (EOC) has been activated, by the Planning Section (Situation Unit). Information contained in the situation report can be used as reference by the local Incident Field Commander, the Command Staff, and other General Staff members prior to each Planning Meeting. When preparing the report, please refer to the following key for explanation of each section’s required information:

Section #	Section Name	Explanation
-	Local/Tribal Government Situation Report Header	Identifies the event name, jurisdiction name, date/time the situation report is prepared, and the reporting jurisdiction's contact information including name, phone number, and fax number in the event there are any clarifications needed on the information provided.
1	NATURE OF INCIDENT(S)	Explains, at a high level, what has happened to include where, when, to whom, and if known, why. Identify any responsible parties or causal agents with detail. Please list all notifications made regarding the event. This information is extremely helpful in understanding the IMPACT of the event to your jurisdiction.
2	CURRENT SITUATION / ACTIVATIONS / OBJECTIVES	Provides a snapshot into the current status of the event, any volatility or threats foreseen, and your jurisdictions objectives applied to the event. Please list known jurisdictional threats, indicate how long such threats may exist, and list any EOC activations in your jurisdiction.
3	PROJECTED SITUATION	Provides insight on the projected situational status of the event including outcome, and whether the situation is improving or degenerating. Please list any mitigation efforts, mitigation impacts, costs, and cost challenges associated with the event.
4	LOCAL DECLARATION STATUS	Provides information on local emergency or disaster declaration status. Please include any known jurisdictional declarations and the status of such declarations. Please denote whether there are no declarations issued, if a declaration is pending, if there is a declaration signed, and if such a declaration has been forwarded to the SEOC. Please indicate date/time declaration was signed.
5	RESPONSE OPERATIONS	Provides those response operations (local resources that have been committed to the event) specific within your jurisdiction. Please list the specific resource, where the resource has reported, # of people/equipment assigned, and the contact person's name/phone number responsible for the resource.
6	WEATHER FORECAST	Provides weather forecast which could affect the event. Please provide current weather and expected weather for the next 5-7 days including any severe weather warnings. If there are pending storms or weather events that may impact the event further out than a week, please list as appropriate.
7	HUMAN / HOSPITAL IMPACT	Provides information specific to local impacts to the population related to fatalities, injured/sick, hospitalizations, or missing persons as a result of the event. Please include any known psychological impacts, the severity of the impact, and any know hospital impacts in the affected jurisdiction. Please note any concerns or consequences as a result of the impact.

8	HOUSING IMPACT	Provides information on housing impacts as a result of the event to include number of homes/residences threatened, evacuated, damaged, or destroyed. Specificity of damage is extremely important in identifying potential federal assistance which may be available based on the impact. Use of FEMA defined damage is categorized into 4 areas: Affected (AFF) - Minimal damage to structure, habitable requiring minimal repairs; Minor (MIN) - Damage may be repaired within 30 days making the structure habitable; Major (MAJ) - Significant structural damages requiring longer than 30 days for repair to become habitable; Destroyed (DES) - Structure is a total loss and damage is to such an extent that repair is not feasible and has left the business permanently uninhabitable. Please use best judgement when categorizing damage.
9	BUSINESS AND EMPLOYMENT IMPACT	Provides information on business/employment impacts as a result of the event to include threatened, evacuated, damaged, or destroyed businesses. Specificity of damage is extremely important in identifying potential federal assistance which may be available based on the impact. <i>Please refer to Section #8's description on specific FEMA damage categories including Affected, Minimal, Major, and Destroyed.</i>
10	SHELTERING IMPACT	Provides information specific to sheltering efforts in the jurisdiction as a result of the event. Information provided identifies shelter name, address, contact person, phone number, date shelter opened, date shelter closed, the level of operation, shelter capacity for people and/or animals, shelter provision of meals/water, and current population in the shelter.
11	PUBLIC UTILITIES IMPACT	Provides information specific to impact on public utilities as a result of the event to include status of water, sewer, gas, natural gas, electric, and telephone services in the jurisdiction. Please include effects, threats, damages, or dangers to the population as a result of the impact.
12	TRANSPORTATION IMPACTS - ROADS, BRIDGES, RAIL, AIRPORT, MASS TRANSIT, AND POSTAL	Provides information specific to transportation impacts affecting roads, bridges, rails, airports, mass transit systems, and postal systems. Please include threatened, damaged, or closed transportation infrastructure in addition to any specific disruptions affecting emergency response capability including when the disruption began and expected restoration of the infrastructure damaged.
13	OTHER CRITICAL INFRASTRUCTURE IMPACTS	Provides information specific information on that infrastructure of which the incapacitation or destruction of which would have a debilitating effect on security, the economy, public health and safety, or any combination thereof. Please include any impacts to the critical infrastructure sectors in your jurisdiction to include current status, damage description, current issues, and expected restoration. Please only fill out information for those specific sectors with potential or identified damage.

14	DEBRIS IMPACT	Provides information specific to debris generated as a result of the event which may be cause for safety and/or health concerns. Please note whether there are any debris impacts in your jurisdiction, and list specific debris types, location of debris, and any concerns or actions resulting from such debris.
15	OTHER	Provides a place within the situation report for the jurisdiction to provide additional information which may be important to know regarding the event that has not been identified in any of the sections of the report.

Distribution

The Local/Tribal SitRep should be updated regularly (at least twice/day), and disseminated as appropriate:

- To local EOC staff, incident commanders, and other jurisdictional entities requiring local situation updates; and
- To the SEOC during events or occurrences, either natural or man-made, with the **potential** for **developing** into an emergency or disaster – OR- an already declared emergency or disaster requiring action at the state level.

Situation reports may be submitted to the SEOC by any of the following means (*listed in order of preference*):

1. **WebEOC:** During an activation of the SEOC, an incident will be created in the WebEOC system. Access to that system will allow credentialed users the ability to upload situation reports to the incident.
 - a. Please use the following link to access the SEOC's WebEOC portal: <https://webec.nv.gov/eoc7/>. For best results, do not use Internet Explorer when accessing WebEOC. It works best with Google Chrome or other search engines such as Bing, etc.
 - b. User names and passwords for WebEOC may be obtained by contacting the SEOC Logistics Section at (775) 687-0334.
2. **SEOC Planning Section Situation Unit:** During an activation of the SEOC, the Planning Section Situation Unit is responsible for updating situational status for the event.
 - a. Please forward a copy of the Local/Tribal Government Situation Report to PlanningNDEM@gmail.com
3. **Facsimile:** (775) 687-0322

4. Should normal telephone services be inoperable or unavailable, please utilize the following alternative communications system, (1) the **National Warning System (NAWAS)** through the Public Safety Answering Point (PSAP), (2) **Radio Amateur Emergency Services (RACES)**, and (3) **Amateur Radio Emergency Service (ARES)**.

State Disaster/Presidential Disaster Declaration Information

During an emergency or disaster, local jurisdictions may declare formal states of emergency or disaster as a way to activate those resources and authorities unavailable during non-emergency or non-disaster instances. As such, the State must also prepare to elevate resource and/or authority assistance through a State Disaster Declaration issued by the Governor, which in turn may trigger a Presidential Disaster Declaration. In that event, it is imperative to receive specific information from affected jurisdictions about the scope and impact of the event WHILE the event unfolds.

REQUEST FOR PRESIDENTIAL DISASTER DECLARATION MAJOR DISASTER OR EMERGENCY

STATE OF EMERGENCY DECLARATION INFORMATION				
Please indicate whether a State of Emergency Declaration has been declared for the event. If Yes, please indicate declaration date and areas of involvement below:			Yes	No
Declaration Date:	Areas included in the Declaration:			
Have any other affected jurisdictions also declared States of Emergency? If yes, please indicate which jurisdictions, declaration dates, and areas of involvement below:			Yes	No
Jurisdiction	Declaration Date	Areas included in the Declaration		
DAMAGE DESCRIPTION INFORMATION				
Provide a description of damage as a result of the event (such as the impact the event has had on the affected area and population; disruption of normal community functions and services, including:				
Information Required	Location (City, County, Tribe)		Number/Description	
Damage to any critical facilities that have been rendered non-operational by the event.				
Extended or widespread loss of power or water.				

Emergency conditions that may be present		
Health and safety hazards		
Status of repairs and estimated completion date(s), if known.		
Preliminary Damage Assessment (PDA) findings and how and where they were conducted, including accessibility concerns, if additional space needed from the form.		
Nature and amount of State, local or Indian tribal government resources that have been or will be used to alleviate the conditions of this disaster.		
Describe what has been done to respond to the disaster, including Actions pending or taken by the State, local, or Indian tribal governments.		
Describe any State, local or Indian tribal government Individual Assistance programs.		
DEATHS/INJURIES INFORMATION		
# Deaths	Location (City, County, Tribe)	Description
# Injuries	Location (City, County, Tribe)	Description
VOLUNTARY AGENCY ASSISTANCE INFORMATION		
Describe voluntary agency assistance provided to the community in anticipation of, or as a result of, the event including but not limited to activities taken by the agencies listed and any other voluntary agency you may have received assistance from due to the event:		
American Red Cross (ARC)		Other Voluntary Agency/Municipal Shelters (Please list below):
Salvation Army (SA)		1
Southern Baptist Disaster Relief (SBDJR)		2
Voluntary Organizations Active in Disaster (VOAD)		3

If appropriate, please indicate answer to the following questions for each agency listed to the right [include any additional agencies you entered above under "Other Voluntary Agency ..." section above.	ARC	SA	SBDR	VOAD	Agency 1	Agency 2	Agency 3
Number of Shelters Open							
Location of Shelter							
Shelter's Peak Population							
Total Number of Overnight Stays							
Shelter Closing Date							
Number of Mental Health Contacts Made							
Number of ARC Cases Opened and Closed							
Number of Clean-Up Kits Provided							
Number of Meals Served							
Number of Fixed/Mobile Feeding Sites							
Level of ARC Operation (I-V)							
Other types of assistance that were provided by a voluntary agency/organization (Please list agency, location, and detailed assistance provided:							
Agency	Location (City, County, Tribe)			Description of Assistance Provided			

INDIVIDUAL ASSISTANCE INFORMATION

Provide detailed information on the impacted population including median household income, percent elderly, percent disabled, percent pre-disaster unemployment, percent of insurance, and percent below poverty level. Include a comparison of the national average, percentage of the State, local, or Indian tribal government averages and that of jurisdictions requested for each of the headers listed.

Average of Persons Below Poverty Level*

*Median Household Income	*Percent Elderly	*Percent Disabled	*Percent Pre-Disaster Unemployment	Percent of Insurance	Percent Below Poverty Level
National Average	National Average	National Average	National Average	National Average	National Average
State/Local Tribal Average	State/Local Tribal Average	State/Local Tribal Average	State/Local Tribal Average	State/Local Tribal Average	State/Local Tribal Average
List Jurisdictions Requested	List Jurisdictions Requested	List Jurisdictions Requested	List Jurisdictions Requested	List Jurisdictions Requested	List Jurisdictions Requested

Resource Requests

The Local/Tribal Government situation Report is not to be used for resource requests. However, in the event the SEOC is activated, resource requests will be placed with the Ordering Manager in the SEOC Logistics Section. A telephone and FAX number for the Ordering Manager will be provided to the effected jurisdiction upon activation of the SEOC. In the event telephone communication is not available, resource requests may also be transmitted via radio on the STATE EOC frequency.

These requests may be made verbally (which will be documented on the Resource Request Form (RRF) and sent to the requestor for signature approval) or by FAX.

The preferred form for ordering resources is the Resource Request Form (RRF). Utilization of this form ensures continuity and consistency throughout the resource ordering process.

(SAMPLE)

RESPONSE/RESOURCE CHECKLIST

(You may choose to use forms from your local emergency operations plan or ICS forms)

RESPONSE/RESOURCE CHECKLIST
Background Information Reported By:
Phone Number:
Time:
Type of Emergency/Disaster:
Size:
Amount:
Location Needed:
Type:
Amount Resources Committed:
Time Needed and/or How Long:

- Plan and outline necessary resources that cannot be obtained locally.
- Obtain information on available funding mechanisms, laws, and ordinances.
- Order resources necessary to achieve appropriate response. (Keep in mind that initially it is the responsibility of local government to pay for resources obtained from the state or federal government without a state and/or federal declaration.)
- Make sure all resource requests are channeled through a central point of contact as outlined in the National Response Framework (NRF). This is necessary to prevent duplication of effort and accumulation of unnecessary costs.
- Plan for receipt of resources by establishing a central point for staging and distribution.

What Resources are to be Staged/Delivered?

Other Authorities Notified?

Has the Nevada Division of Emergency Management been notified?

☐	Yes	☐	No	Contact the State Emergency Management Division and describe the situation to operations staff.
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Contact the Nevada Division of Emergency Management (DEM) and describe the situation to operations staff.

State DEM 24-Hour Emergency Telephone Numbers
DEM Duty Officer - (775) 687-0498 or 775-687-0400

(SAMPLE)

Mutual Aid Agreement

(I'm not sure this is needed any longer due to the passage of NRS414A?) also, should we provide the NRS 414A Tribal Resolution Template? (for them to opt-in to the NIMAS)

WHEREAS, the units of _____(Unit A) and _____ (Unit B) anticipate a demand for mutual aid and cooperation in the use of their public safety personnel and equipment during times of emergency.

NOW, THEREFORE, (Unit A) hereby agrees that its public safety personnel will render mutual aid to (Unit B) and (Unit B) hereby agrees that its public safety personnel will render mutual aid to (Unit A) in an emergency situation under the following conditions:

1. The public safety official or other approved designee of an assisting unit shall have the authority in an emergency to determine whether personnel and/or equipment shall be sent beyond the area of responsibility of the assisting unit. It is the intention of this agreement to vest in each party the sole right to determine when its needs will permit it to respond to a call by the other unit. It is further agreed that any unit failing to respond shall not be liable for damage to the requesting unit.
2. The Incident Command System must be used. All qualification and certifications of responding individuals shall be recognized. The Incident Commander may request mutual aid by any expeditious means and is responsible for all resources assigned to or responding to an incident. The individual in charge of an assisting unit shall notify the Incident Commander upon arrival and shall retain the ability to withdraw personnel or resources upon notification to the Incident Commander. An assisting unit withdrawing from an emergency response operation is not liable for damage to the requesting unit.
3. With the exception of volunteers, each unit entering this agreement shall continue to provide the same salaries and benefits to their employees who are assigned to render assistance to another unit in performance of this agreement as that employee would receive if on-duty within their area of responsibility. If emergency grant funds or other assistance becomes available to the requesting unit, the requesting unit shall reimburse any assisting units, whether paid or volunteer within their own area of responsibility, on an equitable basis at rates consistent with the policies of the agencies or entities providing emergency grant funds or other reimbursement assistance, for costs incurred by the assisting units for salaries and benefits. Costs of repairs and maintenance of equipment

shared, used, or expended while rendering assistance under this agreement will be borne by the unit owning the equipment unless emergency grant funds or other assistance become available. Personnel of an assisting unit who sustain injury or death in the course of their employment are entitled to all applicable benefits normally available to personnel while performing duties for their unit.

4. Either party to this agreement may at any time withdraw from further participation in the agreement by giving 30 days prior written notice of termination to the other party. This agreement is independent of any written agreements with other units.

IN WITNESS, THEREOF, the parties sign and execute this agreement this ____ day of _____, 20__.

(Unit A)

(Unit B)

APPENDIX 2

Rapid Damage Assessment

Note: *Appendices 2 through 9 provide comprehensive information, templates and applications in how to request assistance for programs that may assist with short, intermediate, and long-term recovery.*

Rapid Damage Assessment Form

Rapid Assessment

When the local Emergency Manager, or designee, contacts the DEM Duty Officer to report a possible emergency or disaster situation, he/she must describe the seriousness of the situation.

State DEM 24-Hour Emergency Telephone Numbers
DEM Duty Officer - (775) 687-0498 or 775-687-0400

In the aftermath of an emergency or disaster, both individual homes and businesses and public non-profit and governmental entity damage assessments must be performed. Because of the corresponding types of federal/state assistance available, each type of assessment is designed to quantify the eligible amounts of damages incurred.

It is the responsibility of the local government to provide a rapid damage assessment as soon as possible (*24 to 48 hours after the event*) and report the findings to DEM. The person who makes contact should be the local Emergency Manager, member of the City Council/County Commission, Tribal Council Chairperson or other person of authority. The contact will be authenticated if solely a member of the public.

Local governments should estimate all damages, including public sector, private sector, and agricultural losses. Officials may have to recruit people with special knowledge to assist with the damage estimate. Some suggested sources of people to assist this effort would be the County Assessor, real estate appraisers, the county Extension Agent, the Natural Resources Conservation Service, local public works or roads personnel, utilities representatives, and the American Red Cross. This need should be addressed in the Emergency Operations Plans. Detailed site visits will come later if the situation worsens and the affected county makes a request for Preliminary Damage Assessment teams.

See [Appendix 4 - Cost Codes](#).

Rapid Damage Assessment Report

The following forms can be used to tabulate initial reports and estimates of damages. Damage assessment activities performed by a team of local personnel should begin as soon as reliable estimates become available (see your Local Emergency Operations Plan).

- Assign a damage assessment coordinator. Good candidates are building officials, assessors, fire fighters, insurance claims agents and city/county managers or administrators.

- Perform a windshield survey to identify immediate problems and the most seriously damaged areas. Clear photos of damages with geo-locations help document for later PDAs and requests for financial assistance.
- Obtain maps of damaged areas and highlight infrastructure, residential, business, and agricultural damages. Divide damaged areas on maps into sectors to assist inspection teams and reduce duplication of effort. GIS mapping is encouraged.
- Document all local costs and expenditures and be sure records are accurate, legible, and complete.
- Complete situation reports based upon damage assessment information. (See situation report included in [Appendix 1](#).)
- Determine the need for outside technical support.

Records Keeping

The applicant will be required to keep complete records of all work, i.e. receipts, dispatch logs, checks, job orders, contracts, equipment usage documentation and payroll information, and proof of payment in order to support a request for public assistance.

If funded under the public assistance program, records must be retained for three years from the date the last project was completed or from the date final payment was received, whichever is later. During this three-year period, all approved project worksheets are subject to state and federal audit or review.

(SAMPLE)

Rapid Damage Assessment Report			
1	Reporting Location:		
		Name of County/City	Date
Time			
If this is a county report but does not include all affected cities and towns in the county, specify the city or towns excluded. (Example: Washoe County less Sparks; Clark County less Henderson, etc.)			
2	Area Affected:		
3	Cause of Damage (Fire, Flood, Earthquake, etc.)		
4	Damage to Essential Facilities		
Facility Type		Quantity	Cost
a	Hospital		\$
b	Communications		\$
c	Power Plants		\$
d	Railroads		\$
e	Food Availability		\$
f			\$
g			\$
5	Damage to Public/Tribal Property		
Property Type		Quantity	Cost
a	Roads		\$
b	Bridges		\$
c	Schools		\$
d	Irrigation Districts		\$
e	Water Treatment		\$
f	Sewage Plants		\$
g	Distribution Lines		\$
h	Airports		\$

6	Damage to Private Property						
Property Type				Quantity		Cost	
a	Dwelling Units					\$	
b	Commercial Facilities					\$	
c	Farms & Ranches					\$	
d	Livestock					\$	
7	Are There Large Accumulations of Debris?					Yes	No
If Yes, explain type, location, amount, etc., below:							
8	Is the Reporting Government/Tribal Jurisdiction Intact Enough to Fulfill its Governing Functions?					Yes	No
9	Dollar Amount of Reporting Government/Tribal Resources Which Have Been Committed to Alleviating Damage, Loss, Hardship, or Suffering						
Resource Category			Personnel		Materials		Equipment
Debris Removal			\$		\$		\$
Emergency Protective Measures			\$		\$		\$
Roads and Bridges			\$		\$		\$
Water Control Facilities			\$		\$		\$
Buildings and Equipment			\$		\$		\$
Utilities			\$		\$		\$
Parks, Recreational and Other			\$		\$		\$
Sub Total							
10	Emergency Operations Center						
		Address, City, Zip			Telephone #		
Other contact/communication information for the EOC or specific incident:							

11	Amount of Local/Tribal Government Funding Available and Expected to be Appropriated to Meet the Needs of This Disaster	\$
State DEM 24-Hour Emergency Telephone Numbers DEM Duty Officer - (775) 687-0498 or 775-687-0400 DEM Fax Number (775) 687-0322		

APPENDIX 3

Preliminary Damage Assessment And Joint Damage Assessment

Note: *Appendices 2 through 9 provide comprehensive information, templates and applications in how to request assistance for programs that may assist with short, intermediate, and long-term recovery.*

Assessment for Individual Homes and Businesses
Preliminary Damage Assessment Site Estimate for Public Infrastructure Sheet
Preliminary Damage Assessment Summary Sheet

Assessment for Individual Homes and Businesses

The purpose for individual assessments is to determine the extent to which individuals and private businesses have been impacted by the emergency or disaster.

Two basic categories of eligible individual damage include:

1. **Damage to Homes**: A person whose primary residence has been damaged due to an emergency or disaster may qualify for various forms of disaster assistance. When damage assessment teams go into the field, they will estimate the degree of damages to the home, evaluate the insurance coverage, estimate the income and determine the habitability and type of home. If the damage is widespread, consider setting up a call center to aid in damage assessment.
2. **Damage to Businesses**: Privately-owned business that were damaged or destroyed by the emergency or disaster may qualify for available programs through the Small Business Administration. Loss of a business may impact several other businesses in the community resulting in increased numbers of lost jobs and income.

INDIVIDUAL ASSISTANCE THRESHOLDS

FEMA is clear that there is no set threshold for recommending Individual Assistance. According to the Code of Federal Regulations, they consider six primary factors to measure the severity, magnitude and impact of the disaster and to evaluate the need for assistance to individuals under the Stafford Act.

These factors include:

1. Concentration of damages;
2. Degree of trauma to a state and to communities;
3. Whether populations such as low-income, the elderly, or the unemployed are affected, and whether they may have a greater need for assistance;
4. Extent to which voluntary agencies and State or local programs can meet the needs of the disaster victims;
5. Amount of insurance coverage; and
6. Average amount of individual assistance by state.

A principal factor used in determining the eligibility of a state for Individual Assistance is the average amount of individual assistance by state. The average is derived by FEMA comparing the impacts of a disaster under review with historical losses in states of a similar size. The average number of homes estimated with major damage or which have been destroyed in past events, is also a contributing factor. In

the past, the unofficial rule of thumb has been that a county must have a least 500 uninsured or underinsured homes with major damage or which have been destroyed in order for the state to be eligible to request Individual Assistance. While it is unclear how many homes must have incurred major damage or been destroyed to qualify for federal assistance, it is clear that FEMA pays close scrutiny to the total number of uninsured or underinsured homes with major damage or which have been destroyed in determining whether a state will qualify for individual assistance. ([See FEMA Individuals and Households Program Unified Guidance](#)).

DAMAGE LEVEL



Nevada Division of Emergency Management

Damage Assessment Guidelines Individual Assistance



	DESTROYED	MAJOR	MINOR	AFFECTED HABITABLE
	TOTAL LOSS	NOT HABITABLE	NOT HABITABLE	HABITABLE
Definition	Structure is a total loss Not feasible To Rebuild	Extensive repairs necessary Greater than 30 days To Repair	Structure is damaged. Minor repairs necessary. Less than 30 days to repair	Minimal Damage Habitable without repairs
Description	Structure leveled - OR - Second floor gone Foundation heavily damaged Basement heavily damaged	Walls collapsed Exterior frame damage Roof gone or collapsed Damage to utilities: furnace, water heater, well, septic	Interior floors minor damage Exterior walls minor damage Trees fallen on structure Smoke damage Shingles/tiles moved/missing	Chimney or porch damage Wet carpet first floor Broken Windows
Look For	Structure leveled Major foundation shifting Only foundation left. Roof gone Wall distortion.	Parts of roof/deck missing Twisted or bowed walls Cracked or collapsed walls Large object penetration (trees etc.) Damaged foundation	Missing shingles Broken windows/doors Loose/missing siding Minor foundation shifting Minor septic damage	Few missing shingles Some broken windows Damage to air conditioning etc Minor basement flooding
Water Levels	Greater than 4 feet first floor Mobile Home: More than 2 feet	2 to 4 ft 1st floor w/o basement 1 ft or more 1st floor w/ basement Mobile Home: 6" to 2' with plywood floor 1" with particle board floor	2" to 2' 1st floor w/no basement 1' or more <i>IN</i> basement Wet insulation in crawlspace Sewage in basement Mobile Home: Belly board wet to 6"	Less than 2" on first floor Minor basement flooding Mobile Home: No Belly Board damage
Tips for Estimating Water Depths				
Brick: 2 1/2 inches per course Lap Siding: 4" or 8" per course Door Knobs: 36" above floor Concrete or cinder block: 8" per course Standard door: 6' 8" Stair Riser: 7 Inches				

For all surveyed structures, a category of damage is used in making a damage assessment. The categories are listed below;

1. **AFFECTED HABITABLE** – some damage to structure and suspected damage to contents. Structure is usable without repairs. Some of the items that determine minor damage are:
 - Missing shingles and other minor roof problems;
 - Broken windows; and
 - 0-6 inches of water in a single-family dwelling.

2. **MINOR DAMAGE** – Item/building is damaged and may be used under limited conditions, and may be restored to service with minor repairs. Some of the items that determine minor damage are:
 - Can be repaired within 30 days; and
 - Has less than 50% damage to structure.
3. **MAJOR DAMAGE** – Item/building is damaged to the extent that it is no longer usable and may be returned to service only with extensive repairs. NOTE: Water above the floor of a mobile home generally causes major damage and may need to be added to the destroyed category, however, the occupants may choose to fix and move back in. Water that goes into the flooring will also cause damage to walls with the soaking of water up into the drywall and insulation of the home. Any one of the following may constitute a status of major damage:
 - Substantial failures to structural elements of the residence affecting strength and safety (e.g., walls, floors, foundation, etc.);
 - Has more than 50% damage to structure; and
 - Damage that will take more than 30 days to repair.
4. **DESTROYED** – Totally uninhabitable, beyond repair. If a local ordinance prohibits the issuance of a permit for repairs to a structure damaged beyond a certain degree, that structure should be included in the DESTROYED category. Any one of the following may constitute a status of destroyed:
 - Structure is not economically feasible to repair;
 - Structure is permanently uninhabitable;
 - Complete failure of major structural components (e.g., collapse of basement walls/foundation, walls, or roof);
 - An unaffected structure that will require removal or demolition(e.g., homes that will be removed due to local ordinance violations and other issues that cause a permanent state of imminent danger, such as rock or mudslides, liquefaction, etc.); and
 - For flooding, if the structure has 2 or more feet of water on the first floor and the water has remained in the structure for an extended period of time (more than one day), it is likely that the structure has incurred extensive damage to the walls and foundation and it can generally be considered destroyed. If the flood is of short duration (rapid rise and fall of the water) consideration can be given to classifying the damage as “major damage”. Mobile homes that have water above the floor level can usually be considered as destroyed.

For the purposes of this form, “Individual Assistance” may be thought of as potential assistance to individuals, families, and businesses which is tied to the structures they inhabit. This form is intended for collecting damage assessment data on homes and businesses in the field. It may also be useful for collecting data being provided via “telephone-banks.” The information collected on these forms should be summarized on the IA Street Sheet [\(See FEMA Damage Assessment Operations Manual\)](#)

IA Damage Assessment / Data Collection Summary														Assessment Team Members			
Type of Event/Name		Date of Event				Date of Assessment											
		Time of Event				Time of Assessment											
County:																	
City:																	
Street Location:																	
Street #	Dwelling Type					Damage Level				Primary Residence				Insurance			Notes
	S	M	A	P	B	AFF	MIN	MAJ	DES	Yes	No	Own	Rent	F	P	N	
Category Totals																	
Page Total																	
Use the codes below to complete this form:																	
Type										Insurance							
S – Single Family Dwelling										F – National Flood Insurance							
M – Mobile Home										P – Property and Casualty Insurance							
A – Apartment or Condominium										N – No insurance							
P – Public Building (Specify in Notes: Church, School, etc.)																	
B - Business																	
Damage Level Acronyms																	
AFF – Affected					MIN – Minor					MAJ – Major					DEST - Destroyed		

IA SUMMARY FORM

JURISDICTION: _____

DATE: _____

Place a mark for each unit, and a diagonal line for every fifth unit. When assessing multi-family dwellings, and businesses co-located within one structure, make a mark for each individual unit within the appropriate category of damage. Where a dwelling or business is not damaged, but is significantly affected by the event (for example; no access, loss of potable water, anticipated long-term utility outage, etc.), place the mark for that unit in the affected row.

Category	Single Family Dwelling	Mobile Home	Multi-Family	Business	Total
Affected - Habitable					
Minor					
Major					
Destroyed					
Estimate % Insured					
Total					

Signature by submitting official: _____

ASSESSMENT FOR PUBLIC, NON-PROFIT AND GOVERNMENTAL ENTITIES

Public damages can include structures or facilities owned by public or Private Non-Profit entities. This could include roads, bridges, buildings, utilities, etc. Listed below are the categories of Damage Eligibility.

Categories of Work

To facilitate the processing of Public Assistance grants, FEMA has divided disaster-related work into two broad categories, emergency work and permanent work. Emergency and permanent work is further divided into the seven defined categories:

Categories of Work	
Category	Type of Work
Emergency Work:	A Debris Removal
	B Emergency Protective Measures
Permanent Work:	C Roads and Bridges
	D Water Control Facilities
	E Buildings and Equipment
	F Utilities
	G Parks, Recreational Facilities, and Other Items

Damage Eligibility by Category

Emergency Work Categories A & B

Emergency Work

Emergency work is that which must be performed to reduce or eliminate an immediate threat to life, protect public health and safety, and to protect improved property that is threatened in a significant way as a result of the disaster. Specific eligibility criteria for the two emergency work categories, Category A Debris Removal and Category B Emergency Protective Measures, are discussed in detail in the individual category discussions that follow.

Category A: Debris Removal

- *From Public Property.* Eligible when it is reasonable and necessary.

In general, debris on public property that must be removed to allow continued safe operation of governmental functions or to alleviate an immediate threat is eligible. Debris that is blocking streets and highways is a threat to public health and safety because it blocks passage of emergency vehicles or it blocks access to emergency facilities such as hospitals. Debris in a natural stream or flood channel may cause flooding from a future storm. If such flooding would cause an immediate threat of damage to improved property, removal of the disaster-related debris only to the extent necessary to protect against an immediate threat would be eligible. However, not all public property clearance will necessarily be eligible. For example, removal of fallen trees in an unused forested or wilderness area would not be eligible.

Where temporary levees have been constructed as an emergency protective measure, removal of them will be eligible only to protect public health and safety or to protect improved public or private property.

Debris cleared from roads and highways, including the travel lanes and shoulders, roadside ditches and drainage structures, and the maintained right-of-way, may be eligible. When the Emergency Relief Program is activated for an area, FHWA assistance is available for debris removal on Federal-Aid roads and FEMA assistance is not available for these roads. If the Emergency Relief Program is not activated, then FEMA assistance may be available.

The removal of debris from parks and recreational areas used by the public is eligible when it affects public health or safety or proper utilization of such facilities. Trees frequently constitute a large part of debris in these areas. Normally, trees requiring removal are flush cut at the ground. Stump removal is not eligible unless it is determined that the stump itself poses a hazard, as when the tree has been uprooted. When eligible, stump removal will be accomplished by the most economical means.

- *From Private Property.* Removal of debris from private property is eligible only if it presents a public safety or health hazard or if it has been placed at the curb for public removal.

Debris removal from private property is the responsibility of the individual property owner aided by insurance settlements and assistance from volunteer agencies. Many homeowner fire and extended coverage insurance policies have specific coverage for debris removal and for demolition of heavily damaged structures. FEMA assistance is not available to reimburse private property owners for the cost of removing debris from their property; however, an eligible local or State government may pick up and dispose of disaster-related debris placed at the public right-of-way by those private individuals. This type of work must be carefully controlled with regard to extent and duration.

If debris on private business and residential property is so widespread that public health, safety, or the economic recovery of the community is threatened, the actual removal of debris from the private property by an applicant may be eligible. Such debris removal must benefit the general public and not just an individual or a limited group of individuals within the community. FEMA must approve removal of debris from private property before the work begins for that work to be eligible. Additionally, debris removal from private property will not be approved until the State or local government has agreed in writing before work begins to indemnify FEMA from any claims arising from such removal and has obtained unconditional authorization to remove the debris from the property owner.

A governmental resolution after a disaster by an applicant declaring that debris on private property constitutes a threat to public health and safety does not in itself make the debris removal eligible. The applicant should submit its established, specific legal requirements for declaring the existence of a threat to public health and safety to DEM for submission to FEMA for review and approval. Conditions that could make the removal of debris from private property eligible for reimbursement include:

- A damaged structure may be a public health and safety hazard if it could be condemned as such pursuant to the provisions of an applicant's ordinance related to condemnation of damaged structures. Such a determination must be made by an individual qualified to do so, such as a certified building inspector; or
- A public health hazard may exist if such a determination is made pursuant to the provision of an applicant's ordinance related to public health. Such a determination must be made by an individual qualified to do so, such as a public health official.

In general, even if private property debris removal is authorized, FEMA will not pay for removal of the following:

- Privately owned vehicles, whether or not insured;
- Old white goods (refrigerators, washers, dryers, etc.) located on private property awaiting proper disposal before the disaster;
- Old tires, batteries, or any equipment/material located on private property awaiting proper disposal before the disaster;
- Other equipment or material stored on the property or awaiting disposal before the disaster;
- Damaged swimming pools and basements;

- Damaged foundations (unless it is part of a mitigation buy-out project); or
- Reconstruction debris, private or public, sometimes called construction rubble. This is material resulting from reconstruction activities. Removal is the responsibility of the property owner. Removal of reconstruction debris from an eligible facility may be included in the repair/replacement Project Worksheet for that facility.

In all cases, the costs associated with these activities must be reasonable.

Category B: Emergency Protective Measures

Emergency protective measures are those activities undertaken by a community before, during, and following a disaster that are necessary to do one of the following:

- Eliminate or reduce an immediate threat to life, public health, or safety; or
- Eliminate or reduce an immediate threat of significant damage to improved public or private property through cost-effective measures.
- Examples of eligible emergency protective measures include: sandbagging. Sandbags and material are eligible. Volunteer labor and material are not eligible.
- Barricades and Signs. Material and labor to build and place signs are eligible.
- Health and Safety Hazards. Removal or neutralization of health and safety hazards is eligible if approved by the appropriate health or environment agency.
- Temporary Repairs. The construction of road detours, temporary repair of storm damage to public buildings, rental of temporary work space for public employees, and temporary repair of utilities may be eligible.
- Food and Shelter. Applicants should utilize volunteer agencies such as American Red Cross or Volunteers Active in Disasters (VOAD) when possible.
- Warning of risks and hazards.
- Search and rescue, including transportation of disaster victims.
- Emergency medical facilities. Eligible costs include any additional temporary facilities and equipment required to treat disaster victims when existing facilities are overloaded or damaged. Ineligible costs include any costs for emergency medical treatment (including vaccinations), labor costs

(physicians, medical personnel, etc.), follow-on treatment, increased operational and administrative costs, and loss of revenue.

- Emergency evacuations of medical and custodial care facilities. Eligible costs include transportation and extraordinary labor costs for non-medical staff assisting in the evacuations. Ineligible costs include medical staff and supplies utilized during the evacuations. ([See FEMA PAPPG – Emergency Work Eligibility](#))
- Facility costs (but not labor costs) for emergency mass care and shelter operations provided by volunteer agencies. Eligible costs generally include supplies, durable medical equipment, security, cleanup, minor repairs, and increased utility costs. Lease costs are not eligible except in the most extraordinary of disaster situations.
- Facility costs for emergency mass care and shelter operations provided by governmental entities when volunteer agencies are unable to provide emergency mass care and shelter. Eligible costs generally include supplies, durable medical equipment, security, cleanup, minor repairs, and increased utility costs. Lease costs are not eligible costs except in the most extraordinary of disaster situations.
- Expenses of PNPs for providing emergency protective measures for their facilities are eligible if their facilities are otherwise eligible for assistance.
- Security in the disaster area.
- Provision of food, water, ice, and other essential needs at central distribution points for use by the local population.
- Temporary generators for facilities that provide health and safety services.
- Rescue, care, shelter, and essential needs for household pets and service animals if claimed by a State or local government. Service animals will be sheltered with their owners in congregate shelters. ([See FEMA PAPPG – Emergency Work Eligibility](#)) The provisions of rescue, evacuation, movement of supplies and persons, care, shelter, and essential needs for human populations affected by the outbreak and spread of influenza pandemic. Three conditions must be met for a pandemic to start: a) a new influenza virus subtype must emerge for which there is little or no human immunity; b) it must infect humans and cause illness; and c) it must spread easily and sustainably (continue without interruption) among humans.
- Provision of temporary facilities for schools (public and PNP) and essential community services. Examples of temporary facilities include construction of a temporary bridge or detour road to replace an essential crossing facility, temporary hookup of utilities, and essential temporary buildings for

schools or government offices. Eligibility criteria for temporary relocation are outlined on pages 38-39. ([See FEMA PAPPG – Emergency Work Eligibility](#))

- Activation of a State or local emergency operations center to coordinate and direct the response to a disaster event. Costs must be associated with a time frame related to circumstances justified by the nature of the emergency or disaster. Often an emergency operations center is used to direct response activities for a period of time, and then its primary activity shifts to managing the Federal assistance.
- Because the Stafford Act places limitations on reimbursement for the costs of administering the Federal grant, the applicant must keep track of which duties are being performed by the center's personnel. Applicant pre-disaster pay policies related to overtime, compensatory time, and Fair Labor Standards Act designations are integral to eligibility determinations regarding costs.
- Demolition and removal of damaged public and private buildings and structures that pose an immediate threat to the safety of the general public. The threat must be identified by local officials according to established local ordinances and verified by State and Federal officials. In some instances, securing a damaged building from access is sufficient to alleviate the threat and demolition is not necessary. Buildings that were condemned as a safety hazard before the disaster are not eligible for disaster funding. Removal of health and safety hazards. Such activities may include the following:
 - o Disposal of dead animals;
 - o Pumping of trapped floodwaters that threaten improved property;
 - o Pumping of flooded basements, but only if there is a widespread need affecting numerous homes and businesses in the community;
 - o Pumping of septic tanks or decontamination of wells, but only if there is a widespread pollution threat; and
 - o Vector control of rodents or insects when there is a serious health hazard. A serious health threat exists when a specific threat posed by the increased vector population is identified. Verification of the threat by the Federal Centers for Disease Control or State or local health agencies in accordance with established ordinances is required. [See [FEMA PAPPG Appendix G Mosquito Abatement](#)]
- Construction of emergency protective measures to protect lives or improved property to include the following:

- o Temporary levees, berms, dikes, and sandbagging by itself or on top of a levee;
 - o Buttressing, bracing, or shoring of a damaged structure to protect against further damage to the structure, or to protect the general public;
 - o Emergency repairs to protective facilities (work is limited to that which would provide protection from a 5-year event or would restore the facility to its pre-disaster design, whichever is less); and placement of sand on a beach to serve as protection of improved property from waves and flooding (the same criteria regarding the level of protection apply).
- Emergency measures to prevent further damage to an eligible facility. Boarding windows or doors, covering the roof, and remediation to stop the spread of mold in the immediate aftermath of the disaster are examples of this work.
 - Restoration of access. If a privately owned access (such as a driveway, road, or bridge) is damaged, funds for restoration of this access may be eligible either under FEMA's Individuals and Households Program or FEMA's PA Program. In cases where homes are inaccessible as a result of the damage, work to establish emergency access may be eligible under PA if an eligible applicant has legal authority to perform the work and provided that the emergency access economically eliminates the need for temporary housing. The PA Program staff should coordinate with the Individuals and Households Program staff to eliminate duplication of effort and funds.

Donated Materials and Labor. Not eligible for reimbursement but may be used for in-kind match. Keep accurate records of the donated materials and labor and it is a good idea to have a policy in place or identified in the local emergency operations plan on how to track these costs before an emergency or disaster strikes.

Other Types of Emergency Work. Specific eligibility criteria may also apply to the provision of emergency communications, public transportation, building inspections, and snow removal. These criteria are defined as follows.

Emergency Communications. The communications system in a local community may be damaged by a disaster to the extent that the local officials are unable to carry out their duties of providing essential community services or responding to the disaster. A temporary emergency communications system, such as a mobile radio system or cellular telephones, may be needed. Such a system is meant to supplement the portion of the community's communications that remains operable, not to replace or expand the pre-disaster system. The community is

expected to repair the damaged system on an expedited basis so that the assistance can be terminated when there is no longer an emergency need.

The temporary system may be eligible for assistance, but only through Direct Federal Assistance. FEMA, through a Mission Assignment, would use appropriate Federal agencies to perform the eligible work.

Emergency Public Transportation. The essential portions of a community's transportation system may be damaged by a disaster to such an extent that the vital functions of community life are disrupted. This situation may involve damage to buses, a subway system, or a bridge between two sections of the city. For some of these damaged facilities, replacement with temporary facilities may provide the solution. In other situations, there may not be a specific damaged facility, but there is still a need to supplement existing transportation.

This condition may result from temporary changes in the location of government facilities or residential areas or a need to access different shopping areas. The supplemental system must be required to ensure access to public places, employment centers, post offices, and schools so that a normal pattern of life may be restored as soon as possible.

The emergency transportation, such as extra buses or trains, additional school buses to transport relocated students, or new bus routes, may be eligible for assistance, but only through Direct Federal Assistance. FEMA, through a Mission Assignment, would use appropriate Federal agencies to perform the eligible work.

The damaged facilities should be restored, or the need for supplemental transportation should be addressed, as soon as possible so that the assistance can be terminated when there is no longer an emergency need.

Building Inspection. Safety inspections are eligible if necessary to establish whether a damaged structure poses an immediate threat to life, public health, or safety. Inspections associated with a determination of substantial damage under the National Flood Insurance Program, the determination if a building should be elevated or relocated, a determination of what repairs are needed to make a building habitable, and code enforcement during reconstruction are not eligible, because these inspections go beyond the scope of a safety inspection. ([See FEMA PAPPG- Emergency Work Eligibility](#))

Snow Removal. Snow removal assistance may be eligible for Public Assistance provided that:

- The snowfall is of record or near record amount using National Oceanic and Atmospheric Administration (NOAA) data;
- The response is beyond the State and local government capabilities; and,

- The action is necessary to save lives, protect public health and safety, and protect improved property.

Permanent Work - Categories C through G

Permanent work is that which is required to restore a damaged facility, through repair or restoration, to its pre-disaster design, function, and capacity in accordance with applicable codes or standards. Each of these items is defined below.

Design: FEMA provides funds to restore a facility to its pre-disaster design or to a design in accordance with an applicable standard.

Function: The facility must perform the same function that it was performing before the disaster.

Capacity: The restored facility must operate at the capacity available before the disaster.

Category C: Roads and Bridges

Roads, bridges, and associated facilities (e.g., auxiliary structures, lighting, and signage) are eligible for Public Assistance. For roads (paved, gravel, and dirt), eligible items include:

- Surfaces;
- Bases;
- Shoulders;
- Ditches;
- Drainage structures; and.
- Low water crossings.

For bridges, eligible items include:

- Decking and pavement;
- Piers;
- Girders;
- Abutments;
- Slope protection; and.

- Approaches.

Repair and Replacement. These costs are eligible if damage was a direct result of the emergency or disaster event, and not a pre-existing condition or the result of an event not related to the disaster.

Road Surface Repairs. If damage can be repaired by normal maintenance, these repairs are not eligible. Rutted surfaces, "alligator" pavement, potholes, mud holes, and silted-in bar ditches are not eligible. Restoration to "as-was" conditions is the norm. Major structural damage to the road must be evident. See "Maintenance" below.

Codes and Standards. Road and bridge repairs are eligible to the extent necessary to restore them to standards that have been formally adopted by the applicant prior to the disaster, or that are required by present-day codes.

Signs and Appurtenances. Directional, informational, and traffic control signs are eligible, as well as appurtenant structures such as rest areas.

Maintenance. Maintenance records may be required to establish the time of last maintenance. Cleaning of silt from ditches and culverts is maintenance and is not normally eligible unless unusual in scope and magnitude. Items not eligible include, but are not limited to:

- *Facilities* funded by other state or federal agencies are not eligible.
- *Landscaping.* This cost is not eligible.
- *Scheduled Replacement.* Roads and structures that were scheduled for replacement up to 24 months after the disaster are not eligible.

Only repairs of disaster-related damage are eligible. In some cases, it may be possible to review pre-disaster bridge inspection reports to determine if damage to a bridge was present before the disaster. Permanent restoration of any facility, whether it is a road, bridge, or related structure, that is part of a Federal-Aid route and falls under the authority of the FHWA, is not eligible for Public Assistance. Other examples of ineligible facilities include roads that service USACE or NRCS levees and dams. Private roads, including homeowners' association roads, are not eligible.

Category D: Water Control Facilities

Water control facilities include:

- Dams and reservoirs;
- Levees;

- Lined and unlined engineered drainage channels;
- Canals;
- Aqueducts;
- Sediment basins;
- Shore protective devices; and
- Pumping facilities.
- Levees, Dikes, and Dams. Levees, dikes, and dams owned and maintained by eligible applicants and not by other state or federal agencies are eligible for repair or replacement. Maintenance records are required. Privately owned or abandoned structures are not eligible.
- Drainage Channels. Restoration of man-made drainage channels to pre-flood hydraulic capacity is eligible. The applicant must furnish evidence of routine maintenance; lack of reasonable maintenance will render a project ineligible.
- Natural Streams and Riverbeds. See Category A for debris removal. Silt, sand, and boulders in a waterway are not considered debris. Any work done in a waterway is subject to permitting requirements of the U.S. Army Corps of Engineers (USACE), which is the responsibility of the applicant.
- Seeding and Sodding. Seed or sod needed to stabilize disturbed or eroded areas may be eligible.
- Retention and Detention Structures, Catch Basins, and Storm Sewers. Structural damages to flood control or storm water conduit systems are eligible.
- Irrigation Systems. Damage to diversion dams, head gates, main channels, and other structures is eligible if owned and operated by a community ditch association. Damage to privately-owned systems is not eligible.

The USACE and NRCS have primary authority for repair of flood control works, whether constructed with Federal or non-Federal funds, as well as authority over federally funded shore protective devices. Permanent repairs to these facilities are not eligible through the PA Program. Other water control facilities may be eligible for FEMA assistance.

Restoration of the carrying or storage capacity of engineered channels and debris basins may be eligible, but maintenance records or surveys must be produced to show the pre-disaster capacity of these facilities. The pre-disaster level of debris in the channel or basin is of particular importance to determine the amount of newly deposited disaster-related debris. Such a facility must also have had a

regular clearance schedule to be considered an actively used and maintained facility.

Only the removal of disaster-related debris is eligible. If all debris is removed, the project would be considered an improved project and costs would be pro-rated. Removal of debris to restore a facility to its pre-disaster capacity is Category A work.

Category E: Public Buildings, Vehicles, Equipment

Buildings, structural components, interior systems such as electrical or mechanical work, equipment, and contents including furnishings, are eligible for repair or replacement. Public assistance may be provided for the replacement of pre-disaster quantities of consumable supplies and inventory and for the replacement of library books and publications. Damaged or lost files are eligible only for stabilization (e.g., freeze drying or copying); re-establishing files and records from original information is not eligible. Removal of mud, silt, or other accumulated debris is eligible as permanent work if the debris does not pose an immediate threat but its removal, along with any cleaning and painting is necessary to restore the building. If the work meets the immediate threat criteria, removal of disaster-related debris and treatment of spreading mold (in the immediate aftermath of the disaster) may be eligible as emergency work.

- **Restoration.** Buildings may be restored to pre-disaster design and function, but must meet current codes. Improvements or changes to a better than "as-was" condition are not eligible, unless required by code. Historic Preservation laws may apply.
- **Use and Occupancy.** The building must have been in use, or maintained for possible use, at the time of the disaster. If only part was in use, then restoration will be proportional and limited to the part that was in use. Abandoned buildings are not eligible.
- **Extensive Damage.** Repair will be considered only if the cost of repair is less than the cost of replacement. Buildings must be structurally sound and repair must be feasible.
- **Insurance.** For insured property, the applicant must have a written guarantee of insurance settlement prior to receiving funding for repair or replacement projects. The insurance deductible is eligible.
- **Alternate Projects.** If reconstruction at the original site is not feasible and the applicant proposes an alternative project that will meet the same function, all or part of the funds for the original repair may be authorized for the alternate structure. The Governor's Authorized Representative (GAR) must approve any alternate project.

- Equipment, Furnishings, and Supplies. Repair will be authorized if feasible. Consumable supplies are eligible for replacement to pre-disaster quantities and value. Salvage value will be considered.
- Vehicles and Special Equipment. Vehicles and special equipment in the vehicles, such as two-way radios, are eligible, less insurance settlement.
- Grounds. Damage to grounds surrounding eligible buildings may be eligible if functional and not just aesthetic.
- Cleaning. Cleaning/painting of buildings (interior and exterior) is eligible.

When museums, either publicly owned or owned by a PNP, are involved in disasters, culturally significant collections or objects may be damaged. Collections and objects in a museum, by their very nature, generally are one-of-a-kind and thus cannot be replaced. Therefore, replacement of destroyed collections or objects is not an eligible cost.

When a piece of applicant-owned equipment is performing eligible disaster work, extraordinary damage to the equipment that is caused by the disaster may be eligible. However, the cost of increased maintenance resulting from excess use is not eligible, because the cost of maintenance is included in FEMA's equipment rates. Damage that could have been reasonably avoided such as an accident also is not eligible.

Animals, birds, fish, and insects are treated as contents as long as they can be obtained through legal means from reputable sources by reasonable methods and at reasonable prices. Reimbursement is authorized only for juvenile specimens unless mature specimens are equivalently priced. (Research time and materials spent on developing the specimens is not eligible under the PA Program.)

Category F: Public Utilities

Utilities include:

- Water treatment plants and delivery systems; restoration must be coordinated with the appropriate health or environment agency.
- Power generation and distribution facilities, including natural gas systems, wind turbines, generators, substations, and power lines;
- Sewage collection systems and treatment plants; and
- Communications.

- **Loss of Inventory.** Loss of water or gas due to a break in these systems caused by the disaster is eligible, provided that the value of the loss can be documented. Loss of revenue due to being out of service is not eligible.

The owner of a facility is responsible for determining the extent of damage; as with any facility, FEMA does not provide funds for general surveys to look for damage, such as video inspection of sewer lines. However, if disaster-related damage is evident, such as by observed loss of ground above a buried pipeline or loss of or increased flow in a pipe, FEMA may pay for inspections to determine the extent of the damage and method of repair. The extent of damage to equipment utilized in the generation or distribution of utilities should be confirmed through testing to determine if damage actually exists and that repair is sufficient or replacement is warranted. An example of this would be a pump in a lift station that has been flooded. The pump should be turned on or inspected and then tested to determine if the pump is damaged and if so, to what extent. Generally, large pieces of equipment such as a pump can be rebuilt rather than replaced. When disaster-related damage is discovered during a general survey, inspection of only the damaged section is eligible. When evaluating the repair of damage at multiple locations in a pipeline or other continuous facility, FEMA may consider the possibility of replacing a whole section if it is cost-effective when compared to repairing individual sites.

While FEMA may provide assistance for restoration of damaged utilities, FEMA does not provide assistance for increased operating expenses resulting from a disaster or for revenue lost if a utility is shut down. However, the cost of establishing temporary emergency services in the event of a utility shut-down may be eligible (e.g., providing a temporary sewage facility).

Category G: Parks, Recreational, And Other

Eligible publicly owned facilities in this category include:

- Mass transit facilities such as railways;
- Playground equipment;
- Swimming pools;
- Bath houses;
- Tennis courts;
- Boat docks;
- Piers;
- Picnic tables;
- Golf courses;
- Fish hatcheries; and.
- Facilities that do not fit Categories C-F.

Other types of facilities, such as roads, buildings and utilities, that are located in parks and recreational areas are also eligible and are subject to the eligibility criteria for Categories C, D, E, and F.

PNP-owned park and recreational facilities are not eligible, nor are the supporting facilities, such as roads, buildings, and utilities.

Natural features are not eligible facilities unless they are improved and maintained. This restriction applies to features located in parks and recreational areas. Specific criteria apply to beaches and to trees and ground cover, as described below.

Emergency placement of sand on a natural or engineered beach may be eligible when necessary to protect improved property from an immediate threat. Protection may be to a 5-year storm profile or to its pre-storm profile, whichever is less costly.

Restoration of sand on natural beaches beyond that necessary to provide emergency protection is not eligible.

The replacement of trees, shrubs, and other ground cover is not eligible. This restriction applies to trees and shrubs in recreational areas, such as parks, as well as trees and shrubs associated with public facilities, such as those located in the median strips along roadways and those used as landscaping for public buildings. This restriction also applies to instances where ground is disturbed due to movement of heavy equipment performing eligible work, such as when repairing underground utilities within landscaped areas.

Grass and sod are eligible only when necessary to stabilize slopes and minimize erosion.

This restriction does not affect removal of tree debris or the removal of trees as an emergency protective measure. FEMA will reimburse for the removal of tree debris and the removal of eligible trees, or buttressing if less costly than removal and disposal, as an emergency protective measure if it eliminates an immediate threat to lives, public health and safety, or improved property. However, FEMA will not pay for further costs or reimburse for the replacement of these trees.

Preliminary Damage Assessment Public Infrastructure Site Assessment

Jurisdiction, Tribal, or State Agency	Categories of Work							PDA Total	Population	\$ Per Capita	Fed Share .75	State Share .25
	A	B	C	D	E	F	G					
	Debris Removal	Protective Measures	Roads & Bridges	Water Control Facilities	Public Buildings & Equip	Public Utilities	Parks, Recreation, & Other					
								\$			\$	\$
								\$			\$	\$
								\$			\$	\$
								\$			\$	\$
								\$			\$	\$
								\$			\$	\$
								\$			\$	\$
Totals	\$	\$	\$	\$	\$	\$	\$	\$			\$	\$
<i>US Bureau of Census State Population</i>												
Statewide Per Capita Impact												
<i>US Bureau of Census County Population</i>												
County Per Capita Impact												

APPENDIX 4

Cost Codes

Note: *Appendices 2 through 9 provide comprehensive information, templates and applications in how to request assistance for programs that may assist with short, intermediate, and long-term recovery.*

FEMA Public Assistance Material Cost Codes

FEMA maintains a national unit price list called “Cost Codes” that is updated and revised to conform to geographical and disaster-specific needs. Appropriate cost codes are issued during each disaster. A sample of the cost codes is shown below.

Cost codes are used for the unit cost method of estimating. This method, whereby each work component is priced separately, is generally used for work that an applicant has not yet completed. Typically, unit prices are based on in-place costs. This means that the price includes material, labor, equipment, insurance, overhead, and profit, as appropriate. For example, a \$14 per linear foot unit price to replace concrete curb and gutter includes all costs for setting up and breaking down the forms and pouring and finishing the concrete.

In addition to cost codes, there are numerous other sources that may be used to prepare estimates based on unit costs. These sources include commercial estimating sources and state and local data from previously completed projects. The affected area cost codes that exceed the national cost codes are acceptable when they are used as a standard practice.

For the most current cost codes [see FEMA Public Assistance Material Cost Codes](#).

APPENDIX 5

Local/Tribal Declaration Sample Forms

Note: *Appendices 2 through 9 provide comprehensive information, templates and applications in how to request assistance for programs that may assist with short, intermediate, and long-term recovery.*

Local Declaration Resolution
Tribal Declaration Resolution
County Request for State Declaration

(Sample Local Resolution)

COUNTY/CITY DECLARATION RESOLUTION

RESOLUTION OF THE County/City Name BOARD OF COMMISSIONERS/CITY SUPERVISORS
DECLARE A STATE OF Emergency or Disaster. IN THE COUNTY/CITY OF County/City
Name, NEVADA, DUE TO Type of Emergency or Disaster.

WHEREAS, the County/City Name suffered damage to streets, bridges,
culverts, storm drains, homes, businesses and other public facilities caused by Type of
Emergency or Disaster; and

WHEREAS, the impact of these damages threatens the health, well-being and
public safety of the citizens of County/City Name; and

WHEREAS, the cost of response, clean-up, repair and replacement of such
damaged property is far in excess of available County/City Name resources;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners/City
Supervisors of the County/City of County/City Name declares an Emergency or
Disaster under the provisions of the Nevada Revised Statutes, Chapter 414,
Code/Ordinance Chapter/Section, and activates its Emergency Operations Plan, its
procedures, attachments and appendices to monitor the situation, develop a detailed
damage assessment, alleviate hardship and initiate appropriate relief actions and
mitigation measures by departments and agencies of local government .

PASSED, ADOPTED AND APPROVED THIS _____ day of _____ 20__.

BOARD OF COMMISSIONERS/CITY SUPERVISORS County/City Name, NEVADA

By: _____

_____, Chair

Attest: _____

_____, County/City Clerk

(Sample Tribal Resolution)

DECLARATION RESOLUTION

RESOLUTION OF THE Name of Tribe COUNCIL DECLARE A STATE OF Emergency or Disaster. IN THE County and location of Tribe, NEVADA, DUE TO Type of Emergency or Disaster.

WHEREAS, the Name of Tribe suffered damage to streets, bridges, culverts, storm drains, homes, businesses and other public facilities caused by Type of Emergency or Disaster; and

WHEREAS, the impact of these damages threatens the health, well-being and public safety of the citizens of Name of Tribe; and

WHEREAS, the cost of response, clean-up, repair and replacement of such damaged property is far in excess of available Name of Tribe resources;

NOW, THEREFORE, BE IT RESOLVED that the Tribal Council of the Name of Tribe declares an Emergency or Disaster under the provisions of the Nevada Revised Statutes, Chapter 414, Code/Ordinance Chapter/Section, and activates its Emergency Operations Plan, its procedures, attachments and appendices to monitor the situation, develop a detailed damage assessment, alleviate hardship and initiate appropriate relief actions and mitigation measures by departments and agencies of local government.

PASSED, ADOPTED AND APPROVED THIS _____ day of _____ 20__.

TRIBAL COUNCIL OF Name of Tribe, NEVADA

By: _____

_____, Tribal Chairperson
Name of Tribe

(SAMPLE)

COUNTY'S REQUEST TO GOVERNOR FOR STATE DECLARATION

Date

Governor Name of Governor
State of Nevada
Executive Chambers
State Capitol
Carson City, NV 89710

Honorable Governor Name of Governor:

Enclosed for your review is the County Name request for a Disaster Declaration. The Nevada Division of Emergency Management certifies the package is complete.

The package includes the required resolution passed by the County Name Board of Commissioners and the Preliminary Damage Assessment Report.

Based on the information provided, this agency concurs that the condition existing in County Name justifies a declaration of emergency or disaster.

Thank you for your consideration.

Cordially,

_____, Chief
Division of Emergency Management

Encl: As noted in text

cc: _____, Director
Department of Public Safety

_____, Regional Administrator
FEMA, Region IX

APPENDIX 6

Public Assistance and Record Keeping Forms

Note: *Appendices 2 through 9 provide comprehensive information, templates and applications in how to request assistance for programs that may assist with short, intermediate, and long-term recovery.*

Contract Work Record
Force Account Labor Record
Force Account Equipment Record
Rented Leased Equipment Record
Materials Record
Applicants Benefits Calculation Worksheet
Work Completed to Date Cost Summary

DOCUMENTATION REQUIREMENTS

The instant emergency or repair work begins; establish a separate folder for each job site as the work is authorized. As an example, if you have damage at five locations that must be repaired immediately, do not combine all jobs into one folder. Rather, use a separate folder for each job.

There are two ways to complete work at job sites:

1. **Contract** – hiring a contractor to do the work; and
2. **Force Account** – use of your own personnel, equipment and supplies.

REIMBURSEMENT OF EXPENSES

The applicant must keep detailed cost records from the beginning of the emergency or disaster until project completion. Records pertaining to a specific project should be kept separate from those for other projects. Failure of an applicant to provide cost records for examination is cause for termination of the entire project and refund of all funds paid to date.

The applicant must retain all project records for at least three years following the closure of the project. It is possible that the state or FEMA might audit disaster assistance program records during that time period and the applicant's records may be needed for verification.

HANDLING OF FUNDS

If the applicant is a local government, its finance office should create a new revenue code to receive emergency or disaster funds, and emergency/disaster related expenses should be paid under expense codes created for that purpose. Grant receipts should not be credited to the general fund.

If the applicant is not a local government, payments must be deposited into a checking account in the name of the applicant organization. Payment of all expenses should be made the applicant organization's account.

In no case shall payments be deposited into an account in the name of an individual or allow the checks to be cashed.

- If grant funds are kept in an interest-bearing account, the final payment will reflect a deduction of the amount of interest earned.
- In the event that the federal or state share of the actual cost of all approved, completed, and inspected sites is less than the total amount paid in advance to the applicant, the agent must promptly refund the amount of overpayment.

CAPTURING COSTS

For a damage site to be eligible under the Disaster Assistance Program it must have sustained damages of at least \$3,140. This reflects the cost of restoring the site to its pre-event condition and function as determined by a qualified damage survey inspector. Normally one project is written for each site, although nearby sites may be combined to make the minimum as long as they are in the same category.

Eligible costs are those costs necessary to accomplish the scope of work described in the project. This may include force account work, contract work, engineering, or a combination.

Eligible costs may also include work that was done prior to the writing of the project (but after the event) if the work was category A and/or B. The allowed amount is based on actual costs and the applicant must supply supporting documentation.

All costs must be documented via invoices, written agreements, rental statements, timesheets, haul tickets, and equipment logs. From the very beginning, the applicant must save all documentation in order to prove actual costs.

Applicants should keep cost records and other paperwork for each project separate from others. If a document is shared between two or more projects, the portions pertaining to each site should be determined and copies kept in the corresponding project files.

Expenses which cannot be documented will not be reimbursed. Donated goods and services and volunteer labor are not reimbursable, since they do not represent any cost to the applicant. Donated goods and volunteer labor may be used as in-kind contribution. Allowed costs are based on the actual cost of the material used, not its replacement value. (For additional information on Donated Resources, please see the FEMA Disaster Assistance Policy at [FEMA FP-104-009-2 / January 2018](#)).

Record Keeping Forms

CONTRACT WORK

Contracts

Contracts must be of reasonable cost, generally must be competitively bid, and must comply with federal, state, and local procurement standards. FEMA finds four methods of procurement acceptable. Each is described below in general terms.

Small Purchase Procedures. Small purchase procurement is an informal method for securing services or supplies that do not cost more than \$100,000 by obtaining several price quotes from different sources.

Sealed Bids. Sealed bid procurement is a formal method where bids are publicly advertised and solicited, and the contract is awarded to the bidder whose proposal is the lowest in price (this method is the preferred method for procuring construction contracts).

Competitive Proposals. Competitive procurement is a method similar to sealed bid procurement in which contracts are awarded on the basis of contractor qualifications instead of solely on price (this method is often used for procuring architectural or engineering professional services).

Noncompetitive Proposals. Noncompetitive procurement is a method whereby a proposal is received from only one source. Noncompetitive proposals should be used only when the award of a contract is not feasible under small purchase procedures, sealed bids, or competitive proposals, and one of the following circumstances applies:

- The item is available only from a single source;
- There is an emergency requirement that will not permit a delay for competition;
- FEMA authorizes a noncompetitive proposal; or
- Solicitation from a number of sources has been attempted, and competition is determined to be inadequate.

"Piggyback contracting" is a concept of expanding a previously awarded contract. Piggyback contracting does not meet the requirements of 44 CFR Part 13 because it is non-competitive and may have an inappropriate price structure. This type of contract is not eligible. However, FEMA may separately evaluate and reimburse costs it finds fair and reasonable.

It is important to recognize that an applicant may provide a contract that meets the legal and administrative procurement requirements but includes aspects that would not be eligible for FEMA funding. Each type of contract must be reviewed carefully to assure compliance with the FEMA scope of eligible work.

FEMA provides reimbursement for three types of contracts. They are:

- Lump sum contracts for work within a prescribed boundary with a clearly defined scope and a total price;
- Unit price contracts for work done on an item-by-item basis with cost determined per unit; and
- Cost plus fixed fee contracts, which are either lump sum or unit price contracts with a fixed contractor fee added into the price.

Applicants should avoid using time and materials contracts. FEMA may provide assistance for work completed under such contracts for a limited period (generally not more than 70 hours) for work that is necessary immediately after the disaster has occurred when a clear scope of work cannot be developed. Monitoring is critical and a competitive process still should be used to include labor and equipment rates. Applicants must carefully monitor and document contractor expenses, and a cost ceiling or "not to exceed" provision must be included in the contract. If a time and materials contract has been used, the applicant should contact the State to ensure proper guidelines are followed. Cost plus a percentage of cost contracts are not eligible. FEMA may separately evaluate and reimburse costs it finds fair and reasonable. FEMA may review proposed contracts for compliance with FEMA eligibility rules and reasonableness of costs, but such a review does not constitute approval or compliance with State contracting and procurement requirements.

Cost plus a percentage of cost contracts and contingency contracts are not reimbursable. *(An example of cost plus a percentage is if a company requests expense reimbursement plus 10 percent for additional operating expenses.)*

A sample contract work summary form is provided as a model for this purpose below.

NEVADA DIVISION OF EMERGENCY MANAGEMENT CONTRACT WORK RECORD				PAGE _____ OF _____
APPLICANT NAME			PROJECT #	PCA #
LOCATION/SITE				CATEGORY PERIOD COVERING _____ TO _____
DESCRIPTION OF WORK PERFORMED				
DATES WORKED	CONTRACTOR	BILLING/INVOICE NUMBER	AMOUNT	COMMENTS - SCOPE
____ TO ____			\$	
____ TO ____			\$	
____ TO ____			\$	
____ TO ____			\$	
____ TO ____			\$	
____ TO ____			\$	
____ TO ____			\$	
____ TO ____			\$	
GRAND TOTAL →			\$0.00	
I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.				
CERTIFIED BY:		TITLE:		DATE:

FORCE ACCOUNT LABOR

Labor. Force account labor is defined as labor performed by the applicant's employees, rather than by a contractor. Force account labor costs associated with the conduct of eligible work may be claimed at an hourly rate. Labor rates include actual wages paid plus fringe benefits paid or credited to personnel. Different eligibility criteria apply to labor rates for different kinds of employees and work, as described below.

Permanent Employees. For debris removal and emergency protective measures, only overtime labor is eligible, regardless of normal duties or assignments.

For permanent work, both regular time and overtime are eligible. Regular time of permanent employees who are funded from an external source (e.g., by a grant from a Federal agency, statutorily dedicated funds, or rate payers) to work on specific non-disaster tasks is an eligible cost when the employee is performing emergency work. Overtime or compensatory time for "exempt" employees is not eligible, except where written policies allow for it, and cannot be contingent upon Federal funding. The costs of salaries and benefits for individuals sent home or told not to report due to the emergency conditions are not eligible for reimbursement. However, extraordinary costs for essential employees who are called back to duty during administrative leave to perform disaster-related emergency work are eligible if the procedures were provided for in a written policy prior to the disaster.

Seasonal Employees. Seasonally employed personnel, when covered under existing budgets and used for a disaster during the normal season of employment, are considered permanent employees for the purpose of cost eligibility.

Reassigned Employees. Many times during a disaster, employees are assigned to perform tasks that are not part of their normal jobs. The labor cost for the reassigned employee is eligible as long as the reassigned employee is performing eligible work.

For emergency work, only overtime is eligible for reassigned employees. For permanent work, both regular and overtime are eligible. An example of a reassigned employee performing eligible work is having an office employee stacking sandbags or a police officer removing debris from a roadway. The pay rate is based on the reassigned employee's normal rate of pay, not the pay level appropriate to the work.

Backfill Employees. When a permanent employee is performing eligible disaster-related work, it is sometimes necessary to provide a person to fill their normal position and duties. The following examples provide guidance on determining the eligibility of these backfill employee costs:

- If the backfill employee is an extra hire, the cost of this person represents an extra cost to the applicant. Straight time salary, benefits, and overtime costs are eligible for work performed by the backfill employee.

- If the backfill employee is a regular employee of the applicant, there is no extra cost. Only the overtime cost for work performed by the backfill employee is eligible.
- If the backfill employee is a regular employee who is called in on a weekend or other day off, there may be an extra cost. Straight time, benefits, and overtime costs are eligible for work performed by the backfill employee.
- If the backfill employee is called in from vacation, there is no extra cost because the vacation can be rescheduled. Only overtime costs are eligible for work performed by the backfill employee.

Temporary Employees. Temporary employees are extra personnel hired as a direct result of the disaster to perform eligible work. An example of a temporary employee would be a laborer hired to perform repairs to roads damaged during the disaster. Regular and overtime costs are eligible for both emergency and permanent work performed by temporary employees when they are doing eligible work.

Force Account Mechanics. Time spent maintaining and repairing applicant-owned equipment is not eligible because this cost is included in equipment rates.

Foremen and Supervisors. Labor for both foremen and supervisors may be eligible for work forces engaged in disaster-related field activities to the extent that the time is associated with eligible work. However, the salaries of commissioners, mayors, department directors, police and fire chiefs, and other administrators usually are not eligible.

Contract Supervision. Reasonable costs of contractors hired to accomplish emergency work are eligible for reimbursement. Regular time salaries of the applicant's employees overseeing contractors performing emergency work are not eligible. However, regular time salaries of force account labor for overseeing contractors performing permanent work are eligible.

National Guard Labor and Prisoner Labor. The Stafford Act contains specific reference to costs of National Guard labor and prisoner labor. Costs of using National Guard personnel to perform eligible work are eligible to the extent that those costs are being paid by the State. Prisoner labor costs are eligible at the rate normally paid to prisoners. Costs of prisoner labor also include transportation to the worksite and extraordinary costs of guards, food, and lodging.

General Criteria for Labor Costs Davis-Bacon Act. The Davis-Bacon Act requires Federal agencies to pay workers under contract to them the "prevailing wage," defined by the Department of Labor. The provisions of the Davis-Bacon Act **do not** apply to State or local contracts for work completed using Public Assistance funds under the Stafford Act. However, the provisions **do** apply to contracts let by other Federal agencies, such as the USACE, when operating under a Mission Assignment from FEMA. If a State or local government incorporates Davis-Bacon wage rates as part of

its normal practice for all contracts, regardless of funding source, those rates are eligible.

Regular Time and Overtime. For debris removal and emergency protective measures, only overtime labor is eligible for permanent employees, regardless of normal duties or assignments. For permanent work, both regular time and overtime are eligible for all employees. Policies for payment of overtime or premium pay must be reasonable and not be contingent on Federal funding. The policy must have set criteria for its activation and not be open to the discretion of management.

Compensatory Time. If an applicant has a written policy in place prior to the disaster for providing compensatory time in place of overtime, FEMA reimbursement will be based on that policy. State of Nevada policy requires that comp time be paid to be reimbursed. Funding at a reasonable rate is eligible if the written policy requires it.

NEVADA DIVISION OF EMERGENCY MANAGEMENT FORCE ACCOUNT LABOR RECORD										PAGE _____ OF _____				
APPLICANT NAME										PROJECT#			PCA#	
LOCATION/SITE							CATEGORY		PERIOD COVERING _____ TO _____					
DESCRIPTION OF WORK PERFORMED														
NAME AND JOB TITLE		DATES AND HOURS WORKED EACH WEEK								COSTS				
		DATE								TOTAL HOURS	HOURLY RATE	BENEFIT RATE / HRS OR %	TOTAL HOURLY RATE	TOTAL COSTS
NAME		REG.								0			\$0.00	\$0.00
JOB TITLE		O.T.								0			\$0.00	\$0.00
NAME		REG.								0			\$0.00	\$0.00
JOB TITLE		O.T.								0			\$0.00	\$0.00
NAME		REG.								0			\$0.00	\$0.00
JOB TITLE		O.T.								0			\$0.00	\$0.00
NAME		REG.								0			\$0.00	\$0.00
JOB TITLE		O.T.								0			\$0.00	\$0.00
NAME		REG.								0			\$0.00	\$0.00
JOB TITLE		O.T.								0			\$0.00	\$0.00
Total Cost for Force Account Labor Regular Time										_____→			\$0.00	
Total Cost for Force Account Labor Overtime										_____→			\$0.00	
I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.														
CERTIFIED										TITLE				DATE

FORCE ACCOUNT EQUIPMENT

Both applicant-owned and rented equipment must be fully documented for each job site. Specifically, the documentation must show the type and description, date used, hours used each day, total hours used, rate per hour (equipment only), total cost for each and total cost for all equipment used. Idle time, standby time, and transport time is not eligible for reimbursement. Be sure to use FEMA rates for computing costs.

Applicants must use the force account equipment summary record form or a computer-generated form with the same information to document the information for equipment used on each job site. A force account equipment summary record form should be placed in each job folder immediately upon starting work. Record daily the use of any equipment on this form. A vendor invoice form also must be established for vendor invoices and rental agreements for any rental equipment used. Applicants must record equipment usage daily.

Only one force account equipment record and rented-leased equipment record should be prepared for each damage site. Do not mix records from the different damage on the same form. Record what equipment is used, and identify each piece of equipment by a unit number, license plate, cubic yard capacity, horsepower, etc. Use the same identification throughout. Privately owned vehicles are not eligible. Be sure to record dates and hours used.

Certain ownership and operating costs for force account (that is, applicant-owned) equipment used to perform eligible work are eligible. Costs for use of automobiles and pick-up trucks may be reimbursed on the basis of mileage if less costly than hourly rates. For all other types of equipment, costs are reimbursed using an hourly rate. Reimbursable equipment rates typically include operation (including fuel), insurance, depreciation, and maintenance; however, they do not include the labor of the operator. Stand-by time for equipment is not eligible. However, if an applicant uses equipment intermittently for more than half of the normally scheduled working hours for a given day, use for the entire day may be claimed if adequate documentation is submitted. Equipment that is used for less than half of the normally scheduled working day is reimbursable only for the hours used.

FEMA recognizes three types of equipment rates. Each is described as follows.

FEMA Rates. FEMA has published a schedule of equipment rates that is applicable on a national basis. If a piece of equipment used by an applicant is not on the FEMA schedule, documentation to justify the requested rate must be submitted to FEMA for the DRM's approval. If an entity has established rates for use in its normal day-to-day operations, the criteria listed below under State and local rates apply. If an entity does not have established rates, FEMA rates will be used.

State Rates. An applicant may claim reasonable rates that were developed using State guidelines up to \$75 per hour. Rates over \$75 per hour may be approved by the

Disaster Recovery Manager (DRM) on a case-by-case basis. A State guideline would be an equipment cost methodology used by a State agency to account for the costs of using its own equipment. Care must be taken to examine the rate schedule before applying it to State or locally owned equipment. Some State highway departments have a schedule of rates for "force account" work, the meaning of which is generally different from its meaning in the PA Program. State highway usage of the term may mean a rate for contractor's equipment doing extra work on a project. PA Program usage means a rate for applicant-owned equipment. Therefore, FEMA may request verification that any such rate schedule is actually for applicant-owned equipment.

Local Rates. Rates developed by a local government can be used. Where local rates have been developed, reimbursement is based on the local rates or FEMA's rates, whichever is lower. If the local rate is lower and the applicant certifies that the rates do not reflect all actual costs, the higher FEMA rates may be used. The applicant may be requested to provide documentation of the basis for its rates.

Please note: When completing force account labor and equipment records, verify that equipment hours equal labor hours.

Sample forms are provided as models for this purpose.

NEVADA DIVISION OF EMERGENCY MANAGEMENT FORCE ACCOUNT EQUIPMENT RECORD										PAGE _____ OF _____			
APPLICANT NAME					PROJECT#					PCA#			
LOCATION/SITE							PERIOD COVERING _____ TO _____						
DESCRIPTION OF WORK PERFORMED													
TYPE OF EQUIPMENT		OPERATOR'S NAME	DATES AND HOURS USED LACH DAY								COSTS		
INDICATE SIZE, CAPACITY, HORSEPOWER, MAKE AND MODEL AS APPROPRIATE	EQUIPMENT CODE NUMBER		DATE								TOTAL HOURS	EQUIPMENT RATE	TOTAL COST
			HOURS								0		\$0.00
			HOURS								0		\$0.00
			HOURS								0		\$0.00
			HOURS								0		\$0.00
			HOURS								0		\$0.00
			HOURS								0		\$0.00
			HOURS								0		\$0.00
			HOURS								0		\$0.00
			HOURS								0		\$0.00
			HOURS								0		\$0.00
			HOURS								0		\$0.00
			HOURS								0		\$0.00
			HOURS								0		\$0.00
			HOURS								0		\$0.00
			HOURS								0		\$0.00
			HOURS								0		\$0.00
			HOURS								0		\$0.00
GRAND TOTALS →											0	\$0.00	\$0.00
I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.													
CERTIFIED			TITLE							DATE			

RENTED-LEASED EQUIPMENT

Documentation for rented equipment must show the type and description, date used, hours used each day, total hours used, rate per hour (equipment only), total cost for each and total cost for all equipment used.

Applicants must use the rented-leased equipment summary record form or a computer-generated form with the same information to document the above information for equipment used on each job site. The form should be placed in each job folder immediately upon starting work. Record daily the use of any equipment on this form.

The date, amounts paid and check number or evidence of cash payment must also be shown. The rental agreement must specifically state who must pay for all repairs. A copy of this agreement must be kept in the job site file.

Only one force account rented-leased equipment record should be prepared for each damage site. Do not mix records from the different damage on the same form. Record what equipment is used, and identify each piece of equipment by a unit number, license plate, cubic yard capacity, horsepower and etc. Use the same identification throughout. Privately-owned vehicles are not eligible. For rentals, the total contract obligation may be eligible. Save all documentation of rental equipment. Be sure to record dates and hours used.

Sample forms are provided as models for this purpose.

NEVADA DIVISION OF EMERGENCY MANAGEMENT RENTED-LEASED EQUIPMENT RECORD							PAGE _____ OF _____			
APPLICANT NAME					PROJECT #		PCA #			
LOCATION/SITE					CATEGORY		PERIOD COVERING _____ TO _____			
DESCRIPTION OF WORK PERFORMED										
TYPE OF EQUIPMENT Indicate size, capacity, horsepower make and model as appropriate	DATE USED	RATES PER HOUR		HOURS USED	TOTAL COST	VENDOR	INVOICE NO.	DATE PAID	AMOUNT PAID	CHECK #
		W/OPR			\$0.00					
		W/OUT OPR			\$0.00					
		W/OPR			\$0.00					
		W/OUT OPR			\$0.00					
		W/OPR			\$0.00					
		W/OUT OPR			\$0.00					
		W/OPR			\$0.00					
		W/OUT OPR			\$0.00					
		W/OPR			\$0.00					
		W/OUT OPR			\$0.00					
		W/OPR			\$0.00					
		W/OUT OPR			\$0.00					
		W/OPR			\$0.00					
		W/OUT OPR			\$0.00					
		W/OPR			\$0.00					
		W/OUT OPR			\$0.00					
GRAND TOTAL								\$0.00		
I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.										
CERTIFIED					TITLE				DATE	

MATERIALS RECORD KEEPING

Materials and supplies used on each job site must be fully documented whether they are purchased or in stock. Specifically, the documentation must show unit price, total price, quantity, description, date purchased, date used, job site where used and check number or receipt of cash payment. Use the force account materials record form or a computer-generated form with the same information to document the above information on a daily basis.

Place a force account materials record form in the folder when establishing a file for each job site. Any time materials are used on the job, record the information on the form.

Prepare one force account materials record for each damage site. Do not mix records from the different damage on the same form. List all materials and supplies used at the site, including how much was used and where it came from. If purchased, save all documentation. Information about prices can be filled in later.

Vendor invoices for materials that are being used, or that will be used on job sites, should be kept in a file separate from job folders. This will allow you to easily find information about materials used when recording on the materials record summary form. Applicants may use daily written (form) reports from the supervisor to record expenditures of materials.

Sample forms are provided as models for this purpose.

NEVADA DIVISION OF EMERGENCY MANAGEMENT MATERIALS RECORD							PAGE _____ OF _____	
APPLICANT NAME					PROJECT #		PCA #	
LOCATION/SITE					CATEGORY		PERIOD COVERING _____ TO _____	
DESCRIPTION OF WORK PERFORMED								
VENDOR	DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE	DATE PURCHASED	DATE USED	INFO FROM (CHECK ONE)	
							INVOICE	STOCK
				\$0.00				
				\$0.00				
				\$0.00				
				\$0.00				
				\$0.00				
				\$0.00				
				\$0.00				
				\$0.00				
				\$0.00				
				\$0.00				
GRAND TOTAL				\$0.00				
I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.								
CERTIFIED TITLE				TITLE			DATE	

FRINGE BENEFITS

Fringe benefits that are actually paid or credited as part of an established policy are eligible. Because certain items in a benefit package are not dependent on hours worked, such as health insurance, the fringe benefit rate will be different for regular and overtime hours. The overtime fringe benefit rate is usually significantly lower.

The following steps may be used to calculate the percentage of fringe benefits paid on an applicant's employee's salary. Note that items and percentages will vary from one entity to another.

The normal year consists of 2080 hours (52 weeks x 5 workdays/week x 8 hours/day). This makes no allowance for holidays and vacations.

- Determine the employee's basic hourly pay rate (annual salary/2080 hours).
- Fringe benefit percentage for vacation time: Divide the number of hours of annual vacation time provided to the employee by 2080 (80 hours (assuming 2 weeks)/2080 = 3.85%).
- Fringe benefit percentage for paid holidays: Divide the number of paid holiday hours by 2080 (64 hours (assuming 8 holidays)/2080 = 3.07%).
- Retirement pay: Because this measure varies widely, use only the percentage of salary matched by the employer.
- Social Security and Unemployment Insurance: Both are standard percentages of salary.
- Insurance: This benefit varies by employee. Divide the amount paid by the applicant by the basic pay rate determined in Step 2.
- Workman's Compensation: This benefit also varies by employee. Divide the amount paid by the applicant by the basic pay rate determined in Step 2. Use the rate per \$100 to determine the correct percentage.

Note: Typically, the applicant should not be charging the same rate for regular time and overtime. Those fringe benefits that vary with the number of hours worked may be eligible at the higher rate.

NEVADA EMERGENCY MANAGEMENT AGENCY APPLICANT'S BENEFITS CALCULATION WORKSHEET		PAGE _____ OF _____
1. APPLICANT		2. PAID
3. DISASTER NUMBER		4. PROJECT #
FRINGE BENEFITS (by %)	REGULAR TIME	OVERTIME
HOLIDAYS		
VACATION LEAVE		
SICK LEAVE		
SOCIAL SECURITY		
MEDICARE		
UNEMPLOYMENT		
WORKER'S COMP		
RETIREMENT		
HEALTH BENEFITS		
LIFE INS. BENEFITS		
OTHER		
TOTAL in % of annual salary	0.00%	0.00%
COMMENTS		
I CERTIFY THAT THE INFORMATION ABOVE WAS TRANSCRIBED FROM PAYROLL RECORDS OR OTHER DOCUMENTS WHICH ARE AVAILABLE FOR AUDIT.		
CERTIFIED BY	TITLE	DATE

**NEVADA EMERGENCY MANAGEMENT AGENCY
WORK COMPLETED TO DATE COST SUMMARY SHEET**

APPLICANT		FIPS #	DISASTER #		
			FEMA -		DR - NV
LOCATION/SITE		PROJECT REF #	COUNTY		CATEGORY
DESCRIPTION OF WORK PERFORMED			PERIOD COVERING		
	CLAIM COST	COMMENTS (DEM USE ONLY)		ELIGIBLE COSTS	
FORCE LABOR ACCOUNT					
FORCE ACCOUNT EQUIPMENT					
MATERIALS					
RENTAL EQUIPMENT					
CONTRACT COSTS					
TOTAL	\$0.00			\$0.00	
I certify that the above information was transcribed from timesheets, payroll records, equipment log, invoices, stock records or other records or other documents which are available for audit.					
CERTIFIED		TITLE		DATE	
Applicant's records have been reviewed and found correct with the exceptions as noted.					

Donated Resources

As a special note, donated resources should be tracked by project as any other expenses because they can be quite significant in helping to reduce the non-federal share and out of pocket expenses.

Third party donated resources (volunteer labor, donated equipment, and donated materials) are eligible to offset the non-Federal portion of the cost for emergency work, thereby reducing the obligation to match a federal grant with cash. The amount of credit that can be applied to a project is capped at the non-Federal share so that the Federal share will not exceed the applicant's actual out-of-pocket costs. Any excess credit can be applied to other emergency work projects of the same applicant.

Donated resources must apply to actual eligible emergency work, such as debris removal or the filling and placing of sandbags. An example of ineligible donated resources is volunteers helping individuals applying for assistance. The donated services must be documented and must include a record of hours worked, number of workers at the work site, and a description of work.

Volunteer labor will be valued at the same hourly labor rate as a similarly qualified person in the applicant's organization who normally performs similar work. If the applicant does not have employees performing similar work, the rate should be consistent with that for a similarly qualified person ordinarily performing the work in the same labor market.

The value for donated equipment should be determined by using the applicable FEMA equipment rate and multiplying it by the number of hours the piece of equipment was used to perform eligible work.

Donated materials are valued at the current commercial rate. If the materials were donated by a Federal agency, such as sandbags donated by the USACE, the value of the materials cannot be applied as credit. ([See FEMA PAPPG- Donated Resources](#))

APPENDIX 7

Nevada Assistance Programs

Note: *Appendices 2 through 9 provide comprehensive information, templates and applications in how to request assistance for programs that may assist with short, intermediate, and long-term recovery.*

**Recommended Process for Applying for Grants or Loans from Disaster
Relief Account General Application
Financial Application for Disaster Relief Account
NRS 353.2705-2771 Disaster Relief Account Financial Documentation
Checklist**

Created Pursuant to 1997 Senate Bill 218 (NRS 353.2705-2771)

The Disaster Relief Account, created pursuant to Senate Bill 218, 1997 Legislative session, establishes a provision for grants or loans of money to state agencies or local governments for certain expenses incurred as a result of a disaster. The fund is to be administered by the Legislative Interim Finance Committee and requires requests for assistance from the fund to be submitted to the State Board of Examiners for recommendation to the Interim Finance Committee.

The information and documentation required in this application will be used to evaluate an entity's need for financial assistance. Consideration will be given, but not limited to, the following:

- Growth trends in assessed values.
- Current ad valorem tax rates.
- Larger than budgeted beginning fund balances.
- Unanticipated or unbudgeted resources.
- Larger than budgeted resources.
- Percentages of ending fund balances to total expenditures.
- Legal authority for reservation or designation of ending fund balances.
- Availability of Payments Equal to Taxes (PETT) or Payments in Lieu of Taxes (PILT)
- Current year's budget augmentations.
- Amounts budgeted for contingency
- Scheduled debt payments.
- Financial impact of the disaster to the local government.
- Other grants or aid applied for or received.
- Effects on other programs or projects of the local government.
- In-kind resources which can be committed by the local government.

For additional information, please visit:

<http://leg.state.nv.us/NRS/NRS-353.html#NRS353Sec2705>

Recommended Process for Applying for Grants or Loans from the Disaster Relief Account General Application

1. The process that a governmental entity must follow when applying for a grant or loan from the Disaster Relief Account will be set forth in a guideline, prepared, disseminated and updated by the Division of Emergency Management.
2. An application package shall be submitted by the governmental entity to the Division of Emergency Management for review and for subsequent transmittal of pertinent sections to the Governor's Finance Office Budget Division and the Department of Taxation
3. The application package shall contain a cover sheet identifying the governmental entity applying for funding, a statement detailing the nature of the disaster, the date of the disaster and the total estimated cost of the disaster.
4. Copies of local, state and federal disaster declarations shall be attached to the cover sheet.
5. Copies shall be furnished of the resolutions listing the funds passed by a majority vote of the governing body and the financial analysis conducted by the governmental entity concluding that the entity is unable **to** cover the expenses resulting from the disaster. Minutes of the meeting wherein the request and financial analysis were discussed and copies of spreadsheets and reports documenting the request for funding shall be attached.
6. Statement signed by the head of the governmental entity certifying that the governmental entity is responsible for the repairs and that the projects have not been funded by other governmental entities, non-profit organizations, insurance or private parties must be included.
7. The cover sheet must specify under which section and subsection of Chapter 353.2705-2771 of NRS the governmental entity is applying for financial assistance from the Disaster Relief Account. Is the application for a grant or a loan? Will the request cover damage repair, emergency measures, debris removal or half of a local match for federal disaster assistance, or in the case of a loan, overtime costs or mitigation?

Financial Information for Local Governments

1. With its application, a local government shall submit its final budgets for the current fiscal year and the last three prior fiscal years.
2. With its application, a local government shall submit its most recent audit and the last three prior fiscal years' audits.
3. Documentation supporting the entity's legal authority for reserving or designating an ending fund balance shall be submitted.
4. If an ending fund balance is budgeted in the current fiscal year, documentation supporting the need for retaining an ending fund balance of a minimum amount to ensure an adequate cash flow shall be included.
5. A table comparing budgeted to actual ending fund balances for each of the three prior fiscal years and indicating the percentage the ending fund balance represents of total expenditures each year shall be submitted.
6. When ending fund balances in the general fund, capital projects fund or road funds exceed budgeted levels, the source of the funds shall be identified.
7. If the current year's budget has been augmented, copies of such augmentations, identifying the source and proposed uses of the funds, shall be included.
8. A schedule of payments equal to taxes (PETT) or payments in lieu of taxes (PILT) for the current fiscal year and the last three prior fiscal years and the uses of these funds shall be included, as well as estimates of the amounts to be received in the current year and the next fiscal year.
9. Any amount budgeted for contingency in the current fiscal year and each of the last three prior fiscal years shall be listed. The portion of the budgeted contingency used, if any, and the purposes for which it was used shall be identified for the current fiscal year and the last three fiscal years.
10. Financial statements for each month of the current fiscal year shall be submitted.
11. Budgeted versus actual receipts for Ad Valorem taxes, the Supplemental City-County Relief Tax and the Basic City-County Relief Tax shall be compared for the current fiscal year to date and each of the three prior fiscal years.

12. A summary outlining expenditure for capital outlay within the general fund shall be included, and this information shall be compared to the Capital Improvement Plan, noting variations between expenditures and C.I.P. items.
13. For the current fiscal year and each of the last three prior fiscal years, the highest overlapping tax rate in the county shall be listed and the ad valorem tax rate and assessed values for the local governmental entity making the request. The maximum allowable (operating) tax rate and the rate actually levied by the local government making the request shall be shown for the current and three previous years.
14. All other funding sources for which the entity has or will apply shall be identified, such as the Federal Emergency Management Agency (FEMA), Natural Resources Conservation Service (NRCS), Small Business Administration (SBA), Corps of Engineers, insurance, and flood district reimbursements. A copy of the application or claim form, the current status of the request and the name and telephone number of a contact person at the funding organization shall be furnished. If the request for funding was denied, notification stating the reason for ineligibility or unavailability of funds must be submitted.
15. Any other sources from which funding has been or is anticipated to be received shall be listed, including federal disaster relief funds, insurance reimbursements and any reimbursements from private property owners.
16. A schedule of debt payments for the current and next three fiscal years, including payments for lease-purchases and medium-term financing, shall be submitted.
17. If the requested funds will be used to help meet a required local match for federal disaster assistance, details on how the local government's portion of the match will be funded (source of funds, in-kind services, etc.) must be furnished.
18. Quarterly reports detailing the status of the projects, funding and the entity's financial position will be required.
19. A checklist to guide the governmental entity in filing the necessary financial information included in the State's Disaster Relief Account application guideline prepared by the Division of Emergency Management. Forms to assist in gathering necessary financial information may be developed by the Department of Taxation.

Project Information

1. A summary of projects by site showing the location of the project, the type of project (emergency response, debris removal, road repairs, river repairs, etc.) and the estimated costs are required.
2. Maps showing each project shall be included to assure that project work is easily identified and not duplicated.
3. All projects must be reviewed by the Division of Emergency Management, using federal emergency management guidelines.
4. For projects for which a grant match is requested, the following items are required:
 - a. Copies of damage survey received by the federal agency.
 - b. Copies of letters from other federal agencies denying assistance.
 - c. For each project specify how the local match will be provided. If the project is a joint responsibility of the local government and private property owners, specify how much of the match each entity will be responsible for providing.
 - d. Where in-kind match is provided by the governmental entity's staff, list which projects or work the staff will be unable to complete due to the disaster and explain the impact of delaying the project.
5. For projects for which federal funding is not available, the following items are required:
 - a. A letter from the grantor or funding agency denying the federal funding.
 - b. A copy of the damage survey prepared by the Division of Emergency Management.
 - c. Where projects are to be completed by the governmental entity's staff, list the projects or work previously planned that the staff will be unable to complete due to the disaster and explain the impact of delaying these projects.

Process for Authorizing Funding from the Disaster Relief Account

1. The Division of Emergency Management must make a determination regarding whether the incident qualifies as a disaster under state law. The Division of Emergency Management will prepare damage survey reports supporting their recommendations.
2. The governmental entity submits a complete application package to the Division of Emergency Management.
3. Based upon a comprehensive analysis of the information required to be submitted with a local government's application for funding from the Disaster Relief Account, the Department of Taxation makes a recommendation to the Governor's Finance Office Budget Division regarding a local government's ability to pay expenses resulting from the disaster.
4. The Board of Examiners makes a finding that the local government is unable to pay the expenses resulting from the disaster or provide the local match required to obtain federal emergency assistance.
5. If the Board of Examiners finds that a grant or loan is appropriate, it shall include in its recommendation to the Interim Finance Committee the proposed amount of the grant or loan. If the Board finds that a grant or loan is not appropriate, it shall include in its recommendation the reason for its determination. If the Board recommends a loan, it shall specify a schedule for repayment and the rate of interest, if any.
6. If the Board of Examiners forwards a request for funding from the Disaster Relief Account, the Interim Finance Committee shall determine whether the incident and the governmental entity qualifies for funding from the Disaster Relief Account based upon the following considerations:
 - a. Financial ability of local government to pay expenses resulting from the disaster.
 - b. Impact of disaster upon other planned or budgeted projects.
 - c. The type of project and priority for funding: initial emergency response, debris removal, repair or replacement of infrastructure, mitigation or other projects or expenses.
 - d. Whether other entities have a responsibility to pay, such as owners of private property; water, flood control or irrigation districts; cities; counties; Indian tribes; federal agencies, etc.
 - e. Whether project costs been paid or reimbursed by another agency or organization.

- f. The impact of reducing or denying funding for the request.
 - g. Availability of funds within the Disaster Relief Account and anticipated requests.
- 7. If the Interim Finance Committee approves a grant or loan, the Committee shall, by resolution, establish the amount authorized and the purpose of the grant or loan and provide for the transfer, as required and verified, of the amount to the appropriate governmental entity. In the case of a loan, the Committee shall specify the schedule for repayment of the loan and the interest rate, if any, for the loan.
- 8. Because the damage survey reports are based upon estimates of the damage rather than the actual cost of repair, payments shall be made to the governmental entity on a reimbursement basis to avoid duplicating costs and to assure that the project is actually completed.
- 9. In the case of severe financial hardship, the Interim Finance Committee may authorize Out-front payments to a local government, but a detailed reconciliation of the amounts granted with actual project costs must be submitted and any overpayments must be returned to the Disaster Relief Account as soon as the project is completed.
- 10. Documentation required for each project includes:
 - a. A copy of signed contract with contractor who will perform the work.
 - b. A copy of the billing from the granting agency if it performs the work.
 - c. If the local government's employees complete the work, submit schedules of overtime and equipment usage and identify previously planned work that will not be completed.
 - d. A statement from the local government certifying that no other funding has been received from governmental entities, insurance or other sources that, had it been previously known, would have reduced the amount of funding authorized from the Disaster Relief Account.
- 11. Quarterly status reports must be submitted to the Governor's Finance Office Budget Division and the Legislative Counsel Bureau Fiscal Analysis Division to be forwarded to the Interim Finance Committee from the initial authorization of funding through the close-out of the project.

12. If the work on the project has not commenced within one year of the disaster or is not completed within two years of the disaster, the local government must re-justify continued obligation of the funds.
13. The Interim Finance Committee may reduce the amount authorized to a local government if the need is no longer justified.
14. If the amounts requested exceed the money available in the Disaster Relief Account, the amounts of requested grants and loans must be reduced proportionately unless the reduction would cause the governmental entity to receive a reduced amount of federal disaster assistance.

Instructions:

Complete all questions, use additional sheets as necessary, and make reference to the appropriate question number. Attach all required documentation.

1. Submit and mark as "Item 1" a statement detailing the nature of the disaster, the date of the disaster, an estimate of the damage, a statement of whether the request is a grant or loan and the dollar amount, a statement assessing the need for the funds requested, and the amount of funding available in a local government natural disaster mitigation fund, if one has been created or confirmation one does not exist.
2. Check the appropriate box that describes the type of funding being requested. _____ NRS 353.2745 (Section 10 of S.B.218), A grant for repair or replacement of roads, streets, bridges, water control facilities, public buildings, public utilities, recreational facilities or parks; emergency measures undertaken to save lives, protect public health or safety or property; or not more than 50% of any grant match the local government must provide to obtain a grant from a federal disaster assistance agency; **OR** _____ NRS 353.2751 (Section 11 of S.B. 218), A loan for repair or replacement of roads, streets, bridges, water control facilities, public buildings, public utilities, recreational facilities and parks; overtime worked because of the disaster; mitigation projects; or not more than 50% of any grant match the local government must provide to obtain a grant from a federal disaster assistance agency.
3. Attach and mark as "Item 3" copies of local, state and federal disaster declarations.
4. Attach and mark as "Item 4" a resolution passed by a majority vote of the governing body approving the need for the request. The resolution must include a statement that financial analysis conducted by the local government has concluded the local government is unable to fund this

request itself. Include the minutes showing the discussion of the analysis conducted and the documentation, spreadsheets and reports supporting the request for funding.

5. Attach and mark as "Item 5" a signed statement certifying that the entity is responsible for repairs, and projects are not funded by other governmental entities, non-profit organizations, insurance or private parties.
6. Attach and mark as "Item 6" a detailed plan for the funds requested. Information must include estimated cost; name of contractor(s); description of work; estimated start and completion dates, and percentage of work completed (if applicable). The spending plan must be prioritized to determine the effect in the event the request is reduced. Submit a breakdown of the portions of the request which are for mitigation projects.
7. What is the effect on the local government in the event the request is denied? What projects or programs will be at risk as a result of the request being denied or reduced? If necessary, attach additional sheets and mark as "Item 7":

8. List what programs, projects or expenditures were eliminated or deferred due to the local government's commitment of resources to the disaster. What would the effect be of deferring other projects or expenditures? If necessary, attach additional sheets and mark as Item 8.

9. Cite the statutory reference under which the local government was created and mark as "Item 9".

10. Submit final budgets and independent audits for the current fiscal year and the last three prior fiscal years in order to compare budgeted to actual ending fund balances, and percentage of ending fund balances to total

expenditures. List the source of any larger than anticipated ending fund balances in the general fund, capital projects funds, and road funds. List the purpose and legal authority for the reservation or designation of ending fund balances. Justify the need for a minimum amount of ending fund balance that must be retained to ensure the continuity of the entity's cash flows. Attach additional sheets and mark as "Item 10".

11. Provide documentation supporting the entity's legal authority for reserving or designating an ending fund balance. Attach additional sheets and mark as "Item 11".
12. Provide a statement documenting the need for budgeted ending fund balance. Attach additional sheets and mark as "Item 12".
13. Complete the following table:

Ending Fund Balance (Item 13)

Fiscal Years	Budgeted	Actual	Percent of Total Expenditures
20__ / __			
20__ / __			
20__ / __			
(Current Fiscal Year to Date)			

14. If ending fund balances in the general fund, capital projects fund or road funds exceed budgeted levels; identify the source of the funds. Attach additional sheets and mark as "Item 14".
15. Has the current fiscal year's budget been augmented?
YES _____ NO _____ Attach copies of all augmentations and mark as "Item 15"
16. If requesting a portion of a federal grant match, how will the local government's portion be funded (source of funds, in-kind services, etc.)?

17. Submit a schedule for the current fiscal year and the last three prior fiscal years of any Payments Equal to Taxes (PETT) funds or Payments In Lieu Of

Taxes (PILT) funds received by the county. List the uses of the funds. List the amounts of PILT or PETT funds anticipated to be received in the current fiscal year, and in the next fiscal year. Attach additional sheets and mark as "Item 17".

18. From the current fiscal year's final budget, list the amount budgeted for contingency. List what portion of the budgeted contingency has been used and what it was used for in the current fiscal year and the last three years. If necessary, attach additional sheets and mark as "Item 18".

19. Submit financial statements for each month of the current fiscal year. Mark as "Item 19".

20. List both budgeted revenues and actual revenues received for the last three prior fiscal years and the current fiscal year for the following revenues:

Ad Valorem Taxes (Item 20)

Fiscal Years	Budgeted Revenues	Actual Revenues Received
20__ / __		
20__ / __		
20__ / __		
(Current Fiscal Year to Date)		

Supplemental City-County Relief Tax (Item 20)

Fiscal Years	Budgeted Revenues	Actual Revenues Received
20__ / __		
20__ / __		
20__ / __		
(Current Fiscal Year to Date)		

Basic City-County Relief Tax (Item 20)

Fiscal Years	Budgeted Revenues	Actual Revenues Received
20___/___		
20___/___		
20___/___		
(Current Fiscal Year to Date)		

21. For the last three fiscal years, submit a spending summary outlining how the capital outlay object category in the general fund was expended. Compare this information to the entity's Capital Improvement Plan, noting variations between expenditures and C.I.P. items. Mark as "Item 21".
22. Using the Ad Valorem Tax Rates for Nevada Local Governments as your source, for each of the last three prior fiscal years and the current fiscal year, list the ad valorem tax rate and assessed values for the local government making the request. Also, list the maximum allowed (operating) tax rate actually levied by the local government for the same time period.

Ad Valorem Tax Rate and Assessed Value (Item 22)

Fiscal Years	Total Assessed Value	Operating Maximum Allowed Tax Rate	Operating Tax Rate Levied	Total Tax Rate
20___/___				
20___/___				
20___/___				
(Current Fiscal Year to Date)				

23. List all other funding sources for which the entity has applied or will apply. Examples include, but are not limited to: SBA (Small Business Administration), FEMA (Federal Emergency Management Administration), NRCS (Natural Resources Conservation Services), Corps of Engineers, and flood district reimbursements. Submit a copy of the application that was filed, the current status of the request, and a name and telephone number of your contact person. If the request was denied, submit a letter from the grantor stating the reason for the ineligibility. Mark as "Item 23".

24. List all other funding sources that have been or are anticipated to be received. Examples include, but are not limited to: federal disaster relief funds; insurance reimbursement funds; and any reimbursements received or anticipated to be received from private property owners. If necessary, attach additional sheets and mark as "Item 24".

25. Provide a schedule, by fund, of the entity's debt payments for the current fiscal year and the next three fiscal years. This also includes lease/purchases and medium-term financing payments. Attach additional sheets and mark as "Item 25".

IF DISASTER RELIEF FUNDING IS GRANTED, YOU WILL BE REQUIRED TO PROVIDE QUARTERLY REPORTS DETAILING THE STATUS OF THE PROJECT(S), FUNDING AND FINANCIAL POSITION.

I, _____ (name),
_____ (title), certify the information
contained herein is complete and accurately represents the financial condition of the
entity as of _____.
I may be reached at _____ (phone).

Submit the completed application and all attachments to:

State of Nevada
Division of Emergency Management
2478 Fairview Drive
Carson City, NV 89701

NRS 353.2705-2771 Disaster Relief Account Financial Documentation Checklist:

Required Documentation (Please include a brief explanation if answer is No to any of the following)

Disaster Relief Account Financial Documentation Checklist		Yes	No
1	Cover sheet identifying entity, nature of disaster, estimated damage costs, whether the request is a grant or loan and the dollar amount, a statement assessing the need for the funds requested, and the amount of funding available in a local government natural disaster mitigation fund, if one has been created or confirmation one does not exist		
2	Specification of section and subsection of NRS 353.2705-2771 application covers. Grant or Loan request.		
3	Copies of local, state and federal disaster declarations.		
4	Copy of resolution approved by the governing body of the entity stating the entity's financial need, including minutes of meeting and supporting documentation wherein governing body determined financial need.		
5	Signed statement certifying that the entity is responsible for repairs, and projects are not funded by other governmental entities, non-profit organizations, insurance or private parties.		
6	Detailed plan for the funds requested.		
7	Statement of financial effect on entity, if request is denied.		
8	List of budgeted projects or programs eliminated or deferred due to disaster.		
9	Statutory authority establishing the local government.		
10	Final Budgets and Audits for the current and three prior fiscal years.		
11	Supporting documentation for reserved or designated ending fund balances.		
12	Documentation supporting the need for budgeted ending fund balances.		
13	Budget to actual ending fund balance comparisons for current and three prior fiscal years, % ending fund balance represents of total expenditures.		
14	Identification of source of funds in excess of budgeted ending fund balance for General, Capital Projects & Road Funds.		
15	Current year's budget augmentations, identifying source of augmentation and proposed uses.		
16	Details regarding local government's portion of match: funding methods, in-kind services, etc.		

17	Schedule of Payments Equal to Taxes (PETT), and or Payments in Lieu of Taxes (PILT), current year, prior three fiscal years, estimated current and next fiscal year.		
18	Indication of Contingency amounts budgeted and used for the current and prior three fiscal years.		
19	Financial statements for each month of the current fiscal year		
20	Statement of budgeted vs. actual receipts Ad Valorem, SCCRT and BCCRT for current and three prior fiscal years.		
21	Summary outlining budgeted and actual capital outlay within the General Fund, include a copy of the entity's Capital Improvement Plan, if current plan is not on file at the Department of Taxation.		
22	Table indicating Ad Valorem tax rate & assessed values for the requesting entity, including the max allowable operating tax rate and rate levied for the current and prior three fiscal years.		
23	Listing of all funding sources contacted for funding. Copies of applications or claim forms and status of funding request. Include contact name and telephone of funding agencies as well as claim status.		
24	Listing of any other funding sources anticipated, including reimbursements from private property owners.		
25	Debt payment schedule current, next three fiscal years, include lease-purchase & medium term financing.		

Financial Application for the Emergency Assistance Account

The application process for the Emergency Assistance Account is the same as that for Disaster Relief Account.

NRS 414.135 Emergency Assistance Account: Creation; administration; authorized expenditures; allocation of remaining annual balance; quarterly report; regulations.

1. There is hereby created in the State General Fund the Emergency Assistance Account. Beginning with the fiscal year that begins on July 1, 1999, the State Controller shall, at the end of each fiscal year, transfer the interest earned during the previous fiscal year on the money in the Disaster Relief Account created pursuant to NRS 353.2735 to the Emergency Assistance Account in an amount not to exceed \$500,000.

2. The Division of Emergency Management of the Department of Public Safety shall administer the Emergency Assistance Account. The Division may adopt regulations authorized by this section before, on or after July 1, 1999.

3. Except as otherwise provided in paragraph (c), all expenditures from the Emergency Assistance Account must be approved in advance by the Division. Except as otherwise provided in subsection 4, all money in the Emergency Assistance Account must be expended:

(a) To provide supplemental emergency assistance to this state or to local governments in this state that are severely and adversely affected by a natural, technological or man-made emergency or disaster for which available resources of this state or the local government are inadequate to provide a satisfactory remedy;

(b) To pay any actual expenses incurred by the Division for administration during a natural, technological or man-made emergency or disaster; and

(c) For any other purpose authorized by the Legislature.

4. Beginning with the fiscal year that begins on July 1, 1999, if any balance remains in the Emergency Assistance Account at the end of a fiscal year and the balance has not otherwise been committed for expenditure, the Division may, with the approval of the Interim Finance Committee, allocate all or any portion of the remaining balance, not to exceed \$250,000, to this state or to a local government to:

(a) Purchase equipment or supplies required for emergency management;

(b) Provide training to personnel related to emergency management; and

(c) Carry out the provisions of NRS 388.229 to 388.261, inclusive.

5. Beginning with the fiscal year that begins on July 1, 1999, the Division shall, at the end of each quarter of a fiscal year, submit to the Interim Finance Committee a report of the expenditures made from the Emergency Assistance Account for the previous quarter.

6. The Division shall adopt such regulations as are necessary to administer the Emergency Assistance Account.

7. The Division may adopt regulations to provide for reimbursement of expenditures made from the Emergency Assistance Account. If the Division requires such reimbursement, the Attorney General shall take such action as is necessary to recover the amount of any unpaid reimbursement plus interest at a rate determined pursuant to NRS 17.130, computed from the date on which the money was removed from the Disaster Relief Account, upon request by the Division.

(Added to NRS by 1997, 2543; A 1999, 1248, 3121; 2001, 1337, 2607; 2003, 180; 2003, 20th Special Session, 206; 2010, 26th Special Session, 14; 2011, 448, 1082)