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DRAFT**SECTION VII DISASTER RECOVERY****VII-1 Financial Assistance**

Two categories of disaster related financial assistance is available to Local Service Providers: 1) funds to assist public and private nonprofit agencies to recover losses; and 2) funds to assist in providing needed services to older persons. Financial assistance can be through the Older Americans Act, private donations, private insurance, and FEMA.

Older Americans Act Funds: The DoEA is eligible to apply for Disaster Relief Assistance from the Administration on Aging (AoA) Older Americans Act Funds. Title IIIc, when a disaster has been presidentially declared. Additional funds can be sought by the Administration on Aging on behalf of the impacted state(s), in conjunction with other federal agencies, through a supplemental appropriation request to Congress. These funds may be used for the following:

1. Expansion of Information and Referral;
2. Transportation;
3. Disaster outreach and advocacy;
4. Licensed appraisal services;
5. Chore services;
6. Legal services;
7. Moving and storage assistance;
8. Home delivered and congregate meals;
9. Homemaker services;
10. Other direct services to older persons;
11. Repairs for provider agencies that are not covered by other funding sources; and
12. Gap-Filling services.

The DoEA identifies items to include in the request to the Administration on Aging through information from Local Service Providers and Area Agencies on Aging.

Eligibility for the funds is limited to the Department, Area Agencies on Aging and Local Service Providers in the counties within the presidentially declared disaster areas. Eligible organizations may also make applications on behalf of individual elders for specific needs. These funds are available to reimburse the cost of service units in excess of budgeted units, additional services not in the Area Plan, services to an expanded clientele not normally participating in Aging network programs, and other specialized disaster-related services.

Private Donations (DoEA): The Department of Elder Affairs may receive donated funds from private organizations and individuals. Some of these funds may be discretionary, while some may be designated for specific purposes. There are no specific requirements for the use of these funds by service providers other than that they are used for disaster-related purposes and would be received and disbursed on behalf of disaster survivors through the Department of Elder Affairs Trust Fund.

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Private Donations (AAA): The Area Agency on Aging may receive donated funds from private organizations and individuals. Some of these funds may be discretionary, while some may be designated for specific purposes. There are no specific requirements for the use of these funds by service providers other than that they are used for disaster-related purposes and would be received and disbursed on behalf of disaster survivors through an Area Agency on Aging Trust Fund.

Private Insurance: As part of their emergency preparedness plan, the Area Agencies on Aging will assure that they have insurance coverage. Local Service Providers should review and update their insurance coverage. The plans should include all essential information such as policy number and emergency contact. Safeguarding and having essential policy information available may help to facilitate the claims process.

Federal Emergency Management Agency (FEMA): Local governments and private nonprofit organizations in declared disaster areas may be eligible for reimbursement from FEMA and other federal agencies (i.e. Small Business Administration) for damages and expenses. Private nonprofit organizations should be guided by the following information:

The Area Agencies on Aging and Local Service Providers are included in the local Continuity of Operations Plan. This helps to ensure that the needs of the area's elders are represented at the local level. More important, agencies included in local county plans are eligible for reimbursement for activities they have taken as part of their response to the local plan.

1. To be eligible for financial assistance, an item of work must:
 - a. Be required as the result of the declared disaster event;
 - b. Be located within a designated area; and
 - c. Be the legal responsibility of an eligible applicant.

2. Categories of Eligible Work:
 - a. Debris removal;
 - b. Emergency protective measures;
 - c. Road systems;
 - d. Water control facilities;
 - e. Building and equipment;
 - f. Utilities; and
 - g. Parks, recreational and other (for example – playgrounds, swimming pools, ball parks [including fences, lighting, scoreboards], cemeteries, trees, grass, gymnasiums, golf courses, YMCA facilities, and marinas).

The above includes emergency work done immediately after the event to eliminate or lessen any threat of life, public health and safety, or protect improved property with protective measures or repairs. Public buildings and related equipment, which are maintained and in active use are eligible when damaged or destroyed. Costs for temporary relocation may be eligible.

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Under the Public Assistance portion of the Stafford Act, administered by FEMA, “any private, nonprofit organization, having certain un-reimbursed expenses associated with declared disasters may be eligible for reimbursement of those expenses provided the organization is providing essential services of a governmental nature to the general public.”

Emergency services such as congregate or home-delivered meals, transportation, homemaker service, housekeeping service, and other needed support services delivered to persons not normally receiving or eligible for the service should be partially or totally reimbursable by FEMA.

Time Limitations: Public agencies must file a FEMA “Notice of Intent” Form to the Governor’s Appointed Representative (GAR) at the State Emergency Operations Center within 30 days following the county of operation’s designation as an official disaster area.

Accurate documentation must be kept in order to receive the maximum reimbursement for which an applicant organization may be entitled. This includes documentation of time and overtime earnings, use of equipment, material and supplies.

Individual Assistance: Below is a listing and brief description of the services available under the Federal Emergency Management Act Individual Assistance Program. Unless you are referred to another organization within the descriptive paragraph, in-depth information regarding each program is available from the Disaster Recovery Center (DRC), the number and address of which will be published in the event of a disaster. In most instances all organizations will have representatives at the Center.

1. **Temporary Housing Program:** Provides suitable rental housing, mobile homes or rental assistance to persons in need due to a major disaster.
2. **Federal Unemployment Assistance:** May be provided to an individual who is unemployed as a result of a major disaster. The assistance will be for the weeks of such unemployment that the individual is not entitled to by other unemployment compensation. The assistance may continue until the individual is employed or up to a maximum of 26 weeks after the disaster declaration.
3. **Individual and Family Grant Program:** Provides grants of up to \$12,500 to individuals adversely affected by a major disaster. The grant is to enable them to meet their disaster-related serious needs and necessary expenses when they are unable to meet such expenses or needs through other means. The federal share of the grant is 75%; the state must match the other 25%.
4. **Food Coupons:** Distribution may be authorized to disaster survivors if they are unable to purchase nutritious food as a result of a major disaster.
5. **Disaster Legal Services:** Legal services, including legal advice, counseling and representation in non-fee generating cases may be provided to low-income individuals. Such services may be provided by volunteer lawyers by agreement, private lawyers paid by FEMA (when no other means are available), or by federal lawyers. Legal services include: replacing legal documents, transferring titles,

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- contracting problems, wills and probate, insurance problems, and certain landlord-related problems. Contact your local legal aid society or call a Disaster Hotline.
6. **Crisis Counseling:** Available from the federal government upon request, provided the state has initiated an assessment to determine the needs and cost. If the state determines that immediate services are required, the state may immediately request funds under a separate application from the Regional Director.

An individual may be eligible for crisis counseling if he or she was a resident of the designated disaster area or was present in the area at the time of the disaster, and if he or she has a mental health problem which was caused or aggravated by the disaster or aftermath or if he or she may benefit from preventive care techniques.

The Department of Children and Families has the responsibility to coordinate mental health services through its network of area Community Mental Health Centers (CMHC) in support of an emergency recovery operation.

VII-2 Documentation of Funding

General Process for Requesting Funds: The application form for disaster assistance from the Administration on Aging is the standard AoA grant application form. Attached to this form will be documentation outlining the areas (counties, planning and service areas) impacted by the disaster, and the types of services expected to be delivered to disaster survivors.

In order to expedite the process for requesting and receiving assistance, documentation of services and expenditures and their relation to the disaster is necessary. To the extent possible, normal reporting processes should be maintained and additional or new clients should be added. If this is not possible due to power outages or destruction of offices and records, a backup system should be planned. Use of the AoA/SUA Disaster Checklist (Attachment V) can be used for preliminary documentation of needs.

At a minimum, Area Agencies on Aging and Local Service Providers should maintain individual logs on:

1. Clients served and the types of service;
2. Staff hours in excess of normal working hours;
3. Damages to facilities and equipment; and
4. Record of expenditures for special equipment or other specific disaster needs outside the normal budget.

If normal record-keeping systems are in place, it is not necessary to duplicate information. ***The important thing to remember is the Department is limited in its ability to justify its request to the Administration on Aging for disaster relief if needs are not quantified.*** FEMA will require sound documentation of losses and expenses incurred. At the time of an actual disaster, the Department will provide the Area Agencies on Aging and Local Service Providers procedures and timeframes for submission. Questions should be addressed to the Emergency Coordinating

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Officer. At this time the Department's expenses are not eligible for reimbursement by FEMA but the Department can apply through the Older Americans Act if they meet the stipulations noted above. The initial amount is very limited for each presidentially declared disaster and has been set by the Administration on Aging. FEMA reimbursement forms and Administration on Aging grant application forms and instructions will be provided.

Accountability for Funds: The following principles should be followed to ensure adequate accountability:

1. Appropriate accountability for disaster related revenues and expenditures are essential. Funds must be recorded to accurately and clearly establish an adequate audit trail for all disaster assistance activities.
2. Funds from different sources (for example – Title III, private donations/foundation grants, etc.) may not be commingled and must be accounted for separately.
3. Expenditures of Title III funds, Community Care for the Elderly, and Emergency Home Energy Assistance Program must be accounted for in the usual manner, regardless if it is from a current grant, augmentation of the usual allotment, or for ongoing or disaster related activities.

VII-3 Instructions for the Department's Disaster Relief Assistance

The Department is eligible to apply for Disaster Relief Assistance from the Administration on Aging for reimbursement for services under the Older Americans Act, Title IV (See AoA-PI-84-5). Please page 27 for list of services.

These funds are only available to reimburse obligations already incurred that cannot be reimbursed from FEMA or other community resources. Items on the Area Agency on Aging or Local Service Provider form can be identified and to be included in the Department's request to the Administration on Aging.