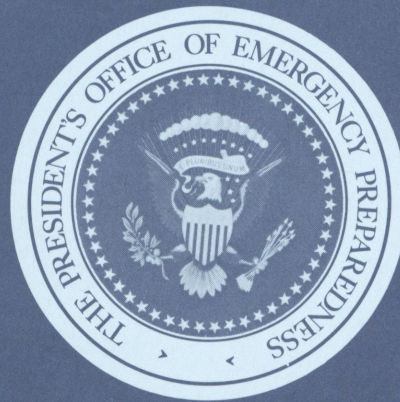


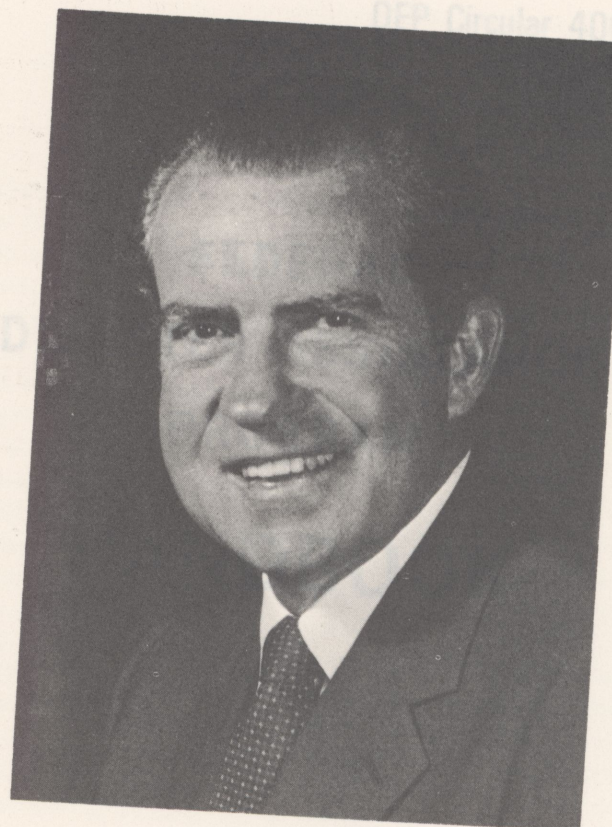
Federal Disaster Assistance Program Handbook,
1972 July

OEP Circular 4000.7C
July 1972

FEDERAL DISASTER ASSISTANCE PROGRAM HANDBOOK



EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF EMERGENCY PREPAREDNESS



The spirit of neighborliness, the readiness to extend a helping hand in time of trouble, is one of the great traditions of this country. In the early years of our history, good neighbors were essential in coping with the hardships of pioneer life. They are equally essential in meeting the challenges of life today.

President Richard M. Nixon

OFFICE OF EMERGENCY PREPAREDNESS

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July 1972

Preface

Since our Nation was founded, its people have looked first to their State and local governments for help after disasters.

As early as 1803, the Federal Government rendered assistance in special cases. In 1893, the Congress enacted legislation to provide disaster relief. Between 1900 and 1960, succeeding Congresses passed more than 100 separate acts granting relief.

In 1950, the Congress passed legislation and continuing means of disaster assistance to state and local governments. Public Law 81-575 was passed. It authorized the President to ask the States for disaster relief. It recognized the need for Federal aid to help seriously strain the capabilities of the individual State to cope with them.

The program was expanded by the 80th Congress in the Disaster Relief Act of 1959, Public Law 86-769. This legislation broadened the provision of Federal assistance and specifically covered certain public facilities damaged while under construction. The Disaster Relief Act of 1960, Public Law 86-79, added certain new features of Federal aid in disaster situations, especially in planning and in assistance to individuals.

Then the 91st Congress passed the Disaster Relief Act of 1970, Public Law 91-556, which was approved by the President on December 31, 1970. This act repealed Public Laws 81-575, 86-769, and 86-79 but included, modified, or expanded many of their provisions and added a further dimension to Federal assistance for individual disaster victims.

To insure that the Federal Government is properly prepared to respond to disasters, the President has established the Executive Office of the President, Office of Emergency Preparedness.

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF EMERGENCY PREPAREDNESS

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the President the authority to declare a "major disaster," to provide for the restoration of Federal facilities, and to prescribe the limits for granting priorities for certain public facilities and certain public housing assistance. All other provisions vested in the President by the act were delegated to the Director of the Office of Emergency Preparedness (OEP), except those pertaining to the civil defense communications system in disaster warnings.

Preface

Since our Nation was founded, its people have looked first to their State and local governments for help after disasters.

As early as 1803, however, the Federal Government rendered assistance in special cases. In that year the Congress enacted legislation providing an extension of time to holders of customhouse bonds following the fire in Portsmouth, N.H. Between 1803 and 1950, succeeding Congresses approved more than 100 separate acts granting relief after disasters.

In 1950, the Congress provided a uniform and continuing means of disaster assistance to State and local governments. Public Law 81-875 established the program which enabled our Governors to ask the President for assistance following a major disaster. It recognized that, in our complex society, many disasters seriously strain the capabilities of the individual State to cope with them.

The program was expanded by the 89th Congress in the Disaster Relief Act of 1966, Public Law 89-769. This legislation broadened the provisions of Federal assistance and specifically covered certain public facilities damaged while under construction. The Disaster Relief Act of 1969, Public Law 91-79, added certain new features of Federal aid in disaster situations, especially in planning and in assistance to individuals.

Then the 91st Congress passed the Disaster Relief Act of 1970, Public Law 91-606, which was approved by the President on December 31, 1970. This act repealed Public Laws 81-875, 89-769, and 91-79 but included, modified, or expanded many of their provisions and added a further dimension to Federal assistance for individual disaster victims.

To implement the new law, the President immediately issued Executive Order 11575 (dated December 31, 1970). It reserved to

the President the authorities to declare a "major disaster," to provide for the restoration of Federal facilities, and to prescribe time limits for granting priorities for certain public facilities and certain public housing assistance. All other provisions vested in the President by the act were delegated to the Director of the Office of Emergency Preparedness (OEP), except those pertaining to the civil defense communications system in disaster warnings (to the Secretary of Defense) and to food coupons and surplus commodities (to the Secretary of Agriculture).

This handbook deals mainly with assistance available after the President has declared a "major disaster." However, many departments and agencies have statutory authorities which permit them to assist even when damages do not justify such a presidential declaration. Both types of assistance are discussed and outlined, along with eligibility requirements and procedures for State and local officials in applying for Federal assistance.

Upon the declaration of a "major disaster," OEP administers funds allocated for the State from the President's Disaster Fund and directs and coordinates overall disaster assistance functions of all Federal agencies, whether under Public Law 91-606 or their own authorities.

Additional copies of this handbook and further information on the Disaster Assistance Program are available from OEP's Washington headquarters or the OEP Regional Office serving your State. Our Regional Director will be pleased to assist you. See appendix A for location of OEP Regional Offices.

G. A. LINCOLN,
Director,
Office of Emergency Preparedness.

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I. Introduction

A. National Policy

Federal disaster assistance is a supplement to relief provided by the States and their political subdivisions. While primary responsibility for disaster relief rests with State and local agencies, Federal assistance is available when State and local resources are insufficient to cope with the effects of the disaster.

B. Preparedness

Few natural disasters can be prevented, but disaster effects can be minimized by careful planning and periodic testing of preparedness measures. The Office of Emergency Preparedness (OEP) is charged with fostering the development of State and local organizations and plans to cope with major disasters and with providing assistance to the States in developing comprehensive plans and practicable programs for assisting individuals suffering losses as the result of a major disaster. A Federal grant of as much as \$250,000 can be made to any State on a 50-percent matching basis for developing these plans and programs. An additional Federal matching grant not to exceed \$25,000 per year may also be provided for improving, maintaining, and updating State disaster assistance plans.

An OEP study report on *Disaster Preparedness*, submitted to Congress in early 1972, has also been provided to State and local governments as an aid to their planning. That report included an *Example State Disaster Act* prepared for OEP by the Council of State Governments and also made available to the States by the Council as part of its *Suggested State Legislation*.

By agreement with OEP, the Defense Civil Preparedness Agency, Department of Defense, has a mission assignment to assist local communities in disaster preparedness planning.

C. Training and Evaluation

All OEP Regional Offices conduct disaster preparedness conferences and training programs for Federal, State, and local government officials in procedures and techniques for providing prompt and effective disaster assistance. OEP evaluates at least annually the readiness of State and local organizations and Federal agencies to cope with major disaster situations.

D. State and Regional Monitoring

In a disaster situation, the State disaster office is the primary point of contact between the local government and the State. Local officials should keep the State disaster office informed of impending or actual disasters. When necessary, that office will furnish information on the types of disaster assistance available from State and Federal sources. A list of the State disaster offices is contained in appendix C.

State disaster officials normally alert the appropriate OEP Regional Office of impending or actual disasters. OEP regional personnel monitor the developing situation before, during, and after the disaster, advising and assisting State officials as necessary. If Federal assistance is needed, the OEP Regional Director will contact the appropriate Federal official to coordinate the required aid.

II. Assistance Without a "Major Disaster" Declaration

A. Relief Organizations

First consideration in a disaster is given to distribution of food, medicine, and supplies; provision of emergency shelter; and reconstruction of community services. OEP coordinates such efforts by humanitarian relief organizations through agreements to ensure the best possible response to individuals and families when disaster strikes.

The American National Red Cross, which operates under a Federal charter (as provided by Public Law 58-4, approved January 5, 1905—33 Stat. 599), provides grants and other types of assistance to individuals and families in disasters to meet their emergency needs.

The Salvation Army, the Mennonite Disaster Service, and other charitable and church groups also provide significant assistance to those in need of help.

B. Federal Agencies' Own Authorities

All Federal agencies are to assist in lifesaving operations to the extent feasible. In addition, many Federal agencies have statutory authority to provide certain disaster assistance to States, local governments, communities, or individuals prior to or in the absence of a "major disaster" declaration by the President. Following are a few examples:

- **DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE:** Assistance can be provided to State and local public welfare agencies and to State vocational rehabilitation agencies. The Public Health Service can assist States and local communities

in emergency health and sanitation measures. The Food and Drug Administration assists State and local governments in establishing public health controls through decontamination or condemnation of contaminated food and drugs.

- **SMALL BUSINESS ADMINISTRATION:** Both direct and bank-participation disaster loans can be provided to qualified individuals and business concerns to repair or replace damaged or destroyed private property when the Administrator declares a "disaster loan area." Economic-injury loans can help small firms suffering substantial economic loss as a result of a disaster.
- **DEPARTMENT OF AGRICULTURE:** In disasters determined by the Secretary of Agriculture, the Farmers Home Administration has authority to make farm loans similar to those of SBA. Surplus foods can be provided through relief organizations. Many services to meet the emergency needs of agriculture are available, including sale of feed grains at or below the support price.
- **DEPARTMENT OF DEFENSE:** Emergency assistance is provided to prevent or reduce fatalities, injuries, property loss, suffering, and hardship when local resources are clearly inadequate to cope with the disaster. The Corps of Engineers has authority to assist in flood-fighting and rescue operations and to protect, repair, and restore flood-control works threatened, damaged, or destroyed by flood.
- **DEPARTMENT OF TRANSPORTATION:** The Federal Highway Administration can provide assistance in a widespread disaster to restore roads and bridges in the Federal-Aid System. The Coast Guard can provide search, rescue, and evacuation of disaster victims, as well as transportation of supplies and equipment.
- **DEPARTMENT OF COMMERCE:** The National Weather Service, National Oceanic and Atmospheric Administration, has forecast and warning responsibility for such occurrences as hurricanes, severe storms, river flooding, and tornadoes.

Additional details on disaster services which may be provided by Federal agencies prior to or in the absence of a major disaster declaration are available from any of the Federal and State offices listed in appendixes A and B.

OEP monitors and coordinates, as necessary, such Federal responses in disaster situations.

C. Predisaster Assistance

Section 221 of Public Law 91-606 authorizes the President, whenever he determines that a major disaster is imminent, to use the resources of Federal departments, agencies, and instrumentalities to avert or lessen the effects of such disaster before its actual occurrence. The President has delegated this authority to the OEP Director. Timely forecasts of pending disasters, such as hurricanes, enable this authority to be used to mobilize Federal resources for prompt response.

D. Fire Suppression Assistance

Section 225 of Public Law 91-606 gives authority to the President to provide assistance, including grants, to any State for the suppression of a forest or grassland fire which threatens to become a major disaster. This authority has been delegated to the OEP Director, and no major disaster declaration is required for its implementation. The Governor of a State, through the OEP Regional Director, must formally request Federal assistance under section 225, supporting the request with factual information regarding the nature of the threat and the need for Federal assistance.

III. Assistance Under a "Major Disaster" Declaration

A. The President's Disaster Fund

Congress appropriates funds to the President to carry out the provisions of the Disaster Relief Act. When a "major disaster" is declared, the President authorizes the OEP Director to use such amounts as are needed from the disaster fund to furnish necessary and eligible assistance. These funds are used to provide relief and recovery assistance to State and local governments as well as to individual victims in a disaster area. Such funds also are used to reimburse Federal agencies for disaster aid provided at the direction of OEP.

B. Public Law 91-606 Assistance to Individuals

The Disaster Relief Act of 1970 is notable for the numerous means of Federal assistance it provides to individual victims of a major disaster. These kinds of help may include:

- Temporary housing for disaster victims with up to 12 months free rental based on need;
- Temporary mortgage or rental payments (up to 1 year) for persons faced with loss of their residences because of disaster-caused financial hardship;
- Food coupons or surplus commodities to needy victims;
- Unemployment compensation and reemployment assistance to disaster victims who lose their jobs because of the disaster;
- Legal services to low-income individuals or families unable to secure such services adequate to meet their needs;
- The removal of debris and wreckage on privately owned lands and waters if determined to be in the public interest;

- Liberalized loans by the Small Business Administration and the Farmers Home Administration to homeowners, business firms, and farmers. (The age of an adult applicant is not to be considered in determining whether such loan should be made or the amount of such loan. The law also provides for forgiveness of part of the loan principal.)

C. Public Law 91-606 Assistance to Communities

When a "major disaster" has been declared by the President, the available resources of all Federal agencies may be used, as necessary, to combat the effects of the disaster. Federal agencies are authorized, when directed by OEP, to provide emergency assistance by:

- Making Federal equipment, supplies, facilities, personnel, and other resources (other than the extension of credit) available to State and local governments;
- Distributing medicine, food, and other consumable supplies, or emergency assistance, through the American National Red Cross, the Salvation Army, the Mennonite Disaster Service, and other relief and disaster assistance organizations, or otherwise;
- Donating or lending surplus Federal equipment and supplies;
- Performing on public or private lands or waters any emergency work essential for the protection and preservation of life and property, including the clearing and removal of debris and the repair or replacement of public facilities;
- Providing temporary housing or emergency shelter.

Through the President's Disaster Fund, OEP can make financial contributions to State and local governments for the purposes of carrying out the last two of these measures.

To carry out his functions, the Director of OEP also is authorized to establish emergency communications in a "major disaster" area; these can be made available to State and local government officials and other persons as appropriate. Emergency public trans-

portation to government offices, supply centers, stores, post offices, schools, and major employment centers also can be made available in the area.

In addition to emergency assistance, the Disaster Relief Act of 1970 provides that the Federal Government may pay the net cost of permanent repair or replacement of public facilities, up to a facility's predisaster design basis and current codes and specifications. Reimbursement of up to 50 percent of eligible costs can be made for certain public facilities that were damaged by the disaster while under construction.

A 1971 amendment to Public Law 91-606 authorized similar aid to tax-exempt nongovernment medical care facilities.

Public Law 91-606 also empowers the President to make grants to any local government which has suffered a substantial loss of property tax revenue as the result of a "major disaster." Grants may be made for the tax year in which the disaster occurred and for each of the following 2 tax years in accordance with the regulations prescribed by OEP.

D. Other Recovery Assistance

Other Federal agencies have special emergency programs which can be invoked upon a "major disaster" declaration by the President, depending upon their administrative procedures in effect at the time. Specific examples:

- The Small Business Administration and the Farmers Home Administration can also make their disaster loans (for urban and rural areas, respectively) in declared "major disasters." With a presidential declaration, liberal forgiveness benefits (up to \$2,500) may be applied on the principal of the loan.
- The Internal Revenue Service can provide special tax treatment for disaster-created losses suffered by property owners. In some instances, a taxpayer may elect to take the deduction for the casualty loss on his tax return for the preceding year rather than the year of the disaster.

- The Office of Education, Department of Health, Education, and Welfare, can provide for the repair or replacement of damaged public elementary and secondary schools, and for maintenance and operating costs.
- The Department of Housing and Urban Development and the Veterans Administration can make adjustments under their respective insured home loan programs. Urban renewal programs can be expedited.
- The Department of Agriculture can implement its donated feed program for commingled livestock.

IV. Providing Assistance to Individuals

A. Objective

The primary concern of the Federal disaster assistance program is to help people. Assistance to individuals must be provided equitably and fairly to all, based on the needs of individuals and their families. Disaster assistance is to be given without regard to race, religion, or national origin.

An important objective, particularly in large-scale disasters, is that of informing individuals of the direct assistance which is available and of assisting them in receiving all the aid to which they are entitled. Information efforts should be expanded and keyed to the needs of the individual citizens of the community, particularly those who are poor or underprivileged.

B. Disaster Assistance Centers

In order to make it easier for individuals to get information and obtain the help available from various Federal agencies, the Federal Coordinating Officer for the disaster will establish, if appropriate, one or more assistance centers in areas of population concentration. Representatives of the principal Federal agencies and the Red Cross and other appropriate relief organizations, as well as case workers and legal advisers, will all be available at the single assistance center or centers. These centers will be kept in operation as long as required by the situation.

C. Mobile Assistance Teams

The Federal Coordinating Officer may appoint and use mobile teams of Federal agency representatives and relief organization personnel to assist individuals in those areas in which disaster assistance centers are not established.

D. Registration

Individual disaster victims will be registered by appropriate personnel at the disaster assistance centers or by the mobile teams. The Federal Coordinating Officer will make arrangements for registration to insure that each disaster victim receives the benefits to which he is entitled.

V. Requests for Federal Disaster Assistance

A. Local and State Actions

When a disaster threatens or occurs, local authorities take immediate steps to warn and evacuate the citizens and to alleviate suffering and protect life and property. If additional help is needed, State police and National Guardsmen may be sent into the area by the Governor. Other State resources are committed as the situation demands. Federal establishments—particularly military installations—located in or near the disaster area may provide immediate lifesaving assistance. When the combined efforts of local and State forces, including relief organizations, are insufficient to cope with the effects of the disaster, the State may obtain assistance from other Federal agencies having statutory responsibilities for disaster relief.

B. Requesting Federal Help

OEP is responsible for surveillance of developing or actual disaster occurrences. In disaster emergencies, the OEP Regional Director will be in close touch with the Governor and the State agency responsible for disaster preparedness and disaster assistance activities, as well as with Federal agencies having disaster assistance responsibilities and capabilities. When Federal help is needed, the Governor or his State Coordinating Officer should contact the OEP Regional Director on requirements for assistance. The OEP Regional Director will know the programs and resources that can be brought to bear in varying disaster situations, with or without a "major disaster" declaration.

C. Requesting a Major Disaster Declaration

If the magnitude and severity of a disaster warrant assistance beyond local and State capabilities and that available under the statutory authorities of individual Federal agencies, the Governor may request the declaration of a "major disaster" by the President. The detailed procedures for making such a request are contained in section 1710.4 of the Federal Disaster Assistance Regulations. While he may rely on State and local officials for information needed to support his request, only the Governor can originate the request, certify the need for assistance, and assure reasonable expenditure of State and local funds.

Before initiation of the Governor's request to the President for a "major disaster" declaration, State disaster officials, in coordination with other State and local officials, should:

- Use local and State resources to the maximum extent possible;
- Consult with the OEP Regional Director on criteria of eligibility for Federal assistance and on the form and content of the request;
- Survey the affected areas jointly with OEP regional disaster specialists, if possible, to determine the extent of public and private property damage;
- Estimate the types and extent of Federal assistance required;
- Advise the OEP Regional Office of the State's intent regarding a request for a "major disaster" declaration.

D. Essentials in Request

The Federal Disaster Assistance Regulations specify certain essentials which must be included in the Governor's request to the President for a "major disaster" declaration. These are:

- Assurance of reasonable State and local government expenditures to prevent or alleviate damage from the disaster;
- Certification by the Governor that the total of State and local expenditures and obligations for disaster relief purposes for

that disaster and all other disasters during the 12-month period immediately preceding the request exceeds the amount stipulated by the OEP Director in the *Federal Register*;

- An estimate of the amount and severity of damage, by type (e.g., agricultural, other private, public);
- A statement of action pending or taken by State legislative or local executive and legislative authorities with regard to the disaster;
- An estimate of the extent and nature of Federal assistance needed for each of the affected counties and the State, including an estimate of the Federal funds necessary to supplement the efforts and available resources of the State in alleviating the damage.

The damage estimate should include the type and duration of the disaster, the extent of damage, and a list of affected counties. Public-property damage should be listed separately from private-property damage, with dollar amounts assigned to each category of damage as defined in the referenced OEP manual (see appendix C).

Estimates made immediately following a disaster usually will be based on fragmentary and incomplete information. The full extent of damages probably will not be determined for days, and the cost of recovery may not be known for weeks. In most instances, however, sufficiently accurate estimates of damages and needs can be made to support the Governor's request for a declaration and, where appropriate, an initial allocation of funds. Firm estimates are not required initially, but they are needed eventually to support allocations of funds.

E. Processing the Request for a Declaration

The Governor's request is addressed to the President and presented to the Director of OEP through the appropriate OEP Regional Director.

The Regional Director will verify the need for Federal assistance, ensuring that the request contains the required information, and will forward it to the Director of OEP with his report and recommendations. The Director of OEP, in turn, will forward the request to the President, together with his recommendation.

The President then determines whether the conditions constitute a "major disaster" within the meaning of the Disaster Relief Act of 1970, and notifies the Governor accordingly. If the request for a declaration is denied, the Governor will be advised of the reasons therefor. Senators and Congressmen representing the affected areas will also be notified of the President's action.

DECLARATION OF A MAJOR DISASTER

A "major disaster" is any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, earthquake, drought, fire, or other catastrophe in any part of the United States which, in the determination of the President, is or threatens to be of sufficient severity and magnitude to warrant disaster assistance by the Federal Government to supplement efforts and resources of States, local governments, and relief organizations.

WHEN DISASTER STRIKES

- **Local authorities request help from . . .**
 - ▶ **State government, which gives all assistance possible. If beyond State's capability . . .**
 - ▶ **Governor requests presidential declaration of a major disaster through . . .**
 - ▶ **OEP Regional Director, who surveys the damage and makes recommendation to . . .**
 - ▶ **OEP Director, who evaluates request and recommends ACTION to and by . . .**
 - ▶ **The President—who makes determination. If warranted, the President then declares a "major disaster," informs the Governor, and publicly announces the declaration. . . .**
- **OEP Director designates extent of major disaster area, allocates funds, and directs and coordinates Federal disaster relief through his Regional Director and the Federal Coordinating Officer named by him for that disaster.**

VI. Procedures for Providing Federal Assistance

A. The Declaration

When the President declares a "major disaster," the Office of Emergency Preparedness acts immediately to provide Federal assistance in accordance with the terms of the declaration. Federal agencies having disaster responsibilities are notified by OEP of the presidential action, so that their disaster assistance programs may be initiated as necessary.

B. The Federal Coordinating Officer

At the time the President declares a "major disaster," the Director of OEP appoints an OEP staff member or other Federal official as Federal Coordinating Officer to (1) make an initial appraisal of the types of relief most urgently needed; (2) bring together all Federal disaster assistance programs and insure that they are being used to an optimum degree; (3) establish field offices at the disaster scene; (4) coordinate the efforts of the American National Red Cross, the Salvation Army, the Mennonite Disaster Service, and other relief organizations which agree to operate under his direction; and (5) take appropriate action to help local citizens and public officials to obtain the assistance to which they are entitled. Emergency support teams composed of Federal disaster assistance specialists aid the Federal Coordinating Officer in carrying out these responsibilities.

C. Designation of the Disaster Area

The President has delegated to the Director of OEP the responsibility for designating the disaster area eligible for Federal assistance made available under Public Law 91-606. Usually, the designated disaster area consists of those counties requiring recovery

efforts beyond the capabilities and resources of the State and its local governments.

D. Allocation of Funds

The OEP Director, under authority granted by the President, allocates whatever funds are required for eligible assistance under that "major disaster" declaration. An allocation may be made at the time of the presidential declaration. However, if the nature of the disaster precludes rapid damage assessment, only an initial allocation of funds may be made, or the allocation may be delayed until cost estimates can be sufficiently refined to provide a reasonable basis for the release of funds. Subsequent allocations are made in time to permit orderly and continuing prosecution of the work.

The allocation is made by the OEP Director for reimbursement of States and local governments for eligible costs and for reimbursement of Federal agencies performing disaster relief operations.

E. The Federal-State Disaster Assistance Agreement

Upon the declaration of a "major disaster," the State and the Federal Government execute a Federal-State Disaster Assistance Agreement, which prescribes the manner in which Federal aid is to be made available and used.

The agreement contains a statement that the Governor has certified that the requirement of minimum expenditures and obligations for disaster purposes has been met. It also includes an assurance by the State that a reasonable amount of State or local funds will be expended to alleviate damage caused by the disaster. In addition, it lists the areas within the State eligible for assistance and specifies the period during which such assistance may be provided.

F. The State Coordinating Officer

The State Coordinating Officer (SCO) is the State official designated by the Governor in the Federal-State Agreement to act

as his principal assistant in the coordination and supervision of the State disaster assistance program and to act in cooperation with the Federal Coordinating Officer. He is empowered to execute on behalf of the State all necessary documents for Federal disaster assistance. The SCO serves as the focal point between the Federal Government and the political subdivisions of the State in obtaining needed Federal assistance.

G. Field Offices

After the declaration of a "major disaster," the Office of Emergency Preparedness may establish temporary field offices within the affected area under the supervision of the Federal Coordinating Officer. These offices are staffed with representatives of appropriate Federal agencies having disaster relief functions in the area and will be located, when feasible, at or near the office of the State Coordinating Officer. Under this procedure, sufficient trained staff is locally available to assist disaster victims promptly. These field personnel, by advising applicants on project eligibility and helping them prepare project applications, speed up the financial assistance to affected areas.

H. Project Applications

Funds for reimbursement of the costs of specific projects stemming from Public Law 91-606 are provided on the basis of project applications submitted by State or local governments and approved by OEP. Applications may be made by the State or by counties, cities, townships, or other units which qualify as separate governmental entities within the geographical confines and under the laws of the particular State concerned.

The project application describes the work for which Federal assistance is requested and lists the basic categories of Federal assistance required, as well as the scope and estimated cost of each item of work to be performed. Damage estimates will be made by Federal agency personnel and State agency representatives. The damage survey report becomes a part of the approved project

application. The applicable damage survey reports need not be attached to the project application when it is initially submitted, but they must be available prior to the approval by the OEP Regional Director of the project application involved.

State officials have primary responsibility for furnishing local applicants with information on eligibility requirements and the preparation of project applications. Standard application forms are also supplied by the State office.

Project applications must be submitted to OEP through the State office within 90 days following the date of the "major disaster" declaration, unless the 90-day period is specifically shortened or extended by the OEP Regional Director.

Each project application must be reviewed by the State. In approving the application, the SCO must certify that Federal financial assistance applied for has been, or will be, spent in accordance with the Federal-State Disaster Assistance Agreement. The OEP Regional Director's approval of the project application is based upon inspections and reports by State and Federal agency personnel and upon a review of the State's recommendation.

I. Direct Federal Assistance

When performance of eligible work is beyond the capability of the State or local government with its own forces or by contract, the work may be accomplished directly by one or more Federal agencies. In this event, the OEP Regional Director must receive and approve a request by the State or, through the State, by the local government. OEP then arranges for the appropriate Federal agency to perform the eligible work and advises the State and applicant of the action taken.

If all or any portion of the requested work falls within one of the statutory authorities of a Federal agency, OEP may refer such work to that agency, and advise the State of this referral.

J. Advances of Funds

Once a project application has been approved, funds may be advanced to the State for that project upon written request of the

Governor or his authorized representative. This procedure may be followed when the financial condition of the State necessitates such an advance or when State statutes do not permit the advance of State funds to local governments to meet emergency requirements.

The request for an advance must stipulate the percentage of the approved project application amount to be covered by the advance. Advances may be made in such amounts and at such intervals as will permit orderly and continuous prosecution of the work. In this connection, an applicant will be required to submit information supporting the request for an advance.

Immediately upon receipt of the advance, the State is to make it available to the local applicant. The State is obligated to return promptly to OEP any funds not utilized for eligible work.

K. Final Inspections, Audit, and Payment

Final payment on approved project applications is made after the work has been completed and the necessary engineering or other inspections and audits have been made.

The applicant must notify the State promptly when all work described in the project application is completed, and must make available for State inspection records of expenditures and evidence of payment. The State and Federal agencies then will make a final inspection.

State staff will instruct local officials in the preparation of claims for payment.

The State will perform such onsite audits and other reviews as are necessary to a certification by the State of each claim for reimbursement. OEP will make such additional audits as it deems necessary.

The State must refund to OEP all advanced funds which audit shows to be in excess of approved, actual expenditures for the individual project.

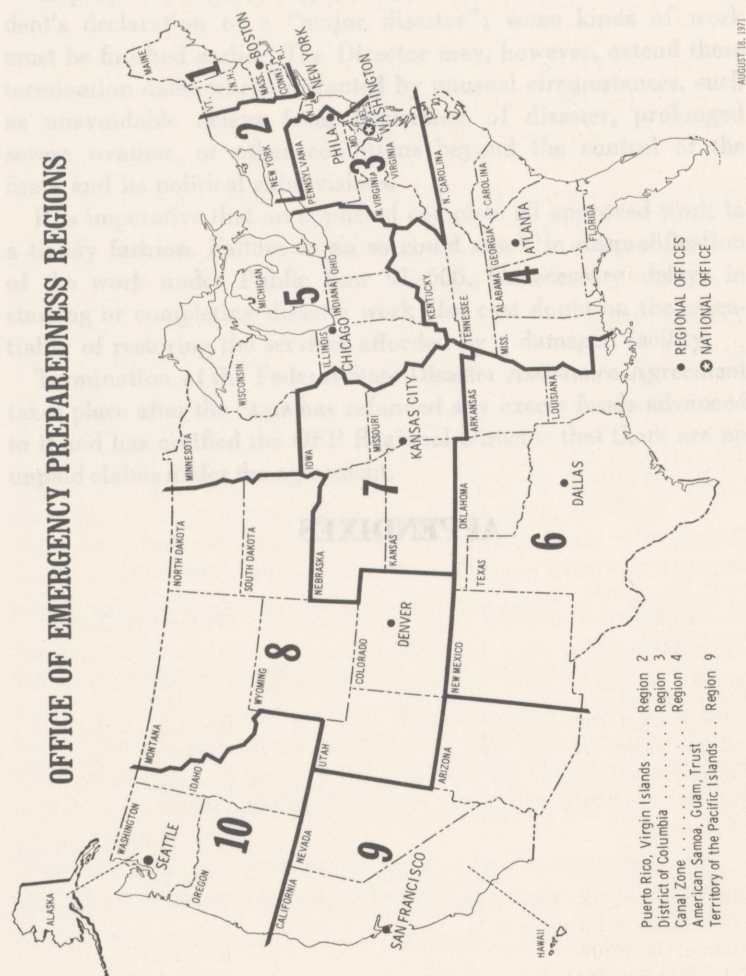
L. Termination of Assistance

Federal assistance under the Disaster Relief Act is terminated upon notice to the Governor by the OEP Director or at the specified

All projects are to be completed within 18 months from the President's declaration of a "major disaster"; some kinds of work must be finished earlier. The Director may, however, extend these termination dates when warranted by unusual circumstances, such as unavoidable delays from recurrence of disaster, prolonged severe weather, or other conditions beyond the control of the State and its political subdivisions.

It is imperative that an applicant complete all approved work in a timely fashion. Failure to do so could result in disqualification of the work under Public Law 91-606. Unnecessary delays in starting or completing disaster work also cast doubt on the essentiality of restoring the services afforded by a damaged facility.

Termination of the Federal-State Disaster Assistance Agreement takes place after the State has refunded any excess funds advanced to it and has notified the OEP Regional Director that there are no unpaid claims under the agreement.



APPENDIX A

LOCATION OF OEP OFFICES

1. National Office

Executive Office of the President
 Office of Emergency Preparedness
 Washington, D.C. 20504
 Tel. (202) 395-6111

2. The location of each OEP Regional Office and the States it serves are listed below:

Regional Offices

Region 1

Office of Emergency Preparedness
 JFK Federal Building
 Boston, Mass. 02203
 Tel. (617) 223-4271

Region 2

Office of Emergency Preparedness
 26 Federal Plaza
 New York, N.Y. 10007
 Tel. (212) 264-8980

Region 3

Office of Emergency Preparedness
 2 Penn Center Plaza
 Philadelphia, Pa. 19102
 Tel. (215) 597-9416

Region 4

Office of Emergency Preparedness
 1375 Peachtree Street, N.E.
 Atlanta, Ga. 30309
 Tel. (404) 526-3641

States

Connecticut
 Maine
 Massachusetts
 New Hampshire
 Rhode Island
 Vermont

New Jersey
 New York
 Puerto Rico
 Virgin Islands

Delaware
 District of Columbia
 Maryland
 Pennsylvania
 Virginia
 West Virginia

Alabama
 Florida
 Georgia
 Kentucky
 Mississippi
 North Carolina
 South Carolina
 Tennessee
 Canal Zone

Region 5
Office of Emergency Preparedness
300 South Wacker Drive
Chicago, Ill. 60606
Tel. (312) 353-1500

Region 6
Office of Emergency Preparedness
Federal Buiding
1100 Commerce Street
Dallas, Texas, 75202
Tel. (214) 749-1411

Region 7
Office of Emergency Preparedness
Trader National Bank Building
1125 Grand Avenue
Kansas City, Mo. 64106
Tel. (816) 374-5913

Region 8
Office of Emergency Preparedness
Denver Federal Center
Building 67
Denver, Colo. 80225
Tel. (303) 234-3271

Region 9
Office of Emergency Preparedness
120 Montgomery Street
San Francisco, Calif. 94104
Tel. (415) 556-8794

Region 10
Office of Emergency Preparedness
Arcade Building
1319 2nd Avenue
Seattle, Wash. 98101
Tel. (206) 442-1310

Illinois
Indiana
Michigan
Minnesota
Ohio
Wisconsin

Arkansas
Louisiana
New Mexico
Oklahoma
Texas

Iowa
Kansas
Missouri
Nebraska

Colorado
Montana
North Dakota
South Dakota
Utah
Wyoming

American Samoa
Arizona
California
Guam
Hawaii
Nevada
Trust Territory of the
Pacific Islands

Alaska
Idaho
Oregon
Washington

APPENDIX B

LOCATION OF STATE DISASTER OFFICES

<i>State and OEP Region</i>	<i>State Disaster Coordinator</i>	<i>Telephone</i>
Alabama 4	Director, State Office of Emergency Planning 64 North Union Street Montgomery, Ala. 36104	Area Code 205 269-6011 Ext. 7787
Alaska 10	Director Alaska Disaster Office 1111 East 5th Avenue Anchorage, Alaska 99501	Area Code 907 333-8244
Arizona 9	Director State of Arizona Division of Emergency Services The Capitol Phoenix, Ariz. 85007	Area Code 602 271-4671
Arkansas 6	State Director Executive Office of Civil Defense and Disaster Relief P.O. Box 1144 Conway, Ark. 72032	Area Code 501 329-5601
California 9	Director Office of Emergency Services P.O. Box 9577 Sacramento, Calif. 95823	Area Code 916 421-4990 445-6231
Colorado 8	State Emergency Planning Director 300 Logan Street Denver, Colo. 80203	Area Code 303 733-2431 Ext. 41
Connecticut 1	Director, Disaster Office State of Connecticut Military Department Civil Defense Division State Armory, 360 Broad Street Hartford, Conn. 06115	Area Code 203 566-3180

<i>State and OEP Region</i>	<i>State Disaster Coordinator</i>	<i>Telephone</i>
Delaware 3	Director of Emergency Preparedness Delaware City, Del. 19706	Area Code 302 834-4531
District of Columbia 3	Emergency Planning Director for the District of Columbia Room 5007, Municipal Center 300 Indiana Avenue, NW. Washington, D.C. 20001	Area Code 202 629-5151
Florida 4	Director Florida Emergency Planning Office 6917 Beach Boulevard Jacksonville, Fla. 32216	Area Code 904 725-2955
Georgia 4	Emergency Planning Director Georgia Emergency Planning Office Department of Defense P.O. Box 4839 Atlanta, Ga. 30316	Area Code 404 627-2471 Ext. 48
Hawaii 9	State Emergency Planning Director Office of Civil Defense Department of Defense State of Hawaii Fort Ruger, Building 24 Honolulu, Hawaii 96816	Area Code 808 734-2195
Idaho 10	State Coordinator Disaster Relief and Civil Defense State Office Building Boise, Idaho 83701	Area Code 208 384-3460 -3461 -3462
Illinois 5	Director Illinois Office of Emergency Preparedness 111 East Monroe Springfield, Ill. 62706	Area Code 217 525-2700

<i>State and OEP Region</i>	<i>State Disaster Coordinator</i>	<i>Telephone</i>
Indiana 5	Director Department of Civil Defense 100 North Senate Indianapolis, Ind. 46204	Area Code 317 633-6954
Iowa 7	Emergency Planning Director B-33, Lucas State Office Building Des Moines, Iowa 50319	Area Code 515 281-3231
Kansas 7	Assistant State Civil Defense Director State Office Building Topeka, Kans. 66612	Area Code 913 296-3176
Kentucky 4	State Director of Emergency Planning State Capitol Building Frankfort, Ky. 40601	Area Code 502 564-4700
Louisiana 6	Director Louisiana State Civil Defense Agency Building 309A, Area B Jackson Barracks New Orleans, La. 70140	Area Code 504 271-6262
Maine 1	Director Office of Maine Civil Defense and Public Safety State House Augusta, Maine 04330	Area Code 207 622-6201
Maryland 3	Director of Maryland Civil De- fense and Emergency Planning Agency Pikesville, Md. 21208	Area Code 301 486-4422
Massachusetts 1	Director Massachusetts Civil Defense Agency and Office of Emergency Preparedness 400 Worcester Road Framingham, Mass. 01701	Area Code 617 875-1381 237-0200 (Wellesley)

<i>State and OEP Region</i>	<i>State Disaster Coordinator</i>	<i>Telephone</i>
Michigan 5	Michigan Emergency Planning Director 714 South Harrison Road East Lansing, Mich. 48824	Area Code 517 332-2521
Minnesota 5	Emergency Planning Director B2—State Capitol St. Paul, Minn. 55101	Area Code 612 221-2233
Mississippi 4	Director State Office of Emergency Planning P.O. Box 4501 1401 Riverside Drive Jackson, Miss. 39216	Area Code 601 354-7200
Missouri 7	Disaster Planning and Operations Office 1717 Industrial Drive Jefferson City, Mo. 65101	Area Code 314 635-0231 Ext. 173
Montana 8	State Disaster Coordinator P.O. Box 1157 Helena, Mont. 59601	Area Code 406 449-3034
Nebraska 7	Director, Disaster Relief National Guard Center 1300 Military Road Lincoln, Nebr. 68508	Area Code 402 432-7641
Nevada 9	State Emergency Planning Director Nevada State Civil Defense and Disaster Agency Capitol Building Carson City, Nev. 89701	Area Code 702 882-7473
New Hampshire 1	Director of Comprehensive Planning State House Concord, N.H. 03301	Area Code 603 271-3581

<i>State and OEP Region</i>	<i>State Disaster Coordinator</i>	<i>Telephone</i>
New Jersey 2	Director Department of Defense New Jersey Division of Civil Defense The Armory, Armory Drive P.O. Box 979 Trenton, N.J. 08625	Area Code 609 292-3824
New Mexico 6	Director of Department of Military Affairs P.O. Box 4277 Santa Fe, N. Mex. 87501	Area Code 505 982-3841
New York 2	Commissioner New York State Department of Transportation Public Security Building State Office Building Campus Albany, N.Y. 12226	Area Code 518 457-2222
North Carolina 4	Director State Office of Emergency Planning Administration Building 116 West Jones Street Raleigh, N.C. 27603	Area Code 919 829-3867
North Dakota 8	State Emergency Planning Director North Dakota Civil Defense P.O. Box 1817 Bismarck, N. Dak. 58501	Area Code 701 222-2111 -2112 -2113
Ohio 5	Emergency Planning Director State of Ohio P.O. Box 660 Worthington, Ohio 43085	Area Code 614 469-5440
Oklahoma 6	Director Oklahoma Civil Defense Agency State Capitol Post Office Station P.O. Box 53365 Oklahoma City, Okla. 73105	Area Code 405 521-2481

<i>State and OEP Region</i>	<i>State Disaster Coordinator</i>	<i>Telephone</i>
Oregon 10	Administrator Division of Emergency Services Oregon State Executive Department 8 Capitol Building Salem, Oreg. 97310	Area Code 503 378-4124
Pennsylvania 3	Director of Emergency Planning State Council of Civil Defense Room B 151 Transportation and Safety Building Harrisburg, Pa. 17120	Area Code 717 238-0421
Rhode Island 1	Director Rhode Island Council of Defense State House Providence, R.I. 02903	Area Code 401 421-7333 -7334 -7335
South Carolina 4	Director State Office of Emergency Preparedness 1429 Senate Street Columbia, S.C. 29201	Area Code 803 758-2826
South Dakota 8	State Emergency Planning Director Camp Rapid Rapid City, S. Dak. 57701	Area Code 605 394-2211
Tennessee 4	Director State Office of Emergency Planning c/o National Guard Armory Sidco Drive Nashville, Tenn. 37204	Area Code 615 741-5181

<i>State and OEP Region</i>	<i>State Disaster Coordinator</i>	<i>Telephone</i>
Texas 6	Coordinator Division of Defense and Disaster Relief Texas Department of Public Safety P.O. Box 4087, North Austin Station Austin, Tex. 78773	Area Code 512 452-0331
Utah 8	Emergency Planning Director State of Utah P.O. Box 8100 Salt Lake City, Utah 84108	Area Code 801 328-5271
Vermont 1	Director Department of Public Safety Civil Defense Division Redstone Montpelier, Vt. 05602	Area Code 802 223-5211 Ext. 33
Virginia 3	Emergency Planning Director 7700 Midlothian Turnpike Richmond, Va. 23225	Area Code 703 272-1441
Washington 10	Emergency Planning Director State of Washington 4220 East Martin Way Olympia, Wash. 98504	Area Code 206 753-5255
West Virginia 3	Director of Office of Emergency Planning Executive Office of the Governor Room 118, Capitol Building Charleston, W. Va. 25305	Area Code 304 348-2300
Wisconsin 5	State Emergency Planning Director 4802 Sheboygan Avenue Madison, Wis. 53702	Area Code 608 266-3232

<i>State and OEP Region</i>	<i>State Disaster Coordinator</i>	<i>Telephone</i>
Wyoming 8	State Disaster Coordinator Disaster and Civil Defense Agency P.O. Box 1709 Cheyenne, Wyo. 82001	Area Code 307 777-7566
American Samoa 9	Director, Disaster Relief P.O. Box 848 Pago Pago, Tutuila American Samoa 96920	Oakland Overseas operator 243
Canal Zone 4	Emergency Planning Director Panama Canal Company Balboa Heights, C.Z.	Balboa 2-4169
Guam 9	Emergency Planning Director Office of the Governor Agana, Guam 96910	Oakland Overseas operator 244
Puerto Rico 2	Director Office of Civil Defense Commonwealth of Puerto Rico P.O. Box 5127, Puerta de Tierra Station San Juan, P.R. 00906	Area Code 809 724-7961
Trust Territory 9	High Commissioner of the Trust Territory of the Pacific Islands Saipan, Mariana Islands 96950	Oakland Overseas operator 244
Virgin Islands 2	Director Office of Emergency Planning Office of the Governor P.O. Box 296, Charlotte Amalie St. Thomas, V.I. 00801	Area Code 809 774-1544 774-2244

APPENDIX C REFERENCES

Department of Agriculture

1. *Natural Disaster Assistance Available from the U.S. Department of Agriculture.*
2. *When Natural Disaster Strikes—P.A. 533.*
3. *Donated Foods for Disasters—P.A. 557.*
4. *U.S. Forest Service—Devil Winds.*

Department of the Army

1. *Emergency Employment of Army and Other Resources, Disaster Relief, AR 500-60.*
2. *Corps of Engineers—Emergency Employment of Army Resources—Natural Disaster Activities, ER 500-1-1.*

Department of Commerce

1. *National Oceanic and Atmospheric Administration—Weather Service Operations Manual.
National Hurricane Operations Plan.
National Severe Local Storms Operations Plan.
Nationwide Natural Disaster Warning System.
Earthquake Investigation in the United States.*
2. *Commerce Responsibilities in Disasters—Department Administrative Order 210-7.*

Department of Health, Education, and Welfare

1. *Public Health Service Disaster Manual.*
2. *DHEW Emergency Planning and Operations Manual.*

Department of Housing and Urban Development

Disaster Relief Activities—HUD Handbook, 3200.2A.

Department of Labor

Part 625, "Disaster Unemployment Assistance," *Code of Federal Regulations*, Title 20, Chapter V.

Office of Emergency Preparedness

1. *Federal Disaster Assistance Program Manual for State Officials*, OEP Circular 4000.4B.
2. *Federal Disaster Assistance Program Manual for Applicants*, OEP Circular 4000.5C.
3. *Federal Disaster Assistance Program Manual for Federal Officials*, OEP Circular 4000.6B.
4. *Disaster Preparedness*, PL 91-606 Study Report to the Congress (1972).

Office of Management and Budget

Catalog of Federal Domestic Assistance (issued annually).

General Services Administration

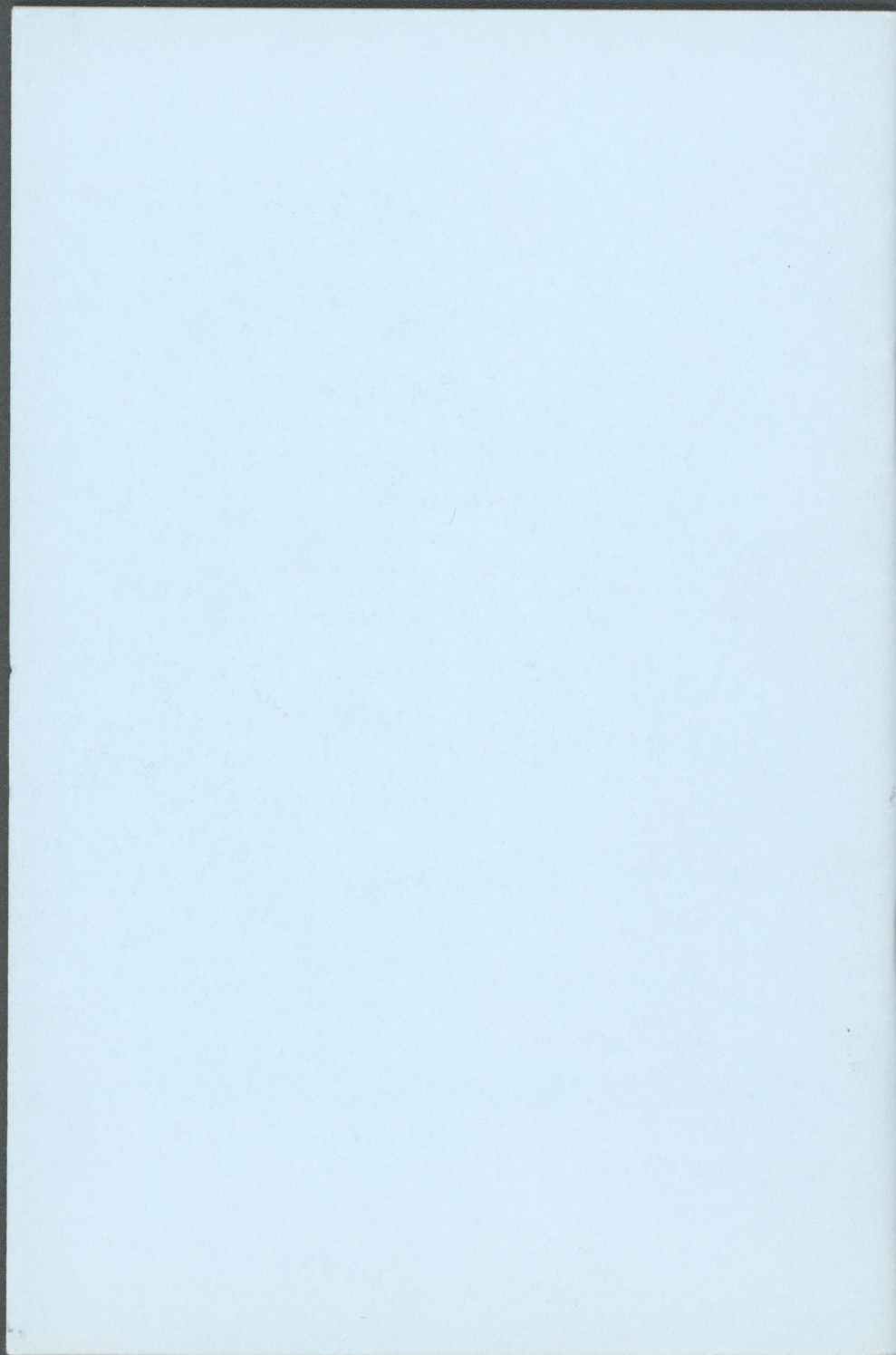
Natural Disaster Relief—GSA Handbook, ADM-P2400.7A.

Small Business Administration

SBA Disaster Loans—OPI 9.

American National Red Cross

1. *ARC Disaster Action, Chapter Preparedness*, Manuals A, B, and C—ARC 209.
2. *Your Community Could Have a Disaster*—ARC 1570.



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