



North Dakota Township Officers Association - FEMA

ND Department of Emergency
Services

Documentation and Disaster preparation



TRAINING OVERVIEW

- Federal declaration time-line and process explanation
- FEMA program intentions and limitations
- Building blocks of eligibility
- Documentation
- Specific policies that are frequently addressed in North Dakota
- Resources



FEDERAL DECLARATION AND TIMELINE

- A federal declaration must be triggered by an “Event”. Most events that cause the activation of a presidential declaration in ND are caused by spring floods or isolated severe storm events.
- If an event triggers significant state, local, and tribal government response and/or significant damages to public and private non-profit infrastructure, the state of ND will conduct a preliminary damage assessment.
- Government response is tracked through the State Emergency Operations System or SEOC.



FEDERAL DECLARATION AND TIMELINE

- The Preliminary Damage Assessment (PDA) is conducted by the state with some federal support.
- From the end of the disaster event, the state is only allowed 30 days to complete the PDA and submit a disaster declaration to FEMA for consideration. An additional 30 days can be requested by the Governor if there is sufficient justification for the extension.
- NDDDES will provide guidance and request specific documentation from local governments to help validate damages caused by the event.
- Once enough damage is validated by the state and FEMA, a federal declaration can be requested and processed.



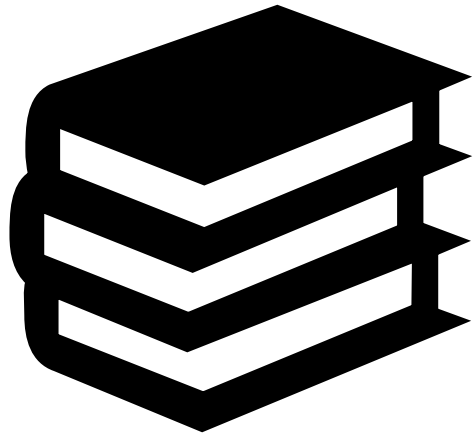
FEDERAL DECLARATION AND TIMELINE

- To qualify for federal assistance, the state must exceed its damage threshold to request a presidential disaster declaration. The state threshold is currently \$1,433,533.
- 2020 Census Population was 779,094 multiplied by \$1.84 per person = \$1,433,533
- This process starts at the county level and includes all damages within a county's boundaries to include cities, townships, water resource districts, and private non-profits like Rural Electric Cooperatives.
- Every County has their own damage threshold calculated at \$4.60 per person
- For example, Richland County had a 2020 census population of 16,529. Multiplying that population by \$4.60 makes their threshold \$76,033.
- Once a county exceeds its threshold, their total rolls up towards the state amount for that event. If the state amount can get over our threshold in costs/damages, we can request federal assistance.



FEDERAL DECLARATION AND TIMELINE

- For each Federally declared event the president must declare that an emergency or major disaster exists. The Declaration establishes:
 - The type of incident
 - Incident period
 - Designated area
 - Types of Assistance
 - Federal and State Cost Shares



PROGRAM INTENTIONS AND LIMITATIONS



PROGRAM INTENTIONS AND LIMITATIONS

Pre-Disaster Condition and Capacity

Through the PA Program, FEMA provides supplemental Federal grant assistance for debris removal, emergency protective measures, and the restoration of **disaster-damaged**, publicly owned facilities and specific facilities of certain PNP organizations. The PA Program also encourages protection of these damaged facilities from future incidents by providing assistance for hazard mitigation measures.



PROGRAM INTENTIONS AND LIMITATIONS

406 Hazard Mitigation

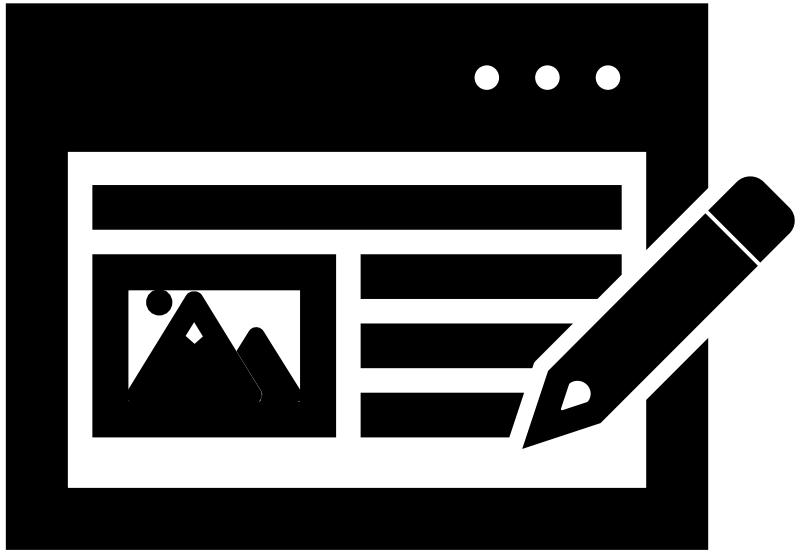
Public Assistance Program and Policy Guide pg. 156:

To be eligible for PA funding, the mitigation measures must directly reduce the potential of future damage to the damaged portion(s) of the facility. Generally, eligible PA mitigation measures are those the Applicant performs on the **damaged portion(s)** of the facility. If the Applicant proposes mitigation measures that are distinct and separate from the damaged portion(s) of the facility, FEMA evaluates the proposal and determines eligibility on a case-by-case basis considering how the mitigation measure protects the damaged portion(s) of the facility and whether the mitigation measure is reasonable based on the extent of damage.



PUBLIC ASSISTANCE ELIGIBILITY REQUIREMENTS





DOCUMENTING DAMAGES



FEDERAL DECLARATION – PAST TIMELINES

An extensive amount of time can pass between the event and the time you are assigned a program delivery manager (PDMG).

- Past 4 spring flooding events averaged 94 days between the start of the incident and federal declaration date
- Average declaration date is July 27th
- Additional 21 days to assign a PDMG
 - Applicant Briefing
 - PDMGS are not readily available until federal disaster is declared
 - PDMGS required 1 week of training
 - 115 days before PDMG assigned to an applicant since the beginning of incident



Federal Declaration Time-Line and Process Explanation – Past Timelines

Based on the past 4 spring flooding events (2017, 2019, 2020, & 2022) 58% of all small project sites were completed prior to PDMG assignment.



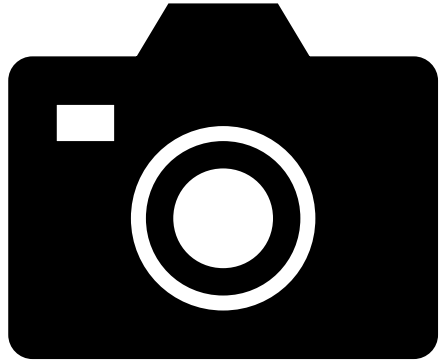
SITE TRACKER

- Spreadsheet used to catalogue damages from the State's Preliminary Damage Assessment (PDA)
- Used to develop the DDD, SOW, GPS locations, costing, site name, percentage of completion and location
- Accuracy is essential as the site tracker sets the pace for writing your PWs
- **Develops you Damage Inventory**
 - Comprehensive list of your sites
 - Logical grouping of sites
 - Grouped by Township and County sites
 - Grouped by Category
 - Grouped by environmental concerns



SITE TRACKER

Applicant Name	Site Name	County/City or Township	Category	Start Latitude	Start Longitude	Stop Latitude	Stop Longitude	Culvert GPS	Description of Damage or Work	Estimated Cost	% of Work Completed
Ransom County	RmCob01	Coburn	C	46.57101	-97.63218	46.57295	-97.63218	NA	Surface Gravel washed from road area 191' x 15' x 2". Road bed eroded over area 150' x 14' x 4".	\$ 450.00	100%
Ransom County	Ranso01	County	C	46.58956	-97.25158	46.58489	-97.25158	46.58489, -97.25100	40LF x 36" CMP eroded, washed out and was damaged beyond repair. Area around culvert eroded over 10' x 30' x 6'.	\$ 2,000.00	0%
Ransom County	Ranso02	County	B	46.44204	-97.68445	46.44204	-97.68445	NA	Force Account labor monitored flooded roadways, placed road closed signs, detour signs, road underwater signs, and placed sandbags throughout Ransom County.	\$ 14,251.25	100%
Ransom County	Ranso03	County	A	46.07154	-97.82892	46.07154	-97.82892	NA	Contractor and two Force Account employees worked from 5/8/2018-5/10/2018 to remove 80 CY of vegetative debris. Debris was taken to the Valley City landfill. GPS location of landfill - 46.54231, -98.02226.	\$ 4,578.55	100%
Ransom County	RmCob02	Coburn	C	46.25502	-97.52548	46.25186	-97.52548	46.25186, -97.52401	40LF x 36" CMP eroded, washed out and was damaged beyond repair. Area around culvert eroded over 10' x 30' x 6'.	\$ 3,500.00	100%
Ransom County	RmCob03	Coburn	C	47.59863	-97.02563	47.59845	-97.02563	NA	Surface Gravel washed from road area 250 x 20' x 2".	\$ 350.00	0%



PHOTOS OF DAMAGE SITES

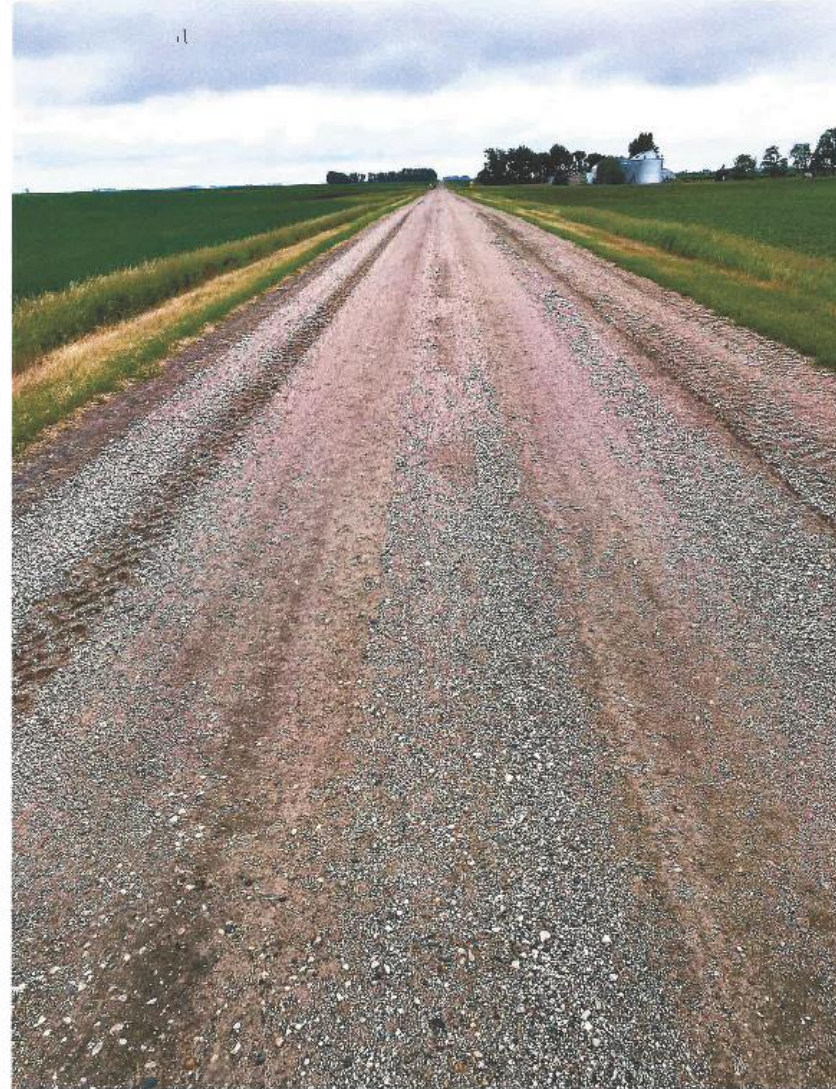


PHOTOS OF DAMAGE SITES: MULTIPLE ANGLES





Photos of Damaged Sites: Taken outside the incident





Photos of Damaged Sites: Gravel Wash – Good Photo

Alleg .04





Photos of
Damaged
Sites: No
visible gravel
loss





Photos of Damaged Sites: Base and Sub- Base





Photos of Damaged Sites: Gravel Wash – Gravel in Ditch



Alleg.01



Photos of Damaged Sites: Culverts





Photos of Damaged Sites: Culverts





Photos of
Damaged
Sites:
Culverts -
More
Evidence
Required





Photos of Damaged Sites: Culverts – More Evidence Required





Photos of Damaged Sites: Culverts





DAMAGED CULVERT – WHAT WE NEED

- Photo of the culvert is required
- Erosion around the culvert must be evident
- Photo identifying the damage to the culvert is required
- GPS location
- Size of culvert to include length and diameter
- Culvert disposal location



Photos of Damaged Sites: Non- maintained roads





MECHANICAL ROAD DAMAGE

Applicants should allow time for saturated soil to dry out prior to reopening roads to normal traffic to prevent surface damage caused by reopening roads prematurely. Such damage is traffic-induced, not disaster-related, and should be expected on a saturated roadbed. In addition to not being a result of the declared disaster, surface damage from reopening roads to normal traffic prematurely may constitute negligence and, therefore, may not be eligible for repair assistance. Exceptions include surface damage caused by emergency vehicles performing eligible debris removal or other emergency work under PA necessary as a result of the declared event, or single-access roads that the Applicant determined were required to be reopened for emergency response purposes due to lack of detour/alternate routes. In such cases, the Applicant must provide documentation to justify reopening the road prematurely.



Photos of Damaged Sites: Mechanical Damage





Photos of Damaged Sites: Mechanical Damage





FROST BOILS – GROUND WATER

Road damage resulting from a freeze/thaw cycle is viewed as a common, naturally occurring process that is part of the normal annual spring condition in northern portion of this country. Since frost boils are not a result of a flooding event, the work to repair the damage is considered ineligible under the Public Assistance program.

North Dakota Congressional Appeal has been denied on frost boil determination.



Photos of Damaged Sites: Frost Boils





Photos of Damaged Sites: Frost Boils





DOCUMENTATION: COST SUPPORT



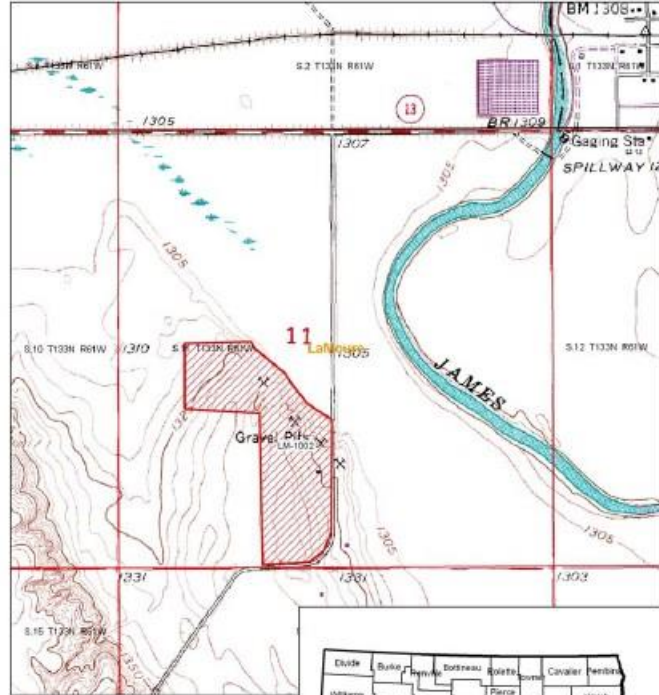
MATERIAL SOURCE – SHPO AND NDDOT

- Updated Material Source [State Historical Preservation Office (SHPO) Material source , NDDOT Material Source]
 - SHPO – Needs to be updated annually
 - NDDOT – Does not need to be updated
 - Identify invoices in relation to the Material Source
 - Identify GPS location of SHPO or NDDOT material source



NDDOT Material Source Certificate of Approval

LM-1002



Pit Name:

SW S. 11 T. 133 N, R 61 W

County: LaMoure

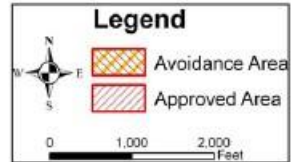
Conditions:

46.34535 -98.31711

This location is approved for use, provided all avoidance areas shown on the map are avoided, and any Conditions listed above are complied with. NDDOT advises that all applicants (contractors or their representatives) may be subject to meeting certain legal responsibilities pursuant to one or more of the following authorities administered by the USFWS: Migratory Bird Treaty Act (MBTA) (16 U.S.C. 703 et seq.); Endangered Species Act (ESA) (16 U.S.C. 1531 et seq.); and Bald and Golden Eagle Protection Act (BGEPA) (16 U.S.C. 668-668d, 54 Stat. 250). It is unclear at this time what effects, if any, material source activities may have on plants, fish, and/or wildlife species protected by the above-mentioned Acts. It is the responsibility of the applicants and/or any individual conducting activities at any approved site to fulfill the requirements of these Acts.

This approval does not imply landowner permission to acquire material at this location. An agreement with the landowner is still necessary. The contractor will be responsible for any impacts to wetlands, including permitting those impacts and mitigating the loss of the wetlands. As with all projects, if cultural artifacts and/or features (e.g., stone tools, fire hearths, stone circles, burials) are encountered, provisions outlined in Section 107.04 of the Standard Specifications for Road and Bridge Construction shall be followed.

If you have any questions regarding material sources please email materialsourc@nd.gov



NDDOT MATERIAL SOURCE

NDSHPO Material Borrow Location Compliance Form for Federal Emergency Management Administration (FEMA) projects

(return to SHPO)

Whenever possible we strongly encourage the use of previously approved existing borrow locations.

Name _____ e-mail: _____
Entity: _____ Office phone _____
Address: _____ Cell phone _____
City _____ State _____ Zip _____

Date: _____ NDSHPO Ref.: _____ FEMA DECLARATION NUMBER (REQUIRED) _____
SHPO APPROVAL DENOTES COMPLIANCE ONLY WITH CULTURAL RESOURCE REQUIREMENTS. APPLICANT MUST ALSO COMPLY WITH ALL OTHER ENVIRONMENTAL LAWS, e.g., CLEAN WATER, ESA, WETLANDS, F&W EASEMENT REQUIREMENTS.

Borrow Source Type: _____
Legal Location: County _____
T _____ N; R _____ W; Sec. _____
Quarter Section: _____
Latitude/Longitude _____
Proposed Borrow size (acres): _____
Existing pit? Y / N
Previously Surveyed Borrow Location? Y / N
Previous Emergency Borrow Location? Y / N
Previous NDSHPO Ref: _____

EMERGENCY MATERIAL BORROW COMPLIANCE FORM (SHPO)

SHPO Compliance Determination of Effect:
_____ If consulted by FEMA, we would concur with a "No Historic Properties Affected" determination provided the project is of the nature stated and it takes place in the location stated and depicted in the project documentation
_____ Cultural Resources Survey Needed _____ Avoidance-DO NOT USE

[for] North Dakota State Historic Preservation Officer _____ Date _____

Disclaimer: This approval is for current year FEMA emergency projects in North Dakota only. It does not constitute approval for ND Department of Transportation/Federal Highway Administration (NDDOT/FHWA) projects. Any pits used for emergency projects that also are to be used for NDDOT/FHWA projects must be approved by the NDDOT Environmental & Transportation Services Division and must have a NDDOT Certificate of Approval for use on the NDDOT/FHWA project. This review is for cultural resources only and does not constitute review or approval for reimbursement by any state or federal agency.





REQUIRED DOCUMENTATION: MAPS

Plat Map:

- All sites will require a map.
- Your plat map should show all your damaged sites and each damaged site will be numbered
- Site Inspectors and PDMGs will not change your site names
- Easiest when maps and site names on site tracker match



GERMAN DIRECTORY

T-136-N CODE: AG R-70-W

64TH ST SE 63 JAW DR 6	5	4 * HENRIK * SPITZER	3 * RAMONA * KIRSCHENWANN	2	1
65TH ST SE 7	8 * STEVEN * KRSDENWANN	9 LN Ger 01	10 * CLRTB * KARTH	11	12 * J. HONK * WENTZ
66TH ST SE 18 †	17	16	15	14 * BRUCE * SPITZER LN Ger 02	13 * DANIEL * DAHL
67TH ST SE * * JENI * MILLER WAYNE MILLER 19	20 LN Ger 03	21	22	23	24
68TH ST SE 30 JEFFREY * DEWALL	29 LN Ger 04	28 * GALEN * OPP	27	26 † * ENRY * REDGER	25 †
69TH ST SE 31	32 †	33 †	34	35	36
70TH ST SE					

AZ	AH	AD	AG	AR	AW	AF
AB	AC	AE	AI	AG	AL	AL
IB	IA	AX	AN	AM	AV	AD
AY	AL	AP	AK	AR	AT	AK

© 2000 CENEX
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ESTIMATING COSTS

Cost Estimates: Work to be Completed (WTBC)

- Material Unit Cost – It is in your best interest to establish actual local costs
- The costs for material must be an in-place cost to include:
 - **Material cost**
 - **Delivery**
 - **Placement**
- Important to include estimates for culverts as well
- For larger WTBC sites (\$10,000.00-\$50,000.00+) Costs must be established as reasonable
 - Seek out local quotes from multiple contactors
 - Engineer's estimates are generally acceptable by FEMA
 - Document how quotes were requested
 - Seek out 3 quotes if possible
- **DO NOT LEAVE YOURSELF SHORT ON ESTIMATES**



ESTIMATING COSTS: MATERIAL COST

Material Cost Sheet

Cost Listed below includes: Material Cost, Delivery and Placement.

Surface gravel	\$ _____	/CY
Pit Run Gravel	\$ _____	/CY
Embankment Material (Clay)	\$ _____	/CY
Field Rock	\$ _____	/CY
Rip Rap	\$ _____	/CY
Filter Fabric	\$ _____	/SF
CMP/RCP/HCEP: (Specify & Size) _____	\$ _____	/LF
CMP/RCP/HCEP: (Specify & Size) _____	\$ _____	/LF
CMP/RCP/HCEP: (Specify & Size) _____	\$ _____	/LF
Other: (Specify) _____	\$ _____	/
Other: (Specify) _____	\$ _____	/
Other: (Specify) _____	\$ _____	/

Must include cost at the source to determine the **In-Place Cost**. Contractor quote may be used and attached to this sheet.

This form is being used to establish material costs. *I certify that the cost indicated is supported with actual cost documentation.*

Applicant:	Township	Disaster #
Applicant Agent:	Signature:	Date:
Reviewed by Program Delivery Manager:	Signature:	Date:

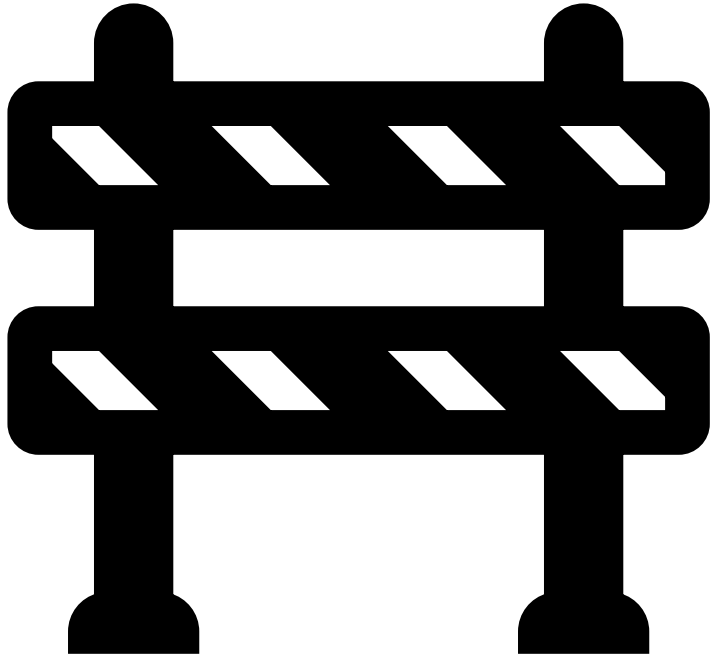
Form as of: 2020-05-21



REQUIRED DOCUMENTATION: CONTRACT WORK

Work Completed: Contract Invoices

- Invoices must include the following
 - Quantity of material placed (No Lump Sum Costs)
 - Identify location (Section Lines)
 - Identify site #
 - Invoice date
 - Invoice #
 - Name of Contractor
 - Equipment used to include hours
 - Date of work
- Please review your invoices for accuracy prior to submitting them to NDDDES

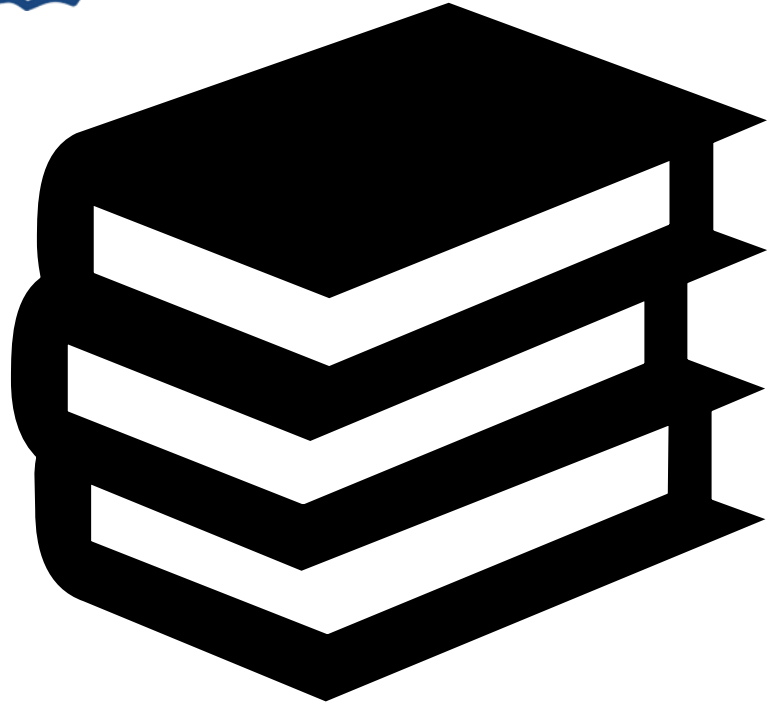


MAINTENANCE



MAINTENANCE RECORDS – ROADS AND BRIDGES

- FEMA requires maintenance records to demonstrate that the facility was regularly maintained and in good operational order prior to the incident
- Applicant must provide maintenance records or documentation establishing a routine maintenance program
- Townships should be keeping all maintenance records tracked by year



POLICIES



INUNDATED ROADS

Roads that are completely submerged and are designated in a closed basin





INUNDATED ROADS

- Inundated roads may be eligible for an emergency grade raise/alternate route or a permanent grade raise/alternate route if certain criteria are met
 - The roadway is fully inundated and provides sole access to a primary residence and there is no alternate route to accommodate emergency vehicles
 - The submerge section of road causes an unreasonably long detour that creates a threat to human life and safety
 - The submerged section of road is in a designated basin area;
 - The basin flooding is directly attributed to the declared major disaster event and does not represent the culmination of multiple meteorological events that have caused excessive run-off into the basin over an extended period of time; and
 - The basin flooding results in long-term loss of use of critical routes.
 - Information to support the basin flooding was directly attributed to the declared major disaster event and the long-term loss of use of critical routes.
 - Information showing that the water elevation in the basin has reached historically high levels; that the rise in the water level occurred during the designated incident period; historic water level elevation and rainfall intensity records; and/or maintenance reports or other information that provides some historical perspective on events and water levels within the basin.
 - For long-term loss of use of critical routes: Information demonstrating the length of time the roadway has been closed to traffic and is projected to remain closed to traffic based on the basin water level elevations that occurred as a direct result of the declared major disaster event.



INUNDATED ROADS

- The applicant can conduct an emergency grade raise without consulting NDDDES if the inundated road meets all grade raise criteria
 - Please contact NDDDES immediately if they have a potential emergency grade raise to make sure the site meets the criteria
 - It is in your best interest to contact the US Army Corps. of Engineers, State Historical Preservation Office, Floodplain Manager and the ND Department of Health before emergency construction begins
 - Applicants should also seek out quotes for emergency grade raises if time allows
- Emergency grade raise should be built to a standard that would support an emergency vehicle



INUNDATED ROADS

- Applicants must consult NDDDES/FEMA and get prior approval for any permanent grade raise
- Permanent Grade Raises will require the following support documentation and engineering analysis
 - An engineer or hydrologist certification that the water impacting the inundated roadway will not be going down for a significant period of time
 - A scope of work for the grade raise with the road height justified by an engineer
 - An engineer or hydrologist's determination of how large the equalization pipe in this road should be, how many pipes might be needed, and where in the road should they be placed.
 - An engineer's verification that the road needs to be armored to ensure it maintains its form and function



DONATED RESOURCES – PERMANENT WORK

FEMA allows the Applicant to use the value of donated resources (non-cash contributions of property or services) related to eligible Emergency Work to offset the non-Federal cost share of its eligible Emergency Work projects and DFA; and to use the value of donated resources related to eligible work on a Permanent Work Project to offset the non-Federal cost share of that specific Permanent Work Project



DONATED RESOURCE – DOCUMENTATION

The applicant needs to submit the following to support donated resources (not an all-inclusive list):

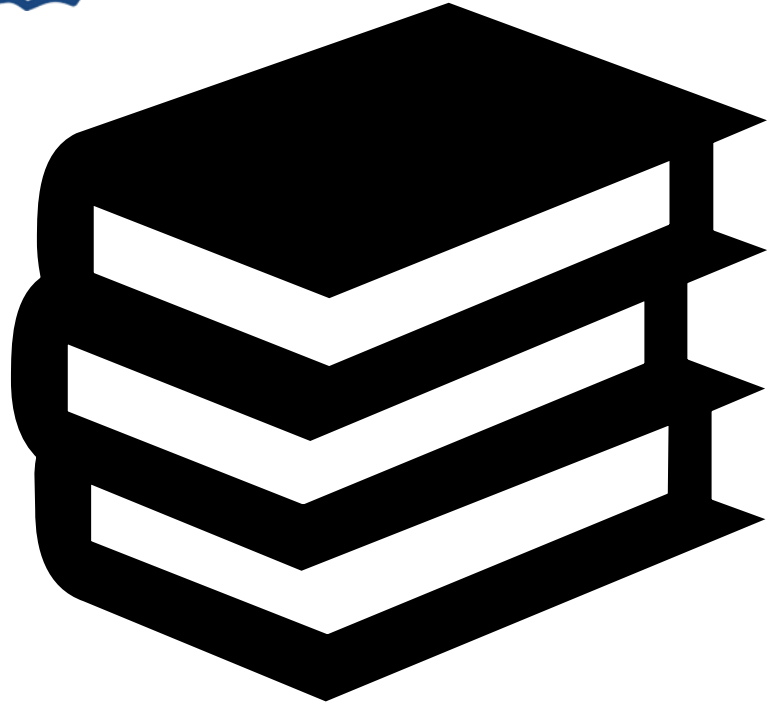
For donated equipment:

- Type of equipment and attachment used, including year, make and model (required)
- Size/capacity (e.g., horsepower, wattage) (required)
- Locations and days and hours used
- Operator name
- Equipment rates



MONITORING CONTRACTED DEBRIS REMOVAL OPERATIONS

FEMA requires the Applicant to monitor all contracted debris operations to ensure that the quantities and work claimed are accurate and eligible. This includes documenting debris quantities by types, quantities reduced, reduction methods, and pickup and disposal locations. If the Applicant does not monitor contracted debris removal operations, it jeopardizes its PA funding for that work.



RESOURCES



PUBLIC ASSISTANCE PROGRAM AND POLICY GUIDE – VERSION 4

- Link to the PAPPG:
- [Public Assistance Program and Policy Guide Version 4 \(fema.gov\)](https://www.fema.gov/public-assistance-program-and-policy-guide-version-4)
- Version 5 may be available for next year



ND GRANTS RESOURCES

- Link to Resources:
- [My Home ~ grants.des.nd.gov](https://grants.des.nd.gov)
 - Public Assistance
 - Township Handout
 - Site Tracker and Guidance
 - Virtual Site Inspection
 - Documentation and Disaster Preparation Training
 - ND Site Tracker and Guidance



RED TAPE REDUCTION WORKING GROUP

- Link to Resources:
- [Red Tape Reduction Working Group | North Dakota Office of the Governor \(nd.gov\)](#)
- The Red Tape Reduction Working Group will accept citizens' ideas for "cutting red tape"
- North Dakota is a pass-through entity for FEMA.



NDDDES CONTACTS

- North Dakota Department of Emergency Services (NDDDES)
Division of Homeland Security
 - Darin Hanson – Director of Homeland Security
 - Justin P. Messner – Disaster Recover Chief jmessner@nd.gov
 - Brent Kahl – Public Assistance Officer – 701-328-8186 bmkahl@nd.gov
 - Gerald Miller – Task Force Lead – 701-328-8279 glmiller@nd.gov