

**Long-Term Community Recovery  
Emergency Support Function #14  
Colorado State Emergency Operations Plan**

**COORDINATING AGENCY:** Department of Local Affairs

**SUPPORTING AGENCIES:** Attorney General; Department of Human Services; Department of Labor and Employment; Department of Regulatory Agencies (Insurance Division); Governor's Office of Economic Development and International trade; Historical Society of Colorado.

**I. PURPOSE**

The purpose of ESF #14 is to:

- A. Provide for coordinated measures and policies designed to facilitate recovery from the effects of natural and technological disasters, civil disturbances, or acts of domestic terrorism;
- B. Provide for effective utilization of resources to support State, local and tribal government efforts to aid long-term community recovery, stabilize local and regional economies, and reduce or eliminate risks from future incidents;
- C. Coordinate the damage assessment process in order to determine the need for supplemental assistance; and
- D. Provide a government conduit and administrative means for appropriate federal, military, voluntary and private sector organizations to assist State, local and tribal governments during the recovery and mitigation phases.

**II. SCOPE**

The policies and concepts in this annex apply to appropriate State departments and agencies and voluntary organizations following a major emergency or disaster. That effects the long-term recovery of a community or communities. Based on an assessment of incident impacts, ESF #14 support may vary depending on the magnitude and type of incident and the potential for long-term and severe consequences. ESF #14 will most likely be activated for large-scale or catastrophic incidents that require Federal assistance to address significant long-term impacts in the affected areas (e.g., impacts on housing, businesses and employment, community infrastructure, and social services).

**III. Situation**

- A. Local officials have authority under their local ordinances and resolutions and Colorado Revised Statutes to take responsible and appropriate actions in the direction and control of disaster recovery activities. The primacy of affected state, local and tribal governments in defining and addressing risk reduction and long-term recovery priorities is recognized. If an effective recovery is beyond a local jurisdiction's capability, State assistance may be required. The Governor may then declare a "State of Emergency" and the provisions of the State Emergency Operations Plan will be implemented.
- B. If the situation is beyond State and local capability, the Governor may ask for Federal assistance by requesting a Presidential Declaration of an "emergency" or "major disaster." A Presidential Declaration authorizes Federal assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (PL 93-288, as amended). The declaration triggers the implementation of Federal disaster assistance programs, which are coordinated by the Federal Emergency Management Agency (FEMA), in cooperation with the Division of Emergency Management (DEM). Response and recovery operations in both State- and Federally-declared disasters will be conducted in accordance with the standards set forth by the National Incident Management System (NIMS) and the National Response Framework (NRF).
- C. DEM will provide guidance to affected local jurisdictions concerning the declaration process and procedures for requesting State and Federal disaster assistance. Although the State does not have formal programs to help restore damaged public infrastructure and to assist individuals, families and businesses, the Department of Local Affairs and the coordinating and supporting Agencies identified in this annex will make every effort to match identified local disaster-related needs with assistance potentially available from State, Federal and voluntary agency sources.
- D. Long-term recovery and mitigation efforts will be based on a variety of factors and priorities, including public safety, economic development, environmental protection, and preservation of social, cultural and historical resources.

#### **IV. Planning Assumptions**

- A. Recovery involves action taken over the short term to return vital life-support systems to minimum standards and over the long term to return communities to normal or improved conditions. These measures may include damage assessment, supplemental Federal assistance to individuals and public entities, preparation of economic development studies and plans, identification of hazard mitigation opportunities and projects, and revisions to policies, plans and procedures. The State Emergency Operations Center (SEOC)/Multi-Agency Coordination Center (MACC) will be activated before emergency conditions subside to ensure that short-term recovery activities are implemented quickly and efficiently. The State will request supplemental Federal assistance when the

situation exceeds State and local capabilities and after the Governor issues an Executive Order declaring a State disaster or emergency.

## **V. Concept of Operations**

- A. Initial and short-term recovery activities focus on the safety and welfare of the affected community and restoration of essential services to include:
1. Coordinating and conducting initial damage assessment efforts to help guide local decision-making and priority-setting and to determine the need for supplemental Federal assistance
  2. Coordinating the restoration of essential public services and facilities (e.g., removal of debris from emergency routes, emergency repairs to hospitals and public safety facilities)
  3. Completing steps for formally requesting Federal disaster assistance when damage assessment results indicate that impacts exceed the resource capacities of State and local governments
  4. Coordinating the delivery of Federal disaster assistance programs (e.g., Individual Assistance, Public Assistance, Hazard Mitigation) in Presidential-declared disasters
  5. Coordinating relief resources available from State agencies, other Federal programs and voluntary organizations
  6. Coordinating the provision of temporary housing for victims of a disaster event
  7. Managing unsolicited, undesignated donations of goods and services
  8. Coordinating spontaneous, unaffiliated volunteers that emerge in the aftermath of a disaster event
  9. Coordinating disaster-related information and instructions to the general public
  10. Identifying post-disaster hazard mitigation activities to reduce future risks.
- B. Long-term recovery efforts focus on redeveloping communities and restoring the economic viability of disaster areas, including:
1. Coordinating and integrating the resources and assistance programs of voluntary agencies and other community-based organizations

2. Restoring and making permanent repairs to public infrastructure damaged in the disaster
3. Reestablishing an adequate supply of housing, including affordable housing, to replace housing stock destroyed by the disaster
4. Restoring the economic base of disaster-impacted communities, including lost jobs and employment opportunities
5. Identifying hazard mitigation opportunities and implementing long-term hazard mitigation plans, projects and measures (e.g., land use plans, hazard-zone restrictions and building codes).

### C. State Recovery Organization

The State recovery organization in Federally-declared disasters includes establishment of the following positions to ensure effective coordination with local, voluntary and Federal agencies and to facilitate the timely application of available resources in the recovery effort.

1. State Coordinating Officer (SCO)  
The SCO is designated by the Governor as the lead State official responsible for direction of State recovery activities and coordination with the Federal Coordinating Officer (FCO). The SCO serves as the focal point for affected local jurisdictions and works closely with local officials to ensure that local recovery needs are identified and addressed by available recovery resources and programs.
2. Governor's Authorized Representative (GAR)  
The GAR is the individual designated by the Governor in the Federal-State Agreement to execute, on behalf of the State, all necessary documents to expedite the delivery of Federal disaster assistance, including certification of applications and vouchers for Public Assistance.
3. Public Assistance Officer  
The State Public Assistance Officer is appointed by the GAR to manage state-level activities related to restoration of public infrastructure under FEMA's Public Assistance Program, in cooperation with the Federal Public Assistance Officer.
4. Individual Assistance Officer  
The State Individual Assistance Officer is responsible for coordinating available recovery assistance for individuals, families and businesses from Federal, State, volunteer and private organizations. The State Individual Assistance Officer manages State-level activities related to the delivery of

FEMA's Individual Assistance Program, in cooperation with the Federal Individual Assistance Officer.

5. Hazard Mitigation Officer

The State Hazard Mitigation Officer (SHMO) is appointed by the GAR to manage state-level activities related to the delivery of FEMA's Hazard Mitigation Grant Program, in cooperation with Federal hazard mitigation program staff.

6. Public Information Officer (PIO)

The PIO reports to the SCO and is responsible for coordinating news releases and instructions to the public concerning available disaster assistance and the progress of recovery efforts, in cooperation with FEMA public information staff.

7. Volunteer Coordinator

The State Volunteer Coordinator assembles and provides direction for the Volunteer Coordination Team and is responsible for establishing a process for matching volunteers with established voluntary organizations and procedures for effectively channeling offers of assistance from unaffiliated citizens to meet disaster-related needs.

8. Donations Management Coordinator

The State Donations Management Coordinator assembles and provides direction for the Donations Management Team, which is responsible for providing guidance to citizens, managing a telephone registration and database system, establishing one or more collection facilities, creating a system to sort and distribute donated items, and storing donated resources until they are needed.

All or parts of the State recovery organization described above may be activated depending on the scope and nature of the disaster, the availability of Federal disaster assistance, and the specific disaster assistance programs that are authorized when a Federal disaster declaration is made.

D. Damage Assessment Coordination

1. Once conditions allow, an initial damage assessment will be conducted by local government officials to identify the immediate emergency needs of disaster victims, to assess the extent of damages to residential and business properties, to evaluate the impacts to public facilities and services, and to determine whether overall damages and impacts are sufficient to warrant a request for a formal Preliminary Damage Assessment (PDA).
2. Based on the results of the initial damage assessment and the overall magnitude of the impacts, DEM will evaluate the need for a PDA and notify

FEMA of the recommended course of action. The PDA is a joint local-State-Federal effort that build on the initial assessment to formally evaluate whether damages are severe enough to justify a request by the Governor for a Presidential disaster declaration. The coordination of the PDA process, including number and types of teams and their schedules, is the responsibility of DEM, in coordination with FEMA and local emergency management officials from the affected jurisdictions.

3. DEM will provide periodic damage assessment training opportunities for local and State personnel and will maintain damage assessment forms and guidelines to use following disaster events.

#### E. Federal Disaster Assistance

1. The Governor will review information collected by DEM to determine if a State emergency should be declared and if a Presidential Disaster Declaration should be requested. The Governor must submit a request for assistance to the President within 5 days of determining the need for emergency assistance and within 30 days of the event for a major declaration. The DEM Director will prepare a letter to the President for the Governor's signature to request Federal assistance. This letter must:
  - a. Demonstrate that the situation is of such severity and magnitude that effective response is beyond the capability of the State and affected local governments;
  - b. Demonstrate that supplemental Federal assistance is necessary to save lives and to protect property, public health and safety, or to lessen or avert the threat of a disaster.
  - c. Furnish information on the extent and nature of State and local resources which have been or will be used to alleviate the results of the disaster;
  - d. Certify that the State and local governments will bear their required share of the costs to implement Federal disaster assistance programs;
  - e. Include an estimate of the extent and nature of Federal assistance required for each of the impacted counties and the state;
  - f. Confirm that appropriate actions have been taken under State law;
  - g. May identify the State Coordinating Officer (SCO) in the event the request is honored. (The SCO becomes the State official who then coordinates State and local disaster assistance efforts in conjunction with the Federal government).
2. In the event of a catastrophic incident, where the magnitude and severity of damages are expected to be extreme and there is an immediate need for supplemental Federal assistance, the Governor may make an expedited request for a Presidential Disaster Declaration. This request will not include specific estimates of damage and the amount of Federal assistance

necessary. This request will, however, outline the anticipated impacts of the disaster.

3. When the President declares an area or areas to be disaster areas, FEMA will immediately notify the Governor and appropriate Federal agencies. The Director of DEM will be responsible for ensuring that the affected local governments are notified. The State PIO will notify the media and public through media briefings and press releases.
4. After the President's declaration, the Governor and the FEMA Regional Director enter into a **Federal-State Agreement** that describes how Federal disaster assistance will be made available. The agreement:
  - a. Identifies those areas that are eligible for assistance.
  - b. Stipulates the program(s) made available and the division of costs among the federal, state, and local governments.
  - c. Specifies the time period in which assistance will be made available.
  - d. Identifies any other conditions for receiving assistance.
  - e. Describes the incident.
5. Long-Term Recovery Committee
  - a. The State may facilitate the formation of a Long-Term Recovery Committee (LTRC) to continue to address the needs of disaster victims that could not be met by governmental assistance and immediately available emergency assistance from voluntary agencies. LTRC assistance targets those who have unmet needs after assistance from all other sources has been provided. An LTRC may be needed because disaster victims often will continue to have significant unmet needs after personal resources, insurance and immediate disaster-related government benefits are exhausted.
  - b. LTRC efforts are intended to complement, but not duplicate, assistance provided by FEMA, voluntary agencies, churches, civic groups and citizens. LTRCs will help evacuees understand their available benefits; assist them if necessary in making application, and make referrals to relevant agencies. State and Federal government agencies support the LTRC by helping to identify and coordinate available recovery resources, but leadership and management of the coalition are assumed by representatives of the faith-based, non-profit and voluntary organizations that comprise its membership.

### **III. Responsibilities**

All State organizations will coordinate with DEM concerning the identification and delivery of available recovery programs within their disciplines. All State

organizations will contribute resources, services, and expertise in support recovery efforts in accordance with applicable authorities, programs, and policies. Requests for specific assistance from State agencies will be made through a formal mission assignment process (ESF #5). State agencies may be requested to provide personnel to temporarily support recovery activities, including staff to serve on damage assessment and / or mitigation teams.

#### A. Division of Emergency Management

1. Coordinate statewide damage assessment and recovery efforts.
2. Depending on initial damage assessment results, determine the need for a formal Preliminary Damage Assessment (PDA). DEM may request that FEMA conduct a joint PDA survey of damages to determine whether damages are severe enough to support a request for federal disaster assistance.
3. Ensure rapid disbursement of disaster assistance funds to individuals and government throughout the recovery period. Make recommendations to the governor concerning requests for Federal disaster declarations and prepare Governor's letter requesting Federal assistance.
4. Coordinate with and advise from the Governor's Office concerning designation of the State Coordinating Officer (SCO) and Governor's Authorized Representative (GAR).
5. Coordinate the dissemination of information on State and Federal emergency assistance available to public and private agencies, organizations, businesses, individuals, and families. Ensure effective flow of information about available assistance between State and impacted local jurisdictions.
6. Prepare for the Governor executive orders, proclamations and regulations as necessary to address State recovery operations.
7. Administer grant and loan programs in cooperation with other State organizations to political subdivisions for disaster recovery.
8. Task State level organizations to provide personnel to serve on damage assessment or mitigation teams based upon the nature of the disaster.
9. Coordinate closely with Federal personnel in the disaster area(s) and at the JFO from the PDA process through close-out of the Federal-State Agreement.

10. Provide regular updates of information to PIO and ESF #5 for use in the development of information packets, briefing information, displays, news releases, etc.

## B. Support Agencies

### 1. Attorney General

- a. Conduct or assist in the investigation of potential/reported fraud associated with disaster assistance.
- b. Conduct appropriate action designed to assure effective consumer protection during emergency response and recovery.

### 2. Department of Human Services

- a. Assess the impacts of disasters to social systems in general with particular attention to the elderly, veterans, persons with disabilities, youth, institutions, welfare recipients, refugees, and repatriates from outside the U.S.
- b. Coordinate with county human services departments for the implementation of a comprehensive program of emergency assistance to families following a disaster, including the continued delivery of public assistance and other human services program assistance.
- c. Coordinate with Colorado Volunteer Agencies Active in Disasters (COVOAD) and non-profit organizations to ensure that the immediate, mass care and long-term recovery needs of disaster victims are addressed.
- d. Provide trained personnel to assist with food distribution, emergency housing, coordination with volunteer agencies, and outreach activities to determine unmet needs.
- e. Coordinate the activities necessary to provide the staff, supplies and facilities to deliver mental health and crisis counseling services to disaster victims.
- f. Monitor and/or assist in the administration of FEMA's Individual and Households Program (IHP) following federal Individual Assistance declarations.

### 3. Department of Labor and Employment

- a. In federally-declared disasters, administer the federal program for Disaster Unemployment Assistance (DUA) pursuant to the Stafford Act.
- b. Establish temporary unemployment compensation and employment offices as required in disaster-impacted areas.
- c. Provide employment information regarding labor, unemployment and migrant workers. Assist employees in solving special employment problems brought about by the disaster.

#### 4. Department of Local Affairs

- a. Support local housing authorities in identifying available, affordable housing resources for residents displaced by a disaster. Where feasible, utilize state and federal housing funds to provide rental assistance to disaster victims. (Division of Housing)
- b. Provide technical assistance to local officials concerning economic recovery and redevelopment plans and strategies. Assist local officials in identifying state and federal grant programs to facilitate community recovery efforts. (Division of Local Government)

#### 5. Department of Regulatory Agencies/Insurance Division

- a. Provide representative as needed to give advice and assistance to disaster victims.
- b. Investigate complaints against insurance companies doing business in the State of Colorado.

#### 6. Governor's Office of Economic Development and International Trade

Provide technical assistance to business owners and operators impacted by a disaster concerning economic redevelopment plans, investment strategies, small business development, and available resources and assistance to facilitate economic recovery.

#### 7. Historical Society of Colorado

- a. Provide technical advice to affected jurisdictions concerning historical property/artifacts destroyed or harmed during emergencies.
- b. Provide personnel to serve on Damage Assessment and Hazard Mitigation teams to provide expert advice with respect to losses and repairs for public historical sites and artifacts.

### **VII. Financial Management**

- A. State departments and agencies involved in recovery activities are responsible for providing financial support for their operations and for carefully documenting disaster-related costs and expenditures to support requests for reimbursement. Accurate record keeping will also be necessary for agencies to withstand post-emergency audits. Approval to expend funds for recovery operations is the responsibility of authorized officials from each participating department and agency.
- B. In the aftermath of a disaster, financial operations are carried out under compressed timeframes, requiring expedited purchases and other

expenditures outside normal, routine procurement processes. Each State agency and department is responsible for establishing effective administrative controls to guide and track expenditures and financial commitments, including personnel time and travel records, contract and lease information and invoices, and logs and receipts for the use of force account equipment, supplies and materials. In federal-declared disasters, these expenditures may be eligible for reimbursement.

- C. Cooperating Agencies are responsible for managing financial matters related to resources under their control or procured for purposes related to specific recovery efforts. Cooperating Agencies are responsible for recording and tracking their own costs and expenditures and seeking reimbursement from appropriate sources after an event. Following a Presidential Disaster Declaration, reimbursement of eligible expenditures may be provided by FEMA in accordance with Stafford Act program guidelines. The State of Colorado is not responsible for the disaster-related costs of Cooperating Agencies, except as defined by Governor's Executive Order that Declares a State of Emergency.

#### Attachments

- A. Federal Disaster Assistance Programs

**Long-Term Community Recovery  
Emergency Support Function #14  
Appendix A  
Summary of Federal Disaster Assistance Programs and Processes  
Colorado State Emergency Operations Plan**

**I. Summary of Programs**

The following are the principle programs offered by the Federal government in assisting localities affected by disasters.

**A. Individual Assistance (IA)**

Individual Assistance is supplementary Federal assistance provided under the Stafford Act to individuals, families and businesses affected by a major disaster or an emergency. Such assistance may be provided directly by the Federal government or through State or local governments or disaster relief organizations. The following information is used to determine the level of damage for IA declarations.

1. Damage to homes (Housing Loss Form)
  - a. Primary versus secondary residence damage
  - b. Homeowner or rental property damage
  - c. Degree or percentage of damage to structure
  - d. Insured versus uninsured damage
  
2. Damage to businesses (Losses to Businesses Form)
  - a. Estimated days out of operation
  - b. Tenant versus owner considerations
  - c. Number of employees
  - d. Replacement costs
  - e. Percentage of damage to businesses
  - f. Insured versus uninsured damage
  
3. Types of Federal Individual Assistance
  - a. Disaster Housing  
This program is administered by FEMA and designed to help victims whose residences have been rendered uninhabitable by a disaster. For those who are eligible, the Federal government will pay for 100 percent of the cost of victims' lodging at hotels; motels or other housing for a period of up to 18 months dependent upon continued eligibility. Where no disaster housing is available, FEMA or the State may supply mobile homes for housing as a last resort. In cases where homes are minimally

damaged and still habitable, funds may be available to homeowners for repairs. Assistance will not duplicate insurance benefits.

- b. **Small Business Administration (SBA)**  
This program provides disaster loans designed to supply low interest loans to owners of homes or businesses that have experienced uninsured physical or financial losses as a result of a disaster. SBA can also provide loans for the replacement of personal property for homeowners and renters. One of the primary criteria for SBA assistance is the applicant's basic ability to repay the loan.
- c. **Farmers Home Administration (FmHA)**  
This program provides low interest disaster loans to farmers, ranchers and agricultural operators for physical or production losses. Loans may be made to either the tenant or owner of the agricultural business.
- d. **Disaster Unemployment Assistance**  
This program aids those individuals who have become unemployed as a result of a disaster. Unemployment assistance of up to 26 weeks may be paid to victims who have lost their jobs due to the disaster. The Colorado Division of Employment Services administers the program. Benefits paid to victims cannot be in addition to regular unemployment compensation, and the amount cannot exceed that which is ordinarily paid under State law in non-disaster situations.
- e. **Individual and Family Grants (IFG)**  
The program provides grants to disaster victims to meet necessary expenses or serious needs. The amount is adjusted annually on October 1. The recipient may spend this money for a variety of needs, including medical and dental expenses, housing repairs, personal property, funeral and burial expenses and public and private transportation. These expenses must have been caused by the disaster. The recipient must have been either turned down or inadequately served by other programs, including SBA, before he/she becomes eligible for an IFG. This program is administered by the State and is a 75/25 federal/State match. The assistance cannot duplicate insurance benefits.
- f. **Income Tax Service**  
The Internal Revenue Service will help victims identify ways in which the disaster affects their Federal income tax. Casualty loss credits, early tax refunds and information on loss documentation are some services available to disaster victims.
- g. **Food Coupons**  
These may be made available to victims whose nutritional needs are affected because of a disaster. The U.S. Department of Agriculture

administers this program at the Federal level and Department of Human Services at the State level. County Departments of Human Services will interview food stamp applicants and issue food stamp benefits to qualified recipients. The President will determine the length of eligibility for receiving emergency food coupons.

h. Crisis Counseling Program

The President is authorized to provide professional counseling services for disaster victims. These services include financial assistance to State or local agencies or private mental health organizations to provide services for victims of major disaster in order to relieve mental health problems caused or aggravated by the disaster or its aftermath. The Colorado Division of Mental Health primarily provides services directly to individuals and families that focus on mental wellness and mechanisms to deal with the incident and subsequent recovery. Through effective public information, education, and outreach activities, basic mental health needs are provided and prevention of long-term mental health problems is achieved.

B. Public Assistance (PA)

Supplementary Federal assistance provided under the Stafford Act to State and local governments or certain, private, non-profit organizations, other than assistance for the direct benefit of individuals and families. The PA Program is administered by the state. There is a federal/State match, with the Federal share no less than 75%. Assistance provided will not duplicate insurance benefits. The following are the types of assistance covered by this program.

1. Emergency work

- a. Cost to clear debris
- b. Costs of personnel, material, and equipment used for emergency response activities.

2. Permanent work

- a. Damage to roads, streets, and bridges
- b. Damage to water-control facilities
- c. Damage to public buildings and equipment
- d. Damage to public utilities
- e. Damage to park and recreational sites

The State will serve as the grant administrator for all Federal funds provided to eligible applicants under the PA Program.

## II. Summary of Processes

## A. Individual Assistance Process

### 1. National Teleregistration Center (NTC)

The National Teleregistration Center (NTC) is a permanent FEMA facility that houses a national toll-free telephone bank. Upon activation following a Presidential Disaster Declaration, disaster victims register for individual disaster assistance through contacting the NTC. Toll-free numbers for the NTC will be widely publicized for disaster victims by State and Federal recovery personnel.

### 2. Disaster Application Centers (DACs)

These are federally established temporary locations generally established in or near communities directly impacted by the presidentially declared disaster. Federal and State recovery personnel staff the centers. The purpose of the DACs is to allow disaster victims to apply for individual disaster assistance in person. Although DACs may be used in conjunction with the NTC, establishment of these temporary facilities is very infrequent and generally dependent upon the scope or magnitude of the disaster. Use of DACs is agreed upon by FEMA, State and local officials. Locations and days/hours of operation are widely publicized for disaster victims by State and Federal recovery personnel.

### 3. Disaster Recovery /Service Centers

These are federally established temporary locations, which are staffed by Federal and State recovery personnel in the Presidentially declared disaster areas. These centers provide information on the status of applications submitted by disaster victims for individual assistance. Information may be provided regarding the use of disaster assistance funds, hazard mitigation information and SBA information. Access will also be provided to various state, county, local and voluntary agencies that may be able to provide additional disaster assistance. Registrations for individual assistance are not usually taken at these centers. Use of Service Centers are agreed upon by FEMA, state, and local officials.

### 4. Toll-free telephone assistance.

FEMA maintains a permanent facility which houses a national toll-free telephone center to answer questions from disaster victims. In conjunction with the permanent FEMA center, the State provides a toll-free information number to address questions from disaster victims relative to the State Individual and Family Grant (IFG) Program. Additionally, other Federal and State agencies may operate similar information sources for disaster victims. The toll-free numbers are widely publicized by State and Federal recovery personnel.

### 5. Community Relations

Community outreach efforts will be made cooperatively by Federal and State recovery personnel in order to ensure that all disaster victims are aware of assistance programs. The efforts may include but are not limited to providing flyers and press releases to local community leaders, school officials, and religious organizations about Federal State individual assistance that may be available to disaster victims. Community relations also report to the PCO and SCO about the effectiveness of the response effort in the communities and any other issues that may impact the recovery process.

## B. Public Assistance Process

1. The State Public Assistance Officer (PAO) is part of the Recovery Team and is responsible for working with the Federal PAO to coordinate all activities related to the reimbursement of State and local governments and private not-for-profit organizations for eligible costs incurred as a result of the disaster.
2. The PAO will administer all public assistance grants, agreements and contracts and will provide technical assistance to eligible applicants and subgrantees and maintain and submit documentation necessary to obligate and disperse public assistance funds.
3. The PAO will work with the Disaster Response and Recovery Branch Chief to identify support staff that will assist in the coordination of the following activities:
  - a. Federal reimbursement
  - b. Conducting applicant's briefings
  - c. Grant management
  - d. Use of State engineers and inspectors to provide technical support with the preparation of Requests for Assistance forms, etc.
  - e. Preparing with FEMA the scope of work and cost estimates for large and small projects
  - f. Serve as Special Consideration Liaison and Applicant's Liaisons
  - g. Management of sub-grants
  - h. Maintenance of accurate correspondence and financial records
  - i. Legal review to ensure compliance with local, state, and Federal regulations

## C. Hazard Mitigation Process

The hazard mitigation program is designed to permanently reduce or eliminate the long-term risk to human life and property from natural hazards. Federal, state, and local hazard mitigation responsibilities are prescribed by the Stafford Act and may be available following the declaration of a major disaster or emergency or declaration for fire suppression assistance.

1. Federal

The FEMA Regional Director appoints a Federal Hazard Mitigation Officer to manage hazard mitigation programs and activities that include assisting the State and local governments in identifying appropriate mitigation projects that will measurably reduce the impact of specific hazards. In addition, the Federal Hazard Mitigation Officer follows-up with State and local governments to ensure mitigation commitments are fulfilled.

2. State

a. The Governor appoints a State Hazard Mitigation Officer who reports to the Governor's Authorized Representative (GAR) and is responsible for the following activities:

- (1) Acting as the point of contact for all matters related to hazard mitigation planning.
- (2) Preparing and submitting a hazard mitigation plan(s) or updates to existing plans that include an evaluation of the natural hazards in the declared area and identification of appropriate actions to mitigate those hazards.
- (3) Participating on the Hazard Mitigation Survey Team with other state, federal, and local personnel as appropriate.
- (4) Assessing that State and local governments are taking appropriate hazard mitigation actions.
- (5) Coordinating the hazard mitigation activities of State agencies to ensure they are contributing to the overall lessening of vulnerability to natural hazards.

3. Local

- a. Local governments will appoint a Local Hazard Mitigation Officer if appropriate and participate on a voluntary basis in the development and implementation of hazard mitigation plans.
- b. Local governments will coordinate and monitor implementation of local hazard mitigation measures in coordination with the State and Federal Hazard Mitigation Officers. (Refer to the State of Colorado Hazard Mitigation Plan for additional information.)