



Chatham County Disaster Recovery Plan

RECOVERY SUPPORT FUNCTION 4: COMMUNITY DEVELOPMENT, PLANNING, AND HOUSING ANNEX

SEPTEMBER 2015

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INTRODUCTION

- A. *Recovery Support Function (RSF) 4: Community Development, Planning, and Housing Annex* to the Chatham County Disaster Recovery Plan (DRP) serves to identify a range of actions specific to support and coordinate recovery from incidents that have a long-term impact to Chatham County.
- B. This Annex provides housing partners within Chatham County agencies, nongovernmental organizations, and community organizations with operational guidance necessary to support long-term recovery activities in the aftermath of a disaster or emergency that results in a long-term impact to the community.
- C. Consistent with the DRP, this Annex is a living document. Chatham County Emergency Management Agency (CEMA) acknowledges additional recovery issues will be identified in the future and will be included in revised editions of this document.

PURPOSE

The purpose of *RSF-4: Community Development, Planning, and Housing Annex* is to assist residents of Chatham County who are displaced from their home for an extended period of time due to a disaster, and to support the local jurisdictions of Chatham County in assisting their residents with post-disaster housing. This Annex provides operational guidance and information for Chatham County agencies and their local partners to implement recovery operations. This Annex, including roles, responsibilities, and operations, do not supersede the existing roles and responsibilities of community organizations, nongovernmental partners, or the private sector. This Annex should be used as a guiding document to direct recovery from an incident. It should be used in collaboration with operational guidance for response activities.

The Community Development, Planning, and Housing RSF is broken down into three functional areas:

1. Sheltering Recovery
2. Intermediate Housing Recovery
3. Long-Term Housing, Reconstruction, and Redevelopment Recovery

SCOPE AND APPLICABILITY

The scope of this Annex is to provide a framework for coordination of housing efforts during recovery. This includes coordination by the Community Development, Planning, and Housing RSF with local governments, county agencies, and the State.

This Annex should be used by local governments, county agencies, and partners in the public, private, and nonprofit sectors.

ASSUMPTIONS

- A. The planning assumptions identified in the base plan will also apply to *RSF-4: Community Development, Planning, and Housing Annex*.
- B. Agencies and organizations will provide the services identified for *RSF-4: Community Development, Planning, and Housing Annex*.
- C. The Coordinating Agency will actively engage the Supporting Agencies in planning, training, and exercises to ensure an effective operation upon activation.
- D. Typically, Sheltering Recovery will be provided by Emergency Support Function (ESF) 6: Mass Care, Housing and Human Services.
- E. Typically, Intermediate Housing Recovery and Long-Term Housing, Reconstruction, and Relocation recovery will transition from ESF 14: Long-Term Community Recovery.

IMPLEMENTATION

- A. Consistent with the DRP, this Annex may be activated in whole, or in part, during disaster conditions as determined by the Command Policy Group (CPG) and the Local Disaster Recovery Manager (LDRM).
- B. In some cases, a Declaration of Local Recovery will result in activation of this Annex.
- C. In cases where there are sheltering and/or housing long-term or ongoing needs from the public, local governments, or county agencies, *RSF-4: Community Development, Planning, and Housing Annex* may specifically be activated.

CONCEPT OF OPERATIONS

GENERAL

During recovery, CEMA will support the organizational structure to respond to the short and long-term housing needs as a result of the disaster.

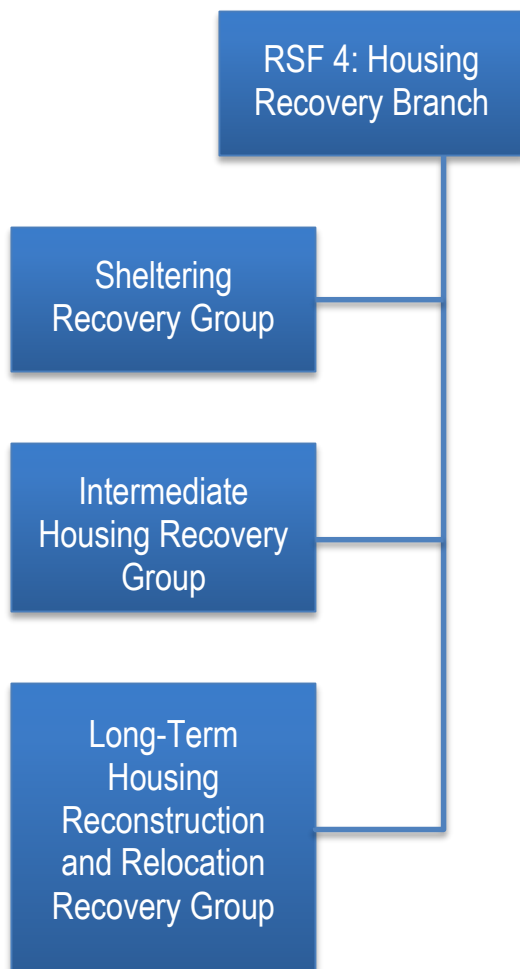
ORGANIZATION

During recovery, housing will become a branch in recovery operations. The Housing Branch addresses specific tasks within the mission of developing and implementing programs that provide for the recovery of housing within the county. This includes addressing the short-term, transitional, and long-term housing needs of residents impacted by the disaster.

RSF-4: Community Development, Planning, and Housing Annex will be **led and coordinated by Chatham Building Safety and Regulatory Services**. To ensure scalability and flexibility in the mobilization of recovery operations, the Community Development, Planning, and Housing RSF may be functionally subdivided into groups, or geographically subdivided into divisions at the discretion of the Coordinating Agency as the circumstances dictate.

Agencies engaged in community development, planning, and housing recovery will provide support to the branch, groups, and/or divisions, as appropriate. A suggested membership list for the Community Development, Planning, and Housing RSF is proposed below.

Recovery Support Function 4 Organization Chart



SHELTERING RECOVERY GROUP

The Sheltering Recovery Group coordinates local efforts with state and federal recovery programs designed to provide sheltering immediately following a disaster, and continue to provide shelter during recovery.

Table 1: Sheltering Recovery Group Coordinating Agencies, Supporting Agencies, and Cooperating Organizations

	Department/Entity
Coordinating Agency	Division of Family and Children Services
Supporting Agencies and Cooperating Organizations	American Red Cross Chatham County Building Safety and Regulatory Services and Applicable Jurisdictions Building Safety Organizations Chatham County Health Department Chatham Community Organizations Active in Disaster (CCOAD) Chatham Emergency Management Agency Housing Authority of Savannah Savannah Chatham Metropolitan Animal Control Savannah-Chatham Public School District/Board

INTERMEDIATE HOUSING RECOVERY GROUP

The Intermediate Housing Recovery Group coordinates local efforts with state and federal recovery programs designed to provide intermediate (or “interim”) housing strategies directed primarily towards displaced Chatham County residents during disaster recovery. Intermediate housing includes those programs that provide housing for individuals and households that are not permanent housing options, such as permanent reconstruction. Interim housing options include the use of hotels/motels, temporary housing units such as mobile homes, and apartments.

Table 2: Intermediate Housing Recovery Group Coordinating Agencies, Supporting Agencies, and Cooperating Organizations

	Department/Entity
Coordinating Agency	Chatham County Building Safety and Regulatory Services
Supporting Agencies and Cooperating Organizations	American Red Cross CCOAD Chatham County Board of Assessors Chatham County Family and Children Services Chatham County Health Department Chatham County-Savannah Metropolitan Planning Commission Chatham Emergency Management Agency Housing Authority of Savannah

LONG-TERM HOUSING, RECONSTRUCTION, AND RELOCATION RECOVERY GROUP

The Long-Term Housing, Reconstruction, and Relocation Recovery Group will coordinate efforts to promote, incentivize, and/or directly provide for the rehabilitation and reconstruction of destroyed and damaged housing, whenever feasible, and develop other new resilient, permanent housing options that consider the needs of the whole community, including those with medical functional needs.

Table 3: Long-Term Housing, Reconstruction, and Relocation Recovery Group Coordinating Agencies, Supporting Agencies, and Cooperating Organizations

	Department/Entity
Coordinating Agency	Chatham County Building Safety and Regulatory Services
Supporting Agencies and Cooperating Organizations	CCOAD Chatham County Board of Assessors Chatham County Engineering Chatham County Family and Children Services Chatham County Health Department Chatham County-Savannah Metropolitan Planning Commission Chatham Emergency Management Agency Housing Authority of Savannah

OPERATIONS

For recovery, Community Development, Planning, and Housing support functions are broken down into three main categories:

- Pre-Event and Preparedness – Objectives and actions to take place prior to a disaster/emergency.
- Short-Term Recovery – Objectives and actions to be addressed as quickly as possible after the activation of the Recovery Committee, excluding immediate life-safety and property protection actions/objectives. Some of these objectives/actions may start during the response phase, but will transition into short-term recovery.
- Intermediate and Long-Term Recovery – Objectives/actions characterized by operations that may provide sustained temporary measures to bridge the gap into permanent solutions, or return life to normal or an improved state.

The following pages break down community development, planning, and housing operations in each of these three categories for the three groups within this support function.

PRE-EVENT AND PREPAREDNESS OPERATIONS

The following describes objectives to be addressed by the entities that comprise this RSF prior to a disaster. Some of the objectives identified below may be singular actions, while others should be continuously addressed to ensure the county's recovery preparedness.

Sheltering Recovery Group

- **Develop plans to increase the cadre of trained personnel who can operate in the shelters, including social workers and behavioral health support.** In collaboration with the CEMA, the Coordinating Agency should develop plans to increase the cadre of trained personnel who can operate in shelters. Working with Group partners, these plans should include training requirements and standards, recruitment plans, and volunteer retention plans. Where possible, these plans should account for social, emotional, medical, and behavioral support. Where possible, CEMA should develop Memoranda of Understanding (MOU) or Mutual Aid Agreements with jurisdictions to facilitate provision of required services by trained professionals.
- **Ensure appropriate equipment and supply levels necessary to meet a minimum sheltering effort.** In collaboration with CEMA, the Coordinating Agency should develop plans, establish pre-disaster contracts or Mutual Aid Agreements to ensure that the county has the requisite supplies to facilitate sheltering operations.

Intermediate Housing Recovery Group

- **Identify potential intermediate housing strategies.** The Coordinating Agency, in collaboration with CEMA, will work with other governmental and non-governmental agencies and organizations, as appropriate, to identify preferred strategies for the provision of interim housing in Chatham County. These strategies may include:
 - Leveraging existing hotels and motels in the county to provide interim housing for displaced individuals and households.
 - Converting vacant commercial, retail, or light industrial spaces around the county to provide interim housing for displaced individuals and households.
 - Providing temporary housing units, such as modular or mobile homes, on homeowner properties for interim housing.

- Establishing group sites throughout the county to provide temporary housing units, either on publically owned land or privately owned land.

Strategies should focus on establishing an adequate supply of directly provided housing, as well as supplementary mechanism to support, subsidize or reimburse residents, developers, and landlords as they pursue their own strategies. Interim housing may need to be provided for multiple years while permanent housing is being rehabilitated, reconstructed, or redeveloped throughout the county. Therefore, interim housing strategies should be integrated into the existing community to the greatest extent possible. Whenever possible, interim housing strategies should leverage options that may become permanent housing. For example, a household displaced from a rental unit may be able to transition into another rental unit eliminating their housing need beyond the interim period.

- **Identify potential intermediate housing sites.** The Coordinating Agency, Building Safety and Regulatory Services, in addition to other governmental and non-governmental agencies and organizations to identify sites that would be appropriate for the provision of interim housing in Chatham County. Potential options include identification of open land (whether privately or publicly owned) in addition to establishing a criterion to implement interim housing strategies on disaster-impacted and/or other redeveloped land.

Long-Term Housing Reconstruction and Relocation Group

- **Develop long-term housing redevelopment and relocation strategy.** The Coordinating Agency will develop a strategy to facilitate and promote housing reconstruction throughout the county. This includes planning, zoning, design, and financing considerations. A long-term housing redevelopment strategy will focus on the long-term redevelopment of housing in Chatham County. Therefore, it should include mechanisms or incentives to encourage homeowners, developers, and landlords to rehabilitate existing housing or construct new housing. To the greatest extent possible, interim housing strategies should be incorporated into the long-term housing redevelopment and relocation strategy.

In building a long-term housing redevelopment and relocation strategy, the Group should consider the Chatham County Redevelopment Plan, existing community development plans, existing hazard mitigation plans, affordable housing, and medical functional needs. Long-term strategies should also consider the integration of Federal funding programs, such as the Community Development Block Grant

(CDBG), that can be used to facilitate the re-development of low-income housing. Finally, these strategies should also coordinate across RSFs, and include considerations for the provision of medical care, access to food and transportation, and the restoration of educational facilities in addition to other “wrap around” services.

- **Identify and address regulatory and statutory changes necessary to expedite rehabilitation and facilitate resilient reconstruction and new construction.** In order to expedite the rehabilitation and recovery of permanent housing, the Coordinating Agency will coordinate the process of identifying issues related to local ordinances, state and federal laws and regulations that may hinder reconstruction and redevelopment. These considerations may include:
 - Planning requirements related to land use and environmental considerations that may require additional assessments prior to initiating construction;
 - Planning requirements related to historic, cultural, or artistic preservation that should be taken into consideration;
 - Permitting processes, including methods to expedite permitting where redevelopment is consistent with original use; and
 - Community zoning restrictions.

SHORT-TERM RECOVERY OPERATIONS

The following Short-Term Recovery Objectives must be addressed as quickly as possible after the activation of the Recovery Plan, and will likely meet pressing unmet needs of county residents and businesses (excluding immediate life-safety and property-protection objectives). In many cases, objectives identified below may describe elements of functional continuity with response operations identified in the Chatham County Emergency Operations Plan (EOP). Therefore, the objectives listed below may begin during the response phase and transition into Short-Term Recovery. Objectives described below will be the continued responsibility of this RSF into intermediate and long-term recovery, if necessary.

Sheltering Recovery Group

- **Assess and communicate the need for longer term sheltering operations.** Following the event, the Coordinating Agency should assess the need for long-term sheltering. These assessments should be developed in collaboration with the

damage assessment process. Using online tools, the need for long-term sheltering should be shared with stakeholders to facilitate long-term shelter planning.

- **Coordinate the transition from sheltering to intermediate or long-term housing.** In collaboration with the Intermediate Housing and Long-Term Housing Recovery Groups, as well as Transportation Recovery Group under RSF-5 and the Human and Social Services Group under RSF-3, the Coordinating Agency should facilitate the transition of the impacted population from shelters to intermediate or long-term housing options.
- **Coordinate the consolidation of shelters as residents transition from shelters to longer-term housing solutions.** Consistent with the Chatham County Emergency Sheltering Policies and Procedures, the Coordinating Agency should ensure that shelters are consolidated as survivors transition from shelters to intermediate or permanent housing. In collaboration with the Recovery Public Information Officer (RPIO), the location of open shelters and information for shelter residents should be shared.

Intermediate Housing Recovery Group

- **Assess and communicate housing needs and costs, leveraging online information sharing tools to share and communicate information.** In collaboration with *ESF 6: Mass Care, Emergency Assistance, Housing, and Human Services* and the Sheltering Recovery Group, the Intermediate Housing Recovery Group will develop an estimate of the number of displaced households, current sheltering situation, the condition of their pre-disaster residence, and an estimate of the duration of their displacement. This estimate should also include characteristics such as:
 - Location of pre-disaster residence;
 - Composition of the household (i.e. one person, four people);
 - Household age; and
 - Special considerations for the household (i.e. medical needs, access and functional needs).

This information should be shared with partners at the state and federal level, leveraging online information sharing tools, as possible and as necessary. Further, any considerations necessary to protect the privacy or information security should be incorporated, specifically in cases where defining characteristics of households are captured.

- **Begin implementation of intermediate housing strategies.** As soon as possible following the event, the Intermediate Housing Recovery Group will begin to implement housing strategies developed during the Pre-Event and Preparedness phase to move displaced individuals and households from shelters to interim housing. This includes coordinating with the *RSF-3: Health and Social Services Recovery Annex* to ensure the transition of residents out of shelters with continuity for any necessary services.
- **Provide public information related to intermediate housing.** In collaboration with state and federal partners, the Intermediate Housing Recovery Group will distribute information to the public regarding interim housing resources. This should be coordinated with the *RSF-3: Health and Social Services Recovery Annex* and *RSF-7: CCOAD Annex* as well as the Sheltering Recovery Group to ensure relevant information about consolidating and closing shelters is incorporated into public messaging through the RPIO.

Long-Term Housing Reconstruction and Relocation Group

- **Develop event specific policies, procedures, and programs to implement housing reconstruction and new construction.** As quickly as possible following the event, the Long-term Housing Reconstruction and Relocation Group will identify pre-event rehabilitation and recovery strategies that are relevant to the event. This includes coordinating policies and procedures with the Interim Housing Group.
- **Establish and implement consumer-protection and reporting safeguards.** In coordination with the Recovery Legal Advisor, the Long-Term Reconstruction and Relocation Group will provide information to the public regarding potential abuses. This group will also ensure any complaints related to contractors or other abusive business practices are compiled, and where appropriate, will provide those complaints to relevant officials such as the Recovery Legal Advisor.

INTERMEDIATE AND LONG-TERM RECOVERY OPERATIONS

Sheltering Recovery Group

- This Recovery Group does not have any objectives specific to intermediate or long-term recovery. However, following an incident, long-term recovery objectives may be assigned to this group, and/or recovery efforts beginning in the short-term may continue into the intermediate or long-term.

Intermediate Housing Recovery Group

- **Implement and maintain intermediate housing solutions until long-term solutions can be implemented.** The Intermediate Housing Recovery Group will continue to implement intermediate housing strategies begun during the Short-Term Recovery Period.
- **Ensure housing affordability.** The Intermediate Housing Recovery Group will coordinate the efforts to ensure affordable housing is provided to displaced individuals and households. This may include coordinating the management of US Department of Housing and Urban Development (HUD) affordable housing programs, as well as re-certifications for housing units that were classified as affordable prior to the disaster, but require repairs as a result of the disaster.
- **Manage interim housing funding.** When utilized as part of the intermediate housing strategy, the Intermediate Housing Recovery Group will administer the flow of federal and other funds. These may include funds from HUD or other financial assistance programs.

Long-Term Housing Reconstruction and Relocation Group

- **Implement programs to facilitate long-term resilient reconstruction and new construction.** In collaboration with the *RSF-5: Infrastructure Systems Annex*, the Long-Term Housing Reconstruction and Relocation Group will implement policies, procedures and programs to rehabilitate, reconstruct, or relocate permanent housing. In some cases, this may include technical assistance and guidance on financial resources available to individuals and homeowners. In other cases, this may include management of land bank programs to receive privately owned property that is not redeveloped, and developing strategies for the use of that land, including how to parcel the land, sell or auction the land, or convert land into green-space. Refer to Chatham County's Redevelopment Plan for more guidance.
- **Promote hazard mitigation and resilience strategies.** Throughout the Long-Term Housing Reconstruction and Relocation process, the Group will provide technical assistance to enhance community resilience, including incorporating mitigation measures to protect rehabilitated housing and new construction against future disasters. Refer to Chatham County's Redevelopment Plan for more guidance.
- **Provide continuity on housing affordability.** In coordination with the state and federal government as well as with the Intermediate Housing Recovery Group, the Long-Term Housing Reconstruction and Relocation Group will ensure an adequate

supply of affordable housing remains in the county, consistent with the housing needs of displaced households and the pre-disaster composition of the community. This includes working with federal agencies, such as HUD, to ensure affordable housing waivers and/or recertification is appropriately implemented.

- **Monitor insurance issues.** In collaboration with the State of Georgia, the Long-Term Housing Recovery Group will monitor issues related with insurance premiums and coverage. This includes working with private insurers, where necessary, to ensure that rates and coverage allow for housing recovery to be maintained in the county.
- **Provide public information related to long-term housing.** In collaboration with state and federal programs, the Long-Term Housing Recovery Group will provide information to the public regarding long-term housing programs and resources. This information should include:
 - Information regarding programs that provide assistance for housing reconstruction and rehabilitation;
 - Information regarding changes to community planning and zoning regulations, specifically as it applies to permitting processes and zoning changes;
 - Changes to community housing plans; and
 - In collaboration with the *RSF-5: Infrastructure Systems Annex*, information regarding the restoration of infrastructure necessary to initiate reconstruction or new home construction.

COMMUNICATIONS

Community Development, Planning, and Housing RSF members will communicate with each other using telephones, text messaging, or email depending on which modes are functioning. To the greatest extent possible, RSF-4 will leverage established communication mechanisms, including listserv, email groups, and messaging boards to facilitate coordination.

Additionally, existing data management systems will be leveraged to maintain comprehensive situational awareness and management of information regarding community unmet needs.

Messaging to the public regarding housing recovery support will be coordinated with the public information function established to support recovery. This might include coordination with CEMA and Georgia Emergency Management Agency (GEMA), including social media.

RESPONSIBILITIES

CHATHAM COUNTY BUILDING SAFETY AND REGULATORY SERVICES

- Serve as the Coordinating Agency for RSF-4
- Notify support agencies when RSF-4 has been activated.
- Coordinate the transition from sheltering to intermediate or long-term housing
- Serve as Coordinating Agency of Intermediate Housing Recovery Group
- Serve as Coordinating Agency of Long-Term Housing, Reconstruction, and Relocation Recovery Group
- With the Division of Family and Children’s Services, coordinate the consolidation of shelters as residents transition from shelters to longer-term housing solutions.
- Identify potential intermediate housing strategies
- Implement and maintain intermediate housing solutions until long-term solutions can be implemented
- Coordinate with the RPIO to provide public information related to intermediate housing
- Identify potential intermediate housing sites
- Develop long-term housing redevelopment and relocation strategy
- Develop event-specific policies, procedures, and programs to implement housing reconstruction and new construction
- Coordinate with the RPIO to provide public information related to long-term housing
- Promote hazard mitigation and resilience strategies

CHATHAM COUNTY – SAVANNAH METROPOLITAN PLANNING COMMISSION

- Participate in Intermediate Housing Recovery Group
- Participate in Long-Term Housing, Reconstruction, and Relocation Recovery Group
- Advise groups and RSF partners on existing plans

HOUSING AUTHORITY OF SAVANNAH

- Responsible for working with the RSF partners to identify available housing resources within the country
- Assess and communicate housing needs and costs, leveraging online information sharing tools to share and communicate information
- Ensure housing affordability
- Provide continuity on housing affordability
- Manage interim housing funding
- Monitor insurance issues

CHATHAM COUNTY BOARD OF ASSESSORS

- Participate in Intermediate Housing Recovery Group
- Participate in Long-Term Housing, Reconstruction, and Relocation Recovery Group
- Identify and address regulatory and statutory changes necessary to expedite rehabilitation and facilitate reconstruction and new construction

CHATHAM COUNTY DIVISION OF FAMILY AND CHILDREN'S SERVICES

- Lead Sheltering Recovery Group
- With CEMA and the American Red Cross, develop plans to increase the cadre of trained personnel who can operate in the shelters, including social workers, behavioral health support, and the CCOAD
- Ensure appropriate equipment and supply levels necessary to meet a minimum sheltering effort
- In coordination with *RSF-3: Health and Social Services Annex*, support the development and maintenance of a long-term case management system
- Assess and communicate the need for longer term sheltering operation
- With Building Safety and Regulatory Services, coordinate the consolidation of shelters as residents transition from shelters to longer-term housing solutions.

CHATHAM EMERGENCY MANAGEMENT AGENCY

- Notify Coordinating Agency when RSF-4 has been activated
- Support Sheltering Recovery Group
- Support Intermediate Housing Recovery Group

CHATHAM COUNTY DISASTER RECOVERY PLAN – RSF-4

- Support Long-Term Housing, Reconstruction, and Relocation Recovery Group
- With the Division of Family and Children’s Services, the American Red Cross, and CCOAD, develop plans to increase the cadre of trained personnel who can operate in the shelters, including social workers and behavioral health support.
- Establish and implement consumer-protection and reporting safeguards

SAVANNAH-CHATHAM PUBLIC SCHOOL DISTRICT/BOARD

- Participate in Sheltering Recovery Group

CHATHAM COUNTY HEALTH DEPARTMENT

- Participate in Sheltering Recovery Group
- In coordination with *RSF-3: Health and Social Services Annex* support the development and maintenance of a long-term case management system

SAVANNAH-CHATHAM METROPOLITAN ANIMAL CONTROL

- Participate in Sheltering Recovery Group

CCOAD

- Participate in Sheltering Recovery Group
- With the Division of Family and Children’s Services, the American Red Cross, and CEMA, develop plans to increase the cadre of trained personnel who can operate in the shelters, including social workers and behavioral health support

DIRECTION, COORDINATION, AND CONTROL

To ensure scalability and flexibility in the mobilization of recovery operations, the Community Development, Planning, and Housing RSF may be activated (for Incident Command System (ICS)-purposes) as a branch, group, unit, or division, and may be functionally or geographically subdivided, at the discretion of the Operations Section Chief, as circumstances dictate and consistent with ICS.

ANNEX MANAGEMENT AND MAINTENANCE

CEMA is the executive agent for this Annex, including administration and maintenance. Supporting documents will be updated periodically to incorporate new direction and changes based on lessons learned, exercises, and actual events.

Changes will include additions, supplemental material, and deletions. No proposed change should contradict or override authorities or other plans contained in statute, order, or regulation. Any department or agency with assigned responsibilities within the Annex may propose a change. CEMA is responsible for coordinating proposed modifications to the Appendices with Coordinating Agencies, Support Agencies, and other stakeholders. CEMA will coordinate review and approval for proposed modifications as required.

After any coordination is conducted, including approval of final language, CEMA will issue an official Notice of Change. The notice will specify the date, number, subject, purpose, background, and action required, and provide the change language on one or more numbered and dated inserted pages replacing the modified pages in the Annex. Modifications will be considered part of the DRP for operational purposes pending the formal revision and re-issuance of the final Annex. Interim changes can be further modified or updated using the above process. CEMA will distribute the Notice of Change to participating agencies, specifically identified coordinating and support agencies.

CEMA is responsible for an annual review of the entire DRP and a complete revision every two years (or more frequently if the County Commission or GEMA deems necessary).

APPENDICES

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APPENDIX 4-1 COMMUNITY DEVELOPMENT, PLANNING, AND HOUSING PROJECT PLANNING WORKSHEET

INTRODUCTION

The following worksheet was developed to provide guidance for RSF-4 to develop projects and meet the need of communities throughout Chatham County with recovery following a disaster.

Unmet needs, and therefore support required and projects developed, will be identified in collaboration with local emergency management, CEMA, and community partners.

Project planning worksheets are used to develop individual and distinct projects plans for execution by community organizations following a disaster. These may be used to help CCOAD coordinate volunteers and provide information to the community regarding where additional support is necessary over the long-term following a disaster.

PROJECT SUMMARY INFORMATION

Project Site	Identify the project site.
Address	Input the address of the project. If project is for a facility with multiple locations, identify primary location for reporting.
Date of Project	Input date of the project.
Duration of Project (Beginning to End)	Input the duration of the project. Indicate start and end times for the project. If multiples shifts are available, indicate shift times.
Project Summary	Provide a summary of the project. This may include the scope of work developed for the project, the overall project goal, or description of the need that will be fulfilled by the project.

KEY CONTACTS

Project Sponsor	If the project is in affiliation with an organization or community partner, identify the name of the community partner.
Name	Input name of key partner contact or sponsor.
Phone	Input phone number.
Alternate Phone	Input alternate phone number.
Email	Input email.

Volunteer Leader	Input the name of the volunteer leader associated with the project. This may be an individual from the sponsor organization or a volunteer leader designated by CCOAD.
Name	Input name of volunteer leader.
Phone	Input phone number.
Alternate Phone	Input alternate phone number.
Email	Input email.

Pre-Event Contact	Input the name of the contact who volunteers can reach out to with questions before the event.
Name	Input name of contact.
Phone	Input phone number.
Alternate Phone	Input alternate phone number.
Email	Input email.

[Note: If project has additional project sponsors or volunteer leaders, repeat contact tables.]

PROJECT DETAILS

Project Description	Provide comprehensive description of the project.
Disaster Need	Provide compressive description of the outstanding disaster need the project fulfills.
Is the project a part of a larger initiative on a site where multiple projects may be ongoing?	Indicate Yes or No
If yes, are there any concerns regarding multiple projects occurring on one site?	Indicate any concerns or issues with multiple projects occurring on one site.
Duration	If the project is a part of a larger initiative and is therefore anticipated to last more than one day or occur over multiple weeks, indicate the overall duration of the initiative.
Ongoing Need	If the project has an ongoing need, such as whether it recurs weekly, indicate schedule.

PROJECT PREPARATION WORK

Is preparation work necessary to support the project?	Indicate Yes or No
If yes, what support is necessary?	Describe any preparation work that is necessary to support the project. This might include preparation of a specific site, permitting required, or cleaning.
If yes, identify who will do the preparation work.	If preparation work is necessary, identify who will to the preparation work. If no one is identified for the work, reassess project scope of work to determine whether preparation work can be done by volunteers.

VOLUNTEER NEEDS

Number of Volunteers Needed	Identify the number of volunteers necessary.
Minimum Age of Volunteers	Identify the minimum age of volunteers (if necessary).
Required Skill of Volunteers	Identify the required skill of volunteers. This might include specific licenses, required capabilities, or specific background required for support.
Minimum Requirements	Identify whether or not there are minimum skills required of volunteers. This might include whether there are minimum requirements for lifting or activity associated with the effort.
Volunteer Registration	Identify how volunteers will register. If registration support is necessary through CCOAD, indicate this need. If support is necessary through CCOAD, complete the critical volunteer information section below.

CRITICAL VOLUNTEER INFORMATION

Directions to the Project Site (Public Transit)	Identify whether or not the site is accessible to public transit. Identify public transit lines.
Directions to Project Site (Driving Directions)	Identify parking directions to the project site. If there are special directions to the site due to disaster damage or reconstruction, indicate special directions.
Time of Arrival	Indicate ideal time of arrival for volunteers.
Parking	Provide information regarding parking at the site.
Attire	Identify any specific or required attire for volunteers. This might include notes that attire may need to be worn while painting or that volunteers may get their clothing dirty.
Food and Beverages	Indicate whether or not food and beverages will be provided. If not, indicate that volunteers should bring their own.

CONTINGENCY PLANS

Can the project be accomplished in inclement weather?	Indicate whether or not the project will be ongoing inclement weather.
If no, what are alternate dates and times associated with the project?	If the project will not be ongoing during inclement weather, indicate alternate dates and times when project can be completed.
Will the project be executed if the required number of volunteers are not available or do not show up?	Indicate whether or not project will be executed if the required number of volunteers do not show up.
If more volunteers than necessary show up, how will these volunteers be engaged?	If more than the minimum number of volunteers show up, indicate how these volunteers will be engaged.

COMFORT

Are food and beverages provided?	Indicate whether or not food and beverages will be provided.
If yes, who will provide?	If yes, indicate who will provide the food.
If yes, will accommodations be made for dietary needs?	If yes, indicate whether or not accommodations will be made for those with dietary needs, including vegetarians or cultural needs.
Does the project site have restroom facilities?	Indicate whether or not the site will have restroom facilities.
If no, what alternative will be provided to volunteers?	If not, identify what alternatives are available for restrooms for volunteers.
Is the site accessible to people with disabilities and others with access and functional needs?	Indicate whether or not the site is accessible for those with disabilities or others with access and functional needs.

SAFETY PLANS

Emergency Contact	Indicate the name of the emergency contact for the site. This may be the project sponsor or the primary contact in case an emergency happens at the project site.
Name	Input name of contact.
Phone	Input phone number.
Alternate Phone	Input alternate phone number.
Email	Input email.
Safety or Emergency Plan	Provide an overview information about what may need to occur in the event of an emergency on the project site.

APPENDIX 4-2 COMMUNITY DEVELOPMENT, PLANNING, AND HOUSING POSITION CHECKLISTS

The Staff Positions Checklists are a tool designed to provide the RSF Coordinating Agency and staff with proposed activities to support essential functions during recovery activation. This appendix serves as a point of reference to identify the scope of actions that may occur during recovery operations. The items listed in the checklist should not be considered exhaustive or static.

As the recovery operation evolves, so too will the requirements of the Recovery staff, and additions or modifications to the items outlined below will likely be required. Read entire position checklist before taking any action!

RSF 4 Coordinating Agency Checklist

General Responsibilities	Notes
<ul style="list-style-type: none"> <input type="checkbox"/> Overall management of the Branch Recovery Groups. <input type="checkbox"/> Determine scale and scope of need, and report to Planning Section. <input type="checkbox"/> Coordinate with the ESF-6 and the LDRM and to ascertain the extent of emergency housing needs for county residents. <input type="checkbox"/> Coordinate with various for-profit real estate companies and government agencies to identify available housing as well as sites to locate manufactured homes on a temporary basis. <input type="checkbox"/> Responsible for serving as the liaison with GEMA and FEMA regarding emergency housing issues. <input type="checkbox"/> Coordinate with the LDRM to provide information to affected individuals and families regarding FEMA's Disaster Housing Program. <input type="checkbox"/> Attend meetings as appropriate. Regularly confer with the Operations Section Chief to coordinate recovery activities. 	
Activation Phase	Notes
<ul style="list-style-type: none"> <input type="checkbox"/> Activate appropriate Recovery Groups and work with Support Agencies to assign Group Supervisors. Obtain briefing from the Operations Section Chief. <input type="checkbox"/> Assess level of services needed and initiate request for necessary resources. 	

<ul style="list-style-type: none"> <input type="checkbox"/> Coordinate acquisition of resources with the Logistics section. Coordinate with the Recovery Coordinator, Liaison Officer, and Recovery Public Information Officer regarding the need for a Branch-level Liaison Officer or Recovery Public Information Officer. 	
Operational Phase	Notes
<ul style="list-style-type: none"> <input type="checkbox"/> Establish and maintain a position log and other necessary files. <input type="checkbox"/> Facilitate requests for resources as necessary during the recovery period to ensure effectiveness of support activities. Maintain adequate records of financial expenditures and ensure recovery expenses and extensions for services/resources are pre-authorized by the Operations Section Chief. Ensure that records are shared and tracked appropriately. <input type="checkbox"/> Prepare and forward situation reports to the Operations Section Chief. <input type="checkbox"/> Identify RSF-specific recovery issues and coordinate their incorporation into RAP. <input type="checkbox"/> Ensure proper documentation of all recovery operations is completed. Identify RSF-specific long-term recovery issues and coordinate their incorporation into the Community Recovery Strategy. <input type="checkbox"/> Actively share information with other branches and sections in the Recovery Agency. <input type="checkbox"/> Ensure coordination of all public information releases through the Recovery Public Information Officer in order to keep the public informed of progress through the recovery period as necessary. Refer all contacts with the media to the Recovery Public Information Officer. <input type="checkbox"/> Coordinate recovery efforts with mitigation and sustainability goals and objectives identified in local and regional plans, including Hazard Mitigation Plans, Comprehensive Plans, capital or transportation improvement plans, etc. <input type="checkbox"/> Support the Operations Section Chief in determining the timelines according to which resources need to be identified so that they can be included in the planning documents, funding cycles, and budget or appropriations requests. 	

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<ul style="list-style-type: none"> <input type="checkbox"/> Identify and track resolution of gaps and conflicts in state and federal planning requirements and recovery assistance programs, as well as recovery programs that support and build community capacity and surge needs for recovery management. <input type="checkbox"/> Support the Planning Section Chief in the ongoing review, evaluation, and maintenance of the Community Recovery Strategy and RAPs. Examine and recommend resolutions to RSF-specific regulatory or other legislative issues that may impede recovery. 	
Demobilization Phase	Notes
<ul style="list-style-type: none"> <input type="checkbox"/> Determine RSF Branch demobilization prioritization status and advise the Operations Section Chief. <input type="checkbox"/> Collect and store all completed forms and consult with the Planning Section for appropriate storage location if appropriate. <input type="checkbox"/> Complete personal logs and documentation and forward to the Planning Section. Ensure any open actions are assigned to appropriate staff or other Recovery Agency sections for follow up. <input type="checkbox"/> Ensure all functions have been transitioned to their pre-disaster department(s), agency(ies), or activity(ies). 	

APPENDIX 4-3 HOUSING NEEDS ANALYSIS TOOLS

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RAPID ASSESSMENT FORM FOR SHELTERS

I. ASSESSING AGENCY DATA

¹Agency /Organization Name _____ ⁹⁰Immediate Needs Identified: Yes No
²Assessor Name/Title _____
³Phone _____ - _____ - _____ ⁴Email or Other Contact _____

II. FACILITY TYPE, NAME AND CENSUS DATA

⁵Shelter Type Community/Recovery Special Needs Other _____ ⁶ARC Facility Yes No Unk/NA ⁷ARC Code _____
⁸Date Shelter Opened ___/___/___ (mm/dd/yr) ⁹Date Assessed ___/___/___ (mm/dd/yr) ¹⁰Time Assessed ___ : ___
 am pm
¹¹Reason for Assessment Preoperational Initial Routine Other _____
¹²Location Name and Description _____
¹³Street Address _____
¹⁴City / County _____ ¹⁵State ___ ¹⁶Zip Code _____ ¹⁷Latitude/Longitude _____/_____
¹⁸Facility Contact / Title _____ ¹⁹Facility Type School Arena/Convention center
 Other _____
²⁰Phone _____ - _____ - _____ ²¹Fax _____ - _____ - _____ ²²E-mail or Other Contact _____
²³Current Census _____ ²⁴Estimated Capacity _____ ²⁵Number of Residents _____ ²⁶Number of Staff / Volunteers _____

III. FACILITY

²⁷Structural damage Yes No Unk/NA
²⁸Security / law enforcement available Yes No Unk/NA
²⁹Water system operational Yes No Unk/NA
³⁰Hot water available Yes No Unk/NA
³¹HVAC system operational Yes No Unk/NA
³²Adequate ventilation Yes No Unk/NA
³³Adequate space per person Yes No Unk/NA
³⁴Free of injury /occupational hazards Yes No Unk/NA
³⁵Free of pest / vector issues Yes No Unk/NA
³⁶Acceptable level of cleanliness Yes No Unk/NA
³⁷Electrical grid system operational Yes No Unk/NA
³⁸Generator in use, ³⁹ If yes, Type _____ Yes No Unk/NA
⁴⁰Indoor temperature _____ °F Unk/NA

IV. FOOD

⁴¹Preparation on site Yes No Unk/NA
⁴²Served on site Yes No Unk/NA
⁴³Safe food source Yes No Unk/NA
⁴⁴Adequate supply Yes No Unk/NA
⁴⁵Appropriate storage Yes No Unk/NA
⁴⁶Appropriate temperatures Yes No Unk/NA
⁴⁷Hand-washing facilities available Yes No Unk/NA
⁴⁸Safe food handling Yes No Unk/NA
⁴⁹Dishwashing facilities available Yes No Unk/NA
⁵⁰Clean kitchen area Yes No Unk/NA

V. DRINKING WATER AND ICE

⁵¹Adequate water supply Yes No Unk/NA
⁵²Adequate ice supply Yes No Unk/NA
⁵³Safe water source Yes No Unk/NA
⁵⁴Safe ice source Yes No Unk/NA

VI. HEALTH / MEDICAL

⁵⁵Reported outbreaks, unusual illness / injuries Yes No Unk/NA
⁵⁶Medical care services on site _____
⁵⁷Counseling services available _____

VII. SANITATION

⁵⁸Adequate laundry services Yes No Unk/NA

VIII. SOLID WASTE GENERATED

⁶⁶Adequate number of collection receptacles Yes No
⁶⁷Appropriate separation Yes No
⁶⁸Appropriate disposal Yes No
⁶⁹Appropriate storage Yes No
⁷⁰Timely removal Yes No
⁷¹Types Solid Hazardous Medical Unk/NA

IX. CHILDCARE AREA

⁷²Clean diaper-changing facilities Yes No
⁷³Hand-washing facilities available Yes No
⁷⁴Adequate toy hygiene Yes No
⁷⁵Safe toys Yes No
⁷⁶Clean food/bottle preparation area Yes No
⁷⁷Adequate child/caregiver ratio Yes No
⁷⁸Acceptable level of cleanliness Yes No

X. SLEEPING AREA

⁷⁹Adequate number of cots/beds/mats Yes No
⁸⁰Adequate supply of bedding Yes No
⁸¹Bedding changed regularly Yes No
⁸²Adequate spacing Yes No
⁸³Acceptable level of cleanliness Yes No

XI. COMPANION ANIMALS

⁸⁴Companion animals present Yes No
⁸⁵Animal care available Yes No
⁸⁶Designated animal area Yes No
⁸⁷Acceptable level of cleanliness Yes No

XII. OTHER CONSIDERATIONS

⁸⁸Handicap accessibility Yes No
⁸⁹Designated smoking areas Yes No

XIII. COMMENTS (List Critical Needs on Immediate Needs Sheet)

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⁵⁹ Adequate number of toilets	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unk/NA	
⁶⁰ Adequate number of showers	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unk/NA	
⁶¹ Adequate number of hand-washing	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unk/NA	
⁶² Hand-washing supplies available	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unk/NA	
⁶³ Toilet supplies available	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unk/NA	
⁶⁴ Acceptable level of cleanliness	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unk/NA	
⁶⁵ Sewage	<input type="checkbox"/> Community	<input type="checkbox"/> On site	<input type="checkbox"/> Portable	<input type="checkbox"/> Unk/NA

COMMUNITY HOUSING ASSESSMENT	
What is the total number of residential structures (by type) with major damage, destroyed, or are deemed uninhabitable?	
What is the estimated number of residential structures which might be made habitable with minimal repairs?	
What is the status of hotel and motel units and vacancy?	
What and how many public housing units are available to use?	
How many privately-owned, vacant rental properties which could be used for disaster housing are available?	
What is the available inventory of manufactured housing or other fabricated dwellings which could be used for disaster housing?	
What is the available useable land meeting the suitability criteria for emergency group sites, including existing/vacated mobile home parks?	
What is the status of restoration of utilities?	
What is the availability of community services including fire, EMS, Law Enforcement, healthcare, schools, etc?	

APPENDIX 4-4 DISASTER HOUSING OPERATIONS AND DECISION MATRIX

Matrix below captures four major macro-level considerations for determining whether sheltering, interim housing and permanent housing assistance can be feasibly applied to an impacted community. The matrix also captures the interlocking relationships and impact each of the three categories of disaster housing assistance may have upon the other.

Disaster Housing Operations and Decision Matrix		
KEY PLANNING/DECISION CONSIDERATION #1:		
<p>Is assistance FEASIBLE? Given the community’s post disaster condition, is it feasible to provide assistance within the impacted community?</p> <p>If Yes, assistance may be provided in or near the impacted communities if other considerations are met below. If No: See descriptions under each relevant assistance column.</p> <p><i>This consideration should be a part of the initial damage and impact assessment.</i></p>		
SHELTERING	INTERIM HOUSING	PERMANENT HOUSING
<p>If No: Sheltering assistance may have to be provided primarily in areas outside the impacted community.</p> <p>Also, determine feasibility not only based on immediate conditions, but whether the sheltering option can be sustained if the community conditions do not improve or continue to deteriorate?</p>	<p>If No: Relocation Assistance needed and some forms of interim assistance may be provided in places where displaced residents are relocated.</p>	<p>If No: Rebuilding, repairing and/or relocating housing within the impacted community may be delayed.</p> <p>Residents may have to relocate voluntarily or mandated for a period of time.</p>
KEY PLANNING/DECISION CONSIDERATION #2:		
<p>What are the OPTIONS?</p> <p>Are the surviving housing Resources/Options adequate and appropriate to meet the post disaster housing needs?</p> <p>Note that certain resources/options, such as indoor shelters may “infeasible” after a seismic event to people’s fear of aftershocks, even though the sheltering facility may be structurally not damaged.</p> <p>If Yes: assistance may be provided in or near the impacted communities if the other considerations are met below. If No: See descriptions under each relevant assistance column. Also, identify gaps and which types of resources/options may be provided or obtained from outside the impacted community are needed.</p> <p><i>This consideration is part of the post-disaster Needs, Resources Capacity & Gaps Assessment.</i></p>		

Disaster Housing Operations and Decision Matrix		
SHELTERING	INTERIM HOUSING	PERMANENT HOUSING
<p>If No: Identify resource/option gaps and may have to shelter some or all affected households using any of the following options available outside the impacted community.</p> <p><i>Situation may post urgent interim housing requirement.</i></p> <p>Shelter Options</p> <ul style="list-style-type: none"> • Shelter in Place • Families & Friends • Emergency Shelters • Medical Support Shelters • Household Pet Shelters • Spontaneous/Ad Hoc • Congregate Shelters • Open-Air Shelters • Transitional Shelters • Hotel/temporary lodging • Lodging Voucher Program 	<p>If No: Relocation Assistance needed. Other IH assistance may be provided in areas outside the impacted community. If feasible, bring in external resources such as temporary housing if feasible.</p> <p><i>Situation may post extended sheltering requirement.</i></p> <p>Interim Housing Options</p> <ul style="list-style-type: none"> • Rental Assistance • Rental Rehab/Repair • Direct Housing <ul style="list-style-type: none"> -Private -Commercial -Community -Alternative -Temp-to-Perm • Relocation Assistance 	<p>If No: Residents may relocate to reestablish permanent housing outside the impacted community; or stay and wait for available capacity and resources to pursue PH options below.</p> <p><i>The latter situation may post long-term interim housing requirements.</i></p> <p>Permanent Housing Options</p> <ul style="list-style-type: none"> • Renting Another Home • Buying Another Home • Repairing Home • Rebuilding Home • Relocation • Constructing New Residential Developments
KEY PLANNING/DECISION CONSIDERATION #3:		
<p>Are the options ACHIEVABLE?</p> <p>Is there sufficient, needed capacity to start up and sustain the assistance delivery in terms of speed and duration?</p> <p>If Yes: assistance may be provided in or near the impacted communities if other considerations are met below.</p> <p>If No: See descriptions under each relevant assistance column. Also, identify gaps and which types of capacities may be timely and sufficiently brought into the impacted community to supplement.</p> <p><i>Note:</i></p> <p><i>Operational/Implementation planning takes place as each Assistance Group plans out its logistical, staffing and organization requirements for delivering assistance.</i></p> <p><i>Challenge is to avoid “silo” planning through RSF-1, which promotes cross function communication and concerted planning. This consideration is part of the post-disaster Needs, Resources Capacity & Gaps Assessment.</i></p>		

Disaster Housing Operations and Decision Matrix		
SHELTERING	INTERIM HOUSING	PERMANENT HOUSING
<p>If No: Identify capacity gaps, bring in external capacity to support-in community operations if feasible. Otherwise, may have to shelter some or all affected households outside the impacted community using options described above.</p> <p>Conditions may cause delay.</p> <p><i>Situation may post urgent interim housing requirement.</i></p>	<p>If No: Identify capacity gaps and may have to bring in external capacity to supplement and support operations. Relocation Assistance may be needed. Other IH assistance may have to be provided in areas outside the impacted community. Identify external resources available.</p> <p><i>Situation may post extended sheltering requirement.</i></p>	<p>If No: Resident may have to relocate to reestablish permanent housing outside the impacted community. For those who stay in the impacted community will likely experience in delays as they have to wait for capacity and resources for repair and rebuild to reestablish, and/or for housing resources to become available for rent or purchase.</p> <p><i>Situation may post extended interim housing requirement.</i></p>
KEY PLANNING/DECISION CONSIDERATION #4:		
<p>Is assistance still FEASIBLE?</p> <p>In look at the cost, time and effectiveness of the resources that are available and options that are achievable, is it still feasible to provide assistance in the impacted community?</p> <p><i>Note:</i> Coordinated planning among sheltering, interim and permanent housing decision-makers are needed. Decision of what options to choose or any assistance to provide at all would be impacted by the information and decision from the other assistance area.</p>		
SHELTERING	INTERIM HOUSING	PERMANENT HOUSING
<p>Will extended or transitional sheltering be needed beyond the immediate emergency ones?</p> <p>Answers will come in part from the speed which Interim and Permanent Housing can be provided.</p> <p><i>Response dictates whether sheltering in the impacted community is feasible, and where and what type of sheltering options may be needed when and for how long in areas away.</i></p>	<p>How urgent will IH assistance be needed? Answer is to come from Sheltering, which define URGENCY for interim housing.</p> <p>How long will assistance be needed for? Answer is to come from Permanent Housing END STATE response.</p> <p>Responses to the above questions, along with an analysis of the cost and time required for the types and levels of IH assistance needed, would dictate whether or not it is still feasible to provide IH assistance in</p>	<p>How soon and how many displaced households can reestablish permanent housing within or outside their impacted communities through:</p> <ul style="list-style-type: none"> • Repairing or rebuilding homes • Renting or purchasing homes <p>How soon will the impacted community be able to reestablish access to employment and other public, commercial and community services and activities that are essential to supporting self-sufficiency?</p>

Disaster Housing Operations and Decision Matrix		
	<p>the impacted communities or would it be more cost-effective to relocate? If feasible, explore temp-to-perm options and coordinate and support permanent housing reestablishment.</p>	<p>The intent is to identify:</p> <ul style="list-style-type: none"> • Households stay or relocation • Type and duration of interim housing – especially FEMA direct housing needed. Response to questions dictate how long interim housing may be needed if all needs cannot be met timely and sufficiently by relocation.

APPENDIX 4-5 SHELTERING / MASS CARE BASELINE CAPABILITIES CHECKLIST

- Does the jurisdiction have a Mass Care or Shelter plan incorporated into or as an annex of its Emergency Operating Plan?
 - If so, does the plan identify what organizations support sheltering?
- Has the jurisdiction identified the agency and/or individual who will serve as the lead for the planning and execution sheltering needs?
- Does the jurisdiction have a plan that addresses:
 - General Population?
 - Functional Medical Needs Population?
 - Household Pet Population?
- Does the jurisdiction have an estimate of the number of:
 - The potential shelter population requirements for people?
 - The shelter population requirements for household pets?
- Does the jurisdiction know the requirements for quantities/availability of the following resources to meet the sheltering requirement:
 - Facilities?
 - Supplies?
 - Trained Staff?
- Does the jurisdiction have access to the American Red Cross' National Shelter System (NSS) or an equivalent system for management of shelter facility information, shelter operations and population reporting?
- Does the jurisdiction have plans to operate any shelters other than General Population, Functional Medical Needs and Household Pet emergency shelters?
- Have the facilities that have been identified as resources been surveyed for accessibility and ability to meet the community's needs?

APPENDIX 4-6 INTERIM HOUSING CAPABILITIES CHECKLIST

- Has the county identified a lead agency to evaluate interim housing requirements and availability?
 - If yes, what is the lead agency?
 - Has the county identified support agencies? If so, whom? Has the county convened these agencies to conduct preparedness activities, including planning?
- Does the county currently inventory rental properties?
- If yes, have buildings been identified as transitional shelters?
- If yes, can buildings accommodate the physically disabled in accordance with the Architectural Barriers Act/Americans for Disabilities Act?
 - Does the county have an agreement with other jurisdictions to host evacuees if need exceeds capacity?
 - Does the county have an inventory of commercial manufactured housing pads including availability status?
 - If no, do you have a plan in place to collect inventory?
- Has the county identified prospective group site locations?
 - If no, do you have a plan in place to identify?
 - Has the county identified and inventoried other viable interim housing options, to include hotels/motels, cruise ships, etc.?
- Does the county have a plan to expedite housing permits, including those needed for group site development?
- Does the county have a plan to expedite permits to transport manufactured housing units specifically for disaster housing?
- Does the county have adequate inspector resources to increase building inspection capacity?
- Does the county have adequate inspector resources to increase capacity to mark utility lines ("Call before you dig")?
 - Does the county have a communications plan in place to distribute information on housing assistance?
 - Does the county have a plan in place to compile damage assessments, affected person reporting, and structural inspection information to estimate housing requirements?
 - Is there a long-term plan to meet the needs of person displaced for more than 18 months?
 - Does the county have the capacity to provide caseworkers for impacted survivors?
 - Does the county have a point of contact for utilities installation?
 - Has the county identified an acceptable formaldehyde level for manufactured housing units?

APPENDIX 4-7 LONG-TERM / PERMANENT HOUSING CAPABILITIES CHECKLIST

- Has the agency identified baseline permanent housing vacancy rates?
- Has the jurisdiction pre-established a coordination system for implementing community recovery activities?
 - Are there staff resources to “surge” during recovery activities?
 - If no, can the jurisdiction sign a Memorandum of Understanding (MOU) with a neighboring jurisdiction for additional staff?
- Do you have an approved or registered contractors list for repair and reconstruct properties?
- Has the agency identified any alternative organizations to provide technical assistance?
 - Example: Engineer or architecture students at local colleges and universities
- Has the local government identified sites that are available to be converted from interim housing to permanent housing?
- Has the agency identified which units are compliant with the Americans with Disabilities Act?
- Does the community have a waiting list for affordable housing?
 - For affordable housing, is there an application process in place?
 - Is there a modification plan in case of a disaster?
- Does the community have a housing trust fund in place?
 - If yes, are there provisions in the trust fund that address disaster recovery?
- Has the community identified tax credits that can be used by disaster survivors for permanent housing?
 - If yes, is there a plan in place to educate community members of tax credits?
- Does the Community Development Agency have an allocation method for supplemental funding?
- For rural communities, are there existing USDA loan guarantee programs in place?

APPENDIX 4-8: POST-DISASTER HOUSING DAMAGE SURVEY

AMERICAN RED CROSS "WINDSHIELD" SURVEY FORM

DR Number	Name of Operation	Region	Territory Code	Territory Name	State Code	State Name	Prepared By:	Time	Date								
Counties and Communities or Chapter Jurisdictions	Chapter Code	SINGLE FAMILY DWELLINGS			MOBILE HOMES			APARTMENTS			UNITS	CONTENT DAMAGE				Businesses	Public Bldgs.
		07 Destroyed	09 Major	11 Minor	19 Destroyed	21 Major	23 Minor	25 Destroyed	27 Major	29 Minor		Destroyed	Major	Minor	TOTAL		
TOTALS																	