

Storm Event Manual

NHDOT Bureau of Highway Maintenance



Highway Maintenance Storm Event Guide

Oct 2017

OVERVIEW

Severe weather presents a variety of challenges to the Department. Storms have the potential to wreak havoc not only on our physical assets but also fiscally on the Department. This can be minimized when costs are eligible for reimbursement from FEMA or FHWA. However, to successfully secure reimbursement the Department must provide timely, accurate and well-documented information regarding labor, state and rented equipment and materials.

The following guide provides a basic outline of procedures to be taken by NHDOT before, during and following a storm to provide FEMA/FHWA with the necessary documentation. The following procedures should be implemented when a weather event with unusually large damage occurs, or upon direction from Highway Maintenance Headquarters.

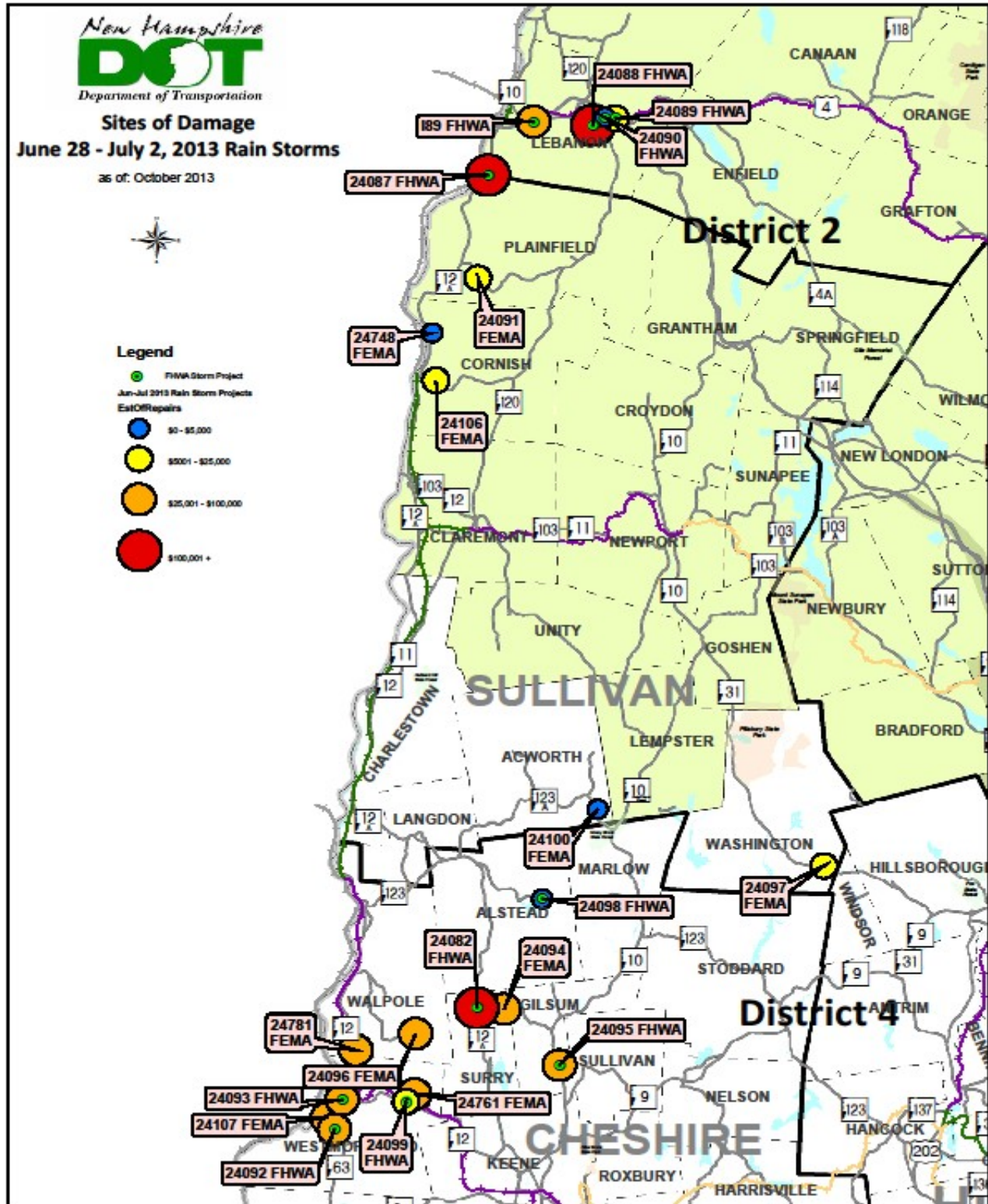
- Bureau of Highway Maintenance office:
 - ❑ Establish storm projects in ProMIS prior to storm event. Starting in January 2014 storm projects have been prefixed with “STM” in ProMIS example: STM77001, STM77002,...
 - ❑ Update ProMIS and work with MATS so storm projects are available for use in MATS.
 - ❑ Collect site damage assessment forms, photographs and other documentation from the District storm coordinators within 48 hrs after end of storm.
 - ❑ Publish and update the list of storm site locations, project numbers, and site damage summaries on the HM intranet website.
 - ❑ Create and update the storm site and scope map on the HM intranet website.
 - ❑ Geo-locate photos on V:\drive on Google Earth map.
 - ❑ Extract and report MATS & Warehouse data as needed.
 - ❑ Prepare submissions for FEMA, FHWA and ForrHwy reimbursements.

- Districts:
 - ❑ Be prepared for the next storm:
 - charge the batteries for your GPS camera, phone, etc.
 - practice using the GPS camera and verify you can upload photos to the V:\drive
 - print blank copies of the storm documentation forms
 - have stakes and/or paint available to denote the site’s project number
 - ❑ Photograph the damage with the GPS camera before any repair work is started.
 - ❑ Obtain your district’s block of available storm projects and stake or paint the project number on-site at beginning & ending locations so it is clearly visible.
 - ❑ Complete and return the Cat ‘C’ storm forms and GPS photos within 48 hours end of storm.
 - ❑ Contact B58 before repair work that is not in-kind *e.g.: replacing damaged cable with beam guardrail*
 - ❑ Verify MATS entries are accurate and complete and are charged to the correct org code, project, asset and work class code for labor, equipment and materials.
 - ❑ Keep detailed documentation by project site, including materials, invoices, slips, receipts, etc.
 - ❑ Provide updates to B58 as to road damage as well as temporary and permanent repair cost estimates and timetables.
 - ❑ Photograph completed repairs with the GPS camera and save photos to the V:\ drive.
 - ❑ Assist with project costs, documentation and reimbursement submissions.

Sites of Damage Map

Within 48 hours end of storm, we need the information provided by district storm coordinators to answer the following questions:

- where is the damage?
- what is the size and scope of the damage?
- how much will repairs cost the Department?



SITE DOCUMENTATION

Step 1 – Identify ‘Sites’ and Assign Project Numbers

District Storm coordinators should call the Bureau of Highway Maintenance to obtain your list of available storm project numbers prior to your initial on-site damage assessment. District storm coordinators will visit storm-affected locations and identify sites of damage, assign a storm project number and complete documentation for each site.

You may not have enough storm project numbers available to assign every site a project number the day after a storm. If this is the case, prioritize the assignment of project numbers to sites based on when repair work will begin and the severity of the damage. Sites of heavy damage and sites that will be repaired right away should be assigned a project number immediately while sites that will not be worked on right away can be assigned a project number later, but before any work begins. If you need additional projects, call the Bureau of Highway Maintenance 603-271-2693.

The project number must be **staked, painted, or otherwise clearly labeled** at the **beginning and ending** locations of each site of damage. All labor, equipment, materials etc must be charged to the site’s project number. Never assign a project number to more than one site of damage.

Damaged area is a ‘project site’ if all of the below condition are met:

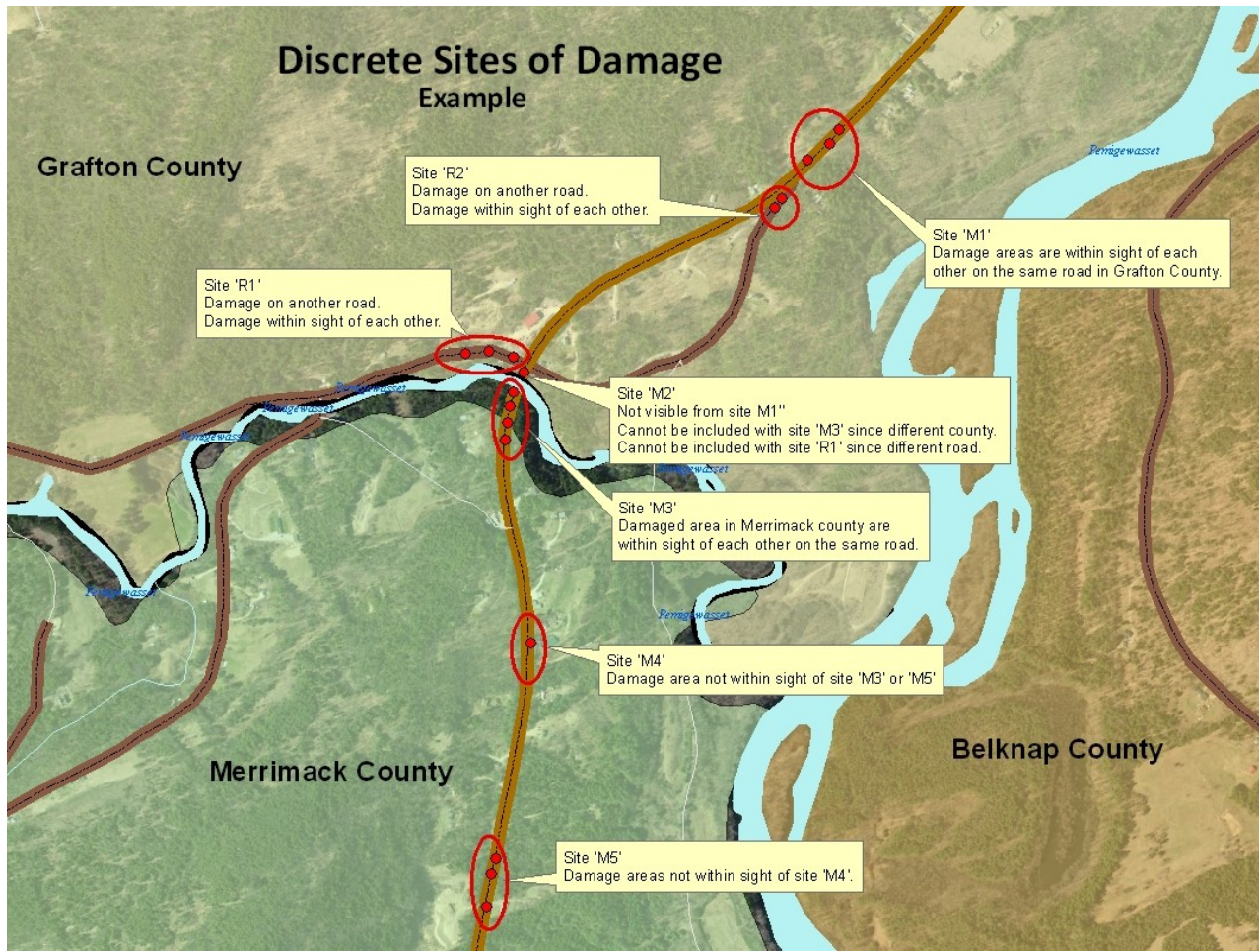
- damage is continuous or the discrete damaged area is within view
- damage is within the same county
- functional class/ownership of the road is the same (FEMA/State, FHWA, or Forrest Hwy)
 - view the [Federal Aid Eligible Map](#)
- damage meets or exceeds the following total site repair cost of labor, equipment, materials, etc threshold:
 - \$3000 per site for a FEMA road
 - \$5000 per site for a FHWA or Forrest Hwy road

Site identifications:

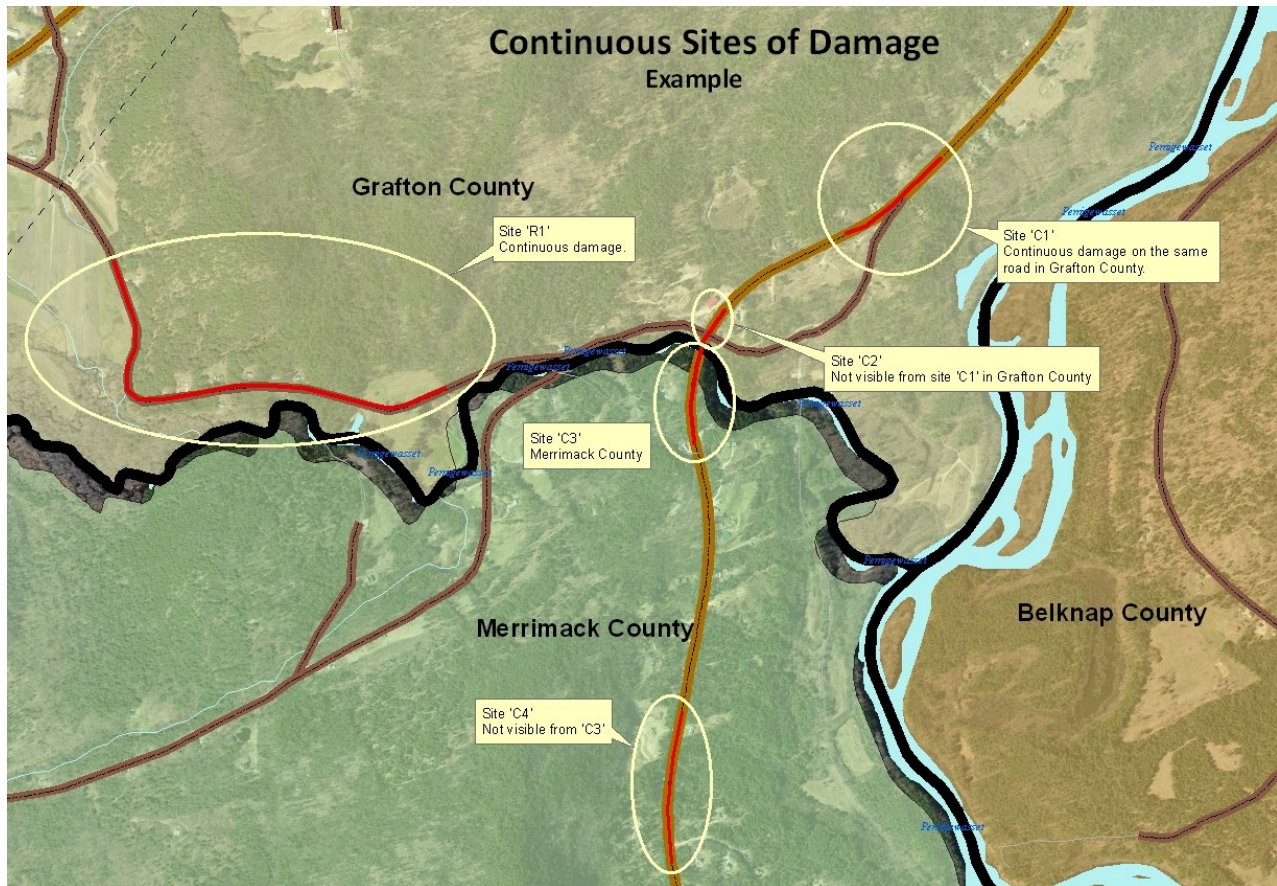
- Federal agencies will require documentation by sites of damage
- It is much easier to combine site costs from several projects than to separate costs in one project to multiple sites for reporting purposes.
- When in doubt, separate sites out to their own project number
- Separate different types of damages such as linear shoulder damage from culverts
- Separate mitigation from in-kind repairs

The [Storm Projects List](#) on the Bureau of Highway Maintenance intranet web site is updated as new storm information becomes available. This list tracks the storm project numbers, county, district, town, road, beg & end gps location, estimated repair, contact, and site notes.

Discrete Sites of Damage Example



Continuous Sites of Damage Example



Step 2 – Photograph the Site with GPS Camera

Pre-repair and post repair damage photographs are **REQUIRED** for federal reimbursements. GPS photographs must be taken before repair work is started.

Use the GPS cameras to take geo-located storm damage photos immediately after a storm showing the size and scope of the damage. The GPS camera is fully geo-located when the red satellite icon turns white and has 3 the increasing signal bars.

Progression of the GPS receiver icon:

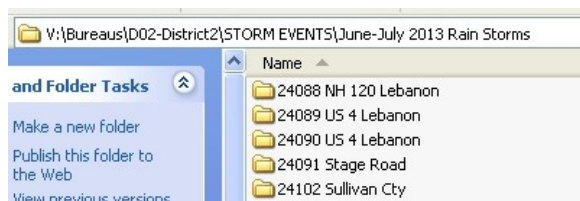
GPS camera **not** locked when the satellite icon is red or the strength meter bars are all small.



Copy all photographs to your District's "STORM EVENTS" folder on the V:\ drive within 48 hours:
example: V:\Bureaus\D04-District4\STORM EVENTS\StormXXXXX\

Create subfolders by project# to logically separate your photos.

example:



For more information regarding the GPS storm cameras, see the '[GPS Storm Camera Presentation](#)' on the [Bureau of Highway Maintenance intranet web site](#).

Step 3 – Complete Storm Forms

A separate storm form must be completed for each site of damage, emergency protective measure, and also for debris. The storm forms are available on the [Bureau of Highway Maintenance intranet web site](#) in PDF format. Simply print blank copies of these forms before a storm arrives. Verify that you have the most recent storm form. See section "FEMA – Categories of Work" for further information regarding types of work eligible for reimbursement

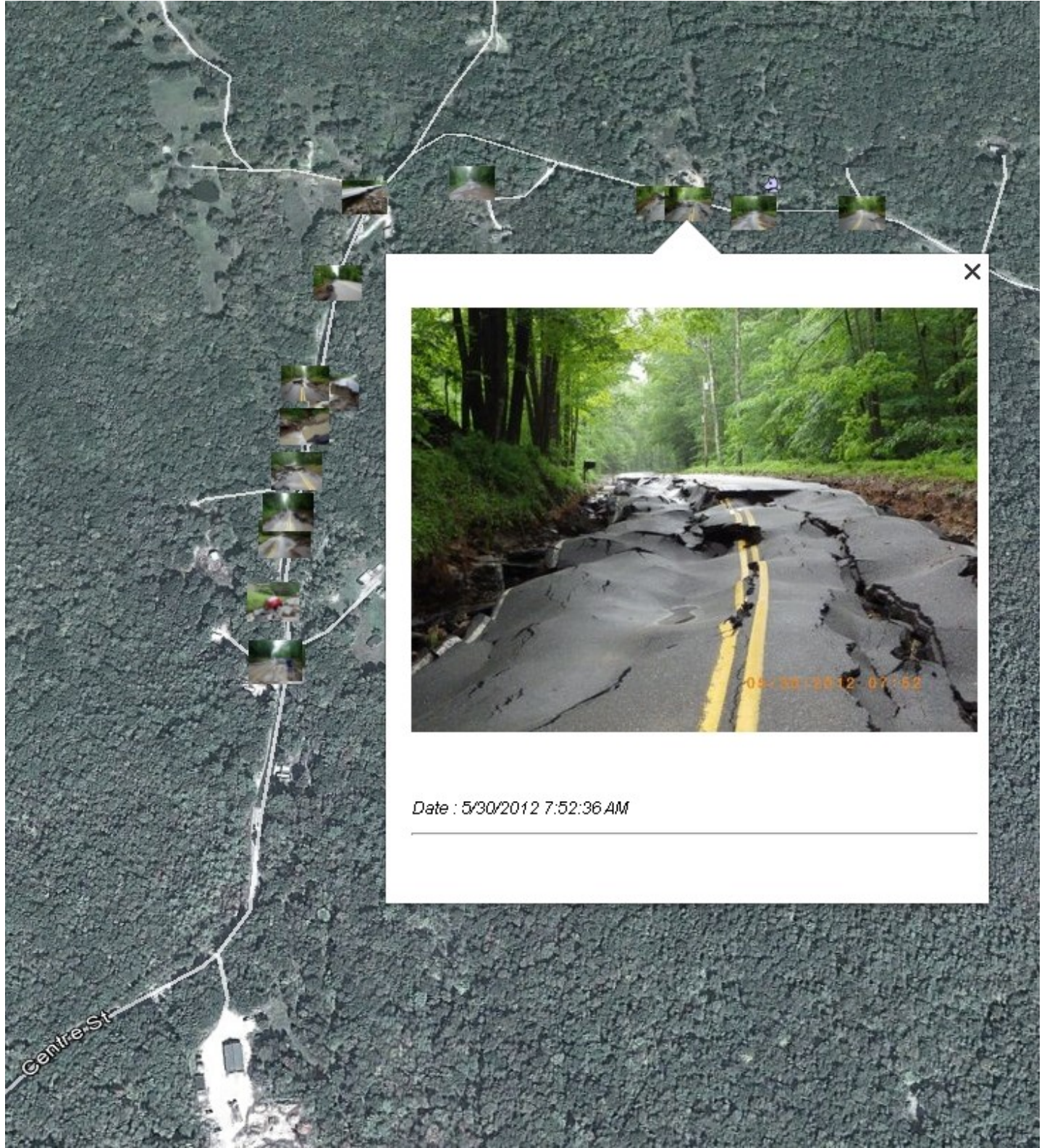
- To complete the storm forms, you will need multiple blank copies of each form, a measuring tape/wheel and the gps camera.

The following storm forms are available:

- Category A – [Debris Removal](#) form
- Category B – [Emergency Protective Measures](#) form
- Category C – [Road Damage & Bridges Damage](#) form
- [Materials on Hand Used for Repairs](#) form
- Category E – [Buildings and Equipment Damage](#) form

Sites of Damage Photographs

➤ Example of geo-located photographs of the damage mapped and distributed as Google Earth KMZ file.



Step 4 – MATS and Other Documentation

Storm Guidelines for MATS

- All storm-related work must be charged to a storm project number in MATS:
 - **Category A** - Debris removal including plowing should be charged to the appropriate county storm project number. *examples: removing debris from road, cutting down trees, chipping & hauling debris*
 - **Category B** - Emergency Protective Measures should be charged to the appropriate county storm project number. *examples: cleaning drains before a storm, deploying cones during a storm, erecting signs and barricades after a storm.*
 - **Category C** – Site-specific temporary and permanent repair activities should be charged to the project number staked or painted on-site. Do NOT charge to the county-wide project.
- Hold-off on entering your MATS until the storm project number is available in MATS.
- If you do not know the project number, the site has not been identified with a project number, or the project number is not available to use in MATS, contact your District storm coordinator or storm specialist immediately.
- Use the correct work class code (WCC) based on the activity performed.
- Use the correct Org and Class for storm events.
- Select the most specific asset(s) in MATS and enter accomplishments.
- Enter comments in the asset comment field:
 - “Cut down 3 trees on NH118 mm 2.85 east side of road”
 - “Closed east bound lane 25A at Seminole Brook”
 - “Plowed 1.2 miles on NH9 for ambulance access to hospital”
 - “Completed re-gravelling so residents are able to get home”
 - “Set up signs and barriers on Sullivan Center Road”

Other Documentation

Detailed documentation of storm related activities must be kept for reimbursement purposes.

All documentation should be kept by site/project number including:

- Write the project number on slips, invoices, materials used, receipts etc. .
- Keep all documentation for materials, equipment, labor, etc. by project.
- In the Payment Voucher (PV) System, enter the route and site in the “Description” field.
example: “Rte 118 site Warren-4” or “Rte 107 site B2”
(PV system already has fields for project#, subObject, qty, etc so you do not need to enter these in the description field)
- Keep all documentation by project.
- Do not sell any storm generated debris without prior approval from headquarters.

DISTRICT TIME LINES

Day after Emergency

1. District storm coordinator contacts Bureau 58 to obtain a block of available storm project numbers.
2. District begins damage assessment including identifying sites, assigning project numbers, photographing the damage using the GPS camera, measurements, and completing storm forms.
3. Pre-repair GPS photographs must be taken before repair work is started.
4. District storm coordinator will contact Bureau 58 if additional assistance or resources are needed.

Within 48hrs of 'End of Storm'

1. GPS photographs are taken of all damage and copied to District's S:\STORM EVENTS\Project# folder.
2. Sites are identified and project numbers are clearly painted/staked on-site.
3. Storm forms are completed, scanned and sent to Concord.

Bureau 58 will revise projects in ProMIS based on the storm forms and other information received.

Project names in MATS will follow this format: Project# - Town – Road/Bridge – Description

example: STM77987 – Warren-NH118-Culvert MM22.7

Example ProMIS storm project:

The screenshot shows the ProMIS - Details web application interface for a storm project. The title bar indicates the project is 'Rte 112 east Woodstock - Rains 6/25/2014' with ID 'STM77002'. The interface is divided into several sections:

- Project Identification:** Route/Road: Rte 112 east side; Project Name: Rte 112 east Woodstock - Rains 6/25/2014; Project Manager: Jim Hewitt; Bureau: Highway Maintenance. Includes checkboxes for Federal Oversight, Force Account Only, ROW Demo, and Is Map Available.
- Project Status:** Status: Planned; Work Zone: Not Specified; Managed By: DOT; Construction Process: N/A; Primary Mode: Highway/Bridge; Type: Cost Tracking.
- Project Strategy %:** Maintenance: 100%; Modernization: 0%; Preservation: 0%; Expansion: 0%.
- Project Timeline:** Start Date: 6/25/2014; End Date: 6/30/2015; On Shelf Date: (blank); Ad Date: (blank); Ad Confidence: N/A; Ad Schedule: No.
- Project Numbers:** FHWA Number, FAA Number, FRA Number, FTA Number (all blank).
- Town Information:** A table listing towns: All NH Towns and Woodstock, with a 'Remove?' column.

At the bottom, there is a 'Last Approved On' field (29-Jan-2015), 'Last Saved By' (Roger Appleton), and a 'Comments' field. The footer shows version information: Version: 12.22.04, TrackingID: 10825, UserID: N58SLD, ORAP4.DOT.STATE.NH.US, PROMIS_PROD.

FEMA - Categories of Work

There are two types of work eligible for reimbursement through a Public Assistance Grant: emergency work and permanent work. Each of these work types are further divided into categories based on the action being performed for emergency work, or the type of facility repaired for permanent work. The categories of work are often identified by a single letter:

Emergency Work

- A. Debris Removal
- B. Emergency Protective Measures

Permanent Work

- C. Road Systems and Bridges
- D. Water Control Facilities *(not covered in this manual)*
- E. Building, Contents, and Equipment
- F. Utilities *(not covered in this manual)*
- G. Parks, Recreational, and Other *(not covered in this manual)*

Category A: Debris Removal

Debris Removal is the clearance, removal, and/or disposal of items such as trees, woody debris, sand, mud, silt, gravel, building components, wreckage, vehicles, and personal property.

For debris removal to be eligible, the work must be necessary to:

- Eliminate an immediate threat to lives, public health and safety
- Eliminate immediate threats of significant damage to improved public or private property
- Ensure the economic recovery of the affected community to the benefit of the community-at-large
- Mitigate the risk to life and property by removing substantially damaged structures and associated appurtenances as needed to convert property acquired through a FEMA hazard mitigation program to uses compatible with open space, recreation, or wetlands management practices

Examples of eligible debris removal activities include:

- Debris removal from a street or highway to allow the safe passage of emergency vehicles
- Debris removal from public property to eliminate health and safety hazards

Examples of ineligible debris removal activities include:

- Removal of debris, such as tree limbs and trunks, from natural (unimproved) wilderness areas
- Removal of pre-disaster sediment from engineered channels
- Removal of debris from a natural channel unless the debris poses an immediate threat of flooding to improved property

Debris removal from private property is generally not eligible because it is the responsibility of the individual property owner. If property owners move the disaster-related debris to a public right-of-way, the local government may be reimbursed for curbside pickup and disposal for a limited period of time. If the debris on private business and residential property is so widespread that public health, safety, or the economic recovery of the community is threatened, FEMA may fund debris removal from private property, but it must be approved in advance by FEMA.



Storm Debris Documentation - Category 'A'

Please document storm debris by completing this form for each patrol section and county combination in which storm debris was handled. For patrols that are in more than one county, complete a separate form for each county. For trees or limbs cut and for disposal locations, get GPS coordinates and take geolocated photographs.

Storm Debris Location

County Name:

District:

Patrol Shed:

Debris Type	Location	Quantity Handled	Disposal Location & Method

Additional Comments

Your Name:

Today's Date:

Send completed form within 48 hours end of storm to the NHDOT Bureau of Highway Maintenance (603) 271-2693

Category B - Emergency Protective Measures

Emergency Protective Measures are actions taken by Applicants before, during, and after a disaster to save lives, protect public health and safety, and prevent damage to improved public and private property.

Generally, those prudent actions taken by a community to warn residents, reduce the disaster damage, ensure the continuation of essential public services, and protect lives and public health or safety are eligible for assistance.

Items that fall into category B include:

- Activities performed preparing for a disasterActivation of State or local emergency operations center (EOC) to coordinate and direct the response to a disaster event.
- Warning devices including barricades, signs and announcements
- Emergency communications
- Restoration of access of roads and bridges
- Emergency protective measures to protect lives or property or to prevent further damage including:
 - construction of temporary levees, berms, dikes, and sandbagging
 - buttressing, bracing, or shoring of a damaged structure to protect against further damage to the structure, or to protect the general public;
- Removal of health and safety hazards including disposal of dead animals.
- Emergency repairs
- Emergency demolition
- Security in the disaster area
- Demolition and removal of damaged public or private buildings and structures that pose an immediate threat to the safety of the general public
- Safety inspections

We encourage you to do what has to be done to get back to normal. This serves two purposes: it allows you to get back to day-to-day operations as quickly as possible; and it demonstrates to FEMA that you are not taking action solely because they are providing aid.



Storm Emergency Protective Measures - Category 'B'

Please provide information as it relates to Emergency Protective Measures (EPM) taken for a storm event. Example include traffic control, emergency communications, clearing debris from the roadway, restoration of access to hospitals and public utility assistance (including snow removal), sandbagging, pumping of floodwaters, construction of berms and bracing, and removal of dead animals.

Location of Emergency Protective Measure

Road/Bridge:

FEMA Road FHWA Road Forrest Hwy Road

Town Name:

County Name:

District:

Patrol Shed:

Begin GPS LAT:

End GPS LAT:

Begin GPS LON:

End GPS LON:

EPMs Performed (check all that apply)

Signage

Emergency Communication

Other: _____

Traffic Control

Assistance to Public Utilities

Restoration of Access

Sandbagging

Dead Animal Disposal

Construction (berms, bracing)

Provide Brief Comments Below

Your Name:

Today's Date:

Email a copy of the completed form within 48 hours end of storm to the NHDOT Bureau of Highway Maintenance (603) 271-2693

Category C: Roads and Bridges

Roads (paved, gravel, and dirt) are eligible for permanent repair or replacement under the Public Assistance Program, unless they are Federal-aid roads. Eligible work includes repair to surfaces, bases, shoulders, ditches, culverts, low water crossings, and other features, such as guardrails. Damage to the road must be disaster-related to be eligible for repair. In addition, repairs necessary as the result of normal deterioration, such as "alligator cracking," are not eligible because it is pre-disaster damage.

Landslides and washouts often affect roads. Earthwork in the vicinity of a road may be eligible, but only if the work is necessary to ensure the structural integrity of the road.

Road or bridge closures resulting from a disaster may increase traffic loads on nearby roads. If diverted traffic causes damage to a road, FEMA may pay to repair this damage if no alternative is available. Restoration of a damaged road may include upgrades necessary to meet current codes and standards, as defined by the State or local department of highways. Typical standards affect lane width, loading design, and construction materials.

Bridges are eligible for repair or replacement under the Public Assistance Program, unless they are on a Federal-aid road. Eligible work includes repairs to decking, guardrails, girders, pavement, abutments, piers, slope protection, and approaches. Only repairs of disaster-related damage are eligible. In some cases, FEMA may use pre-disaster bridge inspection reports to determine if damage to a bridge was present before the disaster.

Work to repair scour or erosion damage to the channel and stream banks is eligible if the repair is necessary to ensure the structural integrity of the bridge. Earthwork that is not related to the structural integrity of the bridge is not eligible. Similarly, work to remove debris, such as fallen trees, from the channel at the bridge is eligible if the debris could cause further damage to the structure or if the blockage could cause flood waters to inundate nearby homes, businesses, or other facilities.

When replacement of a damaged bridge is warranted, eligible work may include upgrades necessary to meet current standards for road and bridge construction, as defined by the State or local highway department. Typical standards affect lane width, loading design, construction materials, and hydraulic capacity. If code requires and if the Applicant has consistently enforced that code, FEMA may permit changes in the bridge design from one lane to two lanes to include access modification for a short distance (i.e., within area of damage). This does not apply to other expansions of capacity (e.g., from two lanes to four lanes).

Permanent restoration of a road or bridge that service USACE or NRCS levees and dams, private and commercial roads, and homeowners' association roads or fall under the authority of the Federal Highway Administration is not eligible for public assistance.



Storm Roads and Bridges Site Damage - Category 'C'

For each road or bridge site damaged in a storm, complete this form and e-mail a copy within 48hrs end of storm to the Bureau of Highway Maintenance. GPS coordinates (decimal format) and photos (before repairs) are required for reimbursement purposes. Retain all receipts, slips, invoices, etc by site for documentation purposes.

Storm Project

Project Number: Project Name:

Location of Damage

Road/Bridge:

- FEMA Road FHWA Road Forrest Hwy Road Mitigation/Upsize Required
 Environmental Permit Required Historical Structures (Section 106)

Town Name: County Name:

District: Patrol Shed:

Begin GPS LAT: End GPS LAT:

Begin GPS LON: End GPS LON:

Repair Estimate

- Less than \$5,000 \$25,000 - \$50,000 \$100,000 - \$500,000
 \$5,000 - \$25,000 \$50,000 - 100,000 \$500,000+

Description and Cause of Damage:

Your Name: Today's Date:

Email a copy of the completed form within 48 hours end of storm to the NHDOT Bureau of Highway Maintenance (603) 271-2693



On-Hand Materials Used Documentation Form

Please document all on-hand (non-winter) materials used for storm repairs. This includes fill, sand, gravel, pipes, guard rail, etc from an existing shed/District pile or pit used form storm repairs.

note: do not include winter materials such as salt, sand, 80/20 blend, other winter liquids, etc

Your Name:

Date:

On-Hand Materials Used:

District:

County:

Patrol #

On-Hand Material Description	Date Used	Quantity	Project # & location

Comments,
DWRs, and other
information:

Questions? Contact the NHDOT Bureau of Highway Maintenance (603) 271-2693.

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Category E: Buildings and Equipment

Buildings, including contents such as furnishings and interior systems such as electrical work, are eligible for repair or replacement under the Public Assistance Program. In addition to contents, FEMA will pay for the replacement of pre-disaster quantities of consumable supplies and inventory. FEMA will also pay for the replacement of library books and publications. Removal of mud, silt, or other accumulated debris is eligible, along with any cleaning and painting necessary to restore the building.

If an insurance policy applies to a facility, FEMA will deduct from eligible costs the amount of insurance proceeds, actual or anticipated, before providing funds for restoration of the facility. FEMA will reduce public assistance grants by the maximum amount of insurance proceeds an Applicant would receive for an insurable building located in an identified floodplain that is not covered by Federal flood insurance. The reduction in eligible costs will be the larger of the two reductions just described. The owners of insurable buildings can expedite the grant process by providing FEMA with policy and settlement information as soon as possible after a disaster occurs.

FEMA may pay for upgrades that are required by certain codes and standards. Examples include roof bracing installed following a hurricane, seismic upgrades to mitigate damage from earthquakes, and upgrades to meet standards regarding use by the disabled. For repairs, upgrades are limited to damaged elements only. If a structure must be replaced, the new facility must comply with all applicable codes and standards regardless of the level of FEMA funding.

If a damaged building must be replaced, FEMA has the authority to pay for a building with the same capacity as the original structure. However, if the standard for space per occupant has changed since the original structure was built, FEMA may pay for an increase in size to comply with that standard while maintaining the same occupant capacity. A Federal or State agency or statute must mandate the increase in space; it cannot be based only on design practices for an industry or profession.



Storm Buildings and Equipment Damage Documentation Category 'E' Form

For **each** building or piece of damaged equipment (not inside a building), fill out the information below to provide cost damage assessment. If the equipment/furnishings in a building are damaged, those should be included on the same form. Photos of damage must be taken in order to insure eligibility for reimbursement and all receipts/records must be retained for possible future submission. Upload photos to [V:\drive](#).
If you are unable to complete the storm documentation within 48 hours of the storm event, contact Mark Kirouac or Steve Detrio at (603) 271-2693.

Your Name: Date:

Location: Please provide the address of the building/equipment or describe the location of equipment (using Lat/Long in Decimal Degrees). If alongside a road, provide a description (e.g. between miles 3 and 5 of Rt 103B)

Lat: Address: Road:
Long: Town:

Building / Equipment Description:

Damage:

Cause of Damage (Check all that apply):

- Floodwaters Landslide Winds
 Snow Hail Fire
 Other, please describe:

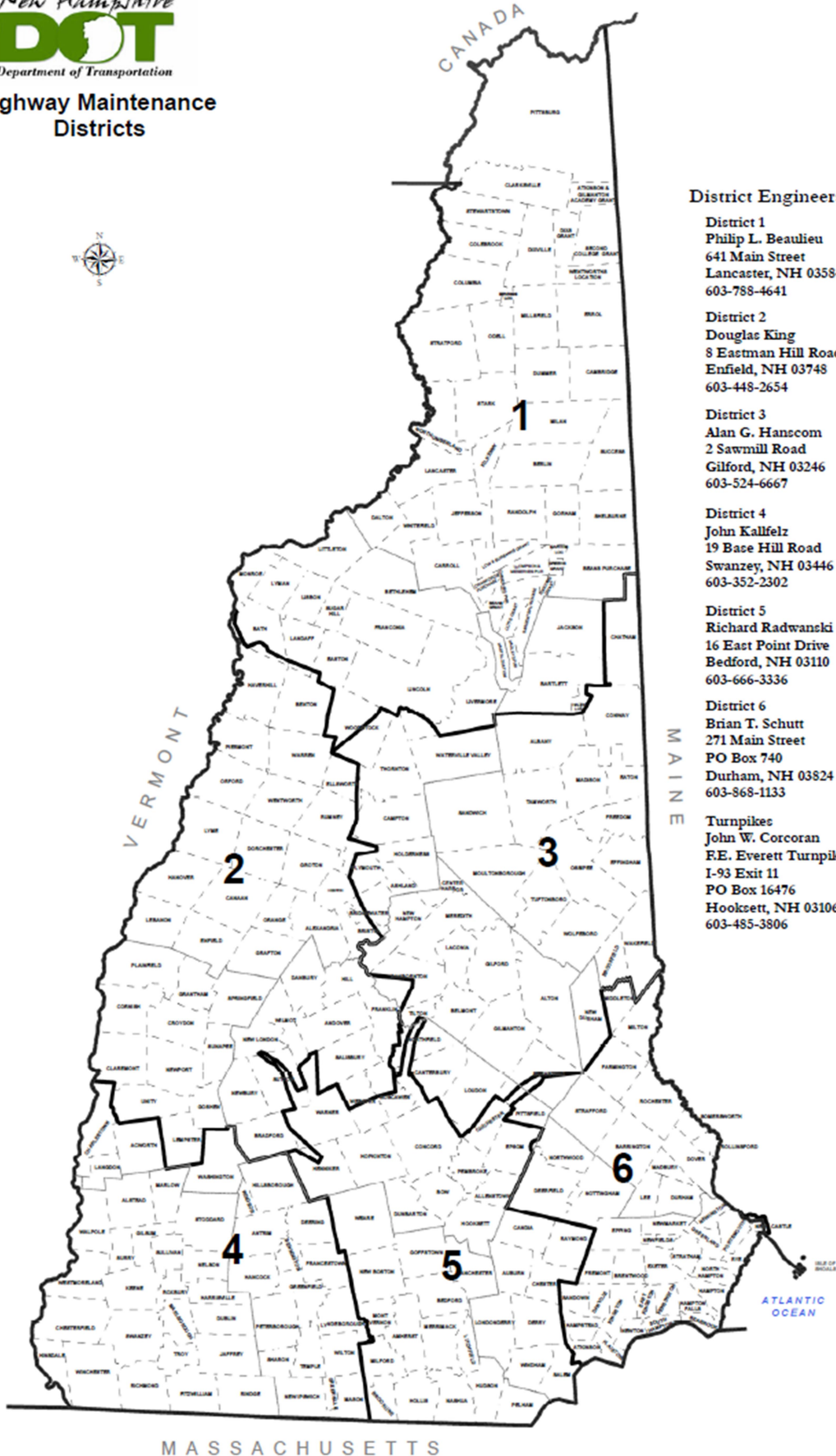
Items Affected:

- Building Other, please describe:
 Equipment
 Furnishings

Provide a detailed description of the damage, including building/equipment replacement and/or repair cost, as well as photos:



Highway Maintenance Districts



District Engineers

District 1
 Philip L. Beaulieu
 641 Main Street
 Lancaster, NH 03584
 603-788-4641

District 2
 Douglas King
 8 Eastman Hill Road
 Enfield, NH 03748
 603-448-2654

District 3
 Alan G. Hanscom
 2 Sawmill Road
 Gilford, NH 03246
 603-524-6667

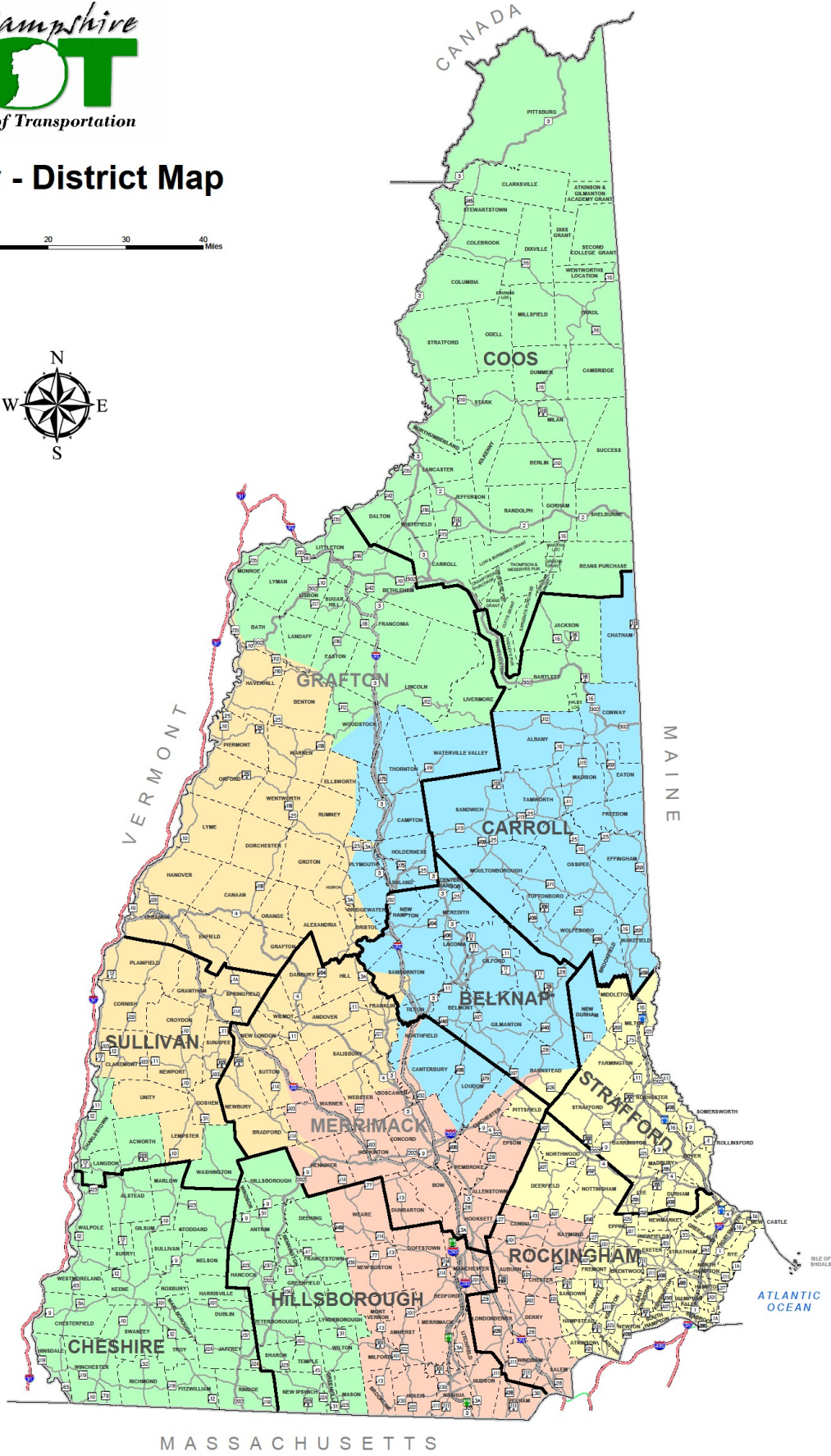
District 4
 John Kallfelz
 19 Base Hill Road
 Swanzey, NH 03446
 603-352-2302

District 5
 Richard Radwanski
 16 East Point Drive
 Bedford, NH 03110
 603-666-3336

District 6
 Brian T. Schutt
 271 Main Street
 PO Box 740
 Durham, NH 03824
 603-868-1133

Turnpikes
 John W. Corcoran
 F.E. Everett Turnpike
 I-93 Exit 11
 PO Box 16476
 Hooksett, NH 03106
 603-485-3806

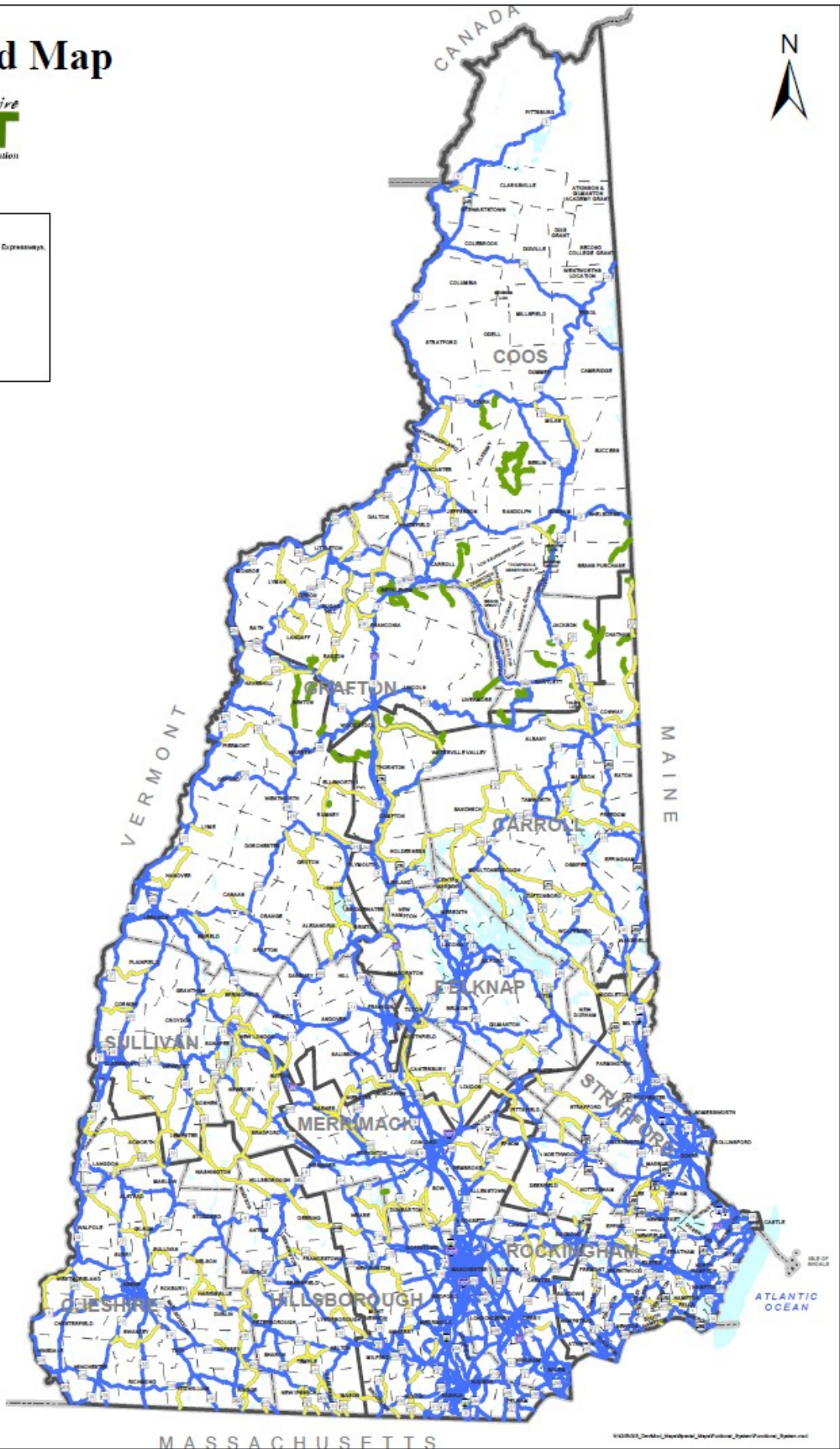
County - District Map



Federal Aid Map



Functional System (FHWA)	
—	1 Interstate Highways
—	2 Principal Arterial - Other Freeways & Expressways
—	3 Principal Arterial - Other
—	4 Minor Arterial
—	5 Major Collector
Functional System (FEMA)	
—	6 Minor Collector
—	National Forest Roads
	Urban Areas (2010 Census)



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FEMA DISASTER PROCESS OVERVIEW

Response and Recovery

The initial First Response to a disaster is the job of local government's emergency services with help from nearby municipalities, the state and volunteer agencies. In a catastrophic disaster if the governor requests, federal resources can be mobilized through the U.S. Department of Homeland Security's Federal Emergency Management Agency (FEMA) for search and rescue, electrical power, food, water, shelter and other basic human needs.

It is the long-term **Recovery** phase of disaster which places the most severe financial strain on local or state government. Damage to public facilities and infrastructure can overwhelm even a large city.

A governor's request for a major disaster declaration could mean an infusion of federal funds, but the governor must also commit significant state funds and resources for recovery efforts.

A Major Disaster can be a result of hurricanes, earthquakes, flood, tornados or major fires; the President then determines warrants supplemental federal aid. The event must be clearly more than State or local governments can handle alone. If declared, funding comes from the President's Disaster Relief Fund, managed by FEMA and disaster aid programs of other participating federal agencies.

A Presidential Major Disaster Declaration puts into motion long-term federal recovery programs, some of which are matched by state programs and designed to help disaster victims, businesses and public entities.

An Emergency Declaration is more limited in scope and without the long-term federal recovery programs of a Major Disaster Declaration. Generally, federal assistance and funding are provided to meet a specific emergency need or to help prevent a major disaster from occurring.

The Major Disaster Process

A Major Disaster Declaration usually follows these steps:

- **Local Government Responds**, supplemented by neighboring communities and volunteer agencies. If overwhelmed, turn to the state for assistance
- **The State Responds** with state resources, such as the National Guard and state agencies
- **Damage Assessment** by local, state, federal, and volunteer organizations determines losses and recovery needs
- **A Major Disaster Declaration** is requested by the governor, based on the damage assessment, and an agreement to commit state funds and resources to the long-term recovery
- **FEMA Evaluates** the request and recommends action to the White House based on the disaster, the local community and the state's ability to recover
- **The President approves** the request or FEMA informs the governor it has been denied. This decision process could take a few hours or several weeks depending on the nature of the disaster

Disaster Aid Programs

There are three major categories of disaster aid:

Public Assistance

Public Assistance is aid to state or local governments to pay part of the costs of rebuilding a community's damaged infrastructure. Generally, public assistance programs pay for not less than 75 percent of the approved project costs. Public Assistance may include debris removal, emergency protective measures and public services, repair of damaged public property, loans needed by communities for essential government functions and grants for public schools.

Individual Assistance

Immediately after the declaration, disaster workers arrive and set up a central field office to coordinate the recovery effort. A toll-free telephone number is published for use by affected residents and business owners in registering for assistance. Disaster Recovery Centers also are opened where disaster victims can meet with program representatives and obtain information about available aid and the recovery process.

Hazard Mitigation

Disaster victims and public entities are encouraged to avoid the life and property risks of future disasters. Examples include the elevation or relocation of chronically flood-damaged homes away from flood hazard areas, retrofitting buildings to make them resistant to earthquakes or strong winds, and adoption and enforcement of adequate codes and standards by local, state and federal government. FEMA helps fund damage mitigation measures when repairing disaster-damaged structures and through the Hazard Mitigation.

Public Assistance

Public Assistance Process

When it appears the severity of the event exceeds the response and recovery capabilities of both local and state resources, the Governor will request that the Federal Emergency Management Agency participate in **joint damage assessments**. Teams comprised of state, local, and FEMA personnel, visually inspect and value damages in impacted counties.

Disaster Thresholds - Before the State of New Hampshire will be considered for Public Assistance under a presidential declaration, there are two damage thresholds that must be met.

1. **County Thresholds** - There is a predetermined damage threshold established by FEMA for each county. The county's population is multiplied by a pre-established per capita factor that is updated annually in the Federal Register in or around October. A county failing to demonstrate joint damage assessments values at its threshold level will not be considered for inclusion in the declaration. At least one county must have damage that exceeds its threshold for the state to request a declaration.

2. **State Threshold** - The state must also meet a damage threshold. The state’s total population is multiplied by a per capita factor. For disasters declared on or after October 1, 2015 the NH state multiplier is **\$1.46** making the state threshold \$1.96M. The FHWA statewide threshold is approximately \$700,000.

FEMA COUNTY THRESHOLDS				
Location	2010 Population*	FEMA Multiplier 2018	FEMA Threshold 2018**	Notes
New Hampshire	1,342,795	\$1.46	\$1,960,481	State FEMA threshold
Belknap	60,785	\$3.68	\$223,689	County FEMA threshold after State threshold is met.
Carroll	48,064	\$3.68	\$176,876	County FEMA threshold after State threshold is met.
Cheshire	75,960	\$3.68	\$279,533	County FEMA threshold after State threshold is met.
Coos	31,634	\$3.68	\$116,413	County FEMA threshold after State threshold is met.
Grafton	89,386	\$3.68	\$328,940	County FEMA threshold after State threshold is met.
Hillsborough	409,697	\$3.68	\$1,507,685	County FEMA threshold after State threshold is met.
Merrimack	149,216	\$3.68	\$549,115	County FEMA threshold after State threshold is met.
Rockingham	306,363	\$3.68	\$1,127,416	County FEMA threshold after State threshold is met.
Strafford	128,613	\$3.68	\$473,296	County FEMA threshold after State threshold is met.
Sullivan	43,077	\$3.68	\$158,523	County FEMA threshold after State threshold is met.
Minimum Project			\$3,140	<i>Oct. 1, 2017 through Sept. 30, 2018.</i>
Small Project			\$125,500	<i>Oct. 1, 2017 through Sept. 30, 2018.</i>
Two thresholds must be met under the Stafford Act, a state threshold and then a county threshold. These thresholds are based on a pre-determined legal formula that disaster damages must exceed. The formula uses population of the jurisdiction as determined in the last official U.S. Census which is then entered to multiply population by the per capita for counties and per capita for the state.				
Federal Hwy (FHWA)	-	-	\$700,000	Statwide threshold (Federal Share)
			\$5,000	Minimum Project

Declaration Request - Once both thresholds have been met, a request for a Major Presidential Declaration may be submitted by the Governor or Acting Governor. The Governor’s request must describe the disaster event, local and state response efforts, amount and types of damages, impact on infrastructures, any imminent threats to public health and safety, impact on government services, concentration of damages, frequency of recent disaster events, and impact of previous, undeclared events. The request letter must also detail the types of assistance being requested and the counties for which the assistance is being asked.

Declaration - If granted, the presidential declaration will stipulate the type of assistance granted, the counties included in the declaration, the level of federal funding, and the length of the disaster incident period.

Public Assistance – FEMA briefings are generally held in the impacted areas. The briefing addresses application procedures, administrative requirements, funding, and general program eligibility criteria. The purpose of the briefing is to present a broad overview of the Public Assistance (PA) Grant Program and generate a Request for Public Assistance (RPA) from all potential Applicants. The briefings provide vital information regarding program capabilities and requirements; eligibility of applicants, projects, and costs; obligation of federal funds; hazard mitigation opportunities; audit requirements; and sub-recipient monitoring.

Request for Public Assistance - The RPA is an Applicant’s official notification to FEMA of the intent to participate in the PA program. The form outlines general information identifying the Applicant by name, address, and primary and secondary contacts. FEMA’s expectation is that Applicants will submit the RPA at the briefing (or before). Regulations require RPAs to be submitted to FEMA within 30 days of the date of

designation of the area (county, parish, tribal boundary) for a PA declaration. However, an Applicant should not wait until all damage is identified before requesting assistance. State and Federal personnel will review each RPA to ensure Applicant eligibility. FEMA will not interact with applicants unless an RPA has been submitted.

After receiving the RPA, FEMA conducts a kickoff meeting with each applicant to provide a detailed overview of PA Program requirements, define roles and responsibilities of the stakeholders, and identify program delivery timelines. Most importantly, the Kickoff Meeting allows participants to review the Applicant's identified damages and logically group the disaster damage to formulate projects in accordance with the "FEMA PA Program Field Operations Pocket Guide".

Funding - Project Worksheets, which describe the disaster damage, scope of work needed to restore the site to pre-disaster condition, and the associated costs, must be signed by the applicant and receive approval from both FEMA and the state. Once fully approved, FEMA obligates federal funds which are set aside in a federal holding account. Typically, FEMA will reimburse applicants for not less than 75% of the cost of a PW, the state will reimburse the applicant 12%, and the applicant is responsible for 13%.

Applicant Payment - Reimbursements to applicants are distributed by the state according to FEMA program guidelines. Projects are reimbursed differently depending on a size threshold established by FEMA and updated on an annual basis. Projects with a value below **\$125,500** are categorized as small projects while projects valued at or above **\$125,500** are categorized as large projects. The minimum Project Worksheet amount is **\$3,140**. The project thresholds are updated annually in the Federal Register in or around October.

Small Projects: As soon after obligation as possible, NH Department of Safety (NH DOS) will disburse the federal and state shares of the project value to the applicant.

Large Projects: NH DOS will provide 90% of the state and federal shares of documented expenditures. Upon completion of the project, the applicant must request for FEMA to perform a final inspection of the large project. FEMA will review all supporting documentation and possibly inspect the work site before issuing a final inspection report. Upon receipt of the final inspection report, NH DOS will provide the balance of the remaining funds to the applicant.

Alternative Procedures – Program is voluntary and may apply to Debris Removal or Permanent Work. If applicant elects to use any of the alternative procedures, they will sign an acknowledgement regarding those procedures, to be attached to the PW.

The following aspects are currently part of the Debris Removal Alternative Procedures:

- The use of a sliding scale for determining the federal share for removal of debris and wreckage based on the time it takes to complete debris and wreckage removal;
- The use of program income from recycled debris without offset to the award amount;
- Reimbursing base and overtime wages for the employees of state, tribal or local governments, or owners or operators of private nonprofit facilities performing or administering debris and wreckage removal; and
- Providing incentives to a state or tribal or local government to have a debris management plan accepted by the FEMA Administrator and have pre-qualified one or more debris and wreckage removal contractors before the start of the declaration's incident period.

The following aspects are currently part of the Permanent Work Alternative Procedures:

- Subgrants based on fixed estimates.
- Consolidation of fixed subgrants.
- Elimination of the reduction in eligible costs for alternate projects.
- Use of excess funds.
- Review of estimates by an expert panel for projects with a federal share of \$5 million or greater (prior to acceptance)

Reference Public Assistance – “Alternative Procedures Pilot Program Guide for Permanent Work V2” and “Alternative Procedures Pilot Program Guide for Debris Removal V3” for additional information.

Immediate Needs Funding (INF): Immediate Needs Funding (INF) is money earmarked for the most urgent work in the initial aftermath of a disaster. The funds may be provided to any eligible applicant for eligible emergency work that must be performed immediately and paid for within the first 60 days following declaration. Eligible work typically includes debris removal, emergency protective measures, and removal of health and safety hazards. Immediate needs funds can be used for expenses resulting from this eligible work, such as temporary labor costs, overtime payroll, equipment, and material fees.

During the PDA, immediate needs are noted for each area surveyed. If a disaster is declared, and the State thinks damage costs warrant the need for immediate cash flow, the State may INF on your behalf. Up to 50% of the Federal share estimate of emergency monies will then be placed in the State's account. Because this money can be made available in advance of normal procedures once a disaster has been declared, paperwork and processing times are reduced and you can receive emergency funds sooner. Even though your facilities may have been included in the PDA, INF will not be available unless your county/city has been included in the presidential declaration.

- If your damage sites have been surveyed in the PDA, you may be eligible for INF. If you are, the choice of whether or not to apply for these funds is yours.
- INF is usually based on a percentage of the emergency work identified during the PDA. You can assist the PDA team by alerting them to your emergency work, along with any associated immediate expenditures and helping to estimate damage costs.
- Your State will notify you on how to apply INF. Typically they will have you send a letter of request to a designated State official.
- You must submit a completed Request for Public Assistance (Request) (pre-application) (FEMA Form 90-49) before the State will release any INF.
- You may use INF for any eligible emergency work that requires payment within the first 60 days following declaration.
- No INF will be allocated for work projects identified during the PDA that include environmental or historic considerations, or for hazard mitigation projects. Specialists conducting the PDA will use a list of Special Considerations questions to help determine INF eligibility.
- Any INF you receive will be offset against the costs of your actual emergency work projects as they are received.

- If your actual emergency work project costs are less than the INF received, then INF will be offset against permanent work projects. Eligible permanent work costs will not be obligated until INF is reimbursed.
- If your damages are not identified during the PDA or if no immediate needs are noted, you still will have the opportunity to request expedited handling of your emergency work when you officially file your Request.

Disaster Disclosure - FEMA will close out a disaster upon request of the state if all applicants have completed projects, received proper funding, and all required final inspections have been completed.

Closeout - The PA Program is considered programmatically closed when FEMA assures that all of the grants awarded under the PA Program for a given disaster meet the statutory and regulatory requirements governing the program. To achieve programmatic closure, FEMA ensures that all funds have been obligated. This includes any compliance with environmental and historic preservation requirements and any insurance purchase requirements. In addition, FEMA must resolve any appeals before programmatic closure is complete. With programmatic closure, FEMA has a reasonably well defined understanding of the total amount of Federal funds that will be obligated for the disaster.

Financial reconciliation of the grant, or grant closure, occurs later, when FEMA and the State reach agreement that all applicable administrative actions related to the PA Program are complete and all program funds related to the disaster have been reconciled. At that point, all PA Program projects have been completed, the State has awarded all grant funds and submitted its final expenditure report to FEMA, and FEMA has adjusted the funding level for the program, as appropriate. Once grant closure occurs, no additional actions related to the program may occur other than possible audits. FEMA may conduct an audit of the program during or after grant closure.

Records Retention - All applicants are required to maintain supporting documentation for a minimum of three (3) years after FEMA officially closes the disaster.

Useful Links and Information:

Bureau of Highway Maintenance (B58) intranet web site:

<http://dotweb/organization/operations/highwaymaintenance/index.asp>

NHDOT Storm Project List:

<http://dotweb/organization/operations/highwaymaintenance/documents/StormProjectsListing.pdf>

GPS Camera Presentation:

<http://dotweb/organization/operations/highwaymaintenance/documents/GPSStormCameraPresentation2013.pdf>

Highway Maintenance Storm Presentation:

<http://dotweb/organization/operations/highwaymaintenance/documents/StormGuidelinesPresentation2012.pdf>

FEMA – Federal Emergency Management Agency:

<http://www.fema.gov/disasters>

<http://www.fema.gov/public-assistance-policy-and-guidance>

<http://www.fema.gov/alternative-procedures>

<https://www.federalregister.gov/articles/search>

FHWA – Federal Highway Administration – Emergency Relief Program:

<https://www.fhwa.dot.gov/specialfunding/er/guide.cfm>

Federal Lands Highway – ERFO Manual:

<http://flh.fhwa.dot.gov/resources/manuals/erfo/>

GIS Maintenance Map:

<http://nh.maps.arcgis.com/apps/webappviewer/index.html?id=abd1fe2ff5dd400e9d92d821b415360f>

TMC

<http://www.nhtmc.com/>

511 Traveler Information:

<http://newengland511.org/>

Financial Data Warehouse – Project Cost Reports:

<http://dotweb/applications/datawarehouse/index.asp>

STORM HISTORY

MAJOR DISASTER DECLARATIONS for NHDOT

Date	Storm	FEMA #	Declared
Mar 2018	Snow Storm	DR-4371	Mar 13-14, 2018
Mar 2018	Coastal Flooding	DR-4370	Mar 1-2, 2018; District 6 NH 1A, seawalls
Oct 2017	Storm & Floods	DR-4355	Oct 29 – Nov 1, 2017; Coos, Grafton, Carroll; Belknap, Merrimack, and Sullivan counties
July 2017	Rain Storms & Floods	DR-4329	Jul 1 – 2, 2017: Coos, Grafton counties
Mar 2017	Ice & Wind Storm	DR-4316	Mar 14-15, 2017: Carroll and Belknap counties
Apr 2016	Stoddard Fire	FM-5123	Apr 21-22, 2016
Feb 2015	Snow Storm "Juno"	DR-4209	Feb 26-28, 2015: Strafford, Rockingham, Hillsborough
Jun/Jul 2013	Rain Storms	DR-4139	Jun 26-Jul 3, 2013: Grafton, Sullivan, and Cheshire.
Feb 2013	Snow Storm "Nemo"	DR-4105	Feb 8, 2013 - Feb 9, 2013: Sullivan, Belknap, Cheshire, Merrimack, Hillsborough, Strafford, Rockingham; Feb 8-10, 2013: Carroll County only.
Oct 2012	Hurricane Sandy	DR-4095	Oct 26-31, 2012: Belknap, Carroll, Coos, Grafton, Sullivan; Oct 26-Nov 8, 2012: Rockingham County only.
May 2012	Cheshire Floods	DR-4065	May 29-31, 2012: Cheshire.
Oct 2011	Snow Storm	DR-4049	Oct 29-31, 2011 Hillsborough and Rockingham.
Aug 2011	TS Irene	DR-4026	Aug 26-Sep 6, 2011: All counties.
May 2011	North Country Floods	DR-4006	May 26-30, 2011: Coos and Grafton.
Mar 2010	Spring Floods	DR-1913	Mar 14-31, 2010: All counties.
Feb 2010	Winter/Wind Storm	DR-1892	Feb 23-Mar 3, 2010: Grafton, Hillsborough, Merrimack, Rockingham, Strafford, and Sullivan.
Dec 2008	Ice Storm	DR-1812	Dec 11-23, 2008: All counties.
Sep 2008	Severe Storm/Floods	DR-1799	Sep 6-8, 2008: Hillsborough.
Aug 2008	Lakes Region Floods	DR-1787	Jul 24-Aug 14, 2008: Belknap, Coos, Grafton, Carroll.
Jul 2008	Tornado	DR-1782	Jul 24, 2008: Belknap, Carroll, Rockingham, Merrimack, and Strafford.

Apr 2007	April Nor'Easter	DR-1695	Apr 15-23, 2007: Belknap, Grafton, Hillsborough, Merrimack, Rockingham and Strafford.
May 2006	Mother's Day Floods	DR-1643	May 12-23, 2006: Belknap, Carroll, Hillsborough, Merrimack, Rockingham, and Strafford.
Oct 2005	Alstead Floods	DR-1610	Oct 7-18, 2005: Belknap, Cheshire, Grafton, Hillsborough, Merrimack and Sullivan.

NHDOT Storm Event Coordinator Contact List

Statewide Incident Management Coordinator – Roger Appleton, 271-2693

Storm Data and GIS – Steve Detrio, 271-3703

District 1 – Jim McMahon, 788-4641

District 2 – Chris Turgeon, 448-2654

District 3 – Bill Rollins, 524-6667

District 4 – Kevin Belanger, 352-2302

District 5 – Brian Desfosses, 666-3336

District 6 – Jim Hewitt, 868-1133

Turnpikes – David Gray, 485.3806

Traffic – Lee Baronas, 271.2291

Bridge Maintenance – Steve Johnson, 271.3668

Bridge Design – 271.2731

Environment – Matt Urban, 271-3226

Rail and Transit – Brian Lombard, 271.2468

Aeronautics – Tricia Lambert, 271.2551

Finance and Contracts – A.J. Nolin, 271.2543

Project Development – Pete Stamnas, 271.1486

Construction – Ted Kitsis, 271.2571