Township Handout

Disaster Recovery (DR) – 4553 - FEMA Public Assistance (PA)

Please note that this handout is a supplementary document to the Applicant Briefing Packet and should only be used as a reference for Townships.

There is additional PA information and guidance on the NDDES Grants website located at

| NDDES Grants Home Page | https://grants.des.nd.gov/site/PA.cfm |

Type of Incident – Flooding

- All damages being claimed must be a direct result of flooding

Incident Period – April 1 – 25, 2020

- All damages being claimed must have occurred during the incident period. Damages occurring outside of the incident period are not eligible

Public Assistance Funding is always based on pre-disaster size, capacity and function. Facilities can only be repaired to their original pre-disaster condition/design unless townships participate in Hazard Mitigation (See Hazard Mitigation Section for additional details).

Eligible facilities – Must meet 6 criteria

1. Be a result of the declared incident (Flooding)
2. Be within Designated Area
3. Be the legal responsibility of the applicant requesting assistance
4. Be a publicly owned improved structure
5. Be a maintained structure
6. Be in use at the time of the event

Not Eligible facilities – Unimproved property (e.g., a hillside or slope, forest, natural channel bank) and land used for agricultural purposes. Private roads and trails are not eligible for PA funding.

Townships have 60 days from the Recovery Scoping Meeting to identify any damages from the incident. Please identify your damages to your County point of contact. Any damages not identified within the 60-day period may be considered ineligible for PA funding.
Categorizing your Damages

Your damages will be separated into categories of work:

1. Category A – Debris Removal (Temporary Work)
2. Category B – Emergency Work (Temporary Work)
3. Category C – Roads and Bridges (Permanent Work)
4. Category D – Water Control Facilities (Permanent Work)
5. Category E – Buildings/Equipment (Permanent Work)
6. Category F – Utilities (Permanent Work)
7. Category G – Parks, recreational and other facilities (Permanent Work)

Note that the category of work identified as “temporary” work must be removed. If you do not intend to remove work that was completed, your category of work may need to be changed.

Maintenance Records

As described above all facilities (Sites) are required to be maintained. Maintenance records are required for all damaged roads that are being claimed.

If no maintenance records are available, a statement as to how your roads are maintained will be required.

Changing Culvert Sizes

Upsizing or downsizing the diameter of a culvert is not considered eligible unless you have completed a Hydrologic and Hydraulic (H&H) Study.

The H&H study must support the same size the culvert that was placed.

Your damages will also be separated by Work completed and Work to be completed

- Work Completed – Any work that has taken place prior to site inspection
- Work to be Completed – Any damages identified after the site inspection

Work Completed

Your work completed costs will be based on actual costs. Invoices are required for work that was completed prior to site inspection.

Invoices for work completed must include the following:

- Quantity of material placed
- Identify location (Section Lines)
- Identify site #
- Invoice date
- Invoice #
- Name of Contractor
- Equipment used to include hours
  - Equipment hours are necessary when completing large sites (Culvert Repairs/Major Washouts)
  - Equipment hours are NOT necessary for simple gravel placement
- Date of work

Please review your invoices for accuracy prior to submittal
Additional documentation required for Work Completed

- Photos of your damages
- Disposal location for any debris (Debris cannot be disposed within the 100-year floodplain)
  - Damaged culverts
  - Vegetative debris
  - Trees and branches
- Cubic yards of debris must be calculated - Keep track of the yardage that is being removed
- Any permits obtained during the burning or burying of debris
- Map of your damaged sites – Number your sites according to site tracker guidance
- You will also need to supply the material source location and certifications in the form of SHPO certifications or NDDOT material source certifications

Work to be Completed

Due to Covid-19 and social distancing, site inspections will not take place. You must submit photos and thorough damage descriptions of your sites to your county point of contact. See “Capturing Damage Information” on page 5 for more details.

Documentation required for Work to be Completed:

- Material Cost Sheets – Additional blank forms can be obtained from your county point of contact
  - Please provide estimates for all material identified during your site inspection
  - Important to include estimates for culverts as well
  - For larger WTBC sites ($10,000.00+)
    - Seek out local quotes from contactors
    - Engineers estimates are generally acceptable by FEMA
    - Document how quotes were requested
    - Seek out 3 quotes if possible
- Map of your damaged sites – Number your sites according to site tracker guidance
- Photos of your damages at the time of the event (It can be difficult to see damages after blading has occurred at your sites)
Hazard Mitigation

FEMA has authority to provide PA funding for cost-effective hazard mitigation measures for facilities damaged by the incident.

Mitigation efforts must be cost effective and reduce the potential of future similar disaster damages to the eligible facility.

- The Mitigation proposal cost cannot exceed 100% of the eligible damage to your site

Hazard Mitigation Examples:

- Installing Rip Rap
- Upsizing culverts with an appropriate H&H study
- Geotextile Separation Fabric
- CMP end sections, headwalls and wingwalls

Mitigation proposal must protect a damaged element

- Installing rip rap to prevent surface gravel wash does NOT protect the damaged element
- Installing rip rap to protect a damaged culvert does protect the damaged element

Hazard Mitigation proposals are required to go through an additional FEMA review. You are also responsible for the additional local share of your hazard mitigation.

It is always best to discuss your hazard mitigation proposals with your site inspector, PDMG or county point of contact before conducting the work.

Please see your County point of contact or PDMG if you have questions at any time.
Capturing Damage Information

Items to capture:

- Description of the facility
- Exact dimensions of the damage, including the specific materials and the size/capacity/model of the damaged components
- Cause of damage, confirm damages were caused by the event and damages occurred during the incident period
- Photos and if required, sketches of site to capture profile and cross-sectional perspectives.

Take the GPS at the start and end of damage, and at all culvert locations.

Take Accurate and Complete Photos

Take an initial photo of the whole area then photos of damage from multiple angles by site, ensuring lighting and perspective allows someone reviewing the photos to clearly see the damages. When taking photos, if possible, add notes or captions of details to each photo, including perspective (e.g., east, west).

Components of a Road

Surface: Surface Gravel (CL5) crushed/screened, fines, etc. The top-most road layer.
L x W x D / 27 = CY (L, W in feet & D in inches). For area, L x W / 9 = SY (L, W in feet).

Road base: Gravel (CL13), pit run, scoria, shale, etc. Base for surface. Mitigation opportunity using geotextile fabric underneath.
L x W x D / 27 = CY (L, W in feet & D in inches).

Roadbed: Embankment, clay, etc. The bottom-most layer. L x W x D / 27 = CY (L, W, D in feet).

Shoulder: Embankment, clay, etc. Non-sloped portion adjacent to gravel road. L x W x D / 27 = CY (L, W, D in feet).

Inslope: Embankment, clay, etc. Sloped portion. Riprap and filter fabric, or wing wall Mitigation may be utilized when bridge or culvert system is present. L x W x D / 54 = CY (L, W, D in feet).

Culvert: Corrugated Metal Pipe (CMP), Reinforced Concrete Pipe (RCP), Polyethylene Pipe (PEP), box/precast culvert, etc. Shape may be circular, arched, box or bridge.
L x Diameter.

Intersections or Roads – You may want to break an intersection into multiple components.

Measurements – Use a tape measure to record the length, width, depth and/or diameter of the damaged component. Measure the road length with either a vehicle distance measuring device, distance wheel, GPS or any other accurate unit of measurement.
Length of Damage

The length of damages are normally continuous, from a seen point to the next seen point of continuous wash.

Road Calculations:

Volume:

When all dimensions are in feet: \( L \times W \times D / 27 = CY \)

When Length and Width are in feet, but Depth is in inches: \( L \times W \times D / 324 = CY \) or \( L \times W \times D / 12 / 27 \)

For calculating inslope: \( CY / 2 = \text{Inslope CY} \)

Area:

When all dimensions are in feet: \( L \times W / 9 = SY \)

Developing your Damage Description (DDD) Examples:

Category C: Roads and Bridges: \((\text{Length} \times \text{Width} \times \text{Depth})\)

- Surface gravel washed from road area 100’ x 22’ x 2’
- Pit run washed from Roadbed over area 75’ x 22’ x 4’
- Road base eroded over area 50’ x 22’ x 3’. Lost material consisted of _________ (Embankment/Pit Run/etc.)
- Inslope eroded over area 50’ x 6’ x 2’ / 2 on the (West/East/North/South) side
- Rip Rap eroded over area 50’ x 6’ x 2’ on the (West/East/North/South) side
- Roadbed saturated, soft and unstable causing rutting up to ___” over area L’ x W’.
- 40 LF of 18 in. (CMP / RCP / CPEP) eroded, washed out and displaced without damage. Culvert requires a Salvage and Relay
- ___ LF of ___ in. (CMP / RCP / CPEP) eroded, washed out and damaged beyond repair. Culvert requires a Furnish and Install.
- ___ LF of ___ in. (CMP / RCP / CPEP) eroded around and collapsed. Culvert requires a Furnish and Install.
- ___ LF of ___ in. culvert plugged with debris.
- Area around culvert eroded on the (inlet/outlet) side _____ ft. x ____ ft. x ____ ft.
- Filter Fabric loss over area L x W on the (West/East/North/South) side of inslope
- Road Inundated L x W (and depth if possible)
Site Naming Convention:

Every site is required to have an identifying number. For County Applicants:

- County Sites: Please use the first 5 letter in your county name followed by the numerical numbering of your site. The numerical numbering must contain 2 characters.
  
  For example: Benson County Site 1 would be Benso01.

- Township Sites: Please use the first and last letters of your county followed by the first three letters of your township, followed by the numerical numbering of your site. The numerical numbering must contain 2 characters. For example: Benson County, Rock Township Site 1 would be BnRoc01.

- For Applicants other than Counties: Use the first 5 letters in the name of your entity followed the numerical numbering of your site. The Numerical numbering must contain 2 characters. For example: Devils Lake site 1 would be Devil01. For those entities whose names do not contain 5 characters, use as many characters as your entities name can provide, followed by the two-character number.

Inundated Roads – Loss of Useful Service Life

- FEMA cannot provide PA funding for the projected loss or damages that are not visible during site inspection
- When inspecting inundated roads
  o Take GPS
  o Develop a length, width and depth of inundation
  o Take photos of site
  o Forward the information to your applicant agent
- Inundated Road May be Eligible When
  o Eligible for assistance only when the following requirements are met
  o Resident is isolated at their primary residence
  o Road is estimated to be underwater past fall freeze-up
  o Inundation may need to be in excess of 12” at fall freeze-up

Non-maintained Road

- Road must be maintained, improved and in use at the time of the event to be eligible.
- There may be some exceptions

Map

- Townships are required to identify all sites on a township plat map