

First I would like to highlight some of the initial FOOT-STOMPERS for getting a Presidential Declaration should conditions warrant. The IMPORTANT point is that it will take ALL of the potential applicants, YOU, **promptly reporting the information when the EOC requests it!** (NOTE: Per State and FEMA guidelines, they will ONLY speak to the local County EOC and take information through the EOC, initially. This process is described in the Collier County CEMP.)

The EOC, usually me, will compile it and transmit it to the State Emergency Operations Center (SEOC). They, in turn, are compiling the information from all county EOCs and other State agencies and reporting the results to FEMA. I cannot emphasize enough the following:

- **ESTIMATE** – When I ask you to ESTIMATE the costs, do just that! When an estimate is asked, you can **PROJECT** the cost ESTIMATE.
 - Do not waste VALUABLE TIME in compiling your detailed back-up information.
 - You can base your estimate on past experiences from a similar event. That’s OK. In fact based on your costs for a Tropical Storm event and your hit by a hurricane event and you know your response has been greater, DOUBLE YOUR PAST ESTIMATE.
 - NOTE: As we get further away from the event and more numbers are getting solidified in concrete, you can REVISE your estimate, higher or lower. Then when FEMA asks for the numbers, much like they did TWO-DAYS after the event, you can give them what’s FAIR based on the time of their request. T-H-E-N, when they ask for the numbers again, perhaps two more days after you originally provided, it would be OK, and expected, for the numbers to change, higher or lower.
- **PROJECT EXPENSES** – If you’re dealing with emergency costs and you know, for example, you’ll be in A & B shifts for X-more days, but I ask for your numbers now, give me your numbers based on NOW, PLUS the future estimate. If you’re dealing with a damaged facility, not only figure out what it will cost to directly repair the facility; but, if you’d need to vacate the damaged facility, pay someone to put stuff in storage or move stuff to a new rented facility, and/or rent another facility until the other one is fixed, and finally move back to the originally damaged facility, ALL THOSE ASSOCIATED COSTS SHOULD BE ESTIMATED and given to the EOC. If you’re dealing with DEBRIS: project! project! project!
- **Category B Work (Emergency Protective Measures)** – This IS NOT JUST “before the storm passes expenses”. These are before the storm activity costs **as well as** a continuation of the “post-landfall” costs. So, if you have people working in an operations center, continuing to work on the A & B shifts because resuming normal operations isn’t practical, then all associated activities AFTER the threat passes are still Cat B. IF you had a damaged roof and a storm was threatening to put more water in the structure and damage contents, the activities to prevent that **could** be Cat B expenses. When we’re only initially looking at getting a Presidential Emergency Declaration (Cat A and B, only), count those actions to prevent further damages to a structure as Cat B. Later, if we get a FULL (Cat A thru G) Presidential Declaration, those activities might be rolled into Cat E activities for repairing a building or Cat C for repairing roadways. The IMPORTANT POINT I’m trying to make on the onset is: When you have **expenses to protect people or property**, e.g., barricades, temporary repairs/grading of a roadway, clearing roadways to the rights-of-way for emergency traffic, and emergency “temporary” repairs to doors, windows, roofs, etc. to prevent further damages, **call all that Category B work.**

- **REPORT YOUR ESTIMATES TO THE EOC AS CATEGORIES OF WORK** – This isn't extremely important, BUT, it sure saves a lot of time when time is most important. Remember, the closer we are after a disaster's impact the more understanding folks are for our high estimates.
- **BE AVAILABLE & BE "READILY" AVAILABLE!** – When FEMA and the State arrive to do a PDA, they'll want to see examples of the damages. Until they leave (**NOTE: They didn't finish their paperwork last Friday night until 11:30pm.**) your MOST EXPERT agency 's rep needs to be available to show and make your case. If they're not convinced on a PDA, then it won't count. If we're not available to them, then we're conveying the message that the disaster really wasn't that important to the community.
- **Regarding Category E (Buildings & Equipment)** – When in initially developing your cost ESTIMATE, develop that cost estimate based on what you expect a contractor would charge, even if you intend to do the work with in-house labor and materials. Things change and you might have to ultimately use a contractor. So, you might as well factor them in on the onset. You do not need a written estimate at the initial request for the EOC to provide estimates. Ultimately, IF we got "declared" based on the findings of the FEMA-State PDA, you'd then be expected to develop a more realistic scope on work. However, when I'm asking for estimates during the PDA phase, don't waste time. Give me your BEST GUESS.

Never count the people as **"STAND-BY"** because you won't be paid for those folks. You need to address these "stand-by" people as people in **"STAGING"**.

Finally, **BOTTOM LINE** – It takes all the "eligible" Collier County community to report their numbers to the EOC, but NOT LATER THAN when asked. We usually are dealing with a FEMA/State, **non-negotiable** schedule. Just so you know it, for disaster this season, in order to at least be considered for a Presidential Disaster Declaration, I must have gathered numbers for all totaling \$1,010,000 in expenses. Do not assume you didn't spend enough to matter, every eligible expense matters! In the Public Assistance world, it really does "take a village".

One other thought... assuming we "get declared", start thinking about your projects and developing the scopes-of-work. Make every effort to draft each project on a Project Worksheet so that it costs no more than a project defined by FEMA as a **"Small Project"**. Currently, that would be no more than about \$60K. If you have a big project, large in scope, consider breaking the project down so that each part qualifies as a "Small Project". One way to break the project down is to define the project in geographical terms, e.g., site "A" in North Naples, Site "B" in GG City, etc. instead of writing up one project and saying "Countywide". **RATIONALE:** A Small Project will entitle the applicant to get their money up front based upon an agreed upon estimate. With a Large Project, you need to expend the monies first and apply for reimbursement.