

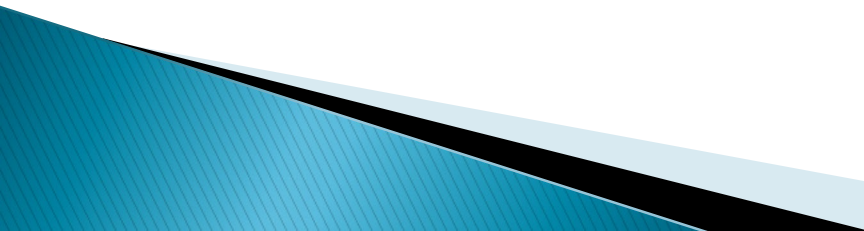


Delaware Continuity Coordinator Council (DECCC)

2nd Quarter Meeting

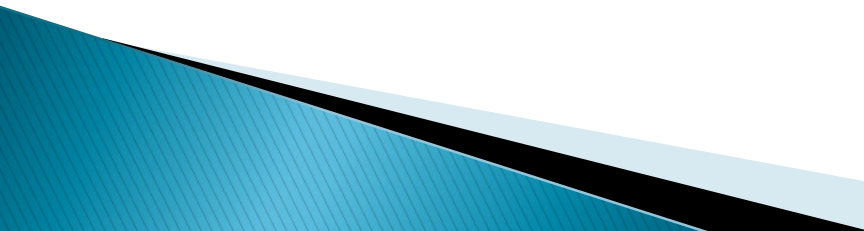
May 27, 2021

Agenda

- **Welcome/Introductions**
 - **DECC Updates**
 - New plan builders
 - Upcoming Opportunities
 - COOP News
 - **Alternate Facilities**
 - Jennifer Coverdale and Doyle Tiller, OMB Facilities Management
 - **DEMA/FEMA Forms and More**
 - Stacy Massaconi, Planner III, Delaware Department of Emergency Management
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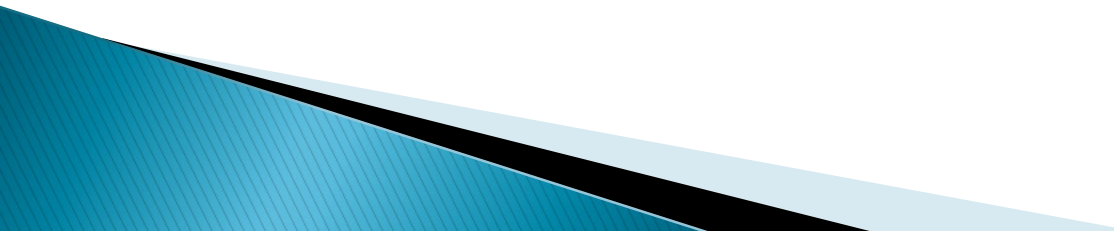
DECCC Updates

▶ Roll Call – COOP Coordinator

- Tameka Lewis–Sterling, Judicial
 - Karen Painter– DHSS Long Term Care Residents Protection
 - Sandra Hitchens– DHSS State Service Centers
 - Robert Hill– DHSS Services for Aging and Adults with Physical Disabilities
 - Stacey Lassiter– DHSS Social Services
 - Marcella England– DHSS Medicaid and Medical Assistance
 - Mei Johnson, DHSS Medicaid and Medical Assistance
 - Arshon Howard, DSHS Office of the Secretary
- 

DECCC Updates

▶ Roll Call – COOP Coordinator

- Beth Hermansader, DELDOT Planning
 - Robin Hartnett–Sterner– OMB Pensions
 - Brian Wishnow– DOF Office of the Secretary
 - Amy Gulli– Auditor of Accounts
 - Robert Sisk– Auditor of Accounts
- 

DEMA Trainings

- ▶ **AWR– 326 Tornado Awareness** on 22–23 June 2021. This is an 8 hour course delivered in two 4 hour sessions from 1300– 1700
<https://dema.delaware.gov/training/dema/index.shtml?dc=demaTrainingCalendar#tabsBox2>
- ▶ **AWR–343 Hurricane Awareness** on 24 June 2021. This is an 4 hour course delivered from 1300–1700
<https://ruraltraining.org/course/MGT-381-V/?scheduled=true&id=2391>
- ▶ **PRE–100 Active Shooter Exercise Development Workshop for Public and Private Sector** on June 1st or 2nd; This is an online Instructor led course.
[Active Shooter Exercise Development Workshop \(PRE100\) | TEEX.ORG](#)
- ▶ **National Disaster Recovery Preparedness Training Center Remote training courses**
[NDPTC Delivery Schedule \(hawaii.edu\)](#)
- ▶ **FEMA Training (online)**
<https://training.fema.gov/>

COOP News

- ▶ 2021 Goals
 - Provide One role specific presentation each quarter
 - Support Statewide COOP Exercise
 - Present revised Charter/By-Laws to membership
 - Explore additional outreach options for DECCC information

COOP News

- ▶ **Statewide COOP Exercise–**

What: Statewide COOP Exercise

Who: Continuity Coordinators, Plan Builders, Facility Managers

Public Information Officers and Agency Management

Where: Virtual Event– [Register Here](#)

When: July 14th, 2021

Time: 9:00 AM – Noon

COOP Presentations

Alternate Facilities

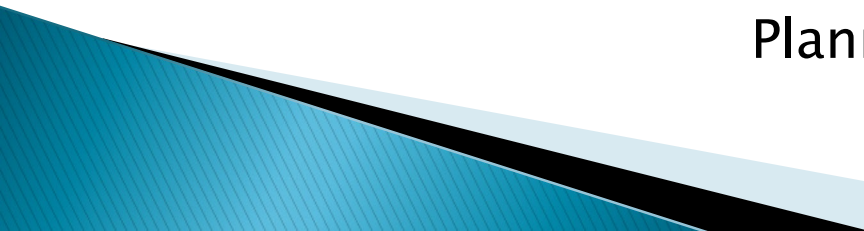
Doyle Tiller,
OMB Facilities Management

Facility Space for Emergencies

Jennifer Coverdale,
OMB Facilities Management

DEMA/FEMA Forms and More

Stacy Massaconi,
Planner III, DEMA



Questions / Comments


- ▶ **Q:** Who should an agency contact if they have questions or need assistance with alternate facilities?
- ▶ **A:** Coleen Ponden

Agencies should review their existing MOU's considering their needs with the "new normal".

- ▶ **Q:** Who should be contacted if an agency is seeking funds?
- ▶ **A:** Stacey Massaconi or Joshua Kelly
- ▶ ***Incidents that involve multiple agencies will be coordinated by DEMA. It is critical that agencies document all expenditures. Funding may take up to 2 months or longer to become available.***

**Thank you and
see you at the Next Meeting!**






State of Delaware

1

DISASTER RECOVERY PLANNING FOR ALTERNATE LOCATION




1

Agenda

2

1. Background
2. State contract for Services
3. Procedures to follow
4. Water Damage
5. Fire Damage
6. Size (SF) For Critical Operations
7. Questions



2

Background

3

- Disasters can occur at anytime
- State facilities- need to protect our employees and continue to provide services to the public (*essense of COOP*)
- *COOP Coordinators will likely be tasked in a disaster scenario to provide guidance and advice to agency leadership.*
- *Provide you the tools needed to mitigate the damage, respond and restore services.*

3

State Contract

4

- GSS17775-DSTR_RCVRY
- Work up to \$45K, over that contact GSS (Public work bids?)
- Services:
 - Water Extraction
 - Fire, Smoke and Water Damage Restoration
 - Debris Removal
 - Sewage Backup/Overflow
 - Mold Remediation
- Six vendors to choose from

4

Procedures to Follow

5

- Safety first- is the building safe to occupy?
 - Get expert advice, local building code official
- Protect State equipment and assets, security issues
- Contact Disaster Recovery contractor (24 hours response)
- Contact Insurance Coverage Office (State HR) 302-739-8331
- Initiate COOP plan if needed
- Obtain assistance/resources if needed (Capitol Police, DelDOT, DEMA, DFM, GSS, Public Health, etc.)
- Approve contractor quotation for work (NTE price)
- Formulate plan to oversee contractor work

5

Water Damage

6

- Stop source of water immediately if possible
- Get the water out ASAP (ideally within 72 hours)
- Water type, different procedures
 - Clean, Gray, Black
- Methods to remove
 - Evaporation- air moving equipment
 - Dehumidification-
 - Temperature control (greater risk in summer than winter)
- Inspection- Floor and structure evaluation
- Continuous monitoring

6

Fire Damage

7

- Usually includes water damage from fire fighting
- Smoke removal (soft materials absorb odor)
- Damage level (light to severe)
- Structural issues due to damage to the building?
- HVAC damage
- IAQ testing after cleanup

7

Other Things to Consider

8

- Special items (artwork, historical documents, etc.)
- State government records (privacy, security)
- Relocation (COOP or another plan)
 - Does the space have IT and Comms already established?
 - SF required for Senior Management
 - SF need for Critical Operations and Special Equipment
 - Do you have Public Facing Operations Handicap Access?
 - SF needed total operation (60 wrk st 25/per Conf, 250/per)
 - Establish MOU with another agency
 - Renting state Space (Jennifer Coverdale and Dana Chant)

8

Questions?

9

9

Thank You

10

Doyle Tiller Indoor Air Quality PM OMB/Facilities Mngmt Office 302-739-5644 Cell 302-632-8111 doyle.tiller@delaware.gov	Jennifer Coverdale Director Facilities Mngt OMB/Facilities Mngmt Office 302-739-5644 jennifer.coverdale@delaware.gov
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FACILITY SPACE FOR EMERGENCIES

Jennifer Coverdale

Director of Facilities Management



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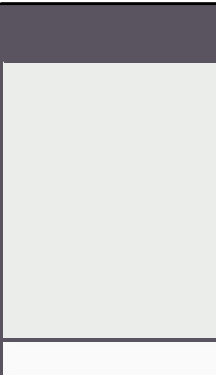
Introduction

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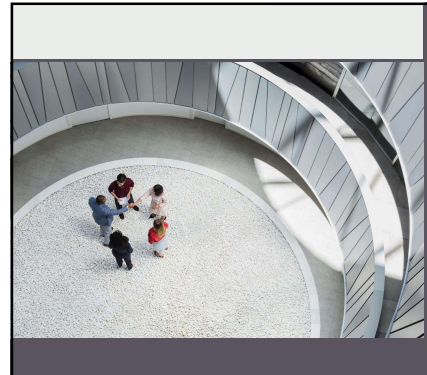
Agenda

- Leasing Space Steps
- Leasing Tips
- State Owned Building Availability

Presentation Title



3



Leasing Space

4

Steps to Leasing Space

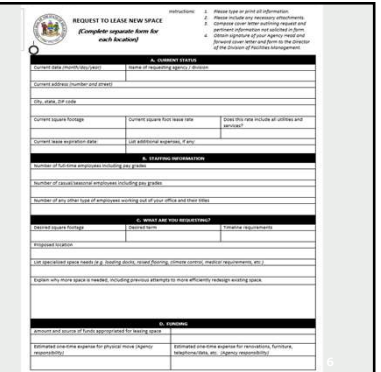
- Your agency has established that there is a need for leased space
- Contact the Real Property Administrator at the OMB/DFM office for further guidance.
- Your agency is to complete the Request for Leased Space Form and submit the filled-out form to the Real Property Administrator at the DFM office.

• Real Property Administrator:
 Dana Chant
 Email: dana.chant@delaware.gov
 Telephone Number: 302-744-1179

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Request to Lease New Space Form



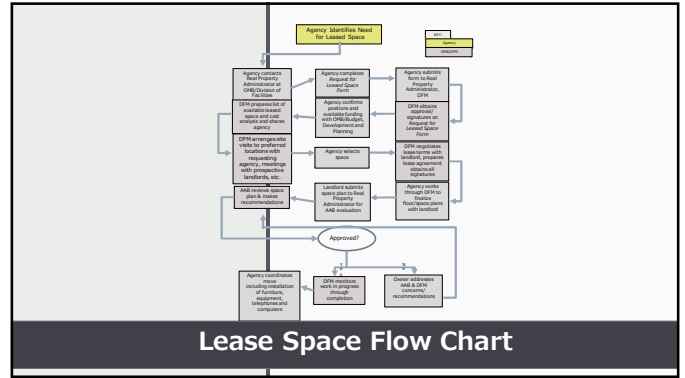
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Steps to Leasing Space

- Requesting Agency confirms their available funding
- RPA prepares a list of leased spaces based on the agency's criteria (budget, space allotment, etc.)
- Requesting Agency selects spaces that meet their needs and DFM will set up site visits to tour.
- RPA will do all the negotiations, including lease terms with the landlord, in addition to preparing the lease agreement and the require signatures needed in order to get the deal done.
- Agency will work with DFM to finalize floor plan with landlords, who will submit those space plans to the RPA for the Architectural Accessibility Board Evaluation.

7



8

Helpful Hints to Remember

1. The process to secure a leased space can take several months
2. The Requesting Agency should not contact the realtors, private landlords, developers, or vice versa → We can lose buying and negotiation power.
3. Leases can vary in the size and scope, which means that an agency's budget should include funding for operating costs to be paid directly for services received, and/reimbursement to the Lessor included in the monthly rent.
4. Prior to drafting any request for leased space, please contact the Real Property Administrator, who can assist you with any questions you might have to the leasing process, provide advice on budget specifications, and be able to identify any existing state-owned available space.

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Existing State-Owned Building Availability

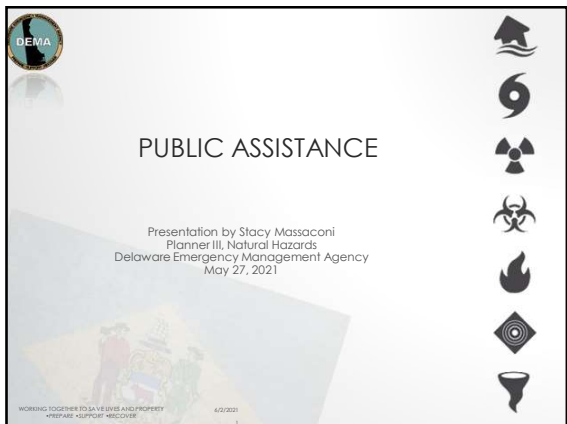
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THANK YOU

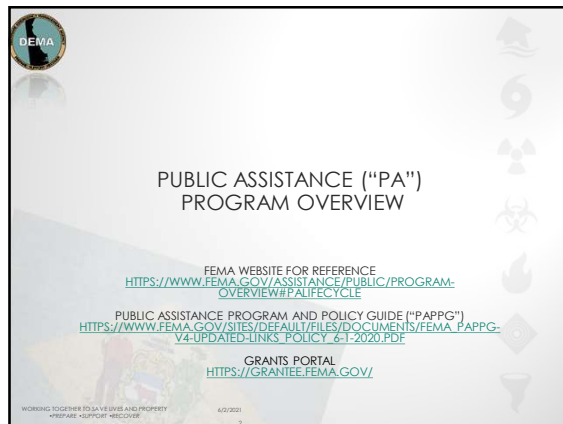
Jennifer Coverdale
Jennifer.coverdale@delaware.gov

Website:
dfm.delaware.gov

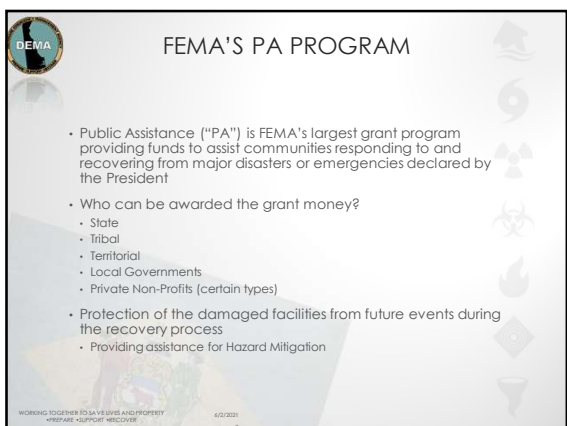
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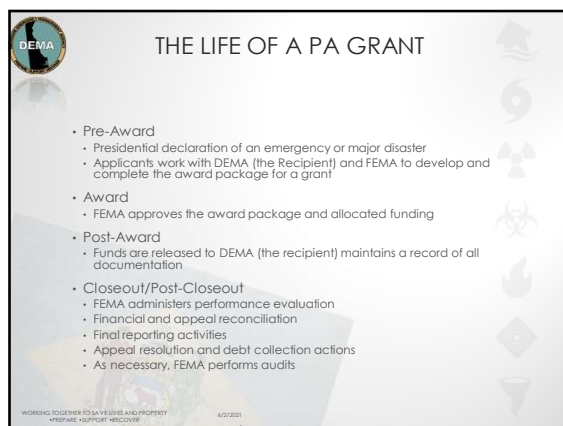
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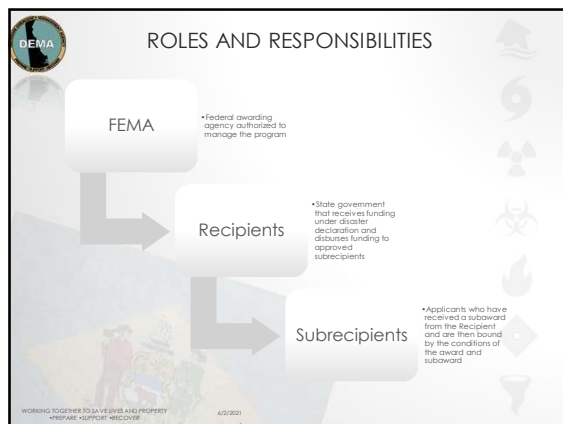
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6

4 ELIGIBILITY CONSIDERATIONS

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*PREPARE *SUPPORT *RECOVER

7

4 ELIGIBILITY CONSIDERATIONS

4 Basic Components of Eligibility for PA Grant Funding:

- Costs that are eligible
 - Funding tied directly to eligible work
 - Must be adequately documented, authorized, necessary and reasonable
 - Eligible costs include labor, equipment, material, contract work, direct and indirect administrative costs
- Work that is eligible
 - Categorized as either Emergency or Permanent
 - Required as a result of the declared incident
 - Located within the designated disaster area
 - Legal responsibility of the Applicant
- Facilities that are eligible
 - A building, public works, system, equipment or natural feature
- Applicants that are eligible
 - A state, territory, tribe, local government or private nonprofit

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ELIGIBLE TYPES OF WORK

Emergency Work (Must Be Completed Within 6 months)	Permanent Work (Must Be Completed Within 18 Months)
Category A: Debris removal	Category C: Roads and bridges
Category B: Emergency protective measures	Category D: Water control facilities
	Category E: Public buildings and contents
	Category F: Public utilities
	Category G: Parks, recreational and other facilities

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ELIGIBLE WORK FOR COVID-19

3 Date Ranges of Eligible Work by Policy	FEMA Policy EP-104-009-19	COVID-19 Pandemic-Eligible Emergency Protective Measures	FEMA Policy EP-104-009-03
	Jan 01, 2020 - Sept 30, 2020	Sept 15, 2020 - Jan 20, 2021	Jan 21, 2021 - Sept 30, 2021
Medical & Mass Care			
Clinical Care for COVID patients	•	•	•
All Med. Care Sites and Community Testing Sites	•	•	•
Non-Congregate Sheltering: FEMA Policy 104-009-16, Version 3	•	•	•
Mass Care Emergency Feeding: FEMA Policy EP 104-009-03	•	•	•
Open & Operating			
Vaccinations	!	•	•
Personal Protective Equipment (PPE)	!	!	•
Cleaning and Disinfecting	-	!	•
Screening, Incl. Testing and Temperature Checks	-	!	•
Temporary Physical Barriers	-	!	•
Ineligible			
Virtual Operations	X	X	X
Contract Tracing Disease & Research	X	X	X

Legend

- Eligible Work
- Limited Eligibility with Specific Documentation
- ! Very Limited Eligibility with Specific Criteria
- X Ineligible Work

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INELIGIBLE COSTS

- Loss of revenue/loss of donations
- Increased operating costs
- Improvements not required by codes/standards
- Damage caused by negligence
- Elected upgrades to facility
- Cannot be duplicated by multiple funding sources
 - FEMA is prohibited from duplicating benefits from other sources and will reduce eligible costs accordingly
 - Example: The amount of proceeds from an insurance policy are deducted from the eligible project cost
 - FEMA will not fund any activities or services covered by another Federal agency
 - Example: United States Department of Agriculture (USDA)

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DOCUMENTATION IS REQUIRED

- Keep track of ALL documentation
 - Examples include:
 - Purchase orders
 - Invoices
 - Estimates
 - Bids
 - Time sheets (forced account labor)
 - Contracts
 - Insurance policies
- Documentation is used to:
 - Demonstrate that claimed costs are reasonable
 - Validate work
- FEMA will use this documentation to determine if costs are reasonable for funding

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DEMA GRANTS PORTAL

- Online system used to track:
 - Applicant profile
 - Monitor and manage applicant projects
 - Submit Request for Public Assistance ("RPA")
 - Submit Damage Inventory called the Damage Description and Dimensions ("DDD") document
 - All required applicant documentation
- Each applicant has their own account and login information
- Promotes transparency across all levels of government

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DEMA PUBLIC ASSISTANCE IN DELAWARE

DEMA COMMUNITY SUPPORT AND RECOVERY NEWSLETTER
[HTTPS://US20.CAMPAIGN-ARCHIVE.COM/HOME/?U=18791385A717F767436C966E3&ID=213F1281A3](https://us20.campaign-archive.com/home/?u=18791385a717f767436c966e3&id=213f1281a3)

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DEMA WILLIAM HENRY MIDDLE SCHOOL



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DEMA WILLIAM HENRY MIDDLE SCHOOL



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DEMA CURRENT DELAWARE MAJOR DISASTER DECLARATIONS


- **COVID-19 Pandemic (DR-4526)**
 - Incident Period: January 20, 2020 and continuing
 - Major Disaster Declaration declared: April 5, 2020
 - Total Public Assistance Grants Dollars Obligated: \$40,855,792.49 (as of May 18, 2021)
 - Cost Share: 100% federal of the eligible cost
- **Tropical Storm ("TS") Isaias (DR- 4566)**
 - Tornado damage from last summer
 - Incident Period: August 4, 2020- August 7, 2020
 - Major Disaster Declaration declared: October 2, 2020
 - Cost Share: 75% federal, 25% non-federal (responsibility of the applicant)
- **NOTE for Cost Share:**
 - In Delaware, PA is a "reimbursement program" because eligible money will be reimbursed after it is spent by the applicant

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RESOURCES




COVID-19 STOPS WITH US
Get your COVID-19 VACCINE
All Delawareans 12+ are now eligible.



**BIDEN SCHOOL OF PUBLIC POLICY & ADMINISTRATION
INSTITUTE FOR PUBLIC ADMINISTRATION**
Recover Delaware Round Table
<https://www.bidenschool.udel.edu/IPA/events/upcoming/449>

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THANK YOU

Stacy Massaoni
Planner III, Natural Hazards
Delaware Emergency Management Agency
stacy.massaoni@delaware.gov
Phone: 302-659-2204

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