Florida Division of Emergency Management



# **State Disaster Housing Planning**

Disaster Housing Strategy for Local Disaster Housing Coordinators and Housing Task Force Members







The intent of this guide template is to provide a framework that assists local jurisdictions in developing disaster housing strategies.





#### Preface

#### State of Florida Local Disaster Housing Strategy Initiative

Disaster Housing is the cornerstone of recovery. In 2009 the Federal Emergency Management Agency (FEMA) released the National Disaster Housing Strategy. It describes how the nation provides housing to those affected by disasters and includes principles and policies that guide the housing process. The Strategy charts a new direction, which must leverage emerging technologies and approaches to develop cost-effective and efficient programs based on genuine collaboration and cooperation. It sets the stage for states to establish baseline disaster housing capabilities and recognize that all levels of government, nongovernmental organizations, and the private sector must be prepared to work together to support disaster housing operations to meet the needs of disaster survivors.

In June 2010, the Florida Division of Emergency Management (FDEM) contracted with the Tampa Bay Regional Planning Council (TBRPC) to finalize and vet Florida's Strategy for Disaster Housing Planning and Operations and Field Manual. The group developed a consistent and comprehensive guide template for Local Disaster Housing Coordinators and Housing Task Force Members and prepared training materials. The materials developed will provide guidance to Federal, State, local, tribal governments and nongovernmental partners involved in disaster housing operations. The State Disaster Housing Task Force synchronized efforts with the State to improve temporary housing coordination and collaboration.

#### Using the Local Disaster Housing Strategy Guide Template

This template was designed as a *guide* for providing local jurisdictions with a basic framework for the development of their local Disaster Temporary Housing Strategy. It provides detailed text, which may serve as a model or be customized for the community. Each local jurisdiction will be required to replace the references to organizations, positions, documents, policies, and ordinances listed in **RED** throughout the document, with the applicable references within their own jurisdictions. It is recommended that jurisdictions address and/or integrate each of the major components identified in this guide template with other jurisdictional planning documents, policies, and applicable procedures. While some jurisdictions may choose to develop the Disaster Housing Strategy as an independent, stand-alone document, other jurisdictions may choose to incorporate key components in any or all of the following documents: Comprehensive Emergency Management Plan (CEMP), the Recovery Annex, and the Post-Disaster Redevelopment Plan or Ordinance. These documents will require regular updates to data such as phone numbers, references to positions and titles, population, demographic information, and references to specific sites. Jurisdictions may choose to place this type of information in an Appendix or reference other locations where the information may be found such as a database, website location, or GIS references.





### **Executive Summary**

As a result of recent disasters such as Hurricane Katrina, our nation has witnessed the suffering of many people, who have lost their homes and businesses. This level of destruction can lead to an overwhelming sense of loss and subsequently may result in relocation of large portions of the population. Regardless of the type of hazard, an extensive loss of residents will severely hamper the ability of the community to recover and rebuild. This housing strategy provides policies and tactics our community may employ to hopefully retain our population and offer hope to survivors when their homes and businesses have been damaged or destroyed. By pooling our local resources, state expertise and federal support, we will provide temporary housing and support services to displaced families and individuals. Rapid recovery requires that all segments of the community, including businesses and government agencies, quickly reconstruct infrastructure, facilities, and structures. The provision of interim disaster housing in the post-disaster environment is essential to the long-term recovery and economic viability of the impacted community.

This strategy details the full array of interim housing options available to the \_\_\_\_\_\_ (Insert Your Organization Name) leadership in the aftermath of the disaster. Based upon the severity and magnitude of the impact, decision-makers will have the flexibility to select the appropriate interim housing strategies including placement of displaced residents within local hotels, vacant rental units, or within FEMA provided manufactured housing units. This strategy will also ensure that the needs of special populations within our community are addressed.

The \_\_\_\_\_\_ (Insert Your Organization Name) would like to thank the many agencies and organizations that supported the development of the disaster housing strategy. Their ongoing dedication before, during, and after a large-scale disaster will ensure the long-term viability of our community.





## **Table of Contents**

Pref	ace.		3
Tabl	e of	Contents	5
I.	Int	roduction	8
	A.	Mission	8
	B.	Purpose	8
	C.	Disaster Housing Planning Goals	8
	D.	Plan Methodology	9
	E.	Planning Assumptions	. 10
	F.	Authorities and References	12
		1. Federal Disaster Housing	12
		2. State Disaster Housing	14
		3. County/Municipal Disaster Housing	14
	G.	Overview of the Federal Emergency Management Agency's Disaster Housing	
		Assistance Programs	15
II.	Lo	cal Jurisdiction Situation and Composition	20
	A.	Local Jurisdiction Composition	20
	В.	Hazard Vulnerability Analysis affecting Disaster Housing	20
	C.	Geography and Geology	21
	D.	Demographics and Special Needs Populations	21
	E.	Local Jurisdiction Housing Stock Characteristics	22
	F.	Economic Profile	22
	G.	Environmental Considerations	23
III.	Co	ncept of Operations	24
	A.	Activation of the Disaster Housing Task Force	25
	B.	Disaster Housing Needs Assessment	25
	C.	Systems, Process and Timeline for Assistance Delivery	27





	D. Post-Disaster Housing Incident Action Plan/Situational Reporting	
	E. Coordination of Survivor Information and Needs	
	F. Command and Control	
	G. Exit Strategy	
	H. Public, Private, Non-profit and Faith-Based Partners	
	I. Maintaining Operational Readiness for the Disaster Housing Mission	
IV.	Housing Strategies	35
	A. Emergency Shelter Operations	
	B. Transitional Housing	
	C. Interim Housing	
	D. Direct Housing (Factory Built Housing)	
	1. Direct Housing on Private Lot	45
	2. Direct Housing on Business and Commercially-Owned Property	46
	3. Direct Housing on Pre-existing Commercial Parks	
	4. Direct Housing on Community Sites	47
V.	Roles and Responsibilities for Jurisdictional Agencies and Organizati	ions51
	A. Disaster Housing Task Force Composition	51
	B. Task Force Membership Roles Defined	52
VI.	Regulatory Obstacles for Disaster Housing	56
	A. Local Regulatory Environment	
	B. Expedited Permitting Process	
	C. Homeowner Association Regulations	59
	D. Emergency Ordinances	59
VII.	Special Topics	60
	A. Accessibility (Americans with Disabilities Act compliance)	
	B. Pets and Service Animals	60
	C. Affordable Housing Issues	60
	D. Abandonment and Urban Blight	
	E. Health Issues (Mold remediation, soil contamination, formaldehyde etc.)	





	F. Temporary Housing for Emergency Workers and Volunteers: Base Camps	. 63
VIII.	Preparedness	.64
	A. Plan Updates and Maintenance	. 64
	B. Training and Exercise	. 64
	C. Plan Integration	. 64
IX.	Glossary	.66
	A. Definitions	. 66
	B. Acronyms	. 69
Appe	ndices	.72
	Appendix A: Disaster Housing Task Force Database	.73
	Appendix B: List & Map of Manufactured Home Parks	.74
	Appendix C: List & Map of Hotel and Motel Establishments	.76
	Appendix E: Disaster Housing Community Site Evaluation Checklist	.78
	Appendix F: Sample Disaster Housing Ordinance	.80
	Appendix G: Post-Disaster Incident Action Plan Objectives Checklist	.87

## STATE DISASTER HOUSING PLANNING GUIDE



## I. Introduction

#### A. Mission

*(Insert Your Organization, County, City or Community Name)* leadership is dedicated to supporting a safe, sanitary, and functional living environment for all community members in the aftermath of a disaster. The intent of the Disaster Housing Strategy is to foster consensus and collaboration among stakeholders with the aim of building a common approach for carrying out the disaster housing mission and, thereby, expediting community recovery.

#### **B.** Purpose

In the aftermath of natural or manmade disasters, community members may be displaced due to damage or loss of residential structures, environmental contamination, or other environmental factors. The Strategy will detail a framework for providing safe, sanitary, and functional temporary housing options for displaced residents in order to expedite long-term community recovery. Within the broader recovery framework, the Strategy primarily addresses **interim housing solutions** for residents. This document will detail a full range of temporary housing options which may be employed based upon the severity and magnitude of the disaster.

#### C. Disaster Housing Planning Goals

- 1. Detail a comprehensive framework for providing interim housing solutions for displaced community residents, and if necessary, emergency home repair and relocation assistance.
- 2. Develop procedures to address the comprehensive client case management system, which engages service provider organizations in order to address post-disaster needs within the community.
- Enhance the coordination, design and delivery of Federal and State disaster housing assistance through an ongoing partnership with internal and external stakeholders. Extend the partnership to tribal, non-profit agencies, faith-based partners and the private sector.
- 4. Provide an overview of the regulatory environment, which may impact interim housing solutions in the post-disaster environment.
- 5. Ensure the integration of the disaster housing strategy with related operational plans and policy documents such as the Comprehensive Emergency Management Plan (CEMP), the Post-Disaster Redevelopment Plan (PDRP), the \_\_\_\_\_\_ (Insert Your Organization, County, City or Community Name) Comprehensive Plan and Land Development Regulations (LDRs).





The Strategy provides a framework consistent with the National Disaster Housing Strategy (January 2009) to help integrate existing disaster housing efforts and focuses on the following:

- 1. Support individuals, households, and communities in returning to self-sufficiency as quickly as possible.
- 2. Affirm and fulfill fundamental disaster housing responsibilities and roles.
- 3. Increase our collective understanding and ability to meet the needs of disaster survivors and affected communities.
- 4. Build capabilities to provide a broad range of flexible housing options, including sheltering, interim housing, and permanent housing.
- 5. Better integrate disaster housing assistance with related community support services and long-term recovery efforts.
- 6. Improve disaster housing planning to better recover from disasters, including catastrophic events.

#### D. Plan Methodology

#### 🖎 Note:

This section will be specific and unique for each jurisdiction. It should be tailored to address the process which was conducted by each jurisdiction. Include the background information which was collected to support this document.

Reminder: Each local jurisdiction will be required to replace the references to organizations, positions, documents, policies, and ordinances listed in **RED**, with the applicable references within their own jurisdictions.

*(Insert Your Organization, County, City or Community Name)* recognized the need to address disaster housing solutions in the event of a disaster. In 2012, Hometown Community Department of Emergency Management, in close coordination with Hometown Community Planning Department, requested the development of a comprehensive Disaster Housing Strategy to integrate the Comprehensive Emergency Management Plan and the Post-Disaster Redevelopment Plan, or Recovery Annex. In order to develop this strategy, a series of disaster housing planning meetings with stakeholder agencies and organizations were conducted from January through April 2012 at the *(Insert Your Organization, County, City or Community Name)* Community Emergency Operations

Center (under the direction of the \_\_\_\_\_\_ (Insert Your Organization, County, City or Community Name). Annually,





the \_\_\_\_\_\_ (*Insert Your Organization, County, City or Community Name*) will review this plan and coordinate any necessary updates with all responsible organizations. Further information related to plan maintenance can be found in the plan maintenance chapter.

#### E. Planning Assumptions

- Since some disasters will not receive a Presidential Disaster Declaration, it may be necessary to implement all or portions of the Disaster Housing Strategy without a Federal disaster declaration.
- Determine if the housing demand will exceed the housing supply through the provision of existing residential structures and/or vacant residential units.
- The ability to provide interim housing is contingent upon the availability of utility infrastructure services as well as healthcare, fire, EMS, Law Enforcement, school, transportation, retail and other essential governmental services.
- Households should be placed in temporary housing as close as possible to their original home or neighborhood, whenever possible.
- Persons with low income, living in manufactured housing such as mobile homes, migrant farm workers, and persons with functional needs are likely to require greater levels of post-disaster assistance, including provisions for interim housing. This effort may require a combined effort of additional community resources and the efforts of the private sector and community non-profit agencies.
- Urgency must be balanced with informed decisions.
- Significant damage will trigger a Presidential Disaster Declaration (Individual Assistance Declaration and Public Assistance).
- A substantial quantity of displaced disaster survivors, as determined by percentage of housing losses, is expected in disasters of major or catastrophic levels.
- An incident may occur with little to no warning.
- A disaster may cause significant disruption to critical infrastructure.
- Response in the immediate aftermath of the event must begin with the rapid damage assessment (without the benefit of detailed/complete assessments.)
- A large number of people may be left displaced.





- Demographics and socioeconomic characteristics will create unique challenges.
- The success of the housing mission will depend on how timely mission-critical information and issues can be collected, confirmed, and circulated in a consistent format that is readily accessible and useful to all key stakeholders.

#### Note:

Each jurisdiction may choose to include additional planning assumptions.

## STATE DISASTER HOUSING PLANNING GUIDE



#### F. Authorities and References

#### 1. Federal Disaster Housing

#### a. The Stafford Act

The Federal Emergency Management Agency (FEMA) has set the standard for housing assistance as identified in the Robert T. Stafford Disaster Relief and Emergency Assistance Act. The Stafford Act enables the federal government to employ "special measures, designed to assist the efforts of the affected States in expediting the rendering of aid, assistance, and emergency services, and the reconstruction and rehabilitation of devastated areas, as necessary". The Act provides statutory authority for most Federal disaster response activities especially as they pertain to FEMA programs, including disaster housing.

#### b. The Architectural Barriers Act (ABA)

This Act requires that all buildings and facilities designed, constructed, or altered with federal funds, or leased by a Federal agency, comply with federal standards for physical accessibility. These requirements are limited to architectural standards in new and altered buildings and in newly-leased facilities. Federal funds used to provide shelter, interim, or permanent housing after a disaster must comply with ABA requirements. Guidelines for meeting ABA requirements are provided through Uniform Federal Accessibility Standards.

#### c. Uniform Federal Accessibility Standards (UFAS)

UFAS is authorized under the Architectural Barriers Act of 1968, as amended, Pub. L. No. 90-480, 42 U.S.C. 4151-4157. UFAS establishes requirements for the design, construction, and alteration of buildings to ensure that individuals with disabilities will have access and use of them.

#### d. The Americans with Disabilities Act (ADA)

The ADA prohibits discrimination on the basis of a disability. The ACT defines a person with a disability as an individual, who has a physical or mental impairment that substantially limits one or more major life activities. All programs that receive Federal funds must be ADA compliant.

#### e. Section 504 of the Rehabilitation Act of 1973

Section 504 prohibits discrimination on the basis of disability in any program or activity that receives federal financial assistance, including federally subsidized housing programs.





#### f. The Fair Housing Amendments Act of 1988 (FHAA)

The FHAA extends protection against housing discrimination to persons with disabilities. It requires housing providers to permit, at the expense of the individual with a disability, reasonable modifications of existing premises.

#### g. Developmental Disabilities Assistance and Bill of Rights Act of 2000

The Developmental Disabilities (DD) Act requires the Administration on Developmental Disabilities (ADD) to ensure that people with developmental disabilities and their families receive required services and support.

#### h. Executive Order 13347: Individuals with Disabilities in Emergency Preparedness

This executive order became a policy of the Federal government to ensure that the support needed by individuals with disabilities is integrated into the development and implementation of emergency preparedness plans by Federal, State, tribal, local governments and private organizations.

#### i. Civil Rights Act of 1964, Title VI

This title prohibits discrimination by government agencies on the basis of race, color, and national origin by recipients of federal financial assistance. If an agency is found in violation of Title VI, that agency may lose its federal funding.

#### j. Age Discrimination Act of 1975

This Act prohibits discrimination on the basis of age in programs and activities receiving federal financial assistance.

#### k. Pets Evacuation and Transportation Standards Act of 2006

This act was an amendment to the Robert T. Stafford Disaster Relief and Emergency Assistance Act to ensure that State and local emergency preparedness operational plans address the needs of individuals with household pets and service animals following a major disaster or emergency.

#### 1. National Fire Protection Association 501 A

Standard for Fire Safety Criteria for Manufactured Home Installations, Sites, and Communities: This standard provides minimum requirements for the installation of manufactured homes and manufactured home sites, including accessory buildings, structures, and communities.





#### m. National Flood Insurance Program

Includes clause related to substantial damage and sets limits on what may be placed in the flood zone.

#### 2. State Disaster Housing

- a. **Florida Statute Chapter 513 (F.S. Chapter 513)**, Mobile Home and Recreational Vehicle Parks: Regulates the establishment of mobile home and recreational vehicle parks.
- b. Florida Statute 320.8285 (F.S. 320.8285), Onsite inspection: (Appendix F) Mobile Home Park and Recreation Vehicle Park Site Design and inspection standards are established in this statute.
- c. **Rule Chapter 69A-42**, Uniform Fire Safety Standards for Mobile Home Parks and Recreational Vehicle Parks: This rule establishes a uniform requirement for fire safety in mobile home parks and recreational vehicles parks for both new and existing parks.

#### 3. County/Municipal Disaster Housing

- a. **Post-Disaster Redevelopment Plan (PDRP)**: This document details the organizational structure, policies, priorities, and vision for community redevelopment in the post-disaster environment. The plan should address recovery issues including disaster housing. Each jurisdiction should have their own disaster housing strategy consistent with their PDRP. The PDRP planning process should address emergency ordinances related to a disaster housing mission including a disaster housing ordinance, which would be implemented in the strategy and provide for the placement of temporary units. It may include an emergency permitting procedure to facilitate immediate minor or temporary repairs, provide for more thoughtful review of permits for non-conforming units and address mitigation strategies.
- b. **Comprehensive Emergency Management Plan (CEMP)**: This plan outlines the organizational roles and responsibilities as well as policies and procedures, which will be employed by the local jurisdiction during the response and recovery phases.
- c. **Flood Prevention Ordinance**: This ordinance is required under the National Flood Insurance Program and details regulatory guidance for development within the flood hazard areas. The ordinance may incorporate policies related to placement of manufactured temporary housing units in flood zones.
- d. Local Government Comprehensive Plan and Land Development Regulations: The Comprehensive Plan provides a vision for jurisdiction's future by presenting





goals and policies to address sustainability, resiliency and quality of life. Land development regulations (LDRs) including building codes, floodplain management regulations and coastal setbacks, etc. provide the specific requirements for development while incorporating safety, mitigation, and design.

### G. Overview of the Federal Emergency Management Agency's Disaster Housing Assistance Programs

Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288), FEMA serves as the primary coordinating agency for disaster response and recovery activities. FEMA processes the Governor's request for disaster assistance and coordinates Federal operations under a Presidential Disaster Declaration. In addition to providing various types of response and recovery aid to state and local governments and certain nonprofit organizations, FEMA provides assistance under the Individuals and Households Program (IHP). Federal assistance to IHP has two major components: Housing Assistance, which is 100% federally-funded and other assistance, which is 75% federally-funded. These forms of assistance are available with the following authorizations:

#### 1. Temporary Housing:

- a. Financial Assistance to eligible individuals and households for renting alternate housing accommodations, existing rental units, manufactured housing, recreational vehicles, and other readily fabricated dwellings.
- b. Financial Assistance for reimbursement of reasonable, short-term lodging expenses that individuals or households incur in the immediate aftermath of a disaster.
- c. Direct Assistance to be provided by FEMA, in the form of purchased or leased temporary housing units to individuals or households who, due to a lack of available housing resources, would be unable to make use of assistance provided under subparagraph (a).
- d. FEMA will charge Fair Market Rent after 18 months, wherein the period of the declaration has not been extended for any housing unit it has provided as Direct Assistance to an individual or household.
- e. FEMA may sell purchased housing units that it provided as Direct Assistance to individuals and households, and will deposit the proceeds from such sales into the Disaster Relief Fund.





#### 2. Repairs:

- a. FEMA may provide financial assistance for the repairs of owner-occupied private residences, utilities, and residential infrastructure (such as a private access route) damaged by a major disaster. The funds are used to return individuals and households to a safe, sanitary, and functional condition.
- b. FEMA to provide financial assistance for eligible hazard mitigation measures that reduce the likelihood of future damage to residences, utilities, or infrastructure.

#### 3. Replacement:

- a. FEMA provides financial assistance for the replacement of owner-occupied private residences damaged by the disaster event. The maximum amount of assistance is adjusted annually to reflect changes in the Consumer Price Index for All Urban Consumers published by the Department of Labor.
- b. As a condition of the receipt of Federal disaster assistance, FEMA may require the purchase of flood insurance. This provision may not be waived.

#### 4. Permanent or Semi-Permanent Construction:

The Permanent Housing Construction Category authorizes FEMA to provide financial or direct assistance to applicants for the purpose of constructing permanent housing in insular areas outside the continental United States and in other remote areas. This category is not available to county residents.

The Housing Assistance Program authorizes individual eligibility in more than one category of assistance. It ensures that survivors whose homes have been damaged or destroyed during a disaster are provided with a safe place until repairs are complete, the homes rebuilt, or another permanent residence is secured. Temporary Housing assistance is designed primarily for survivors who are uninsured/underinsured. Housing assistance is available only to homeowners and renters who are legal residents of the United States who were displaced by the declared disaster.

In general, to be eligible for Housing Assistance under the IHP, three conditions must be met:

- (1) The home must have been the applicant's primary residence;
- (2) The home must be inaccessible or have been damaged and rendered uninhabitable as a result of the disaster; and
- (3) The insurance, if any, covering the dwelling does not fully cover the applicant's additional disaster-related living expenses and/or cost of home repairs.





FEMA's Individual Assistance programs are designed for persons and families seeking assistance. Each household must individually apply and establish their eligibility. Survivors can apply for assistance by calling one of FEMA's National Processing Service Centers at the toll-free registration number, 1-800-621-3362 (FEMA) (or TTY 1-800-642-7585). Registration can also be completed online at www.disasterassistance.gov *or* www.fema.gov and by visiting the Disaster Recovery Center (DRC). After an application is submitted to FEMA through the official application process, a local FEMA-contracted inspector will assess the damage to the applicant's property and will file a report with FEMA. FEMA will then make an eligibility determination and may issue a check within 10 days of receiving the initial application for assistance<sup>1</sup>. However, response times may vary depending on the volume of demand for assistance.

FEMA's Disaster Housing Assistance for those displaced by disasters includes the following forms of assistance based on the priorities<sup>2</sup> listed below:

#### 1. Maximize the Use of Available Local Housing Resources

#### a. Emergency Sheltering:

Individuals and households may be forced to leave their homes to seek shelter due to an approaching disaster or after a disaster strikes. Regardless of eligibility for assistance programs, a shelter provides disaster survivors with a safe, sanitary and functional environment, including life-sustaining services. Shelter expenses may be eligible for reimbursement from FEMA under Section 403 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act. FEMA can provide financial assistance to eligible applicants for critical disaster-related needs such as water, food, first aid, prescriptions, infant formula, diapers, personal hygiene items and fuel for transportation through Critical Needs Assistance under the Other Needs Assistance provision of the IHP.

#### b. Congregate Shelters:

Shelters can be operated in hard facilities (schools, churches, community centers, unused warehouses and stores, barracks and berthing ships) or in soft-sided facilities (tents or domes). Types of congregate care shelters include general population, medical support, emergency household pet, ad-hoc/spontaneous, and evacuation.

<sup>&</sup>lt;sup>1</sup> The aggregate amount of assistance provided through FEMA's Individuals and Households Program in 2010 is an amount not to exceed \$30,200 per household (note: this amount is adjusted annually based upon the Consumer Price Index).

<sup>&</sup>lt;sup>2</sup> DRAFT Disaster Temporary Housing Operational Guide, FEMA, 2010





#### c. Transitional Sheltering Assistance:

When emergency shelters are overwhelmed or if State and FEMA disaster leadership determine that shelter residents and evacuees will not be able to return to their homes for an extended period of time, the State may request that FEMA authorize eligible disaster survivors to receive Transitional Sheltering Assistance (TSA). If TSA is authorized, FEMA will approve, fund and administer the use of hotels and motels as transitional shelters. The funds used for TSA are not charged against the disaster survivors' maximum amount of IHP financial assistance. (FEMA can provide reimbursement for hotel/motel accommodations to eligible applicants through the Housing Assistance Program, which is subject to the IHP financial assistance limit).

#### d. Temporary Roofing:

The roofing program allows homeowners to request government assistance for exigent repairs to damaged dwellings. Exigent repairs include installing plastic sheeting (Blue Roof) on damaged roofs and repairing accessibility fixtures such as ramps or railings. Homes must be inspected by qualified officials and determined to be structurally sound, and free from health and safety risks. The repair should begin within a week of the Presidential Disaster Declaration. Voluntary agencies may assist in coordination with the USACE to install plastic sheeting in areas that are not heavily populated or they may assist homeowners with installing tarps.

#### e. Rapid Temporary Repairs (RTR):

Similar to the Blue Roof program, FEMA has partnered with the USACE on a new pilot initiative to make rapid temporary repairs to doors and windows, which would allow families to shelter in their homes until permanent repairs can be made.

#### f. Financial Assistance for Rent:

The preferred method in providing interim housing is through rental assistance. This includes financial assistance that helps individuals and families to locate and lease vacant privately-owned apartments, condominiums, and single-family homes, and Federal or State-owned residential property. This type of interim housing support is provided within a few weeks following a Presidential Disaster Declaration and is used for those survivors whose homes have been rendered uninhabitable.

#### g. Financial Assistance for Repair and Replacement of Damaged Residences:

Repair and replacement assistance is available following the inspection and verification of damages. FEMA will provide eligible homeowners financial assistance for repairs to make their home habitable by restoring the home to a condition that is safe, sanitary, and functional. The assistance may be used toward





replacement of a destroyed or condemned home. Repair and replacement assistance may not be sufficient to restore the home to its pre-disaster condition. The assistance may also take several weeks to several months before it is made available.

#### 2. Using Manufactured Temporary Housing

Temporary housing units may be used to house disaster survivors when other housing options have been exhausted. Once the appropriate options have been determined by the State in coordination with FEMA, temporary housing may be placed on an eligible family's private property, on a pre-existing commercial pad, or as a last resort, on a new community site approved by local officials, that is constructed and maintained by FEMA. The development of local ordinances to facilitate the placement of temporary units on private property, where appropriate, and the pre-identification of potential community sites helps to expedite the placement process

#### 3. Employ Innovative, Alternative Forms of Temporary Housing

New materials and innovations in design have the potential to provide a much broader array of temporary housing than FEMA's current inventory of manufactured housing options. FEMA is exploring alternative options for temporary housing units through the Joint Housing Solutions Group and the Alternative Housing Pilot Program. Alternative forms of direct housing, which may include the type of modular units used after Hurricane Katrina.

#### 4. Semi-Permanent or Permanent Construction/Assistance

This includes financial or direct assistance to individuals and households. Programs administered through FEMA and the Department of Housing and Urban Development (HUD) may allow for the development of housing options. These options allow for renter to obtain a permanent housing solution or for the selling of manufactured or modular temporary homes to a homeowner if repair/rebuilding is not in the financial interests of the homeowner.





### **II. Local Jurisdiction Situation and Composition**

#### ANote:

This section should be tailored to address the composition of each local jurisdiction to include unique features which are of interest to the Task Force. Some suggested sources for this information are the Comprehensive Emergency Management Plan, the Local Mitigation Strategy, the U.S. Census Bureau's American Fact Finder website located online at http://factfinder.census.gov, and the Florida Statistical Abstract.

Reminder: Each local jurisdiction will be required to replace the references to organizations, positions, documents, policies, and ordinances listed in **RED**, with the applicable references within their own jurisdictions.

#### A. Local Jurisdiction Composition

*(Insert Your County, City or Community Name)* is located in the (X-western) portion of Florida. The community seat is in X, Florida. According to the \_\_\_\_\_\_ *(Insert Your County, City or Community Name)* Comprehensive Emergency Management Plan (CEMP), the \_\_\_\_\_\_ *(Insert Your County, City or Community Name)* has a total land area of X square miles where X miles lie on the Gulf of Mexico or Atlantic Ocean. \_\_\_\_\_\_ *(Insert Your County, City or Community Name)* has a total population of XXX. There are approximately X housing units, X communities, X schools, X hospitals and clinics, X Military Bases, X churches, and X Universities/Colleges. These sites may support the disaster housing mission by providing short- to long-term housing resources. Due to rapid development throughout certain portions of the community, infrastructure services and capacity still remain a concern. Critical facilities and systems on the densely populated \_\_\_\_\_ boundaries of our community may limit interim housing placement options.

#### B. Hazard Vulnerability Analysis affecting Disaster Housing

#### Note:

Jurisdictions should evaluate potential vulnerabilities and hazards within their community. Additional information related to hazards and vulnerabilities can be found in the Local Mitigation Strategy and the Comprehensive Emergency Management Plan.

*(Insert Your County, City or Community Name)* is at risk for man-made disasters as detailed in the Comprehensive Emergency Management Plan and the Local Mitigation Strategy. In addition to man-made disasters, the *(Insert Your County, City or Community Name)* should consider the potential for natural hazards and disasters in the form of hurricanes, fires, and floods. Hurricanes

## STATE DISASTER HOUSING PLANNING GUIDE



present the highest risk due to the potential impacts from high winds, coastal storm surge and generalized flooding. The 2004 hurricane season was a prime example of how multiple hurricanes may occur within a single season. Flood zones should be analyzed to determine how the population in those areas could be severely impacted. The local jurisdiction should review the placement of manufactured homes and consider the potential dangerous flooding conditions for those areas. Local ordinances should be reviewed to make sure manufactured homes are in compliance with the tie-down requirements. The local jurisdiction should also examine the potential threat posed by wildfires, which can damage a community like those in the summers of 2006 and 2011 greatly.

#### C. Geography and Geology

*(Insert Your County, City or Community Name)* is densely urbanized along the coastal areas and largely rural in the interior portions of the county and border of the Florida Everglades. According to the 2010 Comprehensive Emergency Management Plan (CEMP), approximately 82% of the population lives within a storm surge zone. The many bodies of water, canals, and lakes create hazardous conditions to residents during heavy rainfall. A large number of manufactured home Parks are located in close proximity to these bodies of water, which should be evaluated when selecting disaster housing community sites. Jurisdictions may want to include information on why the geographic location affects their vulnerability to particular hazards. The north-central portion of the community lies within the Florida National Park, which encompasses a wide variety of environmentally sensitive areas that may not be suitable for interim housing.

#### **D.** Demographics and Special Needs Populations

(Insert Your County, City or Community Name) has a total population of According to the CEMP, \_\_\_\_\_ (Insert Your County, City or Community Name) has a high elderly population. According X. The to the 2010 census, X percent of the \_\_\_\_\_\_ (Insert Your City or Community Name) population is (Insert Your County, City or Community Name) has a elderly (65 years old and over). In addition, \_\_\_\_\_ high population of individuals registered with special needs. Special Needs populations are those individuals who require assistance for their disabilities, which include but are not limited to medical, mental, or psychological disabilities. As of 2012, X residents are registered as having Special (Insert Your County, City or Community Name) has X special needs designated shelters. Needs. When designing interim housing solutions, consider the availability of handicap accessible units, transportation support, and additional human service support agency involvement. In addition, (Insert Your County, City or Community Name) is home to a population of aging; yet independently living populations who may challenge interim housing policy options. The Evacuation Study Demographic Profile can be referenced in this section as well. This document includes demographic data such as linguistic impact age, race, gender, socio economic, religion, national origin, linguistic isolation, and familial status. Links to these profiles are available at www.floridadisaster.org/housing.





#### E. Local Jurisdiction Housing Stock Characteristics

#### Note:

Consider inserting a table to provide an overview of quick reference data. (Information located in other documents, which detail housing stock characteristics may simply be referenced).

Nearly X percent of \_\_\_\_\_\_\_ (Insert Your County, City or Community Name) single family residential units are single story structures, while X percent are multi-story structures. Approximately X percent of residential units are manufactured homes. The residential housing stock is well distributed throughout the eastern portion of the Community. X percent of residential units reside in the unincorporated areas of the Community. The average age of the homes in \_\_\_\_\_\_\_ (Insert Your County, City or Community Name) is X years, which means that many homes were constructed prior to the implementation of the more stringent building codes. Tourism increases the population by forty percent during the months of November through April. During this season most hotels/motels, rental and seasonal units remain at eighty percent occupancy. During the low season, vacancy rates may be as high as 60 percent.

#### F. Economic Profile

#### Note:

Profile the unique economic conditions of the community. Each jurisdiction may want to include information regarding tourism, private sector, public sector, and the unemployment rate. Key industries should be included in profile, such as the largest employer, tax rates, average income, etc. An economic profile is developed for each county on an annual basis by Enterprise Florida. These profiles are available at http://www.eflorida.com.

*(Insert Your County, City or Community Name)* has a mixed economic profile that includes a balance of tourism and agriculture. The western part of the Community, which lies on the Gulf of Mexico, draws tourists from all over the world. Long stretches of white sandy beaches are home to thousands of condo and hotel units, shops, restaurants, and bars. A large convention center on City River Walk draws corporate gatherings year round. The eastern, rural part of the Community has a strong agricultural base. The signature crop is citrus and used for export nationally and internationally. Lastly, the Community has a major league sports team that draws approximately 700,000 spectators a year.





#### **G.** Environmental Considerations

*(Insert Your County, City or Community Name)* is located along Florida's fragile coastal area and is bordered by environmentally sensitive areas in the South, which include the Florida Everglades. The northern region includes a protected animal habitat, and the eastern region includes coastal wetlands. Each of these unique, environmentally sensitive areas must be observed when evaluating options for the placement of community sites. When identifying potential sites, it is important to analyze environmentally sensitive areas where human interference may cause irreversible damages to the natural ecosystem and habitat. It is preferable that sites lie outside of the 100-year floodplain and have adequate storm water drainage systems.

Hazardous conditions may be present prior to a disaster and these conditions may increase following a disaster. Contamination in areas located in commercial, industrial, or landfill areas could spread to other surrounding areas. Areas which have been identified as Brownfield sites or Superfund sites should be avoided. A thorough site inspection is required before housing initiatives are implemented. Adjoining land uses including industrial uses, agricultural uses, and others could introduce the potential for hazardous materials in air (smokestacks, pesticides/herbicides), water (industrial sewage, wastewater, disease), or land (contaminated soil, gas tank leaks) that could create both short and long-term adverse health effects on residents. Addressing the aforementioned environmental and safety concerns will be critical in strategy development.





## III. Concept of Operations

The goal of the disaster housing mission is to transition displaced survivors into permanent housing as quickly and efficiently as possible. The disaster housing mission may progress through all four disaster housing phases. Each of these phases may overlap or may be excluded if they are not needed.



Shelter Phase: The Emergency Shelter Phase of the disaster housing mission will be managed by the Mass Care/Shelter Coordinator within \_\_\_\_\_\_(Insert Your County Name) Emergency Operations Center. For additional information, reference the \_\_\_\_\_\_(Insert Your County Name) Comprehensive Emergency Management Plan.

**Transitional Shelter Phase**: The Transitional Shelter Phase will be managed initially by the Mass Care/Shelter Coordination in close coordination with the Disaster Housing Coordinator. The initial stages of this phase will continue to be managed at the EOC with gradual transition to the Recovery Operations Center, which is under the supervision of the \_\_\_\_\_\_ (*Insert position*).

**Interim Shelter Phase**: The Interim Shelter Phase is managed by the Disaster Housing Task Force at the Recovery Operations Center, in close coordination with the Joint Field Office (JFO). The Disaster Housing Coordinator is responsible for directing these efforts and coordinating with State and Federal Disaster Housing Officers. The Community Organizations Active in Disasters





(COAD), Voluntary Organizations Active in Disasters (VOAD), or Long Term Recovery Coalition can assist by providing volunteers and donated resources to help meet unmet needs.

#### A. Activation of the Disaster Housing Task Force

In the event of a disaster, the \_\_\_\_\_\_ (Insert position Name: e.g. Emergency Management Director, Unified Command, County Manager, Board of County Commissioners, etc.) will direct the activation of the Disaster Housing

Task Force. Activation coordination will be administered through the local Disaster Housing Coordinator. Based upon the results of the Preliminary Damage Assessment (PDA) Report and the Habitability Assessment Reports, they will determine the priorities of the disaster housing mission and activation of the Disaster Housing Strategy.

Note:

When advance notice is available, **Command** may decide to activate core members of the Disaster Housing Task Force in advance of the disaster event (e.g. hurricane) in order to begin planning, notification and coordination activities.

The Disaster Housing Task Force will begin coordination efforts with the Long-Term Recovery Organization (LTRO) or Post-Disaster Redevelopment (PDRP) Task Force. They may draw resources and program support from the Planning Department/Building Development and Review Services primarily on land use, emergency permitting, site availability and code issues. The Task Force will also ensure timely communication of mission-critical information and issues between and among all levels of government. Communications with the private sector should be coordinated through Emergency Support Function (ESF) 18 and with the COAD (Community Organizations Active in Disasters) through ESF 15. A Client Management System will be activated on a conditional basis as the need for social services escalates.

In the event of a catastrophic level incident, Command will direct the development/implementation of the PDRP by the LTRO. While this plan addresses long-term permanent housing issues, it will also address land use, non-conforming uses, permitting, coastal set-backs, elevation retrofit, and new construction issues. The PDRP also addresses health and human services, environmental issues, financial administration, public information and disaster housing. Additional information regarding roles and responsibilities of each organizational unit are located in the organization section of this plan.

#### **B.** Disaster Housing Needs Assessment

Determining the community need for disaster housing in the aftermath of a disaster is a challenging task. An initial determination must be made in order to position the resources needed to implement the Disaster Housing mission. While the numbers will likely change as better data is received, the following informational components are needed to quantify the disaster housing need:





- Total number of residential structures (by type) with major damage s classified as destroyed or deemed uninhabitable
- The estimated number of residential structures which might be made habitable with minimal repairs
- The status of available hotel and motel units
- The status and availability of public housing units
- The status and availability of privately-owned, vacant rental properties, which could be used for disaster housing
- Status and availability of manufactured housing units or other fabricated dwellings which could be used for disaster housing
- Available useable land meeting the suitability criteria for emergency community sites, including available space in existing/vacated manufactured home parks
- Status of restoration of utilities
- Availability of community services including fire, EMS, law enforcement, healthcare, schools, etc.
- Status and availability of college/university housing

\_\_\_\_\_\_ (Insert Your County, City or Community Name) has disaster need assumptions that will assist in quantifying the community needs:

- Uninsured homeowners whose homes are destroyed or have major damage may require disaster housing assistance<sup>3</sup>
- One or two-family zoned lots of sufficient size to place temporary units onsite
- Uninsured residents of multi-family units that are damaged or destroyed will likely need Direct Housing Assistance in commercial manufactured home parks or community sites
- Homeowners who have insurance will not be eligible for Direct Housing Assistance
- Owners of secondary homes will not be eligible for direct housing assistance

<sup>&</sup>lt;sup>3</sup> Direct Housing Assistance generally consists of FEMA obtaining and installing manufactured homes and other types of prefabricated housing on private (individual) sites, commercial parks, or other temporary sites developed by FEMA. This assistance is considered a last option. This non-financial assistance is provided directly to individuals and households when there are not enough housing resources in the impacted area and/or the individual or household was eligible for financial housing assistance but not able to use available resources.





• Non-seasonal, permanent manufactured home residents whose units are damaged or destroyed will likely require disaster housing assistance

#### C. Systems, Process and Timeline for Assistance Delivery

The following table provides a general overview of the four phases of the disaster housing mission. Each phase may be adjusted based upon the magnitude and severity of the disaster conditions. All phases will overlap to a limited degree. The goal is to transition survivors quickly back into permanent housing.

Phase	Shelter 0-21 days	Transitional Up to 60 days	Interim Housing Up to 18 months	Permanent 18 months >
Housing	Friends & Family	Friends & Family		
Types	Shelters			
	Hotel/Motel	Hotel/Motel		
		Rentals • Apartments • Homes • Seasonal Housing	Rentals • Apartments • Homes • Seasonal Housing	Lease or purchase of: • Single Family Home • Multi-family Home
		Manufactured Homes	Manufactured Homes	Manufactured Homes
		Commercial Space	Commercial Space	Manufactured Homes
		Community Sites	Community Sites	
Resources	Insurance	Insurance	Insurance	Private Insurance
	American Red Cross Voluntary Organizations Faith-Based	American Red Cross Voluntary Organizations Faith-Based Private Sector	Voluntary Organizations Non-profit Organizations Private Sector Faith-Based	Voluntary Organizations Non-profit Organizations Private Sector Faith-Based
	State & Local Government U.S. Army Corps of		Local Government Wrap Around Services	
_	Engineers Blue Roof or Similar Emergency Repair Program			Federal Housing Assistance: • SBA Loans • HUD • VA
		<ul><li>FEMA housing assistance:</li><li>Repair Grants</li><li>Replacement Grants</li></ul>	FEMA housing assistance: • Repair Grants • Replacement Grants	Unmet Needs Committee





Rental Grants     Hotel/Motel Vouchers	<ul><li>Rental Grants</li><li>Direct Housing</li></ul>
--	--

#### D. Post-Disaster Housing Incident Action Plan/Situational Reporting

When deemed necessary by the Director of Emergency Management and the Hometown Executive Leadership, the Emergency Operations Center's Planning Section will initially incorporate key components of the disaster housing mission into the Incident Action Plan (IAP). Drafting of the IAP will be a unified effort among the Emergency Support Function (ESF) personnel and from players outlined or referenced in the Post-Disaster Redevelopment Plan (PDRP). This IAP is being developed for all response operations in compliance with local planning procedures. These initial disaster housing components will focus on the response efforts coordinated by Emergency Support Function 6: Mass Care and other health and human services providers supporting sheltering operations. The IAP will provide an overview of the response status and initial incident operational objectives. The Emergency Operations Center will dictate the continued updating of the IAP throughout the response phase and beyond.<sup>4</sup>

When practical, the Disaster Housing Coordinator in coordination with State and Federal partners will develop a detailed disaster housing mission plan(s). The first disaster housing mission plan should be developed within two weeks of the disaster impact followed by a major update within 30 days of impact. Updates should be developed in monthly increments thereafter (ex. D+14, D+30, D+60, D+90, etc).

As the disaster housing mission progresses through the major housing phases listed in the table below, the plan should be expanded. The table also summarizes housing resources by class and timeframe and who is expected to provide the housing resource.

Strategic Housing Plans	Focuses
D+15	<ul> <li>Focus on the needs for extended sheltering</li> <li>Assess damage impact on housing</li> <li>Establish initial ball park forecast on temporary housing needs</li> <li>Identify county specific temporary housing options (focus on population retention)</li> </ul>
D+30	<ul> <li>Update initial forecast on temporary housing needs</li> <li>Confirm and incorporate changes to the county specific strategies</li> <li>Review and refine the overall temporary housing efforts</li> </ul>

#### Focus of Strategic Disaster Housing Plans

<sup>&</sup>lt;sup>4</sup> For a checklist of objectives which may be included in the Incident Action Plan see Appendix G.





D+60	<ul> <li>Status review of temporary housing mission</li> <li>Validate temporary housing needs forecast and mission timeframe based on FEMA Applicant Registrations</li> <li>Confirm and review progress of county-specific strategies</li> </ul>
D+90	<ul> <li>Focus on the long-term housing needs assessed</li> <li>Provide a strategy for long-term housing recovery (local repopulation strategy)</li> <li>Mark a transition of focus from temporary housing to long-term housing</li> </ul>

#### E. Coordination of Survivor Information and Needs

Mass care and human services are necessary for providing the most immediate and long-range needs of disaster survivors which include shelter and feeding, transient and interim housing, care of unaccompanied children, the elderly, and others unable to care for themselves, disaster welfare inquiry, and provision of various types of human services assistance to survivors. All of these services are provided through the coordinated efforts of governmental, non-profit and volunteer agencies. The purpose of this section is to outline coordinating guidelines for planning, mass care, disaster housing, and related emergency human services in the short and long-term recovery phases.

In the event that the President declares a Federal Disaster, which allows federal funds to be used to assist recovery efforts, the following steps must be taken to activate disaster housing assistance:

- Residents in the declared area apply for housing under FEMA's Individuals and Households Program (IHP) by calling one of FEMA's National Processing Service Centers at the toll-free registration number, 1-800-621-3362 (FEMA) (or TTY 1-800-642-7585). Registration can also be completed by website online at www.disasterassistance.gov *or* www.fema.gov and by visiting the Disaster Recovery Center (DRC).
- The U.S. Small Business Administration (SBA) may send a disaster loan application after the applicant applies to FEMA for disaster assistance. It is important to complete and return the application to SBA as soon as possible. If the application is not filled out and returned, the applicant may not be eligible for other types of federal assistance. SBA low-interest loans are available to eligible renters, homeowners, businesses of any size and non-profit organizations that suffered losses due to a disaster (see www.disasterassistance.gov).
- Homeowners must prove they owned and occupied the home at the time of the disaster and that the damage was disaster related. Renters must prove that they lived in the disaster-damaged house at the time of the disaster.
- If necessary, a FEMA inspector will call to arrange a visit to the damaged home or apartment to assess disaster-related damages for FEMA's Individuals and Households Program.
- Following review, the applicant receives a determination letter from FEMA with the eligible/ineligible decision. Qualified applicants will receive a check in the mail or a direct deposit to their bank, along with a separate letter explaining how to use the assistance.









Direct Housing Assistance may be available when local existing housing options have been exhausted or deemed infeasible. Manufactured housing units may be used once the appropriate options have been determined by the State. Temporary housing can be placed on an eligible family's private property, on a pre-existing commercial pad or, as a last resort, on a new community site approved by local officials and constructed and maintained by FEMA.

<sup>etc)</sup> has delegated the handling of local long-term housing recovery and transition to permanent housing to the Director of Housing and Human Services. Under this position and with the collaboration of the Long-Term Recovery Organization, an effective local Client Management System must be established to address comprehensive disaster-related housing recovery needs and the coordination of available resources in the community. The Housing and Human Services/Long-Term Recovery Organization will conduct the following tasks to capture the needs, determine what assistance has been provided, and identify any gaps in resources:

- Screening and interviewing of Client/Survivor needs in order to determine whether a disaster-related need exists
- Verification of information to ensure loss suffered and to help prevent duplication of benefits
- Unmet Needs Committee Gap Analysis and Recovery Plan to address how to bridge the gaps between what the survivor is able to accomplish and what is actually required from outside sources to stabilize and become self-sufficient
- Commitments by agencies to provide assistance and resources available
- Follow Up and Case Closure to ensure the survivor understands any commitments for assistance





#### F. Command and Control

#### ANote:

References to titles and documents should be locally specific. Some local jurisdictions may not choose to activate a Recovery Operations Center and, therefore, should identify how the command and control of the disaster housing will be maintained.

Shelter Phase: The Shelter Phase of the disaster housing mission will be managed by the Mass Care/Shelter Coordinator within \_\_\_\_\_\_\_ (Insert Your County Name) Emergency Operations Center. For additional information, reference the \_\_\_\_\_\_\_ (Insert Your County Name) Comprehensive Emergency Management Plan.

**Transitional Shelter Phase**: The Transitional Shelter Phase will be managed initially by the Mass Care/Shelter Coordination in close coordination with the County Disaster Housing Coordinator. The initial stages of this phase will continue to be managed at the Emergency Operations Center with gradual transition to the Recovery Operations Center which is under the supervision of the (Insert position)

**Interim Shelter Phase & Permanent Housing:** The Interim Shelter Phase and all remaining phases are managed by the Disaster Housing Task Force at the Recovery Operations Center in close coordination with the Joint Field Office. The Disaster Housing Coordinator is responsible for directing and coordinating these efforts with State and Federal Disaster Housing programs. The Community Organizations Active in Disasters, Volunteer Organizations Active in Disasters or Long-Term Recovery Coalition can assist by providing volunteers and donated resources to meet unmet needs.

#### G. Exit Strategy

The Disaster Housing Mission is designed to provide temporary disaster housing for a period of up to 18 months. Restoration of the community is the best way to return a disaster affected area to normal. Temporary housing complexes which create new communities generally do not aid such restoration. Community sites should be located and developed so residents can make maximum use of existing community facilities. Locating sites outside of settled areas may shift settlement patterns, weaken the value of existing facilities, and require new transportation services or new facilities.

Successful case management will identify the needs of the survivors and recovery obstacles. Case management can assist by pooling resources to address the challenges these residents face in finding permanent housing. Provision of appropriate social services, assistance and counseling early in the process will be essential in addition to monitoring the progress. Obstacles such as unemployment, transportation, childcare, affordable housing options, education or disability should be identified





with a shared goal of addressing the issues and moving individuals and families to permanent housing.<sup>5</sup>

#### H. Public, Private, Non-profit and Faith-Based Partners

When Federal, state and local assistance is not sufficient, the Community Organizations Active in Disasters, Volunteer Oorganizations Active in Disasters, Unmet Needs Committee or Long-Term Recovery Organization (LTRO) may provide an essential linkage among the volunteer organizations and faith-based partners to meet these needs through donated volunteer time and resources.

The Disaster Housing Task Force will consider the following variables when developing the exit strategy:

- Ability of residents to find employment and maintain a consistent income
- Availability of affordable permanent housing within the community
- Ability of residents to locate needed social services such as transportation, medical care, childcare and schools
- Ability of residents to finance home repairs, locate necessary supplies and licensed contractors
- Ability to restore vital infrastucture within all areas of the community
- The transfer of vacated manufactured housing units to volunteer organizations

#### I. Maintaining Operational Readiness for the Disaster Housing Mission

Due to the need for complex decision coordination and the time sensitive nature required in the implementation of the Disaster Housing Mission, it is essential to engage in ongoing planning activities to maintain the operational readiness of the disaster housing program. Preparedness efforts should include the maintenance of policies, inventories, and vital information needed in the immediate post-disaster environment including:

- A process for the real-time identification of vacant habitable hotel, motel, and seasonal units.
- Advance coordination with real estate representatives/property managers for identification of vacant rental properties and property owners of vacant land.

<sup>&</sup>lt;sup>5</sup> Communities may consider deleting this paragraph once an effective client management system has been established.





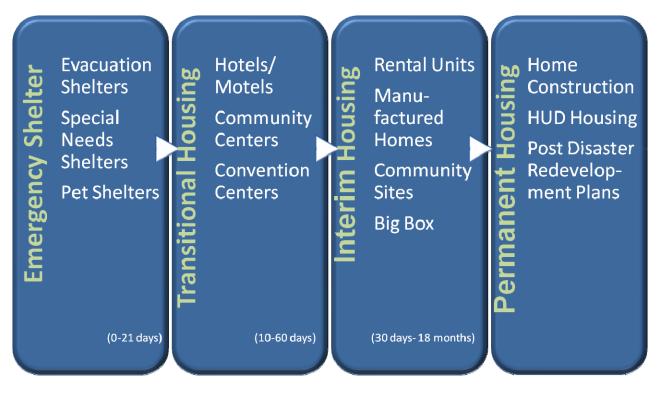
- Initial planning, mapping, and design for post-disaster prioritized vacant lands for potential disaster housing community sites.
- Preparation of emergency authorities related to the Disaster Housing Mission including expedited permitting procedures, or temporary waiver of zoning restrictions which may inhibit the disaster housing mission.
- Ongoing training and exercise of key disaster housing core team members including temporary roofing program, emergency repairs, temporary housing and stakeholder coordination with Federal, State and local partners.
- Maintenance of pre-identified disaster housing command and control facilities, staging areas, data connectivity systems (Client Management System), personnel inventories, equipment and supplies.
- Development of a Standard Operating Procedure (SOP) led by the Disaster Housing Coordinator and supported by the Community Leadership and Administrators to provide a process for client intake and case management to ensure residents receive information and resources provided by state and federal disaster programs and those available through nonprofit/faith-based partners.





## **IV. Housing Strategies**

It is vital to transition displaced families to a more stable and secure housing alternative in the aftermath of the disaster. As disaster situations improve, all internal and external partners will focus their efforts on transitioning displaced residents back to their pre-disaster dwellings or, if those dwellings cannot be re-inhabited, other permanent housing options.



#### A. Emergency Shelter Operations

\_\_\_\_\_\_(Insert Your County, City or Community Name) has a total of XX risk shelters which serve as an emergency evacuation refuge prior to, during, and, to a limited capacity, in the post-disaster environment. These shelters have sufficient capacity and support services to accommodate numerous vulnerable individuals and families. In addition, these facilities are dispersed throughout the community and their location is generally known to the immediate community members. All evacuation shelters in \_\_\_\_\_\_(Insert Your County, City or Community Name) are constructed to meet the Enhanced Hurricane Protection Area Standard and the American Red Cross 4496 Standard. These facilities can be efficiently secured, and are handicapped accessible. Risk shelters also have kitchens for meal preparation and sanitation. These shelters, however, offer limited privacy for the family unit because individualized space is not practical. Although these shelters can potentially house a large number of people, they should not be utilized for long-term housing needs due to the





need to reopen those facilities, particularly schools for their primary use. Returning children to school allows parents to return to work, which represents a vital step in the community recovery process.

Detailed operational procedures for the management of evacuation shelters may be referenced in the Comprehensive Emergency Management Plan and the American Red Cross Standard Operating Procedure (SOP).

#### **B.** Transitional Housing

Transitional Housing (also referred to as transitional sheltering) fills the gap between emergency shelters such as schools, tents, etc., and permanent housing. When emergency shelters are no longer sufficient or available and traditional interim housing is not yet available, communities may use transitional housing which may include:

#### 1. Hotel & Motel Placement

Placement of survivors in hotel/motel accommodations is the preferred and most immediate transient housing solution. \_\_\_\_\_\_(Insert Your County, City or Community Name) has approximately X hotel/motel accommodations with a total capacity of close to X units. Appendix C has an abbreviated sample of the hotel and motel database for \_\_\_\_\_\_(Insert Your County, City or Community Name). The list also provides the facility's vulnerability to storm surge or flooding. This would be a major factor in a coastal flooding event, as many of the hotel/motel facilities are located on the coast.

The following are sources of information related to real-time bed counts which \_\_\_\_\_\_\_(Insert Your County, City or Community Name) will access in the aftermath of a disaster. A complete listing of all licensed lodging establishments may be located on the internet of the Business and Professional Regulations website at: www.myfloridalicense.com/dbpr/sto/file\_download/hr\_lodging.shtml. Less common lodging types may include resort condominiums and resort dwellings that regularly provide rental units more than three times in a calendar year for periods each lasting less than one calendar month.

The Convention and Visitors' Bureau will contact all hotel/motel management to determine their damage status and the availability of rooms as part of the Damage Assessment. Power will need to be restored in order for the rooms to be available for disaster survivors, emergency response workers or disaster volunteers. The Convention and Visitors' Bureau will continue to monitor the status and report to the Disaster Housing Coordinator.





Initial payment for the survivor's occupancy in the hotels/mmotels is typically paid by the American Red Cross until the Stafford Act's Individual Assistance Program is activated. After FEMA activates the funds, they are then transferred directly to the survivor. Direct payment by FEMA to the hotel is not normal procedure.

It is vital to consider the functional needs of the survivors. Priority placement of persons with disabilities and special needs clients should be given to handicap accessible units within hotels/motels. Another consideration in the placement process is survivors with pets. The State Tourism Department maintains a list of hotels that will accept pets. Hotels and motels may choose to temporarily waive prohibitions against pets during the initial disaster period. The Convention and Visitors' Bureau should determine this when contact is made regarding status and room availability.

#### 2. Rapid Temporary Roofing and Repairs

*(Insert Your County, City or Community Name)* Temporary Roofing Program is under the authority of the Growth Management Division. At the State's request, tarps may be provided through FEMA or the U.S. Army Corps of Engineers (USACE) Blue Roof Program. The USACE liaison and their trained contract staff will report directly to the Emergency Management Director, who will coordinate the blue roof mission for the Community. Under this program, USACE will coordinate the installation of plastic sheeting to provide a safe, shelter in place option for impacted families and individuals. These tarps are provided as temporary roof coverings (i.e. blue tarps) to cover damaged roofs in areas that are not heavily populated and to assist homeowners who need assistance with installing plastic sheeting.

Another shelter-in-place option that is available is the Rapid Temporary Repair (RTR) Program, which differs from the temporary roofing or "Blue-Roof" program. At the State's request, this Program makes RTR to doors and windows to allow sheltering until permanent repairs can be made. RTR includes clearing debris to gain access to the homeowner's home and removing debris from the roof. It also uses specially adapted plywood materials to enclose damaged windows and primary entry doors. The Blue Roof and RTR Mission require the following actions:

- Identify and Prioritize: Upon completion of the initial damage assessment process, teams will identify and prioritize severely impacted geographic regions within \_\_\_\_\_\_ (Insert Your County, City or Community Name).
- **Installation:** Personnel will be tasked with applying the tarps to damaged roofs in the most severely impacted areas, first on single and multi family homes with





asphalt or shingle type roof covering. Metal roofs, tile roofs, and mobile homes are not eligible.

- **Right of Entry:** In order for the contractor to install tarps, homeowners must complete a right of entry form.
- **Information Coordination**: A daily briefing will be conducted providing a status update of the number and location of temporary roof installations conducted.
- **Staffing**: The USACE also teams up with local partners to assist in the Blue Roof Mission. The Department of Building and Zoning, working with Emergency Support Function (ESF) 15 Volunteers and Donations, may identify and train volunteers to support the RTR and Blue Roof Mission.
- **Bulk Distribution**: If necessary, the EOC may decide to distribute temporary roof coverings to citizens with significant roof damage after a large scale disaster. If the roof coverings are provided to the Community for distribution from state and or federal resources, then the supplies will be received at the Community Staging Area and distributed to local points of distribution (PODS) throughout the Community as supplies are available. Residents will be able to pick up these state/Federally supplied resources at their closest point of distribution. For additional information related to Bulk Distribution reference the Hometown Logistics Section SOP.

#### 3. Convention Centers/Community Centers (Congregate Shelters)

Facilities such as arenas or convention centers may be altered to provide additional space and privacy. If necessary, transitional housing may be located at \_\_\_\_\_\_<sup>(Insert</sup> Name of Your Convention Center or Arena) and \_\_\_\_\_\_<sup>(Insert the Name of Your Community Center)</sup>. These

locations may be beneficial for short-term solutions, but generally do not provide a suitable long-term housing solution for families.





## C. Interim Housing

Interim housing is provided during the intermediate period (generally up to 18 months or the maximum amount of financial assistance available) between emergency sheltering and the securing of a permanent housing solution by the disaster survivor. Interim housing solutions should refocus on strategies that provide safe, sanitary, and functional housing for individuals and families. Options for interim housing vary greatly and may include:

#### 1. Private Rental Properties

Based upon available vacancy rates and affordability, rental properties may be available as temporary housing for survivors. Initially, eligible applicants receive two months of rental assistance with the ability to qualify for additional assistance. The amount of rental assistance is based on the Fair Market Rent (FMRs) as determined by Housing and Urban Development (HUD) and may be viewed at http://portal.hud.gov/app\_nhls on the National Housing Locator (NHL). The NHL is a searchable, web-based clearinghouse of available rental housing available only after a disaster. The median rent paid by *(Insert Your County, City or Community Name)* households in 2000 was \$X per

month, compared to a statewide median rent of \$X. In \_\_\_\_\_\_(*Insert Your County, City or Community Name*) and the surrounding metro area, the HUD FMR in 2009, representing rent for a typical modest apartment, was \$X for a studio apartment, \$X for a one-bedroom, \$X for a two-bedroom, \$X for a three-bedroom, and \$X for a four-bedroom unit. In the aftermath of Hurricane Katrina, the policy of FMR was redefined to include not only the HUD stipulated FMR but to also include the cost of any transportation, utility hook-ups, or unit installation.

Depending upon the time of year, \_\_\_\_\_\_ (*Insert Your County, City or Community Name*) will have an influx of available properties. The summer and early fall months tend to have the most units available; therefore, it would be highly valuable to identify the properties that are typically vacant during this period ahead of time. Data related to vacant rental and seasonal property can be located at numerous sources including:

- a. The Community Property Appraiser, which has a database listing all commercial income-producing properties.
- b. Property Management Companies who maintain comprehensive lists of properties that is available for rent.
- c. Realtors who have access to multiple listing databases.
- d. Information on the availability of commercial/industrial structures at a specific time is available from several websites:





- www.loopnet.com: LoopNet is a listing service for commercial properties only. LoopNet permits non-subscribers limited browsing access and full access to subscribers (\$39.95 per month). Properties which have been listed for less than 30 days are available to subscribers only.
- (2) www.propertybbs.com: This website provides a listing service for commercial properties in the State. The service allows unrestricted access to all listings.

#### 2. Properties in Foreclosure

*(Insert Your County, City or Community Name)*, FEMA, and the State of Florida would not typically provide programs or services associated with subsidized postdisaster housing programs with single family homes currently in some level of foreclosure. The utilization of vacant homes which are currently in foreclosure is highly controversial and may not be viewed favorably by the financial industry. There are many potential legal, financial, and long-term economic implications such as unpaid liens, property condition and rental arrangements. The use of foreclosed property would be established as a last resort only as a referral program by \_\_\_\_\_\_ (*Insert Your County, City or Community Name*) which would place disaster survivors in contact with property owners, banks, or property manager who might offer the property for rental purposes.

Ideally, the Federal, state, and local partners would work cooperatively to identify vacant homes where the lender has already officially filed a Lis Pendens. Some homes may require repairs while others would be available for immediate occupancy if permission were granted. Under these circumstances, the lender has the ultimate decision whether the home may be leased to disaster survivors.

#### 3. Universities, Colleges and Student Housing (State and Private)

In the event of a disaster, colleges and universities may be used to temporarily house survivors. Many campus housing units are left unoccupied for several months during the year. \_\_\_\_\_\_ (Insert Your County, City or Community Name) has two universities and one private college that may be evaluated for use in the post-disaster environment. \_\_\_\_\_\_ (Insert Your County, City or Community Name) has established agreements with Hometown University North and South, as well as the Town center College in order to utilize a share of the unoccupied housing units during the months of May through August. Once an agreement has been reached, these facilities may be used as an interim housing solution for displaced survivors.

Currently, Hometown University North estimates that XXX dormitory rooms during the months of May (early) through August (late) could be made available. Hometown





University South would have approximately XXX rooms available during the same period of time. Both North and South campuses have a self contained infrastructure and both contain their own power plants and water treatment facilities; which make these locations ideal for temporary housing.

#### 4. Existing Federally Owned/Government-Owned Housing Projects

*(Insert Your County, City or Community Name)* has a number of government-owned facilities including residential public housing units that may be used for disaster temporary housing. However, most public housing is at capacity and has a waiting list for qualified potential residents. If public housing units survive without significant damage, \_\_\_\_\_\_(Insert Your County, City or Community Name) will be able to house approximately XX families in these facilities. A map of these locations can be found in Appendix XX.

#### 5. "Big Box" Options, Warehouses



*(Insert Your County, City or Community Name)* has numerous vacant warehouses or large retail stores located along the primary transportation corridor. Vacant warehouses may serve a number of purposes in the aftermath of a disaster including disaster temporary housing. It is possible to transform the existing infrastructure of an abandoned Big Box into a personalized space to serve as an interim housing solution. Prefabricated pods, aluminum framing systems, and structural insulated panels can be customized to provide temporary housing. Big Box structures are simple in design with a large open floor plan and are located in either a strip of retail stores or stand-alone site. The isolated site avoids sandwiching the residents' homes between a retail center and a parking lot. However, the isolated site may be at a geographic distance from other necessary services including retail providers, medical care, and schools. Some vacant facilities may have had a food center. The Big Box could be expediently retrofitted to accommodate families through the installation of prefabricated pods which include fixtures, plumbing and electrical capabilities.





#### 6. Soft-sided Shelter Options (Tent)

If persons displaced from their homes by a disaster cannot be accommodated in existing shelters and/or vacant residential units, the Florida Division of Emergency Management may request that FEMA establish tent cities to meet temporary disaster housing needs. A tent city is a self-contained community where all basic human needs can be met. Facilities may include potable water trucks, restroom trailers, shower trailers, laundry trailers, a recreation/school structure, and an administrative structure. Other items such as telephone banks, ATM machines, convenience storeS, and a post office could also be provided on-site. Law enforcement and fire-rescue services would be provided on a 24-hour basis by local government or through mutual aid. Depending on the magnitude of demand for housing units and the amenities furnished, tent cities can require up to 46 acres of open space.

(Insert Your County, City or Community Name) vulnerability to repeated disaster Due to impacts (e.g. multiple hurricanes within the same season), it is preferable to identify temporary disaster housing options which continue to provide the highest degree of public safety as possible. Many soft sided options may not have high wind load thresholds. The preferred option is the large prefabricated, clear-span, aluminum and specialized fabric structures. This option may provide an increased level of wind loading capability and public safety protection. Similarly, it is preferable to provide airconditioned tents and individual 12' by 12' walled units with single doors for each resident household. Based upon the American Red Cross guidelines for long-term housing, this would provide 240 square feet per household, or 60 square feet per person for a household of four persons. The complete tent city should be ready for occupancy within three to six weeks from time of activation. Although a tent city will adequately provide for all basic housing-related needs, it is generally recognized as the least desirable temporary housing alternative, and it would be employed only in a disaster of tremendous magnitude that resulted in temporary housing needs exceeding the capacity of all other feasible alternatives.





#### 7. Floating Disaster Housing Options

#### Note:

This section will only be applicable to coastal jurisdictions with a marina and/or port that can accommodate large vessels such as cruise ships. Furthermore, the Port Master must authorize this use which may conflict with post-disaster goods and service deliveries via marine vessels.

Floating options may be suitable for \_\_\_\_\_\_(Insert Your County, City or Community Name) which is located along the Atlantic Coast. This port must have sufficient capacity to dock cruise ships and similar large vessels. In the aftermath of a disaster, the Port Master must give permission for dock space to temporarily house disaster survivors. An agreement is available in Appendix N. This agreement can allow for immediate occupancy of several hundred to several thousand people with no conflict of land use. Cruise ships have the necessary food and sanitation services, therefore they can serve as an effective housing option for \_\_\_\_\_\_(Insert Your County, City or Community Name). Floating options do pose some challenges to the Port because temporary housing will interrupt normal port operations and may interfere with the tourism industry. \_\_\_\_\_\_(Insert Your County, City or Community Name) will provide public transit options for occupants to access schools, hospitals, stores, and places of employment.





## D. Direct Housing (Factory Built Housing)

A direct housing mission may include placing manufactured housing units on private sites to enable homeowners to remain on their properties while they repair and/or rebuild their permanent residence. Temporary housing units may also be placed in pre-existing commercial parks to accommodate renters or owners without a feasible place for a unit. The Disaster Housing Task Force <sup>(Insert Your Task Force Name)</sup>, in coordination with FEMA, State, local, and tribal governments will determine priorities for placement of individuals and households. Individuals do not request temporary housing initially. Financial Assistance (rental assistance) is provided before Direct Housing Assistance. If applicants are found eligible, they will be contacted by FEMA for a Pre-Placement Interview (PPI). The time between determining eligibility and a PPI varies based on time/date registered, number of people affected and assessment of local temporary housing options.

Direct housing is used only when all other housing options, including financial assistance for rent, transitional shelters, and relocation, have been exhausted or are unreasonable.

When determining which populations have precedence to ensure that everyone is housed in a manner best suited for their individual needs, the Disaster Housing Task Force may consider the following:

- **Medical Needs**: Any person who may not remain in optimum health in a shelter or other emergency facility. Such persons may include those dependent upon oxygen or dialysis equipment. However, disaster survivors with medical needs should not be provided with housing until the services they need to assist them are available. One consideration for housing locations is proximity to facilities that will assist in meeting their medical needs.
- Accessibility Requirements: As outlined in the Uniform Federal Accessibility Standards (UFAS); a UFAS compliance check-list is used to determine accessibility, and strategic consideration is given to the number of UFAS-compliant units that will be required as well as which residents will be placed specifically into UFAS-compliant units.
- **Court Restrictions**: Although FEMA may not discriminate in housing applicants, court orders take precedence. Applicants with court orders excluding them from living in proximity to specified groups or individuals may not be suitable for housing in a community site. Special housing arrangements will need to be provided and State and local partners should be engaged to help facilitate the placement of these applicants.
- **Disaster-dependent Considerations**: Considerations may be made for first responders or any person who has a need to remain in the community to help in the response and recovery





for the event. Such persons may include police, firefighters, medical staff, and other emergency personnel.

#### 1. Direct Housing on Private Lot

The preferred method of providing direct housing assistance is to install factory built housing units (e.g. modular homes, manufactured homes, etc.) on an applicant's private lot and temporarily connect it to existing utilities. This allows homeowners to remain within close proximity to their home during the repair and rebuilding process, and allows children to remain within their existing schools and daycare centers. Direct housing on private lots provides survivor's access to their customary social setting, existing medical services, and retailers. This strategy takes advantage of the existing infrastructure capacities for the community. The Disaster Housing Strategy's goal is to place up to 70% of the direct housing mission on survivors' private property. With 71% of the overall population of \_\_\_\_\_\_\_(*Insert Your County, City or Community Name*) owning their homes, this may be a reasonable goal.

A number of environmental and regulatory obstacles may hinder the implementation of this strategy. Many communities within \_\_\_\_\_\_\_ (Insert Your County, City or Community Name) are deed restricted or gated communities with restrictive homeowner association policies which limit where a factory built housing unit may be placed and how long this unit may remain onsite. The homeowner's association would make the decision to waive any restrictions limiting the use of factory built housing units on private homeowner lots. Some communities lie within flood zones; therefore, placement of factory built housing units is generally not recommended unless catastrophic level conditions mandate extreme measures.

Basic steps should be followed when the delivery of a factory built housing unit on a private lot is warranted:

- The \_\_\_\_\_\_ (Insert Your County, City or Community Name) governing body from neighborhood associations, in conjunction with state regulations, will allow for the placement of a factory built homes provided there is adequate space to place the temporary housing on the site.
- The individual must contact the local utility companies to get hook-ups prepared.





#### 2. Direct Housing on Business and Commercially-Owned Property

Economic redevelopment is vital to community restoration in the aftermath of a largescale disaster. The business community must immediately resume activities in order to provide necessary goods and services to the residents. When feasible, business owners may choose to place manufactured housing units on their commercial property in order to permit employees and their families to continue to work. While it is preferable to place all manufactured housing units on privately-owned residential lots, many employees may not have this option. Some employees may not own a residential lot, have the ability to safely access their home or business site, or other public safety or utility challenges preclude this option. On a case by case basis, \_\_\_\_\_\_ (*Insert Your County, City or Community Name*) may choose to temporarily waive zoning restrictions on business and commercial property to temporarily allow disaster housing options.

In a worst-case scenario when all other temporary housing resources are exhausted, various commercial or industrial structures may be suitable for conversion to temporary housing. In addition, partially developed or undeveloped commercial/industrial properties may be suitable for the placement of manufactured housing units. Vacant office space in surrounding businesses may serve as an appropriate means for temporarily housing individuals if manufactured homes prove to be overly problematic.

(Insert Your County, City or Community Name) will make every effort to consider these options in their housing strategy.

#### 3. Direct Housing on Pre-existing Commercial Parks

*(Insert Your County, City or Community Name)* has XX commercial manufactured home parks with a total of XXX pads or lots. These commercial sites have existing utilities (water, electric, sewer/septic) for pre-developed pads or lots and available community services. In parks where there are vacancies, FEMA may lease the pad or lot and install the housing unit. Considering that over XX percent of the commercial manufactured housing parks in \_\_\_\_\_\_ *(Insert Your County, City or Community Name)* are single owner, these parks may become an important immediate housing alternative.

In the event of a significant wind event, a large portion of the Community's existing commercial manufactured home parks stock could be destroyed or otherwise rendered uninhabitable. Once the debris of the former housing units has been cleared, additional vacant spaces over the current estimated number may become available. Spaces which become available due to the destruction of units will be utilized by the former resident households for the location of a new housing unit. Therefore, the number of spaces, which would be available to disaster survivors who are not currently residents of





commercial manufactured home parks, should be estimated at the current vacant number. When possible, it may be advantageous to expand existing commercial manufactured home parks on a temporary basis in order to increase the total number of manufactured housing units at the site.

Manufactured Home Parks remain politically and socially controversial in the State of Florida. Manufactured homes represent a low cost housing alternative and are largely occupied by elderly and low income populations. These groups are particularly vulnerable in the post-disaster environment. When evaluating the use and/or expansion of existing commercial parks, the stress factor that this places on the existing population must be considered along with compromises to unit spacing and overall size. Manufactured home parks may have age restrictions in place which would restrict placement options. For additional information related to regulatory requirements, see the section below.

#### 4. Direct Housing on Community Sites

Direct housing may be placed in community site configurations. As a last resort, direct housing is used only when all other housing options, including financial assistance for rent, transitional shelters, and relocation, have been exhausted or are unreasonable. Upon thorough examination of available resources, \_\_\_\_\_\_ (*Insert Your County, City or Community Name*) in partnership with State and Federal agencies may decide that the development of community sites may be the best available option to meet the needs of displaced renters or homeowners who cannot place a manufactured housing unit on their private property.

(Insert Your County, City or Community Name) has developed a list of public and private owned properties and vacant land which may be evaluated for use as community sites. These resources are listed and included in Appendix D. In addition to the resource listings in Appendix D, \_\_\_\_\_\_ (Insert Your County, City or Community Name) also identifies, maps, and monitors the availability of other housing and land resources that may be used for community sites. As funds and resources permit, \_\_\_\_\_\_ (Insert Your County, City or Community Name) will conduct preliminary evaluations and rank the properties most likely to be used. \_\_\_\_\_\_ (Insert Your County, City or Community Name) understands that the final selection of actual community site locations will be based upon the magnitude of the disaster, the geographic location of the most severely impacted areas, and economic and political considerations in the immediate post-disaster environment.

On an annual basis, \_\_\_\_\_ (*Insert Your County, City or Community Name*), in partnership with other agencies, should consider the evaluation of potential properties which could be





used as community sites in the aftermath of a disaster. The following organizations have information to support the property inventory: Real Estate Services, Property Appraiser, School Board District, and the Parks Department. As potential sites are evaluated for construction, take into account site feasibility, accessibility specifications, environmental and historic preservation, licensing/permitting/building codes, climate and seasonal requirements. Further consideration should include:

#### a. Land Leasing

Priority should be placed on utilizing properties owned by Federal, State, local, and tribal governments in an effort to reduce costs. Once a site is chosen and acquired, a memorandum of understanding shall be executed between FEMA and the government detailing the land use and duration as a community site. A lease may also be initiated between private landowners upon determination that publicly owned (Insert Your County, City or Community Name), and land is unavailable or infeasible. the State will assist in identifying viable sites for FEMA or General Services Administration (GSA) to lease from the private landowner. Leasing options that can be used to provide permanent housing for individuals and/or that may be converted into permanent ownership for future development, such as a permanent manufactured home park or residential subdivisions, are preferred. There may be incentives for private land developers and owners to work with the community, State, and FEMA officials to utilize these properties. If FEMA agrees to provide infrastructure, it will remain and can be used after the community site is deactivated. Terms can often be negotiated which compensate the government for any permanent repairs or upgrades.

#### b. Site Selection

- (1) Size. It is less desirable to place a large disaster housing site on a single, large piece of property. Smaller sites of about four to five acres each are preferable. The preferred manufactured home size is 14' X 60' which would allow for six to 10 units to be placed per acre. Trailer emergency community sites can consider using 8' X 32' trailers and should plan five acres per 100 trailers.
- (2) Zoning and Local Compliance. Consider zoning to ensure proper land use. The Planning, Zoning & Building Department streamlined the permitting and site development for when a site receives selection and approval by the local and tribal government. Regulatory considerations such as storm water, water discharge, air quality, waste disposal, and building codes should be addressed. Sufficient coordination, research and pre-planning can go a long way towards verifying compliance prior to site construction.

## STATE DISASTER HOUSING PLANNING GUIDE



- (3) *Host Community Considerations*. Locate community sites within, or in close proximity to an affected community to allow the return of survivors to their communities, promote community recovery, and avoid adverse impacts on the tax base of the community.
- (4) Utilities. Adequate utilities are essential and an evaluation must be made as to whether the electrical, water and septic systems are capable of supporting a fully operational community site for the duration of the interim housing period. If it is determined that any of these systems are incapable of sustaining operations, plans must be made to either upgrade or replace the affected elements. The most efficient locations to consider for site placement are sites that previously supported a manufactured home or other form of temporary housing. Paved areas with above ground utilities, such as military bases, business parks, or airports should also be considered. If a site is being constructed in an area that has not previously been used for supporting housing, significant infrastructure upgrades and construction may be necessary, and site factors may necessitate the construction of facilities such as sewage lift stations, electrical substations, and utility corridors.
- (5) *Maintenance and Occupant Recertification*. Maintenance of manufactured housing units and recertification of the occupants is accomplished by FEMA. The recertification process allows FEMA to review the occupants' plans for permanent housing and determine the continued need for temporary housing. These individuals receive one, on-site visit up to every three months at their temporary home preceded with many telephone follow-ups.
- (6) *Essential Services*. Proximity to essential services such as fire, police, medical, and education services is a prime concern when selecting potential community site locations. Accessibility requirements must also be considered such as access to transportation and bus lines, senior shuttles for shopping, and other needs.
- (7) Environmental Hazards and Considerations. In addition to the criteria for environmental preservation and environmental hazards, other factors that may contribute to inadequate living conditions should be considered. This includes distance away from wet areas as well as mosquito, snake, and rodent infested areas. FEMA should ensure that soil tests are conducted and the results analyzed prior to construction. This helps ensure that proper excavation, backfill/refill, and compaction measures are taken throughout the site to prevent sub-base failure. Topography should be considered to comply with Uniform Federal Accessibility





Standards (UFAS) requirements. Typically, open flat areas provide the most effective and usable community sites.

#### c. Wrap-Around Services

Beyond basic housing, residents may require extensive human support services including public transportation assistance, official document replacement, job counseling, mental health services, mail services, emergency services and healthcare, activities for children, storage, trash collection, security, and outdoor recreation. When possible, social services such as shopping, public transportation (including paratransit services), consumer services, and utilities should be provided by existing systems. Remote locations may require supplementary public transportation to schools, jobs, and shopping. If retail trade is seriously affected, mobile services may be required to deliver food and other goods. Laundry facilities must be assessable to site residents who may have to launder their remaining items more frequently. Additional on-site facilities such as recreation and communal spaces should be provided within all but smaller sites. Recreation and social services such as daycare should be available.

Working together in collaboration, organizations should be ready to respond to requests for wrap-around services for temporary housing residents. The Federal, State, tribal, local, voluntary, and private sector will work together to determine the required essential and social services. Planning considerations should include:

- 1. **Site Security and Safety** Public Safety, Site Security, Traffic Redirection and Restoration of Access
- 2. **Infrastructure to Support Site** Public Utilities/Public Works, Public Transportation, Recycling and Solid Waste
- Centralized Services/Mass Care Access to Healthcare/Medical Services, Counseling, Employment, Business and Legal Services, Food Availability, Laundry Facilities, Retail
- 4. **Community and Family Support** Community Services, Childcare, Playgrounds/Pet Areas





# V. Roles and Responsibilities for Jurisdictional Agencies and Organizations

In the aftermath of a disaster, a detailed delineation of roles and responsibilities should be assigned to Community organizations. As detailed below, assigned roles and responsibilities should be further defined within organizational Standard Operating Procedures (SOPs), policies and guidelines. Each agency is responsible for assigning and training their internal personnel to fulfill the assigned responsibilities.

## A. Disaster Housing Task Force Composition

The Disaster Housing Task Force focuses on the housing needs of displaced disaster survivors while planning for and implementing the four phases of disaster housing. The organizations listed below may comprise the Disaster Housing Task Force:

- Hometown manager, or designee
- The community development and environmental services administrator, or designee
- Transportation administrator, or designee
- Public utilities administrator, or designee
- Health department director, or designee
- Emergency management director, or designee
- Human services director, or designee
- Hometown fire code official, or designee
- Emergency medical services director, or designee
- Hometown communications and customer relations director, or designee
- A representative from the American Red Cross
- A representative from the school district of the Hometown
- A representative from the Howtown Building Industry Association, Inc
- A representative from the Community sheriff's office
- A representative from the Community's property appraiser's office
- Chair, or vice chair, of the local mitigation strategy working group





## **B. Task Force Membership Roles Defined**

This guide template can be used to provide sample definitions for roles that may be identified by the Disaster Housing Task Force. Listed below are a few typical examples:

1. Long-Term Recovery Organization:

Under the direction of the Community Manager, or designee, the organization will oversee all long-term recovery actions. They will promote the case management process. The organization should also support the long-term recovery needs of disaster survivors and coordinate with all non-profit and faith-based organizations in \_\_\_\_\_\_(*Insert Your County, City or Community Name*) to support recovery efforts and expedite the transition back to permanent housing and pre-disaster conditions. They will coordinate with the State Emergency Operations Center, FEMA, and the USACE to activate disaster housing resouces. The Chair will coordinate policy decisions with the Unified Command and coordinate the execution of all necessary executive orders in support of the Disaster

Housing Mission.

2. Public Services Administrator:

Provides assistance to all health and human service agencies. These agencies provide staff from other divisions and departments as needed to ensure a rapid recovery process. Efforts may include, but are not limited to the use of parks personnel, escalation of animal care services, and augmentation of administrative support to the Community Health Department. Further assistance can be extended to daycare or daycamp operations. This group also manages Library Services and Facilities.

3. Housing and Human Services Director, or designee:

The director, or designee, will assume a leadership role in coordinating the Disaster Housing Mission. This position provides executive leadership for the development, approval, and execution of all aspects of the disaster housing strategy (before, during, and after a large scale disaster). Preparedness efforts include coordination with all public, private, and non-profit stakeholders for maintenance, update, and exercise of this strategy and all associated data and site specific information. The director, or designee, will provide leadership to the Post-Disaster Incident Action Plan team. The director, or designee, should also expand normal program elements and develop or enhance an existing client management system to meet the needs of the Disaster Housing Mission. If needed, the Community Manager, Emergency Management Director, Long-Term Recovery Organization members, contractors and non-profits if needed should provide support to address transitional and long-term housing needs.





#### 4. Hometown Community Parks and Recreation Department:

Identify and survey emergency community sites within the park system and support implementation of the disaster housing strategy.

#### 5. Growth Management Administrator, or designee:

The administrator will provide assistance in all facets of damage assessments, regulations, and future expeditious placement of temporary housing initiatives. This position will manage the Blue Roof Mission, and support the implementation of all disaster housing strategies. The administrator will ensure that permitting related issues damage assessments, and habitability assessments are coordinated. The administrator will also make available all Geographic Information System (GIS) tools, resources and support staff to address land use planning regulations and pre-disaster planning. Annually, the administrator will evaluate and revise local building codes and land use regulations to reflect the disaster housing strategy. The administrator will also monitor potential usage of future Planned Unit Development that are near completion or completed for use as disaster housing sites in conjunction with the Disaster Housing and Human Services Director, or designee.

6. Public Utilities Division:

Evaluate the infrastructure support needs and designate sites including manufactured home parks which may be used as disaster housing sites. The Public Utilities Division will coordinate with the state and federal partners in the design, installation, and restoration of all infrastructure in support of the Disaster Housing Mission.

#### 7. Public Utilities, Engineering, and Solid Waste:

Annually survey potential disaster housing sites by evaluating infrastructure needs onsite and the capacity needed for sustaining populations. Support and provide technical assistance to the U.S. Army Corps of Engineers and contractors in evaluating and implementing support infrastructure for designated disaster housing sites.

#### 8. The Department of Public Safety:

Provide coordination among all stakeholders on the Federal, State, and local levels of government. The Department will ensure that information and resources are effectively integrated for supporting the Disaster Housing Mission before, during, and after a disaster.

#### 9. The Community Communications and Public Outreach Director, or designee:

CoordinateS all communications with the media, maintainS the community website with current information and updates Public Service Announcements (PSAs) as necessary.





#### 10. Administrative Services Administrator:

Provides assistance such as manpower and equipment and information technology services (computer, phone, fax, etc) to assist with client intake needs, call center needs and services and grant and administrative personnel.

#### 11. Hometown Community School District:

A representative from the Community School District will annually evaluate the list of vacant properties owned by the School District to determine continued applicability for use in the Disaster Housing Mission.

#### 12. The School District:

The School District may support the evaluation and design of community site locations in coordination with the Community, State, and Federal partners.

13. The Fire Marshall, or designee:

The Fire Marshall, or designee, will ensure compliance with all fire code regulations and support the expedited permitting process during the planning review process.

#### 14. Sheriff's Office: Hometown Sheriff's Office:

The Sheriff's Office under a signed memorandum of understanding (MOU) will provide security at disaster community housing sites and at emergency shelters when not under contract with other service providers.

#### 15. The Community's Property Appraiser's Office:

Support the identification of residential, commercial, and public properties which may be evaluated for disaster housing community sites. The Property Appraiser also supports the post-disaster damage assessment process.

#### 16. Hometown Community Health Department:

Implements emergency procedures for the issuance of permits for manufactured housing placed in community sites. The Hometown Community Health Department in coordination with the Hometown Community Building Department also implements the expedited permitting process and policies that will detail requirements for the waiving of rules associated with garbage, sewage, water, and setback rules on lots below daily size requirements, as permitted by the Governor's executive order.

17. The Community Emergency Medical Services Director, or designee:

Coordinates the provision of emergency medical healthcare services in support of the disaster housing mission.





#### 18. Hometown Community Chapter of the American Red Cross (ARC):

Implements the shelter strategy and support survivor placement during the interim housing process. The ARC supports disaster housing demand estimates and long-term client management.

#### 19. Hometown Community Board of Realtors:

Coordinates with the Hometown Community Real Estate Services in the identification, coordination, and placement of displaced survivors into vacant residential structures. The board will support the identification of vacant structures and properties which may be utilized in the disaster housing mission.

#### 20. Affiliated Volunteers:

(Insert Your County, City or Community Name) faith-based groups and unaffiliated In volunteers coordinate initially through the local **Emergency Operations Centers (EOC)** and Emergency Support Functions (ESF) 6 and 15. Groups include Florida Volunteers Organizations Active in Disaster (FLVOAD), Florida Interfaith Networking in Disaster (FIND), and Community Emergency Response Teams (CERT). These groups may provide critical resources to the Disaster Housing Mission throughout all phases of the disaster, from the initial emergency roofing mission to the final housing reconstruction and placement. Representatives from faith-based and volunteer organizations may be invited to participate in Disaster Housing Task Force discussions through ESF 15, through Long-Term Disaster Recovery Coalitions. Faith-based organizations and volunteers may support case management functions. Many of these organizations may provide housing resources such as land or housing units. Unlicensed volunteers can perform \_in support of the Disaster Housing Mission. Local building policies are determined and enforced by local building officials and vary widely by jurisdiction. Some building officials are unwilling to allow volunteers who are licensed in other states to work within their jurisdiction.





## VI. Regulatory Obstacles for Disaster Housing

## **A.** Local Regulatory Environment<sup>6</sup>

The housing mission's biggest obstacle is the myriad of federal, state, local, and tribal regulatory authorities, which restrict repair, reconstruction and the placement of temporary housing units. While long-term public safety, environmental protection, and historical preservation objectives cannot be compromised, temporary disaster actions should be permitted within an appropriate context. Significant time savings may be achieved through pre-planning and the identification and temporary emergency modification of these regulatory authorities (as appropriate).

*(Insert Your County, City or Community Name)* Post-Disaster Recovery Ordinance has established emergency review procedures and authorities as part of the post-disaster emergency review functions. These functions may impact disaster housing operations. In order to expedite the disaster housing mission, \_\_\_\_\_\_ (Insert Your County, City or Community Name) has implemented a number of emergency procedures and regulatory approaches used in disaster recovery operations. Hometown has drafted emergency executive orders for consideration by the Board of County Commissioners and/or applicable city councils. Another option that \_\_\_\_\_\_ (Insert Your County, City or Community Name) has is to incorporate emergency regulatory language into the Land Development Code, Comprehensive Emergency Management Plan, and/or Administrative Code to address disaster housing issues. Additional issues should be addressed as detailed below:

#### 1. Emergency Executive Orders

In the aftermath of a disaster, \_\_\_\_\_\_ (*Insert Your County, City or Community Name*) leadership may choose to implement an executive order to address disaster housing issues. However, it is important to note that the passage of any legal action in the aftermath of a disaster can be challenging due to disruption of government continuity, absence of vital members of the leadership, and challenges to meeting transparency requirements. While (*Insert Your County, City or Community Name*) leadership and residents may not be

willing to endorse various disaster housing strategies in minor events, the severity of the events may prompt a different response. Regulatory actions, therefore, may similarly require modification based upon the magnitude and severity of the disaster (tiered). It may not be possible to waive or relax Federal and State regulations, though close coordination should occur among all regulatory stakeholders. Many of these issues may best be addressed in the Post Disaster Redevelopment Plan. The following is a list of regulatory actions which were evaluated in \_\_\_\_\_\_ (Insert Your County, City or Community Name).

<sup>&</sup>lt;sup>6</sup> The issues addressed in this section should be closely coordinated and referenced with the Post Disaster Redevelopment Plan.





- Comprehensive Plan
- Building Code and Land Development Code
- Expedited Permitting Process
- Consideration of flood zoning restrictions through the Flood Prevention Ordinance
- Environmental requirements relating to air pollution, fuel storage, water use, solid and hazardous waste disposal, sewage disposal, etc.
- National Fire Protection Association (NFPA) 501 A: Standard for Fire Safety Criteria for Manufactured Home Installations, Sites and Communities

# 2. Comprehensive Emergency Management Plan (CEMP), Building Code and Land Development Code

The evaluation of the local CEMP, the Building Code, and the Zoning Ordinance in the Land Development Code revealed the opportunity for modifications to expand the diversity of disaster housing options. In reviewing each of the categories, it was found that few zoning or land use categories would permit temporary housing and some not at all. Therefore, the recommended changes include permitting temporary housing within the described districts and waiving requirements for setbacks and density. Modifications to the Land Development Code may not be possible due to political challenges, which the Hometown leadership may consider.

#### 3. Flood Prevention Ordinance

In compliance with requirements set forth in the National Flood Insurance Program (NFIP) and Florida Statutes Chapter 125, \_\_\_\_\_\_ (Insert Your County, City or Community Name) maintains a flood damage prevention ordinance. This ordinance prohibits practices that are dangerous to health, safety and property due to water and erosion hazards, or those which result in damaging increases in erosion or in flood heights and velocities. The placement of manufactured housing units within the flood zone should be conducted in compliance with specifications set out in the Flood Damage Prevention Ordinance. (Optional: The development of a modified Flood Prevention Ordinance may be necessary to define and allow disaster housing within the floodplain under appropriate circumstances.)





# 4. NFPA 501 A: Standard for Fire Safety Criteria for Manufactured Home Installations, Sites, and Communities (2003 Edition)

This standard provides minimum requirements for the installation of manufactured homes and manufactured home sites, including accessory buildings, structures, and communities. The standard addresses fuel supply, including gas and oil, Electrical Systems, Life Safety and Fire Safety. When developing a site plan, the standard requires the inclusion of numerous components in section 6.1.1.3 of NFPA 501A which have been included in the site preparation checklist in Appendix E and references the Fire Code standards.

## **B. Expedited Permitting Process**

The close coordination between the Hometown Building Department, Hometown Health Department, and FEMA is needed to expedite permitting issues related to the implementation of the Disaster Housing Mission. Regardless of the type of manufactured unit or location of the manufactured unit, rapid and effective intergovernmental coordination is essential. Existing Manufactured Home Parks that are being expanded and new disaster housing community sites that are built must be inspected and permitted by the local building department, the local health department, and by FEMA. All parties may agree to a modified permitting process to ensure new parks have all the necessary requirements and existing parks can handle any increases in capacity. Hometown Health Department may fast-track the manufactured home park permitting process to allow for speedy set up of FEMA's temporary housing units. The Hometown Health Department requires access to the state's online permit. This system is only accessible at a limited number of locations within \_\_\_\_\_\_(Insert Your County, City or Community Name) which could house the single permitting location. Advance coordination for electronic access will be essential.

For infill sites, conduct a life safety inspection to include the following elements:

- Resident name, address, phone, and FEMA registration number
- Electric and, if necessary, gas
- Setback requirements from one trailer to another (exposure distances)
- Sanitary services
- Water services
- Other, to be determined

For new sites, the following items must be evaluated and implemented among disaster housing support agencies. Some sites may be pre-identified, while others are not.





- Life safety inspection
- Infrastructure design
- Water lines
- Master electrical distribution
- Feeding each manufactured home
- Fire protection
- Sewer lines
- A Development Committee Review is also required

#### C. Homeowner Association Regulations

Homeowner and condominium associations may place restrictions on the use of the property within their jurisdiction. Homeowner associations are governed by Florida Statute Chapter 720 and condominium associations are governed by Florida Statute Chapter 718. These associations may limit the time of residency for seasonal users which may be applicable to disaster housing residents. If the rentals extend into the high tourist season, then property owners may not want disaster survivors on the property. Many homeowner associations do not allow pets or children. Association approval may be required to modify these restrictions and limitations. In some cases, Associations may not have the authority to waive certain policies without a formal process.

*(Insert Your County, City or Community Name)* encourages all homeowner associations and condominium associations to support the placement of displaced persons to the greatest extent possible to avoid the permanent relocation of populations to other areas.

When evaluating the use of condominiums and apartments, persons with special needs such as mobility impairments should receive priority access to first floor units and other units that are handicap accessible.

#### **D.** Emergency Ordinances

In this section \_\_\_\_\_\_ (*Insert Your County, City or Community Name*) has developed draft emergency ordinances to address disaster housing issues detailed. For additional information reference Ordinance XX.





## VII. Special Topics

## A. Accessibility (Americans with Disabilities Act compliance)

*(Insert Your County, City or Community Name)* acknowledges the challenges faced by those with special needs. The community will strive to meet all Americans with Disabilities Act (ADA) requirements as listed in the Authorities section. Accessibility and placement issues for special needs populations will be a priority focus in the client management process. \_\_\_\_\_\_(Insert Your County, City or Community Name) will coordinate with individuals and/or organizations that have knowledge

and expertise of ADA regulations and requirements, such as building code enforcement, local housing authorities, as well as representatives from the ADA's Technical Assistance Program.

## **B.** Pets and Service Animals

The Pets Evacuation and Transportation Act of 2006 (PETS) requires that state and local emergency preparedness operational plans address the needs of individuals with household pets and service animals following a major disaster or emergency. \_\_\_\_\_\_ (Insert Your County, City or Community Name) recognizes that pet ownership may be a significant factor in the placement of displaced survivors. While pets may be permitted in certain housing options, they may be prohibited in various condominiums, apartments, hotels, and/or community sites. \_\_\_\_\_\_ (Insert Your County, City or Community, City or Community Name) Comprehensive Emergency Management Plan details various pet services which may be provided through Emergency Support Function (ESF) 17. However, the ability to place animals in long-term care is severely limited in \_\_\_\_\_\_ (Insert Your County, City or Community Name) and further options may become necessary.

The Animal Care Department supports post-disaster pet sheltering. This Department will be challenged to meet the additional resource needs necessary for post-disaster missions while simultaneously returning to normal operations. There are a number of non-profit and private shelters within the county that may be able to support post-disaster pet shelter needs including:

Shelter Name: Animal Rescue Shelter Address: 33 Main Street, Hometown, Fl Phone Number: 111-111-1111 Shelter Name: County Animal Shelter Address: 10range Street, Hometown, Fl Phone Number: 111-222-2222

## C. Affordable Housing Issues

Low income housing units in \_\_\_\_\_\_ (Insert Your County, City or Community Name) are located in the northeast section of the community. These homes are generally more vulnerable to disasters because of their construction age, which is prior to the new building code. Low income homes are generally located in flood prone areas. The infrastructure and storm water management system in this area is similarly vulnerable to high winds and heavy rainfall. The low income families residing





in these areas generally lack the financial and institutional resources to recover independently in the aftermath of a large scale disaster. Within \_\_\_\_\_\_ (*Insert Your County, City or Community Name*), eight districts contain blocks or areas with an 80% or greater concentration of low income populations. Below poverty level households pose greater need for housing assistance following a major or catastrophic disaster event/incident. These areas are listed in the following table.

Target Neighborhoods and Number of Structures		
Target Neighborhood	Number of Structures	
Apple Park	102	
Orange Park	974	
Seagull Heights	302	
Sand Park	307	
Flamingo Park	617	
Pine Manor	814	
Suncoast Estates	2,082	
Total	5,198	

Many low income families in \_\_\_\_\_\_\_(*Insert Your County, City or Community Name*) reside in rental properties and are reliant upon available, affordable rental units. There is no guarantee that rental properties will be rebuilt as affordable rental units post-disaster. Likely, units that are rebuilt will meet new building code and design standards which may invariably increase rental rates. All of these factors create a challenging environment for low income populations to locate affordable housing options. The Long-Term Recovery Organization is aware of the need to continue to promote affordable housing options in the aftermath of a large scale disaster and will work closely with the Disaster Housing Task Force to identify displaced survivors who may require additional support during the transition from interim to permanent housing. Congress may appropriate supplemental Community Development Block Grant (CDBG) funds to help communities recover from major federally declared disasters. Supplemental appropriation provides for grants to states (including Indian tribes) to be administered by each state in conjunction with its CDBG program. HUD analyzes needs data and determines grant allocations. These funds may provide an avenue for





supporting the redevelopment of affordable housing opportunities in \_\_\_\_\_\_ (*Insert Your County, City* or *Community Name*). The Post-Disaster Redevelopment Plan (PDRP) addresses affordable housing opportunities in Section XX.

## D. Abandonment and Urban Blight

After a major disaster, some residents may choose to not return to their homes or lack the necessary funds to repair them. Many damaged commercial spaces may remain damaged and vacant as tenants go out of business or relocate to better locations and newer buildings. This can result in sporadic blight throughout the community. Blight abatement after a major disaster could be beyond the capability of traditional code enforcement procedures. The PDRP should address strategies for reducing the potential for blight, such as protocols for the demolition of destroyed structures and opportunities to streamline the process so that unsafe structures do not remain and displaced residents can transition back to permanent homes as quickly as possible.

## E. Health Issues (Mold remediation, soil contamination, formaldehyde etc.)

The health effects of formaldehyde in manufactured housing units have raised issues of concern from past disasters. FEMA gives each impacted state the authority to set acceptable limits of formaldehyde within manufactured housing units supplied for use as interim housing.

Housing and Urban Development (HUD) standards place limits on formaldehyde emissions and product certification of all plywood and particleboard materials, which involves emission certification by a nationally recognized testing laboratory and a written quality control plan for each plant where particle board is produced or finished or where the plywood is finished. These standards have been required by HUD for manufactured homes, and now FEMA's specifications have incorporated these standards for travel trailers. FEMA tests every manufactured home for formaldehyde before using them as temporary housing. Formaldehyde affects individuals in the following manner:

- Age. Formaldehyde exposure can cause illness in children and the elderly. If children or elderly are in the manufactured home, it is important to reduce their exposure to formaldehyde.
- Health conditions. Formaldehyde irritates the airways. People with asthma, bronchitis, or other breathing conditions are especially sensitive to formaldehyde. Individuals with chronic diseases may be less able to tolerate formaldehyde exposure. Pregnant women and their unborn children may not be at higher risk, but they should be careful about exposure.
- How the manufactured home is used. Impacts may be decreased by spending as much time outdoors in fresh air as possible. Inform residents to open windows as much as possible to let in fresh air. It is best to keep temperatures inside manufactured homes at the lowest comfortable setting.





FEMA-supplied manufactured homes are intended for temporary emergency housing. Families living in manufactured housing with children, elderly persons, or persons with respiratory issues such as asthma should consider relocating to alternate interim housing options if they experience respiratory symptoms associated with higher levels of exposure.

Mold may become an issue of concern during disasters. Residents who have problems with mold should follow the following instructions:

- a. Fix water leaks
- b. Clean away any visible mold with detergent and water and open windows when cleaning with cleaning products

## F. Temporary Housing for Emergency Workers and Volunteers: Base Camps

*(Insert Your County, City or Community Name)* will be inundated by emergency responders, recovery workers, and volunteers assisting the recovery effort. This skilled and unskilled workforce from external public, private, and non-profit based organizations is vital in the aftermath of a major or catastrophic event. Voluntary organizations are willing to donate their time and talents to assist those affected by the disaster to rebuild their homes and lives and do so by prioritizing assistance to need-based and vulnerable populations. *(Insert Your County, City or Community Name)* recognizes the need to support the provision of temporary shelter to external workforces providing assistance to survivors. This may be accomplished in partnership with State and Federal agencies through the provision of Base Camps, manufactured housing units or other forms of shelter.

## STATE DISASTER HOUSING PLANNING GUIDE



## VIII. Preparedness

## A. Plan Updates and Maintenance

Annually by June 1, the Disaster Housing and Human Services Director, or designee should convene the Disaster Housing Task Force to address and update the list of potential community and commercial housing sites and incorporate any revisions to the Strategy requiring immediate attention. Once every four years, the Disaster Housing Coordinator, or designee, shall convene the Disaster Housing Task Force to review the Disaster Housing Strategy and all supporting procedures, policies, and practices.

## **B.** Training and Exercise

Once every four years, with the update of this Strategy, the Long-Term Recovery Organization should convene all primary agencies and organizations to verify their assigned roles and responsibilities and identify any preparedness shortfalls. Each of the lead representatives is responsible for maintaining operational readiness within their organization. These representatives should ensure that sufficient staff members are trained to implement their assigned roles and responsibilities. Newly assigned personnel should be briefed annually prior to the hurricane season. At least once every four years, \_\_\_\_\_\_ (*Insert Your County, City or Community Name*) will incorporate disaster housing related objectives as an element of their all hazard exercise program.

## C. Plan Integration

In the development of Hometown Community's Disaster Housing Strategy, the Disaster Housing Task Force ensured integration with related emergency management plans, policies, and procedures throughout the community including the Post-Disaster Redevelopment Plan, Local Mitigation Strategy, the Comprehensive Emergency Management Plan (CEMP), and emergency operating procedures. These emergency management related documents influence various stages of the disaster housing mission:

The Comprehensive Emergency Management Plan (PDRP) and related procedures guide disaster preparedness and response actions for emergency sheltering operations. In developing interim housing procedures, the Disaster Housing Task Force created effective transitions from the CEMP processes and decision making structures to recovery and interim housing operations. The CEMP and Training and Exercise Plan provide opportunities to integrate disaster housing training and exercises. The Disaster Housing Task Force has maximized opportunities to integrate interim housing issues in all appropriate preparedness activities, which are detailed in this document. When identifying potential community sites, the plans were referenced to reduce or eliminate conflict of





use among the facilities and sites for other response operations such as debris management, logistics management or mass care related activities.

The Disaster Housing Strategy provides seamless integration to the Post-Disaster Redevelopment Plan (PDRP) which details transition strategies to permanent housing and long-term community redevelopment. The disaster housing exit strategy incorporates the permanent housing concepts of the PDRP.

In addition to integration with emergency management related plans, \_\_\_\_\_\_ (Insert Your County, City or Community Name) also integrated this strategy with planning, land development and visioning documents including the Local Comprehensive Plan, the Flood Prevention Ordinance, Land Development Code, and the Economic Redevelopment Plan. These documents guide the long-term vision and community development actions in non-disaster times and should strongly influence post-disaster redevelopment planning. It is necessary in \_\_\_\_\_\_ (Insert Your County, City or Community Name) to temporarily adjust local building codes, land use requirements and zoning requirements in order to accommodate post-disaster housing needs. The Flood Prevention Ordinance is similarly impacted by the interim Disaster Housing strategy. The Disaster Housing Task Force decided to limit the manufactured housing unit placement in flood vulnerable areas unless the disaster impacts were major or catastrophic in nature. Under these rare circumstances, \_\_\_\_\_\_ (Insert Your County, City or County, impacted by the interim Disaster Housing strategy. The Disaster Housing Task Force decided to limit the manufactured housing unit placement in flood vulnerable areas unless the disaster impacts were major or catastrophic in nature. Under these rare circumstances, \_\_\_\_\_\_\_ (Insert Your County, City or County, City or County, Name) may consider placing manufactured housing units in certain vulnerable areas.

## STATE DISASTER HOUSING PLANNING GUIDE



## **IX.Glossary**

## A. Definitions

**Commercial Site:** A site customarily leased for a fee, which is fully equipped to accommodate a housing unit with existing water, sewer, and power connections.

**Community Site:** A site provided by the State or local government that accommodates two or more units and is complete with utilities.

**Direct Assistance**: Non-monetary assistance provided to disaster survivors by the Federal Government in the form of physical resources. This includes housing units that are acquired by purchase or lease, directly for individuals or households who, because of a lack of available housing resources would be unable to make use of financial assistance and direct activities by the government to repair or rent units, such as contracting with a company to repair a rental property.

**Essential Services:** Services necessary to a basic standard of living and the general welfare of society. Services may include any of the following: electricity, gas, water and sewerage services, etc.

**Fair Market Rent (FMR):** An amount determined by the U.S. Department of Housing and Urban Development (HUD) to be the monthly cost of modest, non-luxury rental units in a specific market area, plus the cost of utilities, excluding telephone service.

**Financial Assistance**. Monetary assistance provided to individuals and households to rent alternative housing accommodations, existing rental units, manufactured housing or other readily fabricated dwellings. Such assistance may include the payment of the cost of utilities (excluding telephone service) or funds to be used for repair and replacement of housing and/or personal property.

**Government Owned Property:** Property that is owned by government for reasons including foreclosure and prior ownership. This applies to governments at all levels, including Federal, State, local and tribal. Single family units and multi-family units are included.

**Interim Housing:** The intermediate period of housing assistance that covers the gap between sheltering and the return of disaster survivors to permanent housing. Generally, this period may span from the day after the disaster is declared through up to 18 months.

**Long-Term Housing:** Safe, sanitary, and functional housing that can be sustained without continued disaster-related assistance.





**Major Disaster:** Any natural catastrophe (including any hurricane, tornado, storm, high water, wind driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this Act to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

**National Emergency Management Information System (NEMIS):** An integrated data management system that automates management of disaster response and recovery operations, including application registration, processing, and payment of assistance to disaster survivors.

Permanent Housing: Refers to the state of long-term housing.

**Post-Disaster Temporary Housing Incident Action Plan:** A document that details a full range of temporary disaster housing options that may be employed based upon the severity and magnitude of the disaster. It also provides an introduction of permanent housing solutions.

**Shelter:** A place of refuge that provides life-sustaining services in a congregate facility for individuals who have been displaced by an emergency or a disaster.

Short Term Housing: This refers to the states of sheltering and interim housing.

**Special Needs Populations**: As defined in the National Response Framework, special needs populations are those whose members may have additional needs before, during, and after an incident in functional areas, including but not limited to: maintaining independence, communication, transportation, supervision, and medical care. Individuals in need of additional response assistance may include those who have disabilities, live in institutionalized settings, are elderly, are children, are from diverse cultures, have limited English proficiency or are non-English speaking, or are transportation disadvantaged.

**Temporary Housing**: Temporary accommodations provided by the Federal Government to individuals or families whose homes are made unlivable by an emergency or a major disaster.

**Unmet Needs:** The deficit between verified disaster-caused damages and obtainable disaster aid, including insurance assistance, Federal and State assistance, and personal resources.





**Wrap-Around Services:** The delivery of infrastructure and additional essential services to address disaster-related needs of affected residents living in temporary housing sites. Wrap-Around Services go beyond the physical need for housing or political subdivision of a state. These services typically include basic social services and access to utilities, transportation, grocery stores, medical and employment facilities.

**Post-Disaster Re-development Plan:** The Long term Recovery Committee develops this document to provide a comprehensive strategy for massive community rebuilding and redevelopment in the post-disaster environment.





#### 🖎 Note:

This section should be tailored to address the unique acronyms within each jurisdiction which may include references to departments, facilities, or specific procedures.

#### **B.** Acronyms

ABAAmerican Bankers AssociationADAAmericans with Disabilities ActADDAdministration on Developmental DisabilitiesAHLAAmerican Hotel and Lodging AssociationAHPPAlternative Housing Pilot ProjectAIAAmerican Insurance AssociationAPAAmerican Planning AssociationARCAmerican Red CrossASDAnimal Service DepartmentCDBGCommunity Development Block GrantCDCsCommunity Development CouncilsCDHTFCounty Disaster Housing Task ForceCEMPComprehensive Emergency Management PlanCOOPContinuity of Operations
ADDAdministration on Developmental DisabilitiesAHLAAmerican Hotel and Lodging AssociationAHPPAlternative Housing Pilot ProjectAIAAmerican Insurance AssociationAPAAmerican Planning AssociationARCAmerican Red CrossASDAnimal Service DepartmentCDBGCommunity Development Block GrantCDCsCommunity Development CouncilsCDHCCounty Disaster Housing Task ForceCEMPComprehensive Emergency Management Plan
AHLAAmerican Hotel and Lodging AssociationAHPPAlternative Housing Pilot ProjectAIAAmerican Insurance AssociationAPAAmerican Planning AssociationARCAmerican Red CrossASDAnimal Service DepartmentCDBGCommunity Development Block GrantCDCsCommunity Development CouncilsCDHCCounty Disaster Housing Task ForceCEMPComprehensive Emergency Management Plan
AHPPAlternative Housing Pilot ProjectAIAAmerican Insurance AssociationAPAAmerican Planning AssociationARCAmerican Red CrossASDAnimal Service DepartmentCDBGCommunity Development Block GrantCDCsCommunity Development CouncilsCDHCCounty Disaster Housing CoordinatorCDHTFCounty Disaster Housing Task ForceCEMPComprehensive Emergency Management Plan
AIAAmerican Insurance AssociationAPAAmerican Planning AssociationARCAmerican Red CrossASDAnimal Service DepartmentCDBGCommunity Development Block GrantCDCsCommunity Development CouncilsCDHCCounty Disaster Housing CoordinatorCDHTFCounty Disaster Housing Task ForceCEMPComprehensive Emergency Management Plan
APAAmerican Planning AssociationARCAmerican Red CrossASDAnimal Service DepartmentCDBGCommunity Development Block GrantCDCsCommunity Development CouncilsCDHCCounty Disaster Housing CoordinatorCDHTFCounty Disaster Housing Task ForceCEMPComprehensive Emergency Management Plan
ARCAmerican Red CrossASDAnimal Service DepartmentCDBGCommunity Development Block GrantCDCsCommunity Development CouncilsCDHCCounty Disaster Housing CoordinatorCDHTFCounty Disaster Housing Task ForceCEMPComprehensive Emergency Management Plan
ASDAnimal Service DepartmentCDBGCommunity Development Block GrantCDCsCommunity Development CouncilsCDHCCounty Disaster Housing CoordinatorCDHTFCounty Disaster Housing Task ForceCEMPComprehensive Emergency Management Plan
CDBGCommunity Development Block GrantCDCsCommunity Development CouncilsCDHCCounty Disaster Housing CoordinatorCDHTFCounty Disaster Housing Task ForceCEMPComprehensive Emergency Management Plan
CDCsCommunity Development CouncilsCDHCCounty Disaster Housing CoordinatorCDHTFCounty Disaster Housing Task ForceCEMPComprehensive Emergency Management Plan
CDHCCounty Disaster Housing CoordinatorCDHTFCounty Disaster Housing Task ForceCEMPComprehensive Emergency Management Plan
CDHTFCounty Disaster Housing Task ForceCEMPComprehensive Emergency Management Plan
CEMP Comprehensive Emergency Management Plan
COOP Continuity of Operations
Continuity of Operations
CPI Consumer Price Index
CUNA Credit Union National Association
CVB Convention and Visitors Bureau
DCF Department of Children and Families
DCM Disaster Case Management
DHC Disaster Housing Coordinator
DHS US Department of Homeland Security
DHS-PSO Department of Homeland Security - Private Sector Office
DHSMV Department of Highway Safety and Motor Vehicles
DOD (United States) Department of Defense
DOH Department of Health
DOL United States Department of Labor
DRC Disaster Recovery Center
EDA (United States) Economic Development Administration





EGS	Emergency Community site
EOC	Emergency Operations Center
ES	Emergency Shelter
ESF	Emergency Support Function
F-CCA	Florida Caribbean Cruise Association
FDEM	Florida Division of Emergency Management
FEMA	Federal Emergency Management Agency
FHAA	Fair Housing Amendments Act of 1988
FMR	Fair Market Rent
GIS	Geographic Information System
GSA	General Services Administration
HIC	Housing Information Center
HUD	US Department of Housing and Urban Development
IA	Individual Assistance
IAP	Incident Action Plan
ICBA	Independent Community Bankers of America (ICBA)
ICMA	International City/County Management Association
IHP	Individual and Households Program
JDHTF	Joint Disaster Housing Task Force
JFO	Joint Field Office
JHSC	Joint Housing Solutions Center
JIC	Joint Information Center
LDR	Land Development Regulations
LTRO	Long-Term Recovery Organization
MBA	Mortgage Bankers Association
MBSA	Modular Building Systems Association
MHI	Manufactured Housing Institute
MHP	Manufactured Home Park
MOU	Memorandum of Understanding
NAHB	National Association of Homebuilders
NAHMA	National Affordable Housing Management Association
NAHRO	National Association of Housing and Redevelopment Officials
NAR	National Association of Realtors
NDHTF	National Disaster Housing Task Force
NEMIS	National Emergency Management Information System
NEPA	National Environmental Protection Act
NFIP	National Flood Insurance Program
NFPA	National Fire Prevention Association





NHL	National Housing Locator
NIMS	National Incident Management System
NVOAD	National Voluntary Organizations Active in Disaster
ODA	Office of Disaster Assistance (SBA)
ONA	Other Needs Assistance
OPS	Other Personnel Services
PDA	Preliminary Damage Assessment
PDRP	Post-Disaster Redevelopment Plan
PETS	Pets Evacuation and Transportation Act of 2006
PPI	Pre-Placement Interview
POD	Points of Distribution
PUD	Planned Unit Development
PSA	Public Service Announcement
RER	Real Estate Roundtable
RV	Recreational Vehicle
SBA	Small Business Administration
SDHC	State Disaster Housing Coordinator
SEOC	State Emergency Operations Center
SERT	State Emergency Response Team
SHP	Strategic Housing Plan
SDHTF	State Disaster Housing Task Force
SITREP	Situation Report
THU	Temporary Housing Unit
UC	Uniform Command
UFAS	Uniform Federal Accessibility Standards
USDA	United States Department of Agriculture
USACE	United States Army Corps of Engineers
USDA	United States Department of Agriculture
USDA-RD	United States Department of Agriculture – Rural Development
USDOT	United States Department of Transportation
VA	United States Department of Veterans Affairs
VAL	Volunteer Agency Liaison
VOAD	Voluntary Organizations Active in Disaster
VOLAG	Voluntary Agencies





## Appendices

- Appendix A: Disaster Housing Task Force Contact Database
- Appendix B: List & Map of Manufactured Home Parks
- Appendix C: List & Map of Hotels and Motel Establishments
- Appendix D: List & Map Potential Community Sites
- Appendix E: Disaster Housing Community Site Evaluation Form
- Appendix F: Disaster Housing Ordinance
- Appendix G: Post-Disaster Incident Action Plan Objectives Checklist



### Appendix A: Disaster Housing Task Force Database

First Name	Last Name	E-mail Address	Phone	Organization/Dept.	Job Title

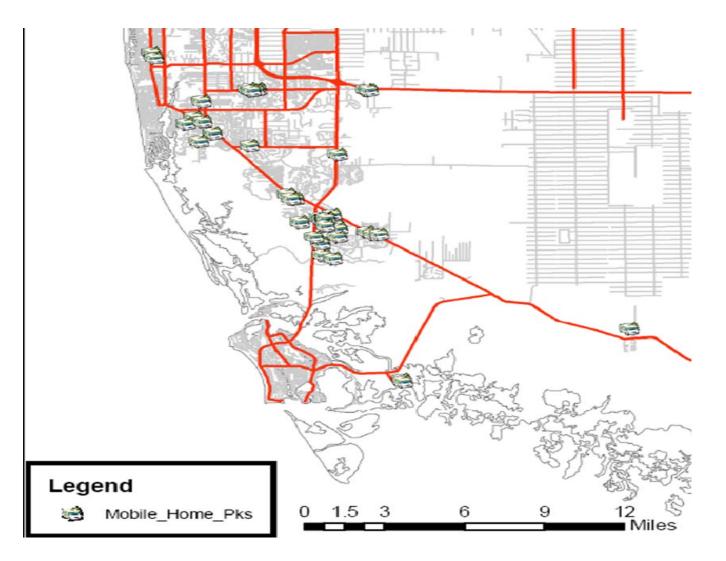


### Appendix B: List & Map of Manufactured Home Parks

Property Name	Street Address	GPS Location	Status	Owner Occupied Rentals	Contact Information



#### Sample Map of Commercial Manufactured Home Parks





### Appendix C: List & Map of Hotel and Motel Establishments

Hotel/Motel Name	Address/GPS	Room Capacity	Status



### Appendix D: List & Map Potential Community Sites

Property Description	Street Address/GPS	Ownership/Contact
Incort Man of Detential Community sites		

Insert Map of Potential Community sites



### Appendix E: Disaster Housing Community Site Evaluation Checklist

The following information is essential when evaluating potential sites for disaster housing:

- Ownership:
  - Title/Ownership of the Property
  - Name and Contact Information of the owner/property manager/developer
  - Public/Private/Non Profit
- Current Use
  - Existing Manufactured Home Parks
  - Pavement: Paved areas where utilities will be above ground. Examples include parking lots and paved areas at conference centers, shopping malls, airports, drive-in theaters, business parks, military bases, etc.
  - Previously cleared Land/Not Cleared
- Location:
  - Physical Characteristics
  - Street(s) Names and Rights-of-Way of All Abutting Streets
  - Adjacent Subdivisions/Abutting Lots or Tracts
  - Longitude/Latitude/US National Grid
  - Land Use Designation
  - Uses of Adjacent Properties/Within a Residential Area
- **Traffic Impacts:** 
  - Access to site/parking/traffic flow
  - Access to Public Transit
- Size of property:
  - Number of Total Proposed Units
  - Minimum lot size
  - Site separation lines (NFPA 501 A)
  - Site Numbers (NFPA 501 A)



- Utilities
  - Solid waste: Refuse containers/collection
  - Sanitary sewer connections/Septic system/other
  - Public Water Supply
  - Power Supply
  - Utility Disconnects
  - Telephone Service
- **D** Public Safety:
  - Fire/EMS Response
  - Safety and Security Issues
  - Medical Care/Mental Health Services
  - Fire Codes/Fire Hydrants/Water Supplies for fire protection
  - Hazard Assessment: Flood Zone/Coastal High Hazard Area/Hazardous Materials/Others
  - Storm Water Management Impacts/Drainage Impacts
  - Utility Disconnects
  - Fire Alarms
- **Environmental and Regulatory Issues** 
  - Buffers: Fence, wall
  - Recreational area
  - Compliance with Land Use and Zoning District requirements
  - Environmental Impact State (endangered specifies, environmentally sensitive areas, wetlands)
  - Historical Preservation Issues
- Community Services
  - Impact on local community/social disruption
  - Cultural issues
  - Access to churches, community centers
  - Proximity to original homes
  - Access to local stores, restaurants, etc.

#### Appendix F: Sample Disaster Housing Ordinance

#### (Temporary Housing Ordinance)

Draft

#### ORDINANCE NO.

AN ORDINANCE OF THE \_\_\_\_\_\_\_ (Insert Your County, City or Community Name), PROVIDING THAT THE, \_\_\_\_\_\_\_ (Insert Your County, City or Community Name) CODE BE AMENDED BY ADDING NEW DIVISION 2 TO CHAPTER 34 ARTICLE II; PROVIDING FOR THE PLACEMENT OF MANUFACTURED HOMES AND OTHER APPROPRIATE SHELTER IN RESIDENTIAL AREAS AND COMMERCIAL AREAS AS TEMPORARY ALTERNATIVE HOUSING; PROVIDING FOR A HOUSING EMERGENCY DECLARATION; PROVIDING FOR REGULATORY PROVISIONS; PROVIDING LOCAL COMPREHENSIVE PLAN AND COUNTYWIDE RULE AMENDMENTS WHERE NECESSARY FOR IMPLEMENTATION; PROVIDING FOR AREAS EMBRACED; PROVIDING FOR FILING OF THE ORDINANCE AND AN EFFECTIVE DATE; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE CODE; AND PROVIDING FOR ANY MODIFICATION THAT MAY ARISE FROM CONSIDERATION OF THE ORDINANCE AT PUBLIC HEARING.

WHEREAS, the , \_\_\_\_\_\_ (Insert Your County, City or Community Name) Charter, Section 2.04(k), states that the County shall have all special and necessary power to furnish within the various municipalities the services and regulatory authority directly concerned with the development and implementation of civil preparedness programs; and

WHEREAS, when directly related to the furnishing of the services and regulatory authority associated with the development and implementation of civil preparedness programs, county ordinances shall prevail over municipal ordinances, when in conflict;

WHEREAS, because of the existing and continuing possibility of the occurrence of natural or manmade disasters or emergency and destruction of housing stock resulting from, and in order to ensure the readiness of both the incorporated and unincorporated areas of \_\_\_\_\_\_\_ (Insert Your County, City or Community Name) to adequately deal with the loss of housing stock, it is desirable that , \_\_\_\_\_\_ (Insert Your County, City or Community Name) implement a program to augment impaired housing stock by allowing, on a temporary basis, supplemental housing in zoning categories and land use categories that traditionally do not allow such housing alternatives and under conditions that are not otherwise permitted under the existing land development code; and

WHEREAS, the coordination of implementation of this ordinance will be facilitated by amendment of local comprehensive plans and the Countywide Plan to allow alternative housing on a temporary and supplemental basis.

NOW, THEREFORE, IN REGULAR SESSION DULY ASSEMBLED ON THIS (DATE) DAY OF (MONTH), 2011, BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF, \_\_\_\_\_\_(Insert Your County, City or Community Name), FLORIDA.

Section 1. Chapter 34, Article II, Division 2, Sections 34-36 through 34-39 of the Hometown County Code are hereby added to read as follows:

**Division 2: EMERGENCY HOUSING** 

Section 34-36 HOUSING EMERGENCY DECLARATION

A. <u>Activation</u>. Upon declaration of a state of emergency pursuant to Article II, Division 1 of this Chapter 34, and during the pendency thereof, the Board of County Commissioners, as a part of the original declaration or at any time during the duration of a declared state of emergency, may declare a state of housing emergency for all or any part of the incorporated or unincorporated areas of Hometown County.

B. <u>Areas Embraced</u>. Housing Emergency Declaration must define the boundaries of all areas subject to the terms of this <u>Section 34-39</u>. The areas embraced may include the entire unincorporated and incorporated areas of Hometown County or any part thereof.

#### C. <u>Termination:</u>

- 1. A Housing Emergency Declaration survives the termination of the Article II, Division 1 emergency declaration and may only terminate, in whole or in part, by formal action of the Board of County Commissioners to amend or terminate the areas embraced by the Housing Emergency Declaration.
- 2. Partial Termination. On its own initiative or upon petition by the governing body of a municipality, and based on findings regarding the status of housing stock in the areas being considered, the Board of County Commissioners may amend the Housing Emergency Declaration resolution to expand or contract the areas embraced.
- 3. The status of the housing emergency shall be evaluated 90 days after its declaration and every 90 days thereafter as long as the Housing Emergency Declaration is in effect to determine if formal action by the Board of County Commissioners is warranted to amend or terminate the Declaration.

D. <u>Effect of a Housing Emergency Declaration</u>. Upon the activation of a Housing Emergency, the provisions of Section 34-37, below become applicable in all the areas embraced by the Housing Emergency Declaration. If there is Disaster Housing Plan adopted as a part of the County's Comprehensive Emergency Management Plan, all actions pursuant to Section 34-37, below, shall be consistent with that Disaster Housing Plan.

#### Section 34-37: REGULATORY PROVISIONS

### A. Definitions:

- 1. Community Sites: Option for temporary housing when extensive construction and building of an entire community, including such things as building roads; laying water, sewer, electrical, and telecommunications lines; and arranging for public transportation, police, fire, and emergency medical services, is involved.
- 2. Essential Services: Services necessary to a basic standard of living and the general welfare of society. Services may include, but not limited to the following: electrical services, gas services, and water and wastewater treatment services.
- 3. Owner-Builder: Owners of property when acting as their own contractor and providing direct, onsite supervision themselves when building or improving single-family or two-family residences on such property for the occupancy or use of such owners and not offered for sale or lease.
- 4. Pre-Fabricated Dwelling: A unit that is factory built or built on site from modular parts and generally does not have wheels (for example, "Katrina" cottage).
- 5. Recreational Vehicle: A vehicle built on a single chassis, 400 square feet or less, designed to be self-propelled or permanently towable by a light duty truck, and designed as temporary living quarters for recreational, camping, travel, or seasonal use.
- 6. Temporary Housing: Temporary accommodations for individuals or families whose homes are made uninhabitable by an emergency or a major disaster that meets the physical accessibility needs of the household and includes essential utilities, access to areas for food preparation, and bath facilities in a context that allows a family to live together with a reasonable amount of privacy for a period generally up to 18 months.
- 7. Temporary Housing Unit: Manufactured housing, recreational vehicle, travel trailer, or pre-fabricated dwelling.

- 8. Wrap-Around Services: The delivery of infrastructure and additional essential services to address disaster-related needs of affected residents living in community sites. These services go beyond the physical need for housing or political subdivision of a State and typically include basic social services and access to utilities, transportation, grocery stores, and medical and employment facilities.
- B. Single-Family or Two-Family Residential Parcels

Upon the activation of a Housing Emergency Declaration, and subject to the conditions contained in this Section, temporary housing units may be used as temporary housing by individuals who have been displaced from their private, primary residence that is deemed uninhabitable due to damage from a disaster, given the conditions stated below. Such primary residence is defined as a parcel normally designated by the applicable future land use plan map and/or by the applicable zoning map as being a detached, single-family residential parcel or parcel allowing a duplex (two family) residence.

- 1. A permit for a temporary housing unit must be obtained through the Hometown County Building & Development Review Services Department or the applicable municipal department.
- 2. The permit for a temporary housing unit shall be issued for no more than 18 months. Permit extensions may be allowed as warranted.
- 3. A maximum of two temporary housing units may be placed on a residential duplex site when it is a two family residence.
  - a. The home located on the site has been declared uninhabitable by the County's Building & Development Review Services Department or designee or the applicable municipal department.
  - b. The water service and wastewater service must be properly connected to a functioning water service and sanitary sewer system or septic system in accordance with codes in effect at the time. However, if connection to a functioning service is not feasible, other water and wastewater services may be utilized subject to Hometown County Health Department approval.
  - c. Setback requirements will be waived during the duration that the temporary housing unit is permitted. However, the temporary housing unit cannot extend into any adjacent public right-of-way or onto any adjacent property.
  - d. Electrical service must be available on site and have a proper connection for a temporary housing unit.

- e. Only a licensed contractor or an owner-builder will be allowed to apply for a permit and perform any work related to the connection of plumbing, electrical and mechanical service systems at the site.
- 4. The use of a temporary housing unit in a zoning district where such use is prohibited prior to the declaration of the housing emergency shall cease no later than 18 months after the date of the issuance of the temporary housing building permit, unless an appropriate extension of the temporary permit has been granted.

### C. Multi-Family Residences and Non-Residential Parcels

Upon the activation of a Housing Emergency Declaration and subject to the conditions contained in this Section, temporary housing units may be used as temporary housing regardless of the property's zoning and/or Comprehensive Future Land Use designation, exclusive of detached, single-family residential and two-family residential properties, given the following conditions:

- 1. A permit for a temporary housing unit must be obtained through the Hometown County Building & Development Review Services Department or the applicable municipal department.
- 2. The permit for a temporary housing unit shall be issued for no more than 18 months. Permit extensions may be allowed as warranted.
- 3. A functioning public water and wastewater services shall be utilized if feasible. However, if connection to functioning public services is not feasible, other water and wastewater services may be utilized subject to Hometown County Health Department approval.
- 4. Electrical service must be available on site and have a proper connection for a temporary housing unit.
- 5. Only a licensed contractor will be allowed to apply for a permit and perform any work related to the connection of plumbing, electrical and mechanical service systems at the site.
- 6. Setback requirements will be waived during the duration that the temporary housing unit is permitted. However, the temporary housing unit cannot extend into any adjacent public right-of-way or onto any adjacent property.
- 7. The use of a temporary housing unit in a zoning district where such use is prohibited prior to the declaration of the housing emergency shall cease no later than 18 months

after the date of the issuance of the applicable building permit, unless an appropriate extension of the building permit has been granted.

#### D. Community Sites

Upon the activation of a Housing Emergency Declaration and subject to the conditions contained in this Section, temporary housing units may be used as temporary housing in a community site regardless of the property's zoning and/or Comprehensive Future Land Use designation, exclusive of detached, single-family residential properties, <u>subject to the</u> following conditions:

- 1. Authorization from the Hometown County Administrator (for unincorporated areas or County-owned property) or from the respective chief administrative official of a municipality of Hometown County must be provided before arranging for the establishment of temporary housing in a group setting.
- 2. The community site may be, but is not limited to, an existing manufactured home park with available pads, a recreation site, or vacant land that can accommodate temporary housing that may be built from the ground up as a community site.
- 3. A Concept Plan for the community site shall be approved by the Hometown County Building & Development Review Services or the applicable municipal department prior to the issuance of permits for locating temporary housing units on the community site.
- 4. Permits must be obtained\_for the temporary housing units through the Hometown County Building & Development Review Services Department or the applicable municipal department.
- 5. The permit for a temporary housing unit shall be issued for no more than 18 months. Permit extensions may be allowed as warranted.
- 6. Functioning public water and wastewater services shall be utilized if feasible. If connection to functioning public services is not feasible, other water and wastewater services may be utilized subject to Hometown County Health Department approval.
- 7. Minimum setbacks shall be in compliance with the host parcel's zoning designation.
- 8. If no pavement is in place, all vehicular drives and parking areas shall at least be surfaced with shell, gravel or similar material to control dust.
- 9. The use of a temporary housing unit in a zoning district where such use is prohibited prior to the declaration of the housing emergency shall cease no later than 18 months

after the date of the issuance of the applicable building permit, unless an appropriate extension of the building permit has been granted.

Section 34-38: IMPLEMENTATION THROUGH COMPREHENSIVE PLAN AND COUNTYWIDE PLAN RULE AMENDMENT

The Hometown County Comprehensive Plan, municipal comprehensive plans, and the Countywide Rules shall be reviewed and amended as necessary to facilitate the implementation of the requirements of Sections 34-36 and 34-37.

#### Section 34-39: AREAS EMBRACED

Pursuant to Section 2.04(k) of the Hometown County Charter and Chapter 252, Florida Statutes, this ordinance shall be effective in the incorporated as well as unincorporated areas of the County.

Section 2: FILING OF ORDINANCE; EFFECTIVE DATE

Pursuant to Section 125.66, Fla. Stat., a certified copy of this Ordinance shall be filed with the Department of State by the Clerk of the Board of County Commissioners within 10 days after enactment by the Board of County Commissioners. This Ordinance shall become effective upon filing of the ordinance with the Department of State.

SECTION 3: SEVERABILITY

If any Section, Subsection, sentence, clause, phrase, or provision of this Ordinance is for any reason held invalid or unconstitutional by any Court of competent jurisdiction, such holding shall not be construed to render the remaining provisions of this Ordinance invalid or unconstitutional.

SECTION 4: INCLUSION IN CODE

It is the intention of the Board of County Commissioners that the provisions of this Ordinance shall become and be made a part of the Hometown County Code; and that the sections of this Ordinance may be renumbered or re-lettered and the word "ordinance" or "section" may be changed to section, article or such other appropriate word or phrase in order to accomplish such intentions.



#### **Appendix G: Post-Disaster Incident Action Plan Objectives Checklist**

The Post-Disaster Incident Action Plan shall contain the following elements:

- □ Extended emergency sheltering (ES) needs, resources, and strategy options including transitional sheltering.
- □ Establish initial forecast on temporary housing ballpark range based on disaster damage, impact assessments and habitability assessments.
- □ Status of temporary roofing program and emergency repair program
- □ Identify county-specific temporary housing options with focus on population retention.
- □ Detail any outstanding regulatory issues inhibiting the disaster housing mission including zoning/land use restrictions affecting disaster housing missions.
- □ List and status of commercial manufactured home parks and contact information.
- List and status of hotel/motel units available
- Establish housing priorities and options for disaster survivors, emergency workers and volunteers
- □ Detail vacant lands available for community site options incorporating all known information related to location, ownership, size, infrastructure, etc.
- □ Confirm and incorporate changes to the county-specific strategies.
- □ Validate temporary housing needs forecast and mission timeframe based on FEMA applicant registrations and county client management records.
- □ Confirm and review progress of county-specific strategies.
- □ Assess potential long-term housing needs, resources and strategies.
- □ Identify status of unmet community needs and provide coordination with the Unmet Needs Committee.
- □ Contact list for utilities, permits and code requirements.
- □ Status of transportation resources (daily updates).
- □ Status/availability of HUD housing.
- □ Areas of environmental concern.
- Geographic Information System (GIS`) based maps showing the following:
  - □ Boundaries of the affected areas



- □ Terrain of affected areas
- □ Areas of storm surge (if applicable)
- □ Population density affected by event/incident
- □ Areas with disrupted utilities
- **U**tility grids
- □ 100 and 500 year floodplain areas
- □ Numbers/types of housing in affected areas
- □ Locations of commercial parks and possible emergency community site locations