Title	**NCARCOG Recovery Capacity - RRC Workshop #2**
Date/Time	Wednesday, March 15, 2023. 9:00 a.m. – 11:00 a.m. (CST)
Participants	Christina Danis (Centralina)
	Benj Korson (Innovative Emergency Management)
	Katie Canady (Innovative Emergency Management)
	Jeanne Bunting (Innovative Emergency Management)
	Brandi Hunter (Innovative Emergency Management)
	Rodney Diggs (Anson County)
	Jason Burnett (Cabarrus County)
	Ian Crane (City of Concord)
	Chelsea Helton (Mecklenburg County)
	Elaney Katasfanas (Mecklenburg County)
	Teresa Campo (City of Monroe)
	Ann Kitalong-Will (Rowan County)
	David Morris (Rowan County)
	Robert Parnell (Rowan County)
	Allen Hook (Union County)
	Andrew Ansley (Union County)
	Brandon Earp (Union County)
	Caleb Sinclair (Union County)
	Clayton Voignier (Union County
	Donna Dalessandro (Union County)
	Ethan Smith (Union County)
	Jim Chaffin (Union County)
	Jim King (Union County)
	Kevin Rigoli (Union County)
	Melissa McKeown (Union County)

Meeting Notes

1) Welcome & Introductions
   a. Described the three components of the RRC program.
      i. First component that funding how came from the North Carolina Association of Regional Cog and is a direct budget from the Office of State Budget and Management.
         1. Sixteen councils received the funding across the state to assist 100 counties.

      ii. The second component is thinking and reviewing about what was highlighted in the series to prepared for the financial recovery component.

      iii. Third is getting trained for the FEMA – Financial Administration to prepare for the process to receive a reimbursement after a disaster.

            1. High Street Consulting to develop a training and curriculum model.

            2. There will be no cost for training.

2) Workshop #1 Recap
   a. Workshop #1 Recap
      i. Described the benefits of the series and reiterated and what the group will get out of the group to prepared for the next economic impact.
         1. Benefits of a peer-to-peer workgroup will help to collaborate with other jurisdictions and to help overcome challenges.
      ii. Shared that there was a folder that was provided the contained all the documents for the RRC.
   b. Roadmap Overview
      i. Asked for the jurisdictions to conduct a self-assessment and compare it against the roadmap.
      ii. Discussed but haven't talked about the Improvement Planning but will be discussed in March.
   c. Grant Overview
      i. Establish accounts and logins for the various state and federal grant systems.
      ii. Collect the who, what, why, when and where information.
   d. Pre-Disaster Recovery Planning Overview
      i. Shared Folder contains the Plan Development Guide that provides a step-by-step on how build a recovery plan.
         1. There is recovery plan template in the guide.
         2. Provides guidance with getting buy-in from leadership and partners.
      ii. By the of the year there should be a completed Pre-Disaster Recovery plan if all work is completed
   e. Workshop #2 Goals
      i. Covered what will be discussed during this workshop:
         1. Pre-disaster recovery planning
         2. Grants
         3. Roadmap to Resilient Recovery
      ii. Discussed the series about going forward for the improvement metrics, self-assessment, there will be technical assistance for grants and developing planning capability.
   f. Questions?
      i. Centralina gave kudos to the Union County for pulling together a recovery planning team from Anson, Cabarrus, Mecklenburg, City of Concord, and Rowan Counties.
      ii. Centralina mentioned the benefit to receiving this program is that it is cost effective that it is free.

3) Pre-Disaster Recovery Planning
   a. This is important for recovery planning as it will provide a broad framework for recovery efforts.
   b. Consider the potential hazards of the county that may be needed in the recovery plan.
   c. Introductory documents are provided in SharePoint if this topic is unfamiliar.
   d. PDRP Planning Timeline
      i. Everything in the series is flexible and the tools will be provided and applied to what counties currently have.

      ii. All the things discussed in the workshops can be applied to existing recovery plans to meet the needs of the jurisdiction.

  e. Base Plan Discussion Topics

      i. All the key items are in the Plan Development Guide

      ii. The Pre-Disaster Recovery Plan template should be used in with the Plan Development Guide.

  f. Plan Outline

      i. An overview of the Base Plan outline was provided.
IEM asked who has experiencing putting together recovery plan before and two people who raised their hand.

          1. Teresa Campo (City of Monroe) – Experience in developing recovery plan was while working with another jurisdiction. Biggest takeaway was identifying the stakeholders and departments getting everyone involved in the developing the plan.

              a. IEM encouraged to make the connections before disaster and not after.

          2. Clayton Voigner (Union County) - Wrote a specific recovery and mitigation plan for Richland County, SC for the 1,000-year flood that resulted from Hurricane Joaquin.

      ii. Purpose, Scope, Situation and Assumptions

          1. Each section was discussed and the importance of each section was described.

              a. The purpose section should describe why the plan exists and the goals for the reader.

              b. The scope describes who the plan applies to.

              c. The situation section should include the planning environment which describes the unique features of the county.

              d. The assumption are assumptions that were made in plan development.

      iii. Concept of Operations

          1. This section is intended to help understand the overall approach to managing recovery Including:

              a. Know who is going to manage the process.

              b. Know how the recovery plan will unfold.

              c. Know who will be in charge.

              d. Know what will happen during the recovery process.

          2. Activation and Notification describes how people will be notified and what the procedures are.

          3. Recovery Planning

              a. Describes the differences between the Recovery Action Plan and Strategic Plan.

          4. Recovery Phases

              a. Provides an overview of what phases are during a disaster, response, short-term and long-term recovery.

      iv. Organization and Assignment

          1. There is flexibility to make different committees and subcommittees.

          2. Consider the responsibilities and the structure and hierarchy.

          3. Review the table within the section:

              a. Consider who should be in the recovery planning.

              b. Discuss how to get them involved and who is each POC.

              c. Determine if they do or do not have the capabilities listed.

              d. Ensure roles are attainable and achievable.

          4. Planners are encouraged to study the Concepts of Operations and roles of responsibilities, then meet with partners.

        a. For the next meeting, a Q&A may be developed to discuss the challenges.

   v. Responsibilities: Partner Questions
1. Identify committees or groups of agencies that can help to execute a function.
2. Bring the partners together to ask them the Partners Questions
3. Determine how their responses fits within the plan.

   vi. Direction, Control and Coordination
1. Determine the chain of command that will direct recovery operations.
2. Determine what laws or policies need to be applied to and abided by.

   vii. Information Collection, Analysis, and Dissemination
1. This section describes how information will be shared out to the public to keep them up to date and how information will be shared by everyone involved through Incident Information and Public Information (e.g., campaigns, website, social media, etc.).

   viii. Communications
1. Intended to focus on internal communications and determine how to communicate with neighboring partners, departments, and agencies.
2. Determine what methods will be used for notifications (e.g., mass notification system) and ensure partners are signed up for the system.
3. Ensure interoperability in case the system fails.
4. Determine how the public is a receiver of this information.

   ix. Administration, Finance, and Logistics
1. The Mutual Aid section determines what current agreements and contracts exist that will support recovery operations.
        a. Pursue new contract and agreements with agencies to help support the process.
2. The Procurement and Cost Documentation section discusses reimbursement, what needs to be tracked, and mentions who needs to be involved to oversee the progress.

   x. Plan Development and Maintenance
1. The Recovery Plan should be kept current.
        a. Review and update the plan after there has been a disaster per the learned lessons or where there is turnover within the county.
        b. The biggest hurdle is making sure that everyone involved still know the recovery plan exists.
        c. Be intentional about testing, training, and conducting exercises with partners.

   xi. Authorities and references
1. Legal Authorities and references guide the recovery operations.
2. References are useful to learn from others who supported the recovery efforts.

  g. Questions
   i. Is it easier for planners to develop plans alone and then provide them to stakeholders, or better to do it as a team?
1. Don't make assumptions someone is going to do something.
2. You can't direct someone to do something if they don't know what it is they will be doing.
3. They might have lessons learned that was learned from their specific industry or their partners that they can share on how it can be applied to your county. The partnerships that will be fostered is important to move forward successfully through the recovery process.

   ii. Centralina asked to question to the group's EM leads: What will each planner do with the information learned today?

1. Teresa Campo (City of Monroe) is interested in the example of Union County working collectively as a group and thinks that her jurisdiction should aim to be multijurisdictional even for the small towns because of the resources.

   iii. Recovery Committee Annexes
1. For each annex, consider the following for recovery committees:
   a. How each committee functions
   b. Their mission
   c. Their objectives
   d. What work is performed that is crucial to support recovery operations.
   e. What they do before and after an emergency.
2. Develop an inventory of all the critical infrastructure.
3. The annexes will be worked on during the next upcoming meetings.

   iv. Appendix A: Recovery Action Plan Template
1. This can be taken out of the plan and be used for a true disaster recovery as it can be applied to any recovery incident.

h. Base Plan - Planning Partners
   i. Government, private, and nongovernmental agencies should have a kick-off meeting to review and introduce the idea of recovery and let them know importance of the process.

i. Workshop #3 Partners - Annex A: Community Planning and Development Committees
   i. Invite the following partners to next meeting:
1. Hazard Mitigation
2. Inspections and Permitting
3. Community Engagement
4. Long-term Planning

   ii. Next meeting will focus on the community planning and development and help will be provided to assist with fill out the annex and the actions that need to be taken.

j. Pulse Check (45:19)
   i. For those unsure which partners to invite or who are not familiar with the process, Centralina and IEM can provide assistance. Developing a recovery plan should not be done alone and will fail if done alone.

4) Action Items
a. Workshop# 2 Base Plan
   i. Follow up with the local planning partners. In the last workshop a spreadsheet was provided that allows you to fill in, once identified, names, titles, agencies, and emails.
   ii. Host a meeting to introduce those on your contact list to learn about recovery planning.
      1. Forward the email invite to those you want to invite.
   iii. Complete the Pre-Disaster Recovery Plan Template (Base Plan)

b. Workshop #3 Annex A: Community Planning and Development Annex
   i. Identify and invite planning partners by forwarding the email invite.
   ii. Jason Burnett (Cabarrus) wanted to know if there is a PPT or template that has pre-scripted information to guide that discussion?
      1. IEM will pull this together and provide in the coming weeks.
   iii. Jason Burnett (Cabarrus) expressed concerned about inviting community partners based on the timeline and current projects.
      1. Centralina mentioned that this was an ongoing process and should become part of day-to-day thinking of how the government works.

5) Grants Workshop

a. Review available grant options.
   i. CFDA
      1. Was available for territory states, corporations, government agencies.
      2. Retired in 2019 and moved to SAM.Gov under Assistance Listings
      3. Financial comptrollers are aware of the CFDA website.
      4. The Unique Identification Number can be obtained from the website.
      5. Went over the various programs that are offered to get funding.
         a. Department of Education
         b. Pell Grants
         c. Department of Health and Human Services
         d. Homeland Security flood insurance (FEMA)
         e. Programs that benefit smaller programs or business like, Small Business Administration (SBA)
         f. Federal and State Technology Partnership Program
      6. Go to SAM.gov to see all grants even if FEMA doesn't offer a grant that you're interested in.
   ii. Mitigation Grants
      1. Before applying for any FEMA grant must have an approved mitigation plan.
      2. Pre-Disaster Mitigation Grant (PDM)
         a. Replaced by BRIC, however, there are still outstanding projects, but you cannot apply for PDM anymore.
      3. Legislative Pre-Disaster Mitigation (LPDM) is congressional directed spending (CDS).
      4. Building Resilience Infrastructure Communities (BRIC)
         a. Out of every disaster they take 6% and applied it to BRIC. States get an allocation from that to put towards mitigation projects.
         b. Must have an approved Hazard Mitigation Plan (HMGP) to apply.
         c. If interested, ensure that projects are in the mitigation plan. If not, then send an email to the state hazard mitigation officer to let them know what project is and that it's not in the HMP, who will oversee the project, date for when the project is completed, want to get refunding and the cost. Ask them to amend the plan for that action.
      5. Flood Mitigation Assistance (FMA)
         a. Any project that goes through FMA can also go through BRIC. More difficult to get approved than under HMGP.
            i. FMA is a competitive program.
            ii. Get funding to reduce or eliminate the risk of repetitive flood damage.
            iii. $800 million became available through FMA.
            iv. BRIC and FMA require that nature-based solutions be included in the projects (e.g., wetlands, acquisition demolition)
            v. You must be an NFIP community.
      6. Most of these programs are 25/75% match. FEMA funds 75% and counties must come up with the 25%.
         a. 90% of federal costs can be funded for properties located in census tracts with the CDC SVI score not less than .5% and project is funded by the Bipartisan Infrastructure Law (BIL).
         b. It is possible for the Federal match to be 90% for disadvantaged communities and capability building activities (e.g., flood studies, project scoping).

      c. Up to 100% under FMA to receive Federal Cost share-funding for severe repetitive loss properties.

      d. Can be used for repetitive loss properties.

7. Hazard Mitigation Grant Program (HMGP)

      a. Provides support to SLTT governments.

      b. Enhanced states get 20% of *X* amount Public Assistance (PA) comes up with.

      c. Standard mitigation states get 15% of *X* amount PA comes up with.

      d. 7% can be used for plans; 5% can be used for setting aside projects that can't pass a benefit cost analysis (e.g., warning sires, weather radios, some generators).

      e. Everything under HMGP must be able to pass to a Benefit Cost Analysis (BCA).

         i. FEMA Go has the BCA tool.

      f. 75/25 split before the COVID disaster.

         i. Legislation changed it to a 90% split after the COVID disaster.

8. Rehabilitation of High Hazard Potential Dams (HHPD)

      a. Provides technical planning, design, and construction assistance for the rehabilitation of eligible high hazard dams.

      b. Cost share cannot be less than 35%.

         i. County pays 35% and FEMA covers 65%.

      c. Must belong to NFIP and signed and adopted HMP.

      d. Must have a floodplain management plan.

      e. Must be a risk prioritization.

      f. Eligible recipients can be non-federal government organizations and non-profit orgs.

9. Hazard Mitigation Grant Program (HMGP-Post Fire)

      a. Available to tribes, territories and states that have been affected by fires.

      b. Tied to Fire Management Assistant Grant (FMAG) and the FMAG must be declared prior to going to FEMA to receive this grant.

         i. FEMA will approve within a couple hours or so.

      c. Funding goes to the counties that the FMAG was declared and been affected to be used towards wildland fire-type activities.

   iii. Projects and Prioritization

      1. Discussed the key is a sustained action to reduce the risk.

      2. Discussed what can the sustained what projects can applied for through the Grant programs (e.g., safe rooms, riverbank stabilization, flood walls, etc.)

   iv. Typical Grant Application Process

      1. Provided an overview and timeline for the grant application.

      2. There is no specific timeframe for all grants.

   v. Getting Ready

      1. If you are interested check your mitigation plan and make sure the desired action is in there.

      2. CDC website will have the Social Vulnerability Index

      3. Make sure a month out the project gets on the agenda before the application gets submitted.

6) Roadmap to Resilient Recovery

   a. Review of Self-Assessment

      i. 5 counties submitted Self-Assessments by March 1st deadline.
      ii. Discussed that the roadmap will establish a baseline of understanding to see where you are within the roadmap guidance.
      iii. Participants will receive technical assistance once the self-assessment is completed.
      iv. One goal is to have the entire region's scoring go from 1.64 to a 2.
      v. 4 out of 7 jurisdictions said they had a robust program.
      vi. Take the time to talk to the partners to identify recovery efforts.

b. Who went through the process of doing their jurisdiction self-assessment. Encouraged to read the roadmap and conduct your own self-assessment to grow your program.
      i. If the self-assessment it is a grant requirement

c. Roadmap Progress

d. Why should we create improvement targets?
      i. It can be an effective tool to communicating with your partners and supervisors with your organization.
      ii. Builds a consensus among the peers to bring it back to leadership for buy-in

e. Improvement Process
      i. Outlines and identifies weakness and areas for improvement.
      ii. If you want to succeed you need to need to involved community

f. Developing SMART Targets
      i. IEM asked who has developed SMART objects.
      ii. When identifying improvement areas, determine what needs to be changed and how do we get there.
      iii. Targets to be clear and concise.
      iv. Measures can be created without using numbers.
      v. A target needs to be something that needs to be pursued.
          1. Must be within your and those you are collaborating's wheelhouse.
      vi. Observe root causes – what is the source and how can it be addressed.
      vii. Know the timeframe for how the target will be achieved.

g. Developing SMART Targets
      i. Provided an example of a SMART target through developing the Pre-disaster Recovery Plan with the RRC Workshop.
          1. What are ways we can improve this example?
             a. Christina -Think about the three new goals to include in the HMP update. Include equity and how are we going to do that.
                i. Lead whole community and climate resilience.
                ii. Promote readiness.

h. Create Improvement Plan
      i. Complete to first two cells, roadmap element and
      ii. Identify a responsible organization and completion target and r

i. Improvement Planning Action Items
      i. Christina and Benj will meet to review the Self-Assessment
      ii. Completed Improvements Plans to be sent to Christina Danis by May 1
      iii. Inform IEM/Centralina if there is a delay in completing assignments.

7) Next Steps and Closing
   a. Action Items
      i. Those who have completed will be reached out.
      ii. 1:1s will be about 30 minutes
   b. Next Meeting
      i. Will be held on May 17th, 2023.
   c. Provided contact information of the team.
   d. All suggested documents to be shared.