

Concept of Operations	Standard Operating Procedures Public Assistance
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Lead Agency	Franklin County Emergency Management Department (FCEMD)
Support Agencies	Alligator Point Water Resource District (APWRD) Apalachicola Streets Department (ASD) Apalachicola Water and Sewer Department (AWSD) Carrabelle Streets and Roads Department (CSRD) Carrabelle Water and Sewer Department (CWSD) Eastpoint Water and Sewer System Inc (EWSS) Franklin County Clerk of the Court's Office (FCCCO) Franklin County Road Department (FCRD) Franklin County Solid Waste Department (FCSWD) St George Island Water Management Services Inc (SGIWMS)

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1.0 – Introduction

1.1 – Purpose



The PAP¹ is a federal program that supports the efforts of local and state governments to repair and restore public facilities, infrastructure and / or services that have been damaged or destroyed.

1.2 – Scope

The PAP supports a wide range of recovery activities, which are divided into the following categories:

- Category A – Debris Removal: Includes all storm induced debris on non-federal roadways.
- Category B – Emergency Protective Measures: Includes safety personnel and resources (barricades, sand bags ect...)
- Category C – Road System: Damage to non-federal roads, streets, bridges and culverts.
- Category D – Water Control Facilities: Covers costs to repair dams, levees and irrigation works.
- Category E – Building and Equipment: Covers costs to repair public buildings and equipment.
- Category F – Public Utility Systems: Covers costs to repair water systems, sewerage facilities and stormwater systems.
- Category G – Other: Parks and recreational facilities or other facilities not elsewhere classified.

1.3 – Assumptions

The county has been affected by a disaster of sufficient intensity that the county will be eligible to apply for public assistance recovery funds.

2.0 – Concept of Operations

2.1 – General

Oversight for the PAP will come from the FCEMD in coordination with FDEM and FEMA.

2.2 – Organization

This activity is part of the Infrastructure Section of the county's EOC². The county's EOC utilizes the ICS³ structure during all activations.

¹ Public Assistance Program

² Emergency Operations Center

³ Incident Command System



2.3 – Primary Activities

2.3.1 – PAP Coordination

The FCEMD will appoint a PAP Officer for the county who will be responsible for providing coordination and information sharing among local agencies and the representatives of FDEM⁴ and FEMA⁵.

Local agencies will be comprised of governmental agencies and non-governmental organizations responsible for maintaining roads as well as water and sewer infrastructure throughout the county.

2.3.2 – Potential PAP Applicants

Potential applicants for the PAP and HMGP⁶ include the following:

- Franklin County (all county departments apply as a single jurisdiction).
- City of Apalachicola (all city departments apply as a single jurisdiction).
- City of Carrabelle (all city departments apply as a single jurisdiction).
- Private Not-for-Profit Organizations.

2.3.3 – Contacting Potential PAP Applicants

The county's PAP Officer will be responsible for coordinating participation in the PAP with potential applicants. The PAP Officer will be in close contact with these agencies during the response and recovery phases of an emergency and insure that all agencies are aware of opportunities for federal assistance.

Many, if not all, of the supporting agencies for this procedure will be involved in assessing damage to infrastructure within their jurisdiction. All potential applicants will be notified by the PAP Officer of the FDEM / FEMA Applicant Briefing.

2.3.4 – Identification of Infrastructure Recovery Projects

Infrastructure recovery projects are identified during the pre-disaster mitigation planning process and during post-disaster damage assessment.

- In order to be eligible for disaster funding, a public structure or a facility must have sustained damage from a declared event. Eligible projects include public

⁴ Florida Division of Emergency Management

⁵ Federal Emergency Management Agency

⁶ Hazard Mitigation Grant Program



roads, bridges, buildings, water control systems and utilities. Contained in the county LMS⁷ are numerous pre-identified projects throughout the county and its two municipalities that may be eligible for federal PAP funding, should they be damaged in a declared disaster. The selection criteria used to identify these projects are:

- Does the project address repetitive damage?
 - How many people will benefit from the project?
 - Will the project address an immediate, short-term or long-term safety hazard?
 - Does the project support essential or critical services or infrastructure?
 - Will the project enhance special needs population, hazard awareness or the environment?
- In addition to pre-identifying potential infrastructure projects, the FCEMD will work with eligible agencies and organizations to identify infrastructure recovery projects during post-disaster damage assessment. The public damage assessment process provides an excellent opportunity to identify infrastructure recovery projects that will ultimately reduce costs associated with future disasters.

2.3.5 – Infrastructure Recovery Project Maintenance

The FCEMD reviews and up-dates the county’s LMS (including the list of pre-identified infrastructure recovery projects) on an annual basis, after each major disaster or on an as needed basis.

2.3.6 – PAP Administrative Support

Financial transactions will be monitored by the FCCCO using standard accounting procedures.

The FCEMD will serve as the administrative agency responsible for all recovery grants.

If necessary, the FCEMD will employ temporary staff to address recovery needs.

3.0 – Responsibilities – Lead and Support Agencies

3.1 – Lead Agency

Franklin County Emergency Management Department – Will serve as the coordinating organization for all recovery operations, including the PAP. The FCEMD will be responsible for coordinating all PAP activities including identifying and coordinating the participation of potential applicants for funding by the PAP, identifying

⁷ Local Mitigation Strategy



possible infrastructure recovery projects, and maintaining and updating infrastructure project data in the LMS.

3.2 – Support Agencies

Alligator Point Water Resource District – Will assist in identifying and providing information on projects within its jurisdiction that could potentially be funded through the PAP.

Apalachicola Streets Department – Will assist in identifying and providing information on projects within its jurisdiction that could potentially be funded through the PAP.

Apalachicola Water and Sewer Department – Will assist in identifying and providing information on projects within its jurisdiction that could potentially be funded through the PAP.

Carrabelle Streets and Roads Department – Will assist in identifying and providing information on projects within its jurisdiction that could potentially be funded through the PAP.

Carrabelle Water and Sewer Department – Will assist in identifying and providing information on projects within its jurisdiction that could potentially be funded through the PAP.

Eastpoint Water and Sewer System Inc – Will assist in identifying and providing information on projects within its jurisdiction that could potentially be funded through the PAP.

Franklin County Clerk of the Court's Office – Will assist in providing accounting support for the PAP process.

Franklin County Road Department – Will assist in identifying and providing information on projects within its jurisdiction that could potentially be funded through the PAP.

Franklin County Solid Waste Department – Will assist in identifying and providing information on projects within its jurisdiction that could potentially be funded through the PAP.

St George Island Water Management Services Inc – Will assist in identifying and providing information on projects within its jurisdiction that could potentially be funded through the PAP.

