

### **Annex 17-X2 – Individual Assistance**

Primary Agency: Illinois Emergency Management Agency (IEMA)

Support Agencies: Illinois Department of Commerce and Economic Opportunity (DCEO)  
Illinois Department of Employment Security (IDES)  
Illinois Department of Human Services (IDHS)  
Illinois Department of Insurance (DOI)  
Illinois Historic Preservation Agency (IHPA)

#### I. Introduction

##### A. Purpose

1. Provide operational guidance for State coordination of federal recovery assistance to individuals, families and businesses after a disaster has occurred.

##### B. Scope

1. This appendix applies to state agencies having a role in the coordination and distribution of federal Individual Assistance grants.
2. This appendix applies only in cases that warrant a federal disaster declaration.

##### C. Policy

1. Implementation of this annex will not supersede any AHJ's administrative protocols or policy concerning damage assessment.
2. Procedures for utilization, control and use will incorporate and/or consider operational priorities that include, but are not limited to, the protection of life, public health and safety, property protection, environmental protection, restoration of essential utilities, restoration of essential program functions and coordination as appropriate.
3. At the direction of the governor or designee, state agencies without a direct response role may be tasked with providing agency personnel in support of damage assessment operations.

##### D. Situation Overview

1. A disaster has occurred resulting in a Major Disaster Declaration – Individual Assistance.

##### E. Assumptions

1. Local governments have the primary responsibility to provide immediate assistance to individuals, families, and businesses within their jurisdictions in response to a disaster.
2. A federal disaster declaration is approved for the affected area.

## II. Concept of Operations

### A. General

1. IEMA will provide the primary coordination for the implementation of Individual Assistance Programs after a federal disaster declaration has been issued.
2. Support agencies will provide assistance in accordance with their plans and procedures developed in support of this Annex.
3. Disaster Unemployment Assistance (DUA) may be requested by the state to provide unemployment benefits and re-employment services to individuals who have become unemployed because of the disaster and are unable to secure regular unemployment benefits.
  - a) The DUA benefit is available to individuals for a period of up to 26 weeks after the declaration and upon approval of the program when requested by the state.
  - b) Individuals are eligible if they worked, were self-employed, or were scheduled to begin work or self-employment, in a declared federal disaster area.
4. The Crisis Counseling Program may be requested to help relieve any grieving, stress, or mental health problems caused or aggravated by the disaster or its aftermath.
  - a) These short-term services, provided by FEMA as supplemental funds granted to state and local mental health agencies, are only available to eligible survivors of a federal disaster declaration.
5. Individual assistance activities that may be coordinated through IEMA include, but are not limited to the following:
  - a) designating an IEMA staff member to be the Individual Assistance Officer (IAO) for the declared disaster to coordinate the individual assistance activities;
  - b) locating and staffing Disaster Recovery Centers (DRCs) within the affected area;
  - c) designating staff to work in conjunction with FEMA in implementing the Individuals and Households Program (IHP);

- d) providing information to FEMA for use by Disaster Survivor Assistance (DSA) staff who may contact potential applicants on a one-to-one basis due to the loss of life during a disaster;
- e) participating in the contractors briefing arranged by FEMA to inform the inspectors of disaster specific topics that may be encountered while completing inspections of damaged residences; and
- f) completing activities necessary to provide FEMA the essential set-up information for inclusion in the National Emergency Management Information System (NEMIS) application processing system.

## B. Organization

### 1. Direction and Control

- a) State agencies and external organizations retain operational control of damage assessment resources.
- b) The SEOC is the single point of coordination for state support of damage assessment operations.
- c) For the purposes of unity of command, coordination and management of the SEOC, the SEOC manager will transfer command to the state disaster recovery coordinator at the cessation of short-term recovery and continuation of intermediate and long-term recovery efforts.
- a) The Governor's Authorized Representative (GAR) will be empowered by the Governor to execute, on behalf of the state, all necessary documents for the disaster assistance programs.
- b) The Individual Assistance Officer (IAO) is responsible for the daily administration of the Individual Assistance Program.
- c) The State Public Assistance Group (SPAG) supervisor is responsible for the daily administration of the Public Assistance Program.
- d) The State Hazard Mitigation Officer (SHMO) is the person designated by the GAR as the individual responsible for all matters related to the administration of the Hazard Mitigation Grant Program (HMGP).
- e) The State Financial Management Officer (SFMO) is responsible for managing the financial activities of the programs.

### 2. Coordinating Elements

- a) Upon a declaration of a major disaster or emergency by the President, FEMA headquarters will appoint a Federal Coordinating Officer (FCO) to immediately take action to assure that federal assistance is provided in accordance with the declaration and applicable laws.
- b) A State Coordinating Officer (SCO) will be appointed by the Governor to act in cooperation with the Federal Coordinating Officer (FCO) to coordinate disaster recovery efforts of the state.
- c) The IAO coordinates with FEMA to implement the various disaster assistance programs that are included under an IA declaration.
- d) The IAO coordinates the state agencies that are involved in the delivery of the disaster assistance programs.
- e) The SFMO coordinates his/her work with the GAR.

3. Federal Coordination

- a) The SEOC will coordinate with FEMA for the administration of disaster assistance programs.
- b) Under a federal disaster declaration of a major disaster or emergency, primary and support agencies may coordinate with their federal counterparts when federal assistance is required.
- c) Programs available with a Major Disaster or Emergency declaration will be coordinated through a Joint Field Office (JFO) established by FEMA.
- d) Small Business Administration (SBA) loans may be available to individuals, families, and businesses that have incurred losses as a result of a disaster either under a state or federal disaster declaration.

III. Roles and Responsibilities

A. Illinois Emergency Management Agency (IEMA)

- \_\_\_ 1) Determine necessity for and type of federal assistance to request.
- \_\_\_ 2) Coordinate with state and federal agencies at the time of a federal disaster declaration to ensure resources are available to individuals, families, and businesses in the affected areas.
- \_\_\_ 3) Develop a request letter for the Governor's signature and compile data to support the request.

- \_\_\_ 4) Recommend SCO and GAR for Governor’s consideration.
- \_\_\_ 5) Assign staff to coordinate the delivery of disaster assistance programs.
- \_\_\_ 6) Inform support agencies and local officials of request for and approval/denial of federal assistance.
- \_\_\_ 7) Coordinate public information activities related to the request for federal assistance.
- \_\_\_ 8) Staff the JFO
- \_\_\_ 9) Implement the Individuals and Households Program (IHP) to issue grants for individuals or families in the following program areas:
  - \_\_\_ a) Housing Assistance (HA)
    - i. Temporary housing
    - ii. Repair
    - iii. Replacement
  - \_\_\_ b) Permanent housing construction
  - \_\_\_ c) Other Needs Assistance (ONA)
    - i. Disaster-related medical and dental costs
    - ii. Disaster-related funeral and burial cost
    - iii. Clothing; household items (room furnishings, appliances); tools (specialized or protective clothing and equipment) required for applicant’s job; necessary education materials (computers, school books, supplies)
    - iv. Fuels for primary heat source (heating oil, gas)
    - v. Disaster damaged vehicle
    - vi. Moving and storage expenses related to the disaster (moving and storing property to avoid additional disaster damage while disaster-related repairs are being made to the home)
    - vii. Child care expenses
    - viii. Other necessary expenses or serious needs as determined by FEMA.
    - ix. Other expenses that are authorized by law

- \_\_\_ 10) Monitor disaster application activity on a daily basis to ensure all potential applicants have been reached through media efforts to advise of the timeline for filing for assistance and to possibly request an extension to the application period depending on the magnitude of the disaster.
- \_\_\_ 11) Ensure that application packages are submitted (such as Crisis Counseling, Disaster Unemployment Assistance, Disaster Case Management and Disaster Legal Services) to FEMA to request additional assistance that may be needed and will be administered by the various support agencies.
- B. Illinois Department of Commerce and Economic Opportunity (IDCEO)
  - \_\_\_ 1) DCEO will provide recovery support to organizations through recovery grant assistance.
- C. Illinois Department of Employment Security (IDES)
  - \_\_\_ 1) Coordinate the request for and distribution of Disaster Unemployment Assistance (DUA).
- D. Illinois Department of Human Services (IDHS)
  - \_\_\_ 1) Coordinate the request for and implementation of the Crisis Counseling Program.
  - \_\_\_ 2) Provide for the staffing and administration of the Disaster Supplemental Nutrition Assistance Program (DSNAP).
- E. Illinois Department of Insurance (DOI)
  - \_\_\_ 1) Provide recovery support to the state's insurance industry.
  - \_\_\_ 2) Provide recovery support to survivors with insurance problems.
- F. Illinois Historic Preservation Agency (IHPA)
  - \_\_\_ 1) Designate a State's Historic Preservation Officer (SHPO)
  - \_\_\_ 2) Coordinate with FEMA staff to ensure that potential work is reviewed and approved by FEMA prior to any work being done on a historically significant structure.

#### IV. Authorities and References

##### A. Authorities

1. The Food Stamp Act of 1977
2. Robert T. Stafford Disaster Relief Act and Emergency Assistance Act, P.L. 93-288, as amended

3. Disaster Mitigation Act of 2000
4. Post Katrina Emergency Management Reform Act of 2006 (P.L. 109-295)
5. National Response Framework
6. The Illinois Emergency Management Agency Act (20 ILCS 3305/)
7. The Disaster Relief Act (15 ILCS 30/1-3)
8. National Environmental Policy Act of 1969 (PL 91-190)
9. 44 CFR Part 206, Federal Disaster Assistance for Disaster declared on or after November 23, 1988
10. Sandy Recovery Improvement Act of 2013
11. National Disaster Recovery Framework

B. References

1. Individuals and Households Program State Administrative Plan (as amended)
2. USDA Food and Nutrition Service Plan
3. Implementation of a Major Disaster Declaration that includes Individual Assistance Program Guide