# Substantial Damage Administrative Procedures (SDAP) Workshop Overview

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**FEMA Region 4**

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# What is the Substantial Damage Administrative Procedures (SDAP) Program?

- **Challenge:** Communities are not prepared to administer SI/SD at scale after disasters. Many communities have at least some procedures, but they are not written down or compiled in one place, resulting in inconsistent and ineffective enforcement of local SI/SD provisions at the moment when they are most meaningful.

- **Goal:** Communities should have a central plan for all their processes and procedures so when disaster strikes, they are ready to quickly scale up their SI/SD operations and build back stronger, more efficiently, and in compliance with the NFIP.

- **SDAP Solution:** Using the SDAP Plan Template as the foundation of their experience, flood-prone communities are shepherded through a process where they are assessed, trained, and provided technical assistance, resulting in a completed SDAP Plan that they can use when the next disaster strikes, and update over time.

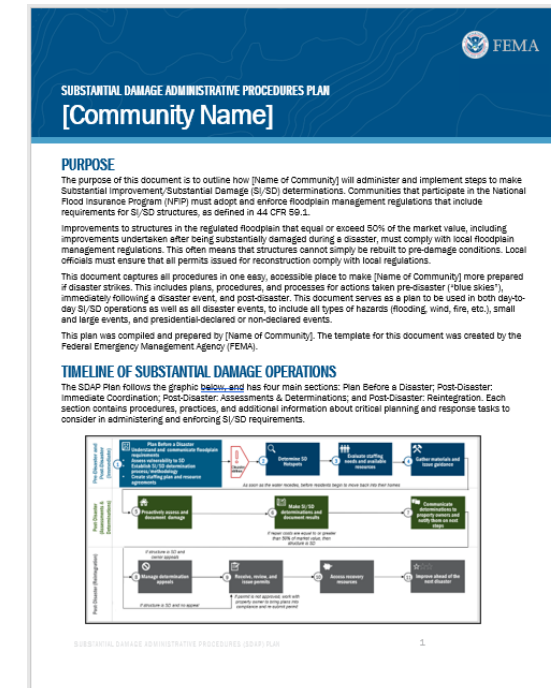# About the Substantial Damage and Substantial Improvement Program

- The SDAP Program works to increase local administration and enforcement of SI/SD requirements, most notably readying communities to carry out these activities in the post-disaster environment

- The SDAP Program is intended to reduce the administrative and resource burden for FEMA and states associated with planning and producing workshops for communities

  - This is accomplished by providing templated materials and enabling multiple communities to participate in a single workshop

# Substantial Damage Administrative Procedures Plan

- The SDAP Plan is the foundational document of the SDAP Program, capturing a community's existing procedures, links, reference materials, and points of contact for every step of the SD administration and enforcement, from pre-disaster to reintegration

- Its purpose is to outline how a community will administer and implement steps to make SI/SD determinations

- It is a "living document" — one that evolves and can be updated over time as regulations, procedures, staff, and experience change

- The SDAP Plan is a template to help organize and consolidate existing procedures, as well as highlight any gaps or remaining needs. The template uses fill-in-the-blank boxes and indicates where input is requested.



**SDAP Plan**
A central place that serves as a guide for all your SI/SD administrative procedures

# Substantial Damage Administrative Procedures Workshop Objectives

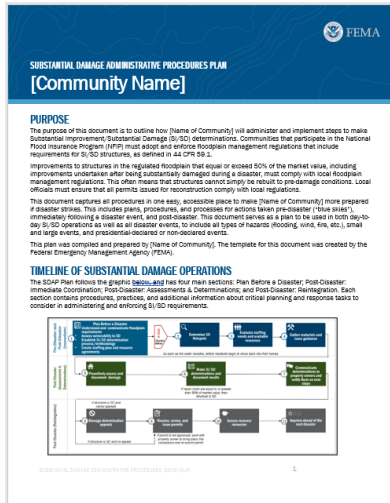By participating in an SDAP workshop, you will:

- Understand the basics of administering compliant SI/SD procedures, including the benefits of creating an SD administrative procedure

- Receive technical assistance on how to update or develop missing documents or procedures

- Understand how to identify resource or training needs and opportunities to alleviate resource and staffing challenges through available funding reimbursement, such as the Disaster Recovery Relief Act (DRRA) 1206

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# Producing a Substantial Damage Administrative Procedures Plan
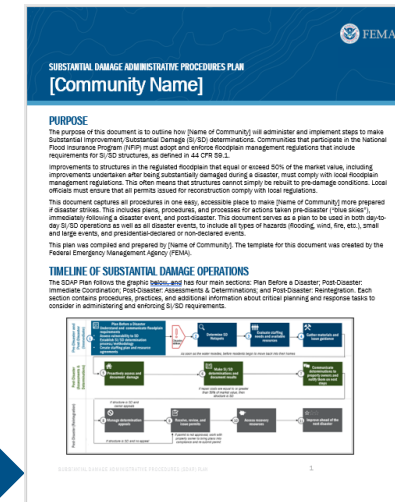
**SDAP Plan Template**

**Before the workshop:** You submit detailed information on existing plans and procedures, which may include gaps and incomplete items.

**Pre-Workshop Questionnaire**

You filled out a questionnaire before the workshop with the remaining challenges and questions.

**During the workshop:** Update your plans and procedures and fill in gaps in your SDAP Plan.

**Workshop**

**SDAP Plan**

The central place that is your guide for all your SI/SD administrative procedures.

**After the workshop:** Finalize inputs in your SDAP Plan.

# Throughout the workshop, you will learn about resources to assist with developing your SD administrative procedure.
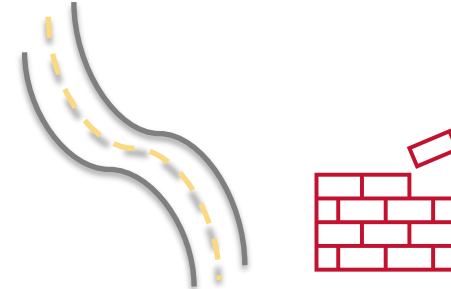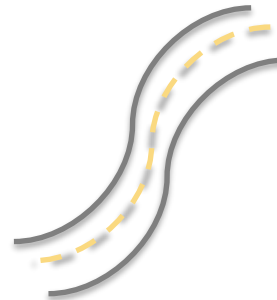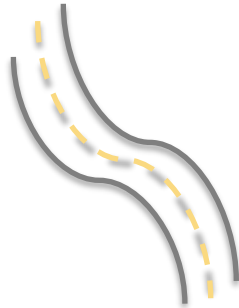
### Federal and State Contacts
Knowing how each part of the whole community plays a role in SD planning is key to developing your SD administrative procedures. Talk to your **FEMA Region** and your **State NFIP Coordinator** to get started.

### Financial Reimbursement for Post-Disaster Activities
Financial assistance may be available for reimbursement of floodplain management, building code, and SI/SD activities through Public Assistance Category G, based on changes in the **Disaster Recovery Reform Act (DRRA), Section 1206.**

### Documents and Tools
- Substantial Improvement/Substantial Damage Desk Reference
- Answers to Questions About Substantially Improved/Substantially Damaged Buildings FEMA 213Substantial Damage Estimator Tool | FEMA.gov
- SDE 3.0 User Manual and Field Workbook (fema.gov)

### Funding for Recovery
Leverage post-disaster grants like the **Hazard Mitigation Grant** Program and **Swift Current** along with annual grants like **FMA and BRIC** grants for reducing risk and help your community's homeowners access **Increased Cost of Compliance (ICC)** funding.

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# Workshop Structure

Overview slides to cover specific process topic:

- Definitions
- Regulations
- Suggested resources

Subject matter experts facilitate table groups for participants to interact:

- Get targeted technical assistance
- Learn from other communities
- Discuss best practices

# Technical Assistance Tables Dynamics

Technical Assistance Tables enables collaborations between communities, sharing methodologies on data collection and how to streamline process to establish a successful Post Disaster SD Mission.

Communities share Ideas on:

- Initial Damage assessment (Targeting pre-identified areas of interest in SFHA)

- Leverage of internal stakeholder (sharing of captured data amongst internal stakeholders).

- SD determination platforms (SDE 3.0 Tools).

- Equipment needs

- GIS Data visualization

# Eligibility for Community Rating System Credits

Community Rating System is a voluntary incentive program that recognizes and encourages community FPM practices that exceed the minimum requirements of the NFIP through reductions to flood insurance premiums.

**Activity 512.d: Substantial Damage Management Plan (SDP) Credits (max. 140 points)**

- SDP1: SDP (40 points available)
- SDP2: FEMA SDE Tool pre-populated (50 points available)
- SDP3: Pre-event mitigation alternatives are considered (50 points available)

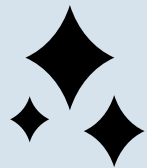**Activity 430: Higher Regulatory Standards (max. 110 points for SD-related elements)**

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# Local Mitigation Strategy (LMS) – new requirements for LMS updates

Element C: Mitigation Strategy Requirements

C2. Does the plan address each jurisdiction's participation in the NFIP and continued compliance with NFIP requirements, as appropriate? (Requirement 44 CFR § 201.6(c)(3)(ii))

C2-a. The plan must describe participation in the NFIP for each participant, as applicable, in accordance with NFIP regulatory requirements. The following information must be provided for each participant.

5. Description of how participants implement the substantial improvement/substantial damage provisions of their floodplain management regulations after an event.

# What Have We Done So Far

To date, workshops have been held in:

- Marathon- 6 Communities, 14 Participants

- Daytona Beach- 4 Communities, 15 Participants

- Ft Myers- 7 Communities, 23 Participants

- Kissimmee- 7 Communities, 18 Participants

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# How It Went

| Successes | Trends | Disappointments |
|---|---|---|
| great attendance | Mobile Home Values | wish we had more time (2 days) |
| good reviews | establishing property value questions | need better coffee |
| enthusiastic conversations | | |
| we came to them | | |

**Questions?**