



## Church Disaster Recovery Ministry

Our mission is to help houses of worship recover from disasters by offering insight and consulting for rebuilding – churches, people, and ministries.

- Rebuilding structures utilizing the FEMA grant application process,
- Rebuilding people with spiritual and resiliency strategies to overcome trauma
- Rebuilding ministries to health and vitality through adaptive leadership and crisis management.

Our mission field is Gulf Coast region especially the United Methodist Churches in the Alabama West Florida Conference.

**First Steps to Recovery – Apply – Read & Capture Data, Docs, & Pictures ...**

**Apply to FEMA -**

Links ...

Start at <https://grantee.fema.gov/>

Then click the link below the login ...

<https://grantee.fema.gov/EventOpenRequestPeriod>

Then click the I am not a robot thing and this page pops up ...

<https://grantee.fema.gov/#organizationrequest/enroll?templd=cbcd4442-1288-4229-8f26-2486fa922b5c>

And you are good to apply ...

1. Know you will also have to apply to SBA for a loan eventually ...
2. Put one person in charge – to be the point with FEMA and the State.
3. Take Pictures of everything – then take more pictures by Building, Wing, Category, Function, Room, outbuildings, vehicles, etc. – before too much cleanup begins.

4. Find old pictures of everything before the storm – Facebook, member’s phones, web sites, etc. Prepping for before and after.
5. Learn how to navigate the federal flood portal and find your “Firmette” – the Specifications associated with your FEMA flood levels ...

Link – Florida - <http://portal.nwfwmdfloodmaps.com/>

Link – Alabama - <https://alabamaflood.com/map>

6. Start an Inventory of all contents and equipment damaged. Start an inventory of all contents and equipment period – for the next event.
7. Collect Data on volunteer labor, supply use and purchase, and equipment use (hrs) and purchase for cleanup. Take pictures of volunteers working.
8. Create a Stakeholders list of those engaged – names, numbers, contacts for quick and easy communication – list responsibilities.
9. Find your architectural drawings – set aside.
10. Buy a filing cabinet just for FEMA – you will fill it up.
11. Gather up all of your Insurance policies at the time of the storm.
12. Gather up all of the Mission Statements and By-Laws for your ministries.
13. Gather up all certifications (i.e. for a school or day care or food pantry).
14. Find your 501 C3 – docs for the church proper and separate ministries.
15. Talk to your insurance companies and tell them you need quick and thorough adjustments – consider hiring your own adjusters – as insurance companies often miss or omit things that FEMA will need to see.
16. Attend all webinars on FEMA process & procurement – get bids, quotes, price alternatives on all things – less than \$10,000 usually good – emergency purchases during emergency phase (defined by FEMA – 45 days perhaps) You must shave a memo for justification for sole source – write it up – put it in file.
17. See RFPs for Consultants – RFQs for Architects and Engineers examples.
18. Never agree to a project / building ineligibility determination – always ask for a determination letter.
19. Gather up maintenance contracts – write up a memo as to how you maintain your facility.
20. Call everything “Worship” Activities and “Ministerial” Activities – only a very small portion of our church activities are really pure admin - perhaps the CFO – but only that part of the CFO/Treasure/Bookkeeper that attends to items before the storm – all additional hours post storm are ReBuild activities.
21. Gather up your procurement policies and your personnel and HR manuals / policies / documents – no right answer – just gather up what you have. Note – in procurement you must follow your policy or the federal/state policies – whichever are stricter – 99% of the time the fed rules are the most strict.
22. Gather up your local building code – know where to find them. Make friends with the local city / county planning office – AND – watch for changes in the codes – you may have been at one code before and then and then after a big

- storm governments often make codes more rigorous – so when you build back the rules are stricter and the flood elevations are higher.
23. Do you have any lead based paint?
  24. Do you have any asbestos?
  25. Do you have any mold – do you have any areas that are still getting wet – watch for mold. Canvas these areas once a week.
  26. Do not tear anything major down until you have had a structural inspection, a mold inspection, and an environmental inspection unless it is a hazard to people – then take hundreds of pictures prior.
  27. Find someone in the church who knows construction and walk around accounting for all damages – do this once a week or so and watch for changes – take a picture – make a note – you will continue to see damages over time as the fog of the event clears.
  28. Gather up Articles of Incorporation – follows along with all legal docs pertaining to the church. Gather them up – make copies and put them in the FEMA filing cabinet.
  29. Be careful of procurement - attend all webinars offered - never know what you might learn - these can be very dry, sometimes disorganized, and hard to follow - but watch closely anyway.
  30. Collect data on staff work on the disaster - especially overtime for hourly employees.
  31. Write specific “disaster” contracts for any labor you might add. Any salary folks who now have higher FTE efforts - say from 0.5 FTE to 0.75 FTE - don’t wing it - write it up. See contract examples.
  32. Make sure you label areas damaged as ministries and worship activity locations - Music Admin bad - Music Worship good - recall almost 90% of everyone’s duties pertain to worship and ministry with the exception of some pastor admin, accounting admin, maybe a part of an admin assistant - who often does newsletters which is “Worship Communications!
  33. Take pictures of downed trees and root balls – locate all trees with a GPS app on your phone prior to removal – remember everything you clean up, cover up, tarp etc. is for the safety of people and / or the protection of assets.
  34. And finally - read the PAPPG - cover to cover - over and over - eventually it will make sense ... attached.
  35. When in doubt - make a folder - and write it down ...

Eat the elephant a bite at a time and you will get through this – a resources tab can be found on our website for many of the documents you will need to have to get through the process. The process takes time – most feds and state people are great servants – if you get a bad apple and something is off – call us ASAP and we will chat through it.

Good Luck – Be patient – be persistent – never take no for an answer politely of course – never say OK or yes to any FEMA determination – get a second opinion.