

Appendix C-1: FEMA Crisis Counseling Grant Information

Instructions and application forms for a FEMA Crisis Counseling Grant are available from the CCP toolkit, available at the time of this writing from: <https://www.samhsa.gov/dtac/ccp-toolkit>

The State is eligible for a FEMA Crisis Counseling Program (CCP) Grant only when a disaster has been federally declared, and only the counties declared eligible for **Individual Assistance** can receive services under the crisis counseling grant. Crisis counseling services in counties not declared eligible for individual assistance will have to depend on resources not funded through the FEMA CCP Grant.

There are two types of grants available:

Immediate Services Program (ISP) – funds services for the first 60 days after the federal disaster declaration is issued. This grant application is due **14 days** after the federal disaster declaration.

Regular Services Program (RSP) – funds services for 9 months beyond the end of the ISP. The application is due **60 days** after the federal disaster declaration.

Tips for the Application

- Start collecting data for the ISP needs assessment as soon as the disaster occurs:
 - Collect **newspaper articles** on the disaster
 - Have local service providers track the **number and hours of counselors deployed**
 - Have counselors begin recording **service data** using the CCP contact sheets¹
 - ◆ During the initial response, before a CCP grant is awarded, counselors need to be deployed through the volunteer processing center so that emergency management can add them to the volunteer hours they track
 - ◆ Counselors' time can only be reimbursed if they are deployed in a county covered by their agency (i.e., if they work for Lancaster County, hours worked in Gage county are not reimbursable)
- **Needs Assessment data**² required for a FEMA CCP grant is provided by Emergency Management. If there is an **Expedited Disaster Declaration**, all counties declared may not have collected this data before they are included in a disaster declaration. These counties may receive services in this case during the ISP. However, in order for these counties to receive services under an RSP, the Needs Assessment data will need to be collected and reported in the RSP application. If these counties do not provide Needs Assessment data, they cannot receive services under the RSP. It

¹ Crisis Counseling Program contact sheets are available from the toolkit online.

² The Needs Assessment data form is in Appendix C-3.

is important to work with emergency management to collect Needs Assessment data from all counties included in the disaster declaration as eligible for Individual Assistance.

- A generic **Plan of Services** can be developed and written up ahead of time, and copied into the CCP application with modifications to address the specific disaster that has just occurred.
 - The service plan should be designed **assuming the worst will happen** and that the most will occur. Services can be cut back during program implementation based on the actual level of need observed.

Budgeting for the CCP

For official information on allowable costs, see “ISP Supplemental Instructions” available under the “CCP Materials” page on the website listed at the beginning of this document.

Costs that have been funded in other CCP grants include:

- Full-time supervisor
- Administrative support
- Stress moderator outside the management structure to serve the crisis counseling staff
 - Give workers a safe place to talk
- Employee benefits
- Mileage
- Daily conference calls with CCP workers
- Trainings
 - Standard/required FEMA trainings – budget 2 ½ to 3 days each
 - ◆ Initial training for workers and for management
 - For new staff
 - For staff staying from ISP, shift from 60 day sprint to longer term project
 - ◆ Mid-point (RSP only)
 - Revitalize & re-focus
 - Probably no more canvassing at this point, and more focus on information to communities and community recovery
 - ◆ Phase down (RSP only)
 - Help staff transition to mainstream workforce
 - Supplemental trainings
 - ◆ Such as 1/2 day in-service trainings
 - Topics such as how to relate to farmers, children, staying safe while providing outreach

- Supplies
 - Cell phones
 - Laptop computers
- Photocopying (All with messages re: signs & symptoms of stress and who to call)
 - Brochures
 - Door hangers
 - Bookmarks for the library
- Media & advertising



Tips for the Response

- Relationships and networking are very important. People will often rely on who they know, rather than a protocol that is in any plan. It is important to establish relationships **based on the plan** before any disaster occurs, so that the appropriate people are called.
- The **Rural Response Hotline** has serves as the hotline number in the case of emergencies and disasters throughout Nebraska. Hotline workers are trained in assessment and referral. Regional Behavioral Health Authorities may also have other already existing hotlines in their area that can be used for disaster hotline purposes.
- Relationships with medical providers and pharmacies are important in helping to deal with peoples' immediate needs **regarding medication and prescriptions that have been lost**.
- FEMA and emergency management will not release information on people who have registered for disaster assistance. Have an alternate plan to get **releases of information** from people, so they can be contacted at a later date regarding services.
 - It is also important to find out **how to contact people who are dislocated** from their homes by the disaster.

Appendix C-2: FEMA Crisis Counseling Application – FAQs¹

1. What is the purpose of the application?

The application serves complementary purposes for the Federal and State governments. The application fulfills the Federal regulatory requirement to document need, determine services are appropriate, and justify expenditures. The application is a tool to be used by the State to assess the needs of disaster victims and develop a plan of action.

2. Can the application format be modified?

The ISP Standard Application Format has been developed to address key information required under Federal regulations for the Crisis Counseling Assistance and Training Program. The format is provided for technical assistance purposes. Within the application format and instructions, there are notes about potential modifications. For example, charts and tables may be modified to fit specific State proposals. States may add pages within the format. States may also choose to reformat portions of the needs assessment and program planning sections and assign writing tasks to county or community service providers. The current format has been designed to ensure that all necessary information for a successful application can be provided in a simple and flexible format.

3. What components of the application are required in regulations?

The CCP regulations (44 CFR 206.171) establish the following components of the application:

1. Geographical areas within designated disaster area
2. Needs assessment
3. Description of the State and local resources and capabilities, and a justification of why these resources cannot meet the estimated disaster mental health needs
4. Description of response activities from the date of the disaster incident to the date of the application submission
5. Plan of services
6. Budget

Each component is discussed in detail in the supplemental instructions.

4. When is the application due?

The ISP application is due no later than the 14th day following the Presidential Disaster Declaration. Day one is the day after the declaration. Therefore, if the disaster is declared by the President on the 1st of the month, the application must be submitted by close-of-business on the 15th.

¹ Retrieved 9/30/2004 from: <http://www.mentalhealth.samhsa.gov/cmhs/EmergencyServices/grantfaq.asp>

5. May the application be submitted electronically?

The original signed copy of the cover sheet and SF-424 must be submitted in hard copy, as well as any attachments only available on hard copy. With the permission of the FEMA Regional Director, an application may be submitted using either the Word or Word Perfect software version.

6. Can any portions of the application be prepared before a disaster?

Yes, State Disaster Mental Health Coordinators are strongly encouraged to become familiar with the ISP Standard Application Format before a disaster strikes. It is possible to develop templates for many portions of the application prior to a disaster.

- The SF-424 is available electronically and a template may be prepared in advance, including all necessary assurances, so that this form can be processed and signed expeditiously.
- The signature sheet can be completed, including the name of the State Disaster Mental Health contact person.
- Part II of the application, entitled “State and Local Resources and Capabilities” may be completed prior to a disaster.
- States may prepare and customize job descriptions, templates for organizational charts, and descriptions of types of service they will provide as a part of their overall State Disaster Mental Health Plan.

States are also strongly encouraged to identify and train potential service providers in communities across the State and to develop procedures for contacting and mobilizing services in the immediate aftermath of a disaster. By maintaining contact information, developing activation procedures, maintaining ongoing training, and preparing materials in advance, States and localities can significantly simplify the process of developing an Immediate Services Application.

7. Will CMHS and FEMA provide consultation on the application process?

FEMA is located at a Disaster Field Office within or near the declared area and is available to assist the State. CMHS will either be on-site or available by phone. FEMA and the State Emergency Management Agency can assist with obtaining disaster damage information and provides consultation on the disaster operation, the application processing, and awarding funds. The FEMA Human Services Officer or Crisis Counseling

Coordinator assigned to the disaster may provide the SMHA with preliminary damage assessment information as well as teleregistration information on the number of persons applying for specialized disaster assistance.

CMHS provides consultation on developing and implementing services and application development. CMHS realizes that the State Mental Health Authority is not only responding to the ongoing mental health needs of its impacted citizens but also trying to implement, manage and monitor a crisis counseling program.

Therefore, project officers from the ESDRB, CMHS are available to consult with the State in organizing the disaster mental health response. The project officers can be reached at 301/443-4735 (phone) and 301/443-8040 (fax).

8. May the Governor select an agency or organization other than the State Mental Health Authority to administer the ISP grant?

If the Governor’s Authorized Representative determines during the needs assessment that because of unusual circumstances or serious conditions within the State or local mental health network, the State Mental Health Authority cannot carry out the crisis counseling program, he or she may identify a public or private mental health agency or organization to carry out the program. Several States have elected to have a non-profit organization carry out the program in the past. In each instance, the State was the grantee and subcontracted the grant.

9. What are some of the most commonly-used acronyms a State Disaster Mental Health Coordinator should be familiar with?

There are many acronyms and abbreviations in the disaster response field and terminology changes frequently. Therefore, States are encouraged in their applications to minimize the use of acronyms and abbreviations. However, **some of the most commonly-used acronyms that may be considered are the following:**

CCP	Crisis Counseling Assistance and Training Program	HS	Human Services
CMHS	Center for Mental Health Services	HSO	Human Services Officer
DFO	Disaster Field Office	IA	Individual Assistance
DHHS	Department of Health and Human Services	IFG	Individual and Family Grant
DLS	Disaster Legal Services	IRS	Internal Revenue Service
DRM	Disaster Recovery Manager	IS	Immediate Services
DUA	Disaster Unemployment Assistance	PA	Public Assistance
ESDRB	Emergency Services and Disaster Relief Branch	RS	Regular Services
FCO	Federal Coordinating Officer	SBA	Small Business Administration
FEMA	Federal Emergency Management Agency	SEMA	State Emergency Management Agency
GAR	Governor’s Authorized Representative	SF	Standard Form (refers to a Federal form)
HCC	Healthcare Coalition	SMHA	State Mental Health Authority
HM	Hazard Mitigation	USDA	United States Department of Agriculture

Appendix C-3: FEMA CCP Needs Assessment Table

The instructions and table below can help you organize the needs assessment information required for a FEMA CCP grant application. If emergency management has conducted a preliminary damage assessment (PDA), then much of this information is available from them. Even if a PDA was conducted, they may only have some of this information, and you will have to supplement using 'Other' categories. See below the table for suggestions on 'Other'

A. CMHS Needs Assessment Formula—Estimated Crisis Counseling Needs

Complete a CMHS Needs Assessment Formula Table for each designated area to be covered by the grant. Use the following steps to complete the table:

1. Identify the number of people for each loss category from collected needs assessment information.
2. Identify any disaster- or region-specific "other"¹ loss categories, and establish a traumatic impact risk ratio for any other loss categories. Note that other loss categories are not multiplied by the household size multiplier.
3. Determine the total number of people who would benefit from services for each loss category by multiplying across each row as follows: (Number of People) x (Household Size Multiplier)² x (Traumatic Impact Risk Ratio)³ = (Total Number of People Who Would Benefit from Services).
4. Add all of the results in the column of Total Number of People Who Would Benefit from Services to determine a sum for the number of people who would benefit from crisis counseling services.

¹ If appropriate, the State may identify other loss category groups related to the disaster. These categories are not multiplied by a Household Size Multiplier. The State should also identify a Traumatic Impact Risk Ratio for each additional loss category specified. Add rows as necessary.

² Household Size Multiplier means the average number of people per household (ANH). The national average is 2.5, but applicants should consult U.S. Census information for State or county averages.

³ The Traumatic Impact Risk Ratio assesses the likelihood of individual and community adverse reactions to this disaster. In previous versions of this application, the term "at-risk multiplier" was used.

Appendix C-3: FEMA CCP Needs Assessment Table

Loss Category	Number of People	Household Size Multiplier ² (ANH = 2.5)	Traumatic Impact Risk Ratio ³	Total Number of People Who Would Benefit from Services
Dead	x	ANH x 4	x 100%	=
Hospitalized	x	ANH x 1	x 100%	=
Nonhospitalized Injured	x	ANH x 1	x 50%	=
Homes Destroyed	x	ANH x 1	x 100%	=
Homes Major Damage	x	ANH x 1	x 20%	=
Homes Minor Damage	x	ANH x 1	x 10%	=
Disaster Unemployed	x	ANH x 1	x 10%	=
Other 1 (Specify) ¹			x	=
Other 2 (Specify) ¹			x	=
TOTAL:				=

Items in the following table may be listed under 'Other' in the Needs Assessment Formula if they are relevant to the current disaster.

Needs Assessment Matrix

INDICATORS		INFORMATION SOURCES			
Total number		American Red Cross	Disaster Field Office/ State Emergency Management Agency	Media	Key Informants (list sources)
Displaced					
Unemployed					
# shelters					
# persons sheltered					
Supplemental housing availability % vacancy					
Number of applications for assistance					
Closed businesses					
Closed schools					
Number of impacted students					
% of impact rural					
% of impact urban (and small town)					
Population of declared areas					
Impacted population of declared areas					
Estimated number of people needing disaster MH services					