A TRAINING TOOL FOR USE BY THE LOCAL INTERFAITH IN DISASTER RESPONSE

PREPAREDNESS GUIDELINES, EARLY RESPONSE TASKS, A PLAN FOR LONG-TERM RECOVERY

Prepared for use by the faith community in organizing for disaster response

Raleigh, North Carolina
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Introduction

This manual is designed to assist those in the faith community who work in disaster response and recovery and care for those in need.

The content here derives from materials and experiences gained while serving local interfaith programs in several States over a number of years. Most forms and formats were created on-site, designed to meet program needs. Others were collected (and sometimes edited) from other major response programs within the faith community. Those selected for this Manual were chosen because they have been found to be effective over time and in numerous settings.

They have been tested and fine-tuned most recently in the three-year Hurricane Floyd recovery work of local interfaiths in North Carolina since that tragedy in September 1999.

Concepts and forms have been updated and improved over the years, having evolved from interfaith directors working with interfaith boards to develop effective programs which will best serve those with unmet needs caused by natural disasters in their communities.

North Carolina Interfaith Disaster Response (NCIDR) works in close cooperation and conjunction with Church World Service (CWS) and other national faith-community responding organizations. CWS serves local communities following disaster with resources of immediate on-site consultants who offer capacity building and other consultative services for the start-up and management of local interfaith recovery programs. NCIDR offers similar services at the NC State level only and in cooperation with the CWS program. Many of our efforts and materials derive from common faith-based resources as sharing is ongoing among all those working with and within CWS and the National VOAD organizations.

Much found here reflects common training and shared faith-community experiences over the years. There are available numerous resources from a variety of faith groups which can and should be studied for the best choice of running a local interfaith program in your particular community and situation. Training of the writer by CRWRC consultants and UMCOR programs is clearly reflected in the content of this Manual.

This is an attempt to include, in a concise and summary fashion for easy use, those major elements and resources needed for developing and maintaining a local interfaith board and program.

We hope it will serve the purpose for which it was written, to serve those in our world whose lives are adversely affected when they are touched by disaster. May it help you to “reach out and touch” those hurting in your community. We hope you will use it to offer a healing hand, along with the love of God, to our neighbors in this world who are now in need.
Local Interfaith
Disaster Preparedness
Guidelines
Local Interfaith Disaster Preparedness Committee Guidelines

- Establish yourself as a separate entity, a 501c3 Nonprofit according to the State guidelines. If necessary, make changes to this end as soon as possible. If time is needed, use only NCIDR as your umbrella organization for the short period of time it takes for you to acquire your own 501c3.

- In determining an official name, maintain name “Local Interfaith Disaster Response” or Recovery in your title for identification and clarity as to your purpose and connection with NCIDR.

- Develop your mission statement as a Local Community Disaster Response organization.

- Establish structure needed by electing Executive Officers, a Board of Directors, and developing Articles of Incorporation and by-laws to maintain your mission, determine policy, and set goals.

- Establish and maintain a single designated point of contact to liaise with major denominational disaster resource groups and individual helpers. This may be your Board President or someone active as disaster coordinator in your area from your Board, who can be available.

- Provide contact information of your designated contact and any other one back-up contact to appropriate persons and groups in the disaster response community.

- Maintain continuous relationship with NCIDR as your major resource of information for response and recovery resources and for information and connection with government programs.

- Develop a local faith community response plan according to your local needs and resources and involve all available resource parties to your meetings as members or as resource providers.

- Maintain continuity with others in the faith community active in response and recovery.

- Create and maintain an updated local Directory of Disaster Response Resources for your area.

- Maintain a balance of funds for immediate response to get your recovery center started, trusting that more will come once the faith-based effort is begun.

- Maintain a Checklist of Resources Needed for an Interfaith Recovery Center, for both start-up and continuation in time of need. (NCIDR provides this resource).

- Establish a plan for keeping business records of any Local Interfaith Recovery Program or Center, to be stored securely for a 5-7 year period after program closure. You need to designate a responsible person and a place of storage to secure financial and client records.

- Plan to meet often enough between disasters to maintain contacts and be “ready to respond.”

- Contact North Carolina Interfaith Disaster Response, Inc. for assistance in acquiring resources of forms and formats for any of the above steps in setting up and maintaining your Response Committee.
Preparedness Actions for the Local Interfaith Board

Invite early responders to speak at your Board meetings so that when a disaster strikes, they will know of your existence and your available resources should they need to call on you for them. These include local emergency management personnel, crime control authorities, and firemen.

Invite local agency representatives active in disaster response to speak to your Board of their work in disasters: include American Red Cross, United Way, local Food Bank, the Salvation Army, and other member agencies of the NC VOAD (Voluntary Agencies Active in Disaster).

Designate volunteers for the DARC State (Disaster Assistance Recovery Center). They will work there in shifts and provide survivors with interfaith information and begin advocacy with them, when they come into the DARC to sign up for assistance from the State and/or FEMA.

Develop a Fact Sheet with contact information along with Resources you can provide survivors. This will be given out to all survivors coming to the DARC.

Visit the NCIDR office in Raleigh for resource and capacity building information for your recovery program.

Attend the May NC Interfaith Disaster Response Training Event.

Visit existing Local Interfaith Recovery Centers and meet with their Director/staff/board to learn firsthand and on-site about their recovery operation.
Early Response Tasks
For the Local Interfaith
Disaster Response Plan for a Local Interfaith

The Local Interfaith Board or Committee responds to local disaster with two primary functions:

1) Early Response Tasks and 2) Long-Term Recovery Program

I. Early Response

In the event of a community disaster, Needs Assessment is the priority first task of a local interfaith.

1) First assess the situation to ascertain any need for early interfaith assistance in the following ways:
   a. Contact NC Interfaith Disaster Response as soon as possible to exchange important information and to learn of any State and Federal directives and information being issued. Maintain communication with NCIDR during this period, by email or phone.
   b. Contact and talk with individuals/pastors/church members in the affected areas. They may contact you immediately if you have prepared them to do so.
   c. Contact your local interfaith committee/board members to update and for information.
   d. Provide an Interfaith Fact Sheet (with available resources and contact information) and designated person(s) for the State’s DARC (Disaster Assistance Recovery Center).

2) If you or your interfaith members live in or are in the immediately affected area at the time of the disaster and see persons in need of emergency care, notify 911 and stay on site with them until the appropriate helping authorities arrive.

3) Visit the disaster areas when these are open to you. Meet with persons affected to lend encouragement and spiritual support (not by proselytizing, but by “caring listening”) and for a more thorough initial grassroots assessment of the needs of survivors.

4) Build and maintain cooperation with other individuals and groups interested in the disaster recovery,

5) Provide volunteer assistance for clean-up and meeting other immediate needs where this is required.

6) Keep detailed notes of all contacts made and information gained in all the above work. These will provide the beginning point for your Board’s formation of a long-term recovery program.

(Sample forms for early assessment are available in the NCIDR Manual Resources)

II. Long-Term Recovery Program

Needs Assessment in the Early Response phase provides the first information the interfaith board needs in its evaluation of the need for establishing an Interfaith Recovery Program in the community.
A Local Interfaith Plan
For
Long-Term Recovery
Interfaith Long-Term Recovery Program Plan

Using the Needs Assessment information from the Early Response phase, determine if the following programs are needed and if you will provide them:

1) Door-to-door Neighborhood Assessment (to confirm Unmet Needs).
   a. Contact those who are experienced and may do for you (CRWRC, e.g.).
   b. Develop your own volunteer visitation program and implement it.

2) A Long-Term Recovery Program/Operation.

Decide from your Needs Assessment information which immediate and long-term Unmet Needs you will provide. (Clean-up, roof and other home repairs, medicines, housing, etc.) Interfaiths usually start with clean-up, emergency house repairs, and “Other Unmet Needs” (which allows for deciding emergency needs individually on a case by case basis because “filling gap” needs, needs which others cannot meet, is the primary mission of the local interfaith.)

Establish a Personnel Committee to hire a Director and other staff, if needed, to build and direct the program with the Board. (Administrative Assistant, Casework Manager, Volunteer Teams Coordinator, Construction Manager are usually needed for major disaster programs.)

Decide on and establish other Committees needed such as: Program Development, Finance/Funding, Public Relations, Speakers’ Bureau.

Determine space needed, find, locate, and set up an Interfaith Center of Operation.

Decide on and provide Capacity Building/Training needed for a Director/Staff/Volunteers.

Set Guidelines/Policy/Procedures (to include client eligibility criteria) for meeting needs.

Determine Philosophy of Care Provided: Advocacy, caring listening, non-proselytizing.

Set Priorities: Low-income, elderly/handicapped/shut-Ins (home visits), no insurance or insufficient insurance.

Find someone to assist and advise your interfaith on insurance and legal liability issues.

Establish or offer leadership for the community Unmet Needs or Resource Coordinating Committee (FEMA, American Red Cross, and Church World Service help get this started).

Establish general community informational meetings and their frequency and leadership.

Maintain positive relations with other recovery groups including NCIDR, local government, local agencies, faith community resource providers, your member supporting churches.

Decide on resources available for and operate, if needed, a major construction program.

Look ahead to establishing and dealing with the following issues:
   a. Closing down procedures and the re-setting of goals as the program ends (continuation of board meetings for local disaster preparedness/mitigation)
   b. Program Evaluation and “lessons learned” documentation

(There are supportive program forms and formats in the Resources Section)
LOCAL INTERFAITH RECOVERY PROGRAM

NEEDS CHECKLIST

___ Office which is accessible for those needing assistance
___ Adequate space for work and privacy for interviews
___ Office needs: phones, computer, fax, desks, file cabinets
___ Staff: director, office assistant, casework manager, computer worker, work-site/construction manager
___ Cases: Needs Assessment, home visitations, intake
___ Casework documentation, eligibility, and follow-up
___ Program Promotion and Interpretation: Brochures, flyers, publicity, communications by mail and phone to local faith and community groups and media
___ Referral System: directory of disaster resources of government, local agencies, faith community
___ Regular Meetings: Board, Unmet Needs, Community
___ Grants and funding resources
___ Pre-construction case assessment and approval
___ Construction estimator and estimates
___ Volunteer clean-up and small repair teams
___ Volunteer skilled construction teams (major rebuilds)
___ Consultation and assistance with any of the above
RECORDS KEPT BY AN INTERFAITH RECOVERY PROGRAM

CLIENT CASE FILES

CLIENT LEDGER SHOWING ALL EXPENDITURES PER CLIENT:
CONSTRUCTION COSTS/OTHER UNMET NEEDS COSTS

COPIES OF ALL INVOICES, RECEIPTS & BILLS WITH CHECK
AUTHORIZATIONS, COPIES TO GO TO: CLIENT FILE, TREASURE FOR
PAYMENT, ACCOUNTANT FOR LEDGER POSTING

CHECKBOOK AND BANK STATEMENTS

MONTHLY RECONCILIATIONS AND FINANCIAL REPORTS
(QUICKEN IS HELPFUL)

INITIAL AND FINAL BUDGET

FINAL AND ANNUAL REPORTS: FINANCIAL AND OTHER ASSISTANCE
PROVIDED

FUNDING: REPORTS AS REQUIRED BY FUNDERS
(USUALLY INCLUDES COPIES OF INVOICES)

RECORDS FOR REPORTING:
- VOLUNTEER TEAMS AND HOURS WORKED
- JOBS COMPLETED AS CLEAN UP AND REPAIR AND REBUILDS
- PHONE-INS, WALK-INS
- REFERRALS MADE
- IN-KIND GIFTS
- ALL FINANCIAL CONTRIBUTIONS
- RECORDS OF IN-KIND DONATIONS (FURNITURE, ETC..) GIVEN TO
  CLIENTS
Local Interfaith Program Resources
Local Interfaith Program Resources

Sample By-Laws

Needs Assessment Forms

Home Visitation Flyer

NC State and Faith Community Application for Assistance

Re-visitation Contact Sheet

Role of Faith-Based Recovery Organizations

From Casework to Construction

Voluntary Organizations Active in Disaster

Other Resources Available from NC Interfaith Disaster Response
BY-LAWS OF
(NAME OF INTERFAITH ORGANIZATION)

ARTICLE I. NAME AND PRINCIPAL OFFICE
Section 1. Name: The name of this corporation is (Name of Interfaith organization).

Section 2. Office: The principal office shall be located at (Address of interfaith center).

ARTICLE II. PURPOSES

The corporation is organized exclusively for charitable, religious, or educational purposes within the meaning of Section 501 (3) of the Internal Revenue Code of 1986, including (but not limited to):

a. To establish and administer an emergency or disaster relief to assist victims of disasters/crisis occurring in (Describe area coverage by county, city, State, etc.), with the ultimate goal to rebuild lives and families to pre-disaster/crisis status.

b. To seek, establish and administer grants and funds and donated items for the relief and recovery and home repair and replacement unmet needs of disaster survivors.

c. To accept donations, contributions and gifts of all kinds of property, whether real, personal or mixed, and to purchase, lease and otherwise acquire, hold, mortgage, convey and otherwise dispose of all kinds of property, and generally to perform all which may be deemed necessary in the execution of the objectives and purposes for which this corporation is created.

Provided, however, notwithstanding any other portion of these by-laws, the corporation shall engage in only these activities which are consistent with the exempt status of organizations described in Section 501 (C) (3) of the Internal Revenue Code.

ARTICLE III. MEMBERSHIP

The Corporation shall have no members other than the Board of Directors.

Section 1. Qualifications: The Corporation is to have the following class or classes of members:

There shall be one class of members, consisting of at least one and not more than two representatives from all North Carolina religious denominations/judicatories, which are active in support of the (Name of organization). After the first annual meeting of the corporation, designation of members by the denominations/judicatories shall be made by January 1st of each following year.

Section 2. Annual Meeting: The membership of the corporation shall meet annually, immediately prior to the annual meeting of the Board of Directors, and at the same location, in order to elect Directors, as specified in Article IV herein.

Section 3. Quorum: At any meeting of the membership, a quorum shall consist of a majority of the membership attending the meeting.
ARTICLE IV. BOARD OF DIRECTORS

Section 1. General Powers: The property, affairs and business of the corporation including setting of the annual operations budget, shall be under the direction of the Board of Directors. The Board may hire such staff, permanent or temporary, as it may deem necessary.

Section 2. Number and Qualifications: The Board of Directors shall consist of not less than four nor more than thirty Directors, to be elected from and by the corporation's membership. Only a vote of the membership may change the number of Director positions, within the specified range.

Section 3. Term and Election: Directors shall be elected to staggered terms by majority vote of the members of the corporation at the annual meeting as follows: In the first election, four (4) shall be elected to a two (2) year term and the remainder shall be elected for a one (1) year term. Thereafter, the term of all Directors shall be three (3) years. (Amended May 2, 2001)

Section 4. Resignation and Removal: Any Director may resign at any time by delivering a written resignation to the Secretary of the corporation. Any Director may be removed for good cause by an affirmative vote of two-thirds of the Board, after having been given notice of the proposed removal and an opportunity to be heard. Any Director who misses two (2) consecutive meetings of the Board without good cause shall be deemed to have resigned from the Board.

Section 5. Vacancies: Whenever the number of Directors shall for any reason be less than the authorized number, the vacancy may be filled by majority vote of the remaining Directors. Each Director so appointed shall serve for the remainder of the term of the directorship so vacated.

Section 6. Meetings: The Board shall meet at least annually, or more often as necessary. Special meetings of the Board may be called by the President or in his absence by the vice-president, and must be called upon written request of a majority of the Directors.

Section 7. Notice of Meetings: Notice of all meetings of the Directors, except as herein otherwise provided, shall be given by mailing the notice, or transmitting the notice by any other reasonable and available means at least ten days before the meeting, to the usual business or residence address of the Directors, but such notice may be waived by any Directors. Each such notice shall state the day, time, and place of such meeting, and, in the case of special or annual meetings, the business to be transacted. Regular meetings of the Board of Directors may be held without notice at such time and place as shall be determined by the Board. Any business may be transacted at any regularly called meeting of the Directors.

Section 8. Quorum: A quorum shall consist of a majority of the Directors then holding Office.

Section 9. Action by Board Without Meeting: Any action required or permitted to be taken by the Board may be taken without a meeting if all of the Directors shall so consent in writing to the action. The consent shall be filed with the minutes of the Board, and the action taken shall have the same force and effect as if taken at a meeting of the Board.

Section 10. Compensation: No Director shall be entitled to any dividend or any part of the income of the corporation or to share in the distribution of corporate assets upon the dissolution of the corporation.

Section 11. Annual Meeting: The annual meeting of the Directors shall be held at a location designated by the Board, at 8:30 a.m. on the 3rd. Saturday of January each year, beginning in 2000. If the Board deems this date to be in conflict with other meetings, the Board may schedule the annual meeting for the 3rd. Saturday in May of each year, upon proper notice as provided herein above.

Section 12. Executive Committee: The Executive Committee shall consist of the officers of the Board. The President of the Board of Directors shall be the Chairperson of this committee. The Executive Committee shall have, except as noted below, all the authority of the Board. A majority of the Executive Committee shall have the power to act between meetings of the Board. Actions of the Executive Committee shall be recorded and shall be reported at the next meeting of the Board. The Executive Committee shall not have the power to:
(a) Fill vacancies on the Board of Directors.
(b) Amend or repeal the articles of incorporation or bylaws or adopt new bylaws.
(c) Amend or repeal any resolution of the Board of Directors that by its express terms is not so amenable or repeatable.
(d) Approve a plan of merger; consolidation; voluntary dissolution; bankruptcy or reorganization; or for the sale, lease, or exchange of all or substantially all of the property and assets of the corporation otherwise than in the usual and regular course of its business; or revoke any such plan.
(e) Establish the annual operating budget.

Section 13. Finance Committee: The Finance Committee shall consist of the Treasurer (as Chairperson) and at least two other members to be appointed by the President. The Finance Committee shall be a standing committee which shall: review and monitor the corporation's finances; prepare an annual operating budget for the Treasurer to submit to the Board of Directors; assist with the budget portion of any grant proposals submitted by the corporation; ensure compliance by the corporation with the requirement of Sec. 501(C) (3) tax-exempt status; and generally seek funding for the corporation.

Section 14. Other Committees: The Board may appoint other committees and their chairpersons as the need arises to handle personnel matters, publicity, and so forth. Such committees shall function as either standing committees or ad hoc committees, as the Board may determine.
ARTICLE V. OFFICERS
Section 1. Title and Qualifications: The officers of the corporation shall be President, Vice-president/President Elect, Secretary, and Treasurer, and such other officers as the Board of Directors may determine. No Director may hold more than one office concurrently.
Section 2. Election and Term of Office: Officers shall be elected annually by a majority vote of the Board members present at a meeting of the Board. Each officer shall hold office until his/her successor shall have been duly elected.
Section 3. Removal: The Board, by affirmative vote of two thirds (2/3) of the members present at a meeting at which a quorum is present, shall have power to remove an officer for violation of the resolutions of the Board or of these By-laws.
Section 4. Resignation: Any officer may resign at any time by giving notice to the President of the Board. A resignation shall take effect at the time stated or at such other time as may be specified in the notice, unless another time is specified therein.
Section 5. Vacancies: A vacancy in any office may be filled by a majority vote of the Board members present at a meeting at which a quorum is present, or by such other person as the Board shall designate. Notice of such action may be taken.
Section 6. President: The President shall be the chief executive officer of the corporation and, subject to the control of the Board of Directors, shall manage the affairs and conduct the business of the corporation in accordance with these By-laws and the Articles of Incorporation. He or she shall, when present, preside at all meetings of the Board of Directors. He or she shall sign, with any other proper officer, any deeds, mortgages, bonds, contracts or other instruments which may be lawfully executed by the corporation, except where the signing and execution thereof shall be delegated by the Board of Directors to some other officer or agent.
Section 7. Vice-president/President Elect: Shall exercise the powers of the President during that officer’s absence or inability to act. The vice-president shall perform such other duties as may be assigned to him or her by the Board of Directors.
Section 8 Secretary: The Secretary shall keep accurate records of the acts and proceedings of all meetings of the Board of Directors. He or she shall, subject to the control of the President or the Board of Directors, have general charge of the corporation’s books and records, sign such instruments as may require his or her signature, and perform such duties assigned to him or her from time to time by the President or by the Board of Directors.
Section 9. Treasurer: The Treasurer shall have custody of funds and securities belonging to the corporation and shall establish systems to receive, disburse, and account for all funds of the corporation, under the direction of the Board. He or she shall keep full and accurate accounts of the finances of the corporation and shall cause a true statement of the financial condition of the corporation as of the close of each fiscal year, all in reasonable detail, to be made and filed at the principal office of the corporation within one month after the close of the fiscal year. He or she shall keep on a cash basis a detailed ledger of all receipts and disbursements of funds by the corporation, which ledger shall be open to inspection by any member of the Board and by any others having legitimate interest in the information contained therein. The Treasurer shall submit annually to the Board a proposal-operating budget.
Section 10. Compensation: No officer shall receive any compensation for his or her services as an officer of the corporation.
Section 11. Signing of checks: The Board shall authorize two or more Directors or other persons to sign checks for the corporation. All checks written on the corporation shall have one of these authorized persons sign the check and documentation been submitted for financial records.

ARTICLE VI. GENERAL PROVISIONS
Section 1. Fiscal Year: The fiscal year of the corporation shall be from January 1, to December 31.
Section 2. Seal: The seal of the corporation shall have the name of the corporation suitably arranged upon a circular seal, as prescribed by law, and shall be kept in the custody of the Secretary.
Section 3. Amendments: These By-laws may be amended or repealed and new By-laws may be adopted by the affirmative vote of two-thirds (2/3) of the members present at a meeting at which a quorum is present. The meeting notice must include a copy of the proposed change(s). Proposals to amend these By-laws may be initiated only by a Director of the Board.
Section 4. Dissolution: In the event of the voluntary or involuntary dissolution of the corporation: All of the assets and properties of the corporation shall be distributed exclusively to one or more organizations which qualify as tax exempt under the provisions of Section 501 (C) (3) of the internal Revenue Code, or the corresponding provision of any future United States Internal Revenue Law.

DECLARATION
We hereby certify that the foregoing is a true and accurate copy of the by-laws, adopted by the Board of Directors on Date.

President___________________________Secretary____________________________

Non-Discrimination Policy
The (Name of organization) does not discriminate on the basis of race, gender, age, national origin, or religion in hiring, programming, or resources. The organization receiving funding or assistance from the Greene County Interfaith Volunteers must give assurance that it also adheres to strict non-discrimination policies, especially in the application of direct assistance to victims of disaster/crisis or services needed.
ARTICLE I. NAME AND PRINCIPAL OFFICE

Section 1. Name: The name of this corporation is _______.

Section 2. Office: The principal office shall be located at _______.

ARTICLE II. PURPOSES

The corporation is organized exclusively for charitable, religious, or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, including, but not limited to:

a. To establish and administer an emergency or disaster relief fund to assist victims of disasters occurring in the county of _______ and to provide training in disaster assistance and preparations.

To accept donations, contributions, and gifts of all kinds of property, whether real, personal, or mixed, and to purchase, lease, or otherwise acquire, hold, mortgage, convey and otherwise dispose of all kinds of property, and generally to perform all acts which may be deemed necessary in the execution of the objectives and purposes for which this corporation is created.

Provided, however, notwithstanding any other portion of these by-laws, the corporation shall engage in only those activities which are consistent with the exempt status of organizations described in Section 501(c)(3) of the Internal Revenue Code.

ARTICLE III. MEMBERSHIP

Section 1. Qualifications: The Corporation is to have the following class or classes of members:

There shall be one class of members, consisting of the directors. It shall include representatives from ______ County religious denominations/judicatories which are active in support of the ______ Interfaith Disaster Team and which annually designate such representatives to be members of the Corporation. No more than three representatives from any denomination/judiciary may serve.

After the first annual meeting of the corporation, designation of members by the denominations/judicatories shall be made by January 1st of each following year.

Section 2. Annual Meeting: The membership of the corporation shall meet annually, immediately prior to the annual meeting of the Board of Directors, and at the same location, in order to elect Directors.

Section 3. Quorum: At any meeting of the membership, a quorum shall consist of a majority of the membership.

ARTICLE IV. BOARD OF DIRECTORS

Section 1. General Powers: The property, affairs, and business of the corporation including setting of the annual operations budget, shall be under the direction of the Board of Directors. The Board may hire such staff, permanent or temporary, as it may deem necessary.

Section 2. Number and Qualifications: The Board of Directors shall consist of not less than five (5) nor more than twenty (20) directors, to be elected from and by the corporation's membership. Only a vote of the membership may change the number of Director positions, within the specified range.

Section 3. Term and Election: Directors shall be elected to staggered terms by majority vote of the members of the corporation at the annual meeting as follows: In the first election, no more than half shall be elected to a two (2) year term and the remainder shall be elected for a one (1) year term. Then the term of all Directors shall be two (2) years.

Section 4. Resignation and Removal: Any Director may resign at any time by delivering a written resignation to the Secretary of the corporation. Any Director may be removed for good cause by an affirmative vote of two-thirds of the Board, after having been given notice of the proposed removal and an opportunity to be heard. Any Director who fails to attend two (2) consecutive meetings of the Board without good cause shall be deemed to have resigned.

Section 5. Vacancies: Whenever the number of directors shall for any reason be less than the authorized number, the vacancy may be filled by majority vote of the remaining Directors. Each Director so appointed shall serve for the remainder of the term of the Directorship so vacated.

Section 6. Meetings: The Board shall meet at least annually, or more often as necessary. Special meetings of the Board may be called by the President, or in his absence by the Vice-president, and must be called upon written request of a majority of the Directors.

Section 7. Notice of Meetings: Notice of all meetings of the Directors, except as herein otherwise provided, shall be given by mailing the notice, or transmitting the notice by any other reasonable and available means at least ten days before the meeting, to the usual business or residence address of the Directors, but such notice may be waived by any Directors. Each such notice shall state the day, time, and place of such meeting, and, In the case of special or annual meetings, the business to be transacted. Regular meetings of the Board of Directors may be held without notice at such time and place as shall be determined by the Board. Any business may be transacted at any regularly called meeting of the Directors.

Section 8. Quorum: A quorum shall consist of a majority of the Directors then holding Office.

Section 9. Action by Board Without Meeting: Any action required or permitted to be taken by the Board may be taken without a meeting if all the Directors so consent in writing to the action. The consent shall be filed with the minutes of the Board, and the action taken shall have the same force and effect is if taken at a board meeting.

Section 10. Compensation: No Director shall be entitled to any dividend or any part of the income of the corporation or to share in the distribution of corporate assets upon the dissolution of the corporation.

Section 11. Annual Meeting: The annual meeting of the Directors shall be held at a location designated by the Board, at 10:00 a.m. the second Tuesday of January of each year, beginning in 2004. If the Board deems this day to be in conflict with other meetings, the Board may schedule the meeting for the third Tuesday in January of each year, upon proper notice as provided herein above.

Section 12. Executive Committee: The Executive Committee shall consist of the officers of the Board. The President of the Board of Directors shall be the Chairperson of this committee. The Executive Committee shall have, except as noted below, all authority of the Board. A majority of the Executive Committee shall have the power to act between meetings of the Board. Actions of the Executive Committee shall be recorded and shall be reported at the next meeting of the Board. The Executive Committee shall not have the power to:

- Fill vacancies on the Board of Directors.
- Amend or repeal the articles of incorporation or bylaws or adopt new bylaws.
- Amend or repeal any resolution of the Board of Directors that by its express terms is not so amendable or repeal-able.
ARTICLE IV. RESIGNATION

Section 4. Resignation: The Board, by affirmative vote of two-thirds (2/3) of the members present at a meeting at which a quorum is present, shall have the power to suspend or remove an officer for violation of the resolutions of the Board or of these By-laws. If the meeting notice has stated that such action may be taken.

Section 5. Vacancies: A vacancy in any office may be filled by a majority vote of the Board members present at a meeting at which a quorum is present if the meeting notice has stated that such action may be taken.

ARTICLE V. OFFICERS

Section 1. Title and Qualifications: The officers of the corporation shall be President, Vice-president, Secretary, and Treasurer, and shall be Directors of the corporation. No Director may hold more than one office concurrently.

Section 2. Election and Term of Office: Officers shall be elected annually by a majority vote of the Board members present at a meeting of the Board while there is a quorum present. Each officer shall hold office until his/her successor shall have been duly elected.

Section 3. Removal: The Board, by affirmative vote of two thirds (2/3) of the members present at a meeting at which a quorum is present, shall have the power to suspend or remove an officer for violation of the resolutions of the Board or of these By-laws.

Section 4. Resignation: Any officer may resign at any time by giving notice to the President of the Board. A resignation shall take effect at the time received by the President unless another time is specified therein.

ARTICLE VI. GENERAL PROVISIONS

Section 1. Fiscal Year: The fiscal year of the corporation shall be from January 1, to December 31.

Section 2. Seal: The seal of the corporation shall have the name of the corporation suitably arranged upon a circular seal, as prescribed by law, and said seal shall be in the custody of the Secretary.

Section 3. Amendments: These By-laws may be amended or repealed and new By-laws may be adopted by the affirmative vote of two-thirds (2/3) of the Board of Directors, or not less than five (5) Directors, whichever is greater, present at a meeting at which a quorum is present. The meeting notice must include a copy of the text of the proposed change(s). Proposals to amend these By-laws may be initiated only by a Director of the Board.

Section 4. Dissolution: In the event of the voluntary or involuntary dissolution of the corporation: All of the assets and properties of the corporation shall be distributed by the Directors exclusively to one or more organizations which qualify as tax exempt under the provisions of Section 501 (c) (3) of the internal Revenue Code of 1986 or under the corresponding provision of any future United States Internal Revenue Law.

DECLARATION

We hereby certify that the foregoing is a true and accurate copy of the by-laws, adopted by the Board of Directors on the ---- day of __________, 2003.

President __________________________________ Secretary_____________________________________

We hereby certify that the foregoing is a true and accurate copy of the by-laws, adopted by the Board of Directors on the ---- day of __________, 2003.

President __________________________________ Secretary_____________________________________

We hereby certify that the foregoing is a true and accurate copy of the by-laws, adopted by the Board of Directors on the ---- day of __________, 2003.
INITIAL NEEDS ASSESSMENT
RECOVERY CASEWORK SERVICES
LONG TERM RECOVERY ORGANIZATION

Name of Head of Household ______________________________________ Case # ___________

Type of Home/Neighborhood ______________________________________

Home Ownership _________ Rental___________ Flood Plain ___________

Priority Code _______ (E-Elderly, D-Disabled, L-Low Income, M-Major Devastation)

Address Affected by Disaster ______________________________________

Current Address ________________________________________________

Telephone:   Day __________________________   Night __________________________

Name, Address, Telephone of Nearest Relative or other Contact Person:

________________________________________________________________________________

Describe Losses and Estimate of Damage _________________________________________

________________________________________________________________________________

Has anyone experienced emotional difficulties, inability to cope with trauma, and needs mental health assessment and counseling?  If Yes, Describe _____________________________________________

________________________________________________________________________________

Insurance Coverage:   Full _________ Partial ___________ None _________

FEMA # __________________   Social Security # of Head of Household ________________________

Assistance Needed:

_____ None   ______ Food   ______ Furniture

_____ Clothing   ______ Appliances   ______ Resource Information

_____ Medication   ______ Visit from Pastor   ______ Counseling

_____ Health Needs   ______ Building Materials   ______ Help with Labor

_____ Financial aid for rebuilding

_____ Other Needs

Describe Assistance Needed

_________________________________________________________________________________

_________________________________________________________________________________
Other Agencies Client Has Talked to/Received Help from:

1. Name of Agency/Contact Person _______________________________________________________________
   Help Received __________________________________________________________________________

2. Name of Agency/Contact Person _______________________________________________________________
   Help Received __________________________________________________________________________

**********************************************************************************************
I have provided the information for this form, and verify the information to be accurate.

_____ I have been informed of the services available and do not wish to receive assistance from Wayne County Long Term Recovery Organization.

_____ I have been informed of the services available and request Recovery Casework Services be provided for me/my family.

_____________________________________ ____________________________
Client Signature     Date

**********************************************************************************************

OUTCOME OF ASSESSMENT

_____ No further services needed/desired       _____ Information Provided Only

_____ Client is Ineligible for Services       Reason ______________________

_____ Referral provided to ________________________________ Agency/Resource
   Assistance/Type of Referral ________________________________

_____ Request Assignment of Recovery Caseworker

     Recovery Caseworker Assigned ________________________________

_____ Urgent Needs to be Reviewed ________________________________

_____ Follow-up Visit Scheduled:  Site ________________________  Date/Time __________________

Assessment Conducted by ________________________________  Date __________________
REQUEST FOR CASEWORK SERVICES
TWIN COUNTY INTERFAITH RECOVERY INITIATIVE, INC.

Name of Head of Household ___________________________ Date ________________________

Home Address Affected by Disaster ______________________________________________________

_____________________________________________________________________________________

Client Owned/Buying the Home and was living in the home damaged by disaster?_____________________

Current Address (if different from above) ______________________________________________________

_____________________________________________________________________________________

Contact Telephone #'s _________________________________________________________________________

Household Composition:

<table>
<thead>
<tr>
<th>Name</th>
<th>Age</th>
<th>Relationship</th>
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</table>

Description of Damages _________________________________________________________________________

____________________________________________________________________________________________

Assistance Needed _____________________________________________________________________________

____________________________________________________________________________________________

Other Comments ________________________________________________________________________________

______________________________________________________________________________________________

Name/Telephone # of Person submitting Request for Casework Services

______________________________________________________________________________________________

How should initial contact with client be made? _______________________________________________________

Caseworker Assigned __________________________________________ Date Assigned _________________

Is your home being considered for Buy Out? ______________

Would you accept Buy Out? ______________
We called at ___________________ on _________________________.
(Time of Day) (Day of Week and Date)

We came by to find out how you are doing in your recovery from
__________________________________________.
(Name of disaster)

We have volunteers and funds to assist with repairs, rebuilds, and other
unmet needs caused by _________________________________.
(Name of disaster)

Please call our office at one of the following numbers to let us know if you
still have needs and if we can be of any help to you in your recovery.
______________________________________
(Phone Numbers)

You were visited by: ________________________________________
(Signature(s))
NORTH CAROLINA APPLICATION
FOR FAITH COMMUNITY, STATE, AND OTHER DISASTER ASSISTANCE

DATE OF INTERVIEW ___________________ Interviewer ________________

HOUSEHOLD INFORMATION

LAST NAME, FIRST NAME AGE SEX SSN INCOME SOURCE WORK STATUS

Head of Household

Spouse/Partner

Others in Household Relationship to Head of Household

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

HH-Head of Household, SP-Spouse, Dau-Daughter, Son-Son, SS-Stepson, SD-StepDaughter, IL-In-Law

NUMBER OF PEOPLE IN HOME AT TIME OF DISASTER_________


Work Codes: E. Employed; PT. Part-time employed; U. Unemployed; R. Retired; D. Disabled; S. Student; O. Other

CONTACT INFORMATION

Address at Time of Disaster

Street Address City State Zip Code

Present Address, If Moved Since Disaster

Street Address City State Zip Code

Phone Number(s): Home ___________ Work ___________ Other Contact #s ___________

DIRECTIONS TO DAMAGED HOME: _____________________________________________________

____________________________________________________________________________________

HOW FAMILY WAS AFFECTED BY DISASTER

At Home at Time: _______ Evacuated? _______

How Family Affected? _________________________________________________________________

Property Affected? _________________________________________________________________

CLIENT RECOVERY PLANS

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
FINANCIAL STATUS

Sources of Monthly Gross Income
List all that apply – Employment, Social Security, Pension Disability, Public Assistance

Head of Household Income Amount $________________________
Spouse Income Amount $________________________
Income Amount for Others $________________________
Other Family Income (Rentals, Child Support, Other)________________________
TOTAL MONTHLY FAMILY INCOME: ______________

Sources of Income Verification:  ___Income Tax Forms ____SS Statements _______Pay Stubs ____Copies of Actual Checks ________________Other

Employer’s Name Address, Phone Number for Each of Above:

TOTAL ANNUAL INCOME CATEGORY:  Circle One  1. Under $10,000  2. $10,000-15,000  3. $15,000-20,000  4. $20,000-30,000  5. $30,000-40,000  6. $40,000-50,000   7. Over $50,000

FINANCIAL ASSETS

Checking Account Balance______   Savings Account Balance______ Other Financial Assets______
TOTAL ASSETS __________

HAS FAMILY LOST INCOME DUE TO THE DISASTER__________
If yes, explain________________________________________

Monthly Living Expenses

Mortgage Rent________ Car Expenses_______________ Insurance___________
Food________ Medical________ Pharmacy____ Utilities__________
Child Support______ Cable__________ Phone__________ Other Expenses (Designate)____

TOTAL MONTHLY LIVING EXPENSES__________

Resource Verification Checklist  (To Be Used by Caseworker Only)

<table>
<thead>
<tr>
<th>Resources/Assistance</th>
<th>Denied</th>
<th>Pending</th>
<th>Applied (Date)</th>
<th>Received (Amount)</th>
<th>Remaining (Amount)</th>
</tr>
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<tbody>
<tr>
<td>FEMA</td>
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<tr>
<td>SBA LOAN</td>
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<tr>
<td>IFG GRANT</td>
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<tr>
<td>STATE GRANTS/LOANS</td>
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<td>RED CROSS</td>
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<td>SALVATION ARMY</td>
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<tr>
<td>OTHER FAITH GROUPS</td>
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<td>FLOOD INSURANCE</td>
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<td>CONTENTS INSURANCE</td>
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<td>PERSONAL/OTHER</td>
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</table>

Were receipts provided? Yes   No   Total Amount____
Were Forms Signed?  Release of Information  Access to Property  Disclosure Statement
SUMMARY OF NEEDS

Assistance is needed to meet the following UnMet Needs.

**Immediate:**  
- Health  
- Stress  
- Home Security  
- Inside CleanUp  
- Outside CleanUp  
- Food  
- Clothes  
- Other

**Advocacy:**  
- Health  
- Stress  
- Listening  
- FollowUp Call  
- Insurance Assistance  
- Housing  
- Referral  
- Help with FEMA, SBA, ARC, State Processes  
- Other

**Expenses:**  
- Rent/Mortgage  
- Utilities  
- Medications  
- Other critical expenses

**Appliances:**  
- Stove  
- Refrigerator  
- Washer  
- Dryer  
- Hot Water Heater  
- Furnace  
- Air Conditioner

**Furniture:**  
- Bed Frame  
- Mattresses  
- Dressers  
- Chairs  
- Tables  
- Couches  
- TV  
- Stereo  
- Other

**Other:**  
- Auto  
- Well  
- Septic System

CONSTRUCTION NEEDS FOR HOMEOWNERS ONLY

- Total Loss of House  
- If not, estimated % of damage to dwelling

- Roof  
- Walls  
- Floors  
- Ceilings  
- Windows  
- Doors  
- Basement  
- Plumbing  
- Electrical  
- Foundation  
- Chimney  
- Furnace  
- AC  
- Other

Construction Information/Assessment for Rebuilding/Repairs

- Type of dwelling:  
  - Single House  
  - Mobile Home  
  - Condo  
  - Duplex  
  - Apartment  
  - If mobile home:  
    - Single-wide  
    - Double-wide  
    - Year model  
    - Size

Pre-Construction Information:

- Assessed Value of Home
- Mortgage or Lien
- Mortgage Company
- Amount Owed on Mortgage
- Mortgage Co. Phone #
- Contractor Estimate of Repairs

Pre-Construction Evaluation:

- Amount of Water Inside House
- Damage to Heating System
- Clean-Out Completed
- House been sanitized
- Is house dry now
- Moisture Level Reading
- Building permit obtained
- Hiring a Contractor
- Using Volunteer Teams
- Any other plans for re-construction of home
Release of Confidential Information

(I/We), indicated by (my/our) signature(s) below, hereby authorize the organization indicated below to release and/or receive to/from any agency or person, ANY information necessary that is relevant for the purpose of providing assistance for (my/our) needs (and/or) the needs of (my/our) family caused by ___________________________.

(Name of Disaster)

(I/We) further understand that the release of this information does not guarantee that assistance will be provided, but that without the information, (my/our) case cannot be processed for consideration.

__________________________________________________________________________
Head of Household (signature)  Spouse (signature)

__________________________________________________________________________
Identification/Type

__________________________________________________________________________
Identification/Type

__________________________________________________________________________
Current Address

__________________________________________________________________________
City/State/Zip

__________________________________________________________________________
Address of damaged home

__________________________________________________________________________
City/State/Zip

__________________________________________________________________________
Authorized Organization

__________________________________________________________________________
Address
Disclosure Statement

(I/We), indicated by (my/our) signature(s) below, affirm that all the information (I/We) have provided, or will provide in the future is to the best of (my/our) knowledge true, complete, and accurate.

(I/We) affirm that (I/We) have disclosed ALL assistance (I/We) have received from any source, including but not limited to, insurance payments, Red Cross, FEMA grants, SBA loans, IHP grants, private flood relief agencies, etc., for the purpose of replacement/repair of losses or damages to (my/our) home resulting from _________________________.

(Name of Disaster)

(I/We) understand that the purpose of this organization is to assist (me/us) to restore (my/our) damaged home according to the information provided and contained here within. (I/We) understand that the materials used and work performed on (my/our) home may not restore it to its exact pre-damage condition and the organization and/or its members or affiliates are under no obligation to perform work to my exact specifications.

__________________________________________  ____________________________________
Head of Household (signature)    Spouse (signature)

---------------------------------------------------  --------------------------------------------
Address of home to be repaired    Telephone number

City/State/ZIP      Date signed
Statement of Understanding  
For Access to Property

(I/We), indicated by (my/our) signature(s) below, (am/are) the home owner(s) of the property indicated below. (I/We) give permission to the employees and/or associates of the organization indicated below and its affiliated members to work on (my/our) property for the purpose of restoring (my/our) home and assisting (me/us) to recover from the damage caused by ______________________.

(Name of Disaster)

(I/We) understand that the below organization and affiliates carry insurance for the persons who are on assignment and that coverage is limited to work-related accidents. (I/We) understand that the below organization and its affiliates do not have insurance coverage for protection against legal claims or liability damage suits that might arise in their work on (my/our) home and property. Therefore, in consideration of the services rendered, or to be rendered, on the premises indicated below, (I/We) hereby waive any and all claims or demands that may arise or accrue to (me/us), growing out of any action or omissions by said organization and/or any of its members or helpers in rendering such service and specifically covenant not to sue it or them for any of said act or omissions.

Head of Household (signature)  
Spouse (signature)

Identification/Type  
Identification/Type

Current Address  
City/State/ZIP

Address of damaged home  
City/State/ZIP

Authorized Organization  
Address
INTERFAITH DISASTER RECOVERY

Home-Owner Release of Liability

I, ________________________________, am the owner and occupant of the above listed property. I give permission to volunteers from the ______________ Interfaith to work on my property for the purpose of repairing my home. I understand that these are not professionals working for profit, and that no warranty is made as to the quality of work done.

In consideration of the volunteer services to be rendered to me or on my property by the volunteers, I, the undersigned, release and agree to hold harmless the ____________ Interfaith, and any related agency, from any liability, injury, damages, accident delay or irregularity related to the aforementioned volunteer services.

This release covers all rights and causes of action of every kind, nature and description, which the undersigned ever had, now has, or, but for this release may have. This release binds the undersigned and his/her heirs, representatives and assignees.

Signatures:

(Owner of House)      (Witness)

(Interfaith Representative)    (Date)
Interfaith Disaster Recovery
“A Place of Hope, A Center for Recovery”

A Program of Revisitation of Disaster Survivors
(Door to door visits are needed for the purposes listed below sometime (3 – 6 months) after the event)

The purpose of this visit is two-fold:

1) To bring listening, caring hearts and ears to the disaster survivor in order to hear their stories because they probably need to tell them to someone again. *(It is estimated that it takes “telling the story” 10 times or more to be on the road to healing)*

2) To determine remaining recovery needs, particularly those needs for assistance with repairs and rebuilding (as they may not know that such help is available).

<table>
<thead>
<tr>
<th>Address</th>
<th>Phone Number</th>
<th>Name</th>
<th>Repair Needs</th>
<th>Rebuilding Needs</th>
<th>Other Needs</th>
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Use this space for Special Notes or to Designate Neighborhoods Being Visited

(e.g. …)
Check One: ___ City of Little Rock ___ College Station ____ Pulaski County ___ Saline County
The Role of the:

**The Faith-Based Disaster Recovery Organization**

Through faith-based community organizations, churches and other religious groups, along with other agencies, can work together to assure the most complete recovery following a disaster.

Within the context of a community organization, they can most effectively assure that needs are identified and addressed without wasteful duplication of services. A formal, coordinated, cooperative faith-based community disaster response can avoid situations such as occurred in one southern town when a community fund and several churches all purchased rebuilding materials, but the shingles, plywood, and sheet rock lay idle around damaged homes because groups provided no volunteers for repairs and reconstruction.

When large numbers of marginalized people have been affected by a disaster, the faith-based community organization can make a particularly important contribution in the disaster response and long-term recovery.

Six key activities that characterize a faith-based community disaster response:

**Referrals:** Match needs of individuals and families to appropriate services.

**Education:** Survivors learn about entitlements and how to help themselves.

**Volunteer Coordination:** Channeling volunteers from within and without the community.

**Advocacy:** Able to go to bat for people with limited knowledge, power, and resources.

**Monetary Assistance:** Limited financial assistance can address serious unmet needs.

**Pastoral Care:** Caseworkers trained to listen and provide compassionate guidance.
Local Interfaiths may or may not do major construction work. This needs to be seriously considered by the Interfaith Board, prior to beginning any major construction projects.

**Pre-Construction Phase:** This is the time after much casework has already been done which indicates a need for the interfaith organization to begin a construction program in order to meet the long-term recovery needs of its families. The determination to develop this program, along with your program of case management and the meeting of needs of clean-up and other early immediate emergency needs such as rent, medications, etc., is a critical one and needs much attention before proceeding. Determining factors should include:

1. Assessment of all client needs, both from your early intake and again, just prior to starting a construction program (needs are constantly changing as new resources for this disaster evolve from government and other agencies to meet families' needs)
   (See Re-Visitation Form on Page 28).
2. Other volunteer construction programs in existence in the affected community and their potential for covering your cases along with theirs in a timely manner.
3. Immediacy and extent of client’s need matched against your and other resources available from government and other grants. (Have all referrals been made to those with available resources?)
4. Your budget and assessed potential for funding for major construction materials and volunteers.
5. Your Board and community agencies’ support for a construction program.
6. Consideration of increased needs in your program: liability and insurance needs, availability of highly skilled volunteers, construction (contractor) and volunteers’ managers.

**Your Volunteer Program:** Once you have decided to do construction, study the many possible configurations of Volunteer Teams that are available to you, from both local and national faith groups (check this with your Church World Service consultant or NCIDR).

**Long-Term/Short-Term Volunteer Teams:** You may have enough jobs to use both short-term (week-end, week-long, 2-week teams) and long-term teams (examples: CRWRC, Church of Brethren, Mennonites). Long-term teams provide you with their own long-term (3-week, monthly, or longer) highly-skilled construction managers who will oversee and manage their own volunteer teams. They will work closely, from long-time, extensive experience, with your own manager and bring assurance of quality work backed up by their own national organizations’ history and track record. Most long-term teams will require your assistance with housing, food, and maybe some travel expenses.

**Appreciation:** “Volunteers Mean the World to Us.” This words are on my desk on a small globe decorative item, received in appreciation from the Church of the Brethren for cooperative work with our local interfaiths in North Carolina during Hurricane Floyd. Such appreciation expressed to each and every volunteer in some meaningful way is critical to the return of good volunteers to your program … and is certainly the grateful act of love needing to be expressed for their generosity and gift of hard work and concern. Appreciation should be a budget item and a “must” built into your interfaith program. Certificates of Appreciation are available and easy to produce from computer programs.
INTERFAITH DISASTER RECOVERY CONSTRUCTION ASSISTANCE
Requirements in Working with Requests from other Agencies

"what we need to give financial or volunteer assistance for rebuilding and repairs"

1) A completed application form: can be ours or your agency's.

   **Should include the following:**

   Demographics (name, address, phone numbers, family info)

   Financial status of family: amounts & sources of income

   Assistance received thus far from FEMA, ARC, Insurance, etc.

   FEMA ID Number, if applicable.

   Release of Confidential Information form signed by client.

   Copy of release of liability form signed by client.

   Copy of Contractor's Insurance paper, if work must be contracted out due to licenses or major equipment involved.

   Explanation of need for construction help at this time.

   Specifics on the construction need being requested. (If construction work still needs appraisal, we can help)

   Name of agency applying and signature of caseworker
Including copies of client's FEMA/ARC papers is helpful for identifying client as disaster survivors: if not available, please indicate how you know damage is disaster-related (working there, saw it yourself, etc.)

2) Estimates and/or bills, receipts or a final invoice showing receipt and actual cost of needed construction work. (These must have the name of the homeowner and signature of the approved Construction Manager overseeing the work clearly on them.)

3) One person at your agency or site, who is Interfaith's contact for receiving applications and for follow-up concerns. This person should keep Interfaith informed of any changes in approved Construction managers or other relevant changes. Should also be ready to help assure estimates and final Invoices are sent in to Interfaith for reporting costs to United Way, etc.

4) On major construction and total rebuilds, there should be some kind of "statement of understanding" between the contractor and client developed and signed .... before beginning work and upon completion of construction agreed upon.
Components and Process Sequence for Interfaith Recovery Work:

CLEAN-UP
NEEDS ASSESSMENT
CASE WORK AND REFERRALS
CONSTRUCTION
MEETING OTHER UNMET NEEDS

Each of the Above Stages Includes
ADVOCACY AND COUNSELING
By the very nature of the Interfaith’s Mission

North Carolina Interfaith
Disaster Response
Interfaith Disaster Recovery

Clean-up Work Assignment Sheet

Homeowner: _____________________________________________________
Address: ____________________________________________________
______________________________________________________
Phone Number: ________________________________________________
Needs: ________________________________________________________
Work Team Name: ____________________________________________
Work Done: __________________________________________________
_______________________________________________________
_______________________________________________________
Remaining to be Done: _________________________________________
________________________________________________________
________________________________________________________
Comments: _________________________________________________
________________________________________________________
________________________________________________________
Date Work Assigned: _______________ Signature: ____________________
Date Work Completed: _____________ Signature: ____________________
COVENANT FORM

We (the undersigned) agree that repairs will be made on the house of _____________________________
at (mailing address) _______________________________________________________________________
located ______________________________________________________________________________________

Repairs to be done include and are limited to the following: _______________________________________
__________________________________________________________________________________________

Estimated cost for materials for this work: $_________________. Cost will not exceed $__________________.

Repairs will be funded as follows:
__________________________________________________________________________________________

Target date for beginning repairs: _____________ Target date for completing repairs: _____________

Home-Owner Release of Liability

I, ________________________________, am the owner and occupant of the above listed property.  
I give permission to volunteers from the ______________________________________ to work on my property for the purpose
of repairing my home.  I understand that these are not professionals working for profit, and that no warranty
is made for the work done.

In consideration of the volunteer services to be rendered to me or on my property by the volunteers, I, the
undersigned, release and agree to hold harmless the ______________________________________
(Name of Interfaith Organization) and all co-sponsors and cooperating agencies, from any liability, injury, damages, accident delay or
irregularity related to the aforementioned volunteer services.

This release covers all rights and causes of action of every kind, nature and description, which the
undersigned ever had, now has, or, but for this release may have.  This release binds the undersigned and
his/her heirs, representatives and assignees.

Date: ______________________________

Signatures:

__________________________________________  _________________________________________________
(Owner of House)                                                                            (Interfaith Representative)

UPON COMPLETION OF WORK

The above work has been completed to our satisfaction on ______________________________.

__________________________________________  _________________________________________________
(Owner of House)                                                                            (Interfaith Representative)
DATE: ___________________  CASE WORKER: _____________

CLIENT NAME : ____________________________________

CHECKLIST COMPLETED : ____________________________________

Additional FORMS REQUIRED: ____________________________________

SUMMARY : ____________________________________

CLIENT FINANCIAL POSITION: Source of Funds:

Use of Funds:

SITE INSPECTION ANALYSIS: ____________________________________

CURRENT NEEDS BY PRIORITY: 1)

2)

3)

4)

5)

SPECIAL NOTES:
Check List of Forms Needed Prior to Construction

☐ Application Long Form
☐ Deed of Trust and/or Current Tax Record
☐ Utility Bill Prior to Disaster (establishing residency)
☐ FEMA, SBA, Insurance, IFG Paperwork
☐ STATE HOUSING RECOVERY, Insurance Papers
☐ Covenant for Construction
☐ Release of Liability
☐ Building Permits
Construction Questionnaire

Client Name: ________________________________________

Client Address:
______________________________________________________________________

Do you need assistance with living arrangements?
______________________________________________________________________

Do you need assistance with preparations for construction?

☐ Moving Furniture ☐ Storage of Furniture ☐ Food Storage
☐ Other
______________________________________________________________________

Do you have anyone who can/will be on site during construction?
______________________________________________________________________

Other Notes:
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
Procedures for Construction Supplies

1. Use Client Name as Purchase Order Number
2. Client’s Name must be on the invoice somewhere
3. Turn invoices in to the office as soon as possible
4. Get credit slips on all returned materials with Client’s name on it
5. Turn credit slips in to the office as soon as possible
6. All invoices and credit slips must be turned in to DIRECTOR (OFFICE) prior to Teams departure.
Interfaith Disaster Recovery
Construction Assignment Sheet

Homeowner: _____________________________________________________

Address:
____________________________________________________
____________________________________________________

Phone Number: ________________________________________________

Needs:
_______________________________________________________
_______________________________________________________
_______________________________________________________

Name of Work Team Assigned to Job:
_______________________________________________________

Work Completed:
_______________________________________________________
_______________________________________________________

Remaining to be Done: _________________________________________
_______________________________________________________
_______________________________________________________

Comments:
_______________________________________________________
_______________________________________________________

Date Work Assigned: _____________ Signature: ____________________

Date Work Completed: _____________ Signature: ____________________
VOLUNTEER CONSTRUCTION MANAGERS ARE TO COMPLETE ALL INFORMATION BELOW AND RETURN THIS FORM ON COMPLETION OF WORK ASSIGNMENT.

Number Days Worked: ____________

Hours Worked per Day: ____________

Number of Workers in Group: _________

Number of Supervisors in Group: ________

Total Number of Volunteer Hours Worked by Team:____________

Name of Site:
__________________________________________________________

For Interfaith Use Only:
<table>
<thead>
<tr>
<th>Clients Name</th>
<th>Address</th>
<th>Construction Status</th>
<th>Roof</th>
<th>Walls</th>
<th>Floors</th>
<th>Electric</th>
<th>Plumbing</th>
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</table>
**SKILLS SURVEY**

Name of Sponsoring Church or Group _________________________________________________

Contact Person ______________________________________________________________________

Address ____________________________________________________________________________

** Street     City   State   Zip**

** Please complete and return to the address listed above, THREE WEEKS PRIOR TO YOUR TEAM’S ARRIVAL. The more we know about your team, the more effectively your talents can be used in the rebuilding effort.

Please use the terms below to describe your area and level or skill.

Example: Painter – B

<table>
<thead>
<tr>
<th>Skills Areas</th>
<th>Skill Levels</th>
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</thead>
<tbody>
<tr>
<td>General Contractor (specify)</td>
<td>A – Willing Helper</td>
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<tr>
<td>Window Installer</td>
<td>B – Do it Yourselfer</td>
</tr>
<tr>
<td>Electrician</td>
<td>C – Extensive Handy person, No Trade Experience</td>
</tr>
<tr>
<td>Engineer</td>
<td></td>
</tr>
<tr>
<td>Painter</td>
<td>D – Worked Trade Previously</td>
</tr>
<tr>
<td>Roofer</td>
<td>E – Working Trade Currently as Helper, Apprentice, Journey</td>
</tr>
<tr>
<td>Plumber</td>
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<tr>
<td>Drywall (hanging, finishing)</td>
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<tr>
<td>Carpenter (interior, framing, exterior)</td>
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<tr>
<td>Mason (tilesetter, blocklayer, plasterer)</td>
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<tr>
<td>General Helper</td>
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<tr>
<td>Other – Be Specific</td>
<td></td>
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</tbody>
</table>

-------------------------------------------------------------------------------------------------------------------------------

Youth / Adult
(Circle one)

Name _______________________________  Skills & Levels (1) _____________________________
(2) __________________________________  (3) ___________________________________________

Skills Interested in Learning ___________________________________________________________

Hobbies, Interests, Activities _________________________________________________________
CONSTRUCTION POLICIES
Guidelines for All Staff and Volunteers

Casework/Paperwork Needed Before Beginning Construction
Long Form Application completed – with FEMA #
(OR EXPLANATION IN FILE AS TO WHY THERE IS NOT ONE)
..with Release of Confidentiality Signed
& Family Demographics/ Household membership established

CONFIRMATION PROCESS COMPLETED: (INCLUDES)
Confirmed Income: Income Verification papers
Confirmed Home Ownership: Deed
  Double-check ownership with County contact
CONFIRMED STATUS RE: BUYOUTS; HOUSING RECOVERY FUNDING
Confirmed That Family Lived in House at Time of Hurricane:
(Copies of utility bills paid there) and assurance that they plan to continue
to live there after repairs - we don’t remodel to sell or help renters become homeowners:

Keep in Mind our Goal:
Return the house to a state of being sanitary, safe, and secure

Confirmed Assistance Received from Others: FEMA, Red Cross, SBA, Insurance Companies, other UnMet Needs Committee Agencies, NC HOUSING RECOVERY, USDA, OTHERS
Confirmed Answers to Questions: All Areas of Concern or Problems raised during Application and Casework Process that may impact the decision must be resolved.

Confirmed That Advocacy Issues Resolved: We do not enter into construction until all insurance/FEMA/SBA/MITAGATION processes are clarified/completed and we have exhausted all other community resources for the client

(Total Rebuilds will require many meetings with homeowner and work team managers and much more paperwork, depending on financial plan, to include: verification of Assets, Savings & Checking Accounts, etc., by us or others financing the rebuild.)
Confirmed Construction Cost Estimate: Completed through home visit by team’s Construction Manager and approved by Director.

Confirmed Work Environment: Clear access into the house to do work as scheduled must be worked out with homeowner ahead of time. (We may be able to help with clearing and cleaning areas -- but the family has the first responsibility for this, if able.)

Confirmed Work Agreement: Covenant or Statement of Understanding, along with IDR Release of Liability, signed by all parties (work not to begin until homeowner, work team, and Director have each signed this agreement).

Confirmed That All County/City Codes Can Be Met by Homeowner and Construction Workers: All permits in place and codes met for building, electrical, plumbing (Homeowners responsible for pulling permits; IDR for assisting them as needed)

(Be sure to update each new construction manager on codes needed in your county/city) Every IDR should have a Code Directory for each county.

All of the above must be in place before any construction work begins.

(Long term Construction Managers will be given a policy manual, to be passed on to each consecutive manager -- we still need to inquire of each incoming Construction Manager to be sure they have a copy and understand this process)

Requests for Rental of storage units, dumpsters, toilets should be directed to the office for ordering and needed arrangements. Managers need to designate clearly location at the site for placement of each.

Short-term teams who do construction work must be directed and assisted by our staff to follow these same policy/guidelines. These teams should only be placed on major construction jobs with an experienced skilled construction manager as supervisor.

Keep in Mind:

We are working for folks, not as professional contractors, but as volunteer friends of the families, helping them with their hurricane repairs ... and committed to doing professional work for them.
VOLUNTARY ORGANIZATIONS ACTIVE IN DISASTER
(Fall 2002)

Adventist Community Services
American Baptist Men USA
American Radio Relay League, Inc.
American Red Cross
America’s Second Harvest
Amurt
Catholic Charities USA
Christian Church Disaster Response
Church of the Brethren Emergency Response
Church World Service-National Disaster Response
CRWRC Disaster Response Services
Episcopal Relief and Development
Friends Disaster Service, Inc. (Quakers)
Humane Society of the United States
International Aid
International Relief Friendship Foundation
Lutheran Disaster Response
Lutheran Disaster Service
Mennonite Disaster Services
National Emergency Response Team
National Organization for Victim Assistance
Nazarene Disaster Response
Northwest Medical Teams International
Phoenix Society for Burn Survivors, Inc.
Points of Light Foundation
Presbyterian Disaster Assistance
REACT International
Salvation Army
Southern Baptist Convention-N.A. Mission Board
St. Vincent de Paul
United Jewish Communities
United Methodist Committee on Relief
United States Service Command
Volunteers in Technical Assistance
Volunteers of America
World Vision
Other Resources Available
From NCIDR

The Interfaith Between Disasters
- by NC Local Interfaiths

How to Set Up and Run an Interfaith Disaster Response Organization
- by Drew Cathell

Long-Term Recovery Committee Training Manual
- A National VOAD Resource

North Carolina Disaster Resource Directory
- A Resource of NC Emergency Management

Organizing the Faith Community for Disaster Response,
A Hurricane Floyd Case Study
Powerpoint Presentation - NC Interfaith Disaster Response

Community Disaster Response Organizing
Powerpoint Presentation - NC Interfaith Disaster Response

Forms for Operating an Interfaith Recovery Program
- In hard copy, on floppy disks and CDs

Faith Community Disaster Response Manuals:
Church World Service, United Methodist Committee on Relief,
Christian Reformed World Relief, Presbyterian Disaster Response
Twin County Interfaith Recovery, Wayne County Long-Term Recovery

Grant-Writing Resources
This document is the result of NCIDR’s experience working with local interfaith organizations during 1999’s Hurricane Floyd and the flooding that followed. These experiences included much work in the areas of capacity building, casework and construction. We have found the information contained in these pages to be very useful in our work with North Carolina’s faith community. We hope this information may also serve as a resource and tool for others.
For more information and questions concerning this disaster training manual, please contact the following:

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director@ncidr.org
919-510-9193

Mr. Mike Patterson
Nscedsdir@aol.com