The FEMA New PA Delivery Model

THE NEW PUBLIC ASSISTANCE DELIVERY MODEL
Introduction to The New PA Delivery Model

OUR LARGEST GRANT PROGRAM

PUBLIC ASSISTANCE $4.7B/YEAR
INDIVIDUAL ASSISTANCE $0.72B/YEAR
PREPAREDNESS GRANTS $3.2B/YEAR
MITIGATION GRANTS $0.71B/YEAR

$4.7 BILLION/YEAR
51% OF ALL GRANTS
Introduction to The New PA Delivery Model

Historically…

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Description</th>
<th>Dollars</th>
</tr>
</thead>
<tbody>
<tr>
<td>93%</td>
<td>Projects are small &lt;$120,000</td>
<td>$20% of grant dollars</td>
</tr>
<tr>
<td>6%</td>
<td>Projects are large &gt;$120,000</td>
<td>$26% of grant dollars</td>
</tr>
<tr>
<td>1%</td>
<td>Projects are very large &gt;$1M</td>
<td>$54% of grant dollars</td>
</tr>
</tbody>
</table>

Data from FY 2007-2013.
Introduction to The New PA Delivery Model

Historically...

EVERY PROJECT PROCESSED THE SAME WAY, REGARDLESS OF ITS SIZE, TYPE OR COMPLEXITY, RESULTS IN A WIDE RANGE OF PROCESSING TIMES.

AVERAGE TIME FROM APPLICATION TO FIRST OBLIGATION OF FUNDS.

7 DAYS

116 DAYS

685 DAYS
Introduction to
The New PA Delivery Model

PUBLIC ASSISTANCE

WHAT HASN’T CHANGED
- Law
- Regulations
- Policy

WHAT’S CHANGING
- Process
- Roles
- Tools & Templates
- Systems
Introduction to The New PA Delivery Model

Through the New Delivery Model, FEMA is focusing on:

- Customer Service
- Project Specific Complexity
- Customer Specific Needs
- Overall Recovery Priorities
- Consistency
- Specialization
- National Standards
- A Platform for Continuous Improvement

A New Approach:
- Segmentation: Projects divided by work type and complexity
- Standardization: New tools and checklists guide staff through workflow
- Specialization: New positions created for specific, customer-forward duties
- Consolidation: Document validation and technical review experts available across multiple disasters
Introduction to
The New PA Delivery Model

Recipients (States) and Applicants will have a direct role.

- Customer Engagement
- Transparency
- Front-end Agreement
- Project Development
Grants Portal / Grants Manager

To improve transparency and organization of projects/documents, FEMA developed a web-based program.

- Grants Portal is for the Applicants.
- Grants Manager is for the Recipients and FEMA.
- All information related to the project(s) is uploaded into Grants Portal by the Applicant, creating an Applicant-driven process.

You will be asked to sign documents on multiple occasions. This is to keep you informed of the status of your application. FEMA is trying to avoid “last minute” surprises!
Grants Portal

Document Help

To upload event-specific documents, go to the appropriate event from the Event Profile list.

To upload documents for your organization that are not specific to an event, go to My Organization.

Oregon

Level: 1
Type: State Government
FEMA PA Code:
Is PNP?: No

THE NEW PUBLIC ASSISTANCE DELIVERY MODEL
Applicant will need to first enter their organization information

Let's register your organization!
Please follow along in the wizard below.
Orientation – New PA
Project Phases

Phase I
Operational Planning

Phase II
Intake Damage & Eligibility Analysis

Phase III
Scoping & Costing

Phase IV
Reviews
Phase I – Operational Planning
Action Items

EVENT

CONTACT SPECIAL CONSIDERATIONS AS NECESSARY

DETERMINATION MEMO

NO

YES

PDA

DEVELOP INITIAL OPERATING PROFILE

APPLICANT BRIEFINGS

REQUEST FOR PUBLIC ASSISTANCE (RPA)

APPLICANT ELIGIBLE?

PDMG ASSIGNED

EXPLORATORY CALL

RECOVERY SCOPING MEETING

PHASE I
30 Days!

• KDEM has 30 days to request a Presidential Declaration following an “event”.

• It is critical that you notify KDEM of event-related damages as soon as possible.

• This notification should include your Impact Statement and a preliminary list of damages.
Phase I – Operational Planning Action Items

Step 1: The Joint Preliminary Damage Assessment (PDA):

- Essential first step in the declaration process.
- FEMA/Applicant/Recipient work together to verify damage.
- FEMA Damage Assessment Teams are specialized to the task.
- Fast Paced/Preliminary: PDA Teams do not inspect 100% of damages.
- Applicants should target their most significant damages in assessment planning.
Phase I – Operational Planning Action Items

Step 1: The Joint Preliminary Damage Assessment (PDA) - Continued:

Applicants should be prepared to show:

1) Disaster damage
2) Disaster Photos
3) Annotated damage map
4) Any available costs
Phase I – Operational Planning Action Items

Step 3: Applicant Briefings

- Post Disaster Declaration
- Facilitated by the Recipient
- Upon request, FEMA Staff attends to support the Recipient
- Recipients assist Applicants in submitting the Request for Public Assistance (RPA) via Grants during this meeting (via Grants Portal)
- Applicants can submit RPA anytime up to 30 days post-declaration in Public Assistance Grants Portal.
Phase I – Operational Planning Action Items

Step 4: Request for Public Assistance (RPA)

- In order to receive funds, the Applicant must submit the RPA.
- The Applicant should designate an Applicant Agent, and physical address.
  - If the Finance Director will be the Applicant Point of Contact, the Mayor should not be listed.
  - If the Applicant Agent is based out of the Public Works Yard, reflect that address.
Phase I – Operational Planning Action Items

Step 4: Request for Public Assistance (RPA)

- Private Non-Profits are required to submit copies of additional paperwork:
  1. Tax Exemption Certificate
  2. Latest Tax Return
  3. Organizational Charter or By-Laws
  4. School Organizations must submit Accreditation or Certification
Phase I – Operational Planning Action Items

Step 4: Request for Public Assistance (RPA)

- In the New PA Delivery Model, Applicants will have RPA capability within the Public Assistance Grants Portal.
- In consideration: RPAs **Must** be Submitted Within 30 Days of the Presidential Disaster Declaration.
- If experiencing difficulty in submitting the RPA, contact your Recipient for assistance.
Phase I – Operational Planning Action Items

Step 5: Applicant Eligibility Determinations

- Following Submittal of the RPA, Recipient will review
- The Recipient ensures all components of the RPA are complete
- Recipient forwards RPA through Grants Portal to FEMA
- FEMA Field Leadership determines Applicant Eligibility
- The Grants Portal will generate an email notification upon an RPA eligibility determination.
New Public Assistance Operational Framework

FEMA Program Delivery Manager (PDMG)

- **Primary** FEMA point of contact for the Applicant
- Customer service centered approach to develop a positive relationship with the Applicant
- Expected to remain in place through project obligation
- Conducts Exploratory Call, Recovery Scoping Meeting, and Recovery Transition Meeting
- Span of control utilized when assigning Applicants to PDMGs – Maximum of five applicants per PDMG
Phase I – Operational Planning
Action Items

The FEMA Program Delivery Manager (PDMG)

- Expected to meet with and communicate with Applicants as often as necessary.

- Recipient may coordinate with the PDMG to:
  → Partner with and mirror the PDMG
  → Attend all meetings between Applicants and PDMGs
  → Serve as Applicant Advocate
  → Assist with the collection of documentation
Phase I – Operational Planning
Action Items

The Exploratory Call

PDMG ASSIGNED  \(\rightarrow\) OCCURS WITHIN 7 DAYS  \(\rightarrow\) EXPLORATORY CALL
Phase I – Operational Planning Action Items

The FEMA Program Delivery Manager (PDMG)

- Applicant interface begins with the Exploratory Call.
- Proceeds through the development of Damage Inventory and Document Collection.
- Executes the Recovery Scoping Meeting.
- Facilitates the meetings between the Applicant and FEMA as necessary.
- Coordinates applicant concurrence.
Phase I – Operational Planning
Action Items

The Exploratory Call

- The initial call / brief introduction with the Applicant
- Facilitated by the Program Delivery Manager
- Introduction of the Damage Inventory (list of damages)
- The Recovery Scoping Meeting (RSM) is scheduled
- Recipient, Mitigation, and EHP (Environmental and Historic Preservation) can be to on the conference call
Phase I – Operational Planning Action Items
The Exploratory Call (Continued)

- Following the Exploratory Call, the Applicant will receive an email from the PDMG Containing:
  → Confirmation of the Recovery Scoping Meeting
  → The Damage Inventory Form
  → Document Checklists
Phase I – Operational Planning

Action Items

The Damage Inventory

- An Excel file the Applicant fills in to identify damages
- Applicant uploads it to the Grants Portal prior to the Recovery Scoping Meeting
- Establishes Applicant recovery priorities
- Critical driver to the entire New Delivery Model
- Utilized to schedule Site Inspection Work Orders
- Identifies potential 406 Hazard Mitigation and/or Environmental and Historic Preservation needs
- You have 60 days following the RSM to complete your damage inventory.
# Phase I – Operational Planning

## Action Items

### Damage Inventory Sample

<table>
<thead>
<tr>
<th>Category</th>
<th>Name of damage/facility</th>
<th>Address 1</th>
<th>Address 2</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>Latitude</th>
<th>Longitude</th>
<th>Describe Damage</th>
<th>Priority Level of Damage</th>
<th>Approx. Cost</th>
<th>% Work Complete</th>
<th>Labor Type</th>
<th>Has received P&amp;G grants on the site this year?</th>
<th>Has received any direct federal assistance?</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>PAAP 31.93 Debris Removal Program</td>
<td>1019 Production Pkwy SW</td>
<td>Darien</td>
<td>Georgia</td>
<td>31020</td>
<td>31.4000</td>
<td>-90.4000</td>
<td>County is participating in the PAAP for Debris Removal</td>
<td>Hurricane</td>
<td>$25,000</td>
<td>10%</td>
<td>FAC</td>
<td>0</td>
<td>High</td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>PAAP 30 Days Debris collection site and pick up areas</td>
<td>1019 Production Pkwy SW</td>
<td>County EDC</td>
<td>Darien</td>
<td>Georgia</td>
<td>31020</td>
<td>31.4000</td>
<td>-90.4000</td>
<td>Debris debris collected from the WDWR along public roads then taken to county and contractors to the Monroe County Landfill where it is inspected and estimates for volume (CV) are documented. Landfill has been pre-approved by EPA and EPD and they have applicable permits. They are concerned with the volume of debris and do not have funds to get a grinder.</td>
<td>Hurricane</td>
<td>$57,000</td>
<td>10%</td>
<td>FAC</td>
<td>0</td>
<td>Urgent</td>
</tr>
<tr>
<td>B</td>
<td>Emergency Protective Measures</td>
<td>1019 Production Pkwy SW</td>
<td>Darien</td>
<td>Georgia</td>
<td>31020</td>
<td>31.4000</td>
<td>-90.4000</td>
<td>Applicant sued services of the Sheriff’s Dept., EDC, EMS, and Volunteer Fire Department to protect the residents.</td>
<td>Hurricane</td>
<td>$13,000</td>
<td>100%</td>
<td>FA</td>
<td>0</td>
<td>Low</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Blue Ridge Road</td>
<td>Blue Ridge Road</td>
<td>County EDC</td>
<td>Darien</td>
<td>Georgia</td>
<td>31020</td>
<td>31.4000</td>
<td>-90.4000</td>
<td>Blue Ridge Road had a section of paved road washed out around damaged culvert. Road remains closed.</td>
<td>Hurricane</td>
<td>$60,000</td>
<td>50%</td>
<td>FA</td>
<td>1</td>
<td>Urgent</td>
</tr>
</tbody>
</table>
Phase I – Operational Planning Action Items

The Damage Inventory

Without a complete Damage Inventory:
- Applicant claimed damages are not documented
- Site Inspection Work Orders cannot be processed
- Request for the Essential Elements of Information cannot proceed

Complete development of the Damage Inventory prior to the Recovery Scoping Meeting streamlines Public Assistance delivery.
Phase I – Operational Planning
Action Items
The Recovery Scoping Meeting

EXPLORATORY CALL

OCCURS WITHIN 21 DAYS

RECOVERY SCOPING MEETING
Phase I – Operational Planning

Action Items

The Recovery Scoping Meeting

Key Action Items:

- Ensure the Damage Inventory is uploaded in the Grants Portal.

- Full review of itemized damage sites and Applicant considerations.

- Discuss any potential Special Considerations to include: Insurance, Mitigation, and Environmental/Historic compliance.
Phase I – Operational Planning
Action Items

The Recovery Scoping Meeting

Key Action Items (Continued):
- Differentiate Work Complete from Work to be Completed.
- Establish Applicant availability for Site Inspections
- Site Inspections are ordered by the Program Delivery Manager through Grants Manager
Phase I – Operational Planning

Action Items

Transition to Phase II

- Guided by the Applicant provided Damage Inventory.
- In accordance with the Applicant’s Recovery Priorities and percentage of work complete.
- Transition allows for planning - the identified damage will be organized into project lanes prior to Phase II onset.
- Submittal of documentation through Document Checklist
- Full document disclosure by the Applicant is required in order to proceed to Phase II.
### Phase I – Operational Planning

#### Action Items

The FEMA Program Delivery Manager (PDMG) designates disaster damages into Project Lanes

<table>
<thead>
<tr>
<th>Completed Work</th>
<th>Standard</th>
<th>Specialized</th>
</tr>
</thead>
<tbody>
<tr>
<td>▪ Work Completed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>▪ No site inspections</td>
<td></td>
<td></td>
</tr>
<tr>
<td>▪ Work to be Completed (all categories)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>▪ Site inspections or validations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>▪ Complex projects that require technical expertise</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Phase II – Intake Damage and Eligibility Analysis – Action Items

PHASE I TRANSITION TO PHASE II

- ESSENTIAL ELEMENTS OF INFORMATION REQUEST
  - NO
    - RECOVERY SCOPING MEETING
    - READY TO TRANSITION?
      - YES
        - PHASE II TRANSITION
      - NO
        - CONTACT SPECIAL CONSIDERATIONS AS NECESSARY

PHASE II

- PROJECT LANE: COMPLETED WORK
- PROJECT LANE: STANDARD LANE
- PROJECT LANE: SPECIALIZED LANE
Phase II – Intake Damage and Eligibility Analysis – Action Items

Phases:

**Phase I:**
- **100% Work Completed:** Routed to CRC
- **Validate and Develop DDD, SOW and Costs**
- **Program Compliance Review**
  - **PDMG Reviews DDD, SOW and Costs**
  - **Program Compliance Review**
  - **Eligible?**
    - **Yes:** Applicant Reviews & Signs Project
    - **No:** Send Site Inspection Work Order – Work to Be Completed
  - **Site Inspection**
  - **PDMG Reviews SIR / DDD**
  - **Eligible?**
    - **Yes:** Applicant Reviews & Signs DDD
    - **No:** Send Site Inspection Work Order – Work to Be Completed

**Specialized Lane**:
- **Send Site Inspection Work Order – Work to Be Completed**
  - **Site Inspection**
  - **PDMG Reviews SIR / DDD**
  - **Eligible?**
    - **Yes:** Applicant Reviews & Signs DDD
    - **No:** Send Site Inspection Work Order – Work to Be Completed

**Standard Lane**:
- **Send Site Inspection Work Order – Work to Be Completed**
  - **Site Inspection**
  - **PDMG Reviews SIR / DDD**
  - **Eligible?**
    - **Yes:** Applicant Reviews & Signs Project
    - **No:** Send Site Inspection Work Order – Work to Be Completed

Contact Special Considerations as Necessary
Completed Work → Routed to the Consolidated Resource Center (CRC)

- Work is 100% Completed.
- May include work identified to be 100% complete within 2 weeks of Recovery Scoping Meeting.
- Submitted to CRC when all required documentation outlined in the Essential Elements of Information (EEI) is submitted through Grants Portal.
Phase II – Intake Damage and Eligibility Analysis – Action Items

Completed Work → Routed to the Consolidated Resource Center (CRC)
Phase II – Intake Damage and Eligibility Analysis – Action Items

Standard Lane (Non-Technical) and Specialized Lane (Technical) damages:

- Each lane follows a similar workflow processes.
- Analyzed by FEMA Program Delivery Manager (PDMG) through collaborative process with the Recipient - to place the right skillset proficiency with the damage.
- Organized into Work Orders by PDMG for:
  → Site Inspectors (Standard/Non-Technical)
  → Technical Specialists (Specialized/Technical)
New Public Assistance Operational Framework

**FEMA Site Inspectors**

- Receives Site Inspection Work Orders through Grants Manager
- Will only inspect what is listed on the Damage Inventory
- Assembles a Report Package with Photos, Maps, and Sketches
- Site Inspectors will fulfil a single task set, complete, then move on
Phase II – Introduction to the FEMA Site Inspector

Applicant Roles (Continued):
Applicant will need to identify their representative that will attend each site inspection. Representative will be required to sign the Site Inspection Report confirming measurements.
Prior to Site Inspection, the representative can anticipate:
- An introductory phone call from the Site Inspector.
- Confirmation of the date, time and meeting location.
- Identification of what to bring.
- An opportunity to ask questions.
Phase II – Introduction to the FEMA Site Inspector

Applicant Roles (Continued):

In preparation the Applicant should gather any measurement tools that may be helpful.
- Measuring Wheels***
- Measuring Tapes***
- Tape Measures***
- Building Plans/Drawings
- Disaster Photos (and/or Pre-Disaster Photos)

*** FEMA will issue measuring tools/equipment to Site Inspectors. However, resources on hand may be helpful to the Site Inspection process.
Phase II – Introduction to the FEMA Site Inspector

Applicant Roles:

- Must be present at all Site Inspections
- Identifies all site damage and components
- Answers Special Considerations Questions
- Signs the Site Inspection Report
Phase II – Introduction to the FEMA Site Inspector

Site Inspections are Critical

Cost
Scope of Work
DDD

Detailed Damage Descriptions are the Foundation of the Grant
Phase II – Introduction to the FEMA Site Inspector

Applicant Roles (Continued):

At the time of Site Inspection, the Applicant will:
- Meet with the Site Inspector.
- Review the Work Order Together.
- Plan a time effective strategy/plan to see sites.
- Facilitate inspections of the designated sites on the Work Order.
Phase II – Introduction to the FEMA Site Inspector

What Site Inspectors are there to do:

- Collect damage specific information (Who, what, when, where, how, and how much)
- Take Photographs
- Develop site sketches
- Create site maps
Phase II – Introduction to the FEMA Site Inspector

What Site Inspectors are there to do (Cont.):

- Only inspect sites specified on the work order
- Work with the Applicant at all times
- Reach field level concurrence
- Conduct a positive and engaged relationship with the Applicant.
- Assist Counterparts: If Mitigation of Environmental and Historic Preservation Specialists are present.
Phase II – Introduction to the FEMA Site Inspector

What Site Inspectors are NOT there to do:

- Self identify damages
- Proceed to damaged sites alone
- Inspect sites not identified on the Work Order
- Determine and/or discuss FEMA eligibility
Phase II – Introduction to the FEMA Site Inspector

In the New PA Delivery Model:

- The Program Delivery Manager (PDMG) remains the Applicant’s single point of contact throughout.
- Site Inspectors will fulfill a single task set, complete, then move on.
- The Site Inspector will work with the Applicant to capture and annotate damage.
Phase II – Introduction to the FEMA Site Inspector

Applicant Consideration: What if sites are missing from the FEMA Work Order?
- The Site may be located on a separate work order.
- The missing site may not have been identified on the Damage Inventory.
- Damage was not inventoried within 60 Days of the Recovery Scoping Meeting (RSM)
Phase II – Introduction to the FEMA Site Inspector

Applicant Roles (Continued):

What happens at Site Inspection Conclusion?

- Site Inspector will discuss next steps with Applicant.
- The Applicant will be asked to Sign the Inspection Report.

Applicant Representative Signature: __________________________

THE NEW PUBLIC ASSISTANCE}

Phase II – Intake Damage and Eligibility Analysis – Action Items

The Completed/Documented Lane Workflow

Throughout the entire process, the FEMA Program Delivery Manager works with/supports the Applicant to:

- Organize Documents
- Upload/Submit Documents
- Answer Questions
- Resolve Unmet Needs
- Achieve Field Level Agreement

Recipients are invited to partner with the Applicant and FEMA through all engagements.
Phase III – Scoping and Costing

Applicant Decision

For Standard or Specialized Lane Projects (Work to be Completed Projects), Applicant will determine if FEMA or they will complete Scope of Work and Cost.

• If Applicant selects FEMA to complete Scoping and Costing of the Grant, project Scope and Cost are completed at Consolidated Resource Center (CRC).

• If Applicant selects to complete the Scoping and Costing themselves, they will provide to PDMG when done and CRC will validate.
Phase III – Scoping and Costing

Phase II Transition to Phase III

Completed Lane
- Applicant Reviews & Signs Project

Standard Lane
- Specialized Lane
- Applicant Reviews & Signs DDD

Specialized Lane

Phased III Transition

Proceeds to End of Phase III

FEMA or Applicant Develops Scope of Work and Costs?

FEMA
- Develops SOW/COSTS

Applicant
- Develops SOW/COSTS

Contact Special Considerations as Necessary

The New Public Assistance Delivery Model
Phase III – Scoping and Costing

Consolidated Resource Center (CRC)

Scoping and Costing

If the Applicant chooses FEMA formulation:
- The project Scope and Cost are assigned at the CRC
- Projects are assigned to the Standard or Specialized Lane.
Phase III – Scoping and Costing

Consolidated Resource Center (CRC)

Scoping and Costing

Following completion of the Scoping and Costing, Project is submitted for a Compliance Review.
Phase III – Scoping and Costing

Consolidated Resource Center (CRC)

Scoping and Costing

- Following the Compliance Review →
- Program Delivery Manager reviews project →
- Eligibility recommendations are made →
  - Potentially ineligible projects proceed to the field for addition discussion and determination.
  - Eligible projects are presented to Applicant by the Program Delivery Manager (PDMG).
    1. Applicant reviews the Scope and Costs.
    2. Applicant signs the Scope and Costs.
Phase III – Scoping and Costing

FEMA develops SOW/COSTS

Standard Lane
Applicant develops SOW/COSTS
Applicant validates applicant SOW / COSTS
FEMA program compliance review
PDMG reviews SOW and costs

Specialized Lane
Applicant develops SOW/COSTS
Applicant validates applicant SOW / COSTS
FEMA program compliance review
PDMG reviews SOW and costs

Eligible?

Yes
Applicant reviews & signs project

No
Determination memo

Completed lane
Applicant signed proceeds to end of Phase III

Contact special considerations as necessary
Phase III – Scoping and Costing

Phase III Transition to Phase IV

- Completed Lane
  - Applicant signed project from Phase II
- Standard Lane
  - Specialized Lane
  - Applicant signed project from Phase III
- Project entered into EMMIE by Consolidated Resource Center Document Integrity Unit
- Phase IV Transition
  - EMMIE Compliance Reviews

Phase IV Transition

THE NEW PUBLIC ASSISTANCE DELIVERY MODEL
Phase IV – Reviews

Phase III Transition to Phase IV

- Completed Lane
  - Applicant signed project from Phase II

- Standard Lane
- Specialized Lane
  - Applicant signed project from Phase III

- Project entered into EMMIE by Consolidated Resource Center Document Integrity Unit

Phase IV Transition

EMMIE Compliance Reviews

THE NEW PUBLIC ASSISTANCE DELIVERY MODEL
Phase IV - Reviews

ELIGIBILITY REVIEWS

INITIAL REVIEW

INSURANCE REVIEW

MITIGATION REVIEW

EHP REVIEW

RECIPIENT REVIEW

FINAL REVIEW

ELIGIBLE?

YES → OBLIGATION

NO → DETERMINATION MEMO
Phase IV - Reviews

Phase IV is the final stage of the project:

- Quality Assurance completes the Initial Review (In EMMIE); assigns the other Review Queues
- Insurance and Mitigation review project.
- EHP reviews project for compliance.
Phase IV – Reviews

→ Once all reviews are complete, the project is sent to the PDMG through Grants Manager for review/approval.
→ Once the PDMG approves, the project is forwarded to the Recipient for review/approval.
→ When the Recipient (State) approves it, the project will be forwarded to the Applicant.
→ Once the Applicant electronically signs the project in Grants Portal, the Document Integrity Unit at the CRC loads the signed project plus all supporting documents in the Grants Portal into EMMIE.
→ Project proceeds to obligation.
Transition

→ After all projects and the Damage Inventory is signed by the Applicant through Grants Portal, the PDMG will schedule the Recovery Transition Meeting with the Applicant.

→ The Recovery Transition Meeting is the transition of the Applicant/projects from FEMA to the Recipient (State).

→ Recipients are encouraged to attend the Recovery Transition Meeting to discuss closeout procedures.
• HANDOUTS
  – Public Assistance Application Process
  – The New Public Assistance Delivery Model
  – Grants Manager and Grants Portal Tool
  – Public Assistance Overview
  – Sample Damage Inventory Form
APPLICANT BRIEFING

- Briefing is scheduled and conducted by the State and Tribal governments
- Apply for Public Assistance
- Learn about the program

FEMA Program Delivery Manager
The single point of contact assigned to provide customer service to Applicants throughout the Public Assistance process

EXPLORATORY CALL

- Introduction to your Program Delivery Manager
- Get an initial sense of needs and damage
- Identify who needs to be at Recovery Scoping Meeting

RECOVERY SCOPING MEETING

- In-depth meeting to review damages
- Gather documentation
- Develop list of projects
- Talk through your priorities

WITHIN 7 DAYS

WITHIN 21 DAYS

SITE INSPECTION(S) if necessary

WITHIN 60 DAYS

IMTAKE DAMAGE & ELIGIBILITY ANALYSIS
- Disaster-related damages captured and documented

SCOPING & COSTING
- Based on site visits and documentation
- To be reviewed for eligibility

FINAL REVIEW & SIGN-OFF
- Quality assurance reviews for accuracy
- Project acceptance by Applicant

RECEIVE FUNDING

Other PA Issues
**EEI**

- Other items of importance: (or Essential Elements of Information – EEI)
  - Maintenance Records
  - PHOTOS: Pre- and Post-Disaster
  - Cost to repair (bring back to Pre-disaster condition.)

*NEVER give your original documents to anyone!*
The “Burden” of Paperwork

• Shoe Bomber

• Insurance Fraud, Disability Fraud, etc.

It only takes one person to cause everyone else to have to compensate.
FEMA isn’t going to:

• Pay for non-event damages.
• Pay for lack of maintenance.
• Pay for more than returning to Pre-Disaster condition.
• Pay for repairs to property that you are not responsible for.
• Pay for repairs at 4 times the going rate so your brother-in-law can do the work.
How many people in this room do not have a cell phone that takes pictures?
Mr. Insurance Man: I wrecked my car and I need to be reimbursed for the repairs!
No, I don’t have any pictures of the wreck!

Why do I need that?

What FEMA requires for reimbursement:
• This: Not This:

• Proof that it belongs to you or is your responsibility
• Proof that you have maintained it
“At the time that this project was formulated the Applicant had completed 100% of roadway repairs. These repairs consisted of grading, shaping, and applying and surface (Oklahoma Road Gravel) to ensure roadways were safe for traffic. Consequently, photographs taken during FEMA field inspections were unable to demonstrate rutting damage or surface losses in support of the applicants claim. Similarly, the Applicant was unable to furnish documentation (pre-repair photos) in support of claimed damages. Consequently, FEMA is unable to validate claimed damages”.

Requested: $38,628.21

Approved: $0
• Maintenance Records:
  – Rock Tickets
  – Schedule of Routine Maintenance
  – Maps showing Maintenance Schedule
  – Review of other roads in area
Subject: Large Project Closeout Request FEMA-4230-DR-KS

We are hereby requesting a Large Project Closeout for PW 206, PA ID: 073-UTX9X-00

All documentation available for this project is attached for your review. The Applicant’s request for closeout is attached. All Federal Laws and FEMA rules and regulations have been met and the applicant will be paid in accordance with State and Federal Laws when the closeout version to this PW is finalized by FEMA.

Unfortunately the applicant did not keep detailed records that we could verify to substantiate the total costs of this PW. Therefore we could only validate $9,506.17 of the $170,872.50 that was authorized. Request this Large Project be closed.
• **Insurance Coverage**

• When estimating the amount of anticipated assistance during damage assessments, FEMA must reduce PA program costs for restoring a facility by actual or anticipated insurance proceeds. The reduction is based on the amount of insurance that is in place or was required following a previous disaster.
County Emergency Declarations

• If you are going to appeal to FEMA for Public Assistance Funds, your County must first issue its own Disaster Declaration.
  – FEMA PA funds are only available once a disaster has exceeded the local government’s and then the state government’s capacity to cope with the disaster.
  – Think “Impact Statement”
Impact Statement Form
Kansas Division of Emergency Management
Public Assistance Program

Name of Person Submitting Form
Contact Number
Contact E-mail

County Impacted
Jurisdiction Impacted
Date of Incident

Type of Incident/Emergency

Describe the incident/emergency to include weather specifics:

What local actions have been taken?

a) Road Closure
b) Evacuations

Road Cleaners (list of cleanups will need to be documented)

Handbagging, flood control, and/or pumping water

Sheltering

Other


If local actions have or will be taken, please detail:

Have public infrastructure or essential services been affected or disrupted?

a) Yes
b) No

If yes, please explain:

The information on this page is needed to further indicate the impact this event has had on the identified jurisdiction.

Jurisdictional Population
Non-English Speaking Population

Floodplain Population
Average Age
Average Income

Jurisdiction Annual Budget

Estimated number of:

Deaths
Injuries
Evacuated
Displaced

Public Sector Damage Estimates:

A) Debris Clearance
B) Protective Measures
C) Road System

Annual Budget Allocations Per Category

Since Treatment/Removal
Road Maintenance
Labor

D) Water Control Facilities
E) Public Buildings & Equipment
F) Utilities
G) Parks, Recreation, Other Facilities

Additional comments (include economic or other impacts on affected communities):


Capturing Localized Impact

Capturing the impact that lost or damaged infrastructure had on the jurisdiction is an essential damage assessment task. Narrative statements that illustrate the impact of the disaster can help show whether or not the disaster is beyond the capacity of the impacted jurisdiction or State or Tribal Government, and whether supplemental Federal assistance is required to recover. Generally delivered in a series of short narratives, Impact Statements should include numbers or statistics that lend context to the disaster. These statements, included in the Governor’s or Chief Executive’s request, are important as the impact of a disaster will be taken into account regardless of whether or not a State or Tribal Government meets the per capita cost indicators.

At times there are extraordinary concentrations of damage that might warrant Federal assistance even if the statewide per capita indicator is not met. This may be particularly true where critical facilities are involved or where the cost of restoring damaged infrastructure in a localized area is extremely high. This is discussed in 44 CFR § 206.48 (a)(2). On the other hand, Federal assistance may not be warranted following disasters where the statewide indicator is met, but the damage is still within the State’s or Tribal Government’s ability to address without supplemental Federal assistance.

To capture impact local, State or Tribal, and Federal damage assessment teams should document the direct and indirect consequences that damaged and destroyed infrastructure has on the community. The loss or degradation of facilities built to support normal community functions like roads, bridges, and critical infrastructure can have an immediate impact on the population and slow recovery. While this reality exists following most disasters, the question that needs to be considered when writing impact statements needs to be ‘how will the unique resources of the Federal Government reduce the impact of the disaster and/or expedite recovery?’
<table>
<thead>
<tr>
<th>NAME</th>
<th>Personal Cell</th>
<th>Disaster Cell</th>
<th>785-646-Office</th>
<th>E-MAIL</th>
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<td>Bazin, Joe</td>
<td>785-220-6012</td>
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<td>Flyntz, Christina</td>
<td>785-633-3101</td>
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