

# Phase I – Operational Planning

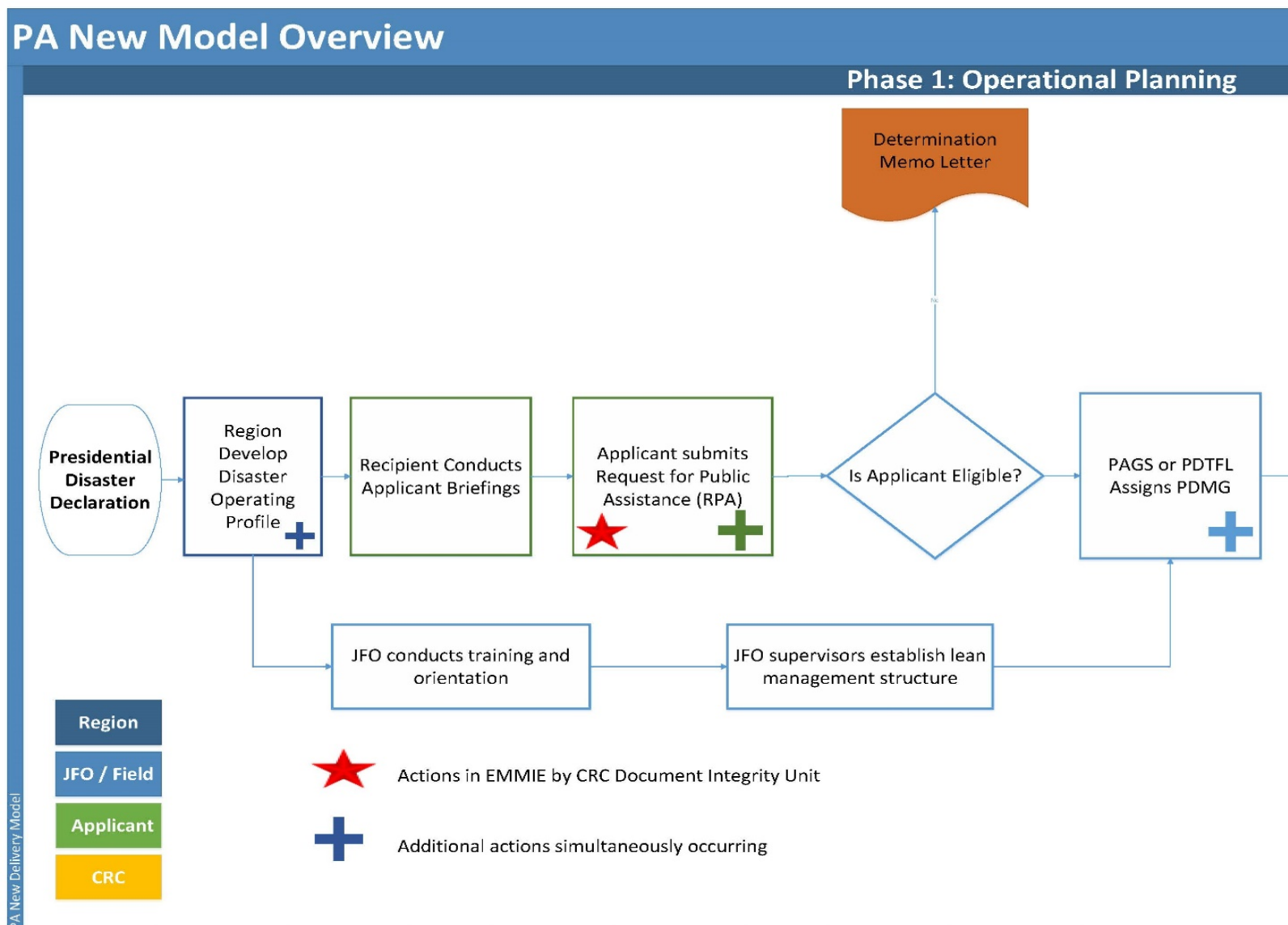
## THE NEW PUBLIC ASSISTANCE DELIVERY MODEL



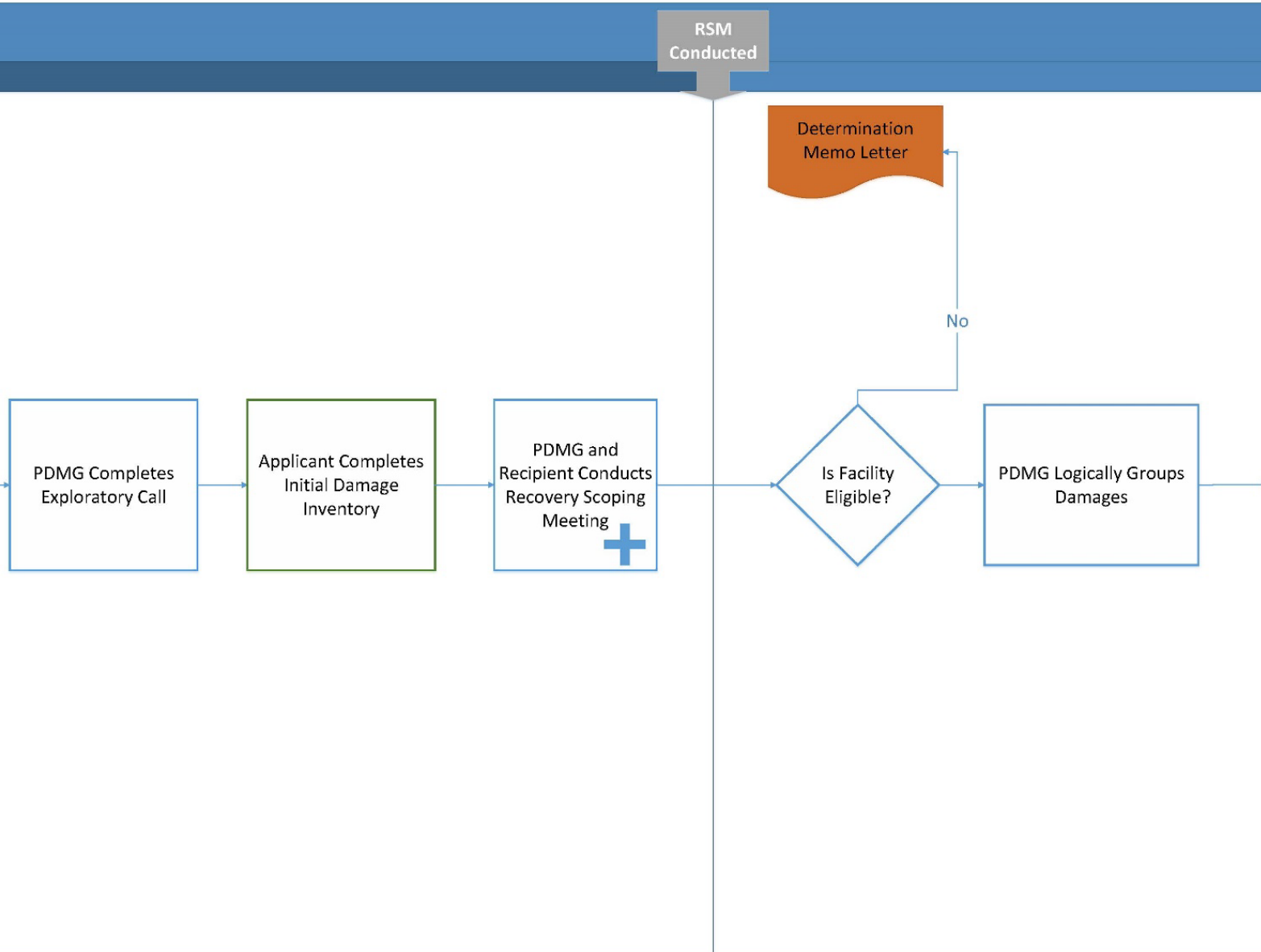
FEMA



# Phase I – Operational Planning



# Phase I – Operational Planning



# Phase I – Operational Planning

## Who is the Recipient?

- May be a State Government, Tribal Government, or United States Territory
- Advocate to the Applicant
- Manages the reimbursement of FEMA obligated Public Assistance Grants
- Facilitates PA Grants Management throughout the disaster lifecycle



FEMA



# Phase I – Operational Planning

## Who is the Applicant?

- Local Government, Special Tax District, Private Non-Profit, State Government, Tribal Government, or United States Territory
- Responsible for the work and cost of disaster related damages
- May potentially be eligible for funding within the FEMA PA Program



FEMA



# Phase I – Operational Planning

## Step 1: Joint PDA (1/2):

- First step in the Presidential 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



FEMA



# Phase I – Operational Planning

## Step 1: Joint PDA (2/2):

Applicants should be prepared to show:

- 1) Disaster damage
- 2) Disaster Photos
- 3) Annotated damage map
- 4) Any available costs
- 5) Provide available local costs
- 6) Insurance information



FEMA



# Phase I – Operational Planning

## Step 2: Region develops Disaster Operating Profile

- Joint Field Office / Area Field Office Considerations
- FEMA Initial Staffing Considerations include:
  - 1) Scope of Disaster
  - 2) Geographical Area
  - 3) Magnitude of Impacts
  - 4) Types of Damage
  - 5) Types of Specialties Required
  - 6) Staff Support Needed for Mission



FEMA





# Phase I – Operational Planning

## 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 RPA during this meeting (via Grants Portal)
- Applicants can submit RPA anytime up to 30 days post-declaration in Public Assistance Grants Portal



FEMA



# Phase I – Operational Planning

## Step 4: RPA (1/3)

- In order to receive funds, the Applicant must submit the Request for Public Assistance
- The Applicant should designate an Applicant Agent, Alternate 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



FEMA



# Phase I – Operational Planning

## Step 4: RPA (2/3)

- 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



FEMA



# Phase I – Operational Planning

## Step 4: RPA (3/3)

- 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 (or within 30 days after a new area is designated)
- If experiencing difficulty in submitting the RPA, contact your Recipient for assistance



FEMA



# Phase I – Operational Planning

## Step 5: Applicant Eligibility Determinations (1/3)

- Follow Submittal of the RPA, Recipient will review
- The Recipient ensures all components of the RPA are complete
- Recipient forwards RPA through Grants Portal to the FEMA for Eligibility review (Initial Review)
- FEMA Field Leadership determines Applicant Eligibility
- The Grants Portal will generate an email notification upon an RPA eligibility determination



FEMA



# Phase I – Operational Planning

## Step 6: The FEMA PDMG is assigned to the Applicant

- All efforts of the Program Delivery Manager (PDMG) are directed at assisting the Applicant
- Serves as the Primary Point of Contact
- Coordination to insure that Applicant and Consolidated Resource Center needs are met
- Works to resolve any additional unmet needs



FEMA



# Phase I – Operational Planning

## Step 7: The Exploratory Call (1/7)



FEMA



# Phase I – Operational Planning

## Step 7: The Exploratory Call (2/7)

- The initial call/ Introduction with the applicant
- Facilitated by the PDMG
- PDMG becomes familiar with the Applicant, their needs, and how they have been impacted
- Types of disaster damage are discussed with the Applicant
- Call creates tailored agenda for the RSM
- The date, time and meeting location of the RSM is set



FEMA





# Phase I – Operational Planning

## Step 7: The Exploratory Call (3/7)

- During the Call, a variety of considerations will be addressed:
  - Are the damages understood / known by Applicant
  - Damage Inventory Development
  - Potential FEMA Participants at RSM
  - Potential Applicant Participants at RSM
  - Essential Paperwork to bring to the RSM
  - Possible Mitigation or Environmental and Historic Preservation Involvement



FEMA



# Phase I – Operational Planning

## Step 7: The Exploratory Call (4/7)

- Following the EC, the Applicant will receive an email from the PDMG Containing:
  - Confirmation of the RSM
  - Objectives of the RSM
  - A copy of the Damage Inventory Form

**NOTE: This email will be auto generated by the PDMG through Grants Portal.**



FEMA



# Phase I – Operational Planning

## Step 8: The Damage Inventory (1/4)

- Critical driver in the New Delivery Model
- Applicant identification of damage sites
- Establishes Applicant recovery priorities
- Identifies potential 406 Hazard Mitigation
- Establishes potential Environmental and Historic Preservation assistance needs



FEMA



# Phase I – Operational Planning

## Step 8: The Damage Inventory (2/4)

Without a complete DI:

- Applicant claimed damages are not documented
- Site Inspection WO cannot be processed
- Request for the EEI's cannot proceed

Complete development of the DI prior to the RSM  
streamlines PA delivery.



FEMA



# Phase I – Operational Planning Action Items

## The Damage Inventory

In order to prepare for the Recovery Scoping Meeting:

- A damage inventory with known damages should be completed.
- Applicant have 60 days from the Recovery Scoping Meeting to identify additional discovered damages
- The applicant signs/certifies the Damage Inventory on Day 61 following the Recovery Scoping Meeting.
- Damages identified after 60 days will be assessed on a case by case basis by the FEMA Public Assistance Group Supervisor.



FEMA



# Phase I – Operational Planning

## Action Items

### Damage Inventory Sample

Disaster Number:		4284DR			Program Delivery Manager (PDM) Name:				Moak, John W.							
Applicant Name:		McIntosh County			Program Delivery Manager (PDM) Phone:				[REDACTED]							
Applicant FIPS:		1 0			Program Delivery Manager (PDM) Email:				<a href="mailto:john.moak@fema.dhs.gov">john.moak@fema.dhs.gov</a>							
Applicant Point of Contact Name:		[REDACTED]														
Applicant Point of Contact Phone:		[REDACTED]														
Applicant Point of Contact Email:		[REDACTED]														
Category	Name of damage/facility	Address 1	Address 2	City	State	Zip	Latitude	Longitude	Describe Damage	Primary Cause of Damage	Approx. Cost	% Work Complete	Labor Type	Has received PA grant(s) on this facility in a past?	Is there a potential mitigation opportunity?	Applicant priority
A	PAAP 31-90 DEBRIS REMOVAL PROGRAM	1019 Production Row SW		Darien	Georgia	31305	31.41000	-81.46000	County is participating in the PAAP for Debris Removal	Hurricane	\$25,000	10%	FA/C		0	High
									Debris is being collected from the ROW along public roads then taken by county and contractors to the McIntosh County Landfill where it is inspected and estimates for volume (CY) 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.	Hurricane			FA/C		0	
A	PAAP 0- 30 DAYS--Debris collection site and pick up areas	1019 Production Row SW	County EOC	Darien	Georgia	31305	31.41000	-81.46000		Hurricane	\$97,000	100%	FA/C		0	Urgent
									Applicant used services of the Sheriff's Dept., EOC, EMS, and Volunteer Fire Department to protect the residents.	Hurricane			FA		0	
B	Emergency Protective Measures	1019 Production Row SW		Darien	Georgia	31305	31.41000	-81.46000		Hurricane	\$11,200	100%	FA		0	Low
									Blues Reach Road had a section of paved road washed out around damaged culvert. Road remains closed.	Hurricane			FA		1	
C	Blues Reach Road	Blues Reach Road	County EOC	Darien	Georgia	31305	31.41000	-81.46000		Hurricane	\$60,000	5%	FA			Urgent

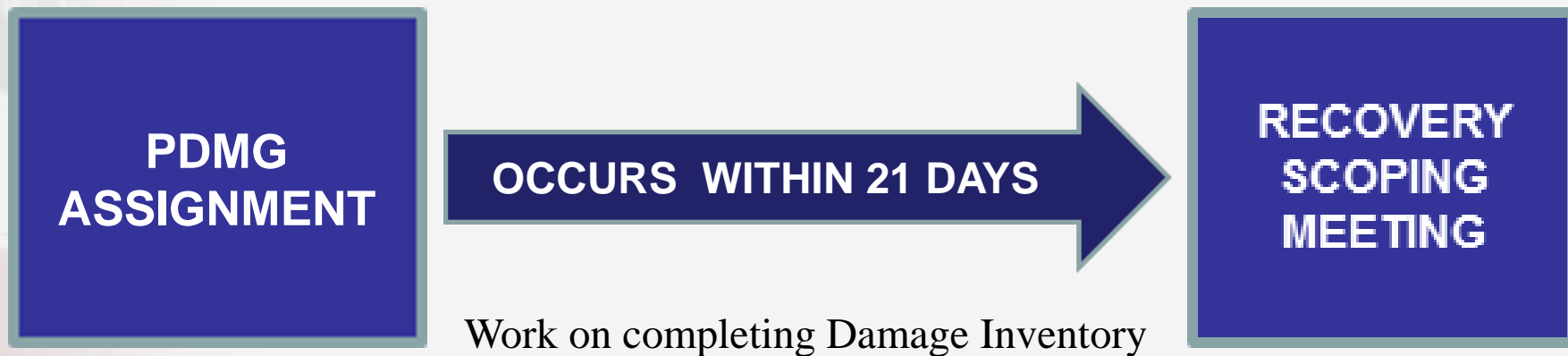


FEMA

THE NEW  
PUBLIC  
ASSISTANCE  
DELIVERY MODEL

# Phase I – Operational Planning Action Items

## Step 8: The Recovery Scoping Meeting



FEMA



# Phase I – Operational Planning Action Items

## The Recovery Scoping Meeting

### Key Action Items:

- Ensure the Damage Inventory is complete in the Grants Portal.
- Full review of itemized damage sites and Applicant considerations.
- Consider logical groupings of damages into projects.
- Discuss any potential Special Considerations to include: Insurance, Mitigation, and Environmental/Historic compliance.



FEMA





# Phase I – Operational Planning Action Items

## The Recovery Scoping Meeting

### Key Action Items (Continued):

- Review Category Specific Appendices (Per RSM Guide and Checklist) to discuss questions and document requirements.
- Establish Applicant availability for Site Inspections
- Site Inspections are ordered by the Program Delivery Manager
- Develop the Program Delivery Plan.



FEMA



# Phase I – Operational Planning Action Items

## The Recovery Scoping Meeting

The Program Delivery Plan.

- ✓ 30-45 Day initial plan between the Applicant and PDMG
- ✓ Schedules regular follow-up meetings (Minimum Weekly)
- ✓ Addresses scheduled Site Inspections
- ✓ Identifies Applicant Points of Contact (POC) for respective projects
- ✓ Establishes target timelines based on Applicant priorities and documentation disclosure.
- ✓ Identifies dates to ensure regulatory compliance.



FEMA



# Phase II – Intake Damage and Eligibility Analysis

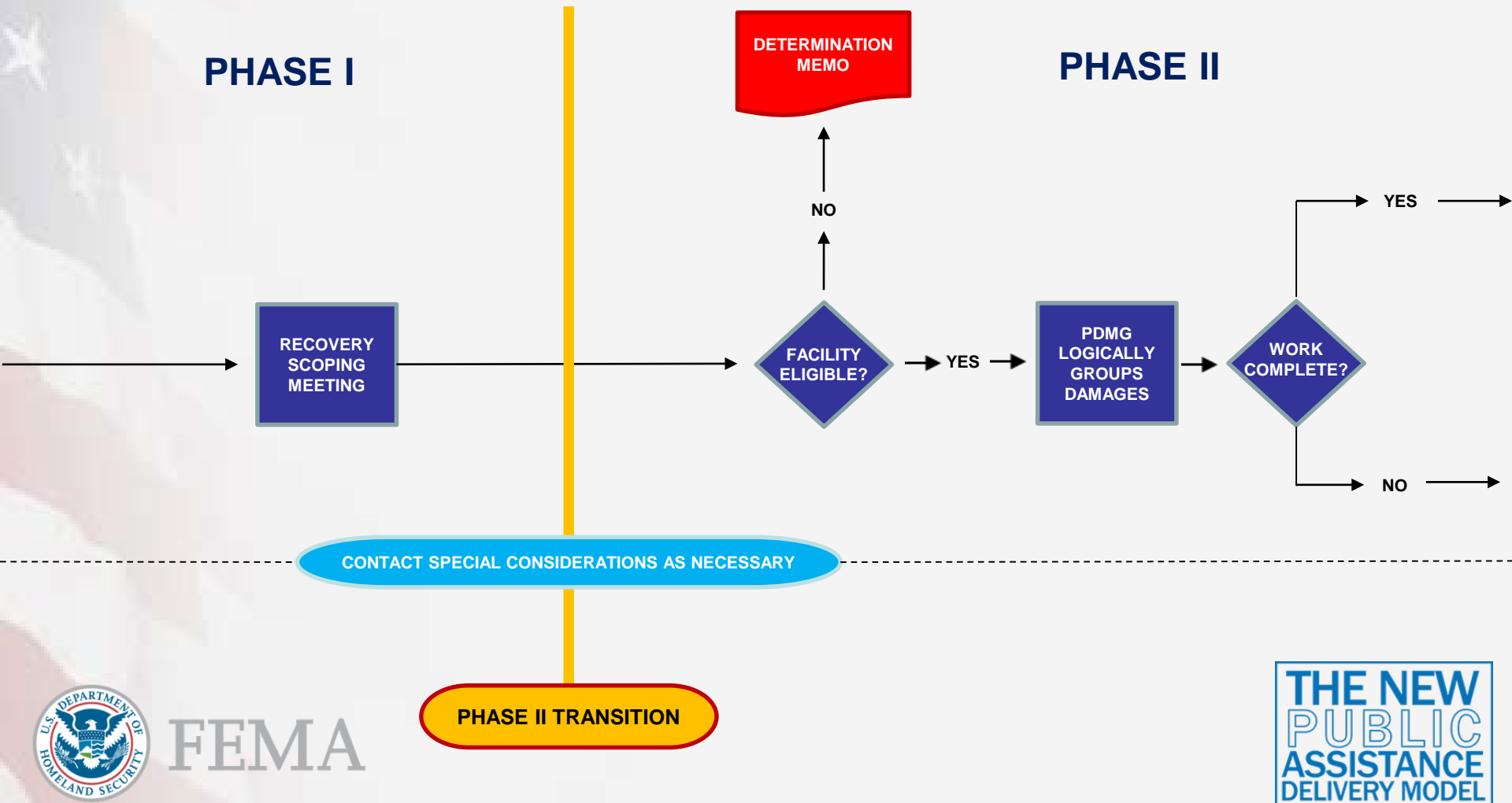
**THE NEW  
PUBLIC  
ASSISTANCE  
DELIVERY MODEL**



FEMA

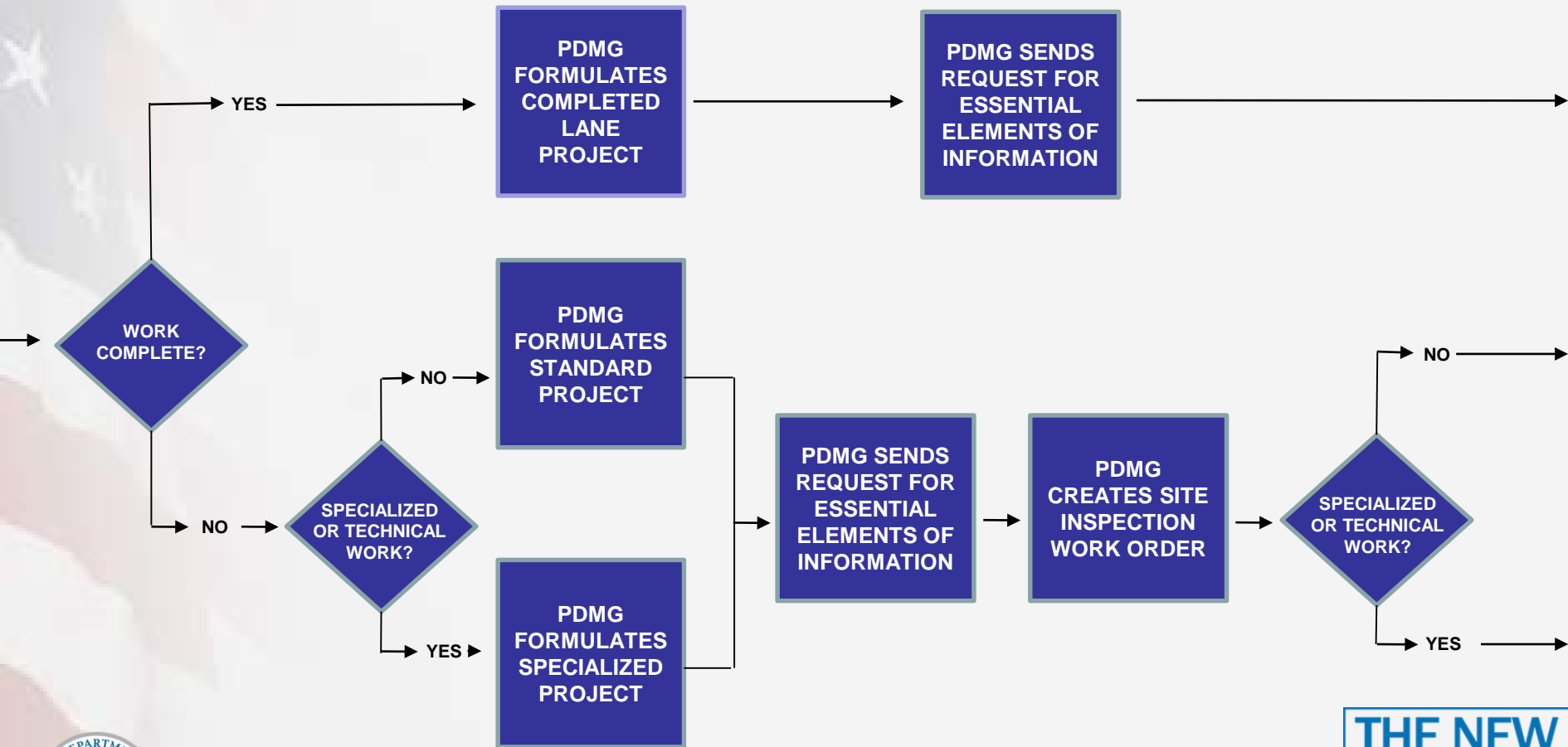


# Phase II – Intake Damage and Eligibility Analysis – Action Items



# Phase II – Intake Damage and Eligibility Analysis – Action Items

## PHASE II

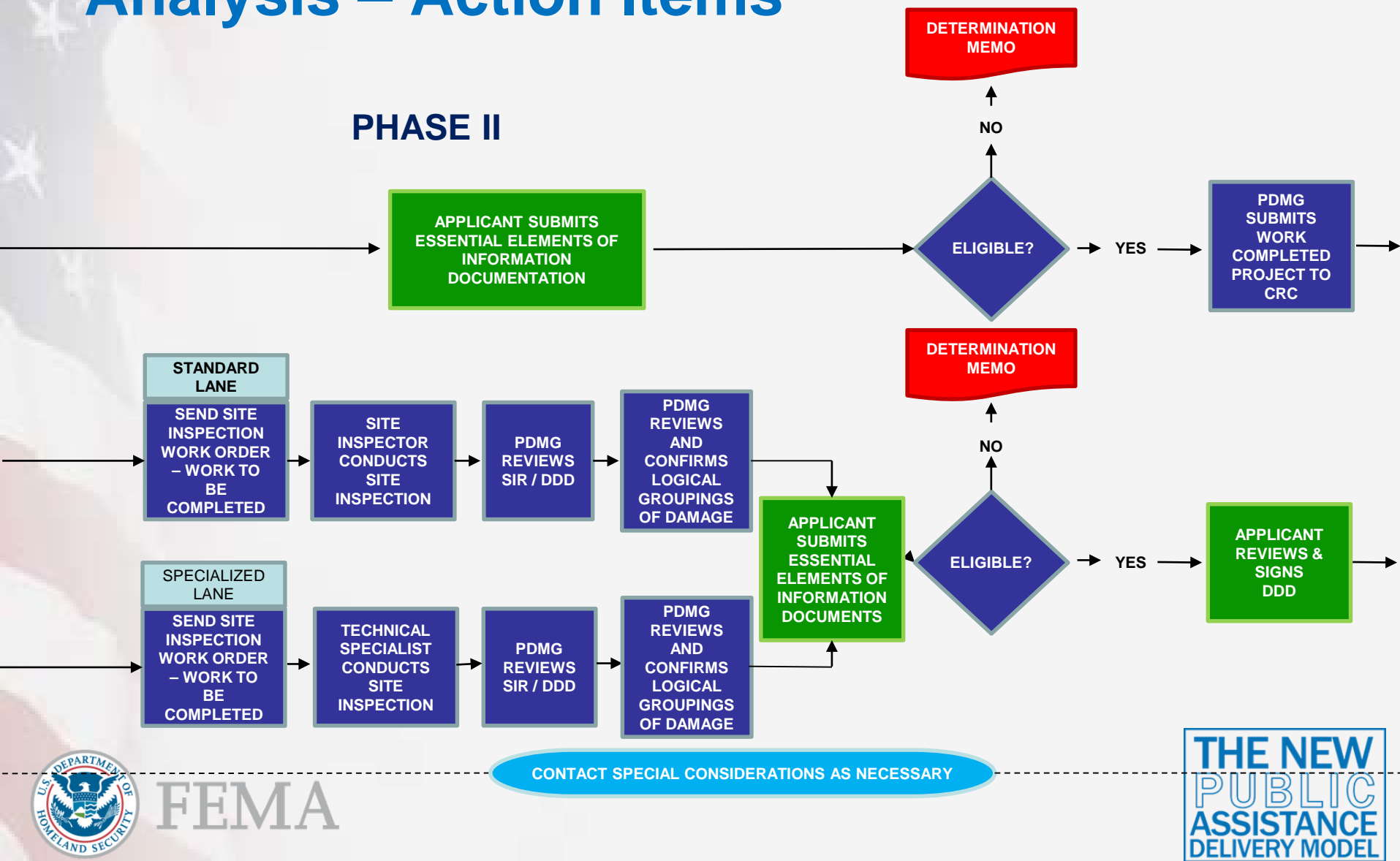


FEMA

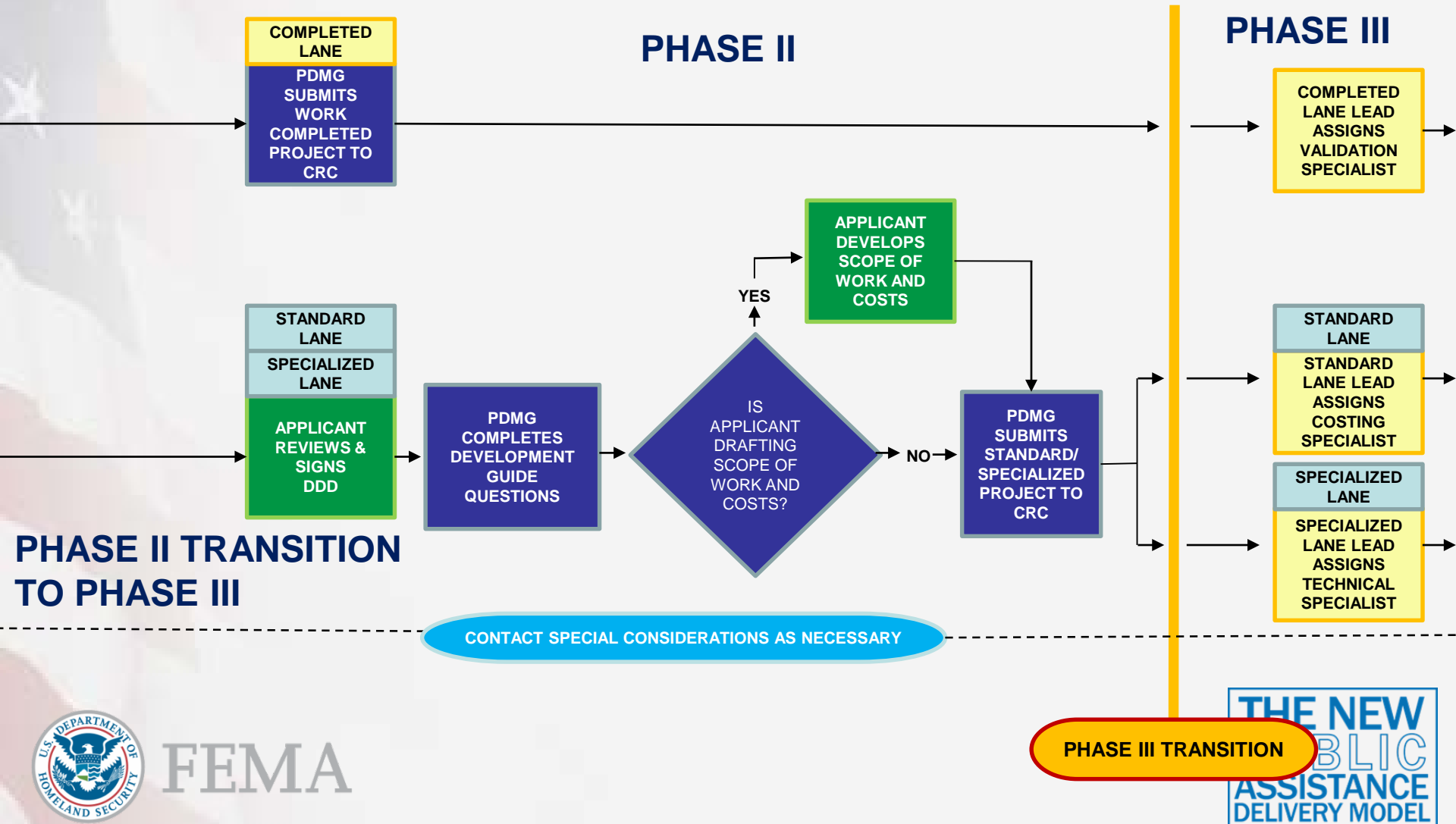


# Phase II – Intake Damage and Eligibility Analysis – Action Items

## PHASE II



# Phase II – Intake Damage and Eligibility Analysis – Action Items



FEMA

# Phase II – Intake Damage and Eligibility Analysis – Action Items

## OBJECTIVES

- Capture Applicant's disaster related damage and determine eligibility within 60 days of the Recovery Scoping Meeting (RSM) through:
  - ✓ Logically Group Damage Line Items Into Projects
  - ✓ Complete Site Inspections
  - ✓ Applicants Receive Essential Elements of Information Requests
  - ✓ Applicants Fulfill Document Disclosure Through EEI Process
  - ✓ Applicant Agreement to Damage Description and Dimensions for Standard and Specialized Projects.



FEMA





# Phase II – Intake Damage and Eligibility Analysis – Action Items

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

## Completed Work

- Work Completed
- No site inspections

## Standard

- Work to be Completed (all categories)
- Site inspections or validations

## Specialized

- Complex projects that require technical expertise



FEMA



# Phase II – Intake Damage and Eligibility Analysis – Action Items

## Essential Elements of Information

- EEI is the comprehensive list of documents required to document the project
- PDMG generates the Essential Elements of information request based on answers to question asked during Recovery Scoping Meeting
- Applicant uploads documentation directly into Grants Portal




FEMA




# EEI Request

## General Information





NAME	Direct Administrative Cost
VERSION	DAC - Version 1
PROJECT	<a href="#">[1408] Reynolds Road Culvert</a>
APPLICANT	<a href="#">Troy, City of (00-00000-00)</a>
EVENT	<a href="#">Colorado State EOC (CO-EOC)</a>
STATUS	Open
PROCESS STEP	Pending Applicant Response

 Questions >

 MANAGE EEI ANSWERS

## Required Documents

 HELP

-  [1] Applicant is claiming DAC 1 / 6
  -  [1.1] Work was performed by Applicant's Own Employees 1 / 5
    -   Force Account Labor Payroll/Timesheets [\(+ Add !\[\]\(5830b3ccd9bca4967fbf16381746f93d\_img.jpg\) | + Add !\[\]\(880cb2800aa1f40e4b440b7f1a01127d\_img.jpg\)\)](#) (1 comment)
    -   Force Account Work Order / Activity Log [\(+ Add !\[\]\(97c964b91626c6e9262339bab5b15564\_img.jpg\) | + Add !\[\]\(f0e06010d268a716e05f3b7b62d2af0a\_img.jpg\)\)](#)
    -   Force Account Labor Pay Policy [\(+ Add !\[\]\(b5d4b4dce441f59ea1da89a29ae5e75b\_img.jpg\) | + Add !\[\]\(498413cbb41c79336a9009c0d611dcdc\_img.jpg\)\)](#)
    -   Force Account Fringe Benefit Calculation [\(+ Add !\[\]\(5fb6c4d80d6918dcf5d94480b5a61657\_img.jpg\) | + Add !\[\]\(d99b276897e81adafd80d03a35cad8db\_img.jpg\)\)](#)
    -   Force Account Labor Summaries & Records [\(+ Add !\[\]\(3f0a6173e43ffbdfd0bbaa3235bfef92\_img.jpg\) | + Add !\[\]\(31606bc9178d6c41e5ed2d83ec3d1a0c\_img.jpg\)\)](#)

# Essential Elements of Information

## Types of Documentation

Photographs	<input type="checkbox"/>	<input type="checkbox"/>	Demonstrating Threat	Force Account Labor	<input type="checkbox"/>	<input type="checkbox"/>	Work Orders/Activity Logs
	<input type="checkbox"/>	<input type="checkbox"/>	Site		<input type="checkbox"/>	<input type="checkbox"/>	Sample of Timesheets
Facility Records	<input type="checkbox"/>	<input type="checkbox"/>	Site Stability Records		<input type="checkbox"/>	<input type="checkbox"/>	Fringe Benefit Calculations
	<input type="checkbox"/>	<input type="checkbox"/>	Demonstrating Threat		<input type="checkbox"/>	<input type="checkbox"/>	FA Labor Summary
Regulatory Permits and Correspondence	<input type="checkbox"/>	<input type="checkbox"/>	Environmental Permits	Force Account Material	<input type="checkbox"/>	<input type="checkbox"/>	Receipts
	<input type="checkbox"/>	<input type="checkbox"/>	Historic Preservation		<input type="checkbox"/>	<input type="checkbox"/>	Material Usage Summary
	<input type="checkbox"/>	<input type="checkbox"/>	US Corp of Engineers	Force Account Equipment	<input type="checkbox"/>	<input type="checkbox"/>	Equipment List
	<input type="checkbox"/>	<input type="checkbox"/>	US Fish and Wildlife		<input type="checkbox"/>	<input type="checkbox"/>	Usage Records
	<input type="checkbox"/>	<input type="checkbox"/>	National Marine Fisheries Ser. Or NRCS		<input type="checkbox"/>	<input type="checkbox"/>	Rental Contract/Receipt
Maps	<input type="checkbox"/>	<input type="checkbox"/>	Site Location Map	Contract	<input type="checkbox"/>	<input type="checkbox"/>	Contract
Technical Reports	<input type="checkbox"/>	<input type="checkbox"/>	Inspection Reports		<input type="checkbox"/>	<input type="checkbox"/>	Bid Documents
Facility Records	<input type="checkbox"/>	<input type="checkbox"/>	Demonstrating Threat		<input type="checkbox"/>	<input type="checkbox"/>	Invoice(s)
Force Account	<input type="checkbox"/>	<input type="checkbox"/>	Pay Policy		<input type="checkbox"/>	<input type="checkbox"/>	Cost Analysis
Direct Administrative Costs	<input type="checkbox"/>	<input type="checkbox"/>	Skill level, pay rate and position description of individual performing task		<input type="checkbox"/>	<input type="checkbox"/>	Procurement Documentation
	<input type="checkbox"/>	<input type="checkbox"/>	Specific description of administrative task performed by individual- Salary		<input type="checkbox"/>	<input type="checkbox"/>	Procurement Policy
Additional Information					Other		
	<input type="checkbox"/>	<input type="checkbox"/>	Insurance Policy		<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Insurance Settlement		<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Insurance Statement of Loss		<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Lease Agreement		<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Mutual Aid Agreements		<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	For Flood Control Works, maintenance agreements with other Federal agencies		<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Donated Resources		<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Certification by Federal, State, Tribal, or local government officials that a threat exists		<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Rental/Purchase Cost Comparison		<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	Legal Authority		<input type="checkbox"/>	<input type="checkbox"/>	

# Phase II – Intake Damage and Eligibility Analysis – Action Items

## Completed Work

- Work is 100% Completed.
- May include work identified to be 100% complete within 2 weeks
- Program Delivery Manager Formulates the Project and requests Essential Elements of Information
- Only submitted to CRC at the conclusion of Phase II when all required documentation outlined in the Essential Elements of Information is submitted.



FEMA



# 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 Applicant - 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)



FEMA



# Phase II – Intake Damage and Eligibility Analysis – Action Items

## Site Inspection Work Order Process:

- PDMG develops Work Orders and sent to Site Inspector TFL.
- Site Inspector assigned.
- Site Inspection calls Applicant day before Site Inspection to confirm date, time, and location where they will meet.



FEMA



# Phase II – Intake Damage and Eligibility Analysis – Action Items

## Work Order Process (Continued):

- Site Inspections are completed
- Site Inspector develops the A Damage Description & Dimensions
- Program Delivery Manager reviews Damage Description & Dimensions
- FEMA Program Delivery Manager meets with the Applicant for Review and Signature.



FEMA





# 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



FEMA



# 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.



FEMA

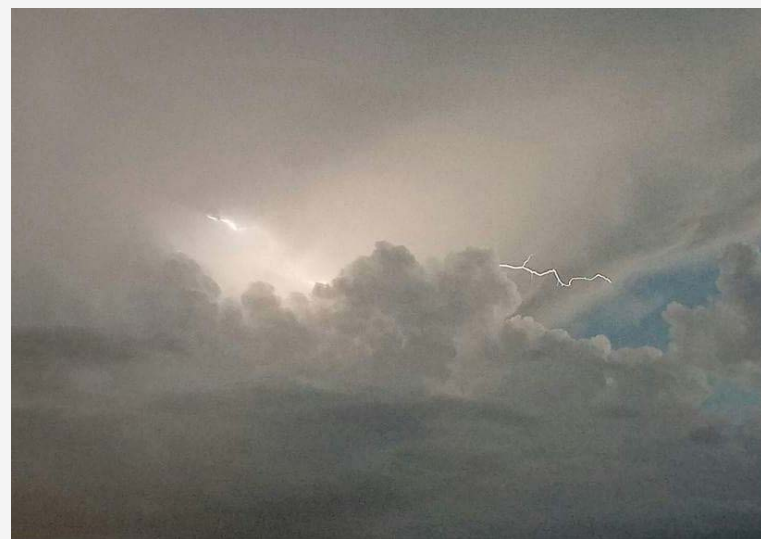


# Phase II – Introduction to the FEMA Site Inspector

## Applicant Roles (Continued):

Need to cancel a Site Inspection?

- Conflicting Appointments
- Unexpected deadlines
- Adverse Weather Conditions



Contact the FEMA Program Delivery Manager. The PDMG will notify all FEMA/Recipient counterparts and coordinate with the FEMA Site Inspector to re-schedule.



FEMA



# 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: \_\_\_\_\_

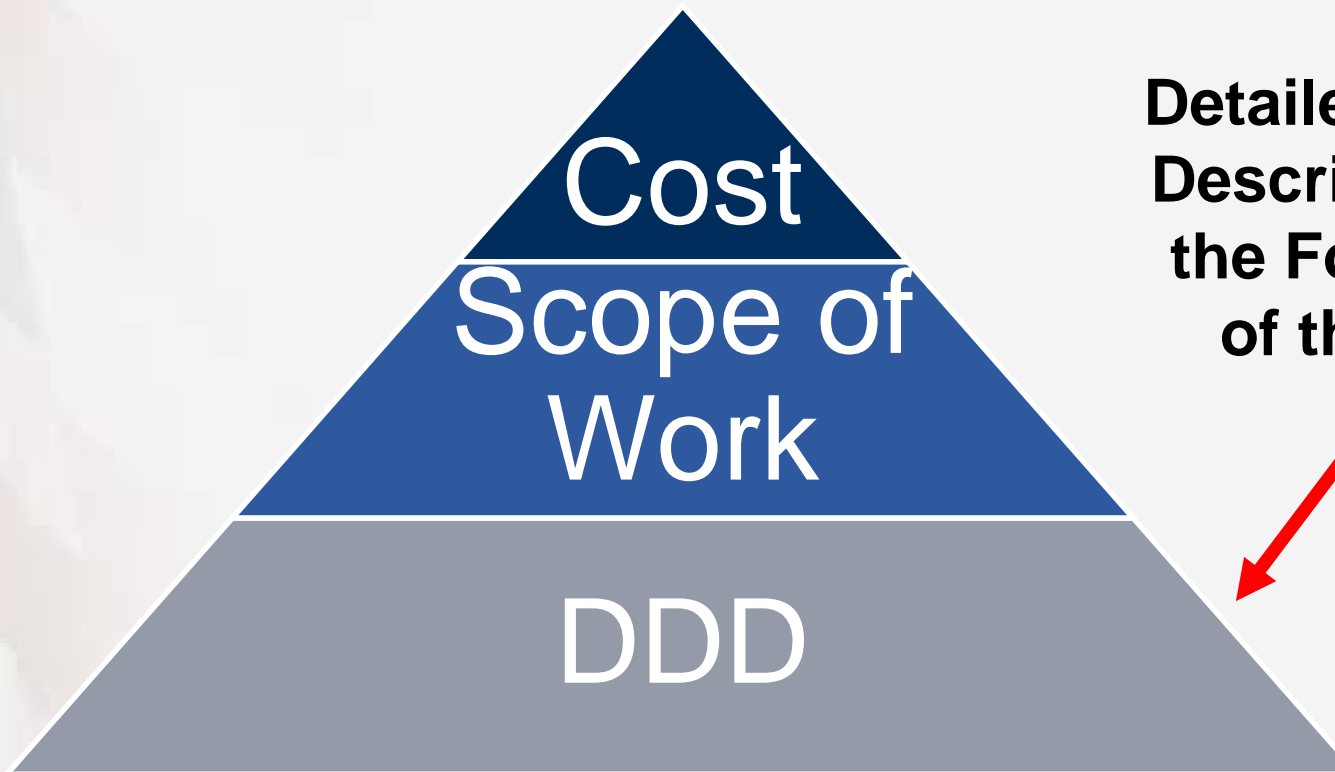


FEMA



# Phase II – Introduction to the FEMA Site Inspector

**Site Inspections are Critical**



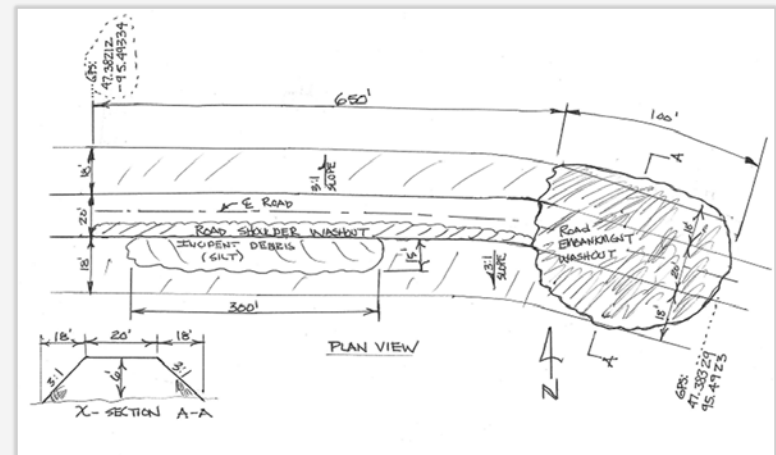
FEMA

**THE NEW  
PUBLIC  
ASSISTANCE  
DELIVERY MODEL**

# 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



FEMA

THE NEW  
PUBLIC  
ASSISTANCE  
DELIVERY MODEL

# Phase II – Intake Damage and Eligibility Analysis – Action Items

## Scope of Work and Cost: Applicant or FEMA?

- Applicant has an option to develop their own Scope of Work and Cost estimates.
- FEMA can do it as well.



FEMA

THE NEW  
PUBLIC  
ASSISTANCE  
DELIVERY MODEL



# Phase II – Intake Damage and Eligibility Analysis – Action Items

## Scope of Work and Cost: Decision Making Considerations for Applicants

- Does the Applicant have a Certified Engineer or Qualified Cost Estimator Available?
- Are documented local costs (unit costs) readily available?
- Is the disaster recovery on a scale where taking on scoping and costing is beyond capacity?
- Does the work require specialized expertise/ factors/ considerations?



FEMA





# Phase III – Scoping and Costing

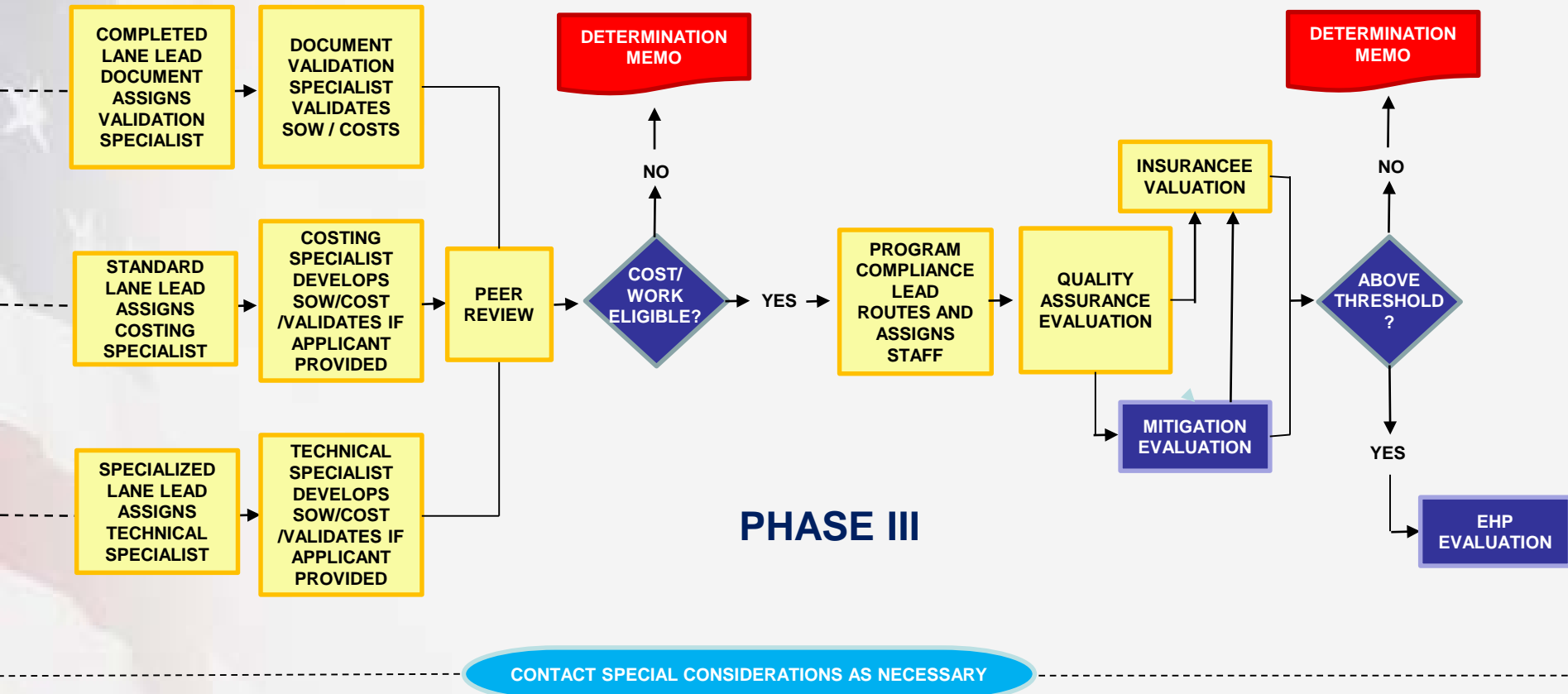
**THE NEW  
PUBLIC  
ASSISTANCE  
DELIVERY MODEL**



FEMA

**THE NEW  
PUBLIC  
ASSISTANCE  
DELIVERY MODEL**

# Phase III – Scoping and Costing



FEMA

THE NEW  
PUBLIC  
ASSISTANCE  
DELIVERY MODEL

# Phase III – Scoping and Costing

## PHASE III

COMPLIANCE  
REVIEWS  
COMPLETED

## PHASE IV

PDMG  
REVIEW

APPLICANT  
REVIEWS  
AND SIGNS  
PROJECT

FINAL  
REVIEW  
AND  
AWARD IN  
EMMIE

PDMG  
CONDUCTS  
RECOVERY  
TRANSITION  
MEETING

TRANSITION  
TO REGION

CRC  
COMPLETES  
ALL INITIAL  
SUB-  
AWARDS

PHASE IV TRANSITION

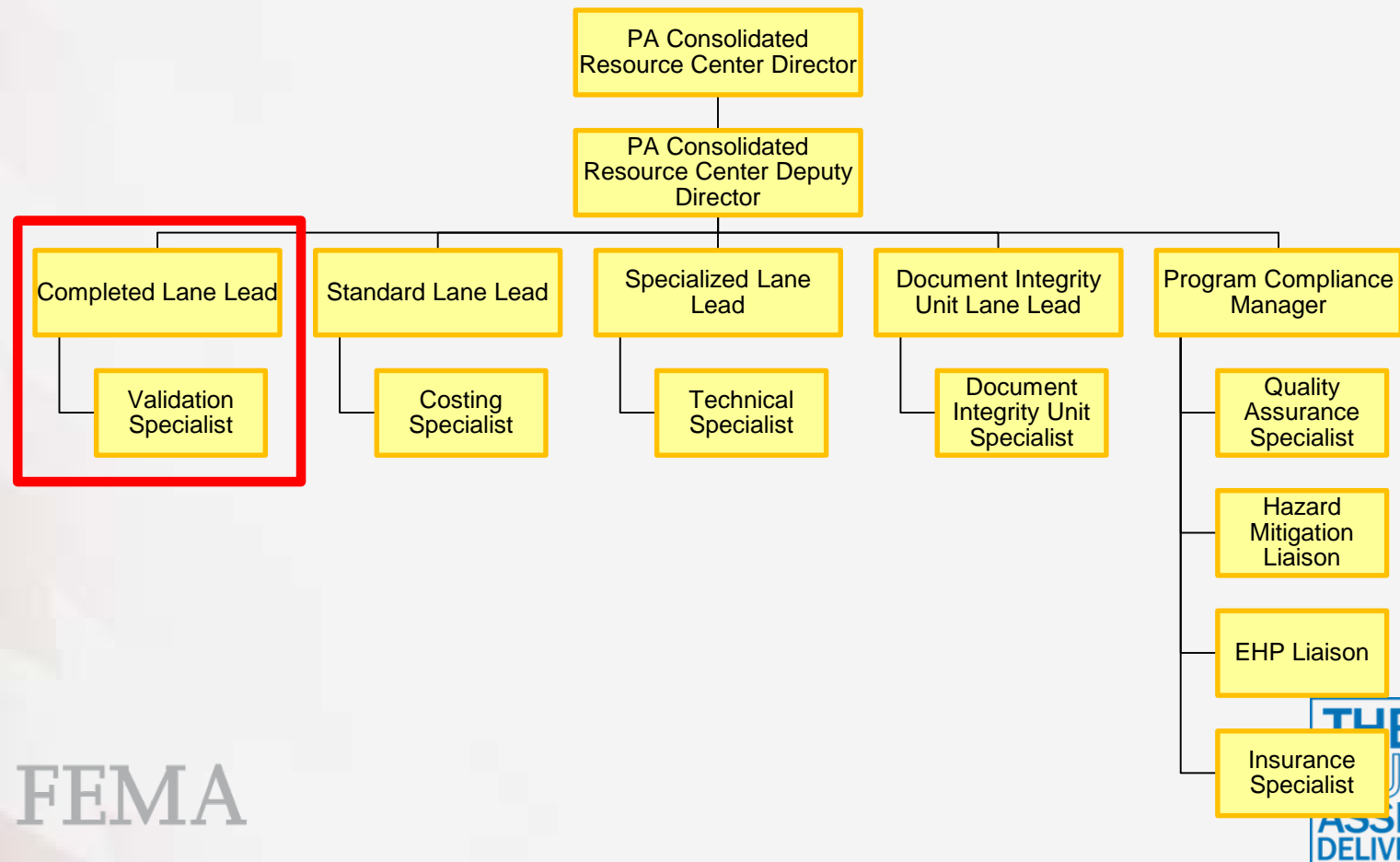


FEMA



# Phase III – Scoping and Costing

## Completed Resource Center (CRC)



FEMA

THE NEW  
PUBLIC  
ASSISTANCE  
DELIVERY MODEL

# Phase III – Scoping and Costing

## The Completed/Documented Lane Workflow

- CRC validates applicant submitted documents
- Damage Description, Scope of Work, and Costs are drafted.
- Peer Review is Completed
- Eligibility considerations are made:
  - 1) Ineligible damages proceed to Determination Memo process
  - 2) Eligible projects are submitted to the Applicant by the PDMG for Signature
- CRC completed a Program Compliance Review.



FEMA



# Phase III – Scoping and Costing

## Actions

- For Standard or Specialized Lane Projects (Work to be Completed Projects):
  - Applicant determination has been made if FEMA or the Applicant 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) during Phase III.
  - If Applicant selects to complete the Scoping and Costing themselves, they will provide to through Phase II and CRC will validate during Phase III.



FEMA



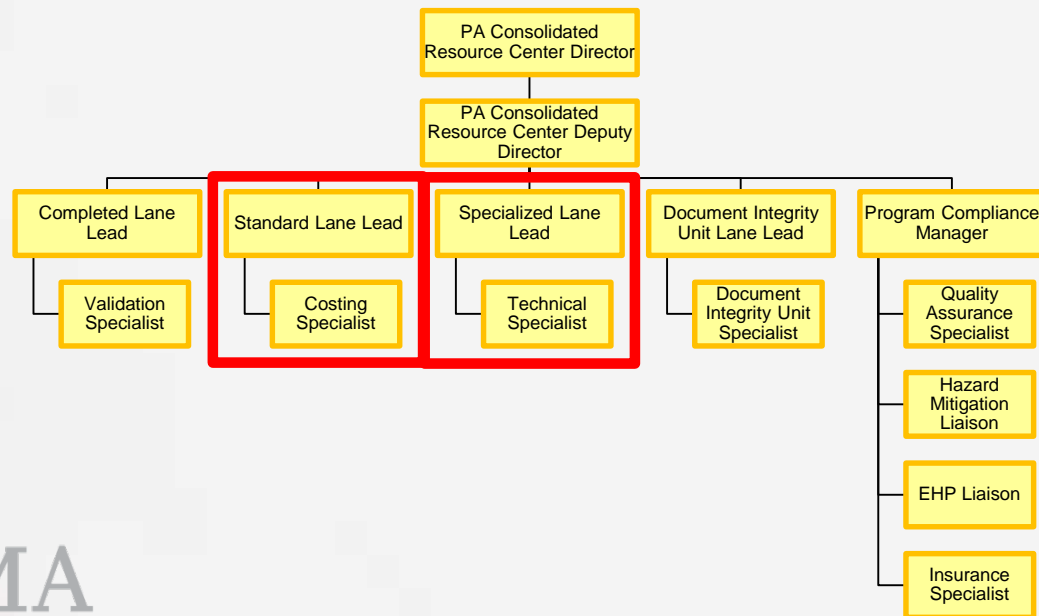
# Phase III – Scoping and Costing

## 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.



FEMA

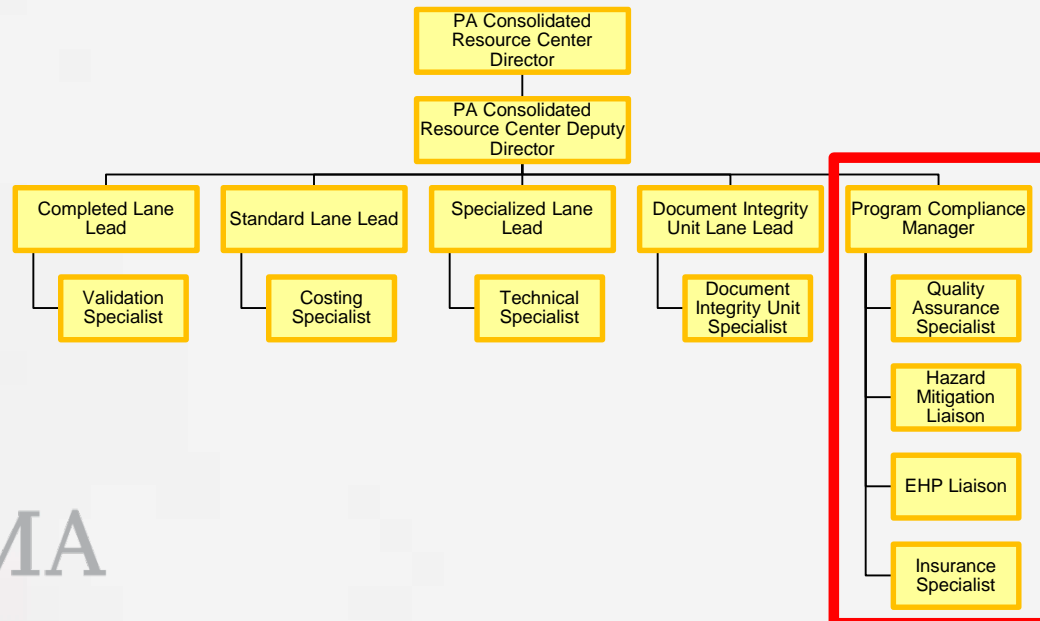


# Phase III – Scoping and Costing

## Consolidated Resource Center (CRC)

### Scoping and Costing

Following completion of the Scoping and Costing  
→ Project is submitted for a Compliance Review.



FEMA

THE NEW  
PUBLIC  
ASSISTANCE  
DELIVERY MODEL



# Phase IV – Obligation

## PHASE III

COMPLIANCE  
REVIEWS  
COMPLETED

## PHASE IV

PDMG  
REVIEW

APPLICANT  
REVIEWS  
AND SIGNS  
PROJECT

FINAL  
REVIEW  
AND  
AWARD IN  
EMMIE

PDMG  
CONDUCTS  
RECOVERY  
TRANSITION  
MEETING

TRANSITION  
TO REGION

CRC  
COMPLETES  
ALL INITIAL  
SUB-  
AWARDS

PHASE IV TRANSITION



FEMA

**THE NEW  
PUBLIC  
ASSISTANCE  
DELIVERY MODEL**

# Phase IV - Reviews

## Recovery Transition Meeting:

- **Formal transition briefing** from FEMA back to the Recipient.
- PDMGs must request to conduct the RTM through the Grants Manager.
- The Applicant must meet the following requirements before the Grants Manager will allow the PDMG to conduct the RTM:
  1. Damage Inventory has been signed by the Applicant.
  2. All damage line items in the Damage Inventory have been logically grouped (formulated) into projects.
  3. All projects have been signed by the Applicant.



FEMA



# Phase IV - Reviews

## Recovery Transition Meeting (Continued):

- During the meeting, the PDMG and Recipient will discuss:
  1. Each project.
  2. Obtain and maintain Insurance requirements
  3. Conditions that have been placed on the project
  4. Any Determination Memos/Letters that have been issued.
- The Recipient will:
  1. Discuss grants management requirements and other Recipient specific processes, such as funding allocations.



FEMA



# Phase IV - Reviews

## Recovery Transition Meeting (Continued):

- After conducting the meeting:
  1. The PDMG will enter the results of the discussion in the Grants Manager.
  2. The PDMG will send the RTM to the Applicant.
  3. The Applicant will sign an acknowledgement of the Recovery Transition Meeting in the Grants Portal.



FEMA

