

Public Assistance Program Overview

Prepared 8/6/2021 by the Public Assistance Training Section



FEMA



Learning Objectives

- Understand Public Assistance **Program** and its **Authorities, Participants, Organization**
- Learn the building blocks of **Program eligibility**
- Become familiar with the Public Assistance **National Workflow** phases and steps
- View **Grants Manager** and **Grants Portal** system (FAC-TRAX) demonstration
- Know where to find additional **resources**

Overview, Authorities, Participants, Organization

Public Assistance Program Overview

What is FEMA Public Assistance?

- **FEMA Public Assistance (PA)** is a program THAT:
 - Provides supplemental grants to state, local, tribal, and territorial (SLTT) governments, and certain types of private non-profits (PNPs) SO THAT:
 - Communities can quickly respond to and recover from major disasters or emergencies.



FEMA

Public Assistance Program Overview

OUR LARGEST GRANT PROGRAM

**\$4.7 BILLION/YEAR
51% OF ALL GRANTS**



Source: PA Delivery Fact Sheet at FEMA.gov



FEMA

Public Assistance Authorities

LAW: The Stafford Act

- The **Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act)** is the United States Federal **law** that gives FEMA its authority.
 - Authorizes the President to administer Federal assistance through the disaster declaration process
 - Regulates the type and extent of PA reimbursement funding
 - Provides eligibility criteria and requirements

The Stafford Act

Robert T. Stafford
Disaster Relief and Emergency
Assistance Act, as Amended

April 2013



FEMA

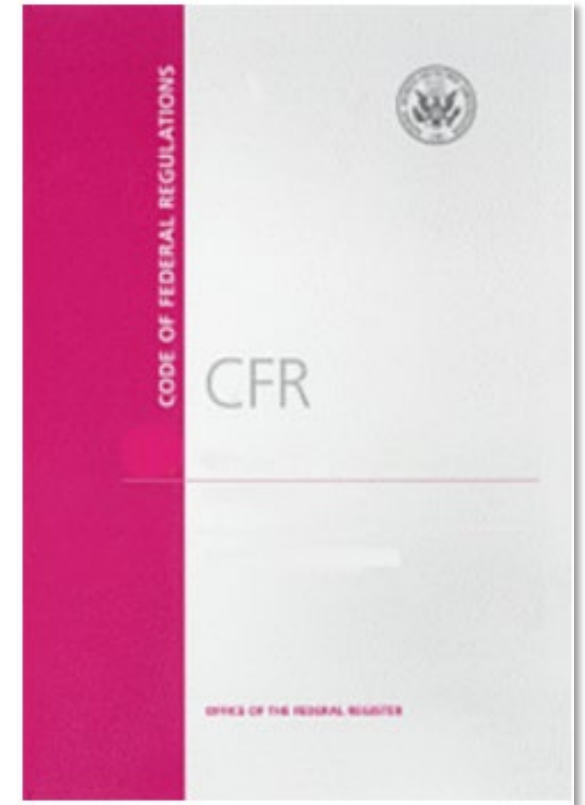


FEMA

Public Assistance Authorities

REGULATIONS: Code of Federal Regulations (CFR)

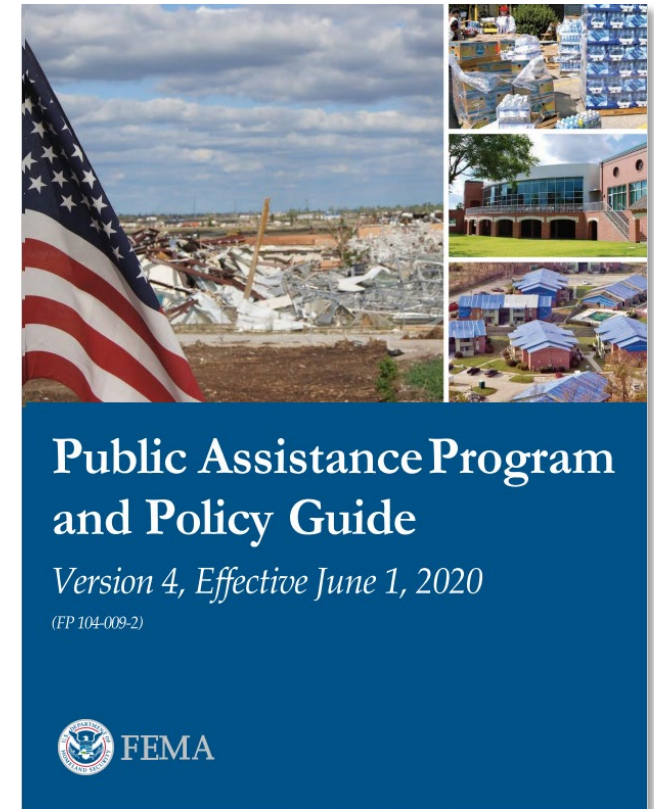
- The Public Assistance grants program is governed by rules set forth in Title 44 CFR parts 206 and 324, and Title 2 CFR part 200.
- Topics include:
 - Program and grant administration
 - Project administration
 - Eligibility
 - Management costs
 - Contract procurement



Public Assistance Authorities

POLICIES: Public Assistance Program and Policy Guide (PAPPG)

- The Public Assistance Program and Policy Guide (PAPPG) is a compendium of most PA program policies
 - Provides an overview of the program implementation process
 - Provides links to other publications and documents that provide additional process details
- Available on www.fema.gov



Public Assistance Authorities

EXECUTIVE ORDERS

- **Definition:** Rule or order issued by the President to an executive branch of the government and having the force of law
- FEMA must ensure federally-funded PA disaster recovery projects comply with Environmental and Historic Preservation (EHP) statutes, regulations and Executive Orders.
- Examples include:
 - 11988 – Flood Plain Management
 - 11990 – Protection of Wetlands
 - 12898 – Environmental Justice



Public Assistance Program Delivery Model

Key Elements

- Simplified **roles and responsibilities**
- **Cloud-based** program management software with dual interface:
 - Grants Manager (FEMA)
 - Grants Portal (non-FEMA)
- **Pooled resources** at Consolidated Resource Centers (CRC)
 - Multiple disaster operations can tap into specially-trained experts for project development and consistency



Program Participants

Non-FEMA Participants

- **Recipient:** Entity that receives a Federal award directly from a Federal awarding agency to carry out an activity
- **Applicant:** Non-federal entity submitting an application for assistance under the Recipient's Federal award
- **Sub-Recipient:** Applicant that has received a sub-award from a Recipient

Code of Federal Regulations References:

44 C.F.R. § 206.201(a), (m), (o)

2 C.F.R. § 200.86 and 200.93



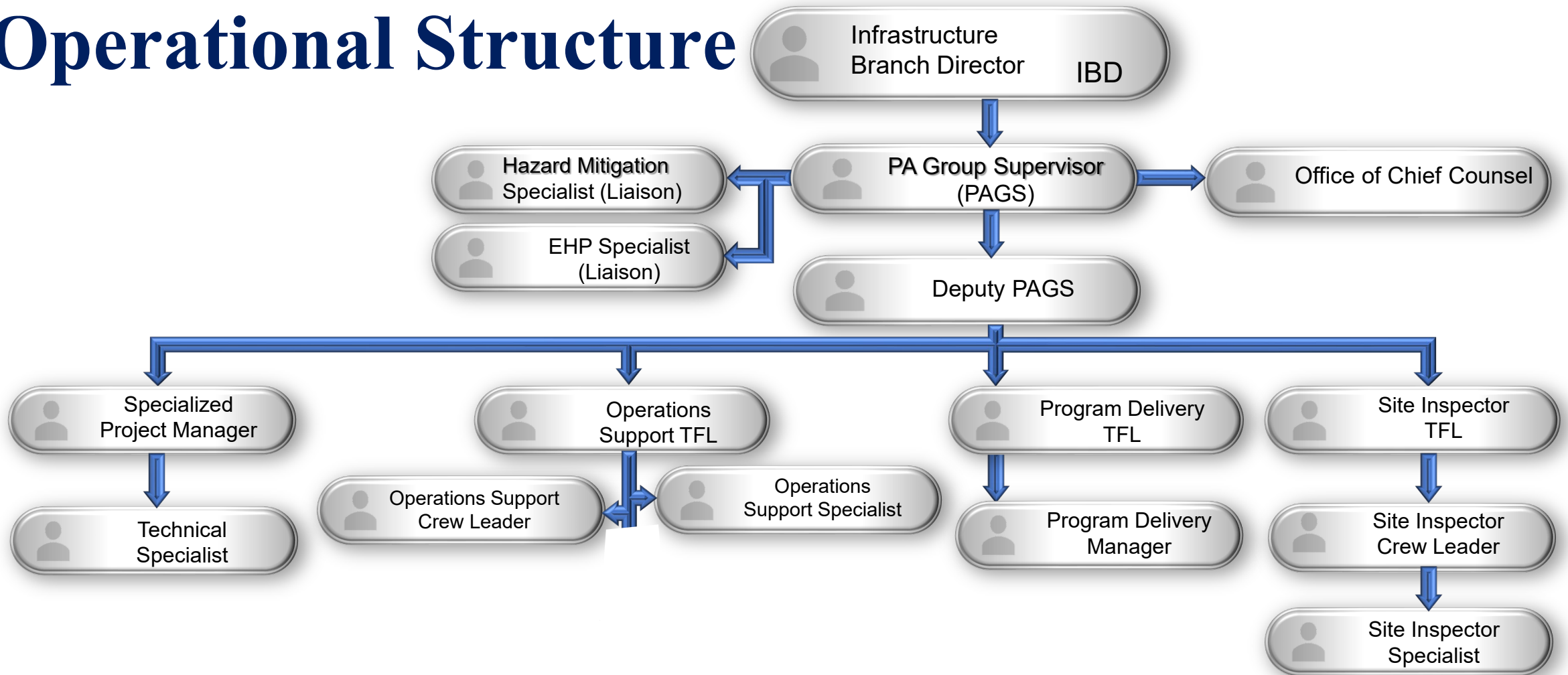
Program Participants

FEMA Participants

- Infrastructure Branch Director (IBD)
- Public Assistance Group Supervisor (PAGS)
- Program Delivery Manager Task Force Lead (PDMG-TFL)
- Program Delivery Manager (PDMG)
- Site Inspector Task Force Lead (SI-TFL)
- Site Inspector (SI)
- Consolidated Resource Center (CRC)



Operational Structure



FEMA

Program Delivery Manager

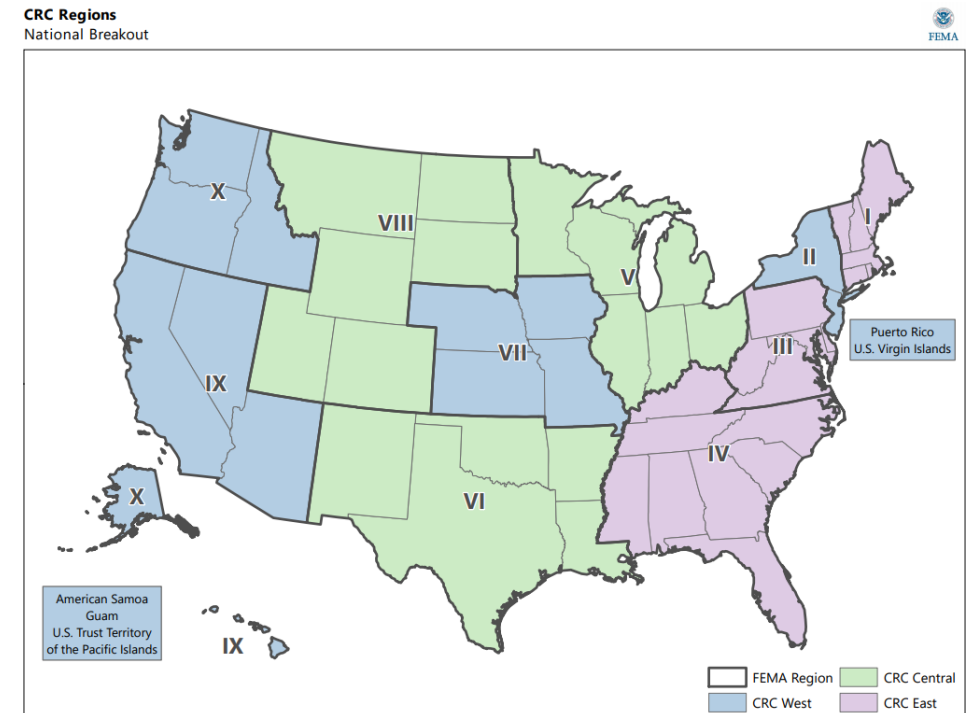


FEMA

Consolidated Resource Center (CRC)

Overview

- Central location where subject matter experts and specialized resources support project development
- Four (4) CRCs located throughout United States: **Atlantic, East, Central, West**
- ALL projects are submitted to a CRC
- Primary objective: Develop or validate project scope and cost



Source: <https://usfema.sharepoint.com/sites/ORR/recovery/pad/NewPA/Pages/CRC-Internal-Site.aspx> -

Consolidated Resource Center (CRC)



Source: ArchDaily

Roles

- **CRC Director:** Coordinates with the PAGS
- **Lane Task Force Leader:** Facilitates resolution of issues
- **Validation Specialist:** Ensures documentation supports claims
- **Costing Specialist:** Develops or validates the cost
- **Technical Specialist:** Develops projects in Specialized Lane
- **Document Integrity Unit (DIU) Specialist:** Transfers projects into EMMIE



FEMA

Consolidated Resource Center (CRC)



Source: ArchDaily

Roles (continued)

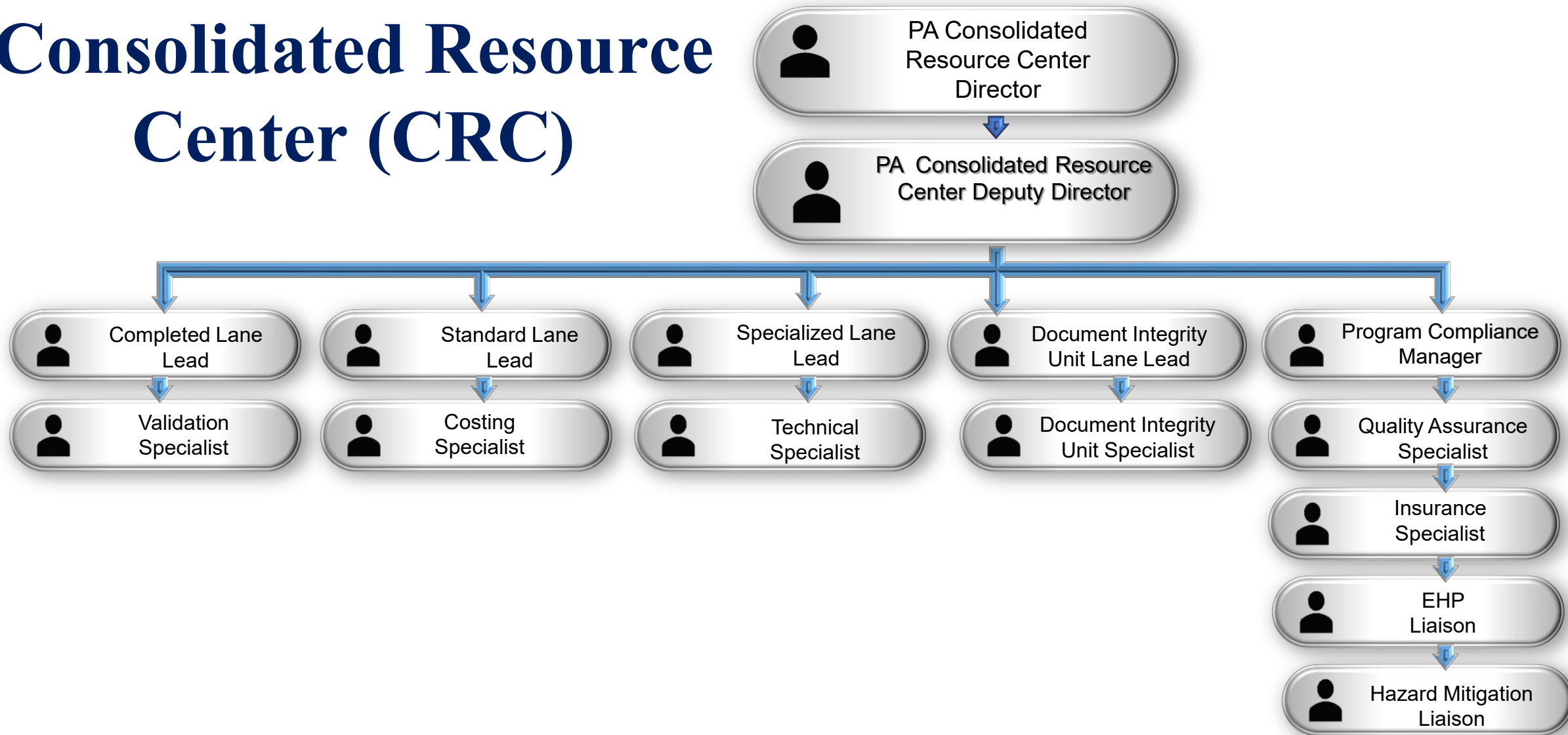
■ Program Compliance Manager

- Supervises:
 - Quality Assurance Specialist
 - Insurance Specialist
- Liaison to:
 - Hazard Mitigation Specialist
 - Environmental and Historic Preservation (EHP)



FEMA

Consolidated Resource Center (CRC)



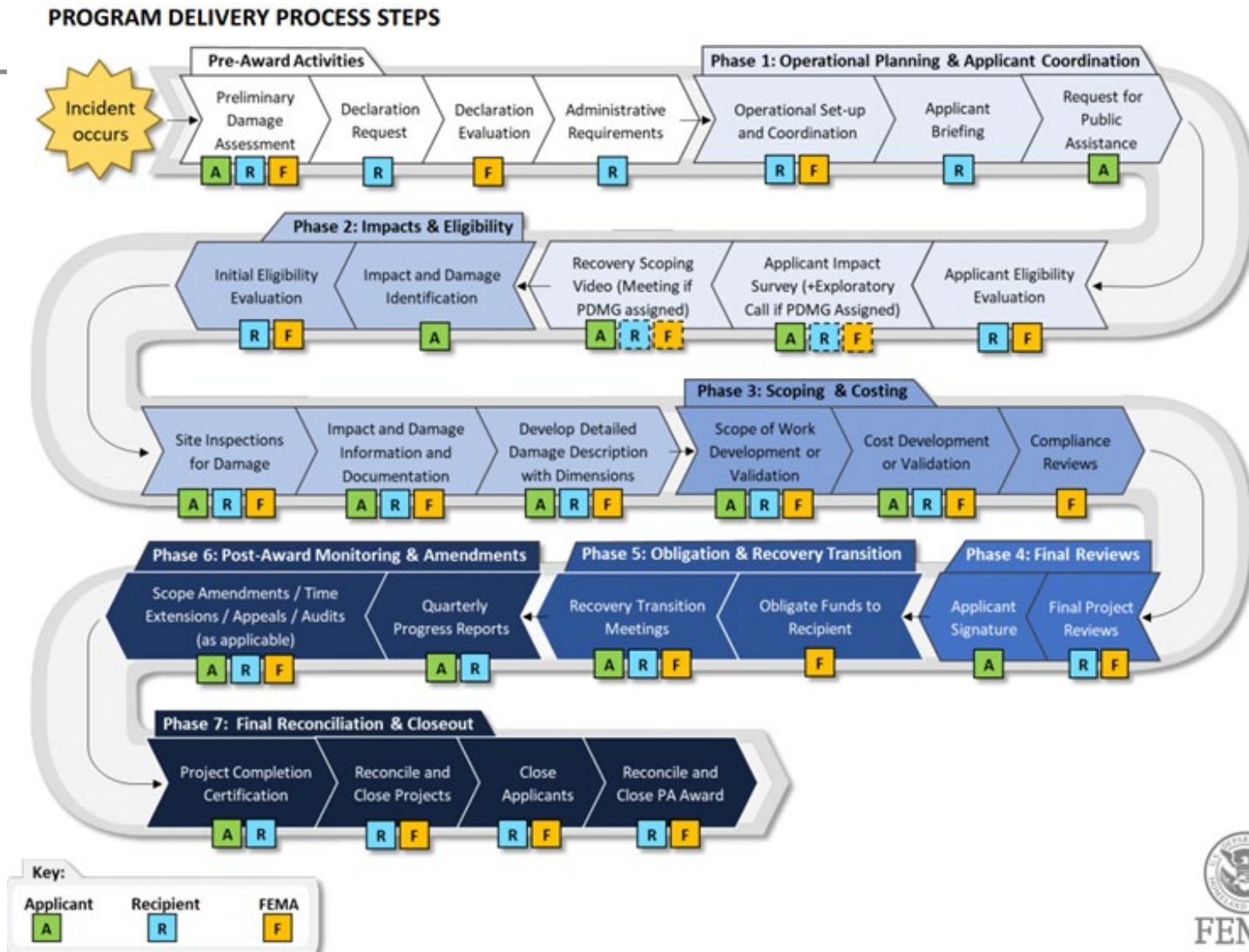
FEMA

PA Eligibility and National Workflow

FEMA Public Assistance National Workflow

Found in...

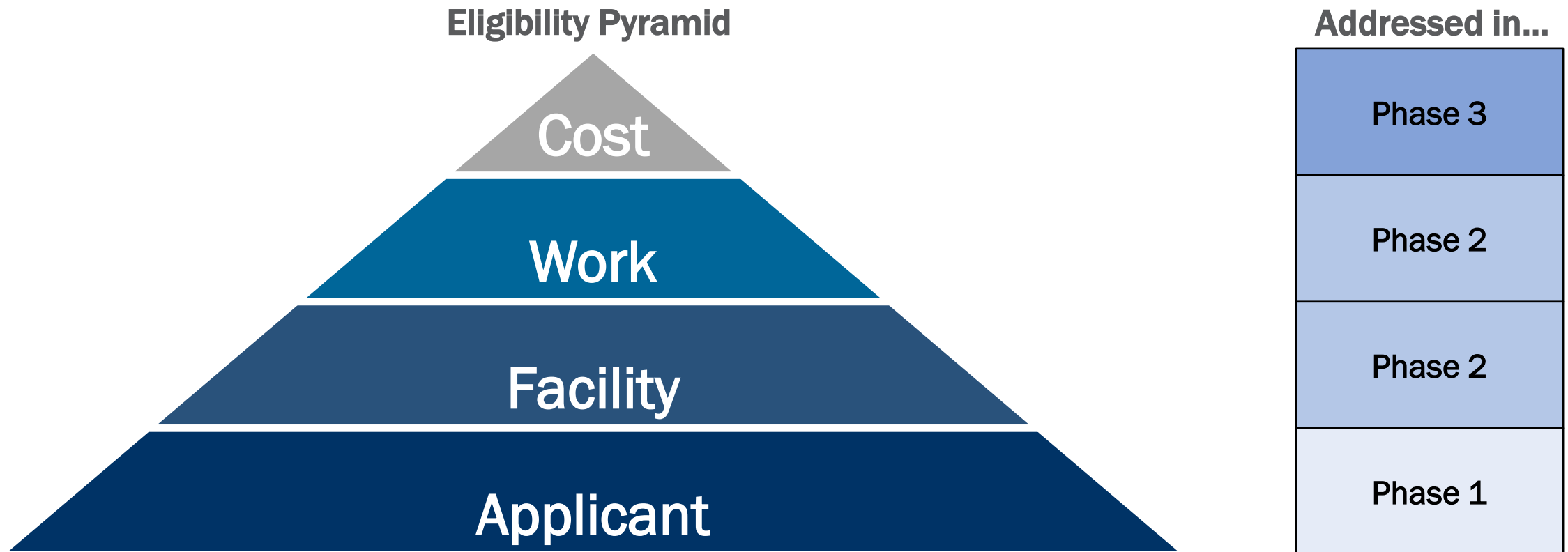
- Grants Manager:
 - Support Center >
 - Job Aids >
 - FEMA Process
- Grants Portal:
 - Support Center >
 - Resources >
 - FEMA Process



FEMA



Building Blocks of Eligibility



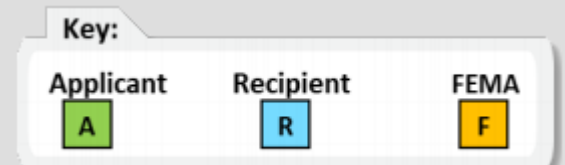
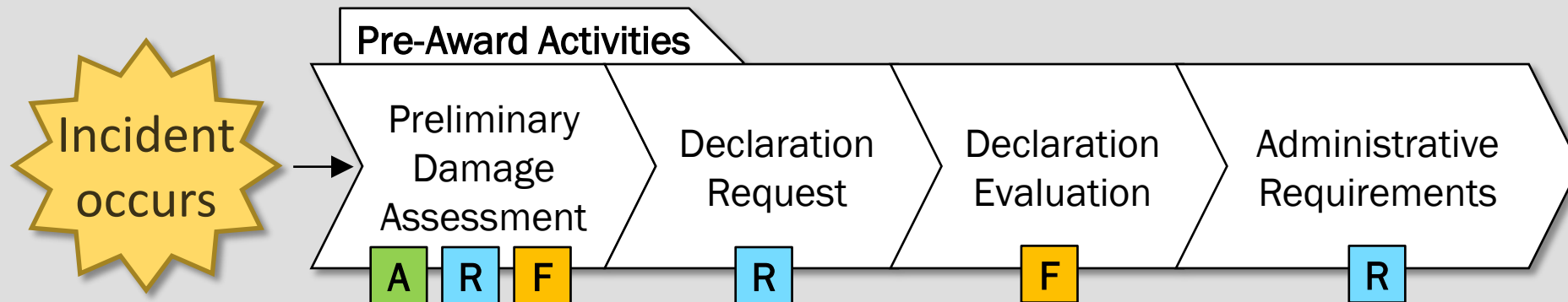
Pre-Award Activities

Objectives

- Evaluate incident impacts
- Determine if Federal assistance is warranted
- Request disaster declaration from President
- Complete Recipient administrative requirements



Pre-Award Activities



FEMA

Pre-Award Activities

Summary

- Incident impacts are quantified in a Preliminary Damage Assessment (PDA)
- Declaration requests go to the President from the State, Tribe, or Territory (Recipient) seeking assistance
- If granted, Recipient completes administrative requirements (FEMA-State agreement, SF-424, etc.)



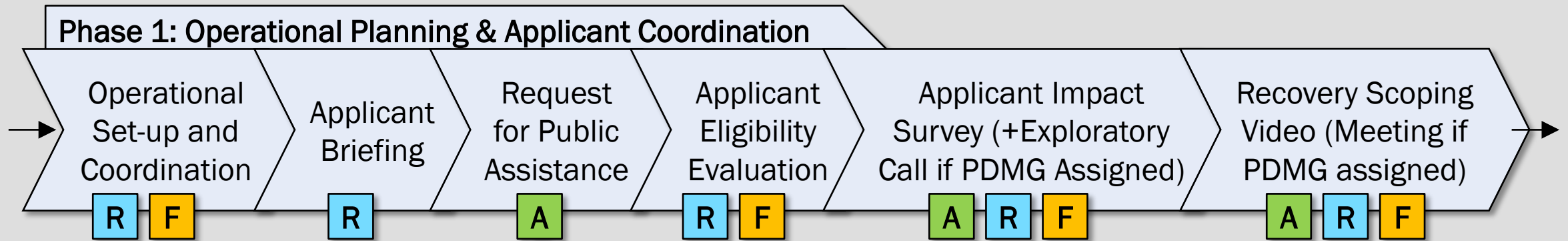
Phase 1: Operational Planning & Applicant Coordination

Objectives

- Set up disaster **operations**
- Explain FEMA Public Assistance and review applications
 - Determine **Applicant eligibility**
- Survey the **impact** of the disaster on Applicants
- **Prioritize** recovery needs



Phase 1: Operational Planning & Applicant Coordination



Key:

Applicant



Recipient



FEMA



FEMA

Phase 1: Operational Planning & Applicant Coordination

Summary

- **Applicant Briefing** explains FEMA Public Assistance (high level)
- **Request for Public Assistance (RPA)** is used to identify Applicants and determine Applicant Eligibility
- **Applicant Impact Survey (AIS)** is used to determine the impact of the disaster on eligible Applicants
 - **Exploratory Call (EC)** is also conducted if PDMG assigned
- **Recovery Scoping Video (RSV)** communicates Public Assistance Program details and starts programmatic timeline
 - **Recovery Scoping Meeting (RSM)** is held instead if PDMG assigned



FEMA

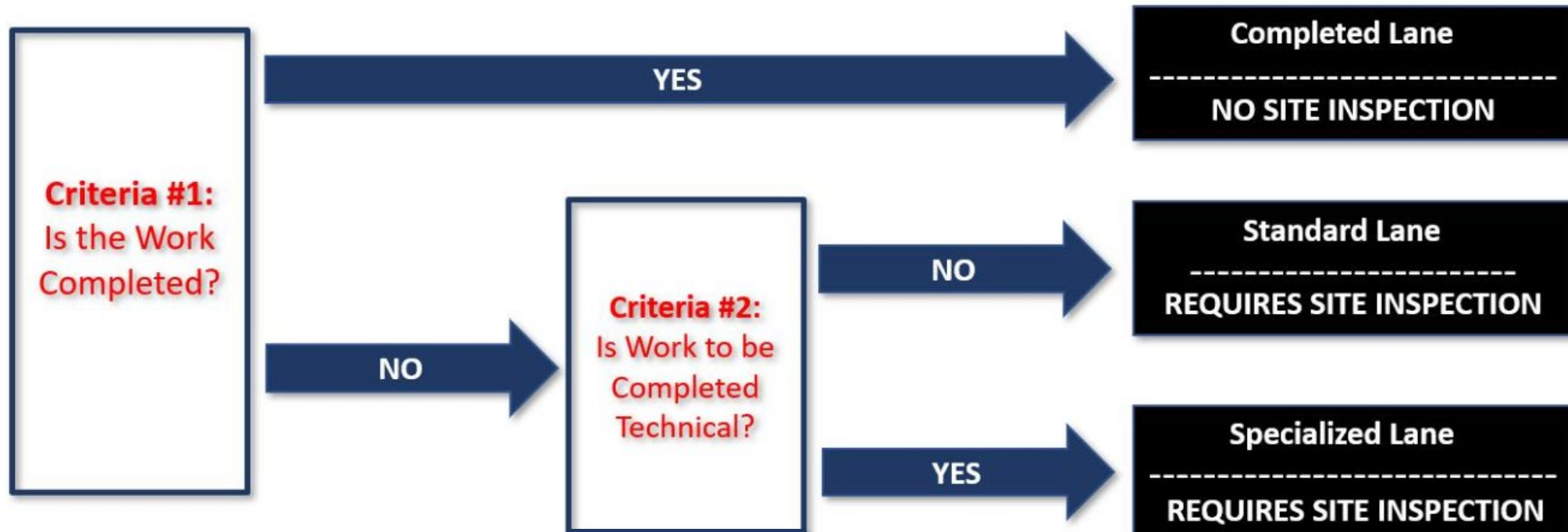
Phase 2: Impacts & Eligibility

Objectives

- Develop List of Impacts (Damage Inventory)
- Formulate projects
 - Determine **Facility eligibility**
- Assemble Essential Elements of Information (EEl)s
- Conduct Site Inspections (where applicable)
- Prepare Damage Descriptions and Dimensions (DDD)s
 - Determine **Work eligibility**
- Route projects for scope/cost development

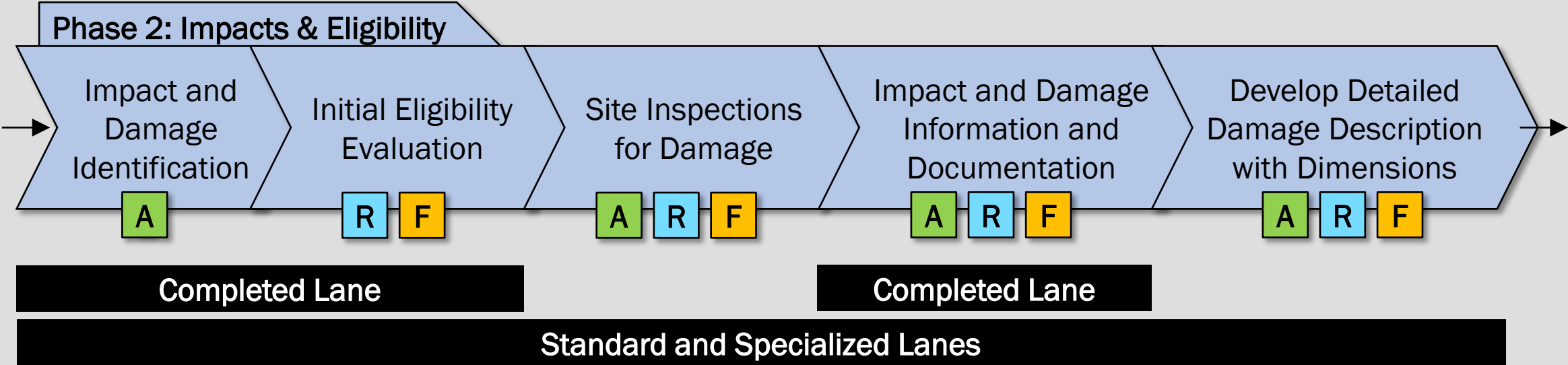


Project Lane Assignment and Site Inspection Requirements



FEMA

Phase 2: Impacts & Eligibility



Key:

Applicant	Recipient	FEMA
A	R	F

Phase 2: Impacts & Eligibility

Summary

- **List of Impacts (Damage Inventory)** itemizes all damage items
- **Projects** are formulated from logical groupings of damage items
- **Scope Survey** and **Essential Elements of Information (EElS)** provide project details and backup documentation
- **Site Inspections** are generally for incomplete work only
- **Damage Description and Dimensions (DDD)** provides a narrative of all disaster-related damages with concise, quantified details
- **Development Guide** questions are used to route projects through CRC for scope/cost development



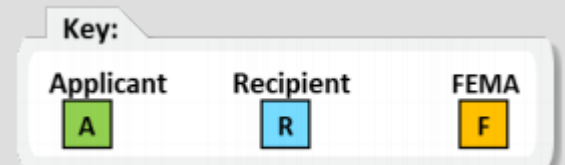
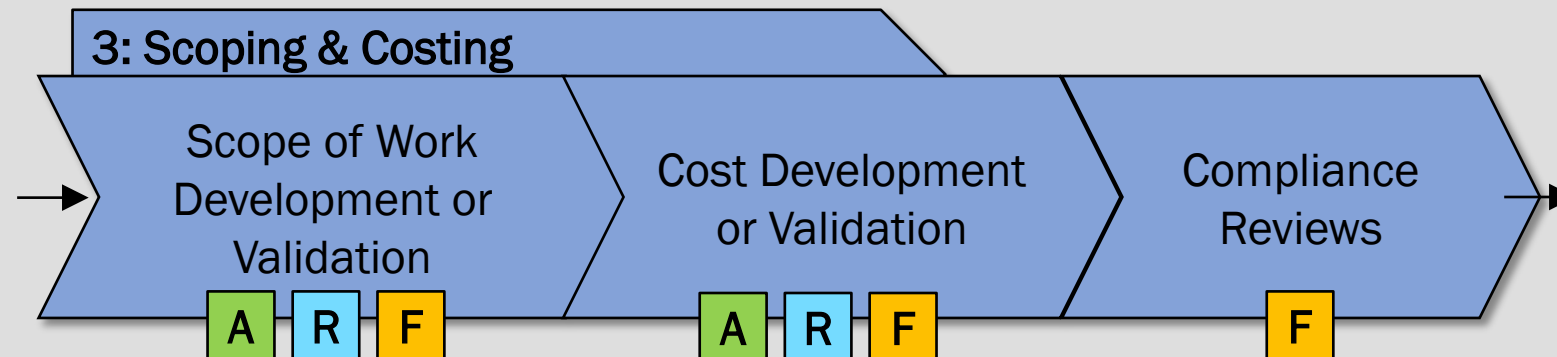
Phase 3: Scoping & Costing

Objectives

- Develop or validate project scopes of work and cost estimates
- Assess scope of work and cost for eligibility (by CRC)
- Develop Hazard Mitigation Proposal (if applicable)
- Conduct program compliance reviews
- Upload projects into EMMIE (Emergency Management Mission Integrated Environment)



Phase 3: Scoping & Costing



FEMA

Phase 3: Scoping & Costing

Summary

- FEMA or Applicant can develop scope of work and cost
 - Consolidated Resource Center (CRC) develops or validates both
- Hazard Mitigation Proposals (HMPs) might also be prepared
- Compliance reviews ensure Federal requirements are met and maintain consistency in program delivery
 - Insurance
 - Quality Assurance
- Projects are submitted for EMMIE* upload at end of Phase 3
(*Emergency Management Mission Integrated Environment)



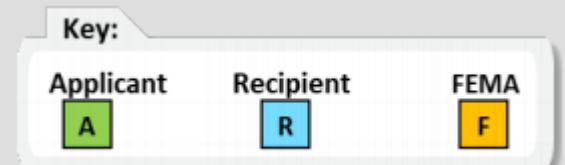
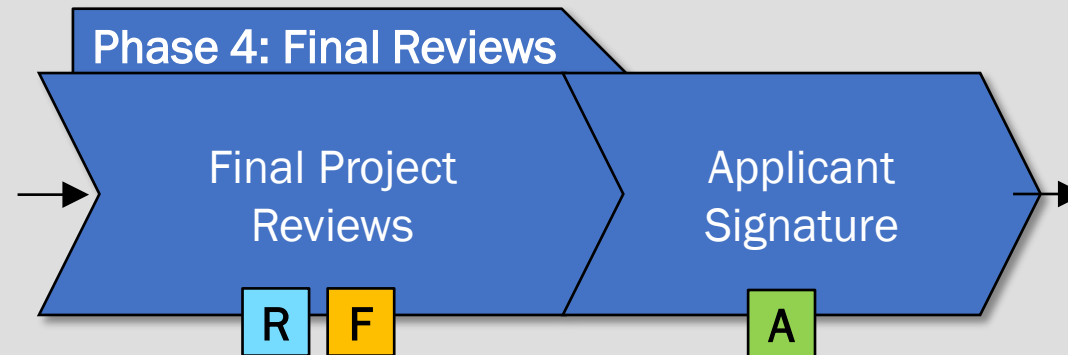
Phase 4: Final Reviews

Objectives

- Conduct Environmental/Historic Preservation (EHP) review
- Conduct Program Delivery Manager (PDMG) review
- Conduct FEMA final review
- Conduct Recipient review
- Conduct Applicant review
- Submit for funding obligation



Phase 4: Scoping & Costing



FEMA

Phase 4: Final Reviews

Summary

- FEMA reviews
 - EHP: Ensures compliance with Federal Environmental and Historic Preservation (EHP) laws, regulations, and Executive Orders (EOs)
 - PDMG: Final check for accuracy and completeness
 - PAGS: Final concurrence
- Recipient and Applicant reviews
 - Signatures required (digitally in Grants Portal)
 - Applicant signature submits project for funding obligation (Phase 5)



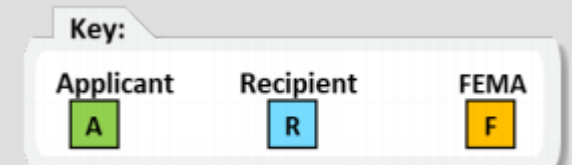
Phase 5: Obligation & Recovery Transition

Objectives

- Obligate project
- Transition Applicant (now Sub-Recipient) relationship from PDMG to Recipient and Region
 - Facilitated through Recovery Transition Meeting (RTM)



Phase 5: Obligation & Recovery Transition



FEMA

Phase 5: Obligation & Recovery Transition

Summary

- FEMA Regions obligate projects
- Recovery Transition Meeting (RTM) facilitates transition of Applicant (now Sub-Recipient) relationship from PDMG to Recipient and Region



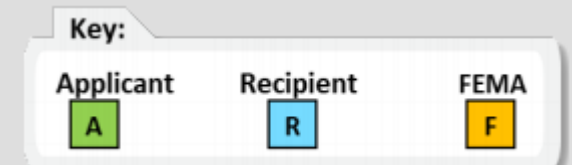
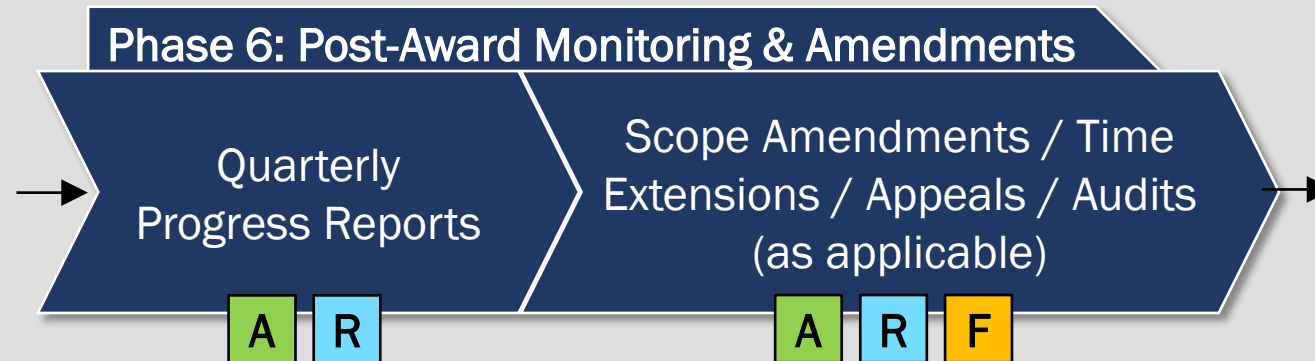
Phase 6: Post-Award Monitoring & Amendments

Objectives

- Monitor Sub-Recipient work through completion
- Respond to necessary adjustments and/or requests (as applicable)
 - Amendments
 - Extensions
 - Appeals
 - Audits



Phase 6: Post-Award Monitoring & Amendments



FEMA

Phase 6: Post-Award Monitoring & Amendments

Summary

- Sub-Recipients submit Quarterly Progress Reports through completion of all projects.
- Amendments, extensions, and/or appeals address changes to signed/obligated projects.
- DHS Office of Inspector General (OIG) and/or General Accountability Office (GAO) conduct audits to verify program compliance.



Phase 7: Final Reconciliation & Closeout

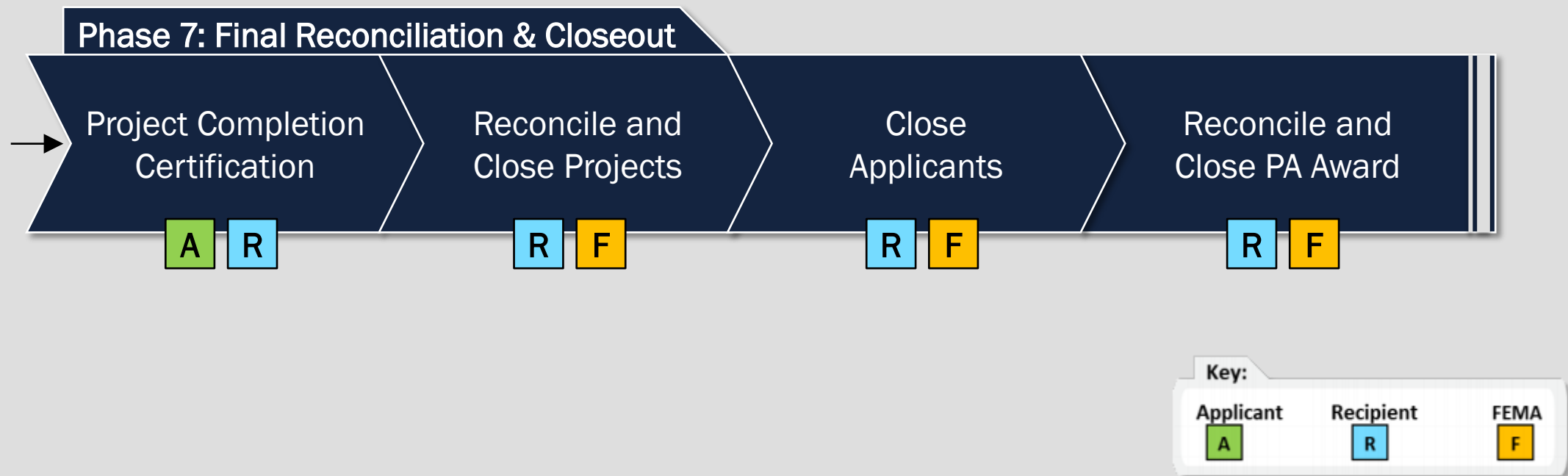
Objectives

- Close out projects
- Close out Applicants/Sub-Recipients
- Close out Public Assistance (PA) awards



FEMA

Phase 7: Final Reconciliation & Closeout



Phase 7: Final Reconciliation & Closeout

Summary

- Sub-Recipients and Recipients initiate project closeout
- FEMA and Recipient close out Sub-Recipients (Applicants) once all projects are closed
- FEMA and Recipient close out Public Assistance (PA) awards once all Sub-Recipients (Applicants) are closed
 - NOTE: Disasters are then administratively closed for PA (i.e., disaster may still be open for other programs, even if PA work is done)



Grants Manager / Grants Portal

Grants Manager and Grants Portal Sites

FEMA Users: <https://pagrants.fema.gov>

Non-FEMA Users: <https://grantee.fema.gov>



Job Aids

Instructional tools and resources to assist in day-to-day activities.



Resources

Instructional tools and resources to assist in day-to-day activities.



FEMA

Grants Manager Job Aids

 **Grants Manager**

Step 1:
Click on the  icon 

Welcome, JOHN ▾

 **Support Center**

Hi JOSE . What can we help you with?

**FAQ**
Get answers to frequently asked questions (FAQs) to assist in day-to-day activities.

**Job Aids**
Instructional tools and resources to assist in day-to-day activities. 

**Feedback?**
Provide feedback on an issue or suggestion for the system to FEMA.

**Your Account**
View your personnel profile and manage your project subscriptions.

**Contact Us**
Information to call or email the FEMA Grants Manager / Grants Portal Hotline.

 **Job Aids** [Table of Contents](#)

General Resources

Subfolders ▾

 Training Materials and Tutorials Webinar Schedule, Videos, and PowerPoints.	4 Subfolders	2 Resources
 Forms FEMA resources for project formulation.	1 Subfolders	3 Resources
 Applicant Process Applicant resources for the Public Assistance (PA) grant process.	2 Subfolders	11 Resources
 Recipient Process Recipient resources for the Public Assistance (PA) grant process.	1 Subfolders	9 Resources

Step 2:
Click on
Job Aids

Step 3: Click
Any Subfolder
for additional
Resources

Grants Portal Resources



Grants Portal

Step 1:
Click on the ? icon





Support Center

Hi Jose. What can we help you with?



FAQ

Get answers to frequently asked questions (FAQs) to assist in day-to-day activities.



Resources

Instructional tools and resources to assist in day-to-day activities.



Feedback?

Provide feedback on an issue or suggestion for the system to FEMA.



Your Account

View your personnel profile and manage your project subscription.



Contact Us

Information to call or email the FEMA Grants Portal Hotline.



Resources

TABLE OF CONTENTS

General Resources

Subfolders ▼

Position Assists

013

SubfoldersResources

Training Materials and Tutorials

017

SubfoldersResources

Job Aids / Guides / Checklists

020

SubfoldersResources

Step 2:
Click on Resources



Step 3: Click Any Menu to expand and see helpful documents.



Other Public Assistance Resources

SharePoint

- PA Program Delivery Branch:
[The New PA \(sharepoint.com\)](#)
- PA Program Delivery Toolbox:
[Pages - Delivery Toolbox \(sharepoint.com\)](#)
- PA Change Control Tool:
[Submit Request \(sharepoint.com\)](#)

Other

- Grants Manager/Portal Hotline:
Call (866) 337-8448 or email FEMA-Recovery-PA-Grants@fema.dhs.gov
- [FEMA PA Grants Portal - Grants Manager Channel – YouTube](#)



DHS Office of Inspector General Hotline

Report Corruption, Waste, Fraud, Abuse, Mismanagement and Misconduct to the
Department of Homeland Security Office of Inspector General.

Phone:
1-800-323-8603

Mail:
DHS Office of Inspector General/MAIL STOP 0305
Attention: Hotline
245 Murray Lane SW
Washington, DC 20528-0305



FEMA

Procurement Guidance - PDAT

Review the FEMA Procurement Disaster Assistance Team (PDAT) website to view procurement supplemental documentation:

<https://www.fema.gov/grants/procurement>

FEMA's Procurement Guidance for Recipients and Subrecipients Under 2 C.F.R. Part 200 (Uniform Rules) provides additional details regarding Federal procurement and contracting requirements.



FEMA