

# Public Assistance Program Overview

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



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## 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

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## 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.



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# Public Assistance Program Overview

## OUR LARGEST GRANT PROGRAM

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



Source: PA Delivery Fact Sheet at FEMA.gov

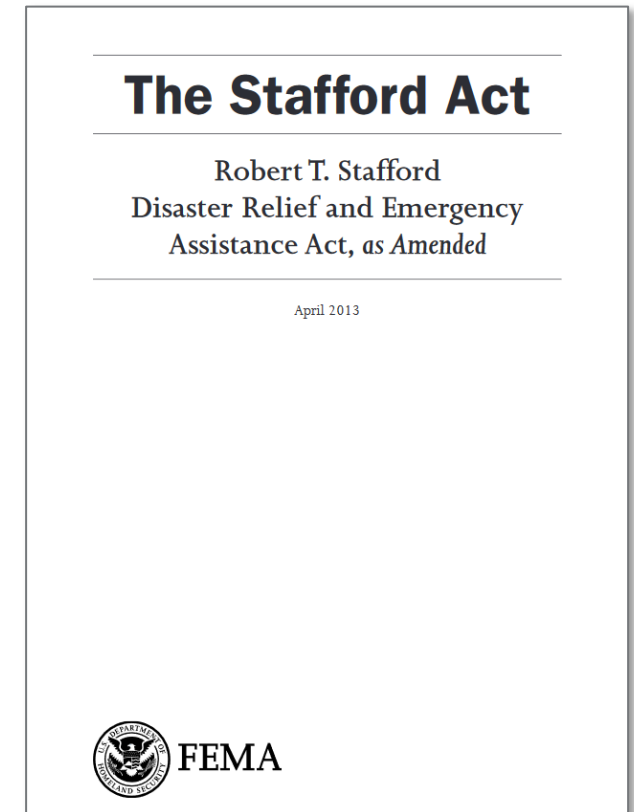


# Public Assistance Authorities

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## 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

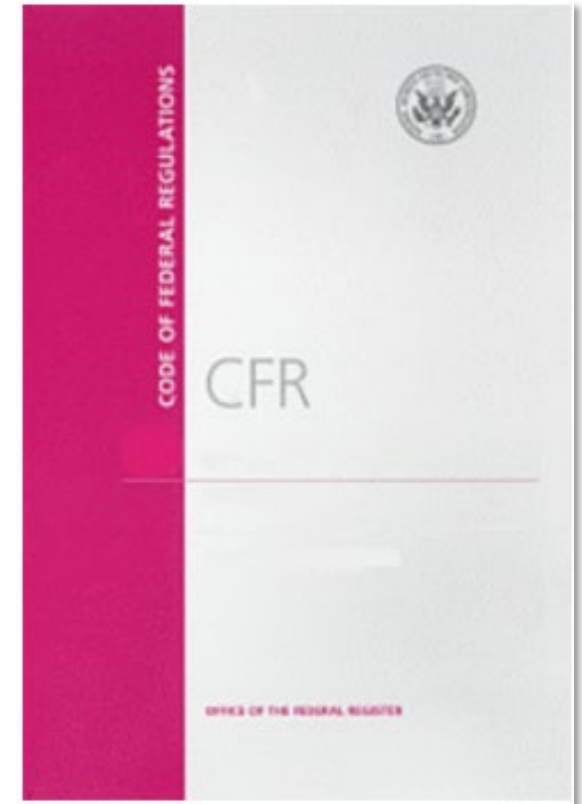


# Public Assistance Authorities

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## 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

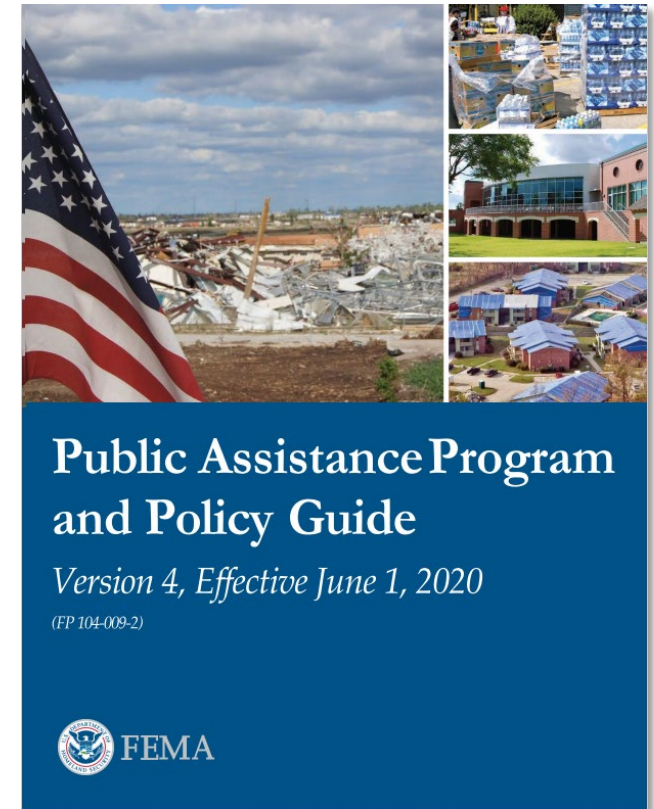


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# Public Assistance Authorities

## 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](http://www.fema.gov)





# Public Assistance Authorities

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## 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

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## 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

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## 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

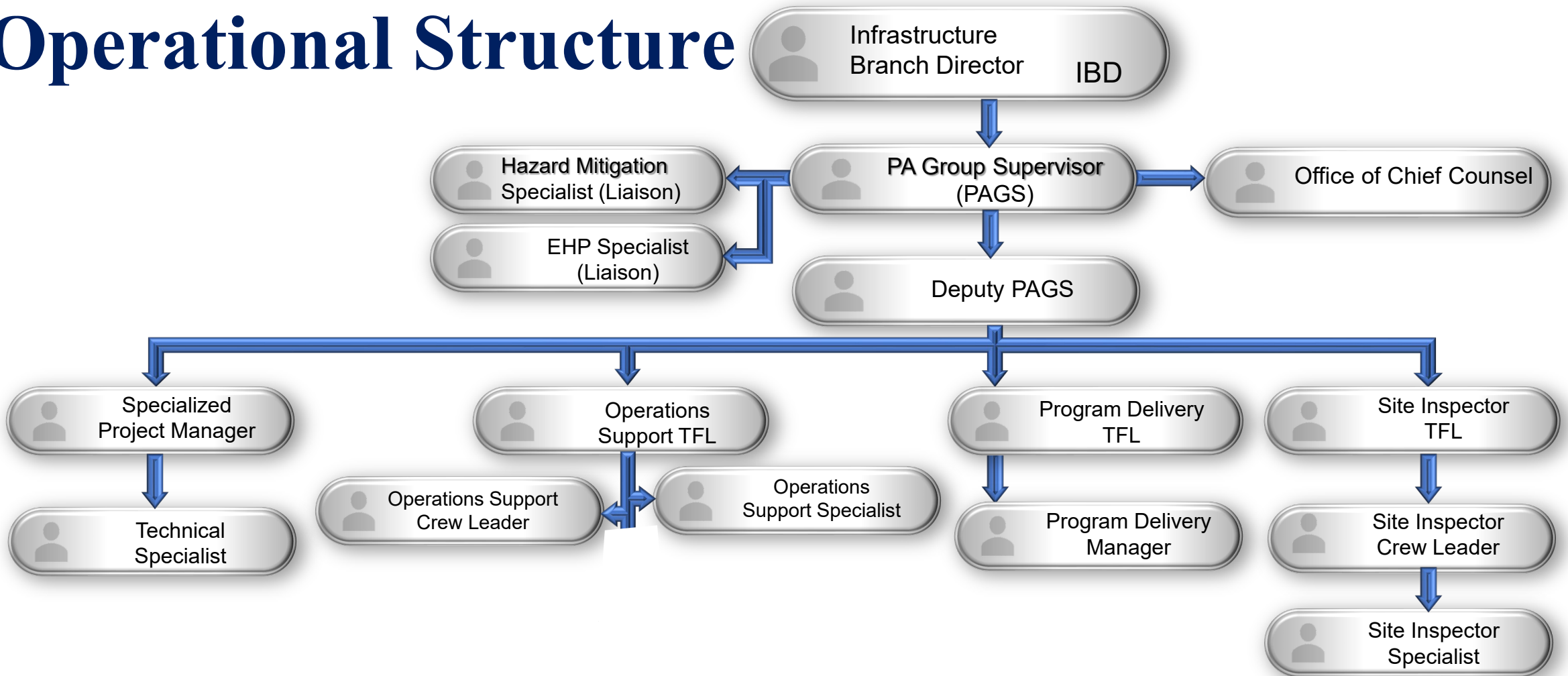
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## FEMA Participants

- 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



# Program Delivery Manager

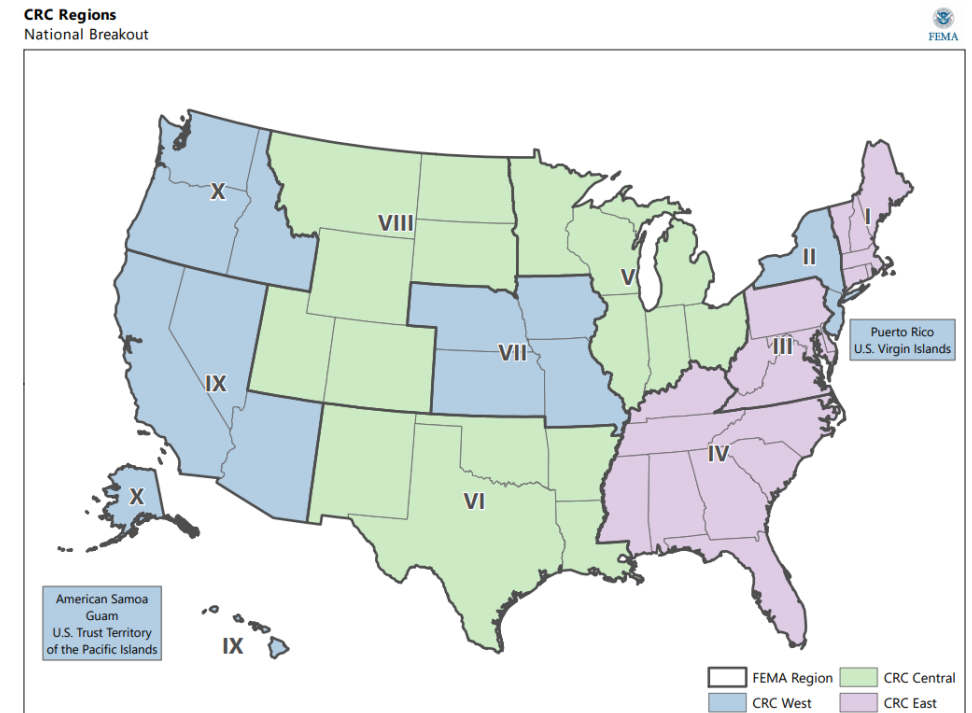
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# Consolidated Resource Center (CRC)

## 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>



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# 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



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# Consolidated Resource Center (CRC)



Source: ArchDaily

## Roles (continued)

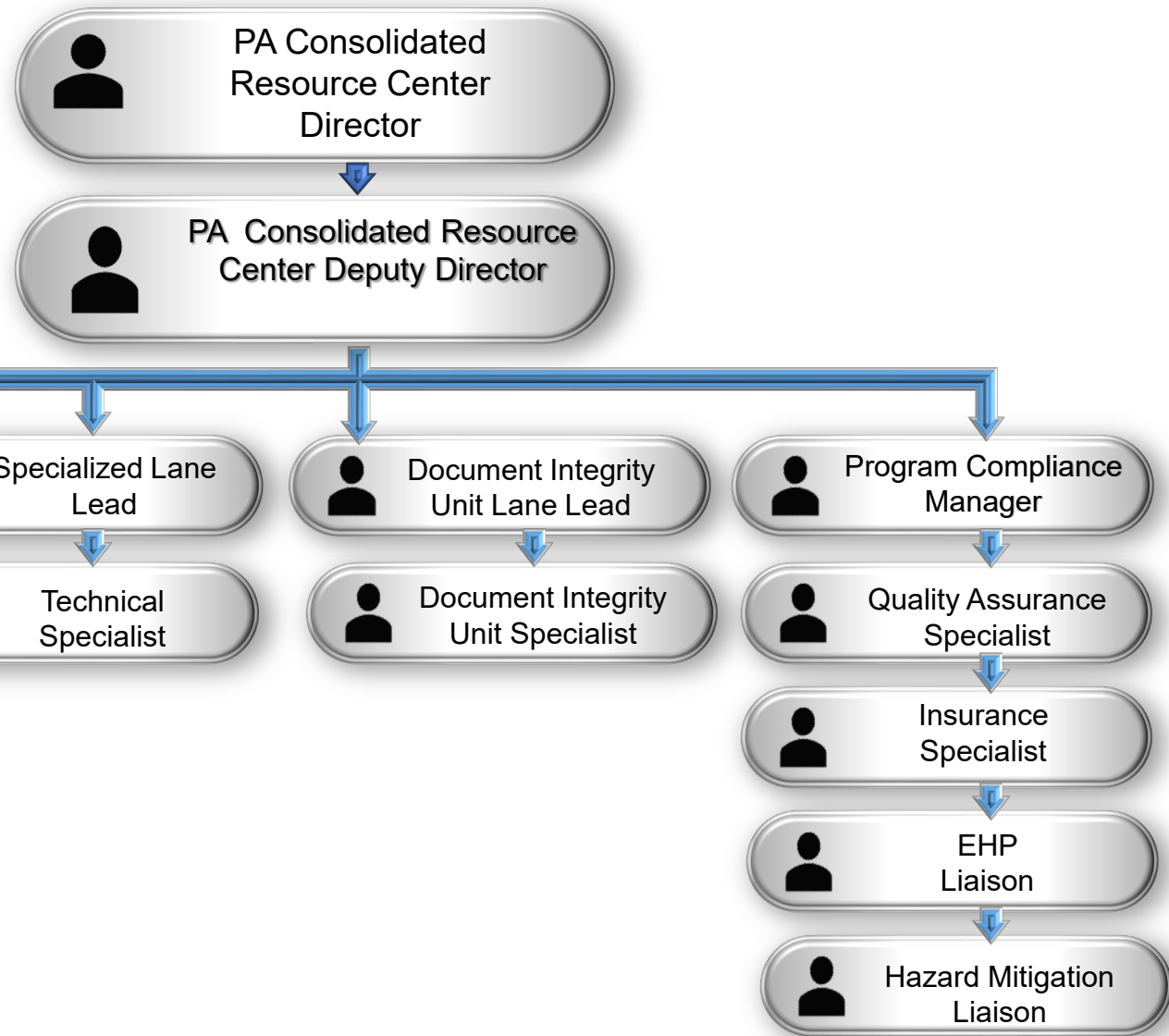
### ■ Program Compliance Manager

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



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# Consolidated Resource Center (CRC)



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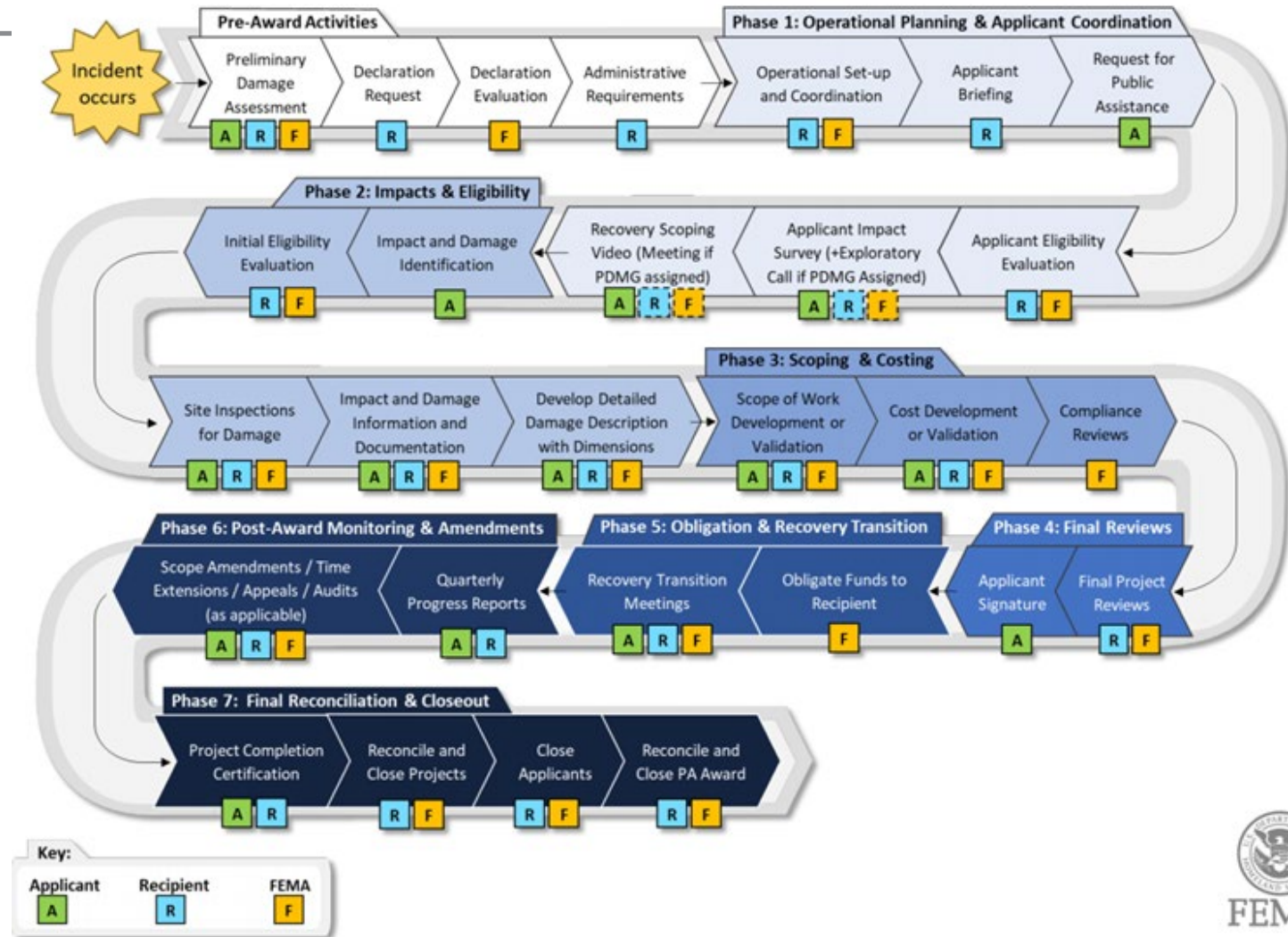
# PA Eligibility and National Workflow

# FEMA Public Assistance National Workflow

## Found in...

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

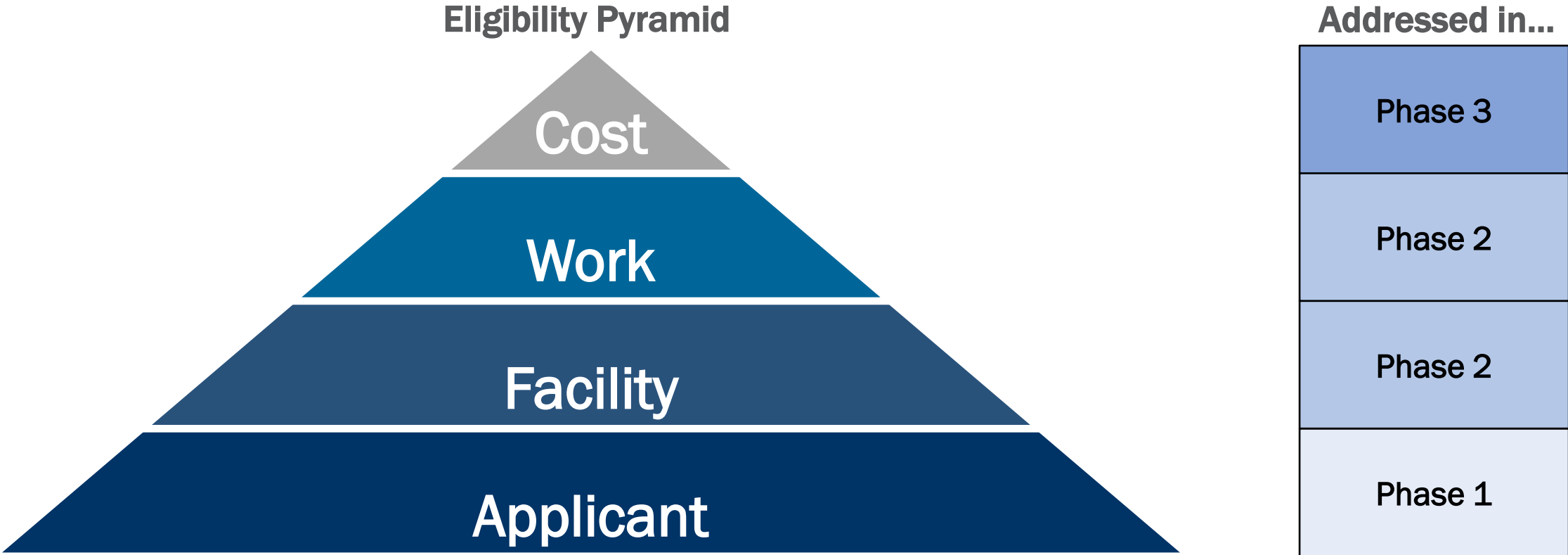
### PROGRAM DELIVERY PROCESS STEPS



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# Building Blocks of Eligibility



# Pre-Award Activities

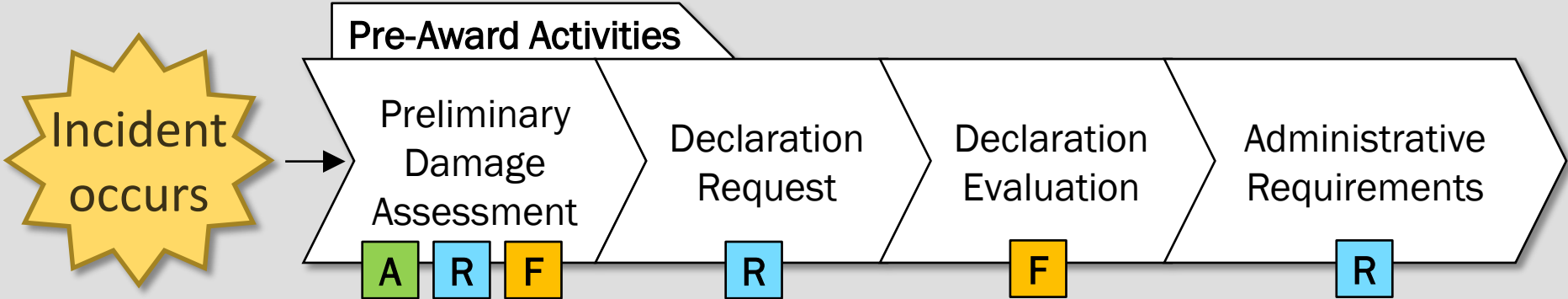
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## Objectives

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



# Pre-Award Activities



**Key:**

|                  |                  |             |
|------------------|------------------|-------------|
| <b>Applicant</b> | <b>Recipient</b> | <b>FEMA</b> |
| <b>A</b>         | <b>R</b>         | <b>F</b>    |



# Pre-Award Activities

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## 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

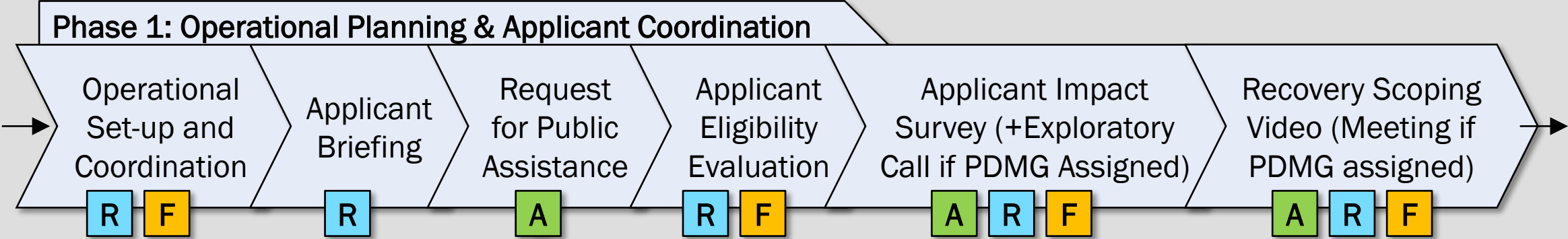
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## Objectives

- 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:**

|                  |                  |             |
|------------------|------------------|-------------|
| <b>Applicant</b> | <b>Recipient</b> | <b>FEMA</b> |
| A                | R                | F           |



# Phase 1: Operational Planning & Applicant Coordination

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## 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



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# Phase 2: Impacts & Eligibility

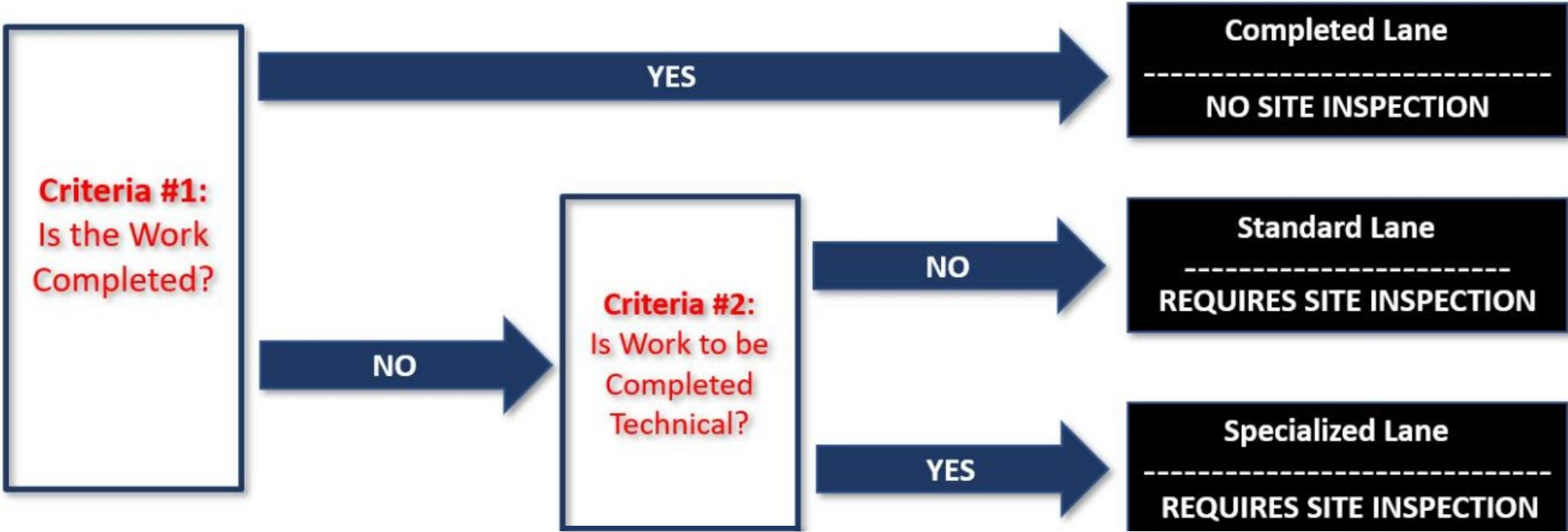
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## Objectives

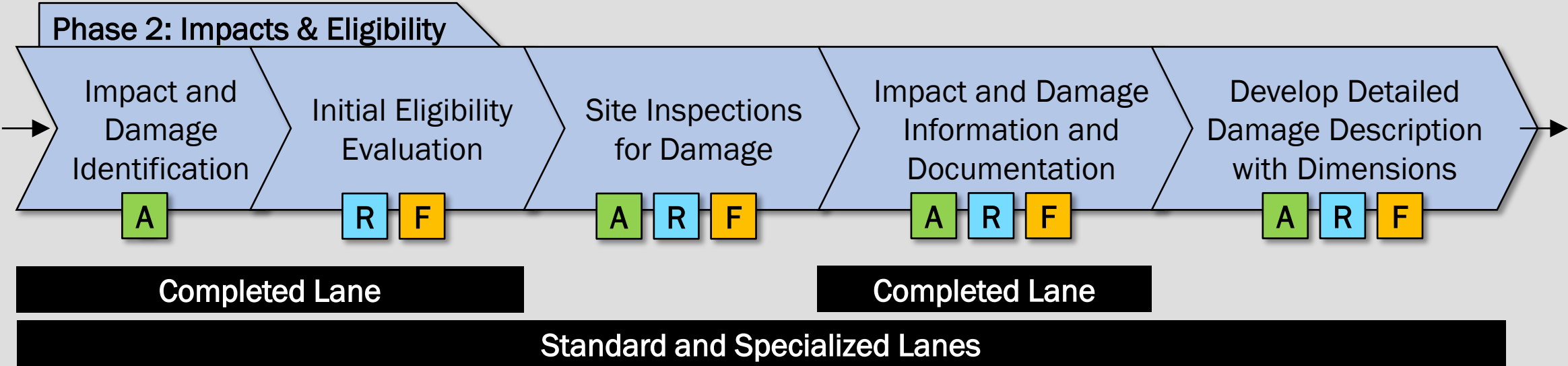
- Develop List of Impacts (Damage Inventory)
- Formulate projects
  - Determine **Facility eligibility**
- Assemble Essential Elements of Information (EIs)
- Conduct Site Inspections (where applicable)
- Prepare Damage Descriptions and Dimensions (DDD)s
  - Determine **Work eligibility**
- Route projects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



# Project Lane Assignment and Site Inspection Requirements



# Phase 2: Impacts & Eligibility



Key:

|           |           |      |
|-----------|-----------|------|
| Applicant | Recipient | FEMA |
| A         | R         | F    |



# Phase 2: Impacts & Eligibility

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## 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



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# Phase 3: Scoping & Costing

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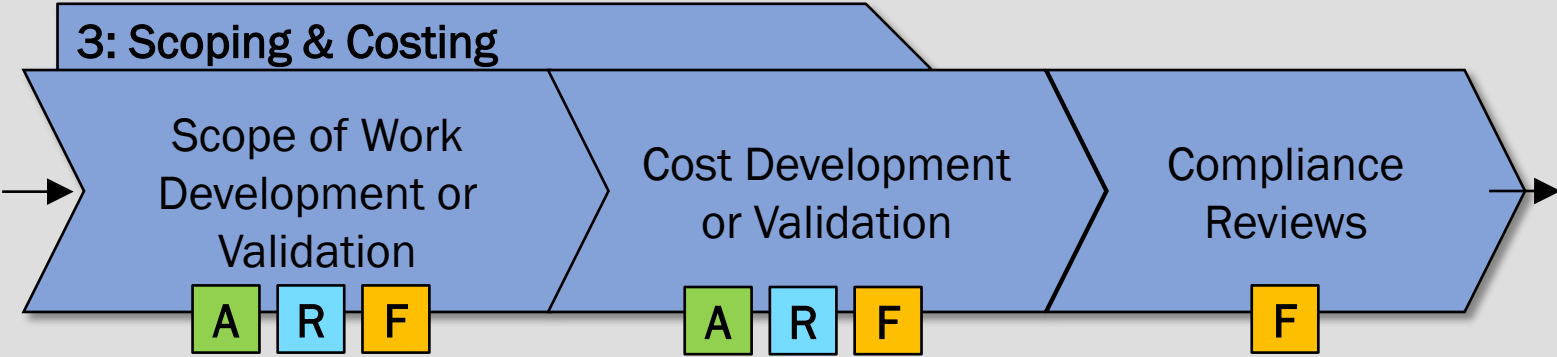
## Objectives

- 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



Key:

|           |           |      |
|-----------|-----------|------|
| Applicant | Recipient | FEMA |
| A         | R         | F    |



# Phase 3: Scoping & Costing

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## 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

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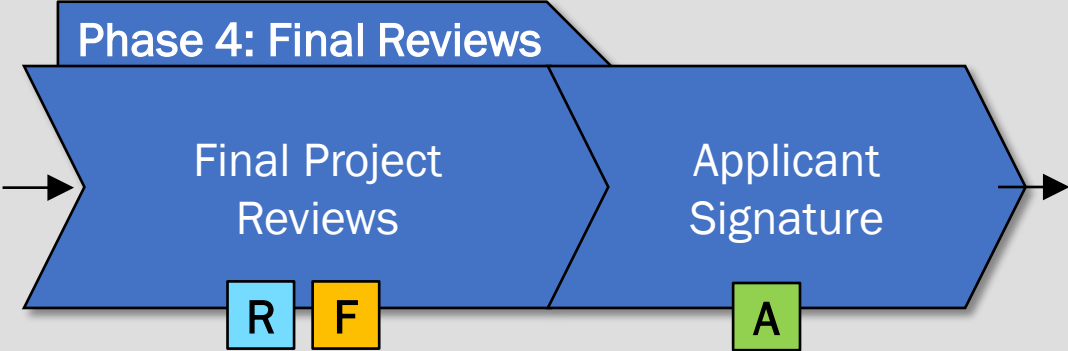
## Objectives

- 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



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# Phase 4: Scoping & Costing



Key:

|           |           |      |
|-----------|-----------|------|
| Applicant | Recipient | FEMA |
| A         | R         | F    |



# Phase 4: Final Reviews

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## 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)



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# Phase 5: Obligation & Recovery Transition

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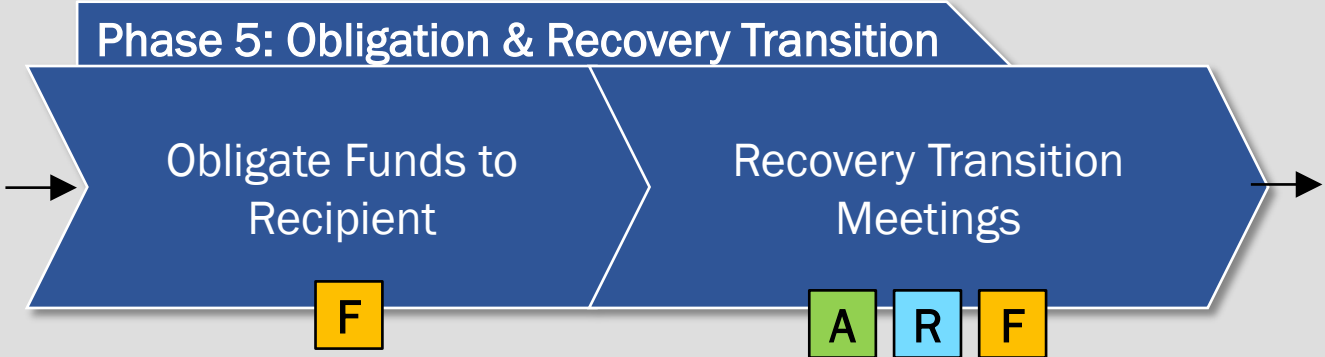
## Objectives

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



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# Phase 5: Obligation & Recovery Transition



Key:

|           |           |      |
|-----------|-----------|------|
| Applicant | Recipient | FEMA |
| A         | R         | F    |

# Phase 5: Obligation & Recovery Transition

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## Summary

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



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# Phase 6: Post-Award Monitoring & Amendments

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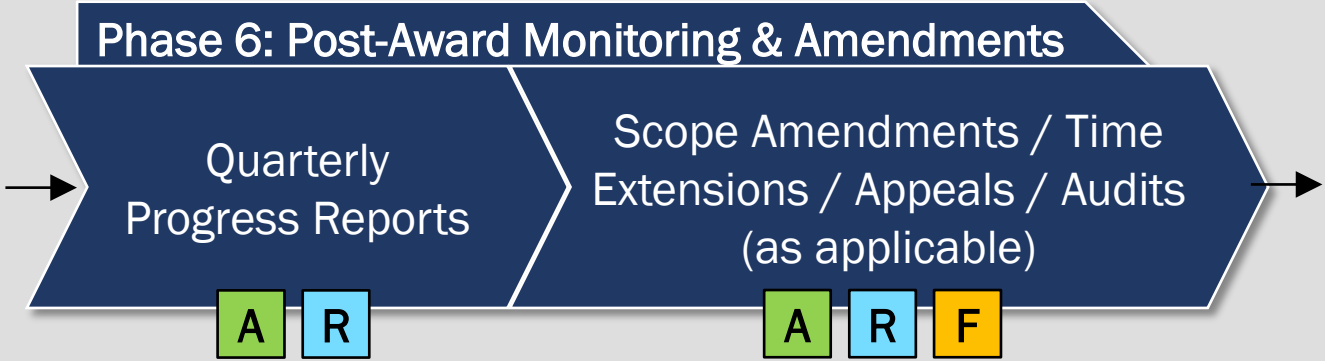
## Objectives

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



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# Phase 6: Post-Award Monitoring & Amendments



Key:

|           |           |      |
|-----------|-----------|------|
| Applicant | Recipient | FEMA |
| A         | R         | F    |



# Phase 6: Post-Award Monitoring & Amendments

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## 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.



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# Phase 7: Final Reconciliation & Closeout

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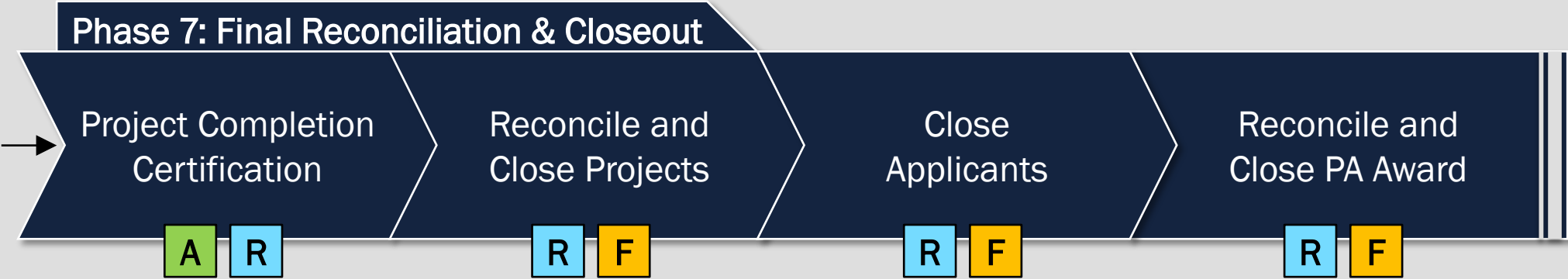
## Objectives

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



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# Phase 7: Final Reconciliation & Closeout



Key:

|           |           |      |
|-----------|-----------|------|
| Applicant | Recipient | FEMA |
| A         | R         | F    |



# Phase 7: Final Reconciliation & Closeout

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## 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)



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# Grants Manager / Grants Portal

# Grants Manager and Grants Portal Sites

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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.



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# Grants Manager Job Aids

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.

Step 2:  
Click on  
Job Aids





Step 3: Click  
Any Subfolder  
for additional  
Resources

## Job Aids

Table of Contents

### General Resources

### Subfolders ▾

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



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# Grants Portal Resources

**Step 1:** Click on the ? icon

**Step 2:** Click on Resources

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

**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 subscriptions.
- Contact Us**  
Information to call or email the FEMA Grants Portal Hotline.

**Resources** TABLE OF CONTENTS

General Resources

Subfolders ▼

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| Position Assists   | 0 Subfolders | 13 Resources |
| Training Materials and Tutorials<br>Webinar Schedule, PowerPoints, and Videos. | 0 Subfolders | 17 Resources |
| Job Aids / Guides / Checklists   | 0 Subfolders | 20 Resources |



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# Other Public Assistance Resources

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## 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](mailto: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



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## 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.



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# Questions

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Thank you



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