Course Overview, Goal, and Objective

Welcome to the Exploratory Call, Damage Inventory, and Recovery Scoping Meeting course.

This course provides an overview of the Exploratory Call, Damage Inventory, and Recovery Scoping Meeting. By the end of this course, State, Local, Tribal, and Territorial Applicants and Recipients will be able to describe the information discussed during the Exploratory Call and the Recovery Scoping Meeting, as well as the information collected in the Damage Inventory.

Upon completion of this course, the participants will be able to:

- Describe the key interactions with FEMA during an Exploratory Call, Recovery Scoping Meeting, and while developing the Damage Inventory.
- Describe the role of the Program Delivery Manager as the primary point of contact with FEMA in the Public Assistance process for the Applicant

Select this link to access the Public Assistance acronym list.

Lesson 1 Overview and Objectives

This lesson provides an overview of administrative requirements, course goal and objectives, and defines the purpose of the Exploratory Call, the Damage Inventory, and Recovery Scoping Meeting.

Upon completion of this lesson, participants will be able to:

- Identify administrative requirements of the course
- State the goals and objectives of the course
- Describe the purpose of the Exploratory Call, the Damage Inventory, and the Recovery Scoping Meeting

Program Delivery Manager

The role of the Program Delivery Manager is to act as the primary point of contact for FEMA to the Applicant. The Program Delivery Manager will guide the Applicant throughout the Public Assistance grant process. They will play a large role in conducting the Exploratory Call and Recovery Scoping Meeting and will assist the Applicant in completing the Damage Inventory.

Exploratory Call

The purpose of the Exploratory Call is to establish a relationship with the Applicant. It sets the foundation for the Applicant to have an efficient and successful Public Assistance grant process. The information gathered during the Exploratory Call will enable the Program Delivery Manager to create a tailored agenda for the Recovery Scoping Meeting and provide effective customer service to the Applicant.

The Program Delivery Manager will:

- Conduct the Exploratory Call within seven days of Applicant assignment
- Update the Applicant's status in Grants Manager within one business day of completing the Exploratory Call
- Send a follow up summary email to the Exploratory Call participants within one business day of the Exploratory Call
- Work with the Applicant to ensure completion and submission of the Damage Inventory

Damage Inventory

The purpose of the Damage Inventory is to drive the Public Assistance process. It allows the development of strategies, plans, and prioritization of disaster-related damage. A complete Damage Inventory is required for project development.

The Program Delivery Manager will review the Damage Inventory to become familiar with:

- The Applicant's disaster-related damage
- How work was or will be completed
- Environmental and historic preservation considerations
- Potential hazard mitigation opportunities
- The Applicant's insurance information

Recovery Scoping Meeting

The purpose of the Recovery Scoping Meeting is for the Program Delivery Manager and the Applicant to discuss the Applicant's disaster-related damage and the Public Assistance process. The Recovery Scoping Meeting starts the 60-day regulatory timeframe the Applicant has to identify and report disaster-related damage.

The Program Delivery Manager will:

- Conduct the Recovery Scoping Meeting within 21 days of assignment
- Ensure the Applicant submitted their Damage Inventory for review during the meeting
- Discuss disaster-related damage the Applicant provided in the Damage Inventory
- Explain the details of the Public Assistance process
- Send a summary of the Recovery Scoping Meeting to the Applicant within one business day of the meeting
- Update the Recovery Scoping Meeting section of Public Assistance Grants Manager after the meeting
- Update the Public Assistance Grants Manager calendar with appointments from Program Delivery Plan
- Send out site inspection work orders

Lesson 1 Summary

This lesson provided a high-level overview of the Exploratory Call, Damage Inventory, and Recovery Scoping Meeting. Also covered were the Program Delivery Manager's roles and responsibilities.

The next lesson provides an overview of the Exploratory Call, which prepares the Applicant to successfully complete the grants process.

Lesson 2 Overview and Objectives

This lesson provides an overview of the Exploratory Call, which prepares the Applicant for successful completion of the grants process.

Upon completion of this lesson, participants will be able to:

- Describe the required information for and outcomes of an Exploratory Call

Purpose of the Exploratory Call

The Exploratory Call is the first opportunity to develop a relationship between the Applicant and FEMA. It establishes the foundation for the Applicant to have an efficient and successful Public Assistance grant process. The information gathered during the Exploratory Call enables the Program Delivery Manager to create a tailored agenda for the Recovery Scoping Meeting and provide effective customer service to the Applicant.

The objectives of the Exploratory Call are:

- Introduce the role of a Program Delivery Manager to the Applicant

- Explain the Public Assistance grant program
- Discuss the disaster-related damage the Applicant has incurred
- Discuss the importance of the Damage Inventory
- Discuss the documentation needed to support the Applicant's claims
- Discuss and schedule the Recovery Scoping Meeting

Expectations of the Exploratory Call

The Program Delivery Manager is responsible for many actions before, during, and after the Exploratory call.

The Applicant should expect the Program Delivery Manager to:

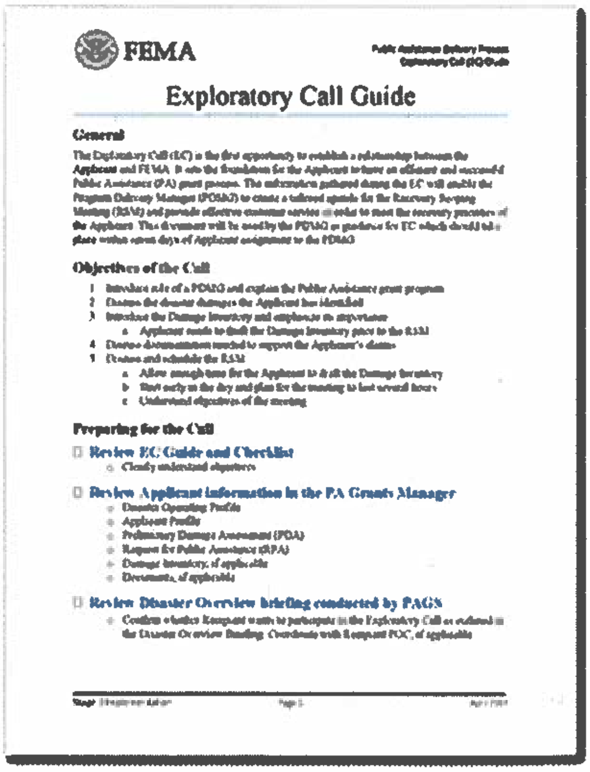
- Conduct the Exploratory Call within seven days of Applicant assignment
- Update the Applicant's status in Public Assistance Grants Manager within one business day of completing the Exploratory Call
- Send a follow up summary email to the Exploratory Call participants within one business day of the Exploratory Call
- Work with the Applicant to ensure completion and submission of their Damage Inventory

Preparing for the Exploratory Call

It is critical that the Program Delivery Manager is prepared for the Exploratory Call to aid in the Applicant's recovery.

In preparation for the call, the Program Delivery Manager will:

- Review the Exploratory Call Guide and Checklist
- Review the Applicant information in the Public Assistance Grants Manager
- Review the Disaster Overview briefing conducted by Public Assistance Group Supervisor
- Confirm whether the Recipient wants to participate in the Exploratory Call
    - Coordinate with Recipient point of contact, as needed
- Print or collect the following documents (if applicable):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Exploratory Call Guide

General

Objectives of the Call

Preparing for the Call

Review EC Guide and Checklist

Review Applicant information in the PA Grants Manager

Review Disaster Overview briefing conducted by PAGS

- Exploratory Call Checklist and appendices
- Declaration Summary Sheet
- Request for Public Assistance
- Preliminary Damage Assessment results
- Disaster Operating Profile
- Applicant Profile
- Damage Inventory

Additionally, the Program Delivery Manager will take into consideration the Applicant's previous experience(s) with FEMA and whether the Applicant is still in a response mode.

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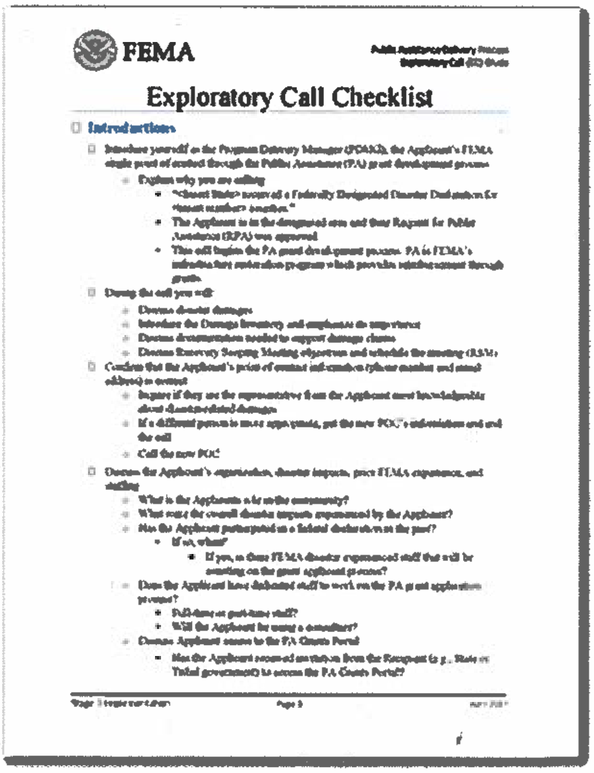
Exploratory Call Checklist

The Program Delivery Manager will use the Exploratory Call Checklist to conduct the Exploratory Call and to ensure all disaster-related damages are captured. The Program Delivery Manager will:

- Introduce him/herself and confirm personal information
- Discuss disaster-related damage(s) that the Applicant has identified
- Ask special considerations questions (environmental and historic preservation, floodplain, hazard mitigation, and insurance)
- Introduce the Damage Inventory and discuss its importance
- Discuss the documentation needed to support disaster-related damage claims
- Schedule the Recovery Scoping Meeting
    - Identify meeting objectives and attendees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Exploratory Call Checklist

- Identify correct points of contact for information sharing and scheduling of meetings

The following slides take a closer look at the types of information the Program Delivery Manager will discuss during the Exploratory Call and are presented in the same order as the information found on the Exploratory Call Checklist.

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Confirming Information (1 of 2)

The Program Delivery Manager will introduce themselves and will explain how the call will progress. Afterwards, they will:

- Confirm the Applicant's point of contact information (phone number)
- Inquire if the Applicant will have a representative take over for them during activities, such as the site inspection
- Acquire the representative's contact information
- Call the representative to ensure they collected the correct information

The Applicant will discuss their organization, disaster-related damage, prior FEMA experience, and their staffing, by answering the following questions:

- What is the Applicant's role in the community?
- What were the overall disaster impacts experienced by the Applicant?
- Has the Applicant participated in a federal declaration in the past?
    - If so, when?
    - If yes, is there FEMA disaster experienced staff that will be assisting on the grant applicant process?
- Does the Applicant have dedicated staff to work on the Public Assistance grant application process?
    - If yes, are they full-time or part-time staff?
    - Will the Applicant be using a consultant?

Confirming Information (2 of 2)

The Program Delivery Manager will then ask the Applicant the following questions regarding Grants Portal:

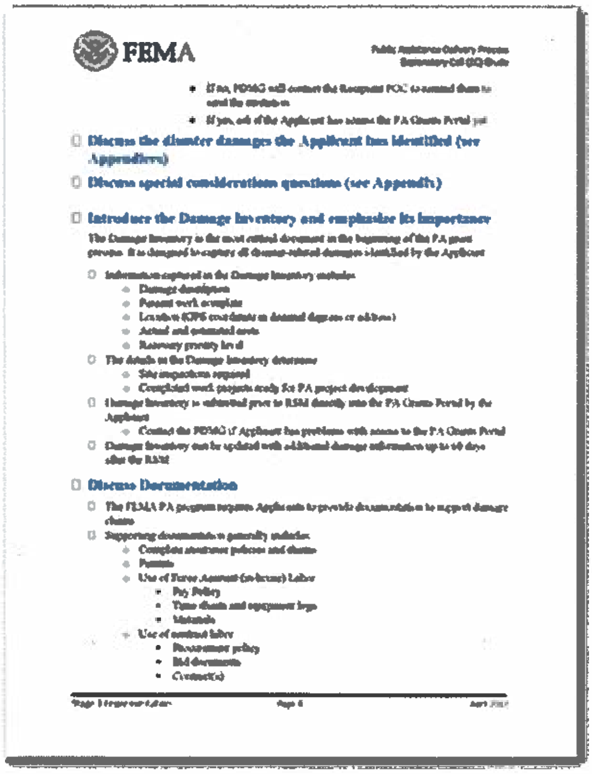
- Has the Applicant received an invitation from the Recipient to access the Public Assistance Grants Portal?
    - If yes, has the Applicant accessed the Public Assistance Grants Portal yet?
    - If no, the Program Delivery Manager will contact the Recipient to remind them to send the Public Assistance Grants Portal invitation to the Applicant.

Discussing the Damage Inventory (1 of 3)

During the Exploratory Call, the Program Delivery Manager and Applicant discuss the disaster-related damage identified by the Applicant. During the discussion, the Program Delivery Manager describes the Damage Inventory to the Applicant.

During this portion of the Exploratory Call, the Program Delivery Manager will:

- Introduce the Damage Inventory and emphasize its significance
    - The Damage Inventory is the most critical document in the beginning of the Public Assistance grant process
    - It is designed to capture all disaster-related damage identified by the Applicant
- Describe the information captured in the Damage Inventory, which includes:
    - Damage description
    - Percent work complete
    - Location (GPS coordinate in decimal degrees or address)
    - Actual and estimated costs
    - Recovery priority level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Discuss the disaster damages the Applicant has identified (see Appendices)

Discuss special considerations questions (see Appendix)

Introduce the Damage Inventory and emphasize its importance

Discuss Documentation

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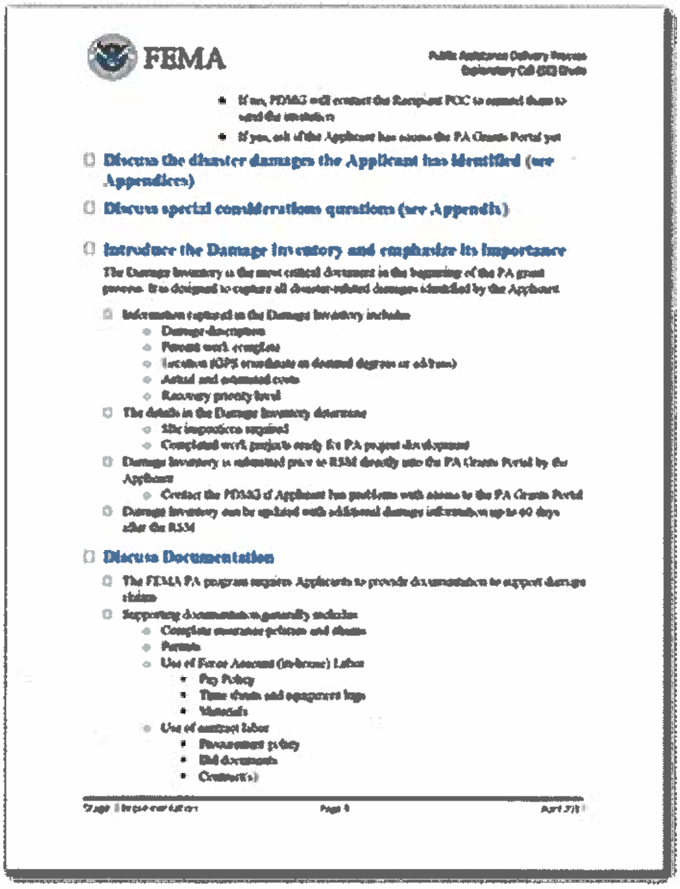
Discussing the Damage Inventory (2 of 3)

During this portion of the Exploratory Call, the Program Delivery Manager will (continued):

- Inform the Applicant of what the Damage Inventory determines, such as:
    - Site inspections required
    - Completed work projects ready for Public Assistance project development
- Emphasize the importance of submitting the Damage Inventory directly into the Public Assistance Grants Portal prior to the Recovery Scoping Meeting
- Inform the Applicant that the Program Delivery Manager can assist if they have problems accessing the Public Assistance Grants Portal
- State that the Damage Inventory can be updated with additional disaster-related damage information up to 60 days after the Recovery Scoping Meeting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Discuss the disaster damages the Applicant has identified (see Appendices)

Discuss special considerations questions (see Appendix)

Introduce the Damage Inventory and emphasize its importance

Discuss Documentation

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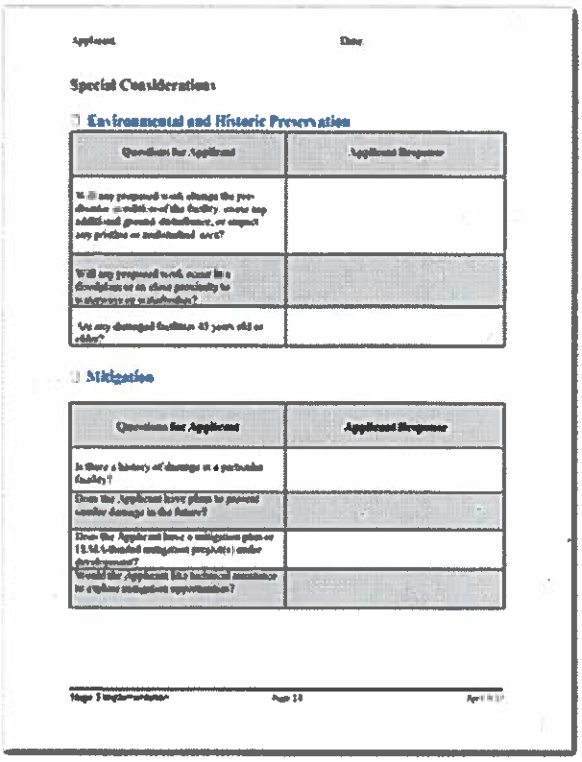
Discussing the Damage Inventory (3 of 3)

While discussing the Damage Inventory, the Program Delivery Manager will further discuss disaster damages the Applicant identified using the Exploratory Call Appendices. These Appendices break the damages into Categories of Work and allow for the entry of special considerations. Each section in the Appendices has additional questions to ensure that the disaster-related damage is appropriately captured. The Appendices account for:

- Category A - Debris Removal
- Category B - Emergency Protective Measures
- Category C - Roads and Bridges
- Category D - Water Control Facilities
- Category E - Buildings and Equipment
- Category F - Utilities
- Category G - Parks, Recreational, Other
- Special Considerations:
    - Environmental Historic Preservation
    - Mitigation
    - Insurance


Applicant: Date:

Special Considerations

Environmental and Historic Preservation

Questions for Applicant	Applicant Response
Will any proposed work change the pre-disaster condition of the facility, cause any additional ground disturbance, or impact any pristine or undisturbed area?	
Will any proposed work occur in a floodplain or in close proximity to waterways or wetlands?	
Are any damaged facilities 45 years old or older?	

Mitigation

Questions for Applicant	Applicant Response
Is there a history of damage at a particular facility?	
Does the Applicant have plans to prevent similar damage in the future?	
Does the Applicant have a mitigation plan or FEMA-funded mitigation project(s) under development?	
Would the Applicant like technical assistance to explore mitigation opportunities?	

The Damage Inventory and information found within the Appendices will be discussed during the "Damage Inventory" section of this course.

Direct Administrative Cost considerations will be discussed later in this course. For additional information about Direct Administrative Costs, access the *IS-1005 Public Assistance Alternative Procedures course*.

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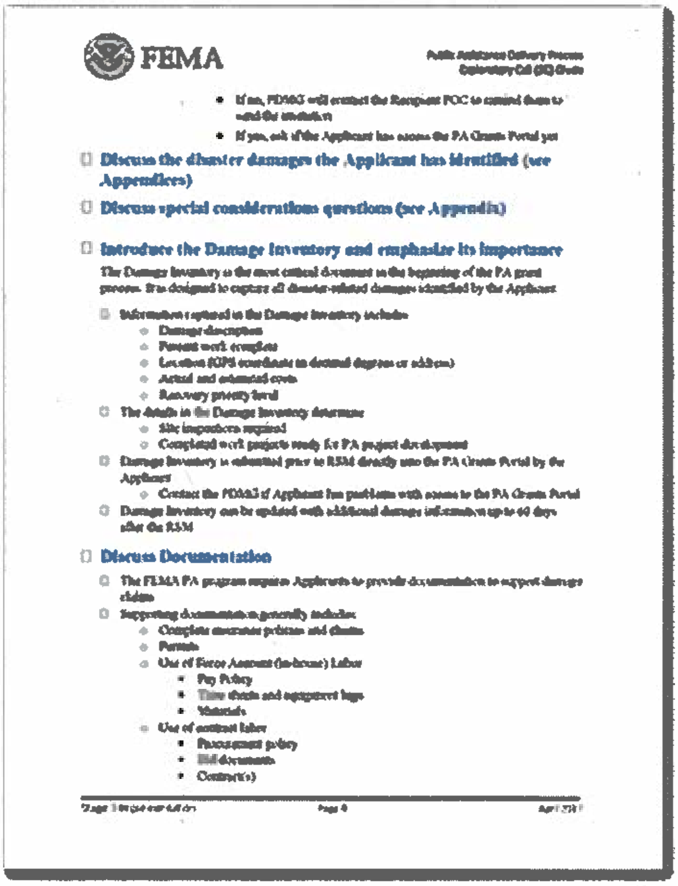
Discussing Documentation

The Program Delivery Manager will discuss the required documentation that FEMA will need to support disaster-related damage claims.

When discussing documentation during the Exploratory Call, the Program Delivery Manager will:

- Provide a list of supporting documentation the Applicant will need to supply to FEMA after the Exploratory Call. They may include:
    - Complete insurance policies and claims
    - Permits
    - Use of Force Account (in-house) Labor (e.g., pay policy, time sheets, equipment logs, materials)
    - Use of contract labor (procurement policy, bid documents, contract(s), invoice(s)
    - Documentation that demonstrates the Applicant's legal responsibility to perform the work/repair to the facility
- Inform the Applicant that specific documentation requirements will be discussed during the Recovery Scoping Meeting



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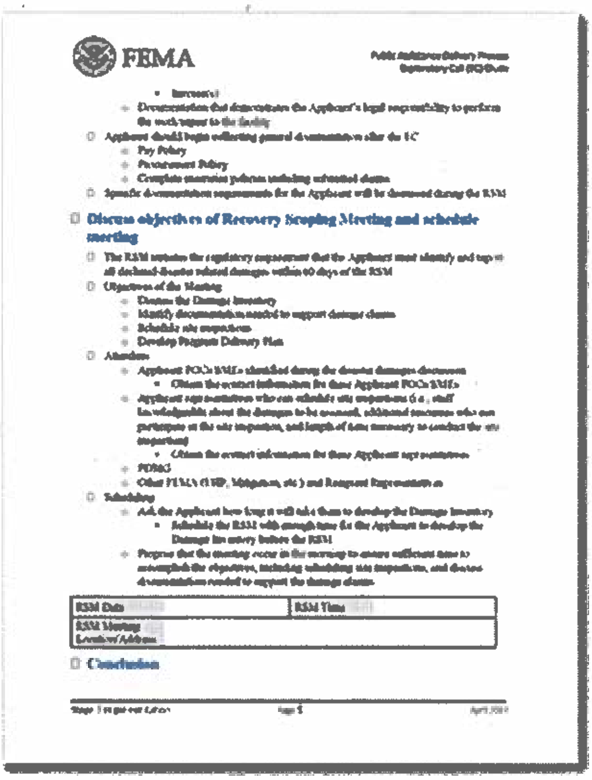
Discussing the Recovery Scoping Meeting

The Program Delivery Manager will discuss and schedule the Recovery Scoping Meeting during the Exploratory Call. They will:

- Introduce the Recovery Scoping Meeting and convey its significance

- The Recovery Scoping Meeting initiates the regulatory requirement that the Applicant must identify and report all declared disaster related-damage within 60 days of the Recovery Scoping Meeting

- State the objectives of the Recovery Scoping Meeting:
  - Discuss the Damage Inventory, Project Formulation, and Special Considerations
  - Understand the Applicant's Recovery Priorities
  - Establish the Applicant's capabilities, capacities, and availability
  - Schedule site inspections
  - Develop the Program Delivery Plan
  - Identify and discuss required documentation
- Schedule the Recovery Scoping Meeting
- Identify the Applicant's personnel that they will bring to the Recovery Scoping Meeting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Discuss objectives of Recovery Scoping Meeting and schedule meeting

RSM Date	RSM Time
RSM Meeting Location/Address	

Conclusion

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Scheduling the Recovery Scoping Meeting

During the Exploratory Call, the Program Delivery Manager and the Applicant schedule the Recovery Scoping Meeting.

The Program Delivery Manager will:

- Ask the Applicant for a Damage Inventory development timeline
- Schedule the Recovery Scoping Meeting with enough time for the Applicant to develop the Damage Inventory before the Recovery Scoping Meeting
- Propose that the meetings be scheduled with sufficient time to accomplish the objectives, including scheduling site inspections, and discuss documentation needed to support the disaster-related damage claims

Outcomes of the Exploratory Call (1 of 2)

Once the Program Delivery Manager and the Applicant finish the Exploratory Call, the Applicant will understand the significance of the Recovery Scoping Meeting and will know how to complete the Damage Inventory. To review, the Damage Inventory is used by the Applicant to identify and report disaster-related damage.

- Applicants will list all debris impacts, emergency response activities, and damages caused as a result of the declared event
- The Program Delivery Manager will review and discuss the Damage Inventory at the Recovery Scoping Meeting with the Applicant and Recipient

Outcomes of the Exploratory Call (2 of 2)

Once the Program Delivery Manager and the Applicant finish the Exploratory Call, the Applicant will be prepared for the Recovery Scoping Meeting. In preparation for the Recovery Scoping Meeting, the Applicant will:

- Submit their Damage Inventory in Public Assistance Grants Portal, as well as bring a hardcopy to the meeting
- Inform the Program Delivery Manager if there are any anticipated delays to the scheduled Recovery Scoping Meeting
- Assemble a comprehensive list of disaster-related damages and collect all necessary associated documents to support claim

Lesson 2 Summary

In this lesson, participants learned about the Exploratory Call, which prepares the Applicant for successful completion of the grants process.

The next lesson identifies what the Applicant is required to include on a Damage Inventory.

Lesson 3 Overview and Objectives

This lesson identifies what the Applicant is required to include on a Damage Inventory.

Upon completion of this lesson, participants will be able to:

- Discuss the requirements for completion and submission of the Damage Inventory
- Explain the importance of the Damage Inventory

Introduction to the Damage Inventory

As discussed in Lesson 1, during the Exploratory Call the Program Delivery Manager will:

- Gather initial damage information with the Applicant
- Document additional information on Applicant capabilities
- Introduce the Damage Inventory to the Applicant
- Schedule the Recovery Scoping Meeting

While each topic is important, the Damage Inventory is critical to project development and efficiently moving the Applicant through the Public Assistance Grant process. The Damage Inventory is used by Applicants to capture all disaster-related damage claims.

During the Exploratory Call the Applicant will work with the Program Delivery Manager to determine how much time they will need to complete the draft Damage Inventory. The Applicant should only schedule the Recovery Scoping Meeting once they have had a chance to complete a draft Damage Inventory.

In the event that the Applicant would like to add additional damage information, the Applicant can update the Damage Inventory up to 60 days after the Recovery Scoping Meeting.

Purpose of a Damage Inventory

The Damage Inventory is a critical document that captures all disaster-related damage that the Applicant identifies. It allows the development of strategies, plans, and prioritization of disaster-related damage.

Once the Damage Inventory is developed, the Program Delivery Manager will group Damage Inventory items into projects. The Damage Inventory items are used to develop the Damage Description and Dimensions, scope of work, and cost estimates of the project. Additionally, the complete Damage Inventory is required to generate projects.

Expectations for Completing the Damage Inventory

The Program Delivery Manager and the Applicant work together to complete the Damage Inventory.

The Applicant will provide the following information in the Damage Inventory:

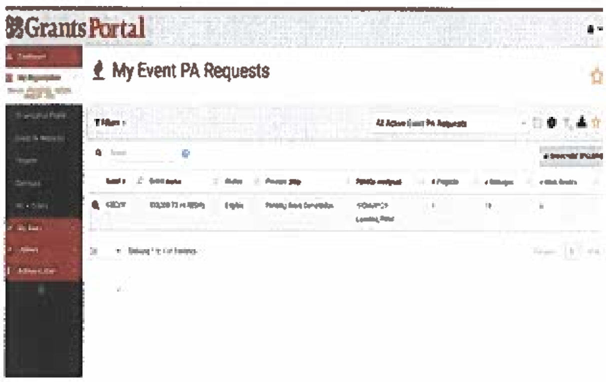
- Category of Work
- Damage description
- Address and GPS coordinates of disaster-related damage locations
- Cause of the disaster-related damage
- Percent of work completed to repair the disaster-related damage
- If there is any insurance coverage, if applicable, for those locations
- Actual and/or estimated costs

The Program Delivery Manager is expected to review the Damage Inventory and become familiar with:

- The Applicant's impacts and damage
- How work was or will be completed
- Environmental and historic preservation considerations
- Potential hazard mitigation opportunities
- Insurance information

If necessary, the Applicant should ask for assistance from the Program Delivery Manager to complete the Damage Inventory. Additionally, if the Applicant makes mistakes on the Damage Inventory, changes can be made. Remember that the Damage Inventory is a working document and can be updated up to 60 days after the Recovery Scoping Meeting.

Accessing the Damage Inventory Excel Spreadsheet (1 of 4)



The following four slides demonstrate how to access the Damage Inventory Excel Spreadsheet template through Grants Portal.

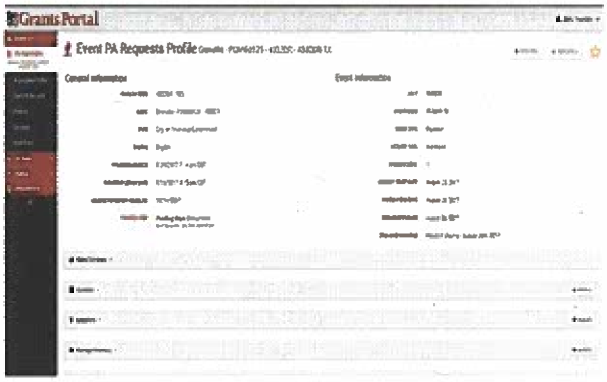
The following steps show how to use the template to upload multiple damages at once to Grants Portal.

- Select My Organization
- Select Event PA Requests
- Select the magnifying glass to the left of the Event title to access the project details

Select this link for a full image description.

Accessing the Damage Inventory Excel Spreadsheet (2 of 4)

Go to the "Event Public Assistance Requests" profile to see project details such as the Request for Public Assistance decision date, the Recovery Scoping Meeting completion date, the Damage Inventory deadline, and the current process step.



Scroll down the page to the Damage Inventory bar.

Select the "Manage" button on the right side of the screen.

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Accessing the Damage Inventory Excel Spreadsheet (3 of 4)

Navigate to the Damage Inventory bar to see the list of current damages associated with the project. To download the Damage Inventory template:

- Select the "Import" button at the top right corner of the screen
- Select the "Download Template" option from the dropdown list

After selecting the "Download Template" option, a pop-up window will appear.

- Select the "Open With" option and ensure that it is set to open with Microsoft Excel
- Select "OK"

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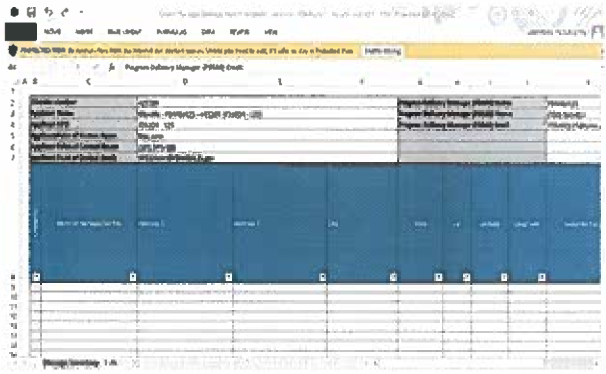
Accessing the Damage Inventory Excel Spreadsheet (4 of 4)

Download the Damage Inventory template and open the file with Excel.

- Select "Enable Editing" in the Protected View bar at the top of the spreadsheet

The Applicant will now be able to fill out the necessary disaster-related damage information, such as:

  - Category of Work
  - Name of the Damage Inventory item (the damage/facility)
  - The address (to include city, state, zip code, and latitude and longitude coordinates)
  - Describe the damage
  - Primary cause of damage
  - Approximate cost
  - Percent Work Complete
  - Labor type
  - Has received Public Assistance Grant in the past?
  - Is there a potential mitigation opportunity?
  - Applicant priority



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Adding a Single Damage (1 of 2)

In some cases, Applicants may need to upload a single damage that is not included in the excel spreadsheet. To begin adding single damages to the Damage Inventory, the Applicant will navigate to the My Organization pane.

- Select "Event PA Request" in the My Organization pane

- Select the magnifying glass on the left of the Event number

After selecting the magnifying glass, the Applicant will be able to see the project details.

- Scroll down to the Damage Inventory bar
- Select the "Manage" button in the bottom right corner of the screen

The Damage Inventory and all current entries can now be viewed. To add a single damage:

- Select the "Add Damage" button in the top right corner of the screen

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Adding a Single Damage (2 of 2)

Selecting "Add Damage" will cause a pop-up window to appear. It will ask, "What type of Damage do you want to create?" and will display two options:

- Standard Damage
    - Damages that are Categories of Work A-G
- Management Cost
    - Damages that pertain to reimbursement of Category Z- Directed Administrative Costs
- Select "Standard Damage"

The pop-up window will disappear after selecting the damage type, "Standard Damage," and will return to the Event Public Assistance Requests Profile with the General Information and the Damage Information. The Applicant will fill out the Category of Work, the facility name, the damage description location, and repair information. Once all information is complete:

- Save it in Grants Portal
- Select the green, "Save" button in the top right corner of the screen

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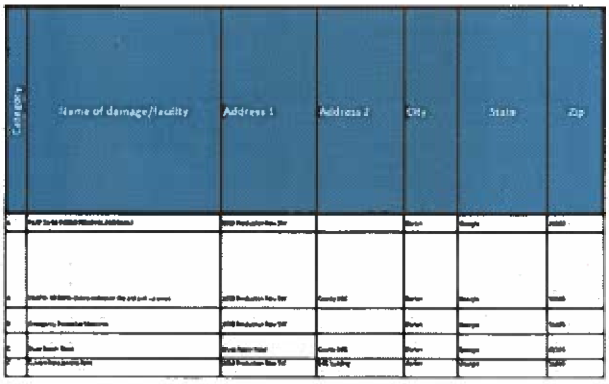
Sections of a Damage Inventory (1 of 4)



This part of Lesson 3 will focus on the sections of the Damage Inventory and key considerations the Applicant should keep in mind while populating the sections with disaster-related damages.

Once the Applicant downloads the Damage Inventory spreadsheet from Public Assistance Grants Portal, the header information automatically populates. The Applicant should confirm that the header information populated correctly and then begin to fill in the Damage Inventory items. The Applicant will provide the following information:

- Category of Work
- Name of the Damage Inventory item (the damage/facility)
- The address (to include city, state, zip code, and latitude and longitude coordinates)
- Describe the Damage

- Primary Cause of Damage
- Approximate Cost
- Percent Work Complete
- Labor Type
- Has received Public Assistance Grant in the past?
- Is there a potential mitigation opportunity?
- Applicant Priority

Sections of a Damage Inventory (2 of 4)

The Applicant must select the Category of Work for the disaster-related damage and should list the damage using the appropriate number of lines. The Applicant should use the following guidance when documenting the Category of Work on the Damage Inventory:

- Category A - Debris
  - Requires only one line item
- Category B - Emergency Protective Measures
  - All Departments can be combined into one Damage Inventory item
  - If the source documents are different (timesheets, equipment, and material) they can be listed separately
- Category C - Roads and Bridges
  - Roads can be logically grouped by districts
  - Do not list roads separately but list each name in the description
  - Culverts & Bridges should be listed separately
- Category D - Water Control Facilities
  - Each facility should be listed separately
- Category E - Equipment and Buildings
  - Each building, content, and vehicle should be listed separately
- Category F - Utilities
  - Water storage/treatment, natural gas distribution, sewage collection/treatment, and power generation should be listed separately
- Category G - Parks, Recreation, and Other

- Each park and beach should be listed separately

There are several additional recommendations and guidelines that the Applicant should follow when listing the Category of Work. These recommendations are discussed in-depth later in this lesson.

Sections of a Damage Inventory (3 of 4)

When naming the Damage Inventory item (the damage or facility), the Applicant should ensure the name of the Damage Inventory item is clear and distinctive. This is important because the name of the damage auto-populates as the first words in the Damage Description and Dimension generated by the Public Assistance Grants Manager.

For example:

- "Damaged Road" should be "Mills Road" or "Countywide roads"
- "Building" should be "City Hall" or "Sam Houston Library"
- "Culvert" should be "Old Rockport Road Culvert" or "Smithson Creek Culvert"
- "Category A" should be "Debris removal countywide"

Sections of a Damage Inventory (4 of 4)

When describing the damage in the "Describe Damage" Damage Inventory item, the Applicant should provide a high-level summary of the damage sustained to a facility and/or work performed. The Applicant should ensure that the description accurately explains:

- The type of facility
    - E.g., 10,000 square foot, 2 story brick building
- The damaged component(s) of the facility and what caused the damage
    - E.g., HVAC in basement was impacted by floodwaters
    - E.g., Roof leaked which caused ceiling tile damage
- The extent of damage to the facility
    - E.g., Up to 4 feet of floodwater throughout the facility. Building remained flooded for 2 days
    - E.g., Portable building shifted off its piers
- The work completed (such as temporary repairs, items removed from the facility). Examples by Category of Work are:
    - Category A - removed vegetative and C&D debris from the right of way

    - Category B - ran generators until electricity returned, performed search and rescue throughout county, performed safety checks in affected neighborhoods, and put tarp on the roof to prevent further leaking
    - Category C - Filled the sinkhole with gravel
    - Category E - removed flooring, carpet, drywall to prevent molding
    - Category G - removed bleachers and backstop from sports complex

Documentation to Support Damage Inventory Items

Each Damage Inventory item on the project requires the Applicant to provide source documentation for Completed Work. If the Applicant is not able to separate the source documentation to support each Damage Inventory item, the project should only have one Damage Inventory item. The Program Delivery Manager will request documentation through the Essential Elements of Information which are created for each project.

For 100% completed work Damage Inventory items:

- Applicants must provide supporting documentation for the completed work claim
    - The Consolidated Resource Center will not estimate 100% completed work and will send the Applicant a Request for Information for the supporting documentation
    - The supporting documentation for 100% completed Damage Inventory items should include specific dimensions of the facility that was repaired
    - For example, Applicants should provide start and end GPS coordinates for the roads and the lengths, widths, and depths of the roads repaired

For Damaged Inventory items where the work is still in progress:

- Applicants will provide documentation to support the completed portion of the work
- The Program Delivery Manager will send the project to the Consolidated Resource Center when the Applicant has provided supporting documentation

Version Control of the Damage Inventory

In order to track changes within the Damage Inventory the Applicant maintains version control of the document. Every time the Applicant receives the Damage Inventory from the Program Delivery Manager or submits it to the Program Delivery Manager, it should be saved to an assigned folder on the Applicant's computer for versioning purposes.

Once the Applicant and Program Delivery Manager enter the Damage Inventory into Grants Portal, the Damage Inventory is assigned a number for processing and tracking purposes. From this point forward, all changes should be made through Grants Portal rather than uploading a new spreadsheet with the same edited damages.

Changes to the Damage Inventory

The Program Delivery Manager will work with the Applicant throughout the development of the Damage Inventory. Note that Applicants can add Damage Inventory items but cannot remove them. The Program Delivery Manager can add and remove Damage Inventory items. If the Applicant wants to withdraw a Damage Inventory item, the Applicant will send an email to the Program Delivery Manager. The Program Delivery Manager will withdraw the requested Damage Inventory item and attach the correspondence to the withdrawn Damage Inventory item.

At day 61 after the Recovery Scoping Meeting and/or after the Applicant signs the Damage Inventory, the Damage Inventory is locked in Grants Portal and the Applicant is not able to make changes. If the Applicant requests changes after the 61-day timeline, the Applicant will need to coordinate with the Program Delivery Manager to make the changes or additions.

Outcomes of the Damage Inventory

After the Applicant submits the Damage Inventory in the Grants Portal, the Program Delivery Manager will review the document. After reviewing, the Program Delivery Manager will:

- Request a site map from the Applicant to help determine the number of sites that need to be assessed
- Confirm the number and location of damage sites with the Applicant
- Work with the Applicant to obtain approximate disaster-related damage locations if unable to provide specific disaster-related damage sites

The completed Damage Inventory will be used during the Recovery Scoping meeting and will ensure that the meeting is effective and productive.

Assigning a Category of Work: Recommendations Overview

As mentioned previously, in order to help the Applicant populate the Category of Work field, they should be familiar with the following recommendations and items to consider when selecting the Category of Work.

When the Applicant assigns a Category of Work to the Damage Inventory, the selection will prompt specific data fields to develop the Damage Description and Dimensions. The Applicant should make sure that the Category of Work on the Damage Inventory item reflects the exact type of structure described on the Damage Inventory item.

For example:

- A building in a park should have a Category E Damage Inventory item
- A road in a park should have a Category C Damage Inventory item

Assigning a Category of Work: Recommendations Category A

When completing the Damage Inventory for Category A work, the Applicant should keep in mind the following guidelines and recommendations:

- Debris should only require one Damage Inventory item
- If the Applicant removed debris from several locations, they do not need include separate Damage Inventory items for each location
    - Writing "campus wide" and "countywide" is sufficient
- The Applicant should not include separate Damage Inventory items for Temporary Debris Staging and Reduction sites
- If an Applicant is participating in Alternative Procedures, they may claim regular and overtime costs
- Private Property Debris Removal and demolition each require a separate line in the Damage Inventory

Assigning a Category of Work: Recommendations Category B

When completing the Damage Inventory for Category B work, the Applicant should keep in mind the following guidelines and recommendations:

- Applicant does not need to include a Damage Inventory item for each of the departments that performed Emergency Protective Measures. This can be detailed in the "Damage Description" in the Damage Inventory item

    - If an Applicant wants to have separate items for each of the departments, they will need to provide separate source documentation and costs for each specific Damage Inventory item

- Donated Resources requires its own Damage Inventory item and should be named "Donated Resources"
- Temporary facilities require their own Damage Inventory item
- Rented contents for the temporary facilities requires its own Damage Inventory item. This will be grouped on a Category B project with the temporary facility line item
- Purchased contents for the temporary facilities requires its own Category E Damage Inventory item. This will be grouped on its own Category E project
- Vector Control requires its own Damage Inventory item

Assigning a Category of Work: Recommendations Category C

When completing the Damage Inventory for Category C work, the Applicant should keep in mind the following guidelines and recommendations:

- Generally, road damage should be listed on one Damage Inventory item
    - Individual road segments should not be listed as separate Damage Inventory items
    - Roads can be logically grouped by road district - if the Applicant is able to provide source documentation and costs by each road district
    - Applicants must identify road locations, preferably through a road listing or site map
    - A description of "Countywide roads" without supporting information, such as GPS or a site map, is not sufficient

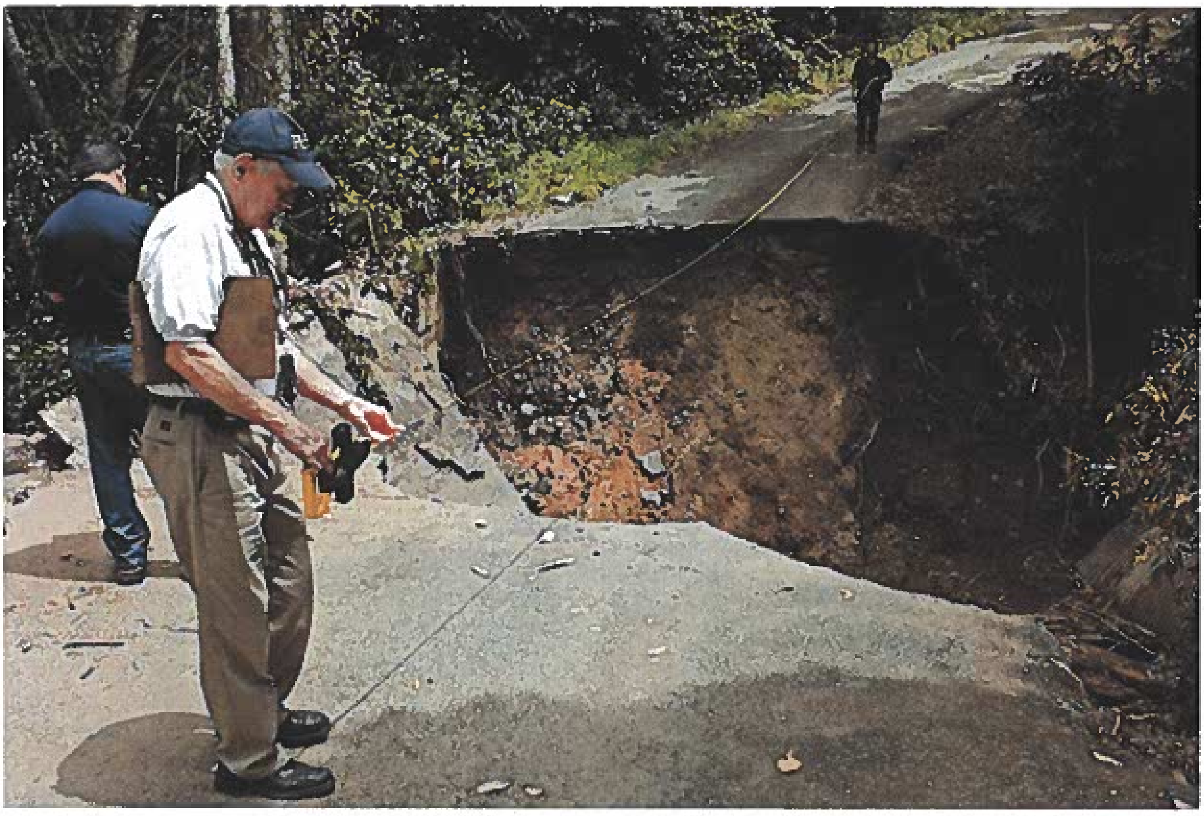
- Each culvert and bridge will need to have its own Damage Inventory item

- Road repairs that are associated with culvert repair will be a subcomponent of the culvert Damage Description Dimensions/Scope of Work, so road-related damage does not need its own Damage Inventory item

Assigning a Category of Work: Recommendations Category D

When completing the Damage Inventory for Category D work, the Applicant should keep in mind the following guideline and recommendation:

- Each facility requires its own Damage Inventory item



Assigning a Category of Work: Recommendations Category E

When completing the Damage Inventory for Category E work, the Applicant should keep in mind the following guidelines and recommendations:

- Each building requires its own Damage Inventory item
  - Damaged components of the building - windows, doors, drywall, flooring, ceiling tiles, cabinets, siding, HVAC, chillers, pumps - do not need their own Damage Inventory items
- Building contents for each building requires its own line item
  - Example: The Applicant is claiming books and desk losses for Sandy Elementary School Library. The Damage Inventory for Sandy Elementary School Library should be: *Line 1: Sandy Elementary School Library. Line 2: Sandy Elementary School Library - Contents*
- Supplies claimed for each building need a Damage Inventory item
- Equipment for each building needs its own Damage Inventory item
- All vehicles claimed can be on a single Damage Inventory item. Note that the Applicant must provide a list of damaged vehicles, including:
  - Year
  - Make
  - Model
  - Vehicle Identification Number
  - Cause of Damage

Assigning a Category of Work: Recommendations Category F

When completing the Damage Inventory for Category F work, the Applicant should keep in mind the following guidelines and recommendations:

- Each water storage/water treatment, natural gas distribution facility, sewage collection, and treatment system requires its own Damage Inventory item
- Power generation/distribution can have a single Damage Inventory item
- Do not put separate items for each pole, transformer, guy wire, etc. on the Damage Inventory
- Reconductoring requires its own Damage Inventory item

Assigning a Category of Work: Recommendations Category G

When completing the Damage Inventory for Category G work, the Applicant should keep in mind the following guidelines and recommendations:

- Each park location requires its own Damage Inventory item
    - Subcomponents of the park (equipment, etc.) do not need their own Damage Inventory items
    - Buildings in parks (or other Category G facilities) need to be Category E Damage Inventory items
    - Roads need to be Category C Damage Inventory items
- Lighting-related items do not require their own Damage Inventory item. Lighting in a park can be a subcomponent of the Category G damage

Lesson 3 Summary

In this lesson, participants learned what the Applicant is required to include on a Damage Inventory.

The next lesson highlights the information provided and the decisions made during a Recovery Scoping Meeting.

Lesson 4 Overview and Objectives

This lesson identifies topics the Program Delivery Manager will ask the Applicant at the Recovery Scoping Meeting, the decisions made during the meeting, as well as the underlying considerations behind those decisions.

Upon completion of this lesson, participants should be able to:

- Explain the information discussed during a Recovery Scoping Meeting
- Explain the outcomes based on the decisions made during the Recovery Scoping Meeting

Introduction to the Recovery Scoping Meeting (1 of 2)

The Recovery Scoping Meeting is the first substantive meeting between the Applicant and FEMA and initiates the 60-day regulatory timeframe for the Applicant to identify and report disaster-related damage. It is a detailed and in-depth meeting regarding the Applicant's disaster-related damage and the Public Assistance process and was previously referred to as the "Kick-off Meeting".

To ensure that the Recovery Scoping Meeting is productive, it is important for the appropriate participants to be in attendance. Prior to the Recovery Scoping Meeting, the Program Delivery Manager will meet with the Recipient point of contact and any special consideration representatives. They will discuss known damages associated with the Applicant, agenda, and roles and responsibilities during the meeting. The meeting will be tailored based on the results of the Exploratory Call and Damage Inventory submissions.

The attendees for the Recovery Scoping Meeting are:

- Applicant points of contact and/or subject matter experts identified during the disaster-related damage discussion
- Applicant representatives who can schedule site inspections
- Program Delivery Manager
- Other FEMA (environmental and historic preservation, hazard mitigation, insurance) and Recipient representatives

Introduction to the Recovery Scoping Meeting (2 of 2)

The Program Delivery Manager will tailor the Recovery Scoping Meeting to the Applicant's claimed disaster-related damage, priorities, capabilities, and capacity. At this stage, the goal is to establish strategic recovery priorities, not individual project priorities.

The Applicant should be aware of the following timeframes:

- The Recovery Scoping Meeting is usually conducted within 21 days of the Program Delivery Manager being assigned the Applicant
- One business day before the meeting, the Program Delivery Manager will call the Applicant to confirm that the draft Damage Inventory is complete, meeting date, time, and location
    - The Damage Inventory is necessary to conduct the Recovery Scoping Meeting. If the Applicant has not submitted a Damage Inventory, the Program Delivery Manager will ask the Applicant if they need more time to draft the Damage Inventory
- The Recovery Scoping Meeting averages 2-4 hours in length

The Applicant should expect the following during the Recovery Scoping Meeting:

- The Program Delivery Manager will use the Recovery Scoping Meeting checklist to facilitate the discussion
- The Program Delivery Manager will tailor the Recovery Scoping Meeting to the Applicant, based on information gathered during the Exploratory Call and the uploaded Damage Inventory
- The Program Delivery Manager will lead the meeting, however, Recipient participation is encouraged
- The Recipient will provide funding and regulatory information

Objectives of the Recovery Scoping Meeting

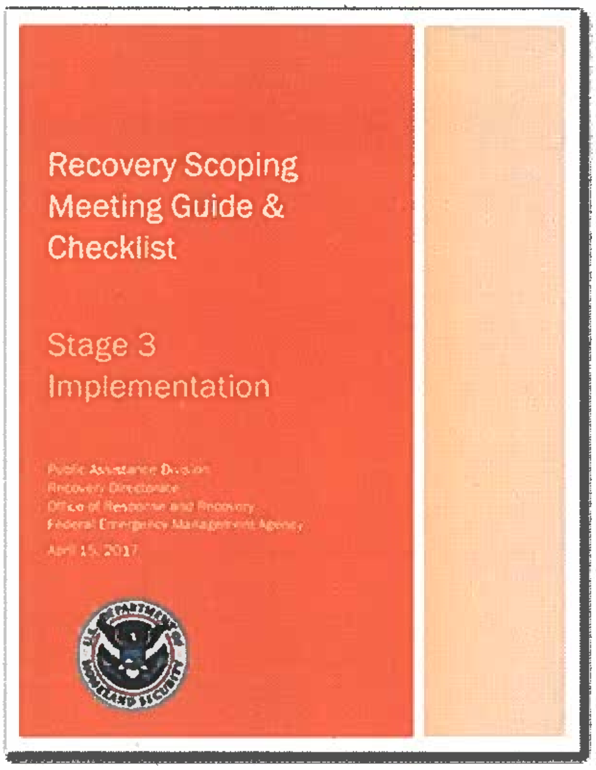
During the Recovery Scoping Meeting, Program Delivery Managers and Applicants complete the Documentation Checklist and discuss disaster-related damage to ensure the Applicant did not miss any eligible items. As needed, the Program Delivery Manager will ask the Applicant additional questions to better understand the disaster area and impacts to the community, including the Applicant's claimed priorities.

During the Recovery Scoping Meeting, the Program Delivery Manager and the Applicant:

- Discuss the Damage Inventory
- Identify relevant documentation required to support the Applicant's claim
- Schedule site inspections
- Develop a Program Delivery Plan

Recovery Scoping Meeting Guide and Checklist

The Program Delivery Manager is the lead for the Recovery Scoping Meeting and should use the Recovery Scoping Meeting Guide and Checklist to guide the meeting. They will adjust the meeting agenda to cover those topics relevant to the Applicant, which have been identified during the Exploratory Call and in the Damage Inventory.



The purpose of the Recovery Scoping Meeting Guide and Checklist is to:

- Capture information for the Applicant's administrative record
- Guide the progress of the Recovery Scoping Meeting
- Fill in Applicant information prior to Recovery Scoping Meeting
- Discuss details of the Applicant's disaster-related damage
- Discuss Applicant's recovery priorities and capacity/capability

A Closer Look: Recovery Scoping Meeting Checklist

The Program Delivery Manager should conduct the meeting in the same order as the Recovery Scoping Checklist, listed below:

- Conduct introductions
- Capture Recipient comments
- Review the Damage Inventory
- Provide an overview of other categories of damage available that were not discussed while reviewing the Damage Inventory
- Recap the Documentation Checklist created while reviewing the Damage Inventory
- Discuss project formation for Completed Work claims
- Site inspections

- Discuss Direct Administrative Costs
- Final comments from Special Considerations
- Develop Program Delivery Plan
- Conclusion

The next section of this lesson will take a more detailed look at the types of information discussed during each section of the Recovery Scoping Meeting Checklist.

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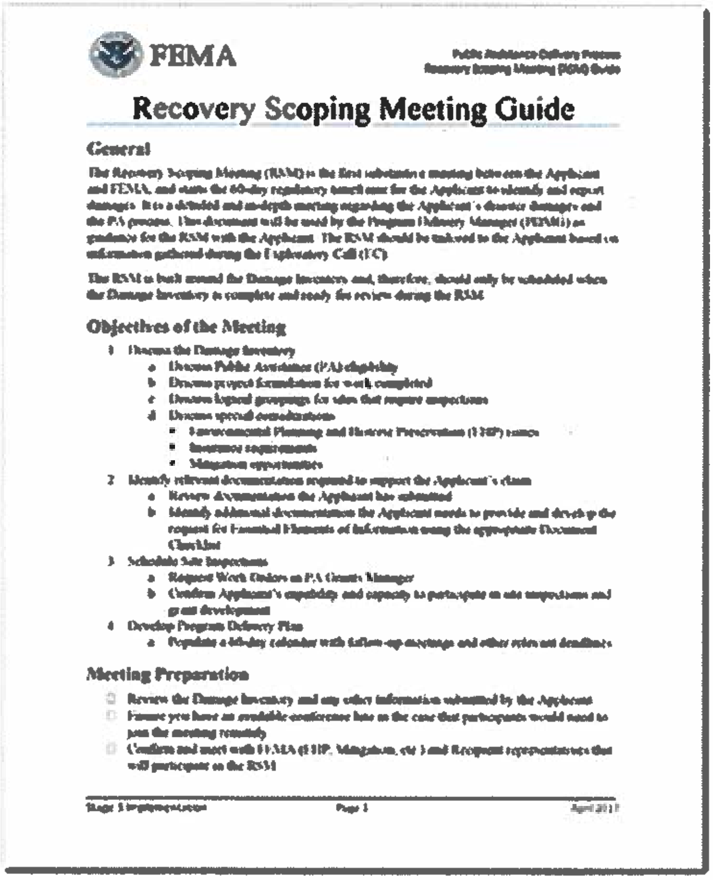
FEMA

Recovery Scoping Meeting Guide

General

Objectives of the Meeting

Meeting Preparation

Recovery Scoping Meeting: Introduction (1 of 2)

The Program Delivery Manager will conduct the meeting in the same order as the Recovery Scoping Checklist. They will begin with introductions and will:

- Introduce meeting participants
- Distribute the Recovery Scoping Meeting sign-in sheet and meeting agenda
- Review the Declaration Summary
    - Types of assistance authorized by the declaration
    - Incident period and designated areas
    - Facility eligibility and Applicant's legal

responsibilities for identified damages

- Introduce the Public Assistance Program
    - Reimbursement grant program which cannot duplicate any other funding received, such as insurance
- Access to the Public Assistance Grants Portal
    - Review the purpose of Public Assistance Grants Portal
    - Ensure Applicant has access to Grants Portal

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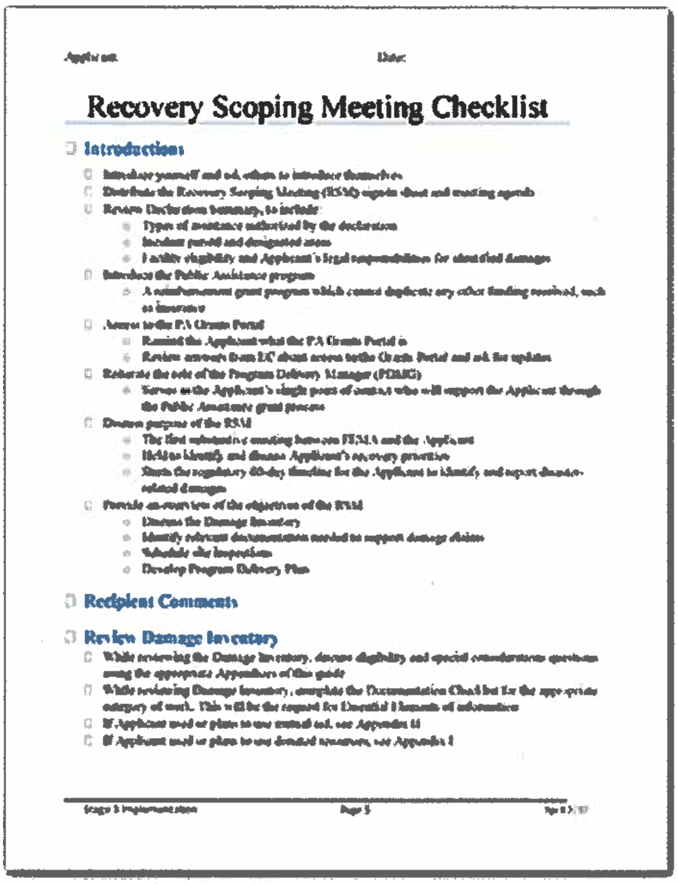
Recovery Scoping Meeting Checklist

Introduction

Recipient Comments

Review Damage Inventory

Recovery Scoping Meeting: Introduction (2 of 2)

Recovery Scoping Checklist (continued):

- Reiterate the role of the Program Delivery Manager
    - Applicant's single point of contact who will support the Applicant through the Public Assistance grant process
- Discuss the purpose of the Recovery Scoping Meeting
    - First substantive meeting between FEMA and the Applicant which initiates the regulatory 60-day

- timeline for the Applicant to identify and report disaster-related damage
    - Identify and discuss Applicant's recovery priorities

- Provide an overview of the objectives of the Recovery Scoping Meeting

    - Discuss the Damage Inventory
    - Identify relevant documentation needed to support damage claims
    - Schedule site inspections
    - Develop Program Delivery Plan

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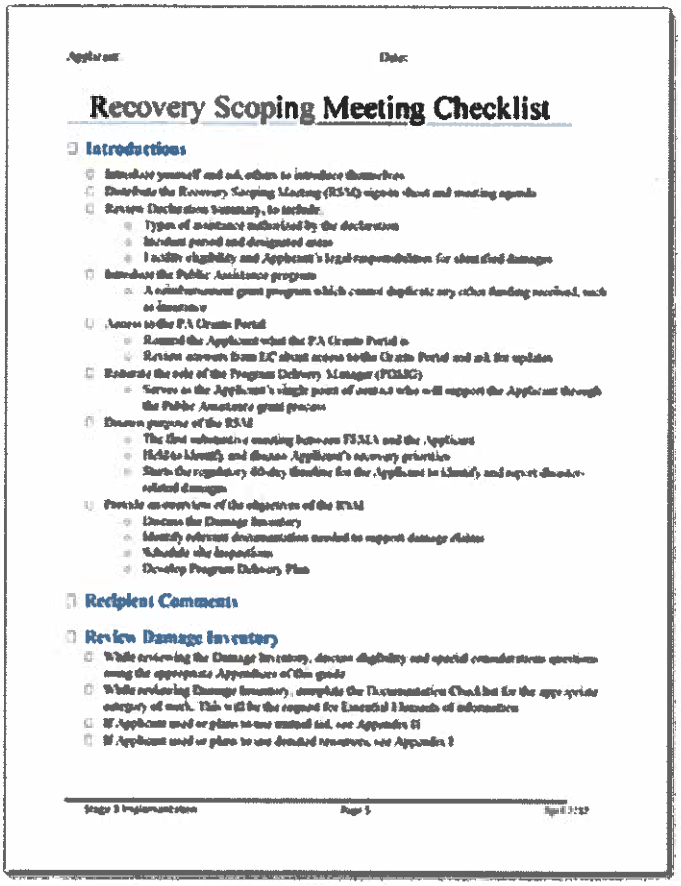

Applicant: Date:

Recovery Scoping Meeting Checklist

- Introductions
    - Introduce yourself and ask others to introduce themselves
    - Distribute the Recovery Scoping Meeting (RSM) sign-in sheet and meeting agenda
    - Review Declaration Summary, to include:
        - Types of assistance authorized by the declaration
        - Incident period and designated areas
        - Facility eligibility and Applicant's legal responsibilities for identified damages
    - Introduce the Public Assistance program
        - A reimbursement grant program which cannot duplicate any other funding received, such as insurance
    - Access to the PA Grants Portal
        - Remind the Applicant what the PA Grants Portal is
        - Review answers from EC about access to the Grants Portal and ask for updates
    - Reiterate the role of the Program Delivery Manager (PDMG)
        - Serves as the Applicant's single point of contact who will support the Applicant through the Public Assistance grant process
    - Discuss purpose of the RSM
        - The first substantive meeting between FEMA and the Applicant
        - Held to identify and discuss Applicant's recovery priorities
        - Starts the regulatory 60-day timeline for the Applicant to identify and report disaster-related damages
    - Provide an overview of the objectives of the RSM
        - Discuss the Damage Inventory
        - Identify relevant documentation needed to support damage claims
        - Schedule site inspections
        - Develop Program Delivery Plan
- Recipient Comments
- Review Damage Inventory
    - While reviewing the Damage Inventory, discuss eligibility and special considerations questions using the appropriate Appendices of this guide
    - While reviewing Damage Inventory, complete the Documentation Checklist for the appropriate category of work. This will be the request for Essential Elements of Information
    - If Applicant used or plans to use mutual aid, see Appendix
    - If Applicant used or plans to use donated resources, see Appendix

Recovery Scoping Meeting: Capture Recipient Comments and Review Damage Inventory

Following the order of the Recovery Scoping Meeting Checklist, once introductions are complete, the Program Delivery Manager will capture Recipient comments and review the Damage Inventory. During this portion of the meeting, they will:

- Capture Recipient Comments
- Review the Damage Inventory

    - Discuss eligibility and special considerations questions
    - Review the Damage Inventory

- Complete the Documentation Checklist for the appropriate category of work (this is the request for Essential Elements of Information)
- Ascertain if the Applicant used or plans to use mutual aid
- Ascertain if the Applicant used or plans to use donated resources

- Provide an overview of other categories of damage available that were not discussed while reviewing the Damage Inventory

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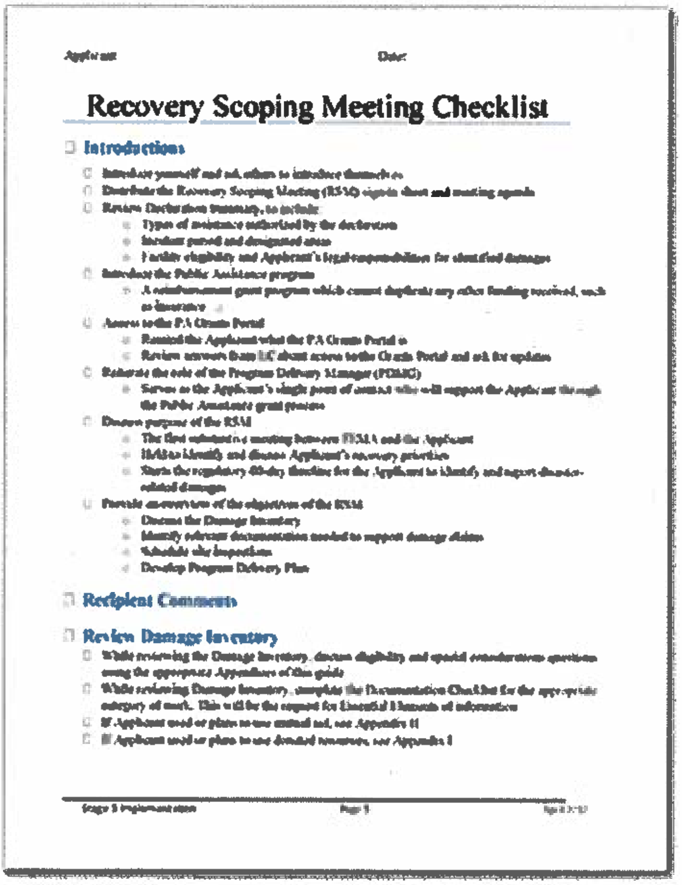

Recovery Scoping Meeting Checklist

Introductions

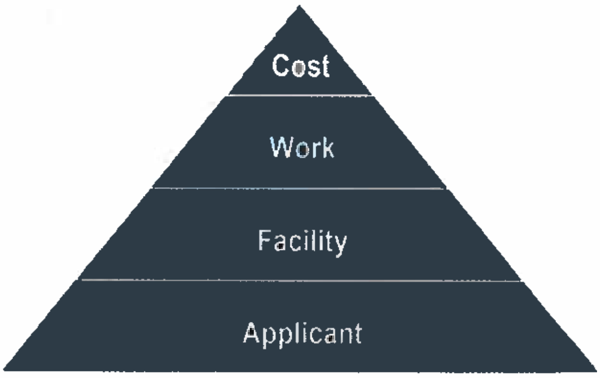
Recipient Comments

Review Damage Inventory

Capture Recipient Comments and Review Damage Inventory: A Closer Look (1 of 7)

This section of this lesson takes a closer look at what information should be covered during the capture Recipient comments and review Damage Inventory portion of the Recovery Scoping Meeting.

The Program Delivery Manager and Applicant discuss eligibility and special considerations during the Damage Inventory review.



There are four basic components of eligibility:

- Applicant
- Facility
- Work
- Cost

The FEMA refers to these components as the building blocks of the Eligibility pyramid. Generally, FEMA must determine each building block is eligible, starting at the foundation (Applicant) and working up to the top of the pyramid (cost). The Applicant is responsible for demonstrating that each component of the pyramid is eligible by providing supporting documentation.

For more information on eligibility, please refer to the course: IS-1000 Public Assistance Program and Eligibility.

Capture Recipient Comments and Review Damage Inventory: A Closer Look (2 of 7)

During the Recover Scoping Meeting, the Program Delivery Manager will capture Recipient comments and review Damage Inventory. They will also explain the different types of work to the Applicant to ensure that the Applicant did not miss any disaster-related damage and all claimed damage is accurately documented.

The Program Delivery Manager will discuss that within the Public Assistance Program, there are two general types of work: Emergency Work and Permanent Work. It should also be explained that there is a 6-month timeframe to complete Emergency Work and an 18-month timeframe to complete Permanent Work.

Additionally, the Program Delivery Manager will introduce the Public Assistance Alternative Procedures for debris, permanent work, and/or Direct Administrative Costs during the Recovery Scoping Meeting. The Applicant can use Alternative Procedures individually or in combination. The Applicant must notify FEMA of its intention to participate in a pilot program by signing and submitting the Public Assistance Alternative Procedures Pilot Program Acknowledgement form.

The Program Delivery Manager will outline incentive options for participation in the program, including:

- There is a one-time, 2% increase Federal cost share incentive for a FEMA-accepted Debris Management Plan Reimbursement of straight-time for force account labor
- Reimbursement of Straight Time

Capture Recipient Comments and Review Damage Inventory: A Closer Look (3 of 7)

The Applicant should also alert the Program Delivery Manager to special considerations as early as possible in the grant process.

Special considerations include:

- Environmental and Historic Preservation
  - Are there any environmental or historic preservation concerns posed by repair/work on the damaged facility?
- Hazard Mitigation
  - Would the Applicant like to explore eligible mitigation opportunities that reduce the risk of future damage?
- Insurance
  - Is the damaged facility covered by a current insurance policy?

The Program Delivery Manager and the Applicant will review special considerations for each Category of Work the Applicant reports during the Recovery Scoping Meeting to ensure all special considerations are captured.

For more information on special considerations and their impact on the grant process, please refer to the following courses: IS-1016 Environmental and Historic Preservation (EHP) Considerations / Compliance, IS-1014 Integrating 406 Mitigation Considerations into Your Public Assistance Grant, and IS-1015 Insurance Considerations, Compliance, and Requirements.

Capture Recipient Comments and Review Damage Inventory: A Closer Look (4 of 7)

During the capture Recipient comments and review Damage Inventory portion of the meeting, the Program Delivery Manager should also explain that in 2014, FEMA's Office of the Chief Counsel established the Procurement Disaster Assistance Team to assist disaster assistance Applicants with adhering to the Federal procurement standards.

Recipients and Applicants must comply with the Federal procurement rules when procuring goods and services using federal grant funds. They address:

- Contractor Oversight
- Necessity
- Standards of Conduct

- Conflict of Interest
- Gifts
- Awards to Responsible Contractors
- Records
- Time and Materials Contracts
- Settlement of Issues
- Insurance

Capture Recipient Comments and Review Damage Inventory: A Closer Look (5 of 7)

Furthermore, during the capture Recipient comments and review Damage Inventory portion of the meeting, the Program Delivery Manager will explain the Public Assistance Project Funding Scope change options, including:

- **50% Rule:** The percentage of eligible costs to repair exceed 50% of the cost to replace the facility
- **Codes and Standards:** Funding to conform to current codes, specifications, and standards
- **Hazard Mitigation:** Actions taken to reduce long-term risk
- **Alternative Projects:** Public welfare not best served by restoring or repairing
- **Improved Projects:** Incorporates improvements or changes to pre-disaster design
- **Relocations:** Relocate outside of disaster-prone area

Costs associated with meeting the required minimum standards are eligible for reimbursement based on the cost share for the disaster.

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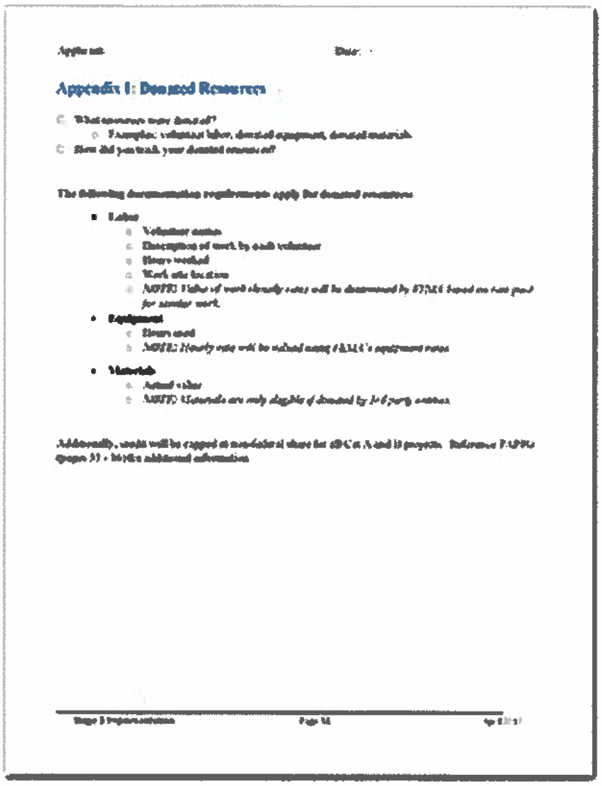
Capture Recipient Comments and Review Damage Inventory: A Closer Look (6 of 7)

During the meeting Recipient comments are captured and review Damage Inventory, the Program Delivery Manager will also discuss donated resources. Individuals and organizations often donate resources to assist with response activities.



Appendix I: Donated Resources

Donated resources are equipment, supplies, materials and/or labor ("resources") donated by individuals and organizations to assist with disaster-response activities.

- FEMA does not provide Public Assistance funding for the donated resources
- Applicants may use the value of donated resources to "off-set" the non-Federal share of its eligible Emergency Work and Direct Federal Assistance

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Capture Recipient Comments and Review Damage Inventory: A Closer Look (7 of 7)

Lastly, during the capture Recipient comments and review Damage Inventory portion of the meeting, the Program Delivery Manager will explain compliance requirements and the importance of the Consolidated Resource Center.

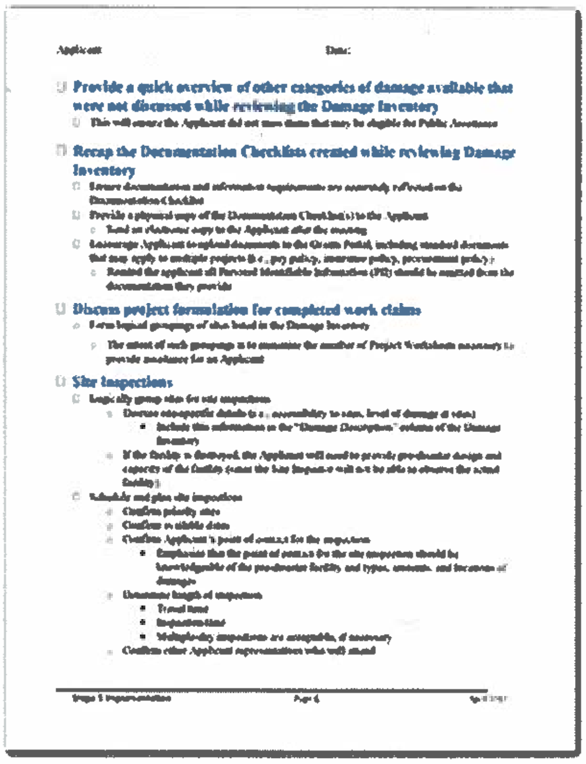
The Consolidated Resource Center was created to standardize compliance reviews and project validations across the Public Assistance Program, while minimizing staffing and improving efficiency. The Consolidated Resource Center will:

- Develop and/or validate the scope of work
- Develop and/or validate the cost
- Conduct program compliance reviews
- Place reductions and conditions on the project

Recovery Scoping Meeting: Categories Overview and Documentation Checklist

During the categories overview and Documentation Checklist portion of the Recovery Scoping Meeting, the Program Delivery Manager will provide a quick overview of other categories of damage available that were not discussed while reviewing the Damage Inventory to ensure that the Applicant did not miss Damage Inventory items that may be eligible for Public Assistance. In addition, the Program Delivery Manager will:

- Recap the Documentation Checklists created while reviewing Damage Inventory
    - Ensure documentation and information requirements are accurately reflected on the Documentation Checklist
    - Provide a physical copy of the Documentation Checklist(s) to the Applicant
    - Encourage Applicant to upload documents in the Grants Portal, including standard documents that may apply to multiple projects (e.g., pay policy, insurance policy, procurement policy)
    - Remind the applicant all Personally Identifiable Information should be omitted from the documentation they provide



Applicant: Date:

- Provide a quick overview of other categories of damage available that were not discussed while reviewing the Damage Inventory
- Recap the Documentation Checklists created while reviewing Damage Inventory
- Discuss project formulation for completed work claims
- Site Inspections

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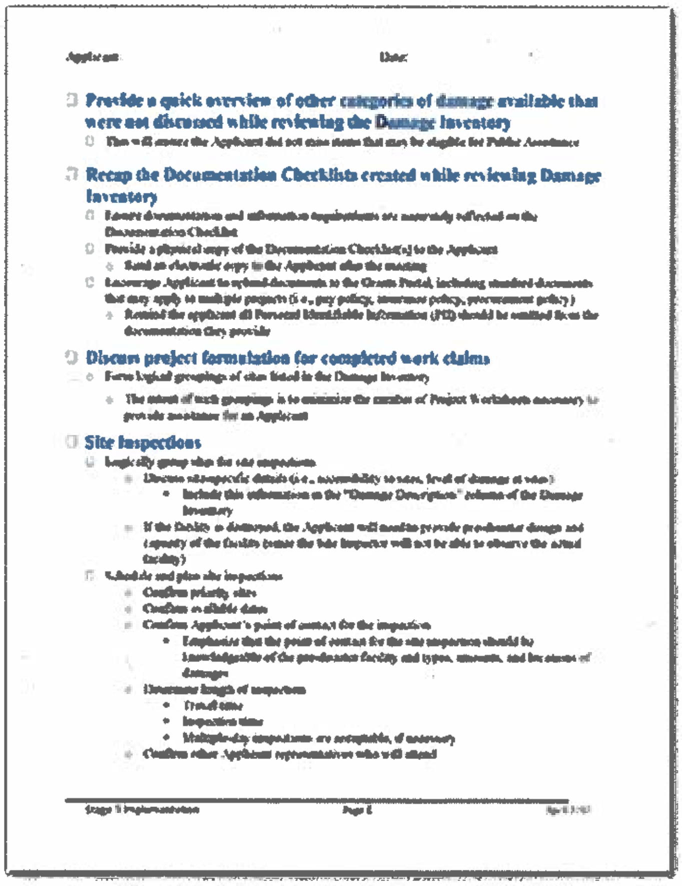
Recovery Scoping Meeting: Project Formulation and Site Inspections

During the project formulation and site inspections portion of the Recovery Scoping Meeting, the Program Delivery Manager will work with the Applicant to review the Damage Inventory and form logical groupings of sites to minimize the number of projects necessary to provide assistance for the Applicant. The Program Delivery Manager will:

- Discuss project formulation for completed work claims
    - Form logical groupings of sites listed in the Damage Inventory
- Schedule site inspections
    - Logically group sites for site inspections
    - Confirm priority site(s)
    - Identify available dates
    - Collect Applicant's Point of Contact for the inspection
    - Determine the length of inspection
    - Identify other Applicant representatives who will attend


Provide a quick overview of other categories of damage available that were not discussed while reviewing the Damage Inventory

Recap the Documentation Checklists created while reviewing Damage Inventory

Discuss project formulation for completed work claims

Site Inspections

- Confirm priority sites
- Confirm available dates
    - Travel time
    - Inspection time

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Project Formulation and Site Inspections: A Closer Look

During the project formulation and site inspection portion of the meeting, the Program Delivery Manager, Recipient, and Applicant will work together to group damage sites into projects.

- A project is a logical grouping of work required as a result of the presidentially declared event

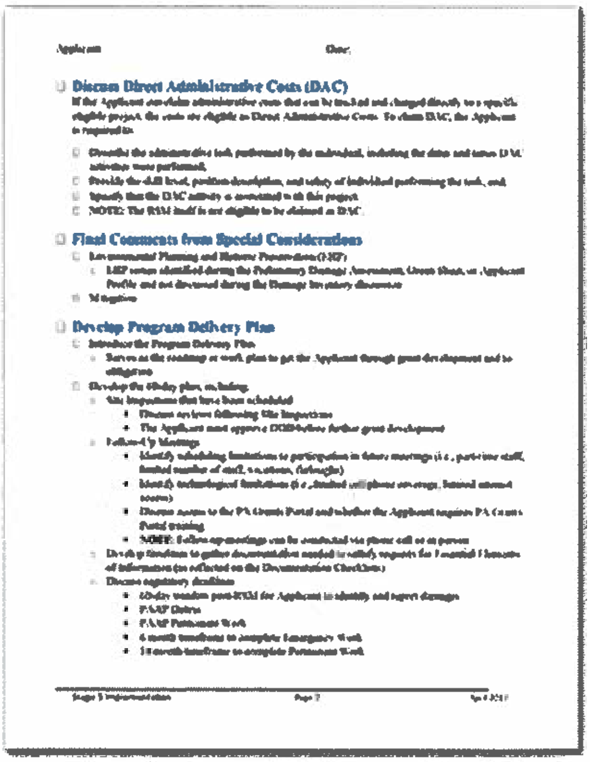
- Project formulation requires critical thinking and logical grouping with the Program Delivery Manager's involvement
    - It should be done with the Applicant and/or carefully explained to the Applicant

Logical groupings:

- The Program Delivery Manager will group damages on the Damage Inventory into projects
    - Sites can be separated due to environmental and historic preservation concerns, those with facilities covered by insurance, and those with potential hazard mitigation opportunities
    - Group other damage sites in a logical manner
- The Program Delivery Manager will then prioritize projects for scheduling Site Inspections, identifying available assets to conduct the inspection, and gathering documentation

Recovery Scoping Meeting: Direct Administrative Costs and Final Comments from Special Considerations

Following the Recovery Scoping Meeting Checklist, the Program Delivery Manager will now discuss Direct Administrative Costs and Special Considerations.


Discuss Direct Administrative Costs (DAC)

Final Comments from Special Considerations

Develop Program Delivery Plan

- Discuss Direct Administrative Costs (DAC)
  If the Applicant can claim administrative costs that can be tracked and charged directly to a specific eligible project, the costs are eligible as Direct Administrative Costs. The Applicant is required to:
    - Describe the administrative task performed by the individual, including the time and dates activities were performed;
    - Provide the skill level, position description, and salary of

individual performing the task; and
    - Specify that the activity is associated with this project.
    - **NOTE:** The Recovery Scoping Meeting is not eligible to be claimed as DAC.

- Final Comments from Special Considerations

    - Environmental Planning and Historic Preservation (EHP)

        - EHP issues identified during the Preliminary Damage Assessment, Green Sheet, or Applicant Profile and not discussed during the Damage Inventory discussion

    - Mitigation

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Recovery Scoping Meeting Checklist: Develop Program Delivery Plan (1 of 2)

Following the Recovery Scoping Meeting Checklist, the Program Delivery Manager and Applicant next will develop a program delivery plan where the Program Delivery Manager will introduce the roadmap or work plan to get the Applicant through grant development and to obligation. The Program Delivery Plan should include:

- The 60-day plan (the initial plan should cover the first 30-45 days)
- Site inspection schedule (for site inspections that have been scheduled)

    - The Program Delivery Manager will review the site inspection information before forwarding to the Applicant in Grants Portal (the Applicant must approve the Damage Description and Dimensions and before further grant development)

- Follow-up meetings schedule (these meetings should be weekly and may be conducted in-person or via phone call)

- Identify scheduling limitations to participate in future meetings (e.g., part-time staff, limited number of staff, vacations, furloughs)
- Identify technology limitations (e.g., limited cell phone coverage, limited computer access)
- Discuss access to the Public Assistance Grants Portal and whether the Applicant needs Public Assistance Grants Portal training

Recovery Scoping Meeting Checklist: Develop Program Delivery Plan (2 of 2)

The Program Delivery Plan should also include:

- Applicant points of contact for respective projects
- Target timelines to gather documentation to satisfy requests for Essential Elements of Information (as reflected on the Documentation Checklists)
    - Timelines should be based on Applicant priorities
    - Documentation pickup
- Regulatory deadlines
    - The Applicant has 60-days from the Recovery Scoping Meeting to identify damages
    - Public Assistance Alternative Procedure Program Debris timeframes
    - Public Assistance Alternative Procedure Program Permanent Work deadlines
    - Emergency and Permanent Work completion timelines

Recovery Scoping Meeting Checklist: Conclusion

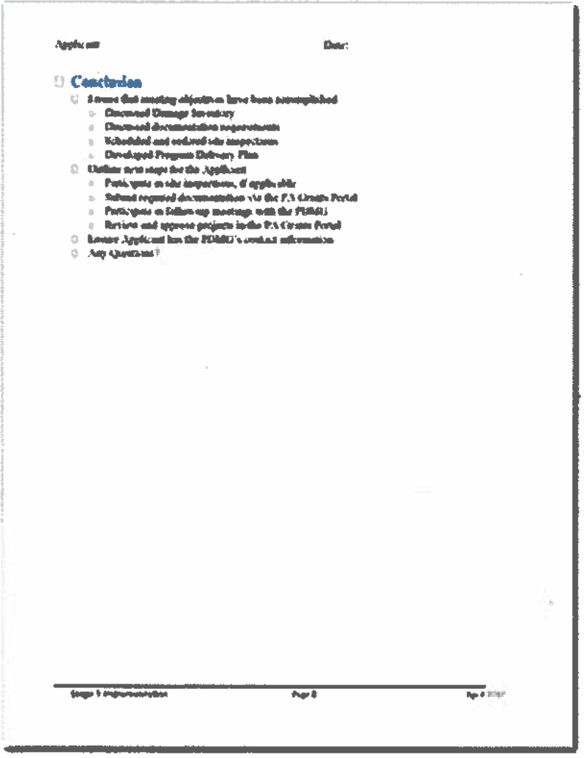
Following the Recovery Scoping Meeting Checklist, once all topics have been covered, the Program Delivery Manager will conclude the meeting and will:

- Ensure meeting objectives are accomplished:
    - Discussed Damage Inventory
    - Discussed documentation requirements
    - Scheduled and ordered site inspections

- Developed Program Delivery Plan

- The next steps for the Applicant include:
  - Participate in site inspections, if applicable
  - Submit required documentation in the Public Assistance Grants Portal
  - Participate in follow-up meetings with the Program Delivery Manager
  - Review and approve projects in the Public Assistance Grants Portal

- Ensure Applicant has the Program Delivery Manager contact information
- Discuss remaining questions


Applicant Date:
Conclusion
Any Questions?

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Outcomes of the Recovery Scoping Meeting

Following the Recovery Scoping Meeting, the Program Delivery Manager and Applicant will have a Program Delivery Plan in place that will help the Applicant proceed through grant development and delivery.

- The Program Delivery Manager with the Applicant populate a 60-day calendar with follow up meetings and other relevant deadlines

Appeal Process

Public Assistance is committed to reducing time spent on turnarounds and adherence to a higher standard, thus reducing the number of appeals. The Program Delivery Manager will explain that the Determination Memorandum is an official document and part of FEMA's Administrative Record. In the event that the Applicant would like to make an appeal, the Determination Memorandum could be used in possible future appeals.

The Administrative Record includes all documents and materials considered by FEMA in making a Public Assistance eligibility determination and subsequent first appeal decision. The documents include:

- Projects (all versions) and the corresponding Public Assistance Determination Memorandums
- Supporting backup documentation
- Correspondences
- Photographs
- Technical reports
- Other relevant information
- FEMA personnel removed from the situation will have to use the Administrative Record to make an appeal determination

Note that there are two levels of appeals:

- First appeal: will be sent to FEMA Regional Office
- Second appeal: will be sent to FEMA Headquarters

Lesson 4 Summary

This lesson identified the topics the Program Delivery Manager will discuss with the Applicant during the Recovery Scoping Meeting, the decisions made during the meeting, as well as the underlying considerations behind those decisions.

The next lesson focuses on the Applicant and Program Delivery Manager's responsibilities post-Recovery Scoping Meeting.

Lesson 5 Overview and Objectives

This lesson focuses on the Applicant and Program Delivery Manager's responsibilities post-Recovery Scoping Meeting.

Upon completion of this lesson, participants should be able to:

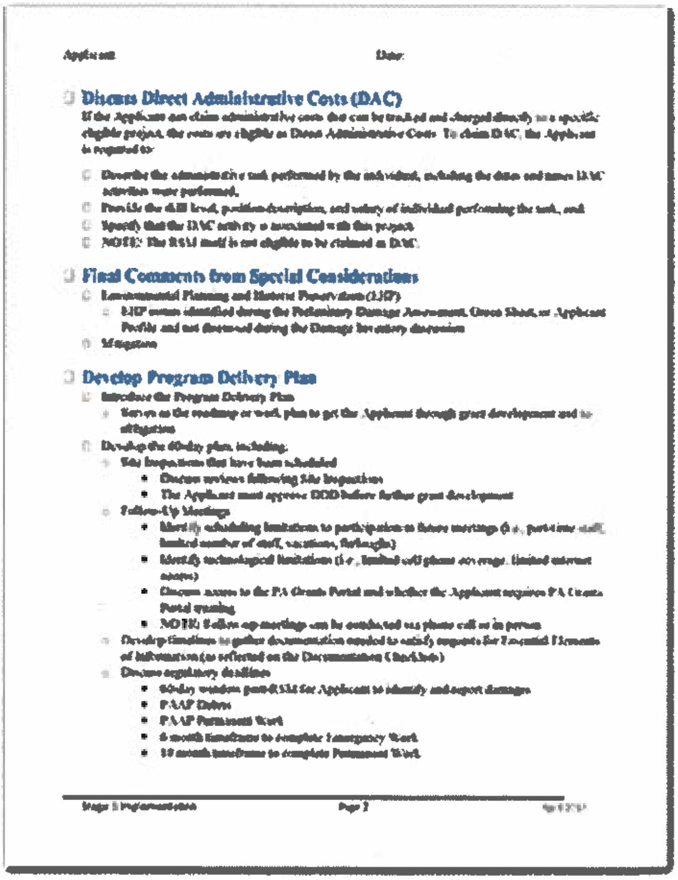
- Describe Applicant's responsibilities following the Recovery Scoping Meeting
- Describe Program Delivery Manager's responsibilities following the Recovery Scoping Meeting

Program Delivery Plan

The Program Delivery Plan will help the Applicant proceed through grant development and delivery.

The Program Delivery Plan will assist the Applicant in developing their Public Assistance grant(s) through follow-up meetings.

- The Program Delivery Manager will stay connected with the Applicant through weekly meetings and:
    - Gather Essential Elements of Information and other required information
    - Update the Applicant on status of project
    - Obtain signatures as needed
    - Discuss site inspections
    - Discuss scheduling and limitations



The Program Delivery Manager and the Applicant develop timelines for gathering information and should be developed to satisfy requests for Essential Elements of Information documentation.

Regulatory deadlines:

- 60-day timeframe post-Recovery Scoping Meeting for Applicant to identify and report disaster-related damages
- Public Assistance Alternative Procedures Debris
- Public Assistance Alternative Procedures Permanent Work
- 6-month timeframe to complete Emergency Work
- 18-month timeframe to complete Permanent Work
- Discuss regulatory timelines as they relate to the Applicant's project

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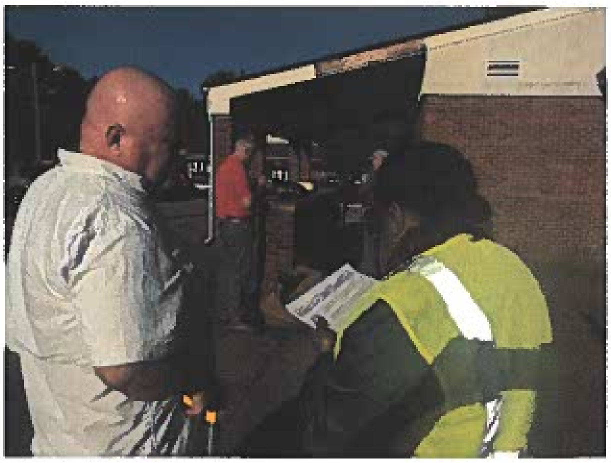
Site Inspections



FEMA and the Recipient will conduct site inspections with the Applicant to validate, quantify, and document the cause, location, and details of the reported disaster-related damage and debris impacts. Additionally, they will identify environmental and historic preservation considerations and hazard mitigation opportunities within this 60-day period.

At the end of the site inspection, the Site Inspector will ensure all sections of the Site Inspection Report are complete. The Site Inspector requests the Applicant to review and provide their concurrence on the Site Inspection Report by initialing and dating each page of the Site Inspection Report at the damage site. The Site Inspector will then discuss the next steps after the site inspection.

Post-site inspection follow-up actions include:

- The Site Inspector will provide the completed Site Inspection Report and the draft Damage Description and Dimensions, along with supporting documentation, to the Program Delivery Manager within two days of completing the site inspection

Role and Responsibilities of the Program Delivery Manager Post-Recovery Scoping Meeting

Following the Recovery Scoping Meeting, the Program Delivery Manager will:

- Update the Recovery Scoping Meeting section of Grants Manager
- Update the Grants Manager calendar with appointments from Program Delivery Plan
- Submit the site inspection work order request via Grants Manager
- Complete project formulation
- Contact, if applicable, other federal agencies or special considerations team as required
- Send a follow up email to the Applicant, summarizing the Recovery Scoping Meeting

Note: The Recipient's involvement varies from state to state.

Lesson 5 Summary

In this lesson, participants learned the Applicant and Program Delivery Manager's responsibilities following the Recovery Scoping Meeting.

The next lesson enables participants to summarize the content of the Exploratory Call, Damage Inventory, and Recovery Scoping Meeting course.

Lesson 6 Overview and Objectives

This lesson will review the course objectives. Participants will take a Post-Course Assessment at its conclusion.

At the end of this lesson, participants will be able to summarize the content of the course.

Course Objectives

In this course, participants learned how to:

- Describe the key interactions with FEMA during an Exploratory Call, Recovery Scoping Meeting, and while developing the Damage Inventory.
- Describe the role of the Program Delivery Manager as the primary point of contact with FEMA in the Public Assistance process for the Applicant

Lesson 1 Objectives

Lesson 1 covered defined the purpose of the Exploratory Call, the Damage Inventory, and Recovery Scoping Meeting.

You should now be able to:

- Identify administrative requirements of the course
- State the goals and objectives of the course
- Describe the purpose of the Exploratory Call, the Damage Inventory, and the Recovery Scoping Meeting

Lesson 2 Objectives

Lesson 2 covered the Exploratory Call, including the information discussed during the call and the outcomes of it.

You should now be able to:

- Describe the required information for outcomes of an Exploratory Call

Lesson 3 Objectives

Lesson 3 covered the Damage Inventory and what the Applicant should include in theirs.

You should now be able to:

- Discuss the requirements for completion and submission of the Damage Inventory
- Explain the importance of the Damage Inventory

Lesson 4 Objectives

Lesson 4 covered the Recovery Scoping Meeting, including the topics the Program Delivery Manager identifies during the meeting, the decisions made during the meeting, and the underlying considerations behind those decisions.

You should now be able to:

- Explain the information discussed during the Recovery Scoping Meeting
- Explain the outcomes based on the decisions made during the Recovery Scoping Meeting

Lesson 5 Objectives

Lesson 5 covered the Applicant and Program Delivery Manager's responsibilities post-Recovery Scoping Meeting.

You should now be able to:

- Describe the Applicant's responsibilities following the Recovery Scoping Meeting
- Describe the Program Delivery Manager's responsibilities following the Recovery Scoping Meeting

Course Summary

This course is complete.

The course provided you with an overview the Exploratory Call, the Damage Inventory, and the Recovery Scoping Meeting.