

Course Overview, Course Goal, and Objectives

Welcome to the Grant Administration Decisions for Tribal Governments course.

The course will provide an overview of Public Assistance as it relates to Federally-recognized Tribal governments when deciding to act as a Recipient.

By the end of the course, participants will be able to understand the different processes and key administrative requirements the Tribe must undertake in its decision to apply for Public Assistance as a Recipient who manages (and may also apply as an Applicant), or as an Applicant who reports to a Recipient (State or Territorial Government Entity).

Upon successfully completing the course, participants will be able to:

- Describe the process and considerations for deciding to manage FEMA's Public Assistance program as a Recipient
- Explain the general administrative requirements of Recipients to receive Public Assistance grant funding

[Select this link to access the Public Assistance acronym list.](#)

Lesson 1 Overview and Objectives

This lesson provides a high-level overview on the background of Tribal engagement and application methods available for a Tribe.

At the end of this lesson, participants will be able to:

- Identify administrative requirements of the course
- State the goals and objectives of the course
- Identify the application methods available to a Tribe to request Public Assistance grant funding

Background of Tribal Engagement

In an effort to educate and promote effective engagement with respect to the declaration process, the Sandy Recovery Improvement Act in 2013 included a provision amending the Robert T. Stafford Act to provide federally recognized Tribal governments with the option to seek Stafford Act assistance independent of a State if they choose to do so.

From 2013 through January 2016, FEMA sought input from Tribal governments on the



first and second draft of the Tribal Declarations Pilot Guidance. FEMA received over 1,000 comments from the 60 in-person meetings with Tribal governments held around the country discussing the first draft, and used those comments to develop the second draft version of the guidance.

Tribal Declaration Decision: Recipient vs. Applicant

Tribal governments can request a declaration independent of a State declaration. Tribal governments that elect to seek Public Assistance can choose to receive assistance either as an Applicant or a Recipient. Tribal governments make this decision on a disaster-by-disaster basis.

As an Applicant, the Tribal government will coordinate with the State to apply for assistance and receive reimbursement. As a Recipient, a Tribal government will work directly with FEMA, largely without State involvement, and will be required to sign a FEMA-Tribe Agreement and be subject to the responsibilities of a Recipient.



There are two ways to apply for Public Assistance as a Recipient, and one way to apply as an Applicant.

Application Methods Available to a Tribe

Following a disaster, Tribal governments have the following options to apply for assistance:

- **Direct Federal Assistance:** FEMA directs other Federal agencies to carry out eligible emergency work that the Tribal government cannot perform
- **State Declarations for Public Assistance:** Tribal government can elect to receive assistance either as an Applicant or a Recipient



- **Tribal Declaration:** If a State does not request a declaration, a Tribe can request to receive assistance as a Recipient

Lesson 1 Summary

In this lesson, participants learned how to:

- Identify administrative requirements of the course
- State the goals and objectives of the course
- Identify the application methods available to a Tribe to request Public Assistance grant funding

The next lesson will explain how to describe the process for applying for Public Assistance as a Recipient through a direct Tribal Request or as a Recipient through a State declaration, as well as how to describe the process for applying for Public Assistance as an Applicant through a State or Territorial declaration.

Lesson 2 Overview and Objectives

This lesson provides an overview of the ways in which Tribal governments may apply for Public Assistance grant funding.

At the end of this lesson, participants will be able to:

- Describe the process for applying for Public Assistance as a Recipient through a direct Tribal request or as a Recipient through a State declaration
- Describe the process for applying for Public Assistance as an Applicant through a State declaration

Process for Obtaining Recipient Status (1 of 3)

To obtain Recipient status, the Tribal government follows this Declaration Request Process:

1. Tribal Government Activates the Tribal Emergency Plan: If an incident affects the Tribal government, the Tribal government activates the Tribal emergency plan and dedicates resources to response activities.

2. Tribal Government Collects Initial Damage Estimates: The Tribal government



collects initial damage estimates to identify needs; seeks resources for unmet needs from non-governmental organizations, other Tribal governments or organizations, State and local governments, and Federal agencies for non-Stafford Act assistance.

Process for Obtaining Recipient Status (2 of 3)

3. Tribal Government Requests Joint Preliminary Damage Assessment: If the Tribal government determines that needs remain after all other resources are exhausted, the Chief Executive requests a Joint Preliminary Damage Assessment from the FEMA Regional Administrator to evaluate damages and potential need for Robert T. Stafford Act assistance.

4. Tribal Government Reviews Results of Joint Preliminary Damage Assessment: If the Tribal government determines Stafford Act assistance may be needed, the Tribal government should then determine whether to submit a request for a Presidential declaration on its own or to be considered part of a State declaration request.



Process for Obtaining Recipient Status (3 of 3)

5. Chief Executive Submits a Declaration Request: The Chief Executive submits a declaration request within 30 days of the date of the incident to the President, through the FEMA Regional Administrator. The request is based on damage assessment findings, describes impacts of the disaster, and specifies requested programs, among other requirements.

6. FEMA Reviews the Declaration Request: FEMA reviews the request and sends its recommendation to the President.



7. President Makes a Determination: FEMA notifies the Chief Executive of the President's decision. If the President denies the request or denies part of the request, then the Tribal government may appeal. The appeal should be submitted within 30 days of the date of the denial and should include additional information to support the appeal.

Required Documentation (1 of 4)

Tribal governments can request technical assistance to complete the required forms through the Regional Administrator. The documentation required to submit when requesting a major disaster declaration includes:

- [FEMA Form 010-0-13](#) (this link is only accessible to individuals that are on the FEMA network): Request for Presidential Disaster Declaration: Major Disaster or Emergency (OMB Control Number 1660-009).
 - Minimum necessary information and certifications legally required by the Robert T. Stafford Act and must be signed by the Chief Executive or his/her authorized designee
- Incident Period (Number 7 on FEMA Form 010-0-13)
 - Time interval during which the incident occurs.
 - Generally, a narrow timeframe
 - Disaster assistance will not be made available for damage that occurs outside of the incident period
- A cover letter in support of the Chief Executive's request



Required Documentation (2 of 4)

- Incident Type (Number 7b on FEMA Form 010-013)
 - Category of event meeting the Robert T. Stafford Act definition of a major disaster or emergency which caused the damage (e.g. severe storms, flooding, mudslides)
 - FEMA cannot make a recommendation if incident type has not been identified
- Description of Resources Committed to Disaster Response and Recovery (Number 9 on FEMA Form 010-0-13)
 - Include information describing Tribal resources that have been or will be committed to alleviating the results of the disaster



Required Documentation (3 of 4)

- Types of Assistance Requested (Number 11 on FEMA Form 010-0-13)
 - Chief Executive must provide information indicating the types of Federal assistance needed. FEMA programs should be specifically requested
 - Chief Executive may request all or selected programs associated with Individual Assistance and/or all or selected categories of work for Public Assistance
 - Chief Executive should include a statement that a Joint Preliminary Damage Assessment was requested, when it was completed, and a description of the damage



- The results of the Joint Preliminary Damage Assessment should be submitted with the request
- Assistance from Other Federal Agencies (Number 13 on FEMA Form 010-0-13)
 - Include information describing other Federal agency resources used in responding to the incident
 - Describing the scope of the response and recovery effort ensures that Robert T. Stafford Act assistance does not duplicate resources

Required Documentation (4 of 4)

- Finding that the Event is Beyond the Capability of the Tribal Government (Number 14a on FEMA Form 010-0-13)
 - The situation is of such severity and magnitude that effective response is beyond the capability of the Tribal government
 - Support the Chief Executive's finding that the Tribal government's capabilities are overwhelmed and explain why supplemental Federal assistance is needed
- Direction of the Tribal Emergency Plan (Number 14b on FEMA Form 010-0-13)
 - Confirmation that the Chief Executive has taken appropriate action under Tribal law and directed the execution of the Tribal emergency plan, and the date on which the Chief Executive directed execution of the plan



Seeking Public Assistance as a Tribal Recipient v. Applicant

Tribal governments that elect to seek Public Assistance through a State declaration can choose to receive assistance either as a Recipient or an Applicant.

As a Recipient, the Tribal government will work directly with FEMA, largely without State involvement, and will be subject to all the responsibilities of a Recipient, which include:

- Financial and grants management requirements
- Compliance with the Robert T. Stafford Act, FEMA's regulations, and all other applicable laws
- Monitoring Applicants
- Meeting the non-Federal cost share requirement
- Having an approved Tribal Mitigation Plan
- Will need to submit the before mentioned request for Presidential declaration

As an Applicant, the Tribal government will coordinate with the State to apply for assistance and receive reimbursement.



FEMA-Tribe Agreement

The FEMA-Tribe Agreement contains the understandings, commitments, and conditions under which FEMA's disaster assistance will be provided. No disaster funding or direct Federal assistance will be authorized until the FEMA-Tribe Agreement has been signed. Terms and conditions include, but are not limited to:

- Incident period
- Incident type
- Areas designated; if applicable



- Programs authorized
- Cost share provisions
- Designation of Tribal Coordinating Officer and Tribal Chief Executive's Authorized Representative(s)
- Requirements that the Tribal government follow all program eligibility requirements

This agreement is signed by the FEMA Regional Administrator, or his/her designee, and the Chief Executive of the Tribal government, and can be amended after signed.

Application for Federal Assistance (SF-424)

The declared State, Territorial, and/or Tribal Government must submit an Application for Federal Assistance (SF-424) and Assurances (SF 424-D) before FEMA provides assistance.



Request for Public Assistance under a State Declaration

The Public Assistance program provides funding, typically through reimbursement, for emergency work and/or permanent work, including the repair, replacement, or restoration of disaster-damaged, government-owned/operated facilities and the facilities of certain private nonprofit organizations.

A Tribal Government may elect to be an Applicant under a State declaration. The Recipient distributes the funds to the appropriate Applicant.



If electing to be an Applicant under a State declaration, the Tribal government may be eligible to receive Public Assistance permanent work through the State and may also be eligible to receive Hazard Mitigation Grants Program funds for planning grants without a Tribal Mitigation Plan. Applicant Tribal governments are not required to have a Public Assistance Administrative Plan.

Exploratory Call

The Exploratory Call is the first opportunity to establish a relationship between the Recipient and FEMA. It sets the foundation for the Recipient to have an efficient and successful Public Assistance grant process.

For more information, refer to the IS-1003 Exploratory Call course.



Documenting Damage (1 of 2)

When a Tribal government determines an incident exceeds its capabilities to respond, it requests assistance from the State. If the State subsequently determines that the incident may exceed the capabilities of the Tribal government to respond, it requests that FEMA join the Tribal government to assess the impacts and magnitude of damage. FEMA refers to this as a joint Preliminary Damage Assessment.

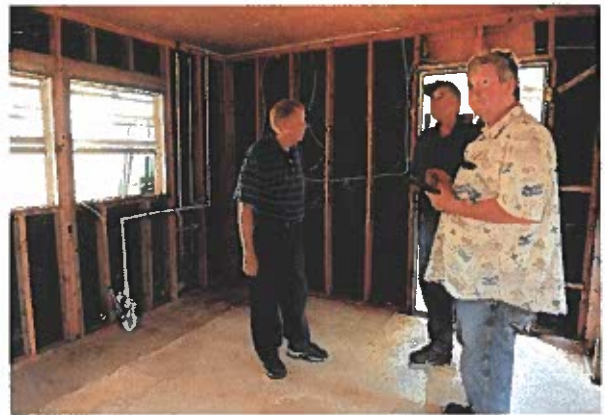


When a Tribal government applies as a Recipient, it may request a damage assessment directly from FEMA. The Governor or Tribal Chief Executive must request a declaration from the President through FEMA within 30 days of the incident.

Documenting Damage (2 of 2)

The Applicant is required to identify and report all of its disaster-related damage, Emergency Work activities, and debris quantities to FEMA within 60 days of the Recovery Scoping Meeting. FEMA may extend the deadline for identifying and reporting damage if the Recipient submits a request in writing with justification based on extenuating circumstances beyond the Recipient's or Applicant's control. For example, if a site is inaccessible, FEMA may extend the deadline for that site.

FEMA conducts site inspections with the Applicant to validate, quantify, and document the cause, location, and details of the reported damage and debris impacts and to identify Environmental and Historic Preservation issues and hazard mitigation opportunities within this 60-day period.



Documentation to Support Damage Claim

Documentation required to support the damage claim includes:

- Documentation to support legal responsibility (e.g. deeds, titles, etc.)
- Photographs of debris impacts or facility damage
- Estimated costs
- Summary of insurance coverage
- Records demonstrating immediate threat (e.g. technical reports, safety inspector report, etc.)
- Detailed description of damage with specific dimensions



- Documentation supporting pre-disaster condition of facility (e.g. facility maintenance records, inspection/safety reports)

Recommendations Criteria

To make a recommendation to the President for whether or not to make a declaration, FEMA uses the following factors to evaluate whether an event has overwhelmed the capabilities of the Tribal government and that Robert T. Stafford Act assistance is necessary:

- Damage Cost Indicators
- Impacts on the communities



Minimum Damage Amount

FEMA will consider a declaration request from a Tribal government only if it is determined that there was impact from the damage and the Tribal government sustained at least \$250,000 in Public Assistance-eligible estimated damages or costs, not including damage covered by insurance.



Impacts of the Disaster

The following are impacts of the disaster on a Tribal government:

- Types and Amounts Damaged
 - What was damaged?
 - Extent of the damage
 - Estimated cost of damage
- Evaluation of Previous Mitigation Efforts
 - If previous mitigation activities (building codes,

- Economic Impact of the Incident
 - Economic effects on the Tribal community and Tribal government
- Tribal Government Resources
 - FEMA will consider the Tribal government's efforts and resources to respond and recover from the event
- Demographics
 - Unemployment and percent of enrolled Tribal members with income below the poverty level
- 24-month Disaster History
 - Stafford Act declarations
 - Tribal or State declared disasters
 - Assistance from other Federal agencies
- retrofits) decreased damage
- Programs of Federal Assistance
 - If assistance programs from other Federal agencies might be more appropriate
- Insurance
 - Coverage at the time of the incident
 - Coverage that should have been in place at the time of the incident
 - Damage in special flood hazard areas
- Unique Conditions that Affect Tribal Governments
 - Needs or conditions unique to Tribal community, such as needs associated with remote locations (food, water, etc.), historic preservation, and cultural considerations
- Other relevant information

Recipient Considerations (1 of 5)

When a Tribal government elects to request a Presidential declaration on its own or serve as a Recipient as part of a State declaration, a FEMA-approved Tribal Mitigation Plan is required prior to receiving Hazard Mitigation Grant Program assistance or Public Assistance permanent work (Categories C-G).

The Recipient managed Hazard Mitigation Grant Program provides funding for damaged

and non-damaged facilities based on a percentage of dollars obligated to the Public Assistance and Individual Assistance programs. FEMA evaluates a Tribal government's request for the Hazard Mitigation Grant Program based on areas defined in the Tribal Mitigation Plan. Only areas identified in the Tribal Mitigation Plan are eligible for the Hazard Mitigation Grant Program. The tribal government can request technical assistance through the Regional Administrator to assist the tribe in developing the plan.



Recipient Considerations (2 of 5)

FEMA will consider a declaration request from a Tribal government only if it is determined that the Tribal government sustained at least \$250,000 in Public Assistance eligible estimated damage or costs.

A Tribal government should first assess whether it can address the impacts of the event. If damages or costs exceed the \$250,000 damage amount and resources to meet those needs cannot be identified, then a Tribal government can request a Joint Preliminary Damage Assessment. A Tribal government should consider whether:

- The impacts from the incident are consistent with the factors FEMA uses to make recommendations to the President
- Unmet needs can be addressed by other resources, such as insurance, non-governmental organizations, or assistance from other Tribal governments and/or organizations



Purely economic impacts are unlikely to receive declarations.

Recipient Considerations (3 of 5)

The Tribal government will also need to consider Category Z, Section 324 Management Costs (such as indirect costs, administrative expenses, and other expenses) incurred by the Recipient in administering and managing Public Assistance awards not directly chargeable to a specific project.



Recipient Considerations (4 of 5)

Regarding potential cost share increases, the Tribal government should note that:

- If Federal disaster obligations meet or exceed the per capita requirement, FEMA will recommend that the President increase the Federal Public Assistance cost share from 75% to not more than 90%
- The Tribal government's population on or near Tribal lands determines per capita obligations. If warranted by the needs of the disaster FEMA may recommend up to 100% Federal funding



Recipient Considerations (5 of 5)

The Tribal government will be responsible for the distribution and oversight of funding that FEMA obligates to the disaster, including compliance with Records Management and Auditing Requirements.

After a declaration is made, staff will be needed to:

- Develop Public Assistance projects
- Participate in environmental and historic preservation reviews
- Identify and implement eligible mitigation projects



- Submit grant applications for desired Individual Assistance programs
- Identify a Hazard Mitigation Officer to administer the Hazard Mitigation Grant Program
- Identify a liaison to work with a FEMA Disability Integration Advisor

Applicant Considerations

As an Applicant to a State, the Tribal government will have the following considerations:

- Shared non-Federal cost share with Recipient
- Reduced administrative responsibilities

In addition, Applicants may:

- Be able to receive Public Assistance permanent work through the State without a Tribal Mitigation Plan
- Be eligible to receive Hazard Mitigation Grant Program funds without a FEMA approved Tribal Mitigation Plan



Lesson 2 Summary

In this lesson, participants learned how to:

- Describe the process for applying for Public Assistance as a Recipient through a direct Tribal request or as a Recipient through a State declaration
- Describe the process for applying for Public Assistance as an Applicant through a State or territorial declaration

The next lesson will provide an overview of the resource requirements for Tribes requesting Public Assistance grant funding.

Lesson 3 Overview and Objectives

This lesson covers the administrative responsibilities for Tribes applying for Public Assistance grant funding.

At the end of this lesson, participants will be able to:

- Describe the administrative responsibilities for direct Tribal declarations
- Describe the administrative responsibilities for a State declaration as a Recipient or an Applicant

FEMA-Tribe Agreement (1 of 2)

After every Emergency or Major Disaster declaration, FEMA and the Tribal government receiving the declaration enter into a FEMA-Tribe Agreement signed by the FEMA Regional Administrator or his/her designee, and the Chief Executive of the Tribal government.

The agreement contains the understandings, commitments, and conditions under which FEMA's disaster assistance will be provided.

No disaster funding or direct Federal assistance will be authorized until the FEMA-Tribe Agreement has been signed.



FEMA-Tribe Agreement (2 of 2)

FEMA-Tribe Agreement terms and conditions include, but are not limited to:

- Incident period
- Incident type
- Areas designated, if applicable
- Programs authorized
- Cost share provisions
- Designation of Tribal Coordinating Officer and Tribal Chief Executive's Authorized Representative(s)
- Requirement that the Tribal government follow all program eligibility requirements



Once signed, the FEMA-Tribe Agreement can be amended upon agreement of FEMA and the Tribal government.

Public Assistance Administrative Plan

Tribal governments must develop a disaster-specific Public Assistance Administrative Plan after the President declares an emergency or major disaster authorizing Public Assistance for the Tribal government. Technical Assistance may be requested to develop the plan through the Regional Administrator.

The plan must:

- Designate the Tribal agency which will act as the Recipient
- Describe the staffing plan, including management and oversight responsibilities
- Detail procedures for processing project appeal requests and requests for time extensions
- Describe procedures to comply with the administrative requirements of 44 C.F.R. 206.207(b) and 2 CFR Part 200



Tribal Mitigation Plans (1 of 2)

A Tribal government must have a FEMA-approved Tribal Mitigation Plan that meets the requirements in 44 CFR 201.7 to receive disaster funding for the Hazard Mitigation Grant Program and Public Assistance Categories C-G, if serving as a Recipient.



Tribal Mitigation Plans (2 of 2)

After a disaster declaration, the Tribal government has 30 days to submit an approved plan. An "approved plan" is a Tribal Mitigation Plan that a Tribal government has adopted and FEMA has reviewed and approved. The Tribal government may request an extension of up to 90 days to submit an approved plan. Technical Assistance may be requested to develop the plan through the Regional Administrator.



During this period of up to 120 days, the Tribal government may work with FEMA to develop Public Assistance projects or applications for the Hazard Mitigation Grant Program. If no Tribal Mitigation Plan is approved within this timeframe, then FEMA will stop work on any Public Assistance Category C-G projects and Hazard Mitigation Grant Program applications under development. Without a Tribal Mitigation Plan, funding for Hazard Mitigation Grant Program and Public Assistance Categories C-G will not be made available.

Payment Forms

Payment Management System Access Form:

The Payment Manage System is managed through the U.S. Department of Health and Human Services. The application can be coordinated through the Regional Grants Division.

Select the link to access the [Payment Management System](#) Access Form.

Direct Deposit Form:

The Direct Deposit Form is used to deposit directly into a bank account.

Select the link to access the [Direct Deposit Form](#).

In order to receive funding from FEMA, access to the Payment Management System and a Direct Deposit form needs to be completed.

Financial Reports

The Tribal government should submit a complete and accurate Federal Financial Report to the FEMA Regional Office 30 days after the end of the first federal quarter following the federal award date for each program.

After the Tribal government has submitted all payments of claim information and certifications as required in applicable regulations, they should note in the remarks section of its next quarterly financial report:

- That the report represents the final expenditures for a particular Applicant
- The name of that Applicant
- The date on which the Recipient submitted to FEMA a payment of claim for each of that Applicant's approved projects, or reference to other documents submitted to FEMA that includes this information

The Tribal government should submit a complete and accurate final Federal Financial Report, no later than 90 days after each program's federal grant award performance period expiration date. This report is the final expenditure report reflecting the Tribal government's total expenditures by program under the federal award for the disaster or emergency.

Administrative Responsibilities for State Declarations as a Recipient or Applicant

If a Tribal government elects to seek Public Assistance through a State declaration, they can choose to receive assistance as either an Applicant or a Recipient.

As an Applicant, the Tribal government will coordinate with the State to apply for assistance and receive reimbursement.

As a Recipient, the Tribal government will work directly with FEMA. As a Recipient, the Tribal government will be required to sign a FEMA-Tribe Agreement and subject to all the responsibilities of a Recipient.



Responsibilities as a Recipient

The responsibilities of a Tribal government as a Recipient include:

- All financial and grants management requirements

- Ensuring compliance with the Stafford Act, FEMA's regulations, and all other applicable laws
- Monitoring any Applicants
- Meeting the non-Federal cost share requirement
- Having an approved Tribal Mitigation Plan



The Tribal government is accountable for all statutory and regulatory requirements for funds dispersed to or through the Tribal government for that program.

Recipient and Applicant grant management requirements are outlined in other courses such as "1009 - Conditions of the Public Assistance Grant."

Lesson 3 Summary

In this lesson, participants learned how to:

- Describe the administrative responsibilities for direct Tribal declarations
- Describe the administrative responsibilities for a State declaration as a Recipient or an Applicant

The next lesson provides an overview of the geographic considerations Tribes should understand when applying for Public Assistance as a Recipient directly through the Federal government.

Lesson 4 Overview and Objectives

This lesson provides an overview of the resource requirements for Tribes requesting Public Assistance grant funding.

At the end of this lesson, participants will be able to:

- Identify the resource requirements associated with Recipient status

Tribal Disaster Officials as a Recipient

When a Tribal government acts as a Recipient, a Tribal Coordinating Officer is appointed by the Chief Executive to

act in cooperation with the Federal Coordinating Officer to administer disaster recovery efforts.

The Tribal Coordinating Officer is designated as part of the FEMA-Tribe Agreement and coordinates Tribal disaster assistance efforts with those of the Federal government and State partners, as applicable.



Tribal Chief Executive's Authorized Representative

The Tribal Chief Executive's Authorized Representative is designated as part of the FEMA-Tribe Agreement and empowered with fiduciary responsibility for the Tribal government during the disaster.

The Tribal Chief Executive's Authorized Representative executes all necessary documents for disaster assistance on behalf of the Tribal government.

A single individual may serve as both the Tribal Coordinating Officer and the Tribal Chief Executive's Authorized Representative.



Federal Coordinating Officer and Unified Command Group

The Federal Coordinating Officer is the lead Federal official at incident site, identified by the President to work with the Tribal government and administer authorized Federal disaster assistance. The Federal Coordinating Officer is responsible for:

- Assuring that Federal assistance is provided in accordance with the declaration, laws, regulations, and the FEMA-Tribe Agreement



- Performing the initial appraisal of the types of relief most urgently needed
- Establishing necessary field offices
- Coordinating the relief activities of State, Tribal, and local governments, as well as other disaster assistance organizations

If the area affected by a major disaster or emergency includes more than one State, the President may appoint a single Federal Coordinating Officer for the entire affected area and deputy Federal Coordinating Officer(s).

The Unified Command Group plays a role when a tribe has not participated in Public Assistance as a Recipient or does not have the historical capacity to manage a grant.

Program Staff

The FEMA-Tribe Agreement is written by the Declarations Analyst at the FEMA Regional Office and signed by the tribe.

Program-related staff outlined in the FEMA-Tribe Agreement usually includes (but is not limited to):

- Tribal Authorized Representative
- Deputy Tribal Authorized Representative (optional)
- Tribal Coordinating Officer
- Deputy Tribal Coordinating Officer (optional)
- Comptroller
- Tribal Hazard Mitigation Officer



Grants Portal

As a Recipient, the Tribal government will need to access multiple systems for financial and grant management, including Grants Portal, EMMIE, and SmartLink.

Grants Portal is a web-based project tracking system used by FEMA and its stakeholders. The Tribal government can use this system to track all activities involved in the grant process from project formulation to grant obligation. Grants Portal can be used to:

- Complete and update profile information
- Submit the Request for Public Assistance
- Submit the SF-424 information
- Upload required project documentation
- Obtain daily oversight of project statuses
- Approve workflow items for concurrence/acknowledgement
- Update Essential Elements of Information for projects

Emergency Management Mission Integrated Environment (EMMIE)

Emergency Management Mission Integrated Environment is a web-based application that enables Public Assistance Recipients to complete, submit, monitor, and manage Public Assistance applications online.

FEMA first deployed the Emergency Management Mission Integrated Environment in December 2007, before using the system for all disasters in 2008. Prior to this system, FEMA used the National Emergency Management Information System (NEMIS).

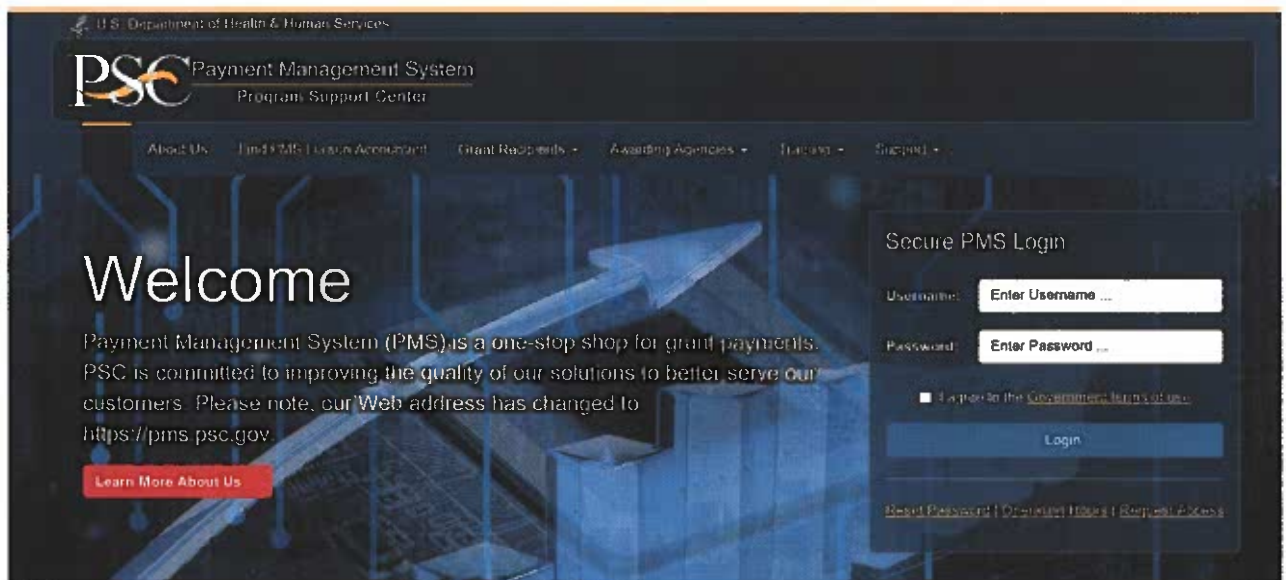
Interconnection Security Agreement

The Interconnection Security Agreement is a tool for Assistance Partners from all levels of government, emergency managers, and planners to request access to FEMA resources for assistance with response and recovery efforts. The intent of the Interconnection Security Agreement is to document and formalize the interconnection agreement between FEMA and other non-FEMA organizations. This Agreement is not required for a Presidential declaration.



SmartLink

SmartLink is the system FEMA uses to transfer grant funds to Recipients from its account with the U.S. Treasury. This Standard Operating Procedure provides consistent guidance to Regions in facilitating recovery of these high-dollar amounts.



[Select this link for a full image description.](#)

Reporting Requirements (1 of 2)

Recipients will adhere to the same grant lifecycle reporting requirements. Recipients spend the grant award in accordance with the allowable activities scoped in the program guidance. They submit quarterly financial reports and semi-annual progress reports on implementation.

The law requires that information about entities and organizations receiving Federal funding be disclosed to the public via a central website, [USA Spending](#).

Applicants give their reporting data to Recipients; Recipients submit all required data via the Federal Funding Accountability and Transparency Act Sub-Award Reporting System; and Federal grant-making agencies publish program data on USASpending.gov.



Reporting Requirements (2 of 2)

Recipients are expected to include the following types of data in their reporting:

- Financial data: expenses paid for with Federal funds
- Compliance information: ensure the Recipient is following Federal regulations
- Project data: highlight progress and/or community impact

Required information may be collected through regular progress reports, site visits, and audits.



Lesson 4 Summary

In this lesson, participants learned how to:

- Identify the resource requirements associated with Recipient status

The next lesson will provide an overview of administrative responsibilities for Tribes applying as Applicants through the State.

Lesson 5 Overview and Objectives

This lesson covers the geographic considerations a Tribe should understand when applying for Public Assistance as a Recipient through the Federal government.

At the end of this lesson, participants will be able to:

- Describe the geographic considerations for direct Tribal requests

Multi-Jurisdictional Tribal Lands (1 of 2)

Tribal governments do not always have geographical boundaries and some have boundaries that cross State lines. Therefore, Tribal government declarations do not usually define specific designated geographical areas. If a specific designated area is not defined in the declaration, FEMA determines eligibility based on legal responsibility and whether the work is directly related to the declared incident.

The State may request a Joint Preliminary Damage Assessment before the Tribal government requests one. The State's request may include counties which also have Tribal lands within the county boundaries.

In such instances, FEMA and the State will contact the Chief Executive or other appropriate Tribal official of the affected Tribal government and ask if the Tribal government would like to participate in the Joint Preliminary Damage Assessment.



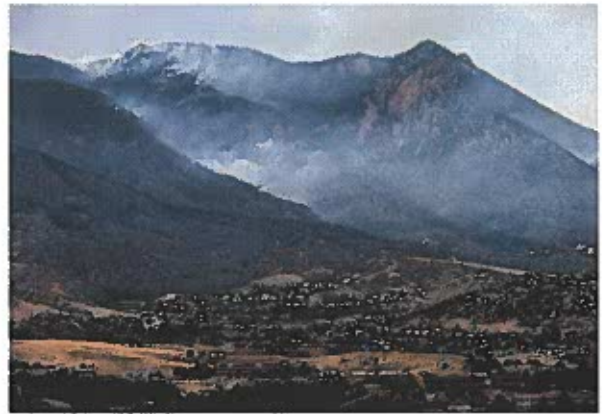
Multi-Jurisdictional Tribal Lands (2 of 2)

Even if a Tribal government agrees to include Tribal lands in a State-requested Joint Preliminary Damage Assessment, the Tribal government is not required to include its damage in a State's declaration request. When performing a Joint Preliminary Damage Assessment, the Joint Preliminary Damage Assessment teams will separate Tribal specific damage from State damage. This will ensure

Tribal government damage is appropriately documented and can be separated from the State's Joint Preliminary Damage Assessment, if a Tribal government later requests a Joint Preliminary Damage Assessment or requests its own declaration.

The Tribal government cannot request assistance on behalf of the State or local jurisdictions.

If State and Tribal governments request Public Assistance Joint Preliminary Damage Assessments for overlapping areas and a Tribal government decides to request a separate declaration, then FEMA will remove the enrolled Tribal members that live in the relevant counties from the county population for the purposes of calculating per capita damage in a State's request. This will more appropriately reflect the population used to determine the county's Public Assistance per capita damage indicator for a State request. FEMA will use enrollment numbers from a Tribal government to determine the appropriate population.

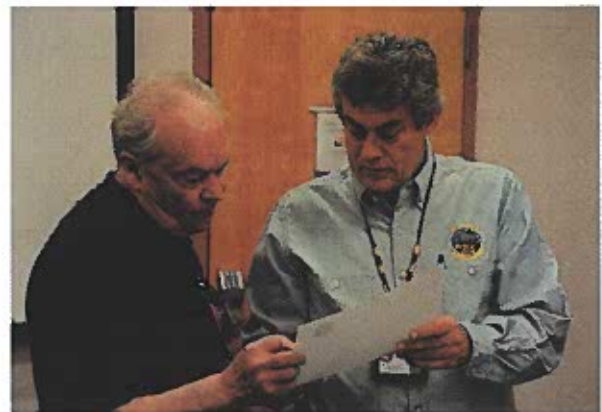


Tribal Holdings in Nondeclared Jurisdictions

Here is an example of a Tribal holding in a nondeclared jurisdiction:

A Tribal government in Florida owns land in various locations. The Tribe is primarily located in Palm Beach County. In addition, the Tribe owns properties in Ft. Lauderdale (Broward County) and in Tampa (Hillsborough County).

A hurricane made landfall in southeast Florida near West Palm Beach (Palm Beach County). Palm Beach County was highly impacted, but the hurricane was compact in size and Broward County was not significantly impacted. As a result, the county was not designated in the declaration, but a tornado impacted the Tribe's property in Broward County and there



are potentially eligible claimed costs. When the hurricane crossed the State, it exited in Manatee County and, as a result, Hillsborough County was also largely unscathed. However, a straight-line wind within an outer band of the hurricane devastated the property located in that county.

In such an event, damages to all these Tribal Properties (inside and outside of designated counties) may be considered when the Tribe serves as a Recipient.

Lesson 5 Summary

In this lesson, participants learned how to:

- Describe the geographic considerations for direct Tribal requests

The next lesson will review the course objectives. Participants will take a Post-Course Assessment and complete the Course Evaluation Form.

Lesson 6 Overview and Objectives

This lesson covers 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, you learned how to:

- Describe the process and considerations for deciding to apply as a Recipient for the Public Assistance Grant Program
- Explain the general administrative requirements of Recipients to receive Public Assistance grants

Lesson 1 Objectives

Lesson 1 provided a high-level overview of FEMA's efforts to educate and promote effective engagement with Tribes, a background on the Sandy Recovery Improvement Act of 2013 and the provision allowing for direct Tribal declaration requests, and the application methods available to Tribes to request Public Assistance.

You should now be able to:

- Identify Administrative requirements of the course
- State the goals and objectives of the course
- Identify the application methods available to Tribes to request Public Assistance grant funding

Lesson 2 Objectives

Lesson 2 provided an overview of the ways in which Tribal governments may apply for Public Assistance grant funding.

You should now be able to:

- Describe the process for applying for Public Assistance as a Recipient through a direct Tribal request or as a Recipient through a State declaration
- Describe the process for applying for Public Assistance as a Sub-recipient through a State declaration

Lesson 3 Objectives

Lesson 3 identified the administrative responsibilities for a Tribe applying for Public Assistance grant funding.

You should now be able to:

- Describe the administrative responsibilities for direct Tribal declarations
- Describe the administrative responsibilities for a State declaration as a Recipient or an Applicant

Lesson 4 Objectives

Lesson 4 provided an overview of personnel and capability requirements for a Tribe requesting Public Assistance grant funding.

You should now be able to:

- Identify the resource requirements associated with Recipient status above and beyond capability needs as an Applicant

Lesson 5 Objectives

Lesson 5 provided an overview of geographic considerations for direct Tribal requests.

You should now be able to:

- Describe the geographic considerations for Tribal requests

Course Summary

Congratulations! This course is complete.

This course provided you with an overview of considerations to become a Tribal Recipient.