



FEMA New Recipients of Disaster Grants Guide

May 2019



FEMA

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CHAPTER 1: INTRODUCTION

Background

The Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act) authorizes the President to provide federal assistance when the magnitude of an incident or threat of an incident exceeds the affected state, territorial, Indian tribal (tribal), and local governments' capability to respond or recover. To receive federal disaster assistance, a governor or tribal chief executive must submit a request for an emergency or major disaster declaration to the President through the Federal Emergency Management Agency (FEMA).

The Stafford Act (as amended) provides federally recognized tribal governments the option to request an emergency or major disaster declaration directly from the President. This enables tribal governments to receive assistance in the form of grants or cooperative agreements through FEMA Public Assistance (PA), Individual Assistance (IA), and Hazard Mitigation Grant Programs (HMGP) as Recipients independent of a state's disaster declaration. This provides tribal governments more autonomy to determine how they want to seek Stafford Act assistance and which assistance to pursue. In addition to this option, tribal governments retain the authority to apply for assistance as a Recipient or Subrecipient (as allowed by state law) under a state's disaster declaration. Tribal governments may not receive the same type of assistance (i.e., PA, IA, or HMGP) for both tribal and state declarations for the same incident.

The declaration request, once approved by the President, designates disaster-impacted areas and establishes the incident period, the type of incident, the type(s) of assistance available, and the federal cost share amount for the provision of requested assistance, if applicable. While an approved declaration authorizes FEMA disaster assistance grant programs, the requesting state, territorial, or tribal government has additional requirements

Key Terminology

All terminology pertaining to the disaster declaration process and PA, IA, and HMGP is derived from FEMA doctrine and other federal guidance. Key terms that appear throughout this document are "Recipient," "Applicant," and "Subrecipient."

Recipient – A non-federal entity that receives an award from a federal agency (e.g., state, territorial, or tribal government) to carry out an activity under a federal program.

Applicant – A non-federal entity that applies to be a Subrecipient of assistance under a Recipient's federal award (e.g., local government agency, housing authority, or private nonprofit organization).

Subrecipient – An Applicant that receives a sub-award from a Recipient to carry out part of a federal program.

to complete before FEMA allocates and dispenses grant funds. The *FEMA New Recipients of Disaster Grants Guide* describes the most critical requirements for Recipients in requesting and receiving FEMA disaster assistance grant funding.

Purpose

The *FEMA New Recipients of Disaster Grants Guide* is intended to provide streamlined guidance to state, territorial, and tribal governments on the essential elements of PA, IA, and HMGP and required actions to request, initiate, and receive FEMA disaster assistance grants.

Scope and Applicability

The *FEMA New Recipients of Disaster Grants Guide* outlines the critical statutory, policy, and procedural requirements for Recipients of FEMA disaster assistance grants. The scope of the *FEMA New Recipients of Disaster Grants Guide* includes pre-disaster preparations and post-disaster actions and is tailored to an audience of current (or prospective) Recipients of federal disaster grant funding. The information in the *FEMA New Recipients of Disaster Grants Guide* is meant to supplement available programmatic guidance and assist new Recipients with limited experience in navigating the FEMA disaster grant process.

The *FEMA New Recipients of Disaster Grants Guide* describes Recipient requirements for the three FEMA categories of disaster grant assistance available to Recipients following a Presidential emergency or major disaster declaration: PA, IA, and HMGP. FEMA provides specific guidance for state-led PA and is developing state-led housing options to allow Recipients to manage greater portions of the recovery effort. Recipients interested in pursuing these options should consult with regional program staff for details and requirements.

Scope Limitations

The scope of the *FEMA New Recipients of Disaster Grants Guide* does not include the Fire Management Assistance Grant (FMAG) program. The scope also does not include HMGP Post Fire, which allows for mitigation assistance absent a major disaster declaration, contingent on the occurrence of an FMAG event. For more information on the FMAG program, refer to the FEMA [Fire Management Assistance Grant Program Guide](#).

In addition to internal program requirements, the *FEMA New Recipients of Disaster Grants Guide* highlights critical connections with FEMA's National Flood Insurance Program (NFIP) that impact eligibility for federal assistance.¹ Furthermore, the *FEMA New Recipients of Disaster Grants Guide* includes a checklist (Chapter 7: New Recipient Checklist) to assist

¹ For additional information on special designations and requirements that may impact your community, refer to NFIP participation guidance at <https://www.fema.gov/participation-national-flood-insurance-program>.

new Recipients in pre-disaster preparations and post-disaster execution of key actions required for facilitating the provision of FEMA disaster assistance grant program funds.

New Recipients should use the FEMA *New Recipients of Disaster Grants Guide* in conjunction with the assistance of FEMA PA, IA, and HMGP representatives to ensure a comprehensive understanding of all available program options and requirements.

For more detailed guidance on each disaster assistance program, coordinate with your regional program representative and refer to the following program-specific documents:

- [Public Assistance Program and Policy Guide \(PAPPG\)](#)
- [Individual Assistance Program and Policy Guide \(IAPPG\)](#)
- [Hazard Mitigation Assistance \(HMA\) Guidance](#)

Authorities and Foundational Documents

The following are the foundational documents and authorities for the FEMA *New Recipients of Disaster Grants Guide*:

- Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288, as amended, 42 U.S.C. § 5121-5207)
- Title 2 Code of Federal Regulations (CFR) § 200
- Title 44 CFR §§ 201 and 206
- Sandy Recovery Improvement Act of 2013 (Public Law 113-2)
- *Tribal Declarations Pilot Guidance*, January 2017
- *Damage Assessment Operations Manual*, April 2016
- FEMA *National Disaster Recovery Framework* (Second Edition), June 2016
- FEMA *Individual Assistance Program and Policy Guide* (IAPPG), March 2019
- FEMA *Public Assistance Program and Policy Guide*, April 2018
- FEMA *Hazard Mitigation Assistance Guidance*, February 2015
- FEMA Policy: *State Mitigation Plan Review Guide* (Guide), March 2015
- FEMA Policy: *Tribal Mitigation Plan Review Guide*, December 2017

Appendix C provides additional information about authorities and foundational documents.

Document Management and Maintenance

The FEMA Office of Response and Recovery, Doctrine and Policy Office is responsible for the management and maintenance of this document. Comments and feedback from FEMA personnel and stakeholders regarding this document should be directed to the Doctrine and Policy Office at FEMA headquarters (HQ).

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CHAPTER 2: DISASTER GRANT PROGRAM

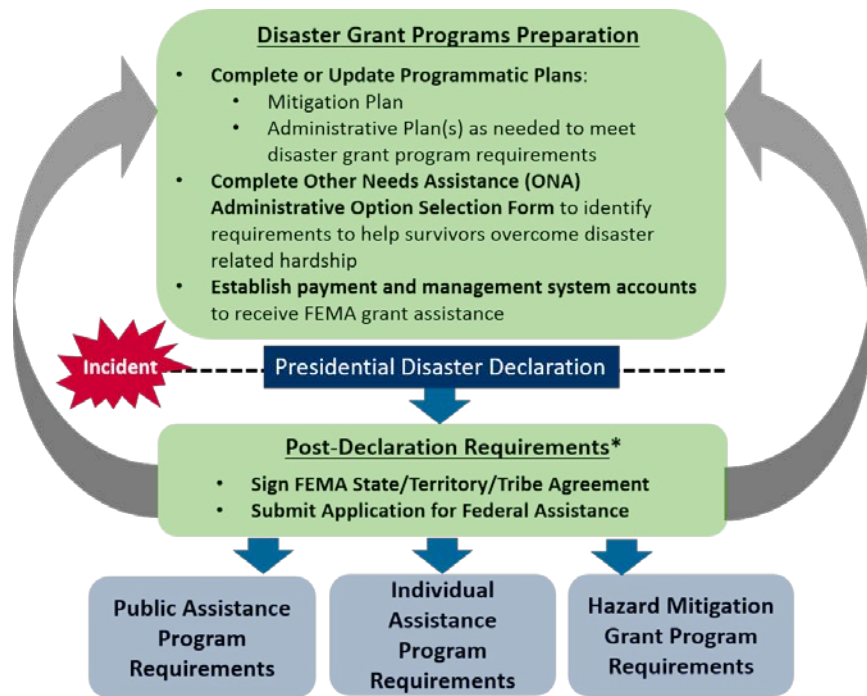
PREPARATIONS

State, territorial, and tribal governments should work to complete FEMA’s required tasks and to achieve a thorough understanding of their own internal grant administration processes and federal regulations prior to requesting a Presidential declaration. FEMA requires Recipients to complete each task before releasing approved disaster grant funds. Completion of these tasks before a declaration request will expedite disbursement of approved funds; addressing these tasks post-declaration will delay the delivery of disaster grant funding. The status of each task will not affect a state, territorial, or tribal government’s eligibility to request or be approved for a disaster declaration.

Technical Assistance for Preparations

Completing certain preparatory tasks (e.g., preparing a Mitigation Plan) can be complex, time-consuming, and require in-depth research and analysis. FEMA staff are available to provide technical assistance to state, territorial, and tribal governments in completing each task. State, territorial, and tribal representatives should coordinate with a FEMA regional program representative if they require technical assistance.

Figure 1 identifies required tasks that a Recipient must complete before it can receive FEMA disaster assistance grant funds.



*Recipient must complete all requirements to receive approved disaster funds

Figure 1: Required Recipient Actions Before Receiving Disaster Grant Funding from FEMA

Program-specific requirements for PA, IA, and HMGP can be found in subsequent chapters. Refer to Chapter 7: New Recipient Checklist for additional details and deadlines for FEMA disaster assistance grant program preparedness tasks. Refer to Appendix D: References for a list of guidance documents and forms applicable to each of FEMA’s disaster assistance grant programs.

Mitigation Plan

FEMA requires Recipients to have an approved Mitigation Plan in place before receiving disaster grant program funding for HMGP or the Permanent Work categories of PA.^{2, 3} Recipients must review and revise Mitigation Plans to reflect changes in development, progress in mitigation efforts, and changes in priorities and resubmit for approval to the appropriate Regional Administrator (RA) every 5 years. However, Recipients must also submit an updated Mitigation Plan if the current plan does not reflect the priorities of the current disaster. The Mitigation Plan requirement encourages Recipients to engage in hazard mitigation planning to identify risks and vulnerabilities associated with natural disasters and to develop long-term strategies for protecting people and property against future hazards.

Tribal Mitigation Plan Requirements

Tribal government Recipients must submit an approved Mitigation Plan within 30 days of signing the FEMA-Tribal Agreement (FTA) and may request an extension for up to 90 additional days. The Regional Administrator (RA) may grant exceptions to this requirement in extraordinary circumstances. In these cases, the Mitigation Plan must be completed within 12 months of the award of the mitigation grant. If a plan is not provided within this timeframe, all mitigation projects funded through the grant will be terminated and costs incurred after notice of grant termination will not be reimbursed, as described under the 44 CFR §§ 206.434(b)(2); 201.6(a)(3).

Development of a well-crafted and applicable Mitigation Plan requires significant foresight and research to identify potential mitigation projects. Recipients should ensure they are aware of all applicable eligibility conditions, laws, regulations, and insurance requirements that impact the provision of PA and HMGP, including participation in the NFIP. Refer to FEMA’s [Mitigation Planning Guidance](#) for more information, or contact FEMA Hazard Mitigation staff to request technical assistance for developing a Mitigation Plan. Refer to Chapter 6: Hazard Mitigation Grant Program Requirements for additional details on FEMA

² 44 CFR § 201.4 says that states must have an approved standard State Mitigation Plan (SMP) that meets the requirements included in the section as a condition of receiving non-emergency Stafford Act assistance and FEMA mitigation grants.

³ 44 CFR § 201.7 says that Indian tribal governments applying to FEMA as a Recipient must have an approved Tribal Mitigation Plan meeting the requirements included in the section as a condition of receiving non-emergency Stafford Act assistance and FEMA mitigation grants.

support for hazard mitigation planning. FEMA also provides the following resources for mitigation planning:

- [State Mitigation Plan Review Guide](#)
- [Tribal Mitigation Plan Review Guide](#)

Other Needs Assistance Administrative Option Selection Form

FEMA's IA programs provide assistance to survivors through a variety of functions and coordinated services, including Other Needs Assistance (ONA). ONA provides financial assistance to survivors for disaster-related expenses and serious needs not covered by insurance or another source.

FEMA requires Recipients to complete an ONA Administrative Option Selection Form (ONA Administrative Form) before they can receive financial assistance under the ONA program. Recipients use the ONA Administrative Form to indicate who will be responsible for administering assistance under ONA. Recipients have the following options:

- FEMA-administered ONA,
- Recipient-administered ONA (requires an accompanying administrative plan), or
- Recipient and FEMA joint-administered ONA (requires an accompanying administrative plan).

All Recipients must submit their ONA selections to FEMA annually, regardless of the administrative option selected. With this annually updated form, the Recipient establishes the maximum amount of assistance that may be awarded to eligible individuals for transportation assistance, funeral assistance, and child care assistance. This process requires an evaluation of the Recipient's capacity to administer ONA and identifies cost thresholds and item exemptions for certain categories of ONA.

In addition, the ONA Administrative Form provides an opportunity for the Recipient to make adjustments to the established personal property line items. FEMA uses a standardized list of personal property items to determine which disaster-damaged items may be eligible for ONA. Recipients have the option to modify these lists. The Recipient may request the addition of line items other than those on FEMA's standard personal property line item list when submitting or updating the ONA Administrative Form. All updates to the form must be completed by the Recipient within 72 hours of authorization of the IA Program.

If the Recipient chooses to administer a part of ONA, FEMA requires it submit an ONA Administrative Plan.

Administrative Plans

To receive PA and HMGP funding, Recipients must develop and submit to FEMA an administrative plan that describes how the Recipient intends to administer the grant funding. Recipients must have a current administrative plan for each program approved by FEMA before receiving PA and HMGP funds.

FEMA requires Recipients of disaster assistance grant funding to complete an ONA Administrative Plan only if the Recipient elects to take on part or all of the administrative role of the ONA process. Recipients must update their ONA Administrative Plan every 3 years. If the Recipient chooses the option in which FEMA maintains full administrative responsibility for ONA, it does not need to complete an ONA Administrative Plan.

Payment and Management System Setup

State, territorial, and tribal governments must ensure proper registration in the federal grants system by obtaining a Data Universal Number System (DUNS) number. The DUNS number allows the Federal Government to track the allocation of federal funds. Recipients must look up their organization's existing DUNS number or register for a new number through the [Dun and Bradstreet \(D&B\) Website](#). It may take up to 2 business days for Recipients to obtain a DUNS number.

To access federal funds, Recipients must have a direct deposit account via the Payment Management System (PMS)/Smartlink. To establish an account, first-time Recipients must create a PMS account online and submit a written request to the RA, including a completed [Direct Deposit Sign-Up Form \(SF1199A\)](#). The PMS Access Form and Direct Deposit Sign-Up Form are available at pms.psc.gov/. Recipients should allow up to 3 weeks to receive PMS access and for Direct Deposit Sign-Up Form processing.

Special Conditions and Requirements

State, territorial, and tribal governments should ensure familiarity and compliance with all program eligibility conditions, in addition to completing recommended tasks in preparation for future incidents.

Procurement Requirements

Federal procurement standards for state and territorial governments differ from those of tribal and local governments, nonprofits, and other non-federal entities. Recipients should ensure that staff responsible for coordinating the request and administration of disaster grant funding for IA, PA, and HMGP have a complete understanding of—and comply with—all procurement standards and regulations.

Special Designated Areas

Special eligibility restrictions and conditions for PA, IA, and HMGP may apply to communities located within special designated areas, including those in special flood hazard areas (SFHA). To qualify for the full amount of assistance available under each of FEMA’s disaster assistance programs, Recipients should be knowledgeable of all special designations that may impact their communities and comply with applicable FEMA and National Flood Insurance Reform Act (NFIRA) requirements. Refer to the FEMA webpage on [Participation in the National Flood Insurance Program](#) for further information.

Procurement Requirements

State and territorial governments must follow the same policies and procedures it uses for procurements from its non-federal funds. In addition, they must also:

- Comply with 2 CFR § 200.322, “Procurement of Recovered Materials”; and
- Ensure every purchase order or other contract includes all clauses required by 2 CFR § 200.326, “Contract Provisions.”

Tribal and local governments, and private nonprofits must conduct procurement transactions in a manner that complies with 2 CFR § 200.318 to 2 CFR § 200.326 when procuring property and services under a federal award.

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CHAPTER 3: POST-DECLARATION REQUIREMENTS

To receive FEMA disaster assistance grant funds, state, territorial, or tribal governments must request a declaration from the President through FEMA within 30 days of the incident. State, territorial or tribal governments may also submit a declaration request prior to an imminent incident (e.g., hurricane). FEMA may extend the request deadline if the governor or tribal chief executive submits a written time extension request within 30 days of the incident, stipulating the reason for the delay. Refer to the [Guide to the Disaster Declaration Process and Federal Disaster Assistance](#) or the [Tribal Declarations Pilot Guidance](#) for additional information on declaration requirements.

Post-Declaration

When the President approves a request for an emergency or major disaster declaration, FEMA personnel may deploy to the impacted areas to support Recipient staff in response and recovery activities. In the case of smaller incidents, FEMA may provide Recipients with virtual support from a regional office or FEMA HQ. FEMA personnel will assist Recipients in fulfilling post-declaration requirements, including the following:

- Signing the FEMA-State/Territory/Tribe Agreement (FSA/FTA), and
- Submitting the [Application for Federal Assistance](#) (SF-424) and other required documentation to receive PA, IA, and HMGP funding.

Pre-Assistance Requirements

Immediately following a Presidential disaster declaration, the Recipient must sign an FSA/FTA and submit a formal Application for Federal Assistance (SF-424) to receive PA, IA, and HMGP funds. In addition, FEMA requires the Recipient to complete all tasks described in Chapter 2: Disaster Grant Program Preparations before receiving FEMA disaster assistance grant funding. Refer to Chapter 7: New Recipient Checklist for more detailed guidance on each task, including important deadlines.

Legal Review for Federal Assistance Agreement

Recipients should enlist legal counsel to review the FSA/FTA prior to signing to ensure complete understanding of the conditions associated with the provision of disaster grant funding. Under 44 CFR § 205.44 (a), “this Agreement imposes binding obligations on FEMA, states, their local governments, and private nonprofit organizations within the states in the form of conditions for assistance which are legally enforceable.”

Sign FEMA-State/Territory/Tribe Agreement

Recipients must sign an FSA/FTA for each disaster in order to document commitments and conditions under which FEMA will provide assistance. The FSA/FTA must be signed by the RA or his/her designee and the governor or tribal chief executive.

Apply for Disaster Grant Funding

To receive approved FEMA disaster assistance grant funds, a Recipient must submit an SF-424 for each program. An SF-424 is required to formally request each type of assistance made available in the approved declaration, based on the needs of the designated areas. The [Assurances for Construction Programs \(SF-424D\)](#) accompanies the SF-424 for PA and HMGP and provides additional certification of a Recipient's compliance with construction contracting practices and procedures per federal grant requirements. In addition, state, territorial, tribal, and local government entities and private nonprofits seeking PA funding must review and sign the Damage Description and Dimension, which FEMA uses to determine what damages are eligible for PA.

CHAPTER 4: PUBLIC ASSISTANCE PROGRAM REQUIREMENTS

The PA Program is FEMA’s largest grant program, providing funds to assist communities responding to and recovering from Presidential-declared major disasters or emergencies. Figure 2 provides an overview of the key actions a Recipient must complete to receive and manage PA grant funding. Refer to Chapter 2: Disaster Grant Program Preparations for guidance on tasks FEMA requires Recipients to complete before applying for and receiving disaster grant assistance. Refer to Chapter 7: New Recipient Checklist for more detailed program requirements, including important deadlines for the PA Program.

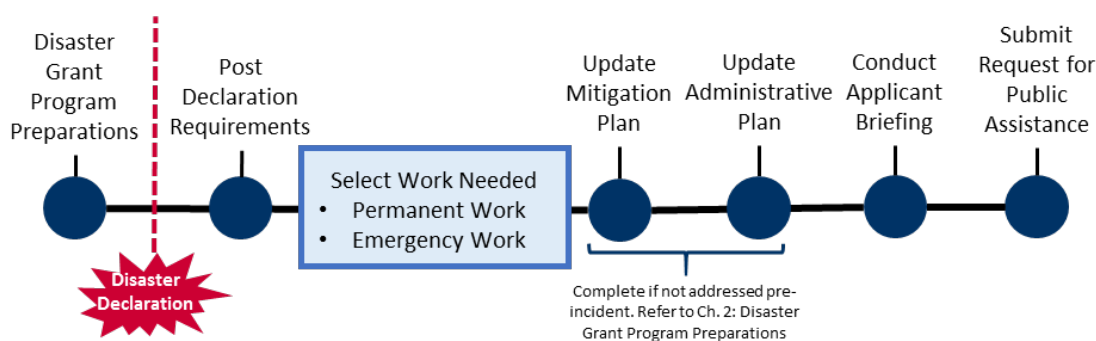


Figure 2: Key Recipient Actions for PA Grants

Public Assistance Cost Share

The standard federal cost share for PA is 75-percent of the eligible costs. If the actual federal obligations, excluding administrative costs, meet or exceed a qualifying threshold, then FEMA may make a recommendation to the President to increase the federal share to up to 90-percent. In limited cases, the President may increase the federal share for Emergency Work, if warranted.

Management Costs: Under the “FEMA Recovery Policy, [Public Assistance Management Costs \(Interim\)](#),” which applies retroactively to disasters declared on or after August 1, 2017, FEMA may provide funding (up to 7-percent for Recipients and 5-percent for Subrecipients) for management costs incurred by a Recipient or Subrecipient in administering a PA grant. There is no cost share requirement for this policy. Contact your regional FEMA representative or regional tribal liaison for more information about this policy.

Donated Resources: FEMA allows Recipients and Subrecipients to apply the value of donated resources used during the performance of eligible Emergency and Permanent Work toward the non-federal cost share of its eligible Emergency and Permanent Work projects. Recipients and Subrecipients must meet certain conditions to apply the offset to specific Emergency and Permanent Work. Refer to the FEMA Recovery Policy, “[Public Assistance Donated Resources](#),” for more information. Permanent and Emergency Work are detailed in this chapter.

Applicant Briefing

As soon as possible following a Presidential declaration, the Recipient conducts briefings for all potential Applicants (i.e., state, territorial, tribal, and local government entities and private nonprofits). The Recipient is responsible for notifying potential Applicants of the date, time, and location of the Applicant briefing. Prior to the Applicant briefing, the FEMA regional office will coordinate with the Recipient to ensure the Recipient has all necessary information and materials to educate Applicants on the PA Program.

Request for Public Assistance

Recipients are responsible for ensuring that entities who wish to seek assistance under the PA Program submit a Request for Public Assistance (RPA) to FEMA within 30 days of the respective area designation in the declaration. The RPA is an Applicant's official notification to FEMA of the intent to apply for PA funds. Using the RPA, the Applicant provides general information about its organization, including physical location and point of contact.

Mitigation Plan Requirement

FEMA requires Recipients to have an approved, up-to-date Mitigation Plan in place before receiving disaster grant program funding for Permanent Work categories of PA. Refer to Chapter 2: Disaster Grant Program Preparations for additional details on Mitigation Plan requirements. Refer to Chapter 6: Hazard Mitigation Grant Program Requirements for additional guidance on mitigation planning assistance.

Public Assistance Work Categories

FEMA processes PA grant funding based on the type of work the Applicant undertakes. There are two main project types for PA: Emergency Work and Permanent Work.

- **Emergency Work** categories provide assistance for debris removal and emergency protective measures to save lives and protect property.
- **Permanent Work** categories assist with permanently restoring community infrastructure affected by a declared incident.

Table 1 identifies the categories of PA Emergency Work and Permanent Work and applicable examples of each work category.

Table 1: PA Work Categories and Work Examples

Category of Work	Examples
Emergency Work	
A: Debris Removal	<ul style="list-style-type: none"> • Clearance, removal, and disposal of the following: <ul style="list-style-type: none"> ○ Vegetation ○ Construction and demolition debris ○ Vehicle and vessel wreckage
B: Emergency Protective Measures	<ul style="list-style-type: none"> • Expenses related to operating a facility or providing an emergency service • Firefighting and rescue activities • Assistance to private nonprofit organizations • Emergency Operations Center-related costs • Evacuation and sheltering
Permanent Work	
C: Roads and Bridges	<ul style="list-style-type: none"> • Applies to components of paved, gravel, or dirt roads • Covers bridge components, including the following: <ul style="list-style-type: none"> ○ Guardrails ○ Pavement ○ Lighting, sidewalks, and signs
D: Water Control Facilities	<ul style="list-style-type: none"> • Dams and reservoirs • Levees and floodwalls • Pumping facilities • Engineered drainage channels • Irrigation facilities
E: Public Buildings and Contents	<ul style="list-style-type: none"> • All structural and non-structural components, including mechanical, electrical, and plumbing • Furnishings
F: Public Utilities	<ul style="list-style-type: none"> • Water storage facilities, treatment plants, and delivery systems • Power generation, transmission, and distribution facilities • Natural gas transmission and distribution facilities • Sewage collection systems and treatment plants • Communication systems
G: Parks, Recreational, and Other Facilities	<ul style="list-style-type: none"> • Mass transit facilities (railways) • Beaches • Parks, playground equipment, and picnic tables • Swimming pools, tennis courts, ball fields, golf courses • Ports and harbors, boat docks, and piers • Fish hatcheries

Special Compliance Considerations

Special restrictions and conditions apply to PA funding for projects located within an SFHA and other designated areas. FEMA must reduce the amount of assistance made available when a facility is in an area that FEMA has identified as an SFHA for more than one year, has been damaged by flooding, and is uninsured for flood loss through the NFIP. For additional requirements and terms refer to the [PAPPG](#) or [NFIP](#).

Alternative Procedures

Prior to beginning Permanent Work, Recipients should evaluate whether they intend to opt for using the alternative procedures for administering Permanent Work under the PA Program. Initiating Permanent Work activities before notifying FEMA of the intent to participate in the PA Program will render the Recipient and all work ineligible for the alternative procedures program.

The alternative procedures option for Permanent Work allows the Recipient (and Subrecipient) to receive grant funding for Permanent Work projects based on fixed estimates of the cost needed to complete the projects; however, costs above the awarded amount must be paid for by the Recipient. Recipients should coordinate with FEMA recovery staff at the regional office or in the Joint Field Office (JFO) (if established) to determine if the alternative procedures option is suitable to address their Permanent Work requirements. Refer to the [Public Assistance Alternative Procedures Pilot Guide for Permanent Work](#) for additional details on alternative procedures for Permanent Work.

CHAPTER 5: INDIVIDUAL ASSISTANCE PROGRAM REQUIREMENTS

FEMA’s IA programs deliver support to disaster survivors for unmet needs caused by a Presidential-declared incident. This chapter describes the primary functions and coordinated services available under IA programs, including the following:

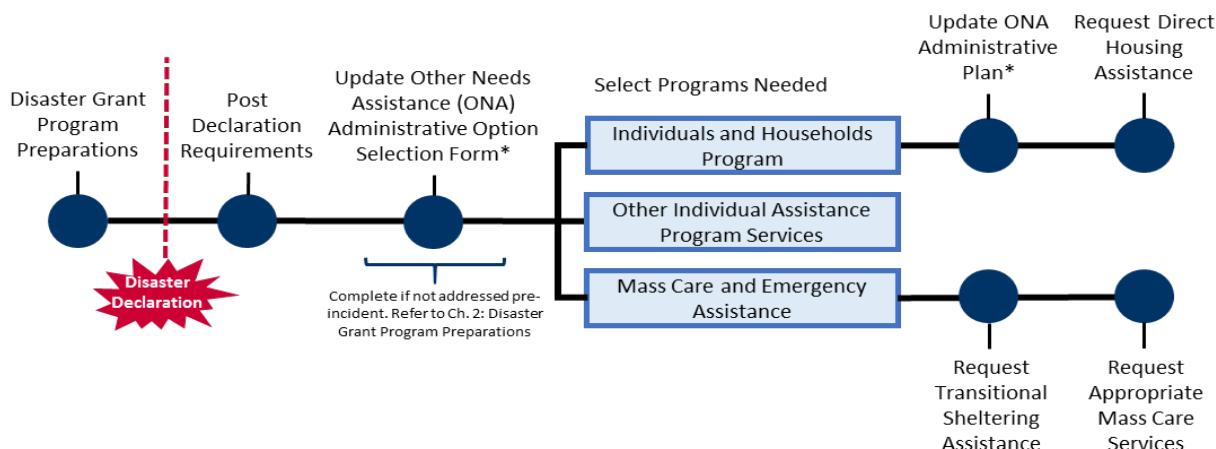
- Individuals and Households Program (IHP)
- Mass Care and Emergency Assistance
- Other IA Program services

100-Percent Funded Individual Assistance

Several IA programs are 100-percent federally funded following a disaster declaration and an approved request for IA, including the following:

- IHP housing assistance (time limitations may apply), and
- Other IA Program services:
 - Disaster Case Management (DCM),
 - Crisis Counseling Assistance and Training Program (CCP),
 - Disaster Legal Services (DLS), and
 - Disaster Unemployment Assistance (DUA).

Figure 3 provides an overview of the actions that a Recipient must complete to receive IA grant funding for survivor needs. Authorization of IA in the declaration automatically makes many IA programs available. However, several IA programs require additional Recipient actions before FEMA can allocate and disperse grant funding. Refer to Chapter 2: Disaster Grant Program Preparations for guidance on tasks FEMA requires Recipients to complete before applying for and receiving disaster grant assistance. For IA Program and subprogram requirements, including important deadlines and cost share requirements for select IA services, refer to Chapter 7: New Recipient Checklist.



*Recipient must complete ONA tasks only if applicable

Figure 3: Key Recipient Actions for IA Grants

Individuals and Households Program

IHP provides financial and direct services to eligible individuals and households affected by a disaster who have uninsured or underinsured necessary expenses and serious needs. IHP is not a substitute for insurance and cannot compensate for all losses caused by a disaster. IHP is intended to meet the survivor's basic needs and supplement disaster recovery efforts. FEMA provides two categories of IHP assistance: ONA and housing assistance.

IHP Period of Assistance

IHP assistance is limited to 18 months following the date of the Presidential disaster declaration. The President may extend the period of assistance because of extraordinary circumstances. The governor or tribal chief executive must request an extension in writing through the Assistant Administrator for Recovery.

Special Compliance Considerations

Certain restrictions and conditions may apply to FEMA's provision of IHP assistance in SFHAs and other designated areas. FEMA and NFIRA regulations require Applicants that receive federal financial assistance for flood-damaged property, flood-insurable real property, and/or personal property to purchase and maintain flood insurance. Flood insurance requirements apply to real and personal property that is within or will be within an SFHA and that can be insured under the NFIP. Refer to the [IAPPG](#) and [NFIP](#) for additional details on special insurance requirements.

Mass Care and Emergency Assistance

During Presidential-declared disasters, most Mass Care and Emergency Assistance services are Direct Federal Assistance (DFA), which is funded under the Stafford Act, § 403 (a)(3)(B) (commonly referred to as a PA Category B). The federal share of such assistance cannot be less than 75-percent of the eligible cost. Some examples include non-congregate sheltering through Transitional Sheltering Assistance (TSA), personal assistance services (PAS) through the Individual Assistance Support Contract (IASC), and reunification services through the National Center for Missing and Exploited Children (NCMEC).

FEMA Mass Care and Emergency Assistance provides coordination and support to state, territorial, tribal, and local governments or jurisdictions for the provision or direct delivery of life-sustaining services to disaster survivors. All survivors impacted by a disaster are eligible to receive Mass Care and Emergency Assistance services. There is no application process for Mass Care and Emergency Assistance services because these are most often life sustaining. Two notable exceptions to this general rule include TSA and the Blue Roof Program (see Table 2). FEMA coordinates a group of supporting federal agencies and non-governmental organizations (NGO) through Emergency Support Function (ESF) #6 to deliver

services to disaster survivors and impacted communities, typically through state or local partners and nonprofits, with technical assistance and resource support from FEMA.

FEMA field leadership, ESF #6 federal support agencies, and Voluntary Organizations Active in Disasters support state, territorial, tribal, and local government management of congregate sheltering, feeding, emergency supplies, and evacuation services for impacted areas; these services require limited effort on the part of the Recipient. Other services require greater Recipient involvement. Most notably, this includes disability, access and functional needs support, and some non-congregate sheltering options. Refer to the [IAPPG](#) for more information on Mass Care and Emergency Assistance services.

Individual Assistance Support Contract

The IASC is an optional contract intended to support delivery of ESF #6 Mass Care and Emergency Assistance services to disaster survivors. Activation of the IASC may be appropriate where it is determined through market research that no small business or local contract possesses the resource capabilities to meet the requirement. IASC provides support and services to augment NGO and state, territorial, tribal, and local government partner capabilities when there are gaps and shortfalls with existing resources.

Recipients may request activation of an IASC using the standard resource request form. FEMA evaluates and validates all requests for IASC activation and will coordinate with the Recipient to develop a scope of work (SOW) and cost estimate to initiate the IASC. The IASC is subject to a 25-percent state, territorial, or tribal government cost share requirement.

Other IA Program Services

Other IA Program services offered by FEMA to assist in disaster recovery include crisis counseling, disaster legal services, disaster unemployment assistance, and disaster case management. These services are completely federally funded. Refer to the [IAPPG](#) for more information on each of these services.

Recipient Actions to Activate IA Program Functions

Table 2 provides a description of the assistance available under the IHP, Mass Care and Emergency Assistance, other IA Program services, and the Recipient requirements to receive assistance.

Table 2: IA Program Functions and Recipient Requirements

Available Assistance	Description	Required Recipient Action
Individuals and Households Program (IHP)		
<p>Other Needs Assistance (ONA)</p>	<ul style="list-style-type: none"> • Financial assistance for specific disaster-caused expenses and serious needs, including the following: <ul style="list-style-type: none"> ○ Personal Property Assistance ○ Transportation Assistance ○ Moving and Storage Assistance ○ Group Flood Insurance Policy ○ Funeral Assistance ○ Medical and Dental Assistance ○ Child Care Assistance ○ Assistance for Miscellaneous Items ○ Critical Needs Assistance (CNA) ○ Clean and Removal Assistance (CRA) 	<ul style="list-style-type: none"> • Submit ONA Administrative Option Selection Form to Individual Assistance (IA) Division Director. <ul style="list-style-type: none"> ○ Establish reimbursement maximums. ○ Identify covered personal property line items. • Submit ONA administrative plan to the Federal Coordinating Officer (FCO) (if Recipient elects to administer ONA program funds). • Coordinate with field leadership, as needed.
<p>Section 425 Transportation Assistance</p>	<ul style="list-style-type: none"> • Supports relocation of individuals to and from alternative locations for short- or long-term accommodation or returning individuals to their pre-disaster primary residence or alternative location. 	<ul style="list-style-type: none"> • Coordinate with field leadership, as needed.
<p>Housing Assistance (Financial)</p>	<ul style="list-style-type: none"> • Funds provided to eligible Applicants for temporary lodging expenses, rental of temporary housing, or repair or replacement of a damaged primary residence. 	<ul style="list-style-type: none"> • Activated by approved IA declaration and signed FEMA-State/Territory/Tribe Agreement.
<p>Housing Assistance (Direct)</p>	<ul style="list-style-type: none"> • Housing solutions for Applicants unable to use rental assistance because of a lack of available housing resources. • Includes temporary housing units, travel trailer housing units, multi-family lease and repair, direct lease, and repairs and new construction when other housing options are not available, feasible, or cost effective. 	<ul style="list-style-type: none"> • Submit a written request to the Assistant Administrator for Recovery.
Mass Care and Emergency Assistance		
<p>Sheltering Support</p>	<ul style="list-style-type: none"> • Equipment, materials, supplies, and personnel to support life-sustaining services in congregate and non-congregate facilities for displaced survivors. 	<ul style="list-style-type: none"> • Coordinate with field leadership, as needed.
<p>Transitional Sheltering Assistance (TSA)</p>	<ul style="list-style-type: none"> • Provides a short-term alternative to non-congregate sheltering for displaced disaster survivors in emergency shelter locations other than their pre-disaster primary residence. 	<ul style="list-style-type: none"> • Submit activation request package. <ul style="list-style-type: none"> ○ Refer to Chapter 7: New Recipient Checklist and FEMA

Available Assistance	Description	Required Recipient Action
	<ul style="list-style-type: none"> TSA is funded under Section 403 of the Stafford Act and is subject to Public Assistance Program regulations on cost-share. 	<p>Mass Care Emergency Assistance Disaster Specific Guidance for more specific requirements for TSA.</p>
Operation Blue Roof Program	<ul style="list-style-type: none"> Free temporary roof for residential structures, schools, daycares, and some publicly-owned facilities; provides short-term relief until the owner can make permanent repairs. 	<ul style="list-style-type: none"> Coordinate with field leadership, as needed.
Feeding Support	<ul style="list-style-type: none"> Equipment, materials, supplies, and personnel to support state, territorial, tribal or local governmental feeding services to evacuees, disaster survivors, and emergency workers. 	<ul style="list-style-type: none"> Coordinate with field leadership, as needed.
Distribution of Emergency Supplies	<ul style="list-style-type: none"> Targeted acquisition, storage, delivery, and provision of life-sustaining resources, hygiene items, and cleanup items to meet the immediate, basic needs of evacuees and disaster survivors. 	<ul style="list-style-type: none"> Coordinate with field leadership, as needed.
Disability, Access, and Functional Needs Support	<ul style="list-style-type: none"> Services and resources for people with disabilities and others with access and functional needs, including the following: <ul style="list-style-type: none"> Durable medical equipment, Consumable medical supplies, and Personal assistance services to support survivors with disabilities maintain their health, safety, and independence in temporary sheltering situations. 	<ul style="list-style-type: none"> Refer to Chapter 7: New Recipient Checklist for more specific requirements for requesting resources for people with disabilities or access and functional needs.
Reunification Services	<ul style="list-style-type: none"> Facilitation for the reunification of unaccompanied minors with their custodial parents/legal guardians, as well as voluntary reunification of adults with their families. 	<ul style="list-style-type: none"> Coordinate with field leadership, as needed.
Household Pets and Service Animals Support	<ul style="list-style-type: none"> Coordination and support for the rescue, transportation, shelter, reunification, essential needs, and care of household pets and service and assistance animals. 	<ul style="list-style-type: none"> Coordinate with field leadership, as needed.
Mass Evacuee Support	<ul style="list-style-type: none"> Provision of life-sustaining services and resources to mass evacuees. 	<ul style="list-style-type: none"> Coordinate with field leadership, as needed.
Other IA Program Services		
Crisis Counseling Assistance and Training Program (CCP)	<ul style="list-style-type: none"> Provides financial assistance to state, territorial, tribal, and local government agencies through a grant or a cooperative agreement to provide crisis counseling services or contract with local mental service providers familiar with the affected communities to provide services. <ul style="list-style-type: none"> Includes Immediate Services Program (ISP) and Regular Services Program (RSP). 	<ul style="list-style-type: none"> Refer to Chapter 7: New Recipient Checklist for more specific requirements for CCP services.

Available Assistance	Description	Required Recipient Action
Disaster Unemployment Assistance (DUA)	<ul style="list-style-type: none"> Provides unemployment benefits and reemployment services to individuals who have become unemployed as a direct result of the incident. 	<ul style="list-style-type: none"> Request in declaration or coordinate with field leadership, as need arises.
Disaster Legal Services (DLS)	<ul style="list-style-type: none"> Provides confidential legal assistance to low-income individuals who are unable to secure legal services to meet their disaster-related needs. 	<ul style="list-style-type: none"> Request in declaration or coordinate with field leadership, as need arises.
Disaster Case Management (DCM)	<ul style="list-style-type: none"> Provides supplemental federal financial assistance to Recipients to provide case management services to disaster survivors. Non-governmental organizations may be Recipients of DCM and have full responsibility to comply with all applicable requirements. 	<ul style="list-style-type: none"> Refer to Chapter 7: New Recipient Checklist for more specific requirements for the DCM program.

CHAPTER 6: HAZARD MITIGATION GRANT PROGRAM REQUIREMENTS

FEMA Hazard Mitigation Assistance (HMA) disaster assistance grants through HMGP provide funding for eligible activities that reduce community vulnerability from disasters and their effects, promote individual and community safety and resilience, and promote community vitality after an incident. HMGP assistance aims to reduce response and recovery resource requirements in the wake of a disaster or incident, which results in a safer community that is less reliant on future federal assistance.

Figure 4 provides an overview of actions that a Recipient must complete to receive HMGP funding. Refer to Chapter 2: Disaster Grant

Program Preparations for guidance on tasks FEMA requires Recipients to complete before applying for and receiving disaster grant assistance. Refer to Chapter 7: New Recipient Checklist for more detailed program requirements, including important deadlines.

Hazard Mitigation Grant Program Award Cost Share

HMGP awards are required to have at least a 25-percent non-federal cost share. Exceptions to the standard cost share may be made for insular areas when the non-federal share meets certain requirements or when other special considerations are met. Refer to the HMA Guidance for cost share details.

Under the interim policy, “Hazard Mitigation Grant Program Management Costs,” which applies retroactively to disasters declared on or after August 1, 2017, FEMA may provide funding, up to 10-percent for Recipients and 5-percent for Subrecipients, for management costs incurred by a Recipient or Subrecipient in administering an HMGP grant. There is no cost share requirement for this policy. Contact your FEMA regional hazard mitigation officer for more information about this policy.

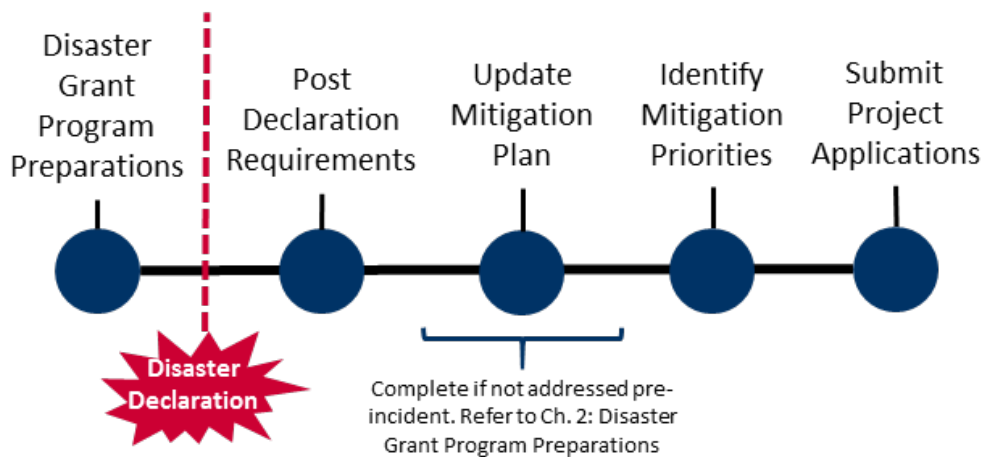


Figure 4: Key Recipient Actions for HMGP Grants

Hazard Mitigation Planning

FEMA requires Recipients to have an approved, up-to-date Mitigation Plan in place before receiving HMGP disaster grant funding and assistance for Permanent Work categories of PA. Refer to Chapter 2: Disaster Grant Program Preparations for additional details on Mitigation Plan requirements.

Recipients are responsible for determining their mitigation priorities through mitigation planning. The State Hazard Mitigation Officer or equivalent territorial or tribal representative should identify hazards that pose the greatest threat and develop an appropriate mitigation strategy. The mitigation strategy, a required component of the Mitigation Plan, identifies the specific mitigation activities the Recipient has determined can reduce vulnerability and includes information on the methodology used to identify, prioritize, and implement the range of mitigation actions considered. If the mitigation priorities and strategies identified in the Mitigation Plan do not align with conditions for implementation following a disaster, the Recipient must update the plan before receiving approved funding.

Following a declaration, Recipients may submit applications for projects to FEMA for determination of eligibility, feasibility, mitigation planning, cost effectiveness, and environmental planning and historic preservation considerations. Applicants that wish to apply for mitigation funding must submit selected mitigation projects to the Recipient for review. The Recipient is responsible for prioritizing applications for submission to FEMA based on criteria that align with its approved mitigation strategy with regard to funding and project type.

Hazard Mitigation Funding

The amount of HMGP funding available to the Applicant is based on the estimated total federal disaster assistance and is subject to a sliding scale formula outlined in Table 3.⁴ Refer to Chapter 7: New Recipients Checklist for more detailed HMGP requirements, including important deadlines.

Enhanced Mitigation Plan Incentives

FEMA provides additional funding to Recipients that develop enhanced Mitigation Plans following a disaster declaration. To receive FEMA approval of an enhanced Mitigation Plan, a Recipient must demonstrate that it has developed a comprehensive mitigation program and is capable of managing increased funding to achieve its mitigation goals. Refer to FEMA's [Hazard Mitigation Planning Frequently Asked Questions](#) for additional details regarding hazard mitigation planning.

⁴ 44 CFR § 206.432(b).

Table 3: Amount of Available HMGP Assistance

Disaster Assistance Amount	Amount of HMGP Funding
Up to \$2 Billion	Up to 15-percent
\$2 Billion to \$10 Billion	Up to 10-percent
\$10 Billion to \$35.333 Billion	Up to 7.5-percent

Special Compliance Considerations

FEMA and NFIRA restrictions and conditions may impact HMGP eligibility. Applications for HMGP projects located within an SFHA are eligible for funding only if the respective jurisdiction participates in the NFIP. For additional requirements and details, refer to the [HMA Guidance](#).

Hazard Mitigation Planning Assistance

The Stafford Act authorizes financial assistance for Recipients to support hazard identification and risk assessments leading to the development of a comprehensive Mitigation Plan and strategy for reducing risks to life and property.

FEMA’s Pre-Disaster Mitigation (PDM) Grant Program is designed to assist Recipients in implementing a sustained pre-disaster natural hazard mitigation program to reduce overall risk to the population and structures from future hazard events, while also reducing reliance on federal funding in future disasters⁵. The PDM Grant Program is separate from HMGP under HMA; as such, Recipients can use funds to support assessment of mitigation requirements, project and strategy identification, and mitigation planning without an active Presidential declaration. Refer to the [HMA Guidance](#) for more information on PDM.

Advance Assistance

Advance Assistance provides Recipients with resources to develop mitigation strategies and obtain data to prioritize, select, and develop HMGP applications. Advance Assistance, authorized by the Stafford Act (as amended), allows advancement of up to 25-percent of the HMGP ceiling or \$10 million, whichever is less, to accelerate implementation of HMGP. Refer to the [HMA Guidance](#) for more information on Advance Assistance.

⁵ Stafford Act, 42 U.S.C. 5133 authorizes PDM.

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CHAPTER 7: NEW RECIPIENT CHECKLIST

This chapter provides a checklist of relevant programmatic dates, requirements, and Recipient tasks prior to—and following—provision of Stafford Act program assistance (e.g., PA, IA, and HMGP). The checklist is not comprehensive of all program requirements, options, and responsibilities. Recipients should execute the checklist with assistance from FEMA staff. Refer to Appendix D: References for a list of guidance documents applicable to each of FEMA’s disaster assistance grant programs.

Table 4 provides an overview of the tasks a Recipient must perform before FEMA provides Stafford Act program assistance.

Table 4: Tasks in Preparation for Stafford Act Program Funds

Completed	Task	Policy (P) or Regulatory (R)	Description of Requirements
<input type="checkbox"/>	Develop and maintain a state, territorial, or tribal Mitigation Plan. ⁶	R	<ul style="list-style-type: none"> All Recipients must have a FEMA approved Mitigation Plan in place before receiving disaster grant funding for the Hazard Mitigation Grant Program (HMGP) or the Permanent Work Categories of PA. Mitigation Plans must be updated every five years. <ul style="list-style-type: none"> Recipients must submit an updated Mitigation Plan to reflect any changes made within the five-year period Recipients should identify risks and vulnerabilities associated with natural disasters to protect against future hazards. Refer to the following planning guidance for more information: <ul style="list-style-type: none"> Hazard Mitigation Planning Process.
<input type="checkbox"/>	Complete/review other needs assistance (ONA) Administrative Option Selection Form and submit it to FEMA. ⁷	R	<ul style="list-style-type: none"> All Recipients should indicate their option selection every year using Form FF 010-0-11. <ul style="list-style-type: none"> The ONA Administrative Option Selection Form must be completed and submitted to the FEMA Regional Administrator (RA) by November 30th. For more information on the ONA Administrative Option Selection Form and process, refer to the Individual Assistance Program and Policy Guide (IAPPG).
<input type="checkbox"/>	Acquire a Data Universal Number System (DUNS) number for your organization.	P	<ul style="list-style-type: none"> First-time Recipients must look up their organization’s existing DUNS number or register for a new DUNS number (allow up to 2 business days for processing) at https://www.dnb.com/duns-number.html.

⁶ 44 CFR §§ 201.4(d), 201.6(d)(3); 201.7(d); 206.434(b)(2)

⁷ 44 CFR § 206.120(b) and 120(c)(1).

Completed	Task	Policy (P) or Regulatory (R)	Description of Requirements
<input type="checkbox"/>	Establish a direct deposit account (Payment Management System [PMS]/Smartlink).	P	<ul style="list-style-type: none"> First-time Recipients must go to https://pms.psc.gov/ and select the “Request Access to PMS” button to create a PMS account. Once registered, Recipients may login to their account to complete the Payment Management Access Form. New Recipients must also submit a request letter and the Direct Deposit Sign-Up Form (SF-1199A) to the RA to establish a direct deposit account.
<input type="checkbox"/>	Develop and maintain an administrative plan for Public Assistance (PA). ⁸	R	<ul style="list-style-type: none"> Recipients should renew their administrative plans for PA on an annual basis. <ul style="list-style-type: none"> For a new incident that occurs within the year, the Recipient must also submit amendments to its administrative plan to address specifics of the new incident. Refer to the following guidance for more information on developing a plan: <ul style="list-style-type: none"> Sample Components of a Post-Declaration Administrative Plan.
<input type="checkbox"/>	Develop and maintain an administrative plan for HMGP. ⁹	R	<ul style="list-style-type: none"> Recipients should review and update their administrative plan for HMGP on an annual basis. Recipients must review and update the plan following a Presidential major disaster declaration to meet current policy guidance or changes to the administration of the program.
<input type="checkbox"/>	Develop and maintain an administrative plan for ONA. ¹⁰	R	<ul style="list-style-type: none"> If a Recipient plans to administer a part of ONA, it must submit an ONA administrative plan to the RA every 3 years.
<input type="checkbox"/>	Execute a FEMA-State/Territory/Tribe Agreement (FSA/FTA). ¹¹	R	<ul style="list-style-type: none"> Recipients must review and sign the FSA/FTA prior to receiving disaster grant funding. Recipients may be required to submit programmatic addendums to the FSA/FTA, depending on the assistance designated in the declaration and whether additional terms and conditions for implementation of specific assistance are needed.

⁸ 44 CFR § 206.207(b)(3).

⁹ 44 CFR § 206.437.

¹⁰ 44 CFR § 206.120(c)(1).

¹¹ 44 CFR § 206.44.

Completed	Task	Policy (P) or Regulatory (R)	Description of Requirements
<input type="checkbox"/>	Apply for Disaster Grant Funding. ¹²	R	<ul style="list-style-type: none"> Recipients must submit an Application for Federal Assistance (SF-424) to FEMA to formally request disaster grant funding following a declaration. <ul style="list-style-type: none"> Recipients may submit one SF-424 Form for all PA programs and designate which PA programs they would like to receive. Recipients may submit individual SF-424 Forms for specific Individual Assistance (IA) programs, as needed, including the Individuals and Households Program, Crisis Counseling Assistance and Training Program (e.g., Immediate Services Program and Regular Services Program), and the Disaster Case Management Program.
<input type="checkbox"/> (As Needed)	Update Mitigation Plan.	P	<ul style="list-style-type: none"> Recipient must submit updates to the Mitigation Plan to FEMA before HMGP funds are disbursed if the current plan does not reflect the priorities of the current disaster.
<input type="checkbox"/> (As Needed)	Update administrative plan for PA. ¹³	R	<ul style="list-style-type: none"> Recipient must submit updates to the administrative plan to FEMA before PA funds are disbursed.
<input type="checkbox"/> (As Needed)	Update ONA Administrative Option Selection Form. ¹⁴	R	<ul style="list-style-type: none"> Recipient must submit updates within 72 hours of IA Program authorization.

¹² 44 CFR §§ 206.202(e); 206.120(e); and 207.171(g)(2).

¹³ 44 CFR § 206.207(b)(3).

¹⁴ 44 CFR § 206.120(c)(3)(i) and (ii).

Table 5 provides a description of post-declaration PA Program requirements.

Table 5: Post-Declaration Requirements for PA Program

Completed	Public Assistance (PA) Program Task	Program Deadline	Policy (P) or Regulatory (R)	Description of Requirements
<i>PA Program Startup</i>				
<input type="checkbox"/>	Develop or update Mitigation Plan. ¹⁵	Required before delivery of PA funding. Note: Tribal government Recipients must submit an approved Mitigation Plan within 30 days of signing the FEMA-Tribal Agreement.	R	<ul style="list-style-type: none"> Recipients should identify risks and vulnerabilities associated with natural disasters to protect against future hazards. Tribal government Recipients may request an extension for up to 90 days. Refer to the Hazard Mitigation Planning Process for additional information.
<input type="checkbox"/>	Develop or update an administrative plan for PA. ¹⁶	Required before delivery of PA funding	R	<ul style="list-style-type: none"> Recipients should renew their administrative plan for PA on an annual basis. For a new incident that occurs within the year, the Recipient must also submit amendments to its administrative plan to address specifics of the new incident. Refer to the following guidance for more information on developing a plan: <ul style="list-style-type: none"> Sample Components of a Post-Declaration Administrative Plan.
<i>PA Initial Collaboration</i>				
<input type="checkbox"/>	Conduct Applicant briefing.	Within 30 days of the disaster declaration date.	P	<ul style="list-style-type: none"> Recipient is responsible for conducting a briefing to provide Applicants with high-level information regarding the PA Program.

¹⁵ 44 CFR §§ 201.4(d), 201.6(d)(3); 201.7(d); and 206.434(b)(2)

¹⁶ 44 CFR § 206.207(b)(3).

Completed	Public Assistance (PA) Program Task	Program Deadline	Policy (P) or Regulatory (R)	Description of Requirements
<input type="checkbox"/> (As Needed)	Submit Request for Public Assistance (RPA). ^{17, 18}	Within 30 days after designation of the area where the damage occurred	R	<ul style="list-style-type: none"> The Recipient is responsible for ensuring Applicants submit RPAs (FEMA Form 90-49) through the PA Grants Portal to apply for federal assistance through FEMA's PA Program. <ul style="list-style-type: none"> If denied, Applicant must submit an appeal in writing to the Recipient within 60 days of receipt of the notification. Recipient must forward the appeal with its written recommendation to the Regional Administrator (RA) within 60 days of receipt. If the appeal is denied, Applicants have an additional 60 days to submit a second (and final) appeal to the Recipient. The Recipient must send the appeal with its written recommendation to the Assistant Administrator for Recovery within 60 days.
<i>Project Formulation</i>				
<input type="checkbox"/>	Contact Applicant to schedule Recovery Scoping Meeting (RSM).	Within 10 days of receiving notice of RPA approval.	P	<ul style="list-style-type: none"> The Recipient is responsible for scheduling an RSM with the Applicant to discuss details of the Applicant's impacts from the incident.
<input type="checkbox"/>	Conduct RSM for approved RPAs.	Within 21 days of approval of the RPA.	P	<ul style="list-style-type: none"> The Recipient is responsible for hosting with FEMA an RSM with the Applicant to provide an overview of requirements and expectations.
<input type="checkbox"/>	Identify and report damage inventory. ¹⁹	Within 60 days of RSM.	R	<ul style="list-style-type: none"> The Recipient must identify and submit a list to FEMA of all disaster-related damage, Emergency Work, and debris quantities. For more information on reporting and documentation requirements, refer to the Public Assistance Program and Policy Guide (PAPPG).

¹⁷ 44 CFR § 206.202(c).

¹⁸ 44 CFR § 206.206.

¹⁹ 44 CFR § 206.202(d)(ii).

Completed	Public Assistance (PA) Program Task	Program Deadline	Policy (P) or Regulatory (R)	Description of Requirements
<input type="checkbox"/>	Conduct Exit Briefing.	When project formulation is complete, and all claimed damage is documented.	P	<ul style="list-style-type: none"> The Recipient must conduct an Exit Briefing with the Applicant when project formulation is complete, and all claimed damage is documented. For more information on reporting and documentation requirements, refer to the PAPPG.
Grant Management and Administration				
<input type="checkbox"/>	Complete all Emergency Work. ²⁰	Within 6 months of disaster declaration date.	R	<ul style="list-style-type: none"> The Recipient should ensure completion of all Emergency Work PA projects, including debris removal.
<input type="checkbox"/> (As Needed)	Request additional time to complete Emergency Work. ²¹	Within 6 months of disaster declaration date.	R	<ul style="list-style-type: none"> If an Applicant determines that it requires additional time to complete a project, including direct administrative tasks related to a project, it must submit a written request for a time extension to the Recipient with supporting information. The Recipient may grant a 6-month extension under extenuating circumstances. If an extension greater than 6 months is necessary, the Recipient must submit a written request for a time extension to the RA with supporting information.
<input type="checkbox"/>	Complete all Permanent Work. ²²	Within 18 months of disaster declaration date.	R	<ul style="list-style-type: none"> The Recipient should ensure should ensure completion of all Permanent Work PA projects.
<input type="checkbox"/> (As Needed)	Request additional time to complete Permanent Work. ²³	Within 18 months of disaster declaration date.	R	<ul style="list-style-type: none"> If an Applicant determines that it requires additional time to complete a project, including direct administrative tasks related to a project, it must submit to the Recipient a written request for a time extension, with supporting information. The Recipient may grant a 30-month extension under extenuating circumstances. If an extension greater than 30 months is necessary, the Recipient must submit a written request for a time extension to the RA, with supporting information.

²⁰ 44 CFR § 206.204(c)(1).

²¹ 44 CFR § 206.204(c)(2)(ii) and (d).

²² 44 CFR § 206.204(c)(1).

²³ 44 CFR § 206.204(c)(2)(ii) and (d).

Completed	Public Assistance (PA) Program Task	Program Deadline	Policy (P) or Regulatory (R)	Description of Requirements
<input type="checkbox"/>	Submit quarterly progress reports. ²⁴	No later than 30 days after the end of each quarter.	R	<ul style="list-style-type: none"> Recipient must submit quarterly reports on open and uncompleted large projects by the following dates: Q1 = Oct. 1st to Dec. 31st (Due Jan. 30th) Q2 = Jan. 1st to Mar. 31st (Due Apr. 30th) Q3 = Apr. 1st to Jun. 30th (Due Jul. 30th) Q4 = Jul. 1st to Sep. 30th (Due Oct. 30th)
<i>Closeout</i>				
<input type="checkbox"/> (As Needed)	Submit a net small project overrun appeal. ²⁵	Within 60 days of the completion of the last small project.	R	<ul style="list-style-type: none"> The Recipient must submit a “net small project overrun appeal” to support Subrecipient requests for additional funding when the total actual costs of its small projects combined exceed the total amount obligated for all of its small projects. For more information on appeals requirements, refer to the PAPPG.
<input type="checkbox"/>	Submit supporting documentation to Recipient. ²⁶	Within 90 days of completion of the last small project.	R	<ul style="list-style-type: none"> Subrecipient must provide Recipient with supporting documentation for all work completed. For more information on reporting and documentation requirements, refer to the PAPPG.
<input type="checkbox"/>	Submit certification of small project completion. ²⁷	Within 180 days of project deadline.	R	<ul style="list-style-type: none"> Recipient must submit certification of completion for each small project to FEMA, including a final payment of the claim and supporting documentation. Recipient must submit certification that all incurred costs associated with the approved statement of work (SOW) and all work was completed in accordance with FEMA regulations and policies. For more information on reporting and documentation requirements, refer to the PAPPG.
<input type="checkbox"/>	Submit supporting documentation to Recipient. ²⁸	Within 90 days of completion of last large project.	R	<ul style="list-style-type: none"> Subrecipient must provide Recipient with supporting documentation for all work completed. For more information on reporting and documentation requirements, refer to the PAPPG.

²⁴ 44 CFR § 206.204(f).

²⁵ 44 CFR § 206.204(e)(2).

²⁶ 2 CFR § 200.343(a).

²⁷ 2 CFR § 200.343(b).

²⁸ 2 CFR § 200.343 (a).

Completed	Public Assistance (PA) Program Task	Program Deadline	Policy (P) or Regulatory (R)	Description of Requirements
☐	Submit certification of large project completion. ²⁹	Within 180 days of project deadline.	R	<ul style="list-style-type: none"> • Recipient must submit certification of completion for each large project to FEMA, including a final payment of the claim and supporting documentation. • Recipient must submit certification that all incurred costs associated with the approved SOW and all work were completed in accordance with FEMA regulations and policies. • For more information on reporting and documentation requirements, refer to the PAPPG.

²⁹ 2 CFR § 200.343(b).

Table 6 provides a description of post-declaration IA Program requirements.

Table 6: Post-Declaration Requirements for IA Program

Completed	Individual Assistance (IA) Program Task	Program Deadline	Policy (P) or Regulatory (R)	Description of Requirements
<i>IA Program Startup</i>				
<input type="checkbox"/>	Review and update Other Needs Assistance (ONA) Administrative Option Selection Form. ³⁰	Prior to receiving ONA funds.	R	<ul style="list-style-type: none"> Regardless of the administrative option selected, all Recipients should indicate their option selection every year using Form FF 010-0-11. <ul style="list-style-type: none"> The ONA Administrative Form must be completed and submitted to the Regional Administrator (RA) by November 30th. The Recipient has 72 hours following IA Program authorization to update and submit the ONA Administrative Form. For more information on the ONA Administrative Option Selection Form and process, refer to the Individual Assistance Program and Policy Guide (IAPPG).
<input type="checkbox"/> (As Needed)	Develop or update a state, territorial, or tribal government ONA Administrative Plan. ³¹	Prior to receiving ONA funds to be administered by the Recipient.	R	<ul style="list-style-type: none"> If a Recipient plans to administer ONA or to jointly administer with FEMA, it must submit an ONA Administrative Plan to the RA every 3 years.
<input type="checkbox"/> (As Needed)	Submit Immediate Services Program (ISP) application for Crisis Counseling. ³²	Within 14 days of the disaster declaration.	R	<ul style="list-style-type: none"> Recipient must submit an ISP application package to the RA. <ul style="list-style-type: none"> If denied, Recipient may appeal by submitting a written letter to the IA Division Director, Federal Coordinating Officer (FCO), or appropriate FEMA entity (Assistant Administrator for Recovery or RA if the Joint Field Office [JFO] has been demobilized) within 60 days of notification. For more information on submission requirements and appeals, refer to the IAPPG and Crisis Counseling Assistance and Training Program Online Toolkit.
<input type="checkbox"/> (As Needed)	Request Critical Needs Assistance (CNA).	Within 14 days of the disaster declaration.	P	<ul style="list-style-type: none"> Recipient must submit a written request to IA Division Director through the RA. For more information on requirements, refer to the IAPPG.

³⁰ 44 CFR §§ 206.120(b) and 120(c)(1).

³¹ 44 CFR § 206.120(c)(1).

³² 44 CFR § 206.171.

Completed	Individual Assistance (IA) Program Task	Program Deadline	Policy (P) or Regulatory (R)	Description of Requirements
<input type="checkbox"/> (As Needed)	Request Transitional Sheltering Assistance (TSA).	Up to 30 days after a major disaster (suggested).	P	<ul style="list-style-type: none"> Refer to FEMA Mass Care and Emergency Assistance Disaster Specific Guidance or additional information on TSA requirements and activation procedures, implementation information, and tools. Unless waived, TSA is subject to a 25-percent Recipient cost share requirement.
<input type="checkbox"/> (As Needed)	Request Operation Blue Roof Program	No deadline	P	<ul style="list-style-type: none"> Submit a Resource Request Form to the RA, and coordinate with field leadership for additional requirements (e.g., statement of work, and independent government cost estimates). Mass care and Emergency Assistance support services are subject to a 25-percent Recipient cost share requirement.
<input type="checkbox"/> (As Needed)	Request extension of the IA registration period.	Prior to the end of the initial registration period.	P	<ul style="list-style-type: none"> Recipient may request the RA extend the registration period up to 60 days when additional time is required to collect registrations from the affected population. All subsequent requests for extension must be submitted to the IA Division Director.
<input type="checkbox"/>	Submit ISP mid-program report.	Within 60 days of disaster declaration date. (with RSP application)	P	<ul style="list-style-type: none"> If ISP assistance is provided, Recipient must submit a mid-program report to the appropriate RA when an RSP award application is being prepared and submitted.
<input type="checkbox"/> (As Needed)	Notify FEMA/ Substance Abuse and Mental Health Services Administration (SAMHSA) of intent to apply for Regular Services Program (RSP) for Crisis Counseling.	Within 45 days of disaster declaration date.	P	<ul style="list-style-type: none"> The Recipient must notify FEMA and SAMHSA if it is planning to submit an application for the RSP award during the ISP period of performance.

Completed	Individual Assistance (IA) Program Task	Program Deadline	Policy (P) or Regulatory (R)	Description of Requirements
<input type="checkbox"/> (As Needed)	Submit RSP application. ³³	Within 60 days of disaster declaration date.	R	<ul style="list-style-type: none"> • Recipients must submit an RSP application package to the RA/SAMHSA. <ul style="list-style-type: none"> ○ If denied, Recipients must submit a written letter to the IA Division Director within 60 days of notification. • Request for extensions to the period of performance or for additional funds must be submitted to the RA. <ul style="list-style-type: none"> ○ If denied, Recipients must submit a written letter to the IA Division Director within 60 days of notification. ○ For more information on submission requirements, refer to the IAPPG and Crisis Counseling Assistance and Training Program Online Toolkit.
<input type="checkbox"/> (As Needed)	Request Clean and Removal Assistance (CRA).	Within 60 days of disaster declaration date.	P	<ul style="list-style-type: none"> • Recipient must submit a written request to the FCO. • For more information on submission requirements, refer to the IAPPG.
<input type="checkbox"/> (As Needed)	Apply for Disaster Case Management (DCM) Program.	Within 90 days of disaster declaration date.	P	<ul style="list-style-type: none"> • Recipients should submit a DCM application package with their IA declaration request. <ul style="list-style-type: none"> ○ If denied, Recipients must submit a written letter of appeal to IA Division Director within 60 days of the notification. ○ For more information on submission requirements, refer to the IAPPG.
<input type="checkbox"/> (As Needed)	Request Section 425 Transportation Assistance.	No deadline.	P	<ul style="list-style-type: none"> • Recipient must submit a written request to the Assistant Administrator for Recovery through the RA. • For more information on requirements, refer to the IAPPG.
<input type="checkbox"/> (As Needed)	Activate National Center for Missing and Exploited Children (NCMEC) and the National Emergency Child Locator Center (NECLC).	No deadline.	P	<ul style="list-style-type: none"> • A limited range of assistance is available to meet needs. <ul style="list-style-type: none"> ○ Recipient must complete a Resource Request Form. ○ Refer to American Red Cross Safe and Well.

³³ 44 CFR § 206.171.

Completed	Individual Assistance (IA) Program Task	Program Deadline	Policy (P) or Regulatory (R)	Description of Requirements
<input type="checkbox"/> (As Needed)	Request Mass Care and Emergency Assistance support services.	No deadline.	P	<ul style="list-style-type: none"> Submit Resource Request Form to the RA, and coordinate with field leadership for additional requirements (e.g., statement of work, and independent government cost estimates). Mass Care and Emergency Assistance support services are subject to a 25-percent Recipient cost share requirement.
<input type="checkbox"/> (As Needed)	Request Direct Housing Assistance.	No deadline.	P	<ul style="list-style-type: none"> Submit a written request for Direct Housing Assistance to the Assistant Administrator for Recovery following direct housing assistance team determination that there is a lack of available housing resources for survivors.
<input type="checkbox"/> (As Needed)	Request continued Direct Housing Assistance. ³⁴	No less than 60 days prior to the end period of assistance or 16 months post-declaration.	R	<ul style="list-style-type: none"> If Recipients require an extension for Direct Housing Assistance they must submit a written request from the State Coordinating Officer, Territorial or Tribal Coordinating Officer, tribal chief executive, or Governor's Authorized Representative to the RA.
<i>Project Management and Reporting</i>				
<input type="checkbox"/> (As Needed)	Submit DCM quarterly reports.	Within 30 days of the end of each quarterly reporting period.	P	<ul style="list-style-type: none"> If DCM assistance is provided, Recipient must submit quarterly reports by the following dates: Q1 = Oct. 1st to Dec. 31st (Due Jan. 30th) Q2 = Jan. 1st to Mar. 31st (Due Apr. 30th) Q3 = Apr. 1st to Jun. 30th (Due Jul. 30th) Q4 = Jul. 1st to Sep. 30th (Due Oct. 30th)
<input type="checkbox"/>	Submit DCM financial report.	Within 30 days of the end of each quarterly reporting period.	P	<ul style="list-style-type: none"> If DCM assistance is provided, Recipient must submit SF-425 for every quarter of the period of performance (POP) until the end of the POP. The due dates are within 30 days of the following: Q1 = Oct. 1st to Dec 31st (Due Jan. 30th) Q2 = Jan. 1st to Mar. 31st (Due Apr. 30th) Q3 = Apr. 1st to Jun. 30th (Due Jul. 30th) Q4 = Jul. 1st to Sep. 30th (Due Oct. 30th)

³⁴ 42 U.S.C. § 5174(c)(1)(B)(iii) and 44 CFR § 206.117(b)(1)(ii)(F).

Completed	Individual Assistance (IA) Program Task	Program Deadline	Policy (P) or Regulatory (R)	Description of Requirements
<input type="checkbox"/>	Submit RSP quarterly report.	Within 30 days of the end of each quarterly reporting period.	P	<ul style="list-style-type: none"> If RSP assistance is provided, Recipient must submit SF-425 for every quarter of the POP to the FEMA headquarters (HQ) program specialist, the JFO specialist (or regional specialist if the JFO is demobilized), and the SAMHSA project officer. The due dates are within 30 days of the following: Q1 = Oct. 1st to Dec 31st (Due Jan. 30th) Q2 = Jan. 1st to Mar. 31st (Due Apr. 30th) Q3 = Apr. 1st to Jun. 30th (Due Jul. 30th) Q4 = Jul. 1st to Sep. 30th (Due Oct. 30th)
<i>Closeout</i>				
<input type="checkbox"/>	Request a DCM extension.	No later than 90 days prior to the end of the current POP.	P	<ul style="list-style-type: none"> When DCM assistance is provided, if the original POP is deemed inadequate because of disaster severity, the Recipient may submit a written request to FEMA for an additional 90-day (no-cost) extension.
<input type="checkbox"/>	Closeout of DCM program.	Within 90 days of the end of POP.	P	<ul style="list-style-type: none"> When DCM assistance is provided, Recipient must submit an annual report and final SF-425 detailing accomplishments of the DCM program.
<input type="checkbox"/>	Closeout of ISP program. ³⁵	Within 90 days of the end date of ISP award POP.	R	<ul style="list-style-type: none"> When DCM assistance is provided, Recipient must submit a final fiscal report, SF-425, program report, and final voucher to the RA.
<input type="checkbox"/>	Closeout of RSP program. ³⁶	Within 90 days of the end date of RSP award POP.	R	<ul style="list-style-type: none"> When RSP assistance is provided Recipient must submit a final fiscal report, SF-425 and program report to the RA/SAMHSA.

³⁵ 44 CFR § 206.171(f)(3)(2).

³⁶ 44 CFR § 206.171(g)(3)(ii) and (iii).

Table 7 provides a description of post-declaration HMGP requirements.

Table 7: Post-Declaration Requirements for HMGP

Completed	Hazard Mitigation Grant Program (HMGP) Task	Program Deadline	Policy (P) or Regulatory (R)	Description of Requirements
<i>HMGP Program Startup</i>				
☐	Develop or update Mitigation Plan. ³⁷	Required before delivery of HMGP funding. Note: Tribal government Recipients must submit an approved Mitigation Plan within 30 days of signing the FEMA-Tribal Agreement.	R	<ul style="list-style-type: none"> • Recipients should identify risks and vulnerabilities associated with natural disasters to protect against future hazards. • Tribal government Recipients may request an extension of up to 90 days. • Refer to the Hazard Mitigation Planning Process for additional information.
☐	Develop and maintain an Administrative Plan for HMGP. ³⁸	Required before delivery of HMGP funding.	R	<ul style="list-style-type: none"> • Recipients should review and update the Administrative Plan for HMGP on an annual basis. • Recipients must review and update the administrative plan following a major disaster declaration, if necessary, to meet new policy guidance or changes to the administration of the program.
☐	Submit application for HMGP. ³⁹	Within 12 months of the date of Presidential declaration.	R	<ul style="list-style-type: none"> • Applicants must submit applications for HMGP through the Application Development Module of the National Emergency Management Information System (NEMIS) to create project applications and submit them to the appropriate FEMA region. <ul style="list-style-type: none"> ○ If denied, Applicants must submit a written appeal to the RA within 60 days of notification.⁴⁰

³⁷ 44 CFR §§ 201 and 206.437.

³⁸ 44 CFR § 206.437.

³⁹ 44 CFR § 206.436.

⁴⁰ 44 CFR § 206.440(c).

Completed	Hazard Mitigation Grant Program (HMGP) Task	Program Deadline	Policy (P) or Regulatory (R)	Description of Requirements
<input type="checkbox"/> (As Needed)	Extend application deadline. ⁴¹	Within 12 months of the date of Presidential declaration.	R	<ul style="list-style-type: none"> Recipients may request extension of the application deadline in 30- to 90-day increments, not to exceed 180 days, with written justification in the event of extraordinary conditions.
<input type="checkbox"/>	Submit sub-applications (including management costs). ⁴²	Within 12 months of date of disaster declaration.	R	<ul style="list-style-type: none"> The Recipient must submit all HMGP sub-applications to FEMA.
<i>Project Management and Reporting</i>				
<input type="checkbox"/>	Submit quarterly performance reports. ⁴³	No later than 30 days after the end of each quarter.	P	<ul style="list-style-type: none"> Recipient must submit quarterly performance reports on projects by the following dates: Q1 = Oct. 1st to Dec. 31st (Due Jan. 30th) Q2 = Jan. 1st to Mar. 31st (Due Apr. 30th) Q3 = Apr. 1st to Jun. 30th (Due Jul. 30th) Q4 = Jul. 1st to Sep. 30th (Due Oct. 30th)
<input type="checkbox"/>	Submit quarterly financial report.	No later than 30 days after the end of each quarter.	P	<ul style="list-style-type: none"> Recipient must submit quarterly financial reports (SF-425) via Smartlink by the following dates: Q1 = Oct. 1st to Dec. 31st (Due Jan. 30th) Q2 = Jan. 1st to Mar. 31st (Due Apr. 30th) Q3 = Apr. 1st to Jun. 30th (Due Jul. 30th) Q4 = Jul. 1st to Sep. 30th (Due Oct. 30th) The final SF-425 is due no later than 90 days after the end of the period of performance (POP).

⁴¹ 44 CFR § 206.436(e).

⁴² 44 CFR § 206.436(d).

⁴³ 44 CFR § 206.438(c).

Completed	Hazard Mitigation Grant Program (HMGP) Task	Program Deadline	Policy (P) or Regulatory (R)	Description of Requirements
<i>Closeout</i>				
<input type="checkbox"/>	Submit request for extension to award POP.	No later than 60 days prior to expiration of the award POP.	P	<ul style="list-style-type: none"> Recipient must submit a written request to the RA with justification for the extension request. Note: The POP may be extended for up to 12 months with the approval of the Regional Administrator. Any additional extension requests must be approved by FEMA HQ.
<input type="checkbox"/>	Submit all financial, performance, and other reports. ⁴⁴	No later than 90 days after the end of the POP.	R	<ul style="list-style-type: none"> The final SF-425 is due via Smartlink. The final performance report is due to FEMA.
<input type="checkbox"/>	Liquidate all obligations. ⁴⁵	No later than 90 days after the end of the POP.	R	<ul style="list-style-type: none"> The Recipient is required to liquidate all obligations incurred under the award and return all unobligated funds to FEMA via Smartlink.
<input type="checkbox"/>	Submit a closeout letter. ⁴⁶	No later than 90 days after the end of the POP.	R	<ul style="list-style-type: none"> The Recipient is required to submit a closeout letter, signed by the tribal chief executive or Governor's Authorized Representative, to FEMA with supporting documentation. For more information on reporting and documentation requirements, refer to the Hazard Mitigation Assistance Guidance or Closeout Toolkit: Checklists for Hazard Mitigation Grant Program.

⁴⁴ 2 CFR § 200.343.

⁴⁵ 2 CFR § 200.343.

⁴⁶ 44 CFR § 206.438(d).

APPENDIX A: LIST OF ACRONYMS

CCP	Crisis Counseling Assistance and Training Program
CFR	Code of Federal Regulations
CNA	Critical Needs Assistance
COB	Close of Business
CRA	Clean and Removal Assistance
CRMT	Community Recovery Management Toolkit
D&B	Dun and Bradstreet
DCM	Disaster Case Management
DLS	Disaster Legal Services
DUA	Disaster Unemployment Assistance
DUNS	Data Universal Number System
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
FMAG	Fire Management Assistance Grant
FSA	Federal-State Agreement
FTA	FEMA-Territory/Tribe Agreement
GAR	Governor's Authorized Representative
HMA	Hazard Mitigation Assistance
HMGP	Hazard Mitigation Grant Program
HQ	Headquarters
IA	Individual Assistance
IAPPG	Individual Assistance Program and Policy Guide
IASC	Individual Assistance Support Contract
IHP	Individuals and Households Program
ISP	Immediate Services Program
JFO	Joint Field Office
NCMEC	National Center for Missing and Exploited Children
NECLC	National Emergency Child Locator Center

NEMIS	National Emergency Management Information System
NFIP	National Flood Insurance Program
NFIRA	National Flood Insurance Reform Act
NGO	Non-governmental Organization
ONA	Other Needs Assistance
PA	Public Assistance
PAPPG	Public Assistance Program and Policy Guide
PAS	Personal Assistance Services
PDM	Pre-Disaster Mitigation
PMS	Payment Management System
POP	Period of Performance
RA	Regional Administrator
RPA	Request for Public Assistance
RSM	Recovery Scoping Meeting
RSP	Regular Services Program
SAMHSA	Substance Abuse and Mental Health Services Administration
SCO	State Coordinating Officer
SFHA	Special Flood Hazard Area
SMP	State Mitigation Plan
SOW	Statement of Work
TSA	Transitional Sheltering Assistance
U.S.C.	United States Code

APPENDIX B: GLOSSARY

Access and Functional Needs. Provision of services and resources for people with disabilities or access and functional needs.

Administrative options. FEMA requires state, territorial, and Indian tribal (tribal) governments to complete an ONA Administrative Option Selection Form to establish the maximum amount of assistance that may be awarded to eligible individuals. All Recipients must submit their ONA selections to FEMA yearly, regardless of the administrative option selected. This process requires an evaluation of a Recipient's capacity to administer ONA and identifies cost thresholds and item exemptions for certain categories of ONA.

Administrative Plan. Recipients must develop and submit to FEMA an administrative plan to receive PA and HMGP funding. The administrative plan must describe how the Recipient intends to use the grant funding. Recipients must have a current administrative plan for each program approved by FEMA before they are able to receive PA or HMGP funds.

Advance Assistance. Advance assistance provides Recipients with resources to develop mitigation strategies and obtain data to prioritize, select, and develop HMGP impacted applications. Advance assistance, authorized by the Stafford Act (as amended), allows advancement of up to 25-percent of the HMGP ceiling or \$10 million, whichever is less, to accelerate implementation of the HMGP.

Applicant. A non-federal entity that applies to be a Subrecipient of assistance under a Recipient's federal award (e.g., local government agency, housing authority, and private nonprofit organizations).

Cost Share. An adjustment to the public assistance cost, with the authority to adjust residing with the President. FEMA will recommend an increase in the federal share to not more than 90-percent for public assistance when a disaster is so extraordinary that actual federal obligations under the Stafford Act, excluding administrative costs, meet or exceed a qualifying threshold.

Data Universal Number System (DUNS). Recipients must obtain a DUNS number to receive disaster assistance grant funding from FEMA. The DUNS number allows the Federal Government to track the allocation of federal funds.

Declaration Award. The declaration request, once approved by the President, designates disaster-impacted areas and establishes the incident period, the type of incident, the type(s) of assistance available, and the federal cost share amount for the provision of requested assistance, if applicable.

Direct Federal Assistance: When the impact of an incident is so severe that the state, territorial, tribal, and local governments lack the capability to perform or contract eligible

Emergency Work, the Recipient may request that the Federal Government provide this assistance directly. FEMA may task another Federal agency to perform or contract the work provided it is an eligible activity. FEMA issues a Mission Assignment to task the work and refers to it as Direct Federal Assistance. FEMA cannot task work that another Federal agency has its own authority to perform. Direct Federal Assistance has the same cost-share provisions applicable to the declaration.

Disaster Grant Funding. Funding that authorizes FEMA disaster assistance grant programs and results from a Presidential declaration.

Emergency Work: Emergency Work categories provide emergency assistance to save lives and protect property.

Federal-State/Territory/Tribe Agreement (FSA/FTA). This agreement states the understandings, commitments, and conditions for assistance under which FEMA disaster assistance will be provided. The FSA/FTA imposes binding obligations on FEMA, states and their local governments, tribes, and private nonprofit organizations within the states in the form of conditions for assistance that are legally enforceable.

Hazard Mitigation Grant Program (HMGP). Assistance to state, territorial, tribal, and local governments and certain private nonprofit organizations for actions taken to prevent or reduce long-term risk to life and property from natural hazards.

Individual Assistance (IA). IA is provided by FEMA to individuals and families who have sustained losses because of disasters. This type of assistance comes in the form of housing assistance and other needs assistance, such as medical and dental expenses, funeral costs, or clothing.

Individual Household Program (IHP). IHP provides financial and direct services to eligible individuals and households affected by a disaster who have uninsured or underinsured necessary expenses and serious needs. IHP is intended to meet the survivor's basic needs and supplement disaster recovery efforts. FEMA provides two types of IHP assistance: other needs assistance (ONA) and housing assistance.

Large Project. A project for which the final obligated (federal and non-federal) amount is greater than the annually adjusted cost threshold for small project grants.

Mitigation Plan. The plan that Recipients must have in place before receiving disaster grant program funding for HMGP or the Permanent Work categories of PA. The Mitigation Plan requirement encourages Recipients to engage in hazard mitigation planning to identify risks and vulnerabilities associated with natural disasters and to develop long-term strategies for protecting people and property against future hazards.

Payment Management System. The direct deposit account system that Recipients must have to access federal funds. Recipients must submit a written request to the RA to establish an account, including completing a Direct Deposit Form SF-1199A.

Permanent Work. Permanent Work categories assist with permanently restoring community infrastructure affected by a declared incident.

Pre-Disaster Mitigation (PDM) Grant Program. FEMA's PDM Grant Program is designed to assist Recipients implement a sustained pre-disaster natural hazard mitigation program to reduce overall risk to the population and structures from future hazard events, while also reducing reliance on federal funding in future disasters.

Presidential Disaster Declaration. A declaration by the President, including major disaster and emergency, that allows for the different levels of government to request federal assistance.

Public Assistance (PA). A grant program provided by FEMA that provides federal assistance to government organizations and certain private nonprofit organizations following a Presidential disaster declaration.

Recipient. A non-federal entity that receives an award from a federal agency (e.g., state, territorial, or tribal government) to carry out an activity under a federal program.

Small Project. A project for which the final obligated (federal and non-federal) amount is less than the annually adjusted cost threshold for small project grants.

Subrecipient. An Applicant that receives a sub-award from a Recipient to carry out part of a federal program.

Tribal Chief Executive. The person who is the chief, chair, chairman, chairwoman, governor, president, or similar executive official of a tribal government.

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APPENDIX C: AUTHORITIES AND FOUNDATIONAL DOCUMENTS

Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288, as amended, 42 U.S.C. 5121-5207)

The Stafford Act, signed into law on November 23, 1988, amended the Disaster Relief Act of 1974 (Public Law 93-288). The Stafford Act constitutes the statutory authority by which the Federal Government provides disaster and emergency assistance to state, territorial, and local governments; tribal nations; eligible private nonprofit organizations; and individuals affected by a declared major disaster or emergency. The Stafford Act covers all hazards, including natural disasters and terrorist events. The Stafford Act is the primary law governing all new Recipient requests for federal assistance.

Title 2 Code of Federal Regulations (CFR) § 200

2 CFR § 200 is an Office of Management and Budget (OMB) reform of regulations that apply to federal financial assistance, streamlining the language from eight existing OMB circulars into one consolidated set of guidance in the Code of Federal Regulations. 2 CFR § 200 provides guidance on the administrative aspects of federal grants (e.g. how grants are awarded, managed, audited, and closed-out).

Title 44 CFR §§ 201 and 206

44 CFR §§ 201 and 206 contain requirements and procedures to implement hazard mitigation planning provisions and federal disaster assistance under the Stafford Act.

Tribal Declarations Pilot Guidance, January 2017

The *Tribal Declarations Pilot Guidance*, released January 10, 2017, describes the process which tribal governments will use to request Stafford Act declarations and the criteria FEMA will use to evaluate direct tribal declaration requests and make recommendations to the President. The *Tribal Declarations Pilot Guidance* is a culmination of over 3 years of tribal consultation and development of a Stafford Act declarations process specifically for tribal nations. The Tribal Declarations Pilot Guidance incorporates key changes based on comments FEMA received from tribes. The release of the *Tribal Declarations Pilot Guidance* marks the official beginning of the pilot period for federally recognized tribal governments to use the authority provided by the Stafford Act (as amended) to directly request a Presidential

emergency or major disaster declaration in order to receive federal grant funds for IA, PA, and HMGP.

FEMA Damage Assessment Operations Manual, April 2016

The *Damage Assessment Operations Manual* is part of a greater effort to provide a user-friendly, streamlined post-disaster damage assessment process that builds on the existing knowledge and expertise of state, territorial, or tribal governments and local partners to identify damage after a natural or man-made disaster. The *Damage Assessment Operations Manual* is aimed at clarifying FEMA damage assessment guidance, promoting standardized information collection, and assisting in the development of requests for disaster grant funding. The *Damage Assessment Operations Manual* will inform the damage assessment processes and procedures that must be completed in order for new Recipients to receive individual assistance grant funding.

FEMA National Disaster Recovery Framework (Second Edition), June 2016

The *National Disaster Recovery Framework* is a guide that enables effective recovery support to disaster-impacted states, territories, tribes, and local jurisdictions. The *National Disaster Recovery Framework* provides a flexible structure that enables disaster recovery managers to operate in a unified and collaborative manner; it focuses on how best to restore, redevelop and revitalize the health, social, economic, natural, and environmental fabric of the community and build a more resilient nation.

FEMA Individual Assistance Program and Policy Guide, March 2019

The *Individual Assistance Program and Policy Guide* (IAPPG) combines all IA policy into a single volume and provides an overview of the IA Program implementation process with links to other publications and documents that provide additional process details, requirements, and deadlines outlined in Chapter 7: New Recipient Checklist.

FEMA Public Assistance Program and Policy Guide, April 2018

The *Public Assistance Program and Policy Guide* (PAPPG) combines all PA policy into a single volume and provides an overview of the PA Program implementation process with links to other publications and documents that provide additional process details, requirements, and deadlines outlined in Chapter 7: New Recipient Checklist.

FEMA Hazard Mitigation Assistance Guidance, February 2015

The *Hazard Mitigation Assistance (HMA) Guidance* is a comprehensive document that details the specific criteria of the three Hazard Mitigation Assistance (HMA) programs (Hazard Mitigation Grant Program, Flood Mitigation Assistance, and Pre-Disaster Mitigation Grant Program). The HMA Guidance consolidates the common requirements for all HMA programs and explains the unique elements of the programs. Additionally, the HMA Guidance provides information for federal, state, and territorial governments; federally recognized tribes; and local officials on how to apply for and manage HMA funding for a mitigation project, as outlined in Chapter 7: New Recipient Checklist.

State Mitigation Plan Review Guide, FP 302-094-2, March 2015

The *State Mitigation Plan Review Guide* is FEMA's official policy on and interpretation of the requirements for state standard and enhanced mitigation planning found at 44 Code of Federal Regulations (CFR) § 201, "Mitigation Planning." The intended use of the State Mitigation Plan Review Guide is to facilitate consistent evaluation and approval of State Mitigation Plans (SMP), as well as to facilitate state compliance with the mitigation planning requirements when updating plans.

Tribal Mitigation Plan Review Guide, FP 306-112-1, December 2017

The *Tribal Mitigation Plan Review Guide* is FEMA's updated policy on and interpretation of the requirements for tribal standard and enhanced mitigation planning found at 44 CFR § 201, "Mitigation Planning." The intended use of the Guide is to facilitate consistent evaluation and approval of tribal mitigation plans, as well as to facilitate compliance with the mitigation planning requirements when developing or updating plans. The *Tribal Mitigation Plan Review Guide* became effective as FEMA's official policy for FEMA Tribal Mitigation Plan Review on December 5, 2018.

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APPENDIX D: REFERENCES

Table 8 provides a list of guidance documents applicable to each of FEMA’s disaster assistance grant programs.

Table 8: FEMA Disaster Assistance Grant Programs Guidance References

Document Title	Summary
<u>Public Assistance Program and Policy Guide (PAPPG)</u>	<ul style="list-style-type: none"> Provides an overview of the Public Assistance (PA) Program implementation process with links to other publications and documents that provide additional process details.
<u>Public Assistance Donated Resources Policy</u>	<ul style="list-style-type: none"> Authorizes Applicants to apply the value of donated resources used during the performance of eligible Permanent Work toward the non-federal cost share of its eligible Permanent Work projects.
<u>Public Assistance Administrative Plan Template</u>	<ul style="list-style-type: none"> Provides a sample format for Recipients to use to develop their Administrative Plan for PA.
<u>Public Assistance Alternative Procedures Pilot Guide for Permanent Work</u>	<ul style="list-style-type: none"> Provides guidance to FEMA, Recipients, and Subrecipients for implementing the alternative procedures for Permanent Work.
<u>Individual Assistance Program and Policy Guide (IAPPG)</u>	<ul style="list-style-type: none"> Provides an overview of the Individual Assistance Program with links to other publications and documents that provide additional process details.
<u>Crisis Counseling Assistance and Training Program Toolkit</u>	<ul style="list-style-type: none"> Includes guides and training materials to help state, territorial, and Indian tribal (tribal) governments apply for and establish a Crisis Counseling Assistance and Training Program.
<u>Personal Assistance Services Frequently Asked Questions</u>	<ul style="list-style-type: none"> Provides answers to frequent Recipient questions on personal assistance service contracts.
<u>Hazard Mitigation Assistance Guidance (HMA Guidance)</u>	<ul style="list-style-type: none"> Provides an overview of the Hazard Mitigation Assistance programs, including the Hazard Mitigation Grant Program, with links to other publication and documents that provide additional process details.
<u>Hazard Mitigation Planning Process</u>	<ul style="list-style-type: none"> Describes the general process to develop or update a hazard mitigation plan.
<u>Tribal Mitigation Plan Review Guide</u>	<ul style="list-style-type: none"> Facilitates consistent evaluation and approval of tribal Mitigation Plans, as well as to facilitate compliance with the mitigation planning requirements when developing or updating plans.
<u>Hazard Mitigation Planning Frequently Asked Questions</u>	<ul style="list-style-type: none"> Provides answers to frequent Recipient questions on hazard mitigation planning.
<u>Fire Management Assistance Grant Program Guide</u>	<ul style="list-style-type: none"> Describes the FMAG program basic provisions, application procedures, and other related program guidance.
<u>Community Recovery Management Toolkit (CRMT)</u>	<ul style="list-style-type: none"> Compilation of guidance, case studies, tools, and training to assist local communities to manage long-term recovery post-disaster.
<u>State Mitigation Plan Review Guide</u>	<ul style="list-style-type: none"> FEMA’s official policy on and interpretation of natural hazard mitigation planning requirements.

Document Title	Summary
Restrictions on Grant Obligations to State, Tribal and Local Governments without a FEMA-Approved Mitigation Plan	<ul style="list-style-type: none"> Describes the implications to state, tribal, and local governments that do not have a FEMA-approved hazard mitigation plan relative to receiving assistance under eligible FEMA grant programs.
MT-PL#1: Disaster Declaration Procedures After May 1, 2005 for States Without an Approved State Mitigation Plan	<ul style="list-style-type: none"> Guidance for FEMA regional offices and Federal Coordinating Officers on procedures for processing requests for major disaster declarations from states and territories that do not have a FEMA-approved State Mitigation Plan (SMP).
MT-PL #1A: Implementation Procedures for States, Territories, & Indian Tribal Governments Without Approved State Mitigation Plan	<ul style="list-style-type: none"> Supplemental guidance to MT-PL #1 that applies to major disaster declarations and fire management assistance declarations for all state, territorial, and tribal governments that do not have an approved SMP, including state-level plans for tribes.

Table 9 provides a list of forms and Websites applicable to each of FEMA’s disaster assistance grant programs.

Table 9: FEMA Disaster Assistance Grant Programs Form References

Form/Website Title	Purpose
Direct Deposit Form (SF-1199A)	<ul style="list-style-type: none"> Complete to sign up for direct deposit to receive federal disaster grant funds.
Individuals and Households - Other Needs Assistance Administrative Option Selection Form (FF 010-1-11)	<ul style="list-style-type: none"> Complete and submit to indicate Other Needs Assistance administrative option selections.
Application for Federal Assistance (SF-424)	<ul style="list-style-type: none"> Standard form that all Applicants must complete to apply for federal funding.
SF-424D/OMB Number 4040-0009	<ul style="list-style-type: none"> Accompanies the application for federal assistance for Public Assistance (PA) and Hazard Mitigation Grant Programs. Provides assurances for construction projects or programs.
Request for Public Assistance (FF 90-49)	<ul style="list-style-type: none"> FEMA form used to request public assistance through the PA Program.
Resource Request Form (FF 010-0-7)	<ul style="list-style-type: none"> FEMA form used to request resources.
Federal Financial Report (SF-425)	<ul style="list-style-type: none"> Standard form that all Recipients must complete to report on financial status for disaster grants.
Data Universal Number System (DUNS) Number Search/Request	<ul style="list-style-type: none"> Dun and Bradstreet site to search for existing DUNS number or to register for new DUNS number.
Payment Management System Program Support System	<ul style="list-style-type: none"> Access to payment management system to manage disaster grant funds.