



**Public Assistance Program
Applicant Pre-Event Checklist**

- Establish emergency work contracting policies
 - FEMA Fact Sheet 9580.4 – Emergency Work Contracting
 - <http://www.fema.gov/9500-series-policy-publications/fact-sheet-emergency-work-contracting>
- Develop a strategy for removing and disposing of debris
 - FEMA 325 - Debris Management Guide
 - <http://www.fema.gov/public-assistance-local-state-tribal-and-non-profit/debris-management-guide>
 - FEMA 327 – Debris Monitoring Guide
 - http://www.fema.gov/pdf/government/grant/pa/fema_327_debris_monitoring.pdf
 - FEMA 329 – Debris Estimating Field Guide
 - http://www.fema.gov/pdf/government/grant/pa/fema_329_debris_estimating.pdf
 - FEMA Fact Sheet 9580.201 – Debris Contracting Guidance
 - http://www.fema.gov/pdf/government/grant/pa/9580_201.pdf
 - http://www.fema.gov/pdf/government/grant/pa/9580_201_attachment1.pdf
 - http://www.fema.gov/pdf/government/grant/pa/9580_201_attachment2.pdf
 - FEMA Fact Sheet 9580.203 – Debris Monitoring
 - http://www.fema.gov/pdf/government/grant/pa/9580_203.pdf
 - FEMA Fact Sheet 9580.204 – Documenting and Validating Hazardous Trees, Limbs and Stumps
 - http://www.fema.gov/pdf/government/grant/pa/9580_204.pdf
 - Illinois EPA Information for Open Burning Permits
 - <http://www.epa.state.il.us/air/permits/openburn/index.html>
- Obtain insurance coverage on insurable facilities
 - FEMA Fact Sheet 9580.3 – Insurance Considerations for Applicants
 - http://www.fema.gov/pdf/government/grant/pa/9580_3.pdf
- Establish a process to document damages and costs
 - FEMA Fact Sheet 9580.5 – Elements of a Project Worksheet
 - http://www.fema.gov/pdf/government/grant/pa/9580_5.pdf
- Establish a process to manage and claim costs for donated resources
 - FEMA Disaster Assistance Policy 9525.2 – Donated Resources
 - http://www.fema.gov/pdf/government/grant/pa/9525_2.pdf



**Public Assistance Program
Applicant Damage Assessment Checklist**

- Initial Damage Assessment (IDA) – Immediately after event occurs
 - Identify and document damages and costs
 - Mark damage locations on a map
 - Take photographs of damages
 - Estimate costs for each location and category of work
 - Categories of Work
 - Category A – Debris Removal
 - Category B – Emergency Protective Measures
 - Category C – Road and Bridge Systems
 - Category D – Water Control Facilities
 - Category E – Buildings and Equipment
 - Category F – Utility Systems
 - Category G – Parks, Recreational and Other
 - FEMA Schedule of Equipment Rates
 - <http://www.fema.gov/schedule-equipment-rates>
 - Complete and submit IEMA *Initial Damage Assessment Cost Tabulation* form(s) to appropriate IEMA regional office
 - Initial Damage Assessment forms
http://www.illinois.gov/iema/LocalEMA/Documents/PAforms/PA_DamageAssesment.pdf
 - IEMA Regional Offices
<http://www.illinois.gov/iema/Contacts/Pages/Contacts-Regional.aspx>
- Preliminary Damage Assessment (PDA) – Formal damage assessment with FEMA
 - Organize documentation to support costs
 - Keep invoices, bills, receipts, payroll records, equipment records, contracting documents for each location and type of work completed
 - Document emergency contracting/procurement process
 - Obtain copies of insurance policies for insurable facilities
 - Refine/update initial damage assessment estimates
 - Obtain information on total organization and maintenance budgets
 - Meet with PDA team
 - Provide damage and cost information by location and category of work
 - Be prepared to explain cost estimating method
 - Provide insurance coverage documentation
 - Provide budget and contact information
 - Show PDA team damage locations, if requested



**Public Assistance Program
Applicant Post-Declaration Checklist**

- Attend applicant's briefing
 - Take [Federal Employer Identification Number \(FEIN\)](#) and [Data Universal Numbering System \(DUNS\)](#) numbers with you to briefing.
 - Each organization must have an active registration on the System for Award Management (SAM) to be eligible for a Federal grant or award. Go to www.SAM.gov to register or update your organization's registration. The SAM periodic update requirement (expiration) date must be entered on the [Public Assistance Grant Agreement](#).
 - Complete and submit [Request for Public Assistance \(RPA\)](#). RPAs must be submitted to IEMA within 30 days from the declaration date.
 - Complete and submit [Public Assistance Grant Agreement](#) to IEMA. If an organization can't submit the *Public Assistance Grant Agreement* at the applicant's briefing, they should complete and mail the *Public Assistance Grant Agreement* to IEMA as soon as possible. Funding cannot be provided to any applicant without a completed and accepted *Public Assistance Grant Agreement*.
 - Maintain copies of [Public Assistance Program Applicant Handbook](#) and Fact Sheet for future reference.
- Attend Kickoff Meeting and Prepare PWs
 - Bring documentation on damages, costs, insurance, procurement, etc.
 - Work with FEMA to prepare Project Worksheets (PWs).
 - Thoroughly review PWs prepared by project specialist before they are submitted to Joint Field Office (JFO) for final review.
- Sandy Recovery Improvement Act
 - On January 29, 2013, President Barack Obama signed into law the Sandy Recovery Improvement Act (SRIA) of 2013. The law authorizes several significant changes to the way FEMA may deliver federal disaster assistance.
 - <http://www.fema.gov/sandy-recovery-improvement-act-2013>
- FEMA Approves PWs and IEMA Processes Payments
 - General
 - An applicant must have at least \$3,040 (FY15) in eligible costs for a PW to be written.
 - IEMA will provide a copy of approved PWs to applicant.
 - Thoroughly review PWs approved by FEMA. Notify IEMA of any errors or omissions in PWs within 60 days.
 - Create a file for each PW to store original copy of PW and supporting documentation.
 - Small Projects

- The Federal share of all small project PWs (less than \$121,600 for FFY15) will be paid by IEMA at the time of approval.
 - Keep documentation to support small project costs as work is completed.
 - Large Projects
 - The Federal share of all large project PWs (\$121,600 or more for FFY15) will be paid as eligible work is completed and supported with documentation.
 - If work was completed and documented at the time the PW is approved by FEMA, IEMA will process an initial Federal share payment for these costs. The remaining funding will be provided as requested and supported by the applicant. To request funding, the applicant must:
 - Complete and submit a [Request for Payment](#) form to IEMA.
 - Provide copies of actual cost documentation (e.g. bills, invoices, payroll records, equipment records, contracting documents) to support the costs being claimed.
 - FEIN Certification
 - If an organization has not received a payment from the State of Illinois within the past year, the [Office of the Comptroller](#) may require the organization to complete and submit a current [W-9 Form](#) to certify their FEIN.
- Complete PW work
 - All work must be completed according to the PW scope of work. Any changes in the PW scope of work must be approved by FEMA prior to starting the work.
 - Applicants must properly procure professional and contract services according to [2 CFR, Part 200.317 - 200.326](#) and State requirements (see PA Handbook). Provide copies of procurement documentation (e.g. advertisement for bids, bid documents, bids received, bid tabulation, notice of award) to IEMA before starting work.
 - Each PW has a performance period, depending on the type of work.
 - The performance period for emergency work (Categories A-B) PWs is six (6) months from the declaration date. This period may be extended by IEMA for up to an additional six (6) months, for a total of 12 months to complete the work.
 - The performance period for permanent work (Categories C-G) PWs is 18 months from the declaration date. This period may be extended by IEMA for up to an additional 30 months, for a total of 48 months to complete the work.
 - Complete and submit a [Time Extension Request](#) form to IEMA to request an extension of a PW's performance period.
- Report on the Progress of PWs
 - For subgrants, where the total Federal share approved under PWs is more than \$25,000, the applicant must report quarterly on the progress of all PWs under the subgrant.
 - Complete and submit a [Quarterly Progress Report](#) form to IEMA by the 15th of January, April, July and October.

- *Quarterly Progress Reports* must be submitted until all PWs under the subgrant are 100% complete and the full Federal share has been paid.
- Close Large Project PWs
 - Large project PWs must be closed by FEMA
 - Applicant must complete and submit a [Large Project Closeout Request](#) form to IEMA asking for the large project PW to be closed.
 - Please explain and provide cost documentation to support any additional funding being requested.
 - Final cost documentation must be provided for the costs being claimed to close the PW.
 - If the applicant is required to obtain insurance on the facility, a copy of the insurance policy must be provided as proof of insurance.
- Close Subgrant
 - All work under PWs has been completed and the applicant has received the appropriate Federal share payment.
 - Complete and submit a [Subgrant Closeout Certification](#) form to IEMA.
 - IEMA will perform a final review of the subgrant file and issue a letter closing the subgrant.
 - IEMA will process a final payment for any remaining costs requested.
 - The applicant must maintain all subgrant records for three (3) years from the date the subgrant is closed.
- Public Assistance Program References
 - FEMA 321 – Public Assistance Policy Digest
 - <http://www.fema.gov/pdf/government/grant/pa/pdigest08.pdf>
 - FEMA 322 – Public Assistance Guide
 - <http://www.fema.gov/pdf/government/grant/pa/paguide07.pdf>
 - FEMA 323 – Public Assistance Applicant Handbook
 - http://www.fema.gov/pdf/government/grant/pa/fema323_app_handbk.pdf