APPLICANT BRIEFING

INTRODUCTION

An Applicant Briefing is a meeting conducted by a representative of the State for all potential applicants for Public Assistance grants. The briefing occurs after an emergency or major disaster has been declared and addresses application procedures, administrative requirements, funding, and program eligibility criteria.

When a Presidential Disaster Declaration has been made, the State will notify the County Emergency management Agency (EMA) Directors of the designated counties. The County EMAs will notify applicants of the Applicant Briefing meeting schedules. The size of the disaster area and the number of possible applicants determine whether more than one briefing is held.

FEMA personnel may participate in the briefing to help clarify issues regarding:

- Eligibility
- Floodplain Management
- Insurance requirements
- Environmental and historic preservation considerations
- Federal procurement standards
- Mitigation

Representatives of potentially eligible Private Non-Profit organizations should attend the briefing.

It is strongly encouraged that each potential applicant be accompanied by the person who will be processing the documentations for their reimbursements. This would include management, public works, and accounting/finance. During the Briefing, application procedures, administrative requirements, funding, and program eligibility criteria will be addressed.
APPLICANT BRIEFING MEETINGS

There are two options on how State may conduct the Applicant Briefing. This may be a meeting at a centralized location for several surrounding counties or a Web based briefing (WEBinar) to individual county locations transmitted from the PA State Office. Web based meetings will be coordinated with the County EMA Director and State District Coordinator. With WEBinar, applicants will not have to leave their county for the Applicant Briefing.

1) A central county location for several counties.

2) Web Conferencing

Web conferencing is used to conduct live meetings or trainings via the internet. In a web conference, each County EMA Director will host the location where the Web conference may be viewed by all potential applicants for the county. This is usually done by a web-based application where the County EMA Director will access the meeting by clicking on a link distributed by State PA through e-mail invitation to enter the conference.

County EMA Directors and their respective District Coordinators are notified a day or two before the actual Applicant Briefing via registered mail or email of a “test run”. The “test run” is for County EMA Directors and State District Coordinators only, as this will assist in determining their computer’s systems capabilities. It will also familiarize the County EMA Directors and District Coordinators with the log-in procedures to the WEBinar. (see WEBinar Email)

The package mailed (or emailed) to the County EMA Director will include:

1. Letter of Explanation (see copy)

2. Applicant Briefing CDs (view actual CD)

3. Forms to be copied and handed out (view AB CD)

The Applicant Briefing CD includes: the briefing’s Power Point, all forms pertinent to the Public Assistance Program, FEMA Handbook Guides, Checklists for Damage Assessments and Debris Management, State Contact Information, and more valuable information for a successful Program.