

Application Process for Public Assistance/Infrastructure Support Funding

HISTORY:

DISASTER OCCURS (Flooding, Wind Storms, Tornadoes, Ice Storm, Record Snowfall, etc)

- Local Emergency Response
- Local Damage Assessment initiated
- Local Emergency Declaration must be signed by County officials and forwarded to IDHS.
- Governor will make a State Emergency Declaration if State damages appear to be over \$7.8 million.
- FEMA *Public Assistance* Damage Assessment will proceed if total State/Local damage assessment is \$7.8 million statewide.
- Governor will request FEMA Disaster Assistance (federal funding) if FEMA PDA is over \$7.8 million.
- FEMA Regional Recommendation (Governor's Request goes to FEMA National)
- FEMA National Office Recommendation (Governor's Request goes to President)
- Presidential Declaration (Federal funding is now available)
- FEMA will set up Joint Field Office (JFO) (FEMA/IDHS temporary base of operations)

APPLICATION PROCESS:

1. Applicant Briefings (with IDHS & FEMA) are held. **All applicants should attend for PA program detail information. This may be an actual meeting at a county location or a Webinar held at a county location. Your County EMA will inform you of the Applicant Briefing locations and times.**
 - a) **Request for Public Assistance Form (RPA) must be filled out by applicant** and turned in to IDHS/FEMA within 30 days of Presidents Declaration to meet FEMA eligibility criteria.
 - b) **This should be done during the Applicant Briefing.** *If unable to attend the Applicant Briefing - the RPA form is located on the IDHS Response and Recovery Division PA/Infrastructure Support Web Page. This form is also available at County EMA offices and in Applicant Briefing literature.*
 - c) **The RPA can be turned in to your County EMA Director or FEMA representative or faxed to the number given at the Applicant Briefing.** **It is the applicant responsibility to check to make sure the RPA has been received by the PA Program Director.**
2. Applicant Kickoff Meetings (FEMA with Applicants) **All program applicants must attend.** Bring disaster documentation for damages incurred to date if possible.
 - Kick off meetings are scheduled from information listed in the **Request for Public Assistance Form (RPA)**. If your RPA is not received by the State PA Program Director, you will NOT be scheduled for a Kickoff Meeting.
 - **IF FEMA DOES NOT CONTACT YOU FOR A KICKOFF MEETING APPOINTMENT WITHIN 2 WEEKS - IT IS YOUR RESPONSIBILITY TO CONTACT THE STATE PA PROGRAM DIRECTOR AT cspencer@idhs.in.gov**

3. Project Formulation for Damage Sites- Project Worksheets (PW's)-by Applicant & FEMA.

Applicant must participate.

- **IF FEMA DOES NOT CONTACT YOU FOR PROJECT FORMULATION WITHIN 2 WEEKS AFTER YOUR KICKOFF MEETING - IT IS YOUR RESPONSIBILITY TO CONTACT THE STATE PA PROGRAM DIRECTOR AT cspencer@idhs.in.gov**

4. Funding - This is a reimbursement grant. Grant funding will be paid to the applicant after FEMA and the Applicant completes the Project Formulation process, FEMA approves the PW and awards funding, and the cost documentation for the approved scope of work of the completed project has been provided to FEMA or IDHS. IDHS processes funding requests.