



PUBLIC ASSISTANCE PROGRAM GUIDE

The mission of the Federal Emergency Management Agency's (FEMA) Public Assistance (PA) Grant Program is to provide assistance to state, tribal and local governments, and private nonprofit organizations. Through the PA Program, FEMA provides supplemental federal disaster grant assistance to include debris removal, emergency protective measures and the repair, replacement or restoration of disaster-damaged, publicly owned/eligible private nonprofit facilities.

PUBLIC ASSISTANCE PROGRAM PROCESS

The following information provides guidance on what emergency management agencies should be doing during the PA process, though it is not inclusive or applicable in all situations.

PREPARATION BEFORE THE INCIDENT

Participate in and track alerts from National Weather Service (NWS) updates.

- Figure out which counties will be affected and get an estimate on how bad they will be hit.
- Build maps to show counties that could be impacted by the storm.

Send emails to emergency managers and district liaisons. Include:

- Reminders on the process for requesting state resources.
- Reminders to prepare for Initial and Preliminary Damage Assessments (PDA).

WHEN THE INCIDENT OCCURS

Track the counties involved in the storm on a map.

Monitor WebEOC and update reports on:

- Road closures
- Power outages
- Injuries/fatalities
- Rescues
- Shelters

Attend district coordinators' conference briefing on their counties.

- Follow up with counties that have received damages for more information.
- Assist county Emergency Management (EMA) as needed.

48 HOURS AFTER THE INCIDENT

Public assistance staff will be pulled from the State Emergency Operations Center (SEOC) to start the preliminary damage assessment (PDA) recovery process with affected counties

SEOC will send emails to all EMA directors, district liaisons, state agencies, rural electrical municipal co-ops (REMC) and Indiana municipal Power Agency (IMPA) requesting them to start gathering eligible costs related to the event, including:

- Impact statement form
- Documentation needed checklist
- FEMA equipment cost list
- Documenting disaster cost spreadsheet
- Public assistance local government damage assessment form
- Eligible applicant list
- Links to FEMA's Public Assistance Program and Policy Guide (PAPPG) and damage assessment guide
- FEMA policies that pertain to the type of event
- County threshold chart

EMAs and damage assessment teams will update spreadsheets and thresholds in preparation to track damage costs being submitted by local infrastructure applicants.

Depending on size of the incident, FEMA's Public Assistance's contacts will be contacted and alerted to the initial PDA damages.

PRELIMINARY DAMAGE ASSESSMENTS

The SEOC will work with local county officials to conduct preliminary damage assessments (PDA) to calculate total damage cost for the counties and the state.

PDA PROCESS

SEOC will track requests through WebEOC. EMAs can work with district liaisons to track costs.

- Report damage costs with backup documentation
- Contact potential applicants as needed
- Verify submitted documents, validating costs and date of occurrence

SEOC will track costs by county, state and category of work.

- Categories of eligible work:
 - Emergency Work
 - Category A: Debris
 - Category B: Emergency Protective Measures
 - Permanent Restoration Work
 - Category C: Roads and Bridges

- Category D: Water Control Facilities
- Category E: Buildings and Equipment
- Category F: Utilities
- Category G: Parks, Recreational Facilities and other

The SEOC will track total costs (county, cities, townships, certain private non-profits, state) to see if the state threshold has been met.

- Federal Fiscal Year (FFY) 2024 threshold:
 - State: $\$1.84 \times \text{state population}$
 - County: $\$4.60 \times \text{county population}$
 - Minimum project cost: \$1,037,000

A county must meet its threshold to be included in a Presidential Disaster Declaration. If it does not meet its threshold, its costs will go towards meeting the state's threshold. The state's threshold is the total of all accumulated costs.

- If a state agency (i.e., INDOT) has damages in a county, that agency's costs can be added to a county's total in order to reach their threshold.

IDHS will contact FEMA Region V with requests for Joint Preliminary Damage Assessments (JPDA)

IDHS will notify state team leads and EMA directors of the dates for the JPDA.

JDPAs will verify damages and documentation with FEMA for eligibility.

When all damages have been verified as eligible, IDHS and FEMA will:

- Determine if the state threshold has been met
- Determine which counties have met their threshold
- Gather impact statements
- Assist with the Governor's Letter of Request for a Presidential Disaster Declaration

FEMA Region V's and the state's request for a Presidential Disaster Declaration will be sent to Washington D.C. for review.

If the PA Presidential Disaster Declaration is declared, PA program funding will be obligated.

If the request is denied, the state can appeal the denial and must present new documentation and information such as newfound damages, weather reports, impacts and/or interpretation of the Title 44 Code of Federal Regulations (CFR).