

# **APPLICANT BRIEFING PROCESS**

## **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.

### **METHODS OF APPLICANT BRIEFING**

There are two options on how the State PA Team may conduct the Applicant Briefing. This may be a meeting at a (1) centralized location for several surrounding counties or a (2) Web based

briefing (WEBinar) to several individual county locations transmitted from the PA State Office. Web based meetings are coordinated with the County EMA Directors and State District Coordinators. With WEBinar, applicants will not have to leave their county for the Applicant Briefing. (see Web Conferencing)

**(1) County location:**

This type of Applicant Briefing is conducted in person by State Public Assistance staff. Locations are determined by the size of the declaration. During a small declaration it may be feasible for the State PA team to present the program to each declared county. With a Large Declaration of numerous counties, a centralized location for several surrounding counties will be used.

County EMAs will reserve a room large enough to accommodate the presentation to all potential applicants for his/her county and surrounding counties when needed. All pertinent information and forms will be provided by and brought to the briefing by the State PA team. (view CD). When the Briefing has concluded a Kickoff Meeting may be scheduled or conducted if a FEMA representative is present at that time.

**(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 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 system 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 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 relevant to the Public Assistance Program, Request for Public Assistance, FEMA Handbook Guides, Checklists for

Damage Assessments and Debris Management, State Contact Information, and more valuable information for a successful Program.

### **Request for Public Assistance**

**The Request for Public Assistance (RPA)** is the form a public or private nonprofit organization uses to apply for disaster assistance. Using the RPA, potential applicants can provide information about their organizations, such as physical location, points of contact, and information regarding private non for profit status. FEMA and the State use the information submitted on the RPA to determine if an applicant is eligible for public assistance.

The Request must be submitted to the State Public Assistance Officer within 30 days of the date of designation of an area. The form may be delivered in person at the **Applicants' Briefing**, sent by mail, or faxed. No consideration for Public assistance will be received by the applicant until this form has been received and then submitted through the state to FEMA. Delay or non submittal of an RPA could result in loss of eligible funding.

If the Applicant is unable to attend the Applicant Briefing Meeting, the Applicant may submit their Application for Disaster Assistance (RPA) by fax or email to their County EMA Director or the State Public Assistance Officer (SPA0) within the 30 day timeline. It is the County EMA Director's (or designee) responsibility to turn in all received applicant RPAs to the SPA0. *See RPA form.*

### **Kickoff Meeting**

FEMA will contact applicants to set up kickoff meetings after the Request for Assistance form has been processed. Applicants should bring their projects and cost documentation to this meeting. If an Applicant has not been contacted by FEMA within 2 weeks of turning in the RPA, they should immediately notify their EMA Director and the SPA0.

### **Project Formulation**

The Applicant must identify all damage sites to FEMA within 60 days of the Kickoff meeting. FEMA and the Applicant will formulate project worksheets to include scope of work and cost estimates for eligible damage incurred in the Disaster within 60 days of submission of the Request for Public Assistance unless otherwise noted.

### **Private Non Profit**

A Private Non Profit (PNP) Facility must be the responsibility of an eligible PNP applicant and provide an essential governmental service. These services may range from but not

limited to: Educational, Medical, Utilities, Museums, Homeless Shelters, Health and Safety Services. A PNP not only will need to submit an RPA but also a completed FEMA PNP Facility Questionnaire form. The potential Applicant will also be expected to provide copies of their Tax Exemption Certificate, Organizations Charter or By Laws. An Educational Facility will also have to provide information on Accreditation or Certification and their Curriculum.