

Checklist for FEMA Public Assistance Grant Program

Check	Activity
	Keep good records - Establish, organize, maintain, and retain documentation especially details of tasks performed, hours for each task per person per day, the location of the task, equipment usage time by date, location, task, operator, and equipment rates, and contract purchase orders.
	Conduct a local assessment and report damages to the State.
	Participate in Preliminary Damage Assessment, if you have an opportunity.
	Watch for declaration of emergency by the Governor.
	Watch for declaration of a major disaster or emergency by the President.
	Designate a representative to interact with the State and FEMA.
	Attend the Applicants' Briefing scheduled by the State.
	Submit your Pre-application (Request for Public Assistance) form to the State.
	Attend the Kickoff Meeting scheduled for you, the State, and FEMA. If needed, request Immediate Needs Funding or Expedited Payments.
	Identify damages within 60 days of your Kickoff Meeting.
	If you prepare them yourself, submit Subgrant Applications (Project Worksheets) for small projects within 60 days of your Kickoff Meeting.
	Complete Subgrant Applications (Project Worksheets) with the FEMA Project Specialist and Technical Specialists, if appropriate, to identify scope of work, costs, and Special Considerations (i.e., insurance, hazard mitigation, historic preservation, and environmental compliance including floodplain management) pertaining to your damages and recovery plans.
	<p>Be aware of the timelines for accomplishing work. From the date of Presidential declaration:</p> <ul style="list-style-type: none"> • 6 months for debris removal and emergency protective measures • 18 months for permanent work • If there is no change in scope of work or increase in costs, the State may approve extensions for up to 12 months for debris removal and emergency protective measures and up to 48 months for permanent work. Other extensions require FEMA approval.

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	Be mindful that temporary relocations of essential facilities are limited to 6 months and that extensions require justification.
	Manage the accomplishment of work and costs.
	Participate in site inspections by the State and FEMA.
	Cooperate with progress reporting as required by the State.
	<p>File appeals if you disagree with an action or decision:</p> <ul style="list-style-type: none"> • Within 60 days of receipt of notice of the action or decision being appealed • For net small project overruns, within 60 days of the completion of all small projects
	Close out small projects when all are completed. Close out large projects as each project is completed.
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	Cooperate with audits of your program and financial records by the State, FEMA, and the U.S. Department of Homeland Security Office of Inspector General at any time during the process.