

# FACT SHEET

## SAFETY AND RISK MANAGEMENT

### FEMA PUBLIC ASSISTANCE

The program provides funding for emergency assistance to save lives and protect property and assists with funding for permanently restoring community infrastructure affected by a federally declared incident.

- ✦ Project Categories
  - FEMA processes public assistance (PA) grant funding according to the type of work the applicant undertakes. Eligible work must be required as a result of the declared incident, be located in the designated area, be the legal responsibility of the applicant, and be undertaken at a reasonable cost.
- ✦ Eligible work is classified into the following categories
  - Emergency Work
    - Category A: Debris removal
    - Category B: Emergency protective measures

### FORM DETAILS

#### 202 –Incident Objectives- “What” are we here to accomplish:

- ✦ Objectives
  - Clear concise statement of the objectives for managing the response
  - List them in priority order
  - Should follow the smart model
    - Specific –Straight to the point
    - Measurable- How will achievements be measured?
    - Action Orientated- Is the action verb describe the expectation?
    - Realistic- Is it achievable given the current circumstance?
    - Time Sensitive- What is the timeframe to be able to achieve the objectives
- ✦ Objectives will be for the operational period as well as for the duration of the incident
  - Start with the overall objectives look like
    - List the objectives that it will take to accomplish that overall objective

#### 213 RR (Resource Request) - Record of “what”

- ✦ Resources, Supplies, or Equipment Needed for the Emergency

#### 214- Activity Log- “Who, Where, and When”

- ✦ Resources Assigned
  - Name- individuals that are conducting the activity
  - Home Agency
    - Recourses home agency- your division like IT, Facilities, etc.
- ✦ Activity Log- Pages of the book that tell the story
  - Notable Activities
    - Track daily what your division is doing to assist in the Emergency
    - Include task assignments, task completion, anything and everything you are dealing with and difficulties encountered, etc.
    - Use this section to track personal work assignments and personal work habits by adding columns as “Action Required,” “Delegate To,” “Status,” etc.

### EXAMPLE OF CLAIM EXPENSES

- ✦ Contracted Services
  - Specialized Services
- ✦ Emergency Supplies
  - Any supplies ordered above the normal work supplies
- ✦ Equipment- Laptops, MiFi, PPE Equipment
- ✦ Overtime Related to the Equipment
  - Staff working extra hours

### REQUIRED FORMS

Complete these forms daily. Please click on the link below to access them.

- ✦ **202- Incident Objectives** -  
<https://app.smartsheet.com/b/form/0ee4a6488e6246eeb0e00cd2b3d2e8b3>
- ✦ **213 RR (Resource Request)** -  
<https://app.smartsheet.com/b/form/0aedef6d4f224782b0e809517b664b8b>
- ✦ **214- Activity Log**-  
<https://app.smartsheet.com/b/form/37cd9ae6e05c4abea7fea3667c7a53ad>