FEMA

Fact Sheet

INDIVIDUAL ASSISTANCE PROGRAM

When a local, state, territorial, or Indian Tribal Government determines that an incident exceeds their capabilities to respond, the mayor, governor or Indian Tribal Chief Executive must request a declaration from the President. The President may authorize Individual Assistance programs and services based upon whether the resulting damage and its effects are of such severity and magnitude as to be beyond the response capabilities of the state, affected local governments, and other potential recipients of supplementary Federal assistance.

The Individual Assistance mission ensure disaster survivors have timely access to a full range of authorized programs and services to maximize recovery, through partnered coordination of local, state, territorial, and Indian Tribal governments, as well as other Federal Agencies, nongovernmental organizations and the private sector.

Individual Assistance Programs

FEMA assists individuals and households through the coordination and delivery of Individual Assistance programs, including:

- **Mass Care and Emergency Assistance:** Mass Care activities include congregate sheltering; feeding and hydration; distribution of emergency supplies; and reunification of children and adults with their families. Emergency Assistance activities include voluntary agency coordination; donations management; non-congregate and transitional sheltering; support to individuals with access and functional needs in shelters; support to children in disasters; support for mass evacuations; and support for household pets and service animals.

- **Crisis Counseling Assistance and Training Program (CCP):** CCP assists individuals and communities recovering from the effects of a natural or human caused disaster through the provision of community based outreach and psycho-educational services.

- **Disaster Unemployment Assistance (DUA):** DUA provides unemployment benefits and re-employment services to individuals who have become unemployed as a result of a major disaster and who are not eligible for regular State unemployment insurance.

- **Disaster Legal Services (DLS):** DLS provides legal assistance to low income individuals who, prior to or as a result of the disaster, are unable to secure legal services adequate to meet their disaster related needs. FEMA, through an agreement with the Young Lawyers Division of the American Bar Association, provides free legal help for disaster survivors.

- **Disaster Case Management (DCM):** DCMP is a program that involves a partnership between a disaster case manager and a survivor to develop and carry out a Disaster Recovery Plan. The process involves an assessment of the survivor's verified disaster caused unmet needs, development of a plan that outlines the steps necessary to achieve recovery, organization and coordination of information on available resources that match the disaster caused unmet needs, monitoring of progress towards the recovery plan goals and, when necessary, client advocacy.

- **Individuals and Households Program (IHP):** IHP has two provisions: Housing Assistance and Other Needs Assistance. Housing Assistance provides financial and direct assistance or both to eligible disaster survivors who have necessary expenses and serious needs that they are unable to

meet through other means, such as insurance. This help may be in the form of Temporary Housing, Repair, Replacement, and Semi-Permanent or Permanent Housing Construction. Other Needs Assistance provides financial assistance to individuals and households who have other disaster-related necessary expenses or serious needs such as medical, dental, child care, funeral, personal property, and transportation costs.

Individual Assistance Service Delivery Channels

FEMA offers disaster survivors multiple options to access Individual Assistance. Survivors may receive information and services through:

- **Internet or Smartphone Application**: Disaster survivors may apply for assistance or check their application status online at https://www.disasterassistance.gov. Disaster survivors may also access Individual Assistance via smartphone by downloading the FEMA application from https://www.fema.gov or through their mobile provider's application store.

- **FEMA Toll-Free Helpline:** Disaster survivors may call FEMA toll-free at 800-621-3362 to register for assistance or check their application status. Disaster survivors who are deaf, hard of hearing or have a speech disability and use a TTY may call 800-462-7585. Disaster survivors who use 711 or VRS (Video Relay Service), may call 800-621-3362.

- **Disaster Recovery Centers (DRCs)**: Disaster survivors may apply for assistance in person at DRCs in or near their communities. DRCs are usually open quickly following a disaster for a limited period of time. They are accessible and equipped with tools to accommodate disaster survivors who need disability related communication aids. FEMA staff can assist with completing registrations or checking their application status. FEMA coordinates with the State, Territory, or Indian Tribal Government to establish fixed and mobile DRC locations.

- **Disaster Survivor Assistance (DSA)** - FEMA may send staff into the affected communities to help disaster survivors apply for IHP assistance. FEMA may also coordinate with the State, Territory, or Indian Tribal Government to send staff into emergency shelters to assist survivors. FEMA staff are equipped with computers or similar devices to assist survivors with registering for IHP Assistance or provide them referrals to other resources.

Because FEMA's programs are not designed to make a survivor whole, we encourage a whole community approach disaster recovery by engaging the full capacity of nongovernmental organizations and the private sector, including businesses, faith-based and disability organizations, and the general public, in conjunction with the participation of State, Territorial, Indian Tribal Government, or local government, as well as other Federal Agency partners.

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May 2017

FEMA

Fact Sheet

Individuals and Households Program

FEMA's Individuals and Households Program (IHP) provides financial and direct services to eligible individuals and households affected by a disasters who have uninsured or underinsured necessary expenses and serious needs. IHP is not a substitute for insurance and cannot compensate for all losses caused by a disaster; it is intended to meet the survivor's basic needs and supplement disaster recovery efforts.

IHP Eligibility

These general conditions must be met for an applicant to be eligible to receive IHP Assistance:

- The applicant must be a U.S. citizen, non-citizen national, or qualified alien.
- FEMA must be able to verify the applicant's identity.
- The applicant's insurance, or other forms of disaster assistance received, cannot meet their disaster-caused needs.
- The applicant's necessary expenses and serious needs are a directly result of a declared disaster.

IHP Housing Assistance Provision

FEMA determines the appropriate types of Housing Assistance for which an individual or household may be eligible based on disaster-caused loss, access to life-sustaining services, cost-effectiveness, and other factors. Individuals and households may receive more than one type of Housing Assistance, including a combination of financial assistance and direct services for disaster damage to a disaster survivor's primary residence.

Financial Housing Assistance - FEMA provides funds paid directly to eligible individuals and households and may include the following types of assistance:

- Rental Assistance: To secure temporary housing while repairs are being made to the pre-disaster primary residence or while transitioning to permanent housing. Rental Assistance may be used to rent a house, apartment, manufactured home, recreational vehicle, or other readily fabricated dwelling.
- Lodging Expense Reimbursement: Reimbursement for hotels, motels, or other short-term lodging while an applicant is displaced from their primary residence.
- Home Repair Assistance: To help repair an owner-occupied primary residence, utilities, and residential structure, including privately-owned access routes (driveways, roads, or bridges) to a safe and sanitary living or functioning condition.
- Home Replacement Assistance: To help homeowners replace their uninsured or under-insured primary residence, destroyed by a disaster.

Direct Housing Assistance - FEMA may provide direct housing services to eligible individuals and households, when disaster survivors are unable to use Rental Assistance due to a lack of available housing resources. The impacted state, territorial, or tribal government must request Direct

Temporary Housing Assistance and FEMA must approve this assistance prior to implementation. Direct Temporary Housing Assistance is not counted toward the IHP maximum award amount and may include:

- Manufactured Housing Units: Manufactured homes provided by FEMA and made available to use as temporary housing.
- Multi-Family Lease and Repair: This assistance allows FEMA to enter into lease agreements with owners of multi-family rental properties located in disaster areas and make repairs or improvements to provide temporary housing to disaster survivors.
- Permanent or Semi-Permanent Housing Construction: Home repair and/or construction services provided in insular (limited) areas outside the continental United States and other locations where no alternative housing resources are available; and where other types of FEMA Housing Assistance are unavailable, infeasible, or not cost-effective.

IHP Other Needs Assistance Provision

Individuals and households may receive financial assistance for other disaster-caused expenses and serious needs. Eligibility for some types of Other Needs Assistance are dependent on eligibility with the U.S. Small Business Administration's (SBA) disaster loan program. The SBA provides low-interest, long-term loans to help individuals and households with personal property, transportation, and expenses for moving and storage incurred due to a declared disaster. FEMA IHP Other Needs Assistance is divided into two categories that are either ***dependent*** or ***non-dependent*** on the individual's or household's ability to qualify for a SBA disaster loan.

SBA Dependent Types of Other Needs Assistance – Only individuals or households who do not qualify for a loan from the SBA may be eligible for the following types of assistance:

- Personal Property Assistance: To repair or replace essential household items including, but not limited to, furnishings and appliances, accessibility items defined within the Americans with Disabilities Act, and specialized tools and protective clothing required by an employer.
- Transportation Assistance: To repair or replace a vehicle damaged by a disaster and other transportation-related costs.
- Moving and Storage Assistance: To relocate and store personal property from the damaged primary residence to prevent further disaster damage, such as ongoing repairs, and returning the property to the primary residence.

Non-SBA Dependent Types of Other Needs Assistance – May be awarded regardless of the individual's or household's SBA disaster loan status and may include:

- Funeral Assistance: To assist with funeral expenses incurred as a direct result of a declared disaster, which may include reallocation or reburial of unearthed remains and replacement of burial vessels and markers.
- Medical and Dental Assistance: To assist with medical or dental expenses caused by a disaster, which may include injury, illness, loss of prescribed medication and equipment, or insurance co-payments.
- Child Care Assistance: A one-time payment, covering up to eight cumulative weeks of child care expenses, for a household's increased financial burden to care for children aged 13 and under; and/or children aged 14 to 18 with a disability as defined by federal law.

- Miscellaneous or Other Items Assistance: To reimburse for eligible items purchased or rented after a disaster incident for an individual or household's recovery, such as gaining access to the property or assisting with cleaning efforts. Eligible items are identified by the state, territorial, or tribal government and may include items such as a chainsaw, air purifier or dehumidifier.

IHP Limitations and Requirements

Assistance Limit: Financial assistance is limited to an annually adjusted amount based on the Department of Labor Consumer Price Index. Direct Housing Assistance is not subject to the assistance limit.

Flood Insurance Requirement: Applicants whose homes are located in a Special Flood Hazard Area and who receive assistance for home repair, replacement, permanent housing construction, and/or personal property as a result of a flood-caused disaster must obtain and maintain flood insurance as a condition of accepting disaster assistance.

Payment of Assistance: Financial assistance is provided to disaster survivors by a U.S. Treasury check or through an electronic funds transfer into the recipient's bank account.

Supplemental Assistance: IHP is not intended to replace private recovery efforts but to complement those efforts when needed. FEMA's assistance is limited and is not intended to return a home to its pre-disaster condition. If a homeowner wishes to return their home to its pre-disaster condition, they may apply for a home disaster loan with the SBA.

Proper Use of Assistance: Failure to use assistance appropriately may result in ineligibility for additional assistance, and the applicant may be required to return the misused funds.

Taxation of Assistance: FEMA's assistance is not taxable and is not counted as income or a resource when determining eligibility for income assistance or income-tested benefit programs such as Social Security benefits or disability income.

Documentation: Disaster survivors may need to provide documentation to help FEMA evaluate their eligibility, such as documents pertaining to proof of occupancy, ownership, income loss, and/or information concerning an applicant's housing situation prior to the disaster.

Duration of Assistance: Assistance is limited to 18 months following the disaster declaration and may be extended, if needed.

Appeal Rights: Applicants, who disagree with FEMA's determination of eligibility or the form of assistance provided, have the right to appeal within 60 days of the date on the award or denial letter from FEMA. For more information on appealing, contact the FEMA Disaster Helpline at 1-800-621-3362. Applicants who have a speech disability or hearing loss and use a TTY can call 1-800-462-7585 directly. Those using 711 or Video Relay Services (VRS) can call 1-800-621-3362.

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Fact Sheet

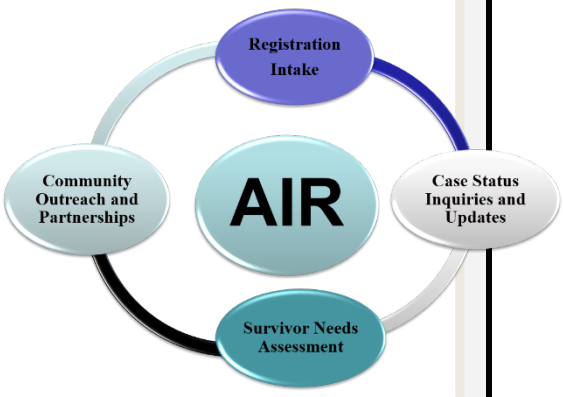
DISASTER SURVIVOR ASSISTANCE

What is Disaster Survivor Assistance?

Based on a desire to provide expanded services to disaster survivors, FEMA leadership transferred the Community Relations program to the Recovery Directorate, effective April 8, 2013. In an effort to reflect our commitment to the disaster survivors and the expanded role of the cadre, FEMA changed the name from Community Relations to Disaster Survivor Assistance (DSA).

The DSA mission is to build and sustain an expeditionary cadre to establish a timely presence in disaster impacted areas. DSA primarily focuses on addressing the needs of disproportionately impacted populations and disaster survivors by:

- Collecting information that supports leadership and operational decision-making;
- Providing accessible, in-person case-specific information and referrals;
- Providing survivors with referrals to whole community partners, as needed; and
- Identifying disability-inclusive public information needs so strategic messaging can be developed and disseminated.



5 Essential Functions of DSA

- **Assess, Inform, Report (AIR):**
  - Assess, inform, and report critical and emerging disaster needs to the Operations Section and other Joint Field Office (JFO) leadership for decision-making purposes.
- **On-site Registration Intake**
  - Register survivors for disaster assistance, provide guidance through the registration process, and provide an overview of FEMA disaster assistance.
- **Case Status Updates and Inquiries**
  - On-site survivor information review, providing basic information about the status of their application, other eligible assistance, and collect new information or documents to update their cases file.
- **Survivor Needs Assessment**
  - Engage disaster survivors and local officials in identifying immediate unmet needs for a quick resolution via FEMA and/or our whole community partners.
- **Community Outreach and Partnerships**
  - Conduct community outreach and create partnerships with the local and state emergency managers, disability partners, private sector, voluntary agencies, faith-based and community-based organizations to foster a culture of strengthened alliances to support the delivery of inclusive, equitable services to survivors.

DSA is a professional, mobile "force multiplier" *that supports Federal, State, Local, Tribal, and Territorial requirements in the field. DSA can quickly deploy in advance of, or immediately following, a Presidential Disaster Declaration.*

Helping Survivors through Mobile Technology

DSA crews use tablets and other mobile reporting tools to enhance their capabilities. These tools allow DSA to bring services directly to the survivors who need the most help.

- Hand-held tablets let DSA register survivors at home, work, shelters, hotels or wherever they may be.
- The Survivor Mobile Application Reporting Tool (SMART) uses mobile geo-tagging and photo-capable devices in the field.
- Gives FEMA leaders an instant picture of critical and emerging needs and the overall pulse of the impacted communities.
- Automates information flow, reduces errors and need for paper maps.

To learn more about FEMA, please visit www.fema.gov.

To learn more about Ready Campaign (America's emergency preparation site), please visit www.ready.gov.

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Disaster Survivor's Checklist

1 **Call my insurance agent (Homeowner & Flood)**
To file a claim for damage to my home. ☐

2 **Register with FEMA**
Go to www.DisasterAssistance.gov or call FEMA. ☐

3 **Schedule a FEMA inspection**
If an inspector has not called within 14 days of my registration, check the status of my case by calling FEMA. ☐

4 **Read my FEMA determination letter carefully**
It will explain if I'm ineligible; and the reason why may be easily fixed. ☐

5 **Use my FEMA grant wisely**
Budgeting is important—recovery may take longer than expected. ☐

6 **Save receipts and maintain good records**
Save receipts for all repairs, cleanup, and disaster-related costs. FEMA may audit the way the money is spent. ☐

7 **Stay in touch with FEMA**
Keep my contact information current with FEMA and check back often. ☐

8 **Visit a Disaster Recovery Center**
For help and expertise, and to talk to someone in person. ☐

9 **Visit a FEMA Hazard Mitigation display**
Available at participating home improvement stores; look for public announcements. ☐

Stay in touch with FEMA

800-621-3362
(711/Video Relay Service)
800-462-7585 (TTY)

www.DisasterAssistance.gov
- Check application status
- Find a Disaster Recovery Center

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Transitional Shelter Assistance

FEMA may provide Transitional Shelter Assistance (TSA) to applicants who are unable to return to their pre-disaster primary residence because their home is either unihabitaable or inaccessible due to a Presidentially-declared disaster. TSA is intended to reduce the number of disaster survivors in congregate shelters by transitioning survivors into short-term accomodations through direct payments to lodging providers. TSA does not count toward an applicant's maximum amount of assistance available under the Individuals and Households Program (IHP).

TSA is funded under Section 403 of the Stafford Act and is subject to a state cost-share. The State may request that FEMA authorize the use of TSA for the declared disaster in specific geographic areas.

The affected state, territorial, or tribal government may request TSA. This form of assistance may be considered when the scale and projected duration of the declared incident results in an extended displacement of disaster survivors. The state, territorial, or tribal government, in coordination with FEMA, identifies areas that are inaccessible or that incurred damage which prevents disaster survivors from returning to their pre-disaster primary residence for an extended period of time.

Under TSA, disaster survivors may be eligible to stay in an approved hotel or motel for a limited period of time and have the cost of the room and taxes covered by FEMA. For those who are eligible, FEMA will authorize and fund, through direct payments to participating hotels/ motels, the use of hotels/motels as transitional shelters. The applicant is responsible for all other costs associated with lodging and amenities, including, but not limted to incidental room charges or amenities, such as telephone, room service, food, etc.

The initial period of assistance will be 5-14 (adjustable to 30 days, if needed) days from date of TSA implementation. FEMA, in conjunction with the state, territorial, or tribal government, may extend this period of assistance, if needed, in 14-day intervals for up to six months from the date of disaster declaration.

Individuals and households who are **not eligible** for TSA will be referred to local agencies or voluntary organizations for possible assistance.

Individuals and households may be eligible for TSA, if:

- Register with FEMA for assistance
- Pass identity and citizenship verification
- Their pre-disaster primary residence is located in a geographic area that is designated for TSA
- As a result of the disaster, they are displaced from their pre-disaster primary residence

- They are unable to obtain lodging through another source

FEMA provides eligible applicants access to a list of approved hotels in their area, and applicants may choose to stay at any approved hotel or facility identified by FEMA. The list of approved hotels is available at http://www.femaevachotels.com/index.php or the FEMA Helpline. FEMA provides applicants with access and functional needs additional assistance in locating approved hotels to meet their needs.

FEMA bases the amount of TSA on the maximum lodging rate plus taxes for the locality, as identified by the General Services Administration (GSA).

Extending TSA

When FEMA extends TSA eligible applicants are allowed to remain in transitional sheltering through the end of the extended interval if they are otherwise eligible for IHP Assistance, or both of the following apply:

- FEMA is currently considering the applicant's eligibility for Temporary Housing Assistance or is waiting for documentation from the applicant needed to consider eligibility
- They meet other conditions of eligibility established by FEMA and the coordinating state, territorial, or tribal government

Ending TSA

- If an applicant who is receiving TSA is approved for Rental Assistance, their TSA-eligibility will terminate at the end of the 14-day interval.
- Applicants who are not eligible for IHP Assistance may only remain in transitional sheltering until their TSA interval expires.

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August 2017

FEMA

Fact Sheet

CRITICAL NEEDS ASSISTANCE – INDIVIDUALS AND HOUSEHOLD PROGRAM

FEMA may authorize Critical Needs Assistance (CNA) to individuals and households who, as a result of the disaster, are displaced from their primary dwelling for at least 7 days. CNA is a fixed amount of $500 in accelerated disaster assistance provided to eligible individuals and households that may be used for life-savings and/or life sustaining items such as, but not limited to, water, food, first aid, prescriptions, infant formula, diapers, personal hygiene times, and fuel for transportation. CNA is not intended to replace congregate shelters, nor should it be used as an evacuation strategy.

CNA is funded under the Other Needs Assistance (ONA) provision of the Individuals and Households Program (IHP) and is subject to state cost-share. It is a one time payment per household and is not income dependent. The State must request that FEMA authorize CNA in a disaster for specific geographic areas expected to be inaccessible for an extended period of time (i.e. 7 days or longer). The eligibility period for CNA corresponds to the standard registration period for IHP, which is 60 days from the date of the Presidential disaster declaration.

Individuals and Households may be eligible for CNA if :

- Applicants register with FEMA
- they pass identity verification
- at registration, they assert that they have critical needs and request financial assistance for those needs and expenses
- their pre-disaster primary residence is located in a geographic area that is designated for CNA and occupancy is verified; and
- as a result of the disaster, they are displaced from their pre-disaster residence and they are currently not living in their primary residence.

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May 2011

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Fact Sheet

DISASTER RECOVERY CENTERS

A Disaster Recovery Center (DRC) is a fixed or mobile provisional facility set up by FEMA that provides a central location near disaster impacted areas where Federal, State, Tribal, and non-government organizations have recovery information, assistance, and services to disaster survivors. This facility offers disaster survivors a place to register with FEMA and obtain information and assistance on disaster relief resources available from Federal, State, and Tribal Nations and non-governmental organizations.

Disaster survivors visit DRCs to receive:

- Information regarding Individuals and Households Program assistance
  - Clarification of any written correspondence received
  - Answers to questions and resolution to problems
  - Status of applications being processed by FEMA
  - Submission of additional requested documentation to FEMA
- Information regarding Crisis Counseling Program, Disaster Legal Services, and Disaster Unemployment
- Assistance in completing SBA applications
- Access to representatives from state and local services and voluntary agencies
- Other resources provided by state, local governments and non-profit agencies

In addition to the services above, FEMA DRCs provide assistive devices for people with disabilities and others with access and functional needs that help them receive information in their preferred method of communication. The devices are available for people who are deaf, hard of hearing, blind, or have low vision, intellectual disabilities, or other communication disabilities. DRCs have magnifying readers, tablets, captioned phones, video remote interpreting (VRI), and assistive listening devices. DRCs are structured for people with disabilities and others with access and functional needs so they can get information about FEMA programs and services. To learn more about FEMA and DRCs, go to www.FEMA.gov.

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Fact Sheet

Steps Toward Recovery: The Inspection Process

What Happens After An Applicant Applies for Assistance?

FEMA's programs are designed to help applicants take the first steps toward recovery. They are not intended to return homes or belongings to their pre-disaster condition. Anyone seeking federal disaster assistance must first register with FEMA. Once registered, individuals will receive a personal application number that is used when communicating with FEMA. Each application is reviewed to determine if an inspection will be issued. If FEMA determines that the applicant has no insurance or that the insurance coverage will not meet an applicant's needs, an inspection will be issued to verify disaster-caused damage. In instances where the disaster impacted areas are inaccessible or too hazardous to fully perform onsite inspections, FEMA may use geospatial inspections to verify losses.

In most cases, the inspector calls within a few days after registering and usually no later than 10 days. However, in some cases an applicant may be contacted the same day they applied. FEMA uses contract inspectors with construction and/or appraisal expertise. Every inspector receives disaster-specific training, including identifying the difference between diaster-caused damage and normal wear and tear that occurs as a home ages. Every inspector has passed an FBI background check and is required to display official government-issued photo identification. There is no fee for the inspection.

To Begin the Inspection

- Someone 18 years of age or older who lived in the household prior to the disaster must be present for the scheduled appointment.
- Applicants must provide photo ID and proof of occupancy such as a valid driver's license or utility bill.
- Owners must also show proof of ownership such as a deed or mortgage statement.
- The applicant will be asked to electronically sign a document stating the applicant or the applicant's child is a lawful resident in the U.S. at the time of the disaster, and the information provided must be truthful.

During the Inspection Process

- The inspection generally takes 20-40 minutes to complete.
- In situations where the home is inaccessible, the inspector will meet with the applicant at the obstruction or a neutral location to obtain the applicant's signature and verify occupancy.
- The FEMA inspector is there to document disaster-caused damage, **not** to determine whether an applicant is eligible for assistance.

- The inspector will walk through the entire home to view damaged and non-damaged areas to assess disaster-caused damage for structural and personal property (appliances, furniture, electronics, etc.). Inspectors will **NOT** climb on roofs or enter crawl spaces.
- The inspector will ask questions about disaster-caused losses and expenses. These include medical expenses, moving and storage expenses, items purchased in response to the disaster, etc.
- Photos will be taken of the home confirming the inspection was completed at the correct address.

Applicants may receive a visit from more than one inspector such as a FEMA Quality Control inspector or representatives from the U.S. Small Business Administration.

If you have additional questions, please contact the FEMA Helpline at For additional information please call the FEMA Disaster Helpline at **1-800-621-FEMA**. Hearing/speech impaired, please call **TTY 1- 800-462-7585.**

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Public Assistance

Overview

Public Assistance (PA) is FEMA's largest grant program providing funds to assist communities responding to and recovering from major disasters or emergencies declared by the President. The program provides emergency assistance to save lives and protect property, and assists with permanently restoring community infrastructure affected by a federally declared incident.

Eligible Applicants

Eligible applicants include states, federally recognized tribal governments (including Alaska Native villages and organizations so long as they are not privately owned), U.S. territories, local governments, and certain private non-profit (PNP) organizations.

PNPs must have "an effective ruling letter from the U.S. Internal Revenue Service, granting tax exemption under sections 501(c), (d), or (e) of the Internal Revenue Code of 1954, or satisfactory evidence from the State that the nonrevenue producing organization or entity is a nonprofit one organized or doing business under State law."[1] Additionally, for a PNP operated facility to be eligible, the PNP must demonstrate the facility provides a critical service or provides a non-critical, but essential government service and is open to the general public. A facility that provides a critical service is defined as one used for an educational, utility, emergency, or medical purpose.[2]

Project Categories

FEMA processes 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

Permanent Work
Category C: Roads and bridges
Category D: Water control facilities
Category E: Public buildings and contents
Category F: Public utilities
Category G: Parks, recreational, and other facilities

Federal funding guidelines for each of these categories are listed in the *Public Assistance Program and Policy Guide*, which is located online at https://www.fema.gov/media-library/assets/documents/111781.

Application Process

After a federal declaration, the recipient (i.e. state, tribe, or territory) conducts Applicant Briefings to inform

[1] 44 CFR 206.221(f)
[2] Stafford Act § 406(a)(3)(B), 42 U.S.C. § 5172, and 44 CFR §206.221(e)

potential applicants (i.e. state, local, tribal, territorial, and PNP officials) of the assistance available and how to apply. Applicants must then file a Request for Public Assistance within 30 days of the date their respective area is designated by the federal declaration.

Following the approved request, FEMA and the applicants will conduct additional meetings to discuss disaster damage and project formulation. Applicants must identify and report damages to FEMA within the 60-day regulatory timeframe. FEMA, the recipient, or the applicant will then prepare project worksheets for eligible work and eligible facilities based on actual or estimated project costs.

Grant Administration

The federal share of assistance will not be less than 75 percent of the eligible cost for emergency measures and permanent restoration. The recipient determines how the non-federal share of 25 percent will be dispersed to its applicants.

Recipients are responsible for managing the funds obligated to them by FEMA, including disbursement to applicants. FEMA will continue to monitor the recovery progress to ensure the timely delivery of eligible assistance, and compliance with federal laws and regulations.

Recent Updates

In the fall of 2016, FEMA introduced a new program delivery model to increase simplicity, accuracy, efficiency, and to improve accessibility and timeliness. Applicants will benefit from the changes through the creation of a standardized process. Improvements in the quality of project worksheets will more accurately describe the eligible work and grant conditions.

The new model changes procedures, roles and responsibilities, tools, and information technology systems. The PA Grants Manager and PA Grants Portal are online platforms designed to better manage the engagement between FEMA and applicants from grant application to award.

While FEMA is improving its processes and tools, the new program delivery model does not change the PA program's eligibility authorities, regulations or policies.

The new model is currently being executed in stages until it reaches full operating capacity projected for early 2018.

FEMA

Office of External Affairs
Congressional Affairs Division

HAZARD MITIGATION GRANT PROGRAM

Authorized under Section 404 of the Stafford Act, the Hazard Mitigation Grant Program (HMGP) administered by the Federal Emergency Management Agency (FEMA), now under the Department of Homeland Security, provides grants to States and local governments to implement long-term hazard mitigation measures after a major disaster declaration. The purpose of the program is to reduce the loss of life and property due to natural disasters and to enable mitigation measures to be implemented during the immediate recovery from a disaster. FEMA can fund up to 75 percent of the eligible costs of each project. Total Federal funding under the current program is based on a sliding scale of the estimated grants for individual assistance programs and public assistance projects. States may choose to develop an Enhanced State Mitigation Plan in order to receive an increased amount of up to 20 percent for Hazard Mitigation Grant Program funding. Eligible applicants are State and local governments, Native American tribes, and certain non-profit organizations. Individual homeowners and businesses may not apply directly to the program; however, a community may apply on behalf of homeowners and businesses. The following is a summary of key aspects of the Program roles of the States, local applicants, and FEMA:

State's Role

- Manage the overall program within the State.
- Ensure that the FEMA Regional Director has approved the State Hazard Mitigation Plan and the State's administrative plan for implementing the HMGP.
- Establish funding priorities, and select projects for funding based on those priorities.
- Solicit program interest and help potential applicants develop complete applications.
- Establish deadlines for applications.
- Provide applicants with technical assistance (mitigation techniques and/or HMGP policy).
- Ensure that mitigation measures must be cost-effective, must benefit the disaster area, and must be consistent with the mitigation plans required under Section 322 of the Disaster Mitigation Act of 2000.
- Forward selected projects to FEMA for final eligibility review.
- Act as grantee, receiving funds from FEMA and disbursing them to successful applicants.
- Ensure that applicants and subgrantees adhere to all program and administrative requirements.
- Perform grantee responsibilities of monitoring the progress of projects and submitting quarterly reports to FEMA indicating the status and completion date for each approved project.

Community Applicant/Subgrantee's Role

- Submit individual project applications to the State (if the proposed measure is selected as an approved project, the applicant becomes a subgrantee).
- Coordinate with participating homeowners and businesses that will benefit from the grant to develop the application, and subsequently oversee distribution of grant funds to subrecipients or contractors.
- Manage implementation of the approved project.
- Comply with all HMGP requirements and applicable Federal, State and local laws and standards, including compliance with National Flood Insurance Program and the National Environmental Policy Act
- Account for the appropriate use of grants to the State grantee.
- Maintain records on the program and projects as required by law.

FEMA's Role

- Oversee and manage the HMGP.
- Establish minimum criteria for project eligibility.
- Advise the State of the estimated amount of available funding.
- Assist the State in setting priorities for the use of HMGP funds in the aftermath of a disaster.
- Review projects selected and submitted by the State for eligibility.
- Prepare the environmental decision document based on information submitted by the applicant.
- Provide technical assistance to States, applicants, and subgrantees in order to ensure effective and efficient implementation of the program.
- Review State's quarterly reports and follow up on issues as necessary.

For more information about the HMGP application and eligibility requirements, please refer to the implementing regulations at 44 CFR 206.430.