

FEMA Public Assistance (PA) Readiness Checklist

For Local Governments & Community Leaders - Have These Items Ready **BEFORE** Disaster Strikes:

Organizational & Administrative

- ☐ Primary & alternate leadership contacts identified
- ☐ Updated organizational chart with signature authority
- ☐ Written procurement policy (aligned with federal and state laws)
- ☐ Active SAM.gov registration & UEI number
- ☐ Active WVOASIS registration & Vendor ID number
- ☐ Set up for Electronic Funds Transfer (EFT) with WVOASIS

Financial & Insurance

- ☐ Recent audited financials / single audit
- ☐ Payroll policies & fringe benefit documentation for each employee
- ☐ Full insurance policies (property, flood, liability) with declaration pages
- ☐ Cost-tracking system (time, equipment, materials, contracts)

Facilities & Assets

- ☐ Complete facility & infrastructure inventory with addresses
- ☐ Proof of ownership (deeds, tax records, leases, etc.)
- ☐ Maintenance records (to demonstrate pre-disaster functionality)
- ☐ Pictures / Videos of all public infrastructure (to demonstrate pre-disaster condition)
- ☐ Maps/GIS data of utilities, roads, and buildings

Contracts & Agreements

- ☐ Pre-event contracts (debris removal, monitoring, emergency services)
- ☐ Mutual Aid Agreements (MAA) / Memorandums of Agreement (MOA) (signed & current)

Personnel & Equipment

- ☐ Staff assigned for timekeeping, documentation, procurement, & project mgmt.
- ☐ Equipment inventory (with rates or FEMA schedule reference)
- ☐ Staff familiar / trained in ICS/NIMS & FEMA Grants Portal

Documentation Systems

- ☐ Photo/video archive of pre-disaster conditions
- ☐ Template logs (labor, equipment, materials)
- ☐ Records retention policy (3+ years post-closeout)

Community & Leadership

- ☐ Public information officer (PIO) identified
- ☐ Local priorities for facility/service restoration listed
- ☐ Council/board resolution authorizing disaster assistance applications

Plans

- ☐ Hazard Mitigation (HM) Plan
- ☐ Debris Management Plan
- ☐ Emergency Operations Plan (EOP)