

FEMA Public Assistance (PA) Administrative Readiness Initiative

For Local Governments & Community Leaders

FEMA's Public Assistance (PA) Program provides disaster recovery funding to local governments, special districts, and certain nonprofit organizations. While the program involves detailed rules and documentation, communities that prepare in advance by collecting and maintaining key records can move through the process faster and secure funding more efficiently. This checklist highlights the essential documents and information every community should have ready before a disaster strikes. If you need assistance creating and compiling this documentation, please reach out to your local Regional Planning & Development Council (RPDC) or West Virginia Emergency Management Division (WVEMD) PA staff member for assistance.

Organizational Readiness

- **Point of Contact List:** Designated PA primary and alternate representatives, with updated contact info.
- **Organizational Chart:** Clear structure of who has authority to sign, approve, and make financial commitments.
- **Procurement Policy:** Written policies that align with federal and state laws.

Financial & Administrative Documentation

- **Employer Identification Number:** Registration with IRS for EIN number.
 - **Active SAM.gov Account:** Registration with Sam.gov for Unique Entity Identifier (UEI) number (required to receive federal funds).
 - **Active WVOASIS Account:** Registration with WV State Auditor to receive payments (need to also be setup for Electronic Funds Transfer – EFT).
 - **Recent Audited Financial Statements:** (or single audit, if applicable).
 - **Payroll Records & Policies:** Documentation of fringe benefits and overtime rules.
 - **Insurance Policies:** Full copies of all active property, flood, and liability insurance with declarations pages. Even if you have no coverage for disaster related damage, be prepared to contact your insurance provider(s) and request a statement of benefits and/or denial letter. FEMA does not duplicate other funding and FEMA pays last.
 - **Cost Tracking Procedures:** Templates or systems for documenting expenditures, time, and equipment use. These templates can be provided by WVEMD PA staff upon request.
-

Facilities & Asset Information

- **Facility Inventory:** A master list of all buildings, infrastructure, and major equipment with locations.
 - **Property Records:** Proof of ownership (deeds, tax records, lease agreements).
 - **Critical Facility Designations:** Hospitals, schools, utilities, emergency services buildings.
 - **Maps & GIS Data:** Pre-disaster condition maps of utilities, roads, and facilities.
 - **Maintenance Records:** Demonstrates facilities were in working order prior to disaster.
 - **Pictures & Videos:** Demonstrates pre-disaster condition of facilities.
-

Contracts & Procurement

- **Pre-Event Contracts:** Debris removal, monitoring, emergency protective measures, and other services.
 - **Competitive Procurement Documentation:** Ensure contracts meet federal and state requirements (open competition, proper clauses).
 - **Contract Templates:** With federally required provisions ready to go.
-

Emergency Response & Mutual Aid

- **Mutual Aid Agreements (MAA):** Memorandums of Agreement (MOA) which are signed and up-to-date with surrounding jurisdictions and volunteer organizations.
 - **Emergency Operations Plan (EOP):** Identifies critical facilities, priority ingress/egress routes, communication protocols, roles and responsibilities, and specific actions for various hazards.
 - **Hazard Mitigation (HM) Plan:** Identifies vulnerabilities and potential projects which is incorporated and aligns with regional HM Plan.
 - **Debris Management Plan:** Identifies locations for collection, sorting, staging, reducing, and disposal of disaster-related debris.
-

Personnel & Equipment

- **Equipment Inventory:** FEMA schedule of equipment rates or local rate sheet. A template can be provided by WVEMD PA staff upon request.

- **Staff Roles:** Who will handle timekeeping, documentation, procurement, and project management during recovery.
 - **Training Records:** ICS/NIMS compliance, FEMA Grants Portal familiarity.
-

Documentation Systems

- **Photo/Video Archive Process:** A system for taking and storing pre- and post-disaster condition documentation.
 - **Records Retention Policy:** Ensures compliance with FEMA requirements (typically 3+ years after closeout).
 - **Template Forms:** Labor logs, equipment logs, force account material sheets, etc.
-

Community & Leadership Engagement

- **Public Information Contacts:** Who can speak to media/FEMA about damage and recovery.
- **Local Priority List:** What facilities and services must be restored first.
- **Council/Board Authorizations:** Standing resolutions allowing leaders to apply for and accept federal assistance.