

Public Assistance Program Indirect and Direct Administrative Activity List

| Phase | Administrative Task | Administrative Activity Description | Indirect (I) / Direct (D) | Grantee / Sub-Grantee |
|-----------------------------|---|---|---------------------------|-----------------------|
| Post Declaration Activities | Applicant Briefing | Activities related to attending and participating in the applicant's briefing for the overall program. | I | Grantee & Sub-Grantee |
| | RPA Submission and Processing | Activities related to the subgrantee's submission of its Request for Public Assistance (RPA) for the overall program. | I | Grantee & Sub-Grantee |
| | Other Pre-Award Activity | Any other activities related to general pre-award activities, including identifying and producing eligibility and other critical documents. | I | Grantee & Sub-Grantee |
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| Project Listing Development | Sub-Applicant Site Identification | Activities carried out to identify and generate a list of damaged sites for <i>one specific</i> project. | D | Grantee & Sub-Grantee |
| | Kick-Off Meeting | Activities related to attending and participating in the applicant kick-off meeting for the overall program. | I | Grantee & Sub-Grantee |
| | Immediate Needs | Activities to discuss the need for immediate funding and collect supporting documentation for <i>one specific</i> project. | D | Grantee & Sub-Grantee |
| | Preliminary Cost Estimate | Activities to refine the initial total damage cost estimate before the individual project worksheets are developed. | I | Grantee & Sub-Grantee |
| | Data Collection & Dissemination | Activities to collect damage data, invoices, estimates and support documentation related to <i>one specific</i> project. | D | Grantee & Sub-Grantee |
| | Travel & Expenses | Travel expenses related to <i>one specific</i> project for any of the direct administrative activities listed in this phase. | D | Grantee & Sub-Grantee |
| | Travel & Expenses | All travel expenses related to general support and not tied directly to <i>one specific</i> project. | I | Grantee & Sub-Grantee |
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| | Special Considerations | Activities carried out to evaluate the impact of hazard mitigation measures, insurance coverage, historic preservation, environmental impact, and flood risk for <i>one specific</i> site or project. | D | Grantee |
| | Financial Compliance Reviews (PA) | Activities to review or support the compliance of the project with Public Assistance financial requirements for <i>one specific</i> project. | D | Grantee & Sub-Grantee |
| | Other Funding Anticipation | Activities to document funding, scope of work, and other impacts resulting from mitigation, alternate, improved, or other funding requests for <i>one specific</i> project. | D | Grantee & Sub-Grantee |
| | Site Visits | Activities related to visiting, surveying, and assessing sites for <i>one specific</i> project. | D | Grantee & Sub-Grantee |
| | Project Description Development | Activities related to developing the detailed site-specific damage description component of <i>one specific</i> project worksheet. | D | Grantee & Sub-Grantee |
| | Project Scope Development | Activities related to developing the scope of work component for <i>one specific</i> project worksheet. | D | Grantee & Sub-Grantee |
| | Project Cost Estimation & Documentation | Activities related to estimating/quantifying project costs, collecting supporting documentation, and calculating allowable fringe rates for <i>one specific</i> project. | D | Sub-Grantee |

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| Project Formulation | Alternate Site Project Request (if warranted) | Activities to assemble and support requests from FEMA and the grantee related to an alternate project request for <i>one specific</i> project. | D | Sub-Grantee |
| | Site Improvement Project Request (if warranted) | Activities to assemble and support requests from FEMA and the grantee related to an improved project request for <i>one specific</i> project. | D | Sub-Grantee |
| | PW Writing | Activities attributed to directly producing or writing the project worksheet for <i>one specific</i> project. | D | Grantee & Sub-Grantee |
| | PW Review & Final Approval | Activities related to supporting the review of <i>one specific</i> project, including the final review and approval of the project worksheet by FEMA and the grantee. | D | Grantee |
| | PW Exit Briefing | Activities related to participation in the exit briefing for the overall program. | I | Grantee & Sub-Grantee |
| | FEMA/Grantee Meetings & Responses | Activities related to attending, coordinating, and responding to correspondence and meeting requests from FEMA and grantee officials for the overall program and not specific to one project. | I | Grantee & Sub-Grantee |
| | Travel & Expenses | Travel expenses related to <i>one specific</i> project for any of the direct administrative activities listed in this phase. | D | Grantee & Sub-Grantee |
| | Travel & Expenses | All travel expenses related to general support and not tied directly to <i>one specific</i> project. | I | Grantee & Sub-Grantee |
| PW Processing | Program Funding Request Formulation | Activities related to organizing total loss for damaged sites into logical groups. | I | Grantee & Sub-Grantee |
| | PA Programmatic Compliance Reviews | Activities to review and/or support compliance with Public Assistance programmatic requirements. | I | Grantee |
| | Eligibility Review | Actions carried out to support FEMA and the grantee's determination of the sub-applicant, facility, work, and cost eligibility for <i>one specific</i> project. | D | Grantee |
| | Program Funding Request Documentation | Activities to reproduce documents and files for use in supporting the project worksheet's funding request for <i>one specific</i> project. | D | Grantee |
| | Program Funding Request Processing | Activities to assemble, transmit, and process program funding documents to request disbursement of funds for <i>one specific</i> project. | D | Grantee |
| | Additional FEMA/Grantee Documentation Requests | Activities related to collecting and processing document requests from FEMA and the grantee for <i>one specific</i> project. | D | Sub-Grantee |
| | Alternate Projects Development (if warranted) | Activities related to justifying and developing an alternate project plan and/or additional activities directly related to <i>one specific</i> alternate project request. | D | Grantee & Sub-Grantee |
| | Improved Projects Development (if warranted) | Activities related to justifying and developing an alternate project plan and/or additional activities directly related to <i>one specific</i> improved project request. | D | Grantee & Sub-Grantee |

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| | Travel & Expenses | Travel expenses related to the processing of <i>one specific</i> project for any of the direct administrative activities listed in this phase. | D | Grantee & Sub-Grantee |
| | Travel & Expenses | All travel expenses related to general support and not tied directly to <i>one specific</i> project. | I | Grantee & Sub-Grantee |
| PW Management & Close-Out | Project Payment Requests | Activities related to developing, requesting, transmitting, and processing documents to request all or portion of the allocated project award amount for <i>one specific</i> project. | D | Grantee & Sub-Grantee |
| | Project Cost Reconciliations | Activities to assist the grantee with assembling, transmitting, and developing final actual costs for grant closure related to <i>one specific</i> project. | D | Grantee & Sub-Grantee |
| | Project Inspection Request | Activities to respond to grant review, inspection, or closure document requests from the grantee for <i>one specific</i> project. | D | Grantee & Sub-Grantee |
| | Evaluating/Estimating Cost Overruns | Activities to adjust or estimate cost over/under runs for the purpose of project closeout for <i>one specific</i> project. | D | Grantee & Sub-Grantee |
| | Preparing PW Versions for Cost Adjustments | Activities to support the development of a new version of the current project worksheet for the purpose of adjusting the project amount for <i>one specific</i> project. | D | Grantee & Sub-Grantee |
| | Other Program management/Close-out Activities | Activities related to the close-out process of a <i>one specific</i> project worksheet. | D | Grantee & Sub-Grantee |
| | Travel & Expenses | Travel expenses related to <i>one specific</i> project for any of the direct administrative activities listed in this phase. | D | Grantee & Sub-Grantee |
| | Travel & Expenses | All travel expenses related to general support and not tied directly to <i>one specific</i> project. | I | Grantee & Sub-Grantee |
| Note: The categorization of administrative tasks on this list represent the most likely scenarios for the typical PA program and there may be exceptions to the "rules of thumb" represented. Also, even though this list indicates possible Grantee involvement throughout activities in all phases, not all Grantees will participate in all PA program phases and respective administrative activities. | | | | |