Category B – Emergency Protective Actions
Application Checklist

The Public Assistance Program (PA program) administered by the Federal Emergency Management Agency (FEMA), aids state, tribal, and local governments as well as certain private nonprofit organizations (PNP) in the removal of debris, provision of **emergency protective measures**, and restoration of equipment, buildings, and other public infrastructure damaged by a disaster.

When claiming staffing reimbursements, public assistance provided by FEMA can ONLY be applied to contract staffing, not staff that is currently on payroll with the Hospital.

	HOW DO I REGISTER WITH FEMA?
☐	Visit https://grantee.fema.gov and click on "Register Your Organization for Public Assistance"
☐	Follow prompts and complete fields such as "Organization Name" and "EIN Number"
☐	From Dashboard, under My Organization click Applicant Event Profiles and choose **4503DR-AL**
☐	Additional documents may be required such as 501(c), (d), or (e) / list of services performed in facility
☐	Under "My Organization", click Recovery Scoping Meetings and watch the video provided - **REQUIRED**
	CREATING A STREAMLINED APPLICATION
☐	Streamlined applications are divided into four sections (Information, Scope, Cost, Certifications). In Section one, assign a unique title and number for each application for easy tracking.
☐	As the initial sections are built, cost schedules or work surveys will be triggered for completion during the actual application.
☐	After checking all applicable boxes, click "CREATE STREAMLINED PROJECT APPLICATION"
☐	Here you will now see all applicable schedules to be completed before submission.
	INFORMATION REQUIRED FOR STAFFING REIMBURSEMENT
☐	Name
☐	Job title and function
☐	Type of employee (i.e., full-time exempt, full-time non-exempt, part-time, temporary, prisoner, etc.)
☐	Days and hours worked
☐	Pay rates

☐	Description of work performed with representative sample of daily logs / activity reports
☐	Representative sample of timesheets
☐	Pay policy
PROCUREMENT INFORMATION REQUIRED	
☐	List of utilized staffing contractors
☐	Invoices and/or receipts
☐	Basis of billing rate
☐	Procurement policies
☐	Executed contract or agreement

If Applicant needs to be reimbursed immediately, and cannot wait to gather all required information for a FULL claim, the Applicant may:

- Request expedited funding to receive an award of 50% of the total cost based on limited documentation, or
- Limit an initial project application to certain activities or specific period and follow up later with an additional project application for other activities or time periods.

If any information is needed after the application has been submitted, a representative from AEMA will contact you. Please check the Grants Portal for alternate status updates.

If you have any questions before, during, or after submission please contact Tanner Knight at the Alabama Department of Public Health or email the Public Assistance division at the Alabama Emergency Management Agency:

Contacts	
Tanner Knight Center for Emergency Preparedness, ADPH (334) 223-3077 tanner.knight@adph.state.al.us	State of Alabama Emergency Management Agency Public Assistance Division pa@ema.alabam.gov