

## 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
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
	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

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

	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
<b>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.</b>				