

Date

Name
Title
Community or Agency
Address
City, State, Zip

Re: Applicant Briefing Notice
{Disaster # and Name}

Dear (Dear Name):

Recently, your community suffered damages from the (Community or Agency). You were contacted by members of the Division of Homeland Security and Emergency Management (DHS&EM) in an effort to gather preliminary damage assessments. The estimated cost of damages gathered from those damage assessments were used to get a Federal Disaster Declaration. This declaration will make funds available to your community to repair all eligible damaged facilities. This letter will assist you in understanding the process and roles/responsibilities of your community.

COMMUNITY VISIT DETAILS

Members of the DHS&EM and FEMA will be visiting your community between (Date). During this visit they will be conducting an Applicant Briefing to discuss your damages, assess your needs and begin the process of writing Project Worksheets (PW) for all eligible damages. Your roles and responsibilities will be discussed and instructions on what to do and how to do it will be given to ensure your community recovers all eligible costs associated with repairs, develop your disaster projects, and accelerate reimbursement. This meeting will also allow you the opportunity to discuss any questions or concerns you may have about how the Public Assistance process works or what might be expected of you.

The following is a list of people that should attend this meeting:

- Risk Manager or someone familiar with your insurance coverage
- City Manager or other Record Keeper
- Public Works official
- Others with a working knowledge of repairs made and/or required

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It will be important for you to compile a list of all your damages and bring it to this meeting. It will also expedite the PW formulation process if you complete the attached "Project Description and Details" form. Also, please identify any circumstances that will require further review, such as insurance coverage, environmental resource issues, and historic preservation. The earlier these conditions are identified, the faster they can be addressed. It will also be helpful if you can provide copies of actual cost documentation for any work that has already been completed. After this meeting, we will visit your damaged sites and begin the formulation process to develop your Project Worksheets outlining the damages, the scope of work needed to make repairs, and providing an estimated cost for the work to be performed. Your assistance in this process is important.

DOCUMENTATION REMINDER

It will be vital that you maintain records of all expenses and actions taken. The following is an outline on how to maintain your records:

- Document events and expenses as they occur
- Have any necessary cost documentation readily available and in a useable format
- Establish a separate file for each damaged facility for all documentation and correspondence

It is recommended that you designate someone to maintain your disaster records (invoices, timesheets, billings, logs, etc.) and maintain accurate disbursement and accounting records to document the work performed and the costs incurred.

Documentation will ensure reimbursement of all eligible costs. Remember if you have any questions or concerns or you are unsure whether a cost is eligible please ask before you act. Also, if you will not be available at some point during the given timeframe please call us to inform us of your availability. You may contact me at (907)(Phone # of SPOA).

Sincerely,

(SPAO)
State Public Assistance Officer

Enclosures: As Stated