FORMULAS:

RPAs, PDAs, and APPLICANT BRIEFINGS: use these documents at this meeting to gather a macro-view of the disaster and the broad facts about DAMAGES + DOCUMENTS + DOLLARS + EHP (ENVIRONMENTAL, HISTORIC, PRESERVATION QUALIFICATIONS) + MITIGATION + INSURANCE

EXPLORATORY CALL = The phone call about DAMAGES + DOCUMENTS + DOLLARS + EHP (ENVIRONMENTAL, HISTORIC, PRESERVATION QUALIFICATIONS) + MITIGATION + INSURANCE (if possible, start listening/looking for policy issues and project opportunities to research in the PAPPG)

DAMAGE INVENTORY = The Excel document about DAMAGES + DOCUMENTS + DOLLARS + EHP (ENVIRONMENTAL, HISTORIC, PRESERVATION QUALIFICATIONS) + MITIGATION + INSURANCE (if possible, start identifying, discussing, and documenting policy issues and project opportunities to research in PAPPG)

RECOVERY SCOPING MEETINGS = The FEMA/State/Applicant meeting about DAMAGES + DOCUMENTS + DOLLARS + EHP (ENVIRONMENTAL, HISTORIC, PRESERVATION QUALIFICATIONS) + MITIGATION + INSURANCE (if possible, start clarifying and prioritizing policy issues and project opportunities to research in PAPPG)

DAMAGES + CATEGORIES + DAMAGE INVENTORY UPLOAD + SURVEYS (ELIGIBILITY) + RECOVERY SCOPING MTG + 60 DAYS/PROJECT FORMULATION/WORK ORDER REQUESTS + SITE INSPECTION + DDD (DAMAGES/DESCRIPTION/DIMENSIONS)

DAMAGE INVENTORY = DAMAGES & DOCUMENTS

PROJECT FORMULATION = PROJECTS (w/ assigned DAMAGES) & EEIs (ESSENTIAL ELEMENTS of INFORMATION)

CRC (CONSOLIDATED RESOURCE CENTER) = submitted PROJECTS (w/ assigned DAMAGES) & RFIs (REQUESTS FOR INFORMATION)

EXPLORATORY CALL INFO

1st page in Grants Manager

Work started?/% of Work Completed

Name/number/email address for the SME of every category

**ADDL INFO:

- ANY IMPORTANT INFO THAT YOU CAN ENTER TO START THE DAMAGE INVENTORY AND START CREATING THE NARRATIVE FOR THE APPLICANT’S CLAIM

- INDICATE WHETHER THERE’S A POSSIBLE EHP, MITIGATION, AND/OR INSURANCE ISSUE

- ALL INFO WILL BE SEEN BY APPLICANT/STATE/YOUR SUPERVISORS

- USE PAPPG/CATEGORY CHECKLIST TO ASK OPEN-ENDED THAT YOU WILL NEED FOR THE DAMAGE INV AND THE DDD
2nd page in Grants Manager

EHP
- ADDRESS/GPS OF FACILITY (if possible)
- MORE DETAILS ABOUT THE ISSUE

MITIGATION
- ADDRESS/GPS OF FACILITY (if possible)
- MORE DETAILS ABOUT THE ISSUE

INSURANCE
- CITY CLERK/RISK MGR’s INFORMATION