

## **Using Your Site Tracker with the Public Assistance Delivery Model**

In 2014, FEMA conducted an in-depth analysis of the Public Assistance (PA) program's delivery process. Following months of analysis and restructuring, a new PA Program Delivery Model was designed to meet the needs of applicants by streamlining and categorizing projects. The goal moving forward is to deliver the PA program more efficiently so applicants can receive their funding much faster to rebuild public infrastructure after a disaster. To facilitate these changes, FEMA developed the Grants Manager and Grants Portal tools, which are web-based, project tracking systems used by FEMA and our stakeholders.

In order to keep your Federal Grant moving forward quickly and efficiently, we are asking you, the applicant, to fill out the attached Site Tracker that your Program Delivery Manager (PDMG) will use to create your Damage Inventory. A Damage Inventory is a comprehensive list of your damaged sites that will get uploaded into the Grants Portal. With the new Program Delivery Model, the Damage Inventory is what the State and FEMA use to develop your Project Worksheets (PWs) so your damaged sites can be approved for funding.

The PA Program Delivery Model no longer requires a site inspection for sites that work has been 100% completed. The site tracker will be used to develop the Damage Description and Dimensions (DDD) and Scope of Work, instead of relying on site inspections. Therefore, it is vital to produce an accurate site tracker with a detailed DDD.

The following instructions will explain how to fill out this site tracker for use during the Preliminary Damage Assessment (PDA) and Site Inspection processes.

### **Breaking Down the Site Tracker Columns:**

#### **Applicant Name:**

This column represents the name of the entity that you represent and the name that you will use to make your Request for Public Assistance (RPA).

**Site Name:**

Every site is required to have an identifying number. We would like you to use the following guidance when creating your identifying numbers for your sites.

1. For County Applicants:
  - a. County Sites: Please use the first 5 letters in your county name followed by the numerical numbering of your site. The Numerical numbering must contain 2 characters.  
For example: Benson County Site 1 would be Benso01.
  - b. Township Sites: Please use the first and last letters of your county followed by the first three letters of your township, followed by the numerical numbering of your site. The numerical numbering must contain 2 characters. For example: Benson County, Rock Township Site 1 would be BnRoc01.
2. For Applicants other than Counties: Use the first 5 letters in the name of your entity followed by the numerical numbering of your site. The Numerical numbering must contain 2 characters. For example: Devils Lake site 1 would be Devil01. For those entities whose names do not contain 5 characters, use as many characters as your entities name can provide, followed by the two-character number.

**County/City or Township:**

1. For County Applicants: If the site that was damaged is a county owned property, please identify as "County". If the site was a Township Site, please identify the Township name.
2. For Applicants other than Counties: Identify the county where your damages are located

**Category:**

You will be required to identify the category of work that the damages or work fall under. Just enter in the letter that corresponds with the damages (i.e. A, B, C, etc.)

1. Category A: Debris Removal
2. Category B: Emergency Protective Measures
3. Category C: Roads and Bridges
4. Category D: Water Control Facilities
5. Category E: Buildings and Equipment
6. Category F: Utilities
7. Category G: Parks, Recreational and Other Facilities

In some cases, damages and work may not fit clearly in one specific category. Apply the category that best fits your damages/work and your PDMG may need to adjust the category later in the process.

**Latitude and Longitude:**

You are required to produce a latitude and longitude location of your damaged sites or where your work occurred. The GPS locations must be in the decimal degrees format. Please provide your GPS to the 5<sup>th</sup> decimal place, i.e., 48.12345, -98.12345.

1. Roads: For damaged roads traveling on a west and east direction, take the GPS location on the furthest most east point of the damage. For damaged roads traveling on a north and south direction, take the GPS location on the furthest most north point of the damage.
2. Emergency Protective Measures/Debris: You may have multiple operations throughout your entity where one specific GPS cannot be placed. In these cases, take your GPS at your base of operations.

**Description of Damage or Work:**

In this column you will be required to provide a specific description of the damage that occurred at your site and/or the work that was performed during Category B: Emergency Protective Measures.

It is key that you are as descriptive as possible when producing your DDD. Damage descriptions must be measurable and quantifiable.

Below are some examples of how we would like you to describe your damages per site:

1. Surface gravel washed from road area 100' x 22' x 2"
2. Roadbed eroded over area 75' x 22' x 4"
3. Rip Rap eroded over area 50' x 6' x 2' on the east side
4. Inslope eroded over area 50' x 6' x 2'/2 on the east side
5. 40 LF of 36" CMP eroded around and was displaced without damage
6. 40LF of 36" CMP eroded, washed out and was damaged beyond repair

Below are some examples of incomplete and complete DDDs:

1. Incomplete – Gravel wash 100' x 18'
2. Complete – Gravel washed from road area 100' x 18' x 2"
3. Incomplete – Culvert washed out
4. Complete – 40 LF of 36" CMP eroded around and was displaced without damage

When writing your DDD for Category B work, you will be required to describe what work was completed and what you protected or accomplished.

Below are some examples of how to write a DDD for Category B work:

The city constructed levees from earth, sandbags, and Hesco bags to protect against the threat to life and property of the citizens of Mandan. Force Account utility work crews were mobilized to help flood fighting efforts. They combined with other city employees to man pumps, check dikes and levees, acquire necessary materials at local businesses in order to keep flood waters under control.

Electrical generators were rented to supply power to operate electric pumps and lights during the flood fighting effort. Tractors were rented (some donated) and placed at strategic points throughout the city and PTO pumps attached to tractors were used to move large amounts of flood water away from threatened areas.

The utility crew, working with the wastewater crew, acquired ball plugs and placed them at wastewater lift stations to keep flood water from community housing and businesses. Frames were built to guide hoses over dikes and levees from pumps pumping flood water from behind plug dikes and levees in the bay areas.

Sites that are identified as work completed must contain a damage description that allows enough area to fit the cubic yards placed at a site.

**Estimated Cost:**

You must provide estimated costs per site. These costs should be as accurate as possible; however, it is understood that these costs are estimates because repairs might still need to be completed. You may need to update this section after final invoices are submitted to you. For sites with estimates that are considered work to be completed, be prepared to produce documentation as to how you derived your estimate.

**% of Work Completed**

In this column you will need to identify the percentage of work that has been completed at the site. If no work was completed, place 0% in this column. Your PDMG will need this information in order to set up your site visits.

Your PDMG will schedule your recovery scoping meeting (RSM), formally known as the Kick-off meeting, and at this point you will submit your site tracker to your PDMG. Once the RSM is completed, the PDMG will have the responsibility to update the site tracker based on the information that you are submitting to them.

Filling out your site tracker accurately and thoroughly is essential, as this document will set the pace for the writing process of your project worksheets.

