

**The FEMA  
Grant  
Process**





# From PDA to RPA

- The first step in the Public Assistance grant process is submitting Preliminary Damage Assessment information to the State.
- After PDA data has been gathered, validated, and submitted, the Governor can request that the President declare a major disaster for our State.
- Once we receive a Presidential disaster declaration, applicants that sustained damage during the incident period can submit a Request for Public Assistance, or RPA.
- Applicants must submit their RPA online through their Grants Portal account.



# Grants Portal – [grantee.fema.gov](https://grantee.fema.gov)

- Applicants who have been involved with the Public Assistance process after 2019 should already have access to Grants Portal.
  - Applicants who need access to Grants Portal or forgot their log in information can call SDOEM to request access.
- If your County was approved as part of a Presidential disaster declaration, you will be prompted to submit an RPA when you sign in to your Grants Portal account.
- Applicants have 30 days from the declaration date of a disaster to submit their RPA.



# Applicant Briefing

- After a major disaster is declared, SDOEM staff will schedule applicant briefings in all declared counties.
  - County Emergency Managers will contact potential applicants in their county with information on the date, time and location of the applicant briefings.
  - At least one representative from each applicant must attend an applicant briefing.
- Representatives from SDOEM and FEMA will present important information at the applicant briefings and be available to answer questions.



# FEMA Contact - PDMG

- After an RPA is submitted, applicants will be assigned a point of contact (POC) from SDOEM and a Program Delivery Manager (PDMG) from FEMA.
- The PDMG will reach out to their assigned applicants through e-mail to set up an Exploratory Call (EC).
- During the EC, the PDMG and the applicant will begin discussing damages the applicant sustained and go over deadlines for submitting damages.
- At the end of the EC, the PDMG will work with the applicant to set up a Recovery Scoping Meeting (RSM).



# RSM to RTM

- During the RSM, applicants will work with their PDMG to fill out their Damage Inventory (DI).
  - Applicants have 60 days after their RSM to claim all damages on their DI.
- Once all the applicant's damages are on their DI, the applicant will sign the DI and FEMA will begin writing projects based on the applicant's claimed damages.
- Applicants must review and approve their created projects in Grants Portal before a project will be obligated.
- Once all an applicant's projects have been obligated, the PDMG will schedule a Recovery Transition Meeting (RTM) to review all of the applicant's projects a final time.



# After the RTM

- If all work has been completed on all projects, the applicant will be contacted by SDOEM staff to close them out of the disaster.
  - As part of the closeout process, SDOEM staff may perform a final inspection on some or all of an applicant's projects.
- If there is still work to be completed on a project, applicants must work with SDOEM staff to request time extensions.
- If an applicant has a large project, or a management cost project, they must submit closeout documentation for the project to SDOEM once all work on the project is complete.
- Applicants must maintain all records pertaining to a disaster for three years after the closeout of the entire disaster.
  - SDOEM staff will send a letter to all applicants informing them when the disaster is closed and the record retention period ends.

# Have Questions?

Visit us!

On the Web:

[oem.sd.gov](http://oem.sd.gov)

On Facebook:

[www.facebook.com/  
SDPublicSafety](http://www.facebook.com/SDPublicSafety)

By Phone:

(605) 773-3231

