Important Recovery Terms:

Public Assistance: Recovery funds available to state government agencies, local governments and special districts, PNP organizations that own/operate facilities open to the public and federally recognized Indian Tribes.

Individual Assistance: Recovery funds available to individuals.

Rapid Damage Assessment (RDA): Takes place within the first few hours of an incident. The RDA is a quick estimate done to determine where further assessments need to be conducted and where resources need to be allocated.

Initial Damage Estimate (IDE): Should take place within the first 24 – 48 hours after an incident. More detailed assessment than the RDA. This information is recorded on the Cal OES IDE form by individual jurisdictions and submitted to County OES for OA submission. Must be received by Cal OES within ten days of end of incident. Sooner is better.

Preliminary Damage Assessment (PDA): Based on the IDE form submitted to Cal OES, a Cal OES/FEMA team will visit local applicants and view their damage first-hand to assess the scope of damage and estimate repair costs. The state uses the results of the PDA to determine if the situation is beyond the combined capabilities of the state and local resources and to verify the need for supplemental federal assistance.

Applicant Briefing: Once an incident has been designated as a disaster, a public agency application briefing will be held by the Cal OES Disaster Assistance Division. Applications for federal and state public assistance will be available and accepted during these briefings. Detailed instructions on applicant eligibility, project eligibility, eligible costs, program criteria, documentation requirements and important deadlines for work completion will also be explained.

Request for Public Assistance (RPA): The RPA form is used by applicants to provide information about their organizations, such as location and contact information. FEMA and the state will use the information submitted on the RPA to determine if an Applicant is eligible for Public Assistance. This form needs to be submitted to the State PAO within 30 days of the date of the Presidential declaration. It can be submitted directly at the Applicant Briefing, or by mail, fax, or electronically.

Kickoff Meeting: Once the RPA is reviewed and the Applicant is deemed to be eligible for Public Assistance, the Applicant will be contacted to set up a Kickoff Meeting to discuss damages, needs assessment, and an action plan for completion of Project Worksheets. The kick off meeting is held individually with each jurisdiction and will provide detailed instructions on what to do and how to do it.

Project Worksheet: The Project Worksheet is the form used to document the scope of work and cost estimate for a project. This form, typically completed by Cal OES, provides the information necessary to approve the scope of work and itemized cost estimate prior to funding. Each project / group of similar projects must be documented on a separate Project Worksheet.