# FEMA Public Assistance Fire District Quick Guide

**In the aftermath of disasters, thorough documentation is critical for fire departments and fire districts seeking reimbursement through the Federal Emergency Management Agency's (FEMA) Public Assistance (PA) Program. By capturing essential information before, during, and after the disaster, fire departments can strengthen their eligibility for reimbursement and enhance their recovery efforts.**

## Pre and Post-Disaster Processes

**Pre-Disaster:**

1. **Pre-Disaster Documentation:**
   - Capture photographs of facilities owned by the fire district before the occurrence of a disaster.
   - Document the condition of facilities to establish baseline conditions.
   - Include timestamped photographs of structural integrity and maintenance status.
2. **Maintenance Records:**
   - Maintain detailed records of routine maintenance activities conducted on fire department facilities, equipment, and vehicles.
   - Document inspections, repairs, and upgrades performed to ensure operational readiness.
   - Retain maintenance logs, service reports, and work orders as evidence of proactive maintenance efforts.
3. **Duplication of Benefits (DOB):**
   - Verify and document insurance coverage for fire department assets, including buildings, vehicles, and equipment.
   - Maintain copies of insurance policies, coverage limits, and contact information for insurance providers.
   - Maintain FEMA Obtain & Maintain (O&M) requirements from previously approved grants.

**Post-Disaster:**

1. **Incident Documentation:**
   - Document the impact of the disaster on fire department assets, including damage to buildings, equipment, and vehicles.
   - Capture photographs of disaster-affected areas to assess the extent of damage and support recovery efforts.
2. **Personnel Records (Force Account Labor):**
   - Maintain accurate records of personnel involved in disaster response and recovery efforts.
   - Document hours worked, roles assigned, and tasks performed by each team member.
   - Collect payroll records, timesheets, and activity logs as supporting documentation.
3. **Equipment Usage (Force Account Equipment):**
   - Record the utilization of firefighting equipment and vehicles during response and recovery operations.
   - Retain purchase receipts, maintenance logs, and equipment usage reports for reimbursement purposes with their corresponding FEMA Equipment Cost Code.
4. **Material Costs (Force Account Materials):**
   - Keep detailed records of all materials and supplies utilized for emergency response and recovery activities.
   - Maintain receipts, invoices, and purchase orders for items such as protective gear, firefighting materials, and construction supplies.
   - Track inventory levels, usage rates, and replenishment needs throughout the recovery process.
5. **Contractual Agreements:**
   - Document all contracts and agreements entered into for goods and services related to disaster recovery.
   - Maintain copies of procurement documents, vendor contracts, and bid evaluations.
   - Ensure compliance with federal procurement regulations and competitive bidding requirements.

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## Resources to Utilize

FloridaPA.org PA Info Tab - https://floridapa.org/site/paInfo.cfm

Florida Recovery Obligation Calculation (F-ROC) Forms and Documents - https://www.floridadisaster.org/froc

The FEMA PA Grants Portal YouTube Channel - https://www.youtube.com/@femapagrantsportal-grantsm8920

Grants Portal Resources Section - https://grantee.fema.gov/#resources