

Public Assistance 101

An Introduction and Overview of Category A: Debris Removal



Public Assistance 101: Debris Removal

FEMA Public Assistance may fund the removal of debris and associated operations when that debris is a direct result federally declared event and is impacting the community.

Debris includes, but is not limited to, vegetative debris, construction and demolition debris, sand, mud, silt, gravel, rocks, boulders, white goods, and vehicle and vessel wreckage.



Public Assistance 101: Debris Removal

- Planning
- Eligibility
- Estimating
- Monitoring
- Procurement
- Special Considerations
- Special Circumstances



Debris Removal

Planning



Importance of Having a Plan

- Facilitate response and recovery activities
- Return community to normalcy quickly
- Reduce impacts to humans and environment
- Ensure effective use of resources
- Control and minimize costs





Debris Management Plans

Debris Plans will help you answer who, what, when, how, and where after the event





Debris Plans Considerations

- Events and assumptions
- Debris collection & removal
- Debris management sites & disposal locations
- Debris removal on private property
- Procurement and contracted services
- Use of force account labor
- Monitoring of debris operations



Composition of Disaster Debris

Disasters generate a variety of different types of debris

			-	·	Ту	pical De	bris S	tream	S			
		Vegetative	Construction & Demolition (C&D)	Personal Property/ Household Items	Hazardous Waste	Household Hazardous Waste (HHW)	White Goods	Soil, Mud and Sand	Vehicles and Vessels	Putrescent	Electronic Waste	Sandbags
	Hurricanes/Typhoons	Х	X	Х	Х	X	Х	Χ	X	Χ	Х	X
S	Tsunamis	Χ	X	Х	X	X	Χ	Χ	X	Χ	X	X
ster	Tornadoes	Χ	X	Х	X	X	Х		X	Χ	X	
Sas	Floods	Χ	X	Χ	X	X	Х	Х	X	Χ	X	X
f Di	Earthquakes		X	Χ	X	X	Х	Х			X	
S O	Wildfires	Х	X	Х	X	X	Х	Х	X		X	
Types of Disasters	Ice Storms	Х			X							
ΓF'	Severe Storms/High Winds	Χ	X					Χ				
	Acts of Terrorism		X		Х				X	Х	Х	



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Public Information

The dissemination of debris removal information is critical to the effective and efficient removal of disaster debris and the recovery of the community.





 Local governments and organizations should have a public information strategy to ensure that residents receive accurate and timely information about the parameters, rules, and guidelines of debris removal.

Important Considerations

- One centralized public information center
- One spokesperson decreases potential for misinformation



Public Information Office

Some Tips to disseminate information:

- Identify a public information officer (PIO)
- Pre-disaster outreach (if possible)
- Procedures to decide, prepare, communicate, and distribute the information



- Procedures to update, and redistribute info as operations progress
- Establish a venue to address all concerns
- Process to collect information



Information To Be Disseminated

- How to separate debris
 - Isolate hazardous waste and recyclable materials from other debris
- When and how to place debris curbside
 - Pickup schedules
 - □ Keep debris piles away from fire hydrants, etc.
- How to report illegal dumping
- Location of debris handling and staging sites



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Separating Your Debris

Debris should be placed curbside, without blocking the roadway or storm drains.

DEBRIS SEPARATION

Separate debris into the six categories shown below.

DO NOT STACK OR LEAN

Placing debris near or on trees, poles, or other structures makes removal difficult. This includes fire hydrants and meters.

UNSURE WHERE TO PLACE DEBRIS?

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If you don't have a sidewalk, ditch, or utility line in front of your house, place debris at the edge of your property before the curb.



Normal household trash and bagged debris of any kind will not be picked up with disaster debris. You should continue to follow your normal garbage removal schedule.

Trash

NO PICKUP

ZONE

Any debris

placed from the sidewalk toward your property will not be

picked up.



Annan annan anna **APPLIANCES &** WHITE GOODS Air conditioners Dishwashers Freezers

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- Refrigerators Stoves
- Washers, dryers
- Water heaters



Stereos

cord

Televisions

Lawn chemicals Oils

Other devices with a

Oil-based paints and stains

Batteries

dassessing and

HOUSEHOLD

HAZARDOUS WASTE

Cleaning supplies

Pesticides

For more information contact your local government.

Debris Separation Guide

Debris Removal

Eligibility



Public Assistance Eligibility Pyramid

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Immediate Threat Criteria





- Save lives;
- Protect public health and safety;
- Protect improved property; or
- Eliminate or lessen an immediate threat of additional damage



Minimum Work Eligibility Criteria





- Required as a result of the disaster
- Located within the designated area
- The legal responsibility of an eligible Applicant



Basic Work Eligibility Criteria

- Disaster-related debris is generally eligible
- Must be closely managed by applicant and have established limits
- Must be separated from normal garbage pickup and other ineligible debris removal





Regulatory Project Deadlines



Per 44 CFR 206.204(c)(1), all work for PA-funded Debris Removal projects must be completed within the following time limitations:

Deadlines for Completing Work						
Type of Work	Months					
Emergency Work	6					

Why is this important? What are the potential impacts of not meeting this deadline?



Alternative Procedures for Debris Removal

Reimbursement of Straight-Time for Force Account Labor

 The Applicant may elect to participate in the Alternative Procedures for debris removal and receive reimbursement for straight-time for the Applicant's budgeted employees that conduct debris removal activities.



This applies to both large and small grants.



PAPPG Reference v4: See page 101 for more information

Debris Removal

Eligible debris removal:

- Eliminates immediate threats to lives,
 public health, and safety.
 - public health, and safety
- Eliminates immediate threats of significant damage to improved public or private property
- Ensures economic recovery of the affected community to the benefit of the community at large





Debris Removal

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- Ineligible debris removal:
 - From navigable channels and waterways
 - From agricultural lands
 - Debris from previous events
 - Debris in unmaintained areas
 - Debris from commercial properties



placed from the sidewalk toward your property will not be picked up.

NEWS

Normal Household Trash

Normal household trash and bagged debris of any kind will not be picked up with disaster debris. You should continue to follow your normal garbage removal schedule.

VEGETATIVE DEBRIS · Leaves (do not put in bags)

- · Logs
- · Plants

Tree branches

CONSTRUCTION & DEMOLITION DEBRIS

- **Building materials**
- Carpet
- Drywall
- Furniture
- · Lumber
- Mattresses
- Plumbing

APPLIANCES & WHITE GOODS Air conditioners

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Dishwashers

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- Freezers
- Refrigerators
- Stoves
 - Washers, dryers
 - · Water heaters

ELECTRONICS

- Computers
- Radios
- Stereos

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- Televisions
- Other devices with a cord

HOUSEHOLD HAZARDOUS WASTE

- Cleaning supplies
- Batteries
- Lawn chemicals
- · Oils
- Oil-based paints
- and stains
- Pesticides

Types of Debris Removed

Type and Quantity of Debris Hauled 🗸

In addition to the information requested below, please upload a representative sample of photographs of debris piles. Please upload a site map where the applicant will conduct or has conducted debris removal, staging, and disposal operations and the extent of ground disturbance. If del contracted, additional information is required.

What type of debris was or will be removed?

Construction and demolition debris (C&D)

Household waste

Hazardous materials (More Info)

Electronics

Large appliances/white goods

Sand, mud, silt, gravel, rocks, or boulders

Vegetative (More Info)

Vehicles

Vessels

Other

Types of debris removed as it is broken down in Grants Portal

Type and Quantity of Debris Hauled V

In addition to the information requested below, please upload a representative sample of photographs of debris piles. Please upload a site map where the applicant will conduct or has conducted debris removal, staging, and disposal operations and the extent of ground disturbance. If del contracted, additional information is required.

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Vegetative (More Info)

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Vessels

Other

Vegetative and C&D Debris are two very common types



- Vegetative debris on public property and rights-of-way
- Hazardous trees
- Hazardous limbs
- Hazardous stumps





Vegetative Debris

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 Vegetative debris on public property and rights-of-way



	Vegetative	(More Info)	
-		(

What was or will be the quantity hauled? *

SELECT UNITS... -

Is the quantity hauled estimated or actual? *

) Estimated

) Actual

What was or is the location of the debris? *

Throughout Jurisdiction

Specific Areas (e.g., neighborhoods, quadrants)

🔵 Address

GPS Coordinates (decimal degrees with six decimal places)

What type of labor was or will be used to remove the debris? *

Force account

Contracted

Prison labor

Mutual aid

To which site(s) was this debris taken directly? * (More Info)

Temporary Site 1

County Landfill

County Landfill 2

Vegetative Debris

- When tracking and reporting debris removal activities, you must track all types of debris from "cradle to grave"
- This is an example of how the Grants Portal form looks for Vegetative debris picked up from public property and from public rights-of-way





Hazardous Trees

- Must meet all of the following criteria:
 - Condition was caused by the disaster
 - Present an immediate threat
 - Measure 6 inches or greater at 4.5 feet above ground level





Hazardous Trees (Cont'd)

- Additionally tree must meet one or more of the following criteria:
 - More than 50 percent of crown is damaged or destroyed
 - Has split trunk or broken branches
 exposing the heartwood
 - Has fallen or been uprooted in a public-use area
 - Leaning at an angle of greater than 30 degrees and shows evidence of ground disturbance







Hazardous Trees (Cont'd)

Trees (More Info)		+ ADD TREE
Tree 1 🗸		In Progress 🗞 HIDE 🗙 REMOVE
Please provide a short description of th	he tree removed *	
Tree 1 What were or are the GPS coordinates	of the tree? Please provide coordi	s in decimal degrees, with six decimal places. *
Latitude *	Latitude	
Longitude *	Longitude	
What was or is the diameter of the tree		What type of labor was or will be used to remove the tree? *
Which of these criteria did or does it meet? * (More Info) Split trunk Broken canopy Leaning at an angle greater than 30 degrees		Mutual aid Prison labor Contract
Was or is 50% or more of the root-ball of Yes		To which site(s) was this debris taken directly? * (More Info) Final Disposal Site 1

Hazardous Limbs



- Must be located on improved public property
- Limb must be greater than two inches in diameter at point of breakage
- Limb must still be hanging in tree and threatening a public-use area



Hazardous Limbs (Cont'd)

Broken limbs or bran	ches			+ ADD LIMB
Limb 1 🗸			In Progress	Note X REMOVE
Please provide a short description of	the location or limb *			
Limb 1				
What were or are the GPS coordinates	of the limb? Please provide coord	inates in decimal degrees, with six	decimal places. *	
Latitude *	Latitude			
Longitude *	Longitude			
What was or is the diameter of the lim SELECT UN Which of these criteria did or does it r Overhanging improved property Overhanging a public-use area (trail,	ITS neet? * (More Info)			
What type of labor was or will be used Force account Mutual aid Prison labor Contract	to remove the limb? *			

Hazardous Stumps

- Must have 50 percent or more of the root ball exposed
- Must be greater than 24 inches in diameter, measured 24 inches above the ground
- Must be on improved public property or a public right-of-way
- Must pose an immediate threat





Hazardous Stumps

tumps (More Info)			+ ADD STUMP			
Stump 1 🗸		In Progress 🛛 🗞 HIDE	× REMOVE				
Please provide a short description of t	he stump removed *						
Stump 1							
What were or are the GPS coordinates	of the stump? Please provide cod	rdinates in decimal degrees, with six decimal places.*					
Latitude *	Latitude						
Longitude *	Longitude			or will be used to remove the stump? *			
hat was or is the diameter of the stur			Force account Mutual aid Prison labor Contract				
as or is 50% or more of the root-ball	exposed? *	What type of labor was or will be used for monitoring the removal? *					
) Yes) No		Force account Mutual aid					
Vhat was or will be the stump removal	I method? *	Prison labor Contract					
Grinding Extracting		To which site(s) was this debris taken directly? * (More Info) Final Disposal Site 1					

Construction and Demolition Debris

- Generally eligible if disaster-related
- Proper disposal of hazardous materials such as asbestos and lead
- Reconstruction debris ineligible for PA Program funding as emergency work under debris removal




Construction and Demolition Debris

What type of debris was or will be removed?

Construction and demolition debris (C&D)

What was or will be the quantity hauled? *

1233 CUBIC YARDS -

Is the quantity hauled estimated or actual? *

	Entimate	
$\mathbf{\mathbf{U}}$	Countrate	-
_		

Actual

What was or is the location of the debris? *

Throughout Jurisdiction

Specific Areas (e.g., neighborhoods, quadrants)

Address

GPS Coordinates (decimal degrees with six decimal places)

Please describe the location of the debris *

- 5th and main

address

- GPS locations

What type of labor was or will be used to remove the debris? *

Force account

Contracted

Prison labor

Mutual aid

To which site(s) was this debris taken directly? * (More Info)









The following eligible cost criteria apply to direct labor, material, equipment, and contract costs. To be eligible, a cost must:

- Be reasonable and necessary to accomplish the eligible work;
- Comply with Federal, State, tribal, and local requirements for procurement; **AND**,
- Be reduced by all applicable credits, such as anticipated insurance proceeds and salvage values.



Debris Removal

Estimating Debris



Quantifying Debris

- Define the area
 Comprehensive measurement or representative sample
 Equipment used to quantify
 - Coordinate with State and FEMA
 - Include all eligible debris that will likely be placed on right-of-way
 - Account for volume changes
 - Generally, treat debris piles as cubes, not cones



Handy Estimates

Debris quantity estimates should note types of debris and quantities, in cubic yards (CY).

Verify provided estimates through sampling

- Pace off debris piles: 1 pace = 2 or 3 ft
 - Washing machine is approximately 3 ft x 3 ft x 3 ft / 27 = 1 CY
- One acre of debris, piled about 3.33 yards high = 16,117 CY

Heavy vegetative debris around a residence = 15 to 25 CY of Debris



Handy Estimates

Debris quantity estimates should note types of debris and quantities, in cubic yards (CY).

Verify provided estimates through sampling

- Small Tree (<12in diameter) = 6 CY</p>
- Medium tree (<24in diameter) = 24 CY</p>
- Large tree (>36in diameter = 54 CY





Debris Forecasting Historical Values

- Mobile home
 - Single wide = 290 CY
 - Double wide = 415 CY
- Flooded homes personal property on right of way
 - Slab on grade home 25-30 CY
 - Home with basement 45-50 CY



Approximate Conversions

- Construction and demolition debris
 - □ 1 ton = 2 CY
- Mixed debris
 - \square 1 ton = 4 CY
- Vegetative debris
 - \square Hardwoods: 1 ton = 4 CY
 - \square Softwoods: 1 ton = 6 CY



- Demolition of a one-story building: $\frac{L' * W' * H'}{27} = CY * .33 = CY$
- Debris piles: $\frac{L' * W' * H'}{27} = CY$



Photography Tips

Establish a dimensional scale

Aerial, Drone, Satellite Photography Estimates



- Establish a dimensional scale
- Apply debris estimating formulas





Debris Removal

Monitoring



Debris Monitoring Work Eligibility

- FEMA requires the Applicant to monitor all contracted debris operations to document and ensure that its contractor removes eligible debris.
- Applicants are responsible for ensuring debris-related activities comply with all requirements
- Reasonable and necessary debris monitoring activities to ensure compliance may be eligible reimbursement
- Review reasonable level of effort guidance





Importance of Debris Monitoring

Substantiate PA Program funding

- Document compliance with Federal, State, and local requirements
- Establish reporting mechanisms





Applicant Debris Monitoring Role

Ensure work funded under PA Program is eligible in accordance with FEMA guidelines

- Gather documentation necessary to support PA Program funding request
- Oversight and quality assurance of debris removal work
- Document ALL monitoring efforts



State Debris Monitoring Role

- Ensure applicant compliance with PA Program eligibility and other funding requirements
- Accomplished through appropriate level of debris monitoring by State personnel





FEMA Debris Monitoring Role

- Ensure applicant compliance with PA Program eligibility and other funding requirements
- Accomplished through roving monitoring by FEMA personnel
- Only FEMA has authority to make eligibility determinations



Debris Collection and Disposal Site Monitoring

- Comprehensive observation
- Coordinate with State and FEMA personnel
- Document monitoring activities
- Measure truck capacities for certifications
- Manage load tickets and reverify truck certifications
- Comply with monitoring health and safety requirements
- Document all monitoring efforts



Monitoring Documentation

- Identification of information to be gathered
- Standard reporting format
- Load tickets used to track debris quantities and types from point to point
- All monitoring efforts should have supporting documentation



Truck Inspection Considerations

- Missing or nonstructural tailgate
- Can only claim up to a maximum of 85 percent of the truck's certified capacity







Truck Loading Considerations

- Hand loaded vs. mechanically loaded
- For Vegetative debris, can only claim up to a maximum of 50 percent for hand loaded trucks and trailers







Debris Removal

Procurement and Contracting



Procurement

 Procurement is the process of finding and agreeing to terms, and acquiring goods, services, or works from an external source, often via a tendering or competitive bidding process.



Procurement Requirements

- Noncompliance may violate the FEMA-State Agreement and could result in financial consequences, including the deobligation of funds.
 - Non-compliance has also been the subject of many Office of the Inspector General Audits.





Time & Materials Contracts

- A non-Federal entity may use time and materials contracts only after a determination that no other contract is suitable and the contract includes a ceiling price that the contractor exceeds at its own risk and the Applicant provides a high degree of oversight and documentation.
- FEMA will generally examine whether the time and materials contract was used for a reasonable time to allow for drafting of a statement of work and pricing it.



Competition

- Non-Federal Entities:
 - Must have written procedures for procurement transactions.
 - Must conduct procurement transactions in a manner providing "full and open competition."



Common Contracting and Non-compliance Issues

- Unreasonable costs
- Failure to separate eligible and ineligible work
- Incomplete or vague scopes of work
- Failure to monitor or document contract work
- Non-Compliance with procurement requirements like:
 - The use of noncompetitive contracting practices
 - □ Failure to include required contract provisions
 - Failure to ensure small/minority/women-owned firms are given an opportunity



The use of cost-plus-percentage-of-cost contracting

Procurement Support

- FEMA's Office of the Chief Counsel established the Procurement Disaster Assistance Team (PDAT) in 2014 to assist disaster assistance applicants with adhering to the Federal procurement standards.
 - Recipients and Applicants must comply with the federal procurement rules when procuring goods and services using federal grant funds



CFR Reference: 2 C.F.R. §§ 200.317 - 326.



Analysis & Contract Provisions

Required Contract Provisions

 A non-Federal entity's contracts are required to contain certain provisions.

Cost and Price Analysis

A non-Federal entity must perform a price or cost analysis in connection with certain procurement actions.

More information on these required contract and analysis provisions can be found on the FEMA PDAT website <u>https://www.fema.gov/grants/procurement</u>



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Debris Removal Special Considerations





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- An Applicant's insurance policies must be provided to ensure there's no duplication of benefits
 - Must also provide any third-party insurance policies if applicable





Environmental and Historic Preservation Laws

- Clean Water Act
- Clean Air Act

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- Coastal Barrier Resources Act
- Endangered Species Act
- EO 11988 Floodplain Management
- EO 11990 Protection of Wetlands



Potential and Common EHP Triggers

- Permits
- Staging Areas
- Burning/debris disposal
- Missing documentation
- Land clearing
- Work in or near water
- Work affecting endangered species or their habitat





EHP Greensheets

- Provide guidance to communities on the FEMA EHP review process for those seeking project funding from FEMA after a disaster
- Each Green sheet typically includes:
 - Key Federal and State POCs for the DR
 - Environmental laws and project requirements specific to the designated disaster area
 - Any known threatened or endangered species, protected areas, or historic facilities



Hazardous Materials & Hazardous Substances

- Hazardous waste and Household Hazardous Waste (HHW) may be eligible
- Proper disposal of white goods and e-waste may be eligible
- Sandbags after they have been in contact with flood waters are considered hazardous





Eligibility of Other Debris Types



- Soil, mud, and sand
- Garbage
- Putrescent debris
- Infectious waste
- Chemical, biological, radiological, and nuclear-contaminated debris



EHP Consultation

- FEMA is required to ensure proper consultation with Federal, State, Territorial, and Tribal government resource agencies before the Applicant begins work
- For buildings and ground disturbing activities, FEMA is required to consult with the State Historic Preservation Officer (SHPO) and/or Tribal Historic Preservation Officer (THPO)
- For endangered species, FEMA consults with the U.S. Fish and Wildlife Service and the National Marine Fisheries Service


Debris Removal Special Situations



Other Federal Agencies

- U.S. Army Corps of Engineers (USACE), Federal Highway Administration (FHWA), Environmental Protection Agency (EPA), U.S. Coast Guard (USCG), U.S. Department of Agriculture (USDA)
- May be invested with authorities to address debris-related activities
- May be tasked by FEMA under a Mission Assignment
- Participate in FEMA Interagency Debris Management Task Force



Expedited Projects for Emergency Work

Expedited Projects for Emergency Work

- If allowed by the Recipient, FEMA may provide expedited funding for Emergency Work Projects (Category A or B) that meet or exceed the Large Project threshold.
- Requests for Expedited Projects must be submitted to FEMA within 60 days of the Applicant's Recovery Scoping Meeting.



PAPPG Reference: See pages 184-185 for more information on Expedited Projects



Expedited Projects for Emergency Work

- FEMA funds Expedited Projects at 50 percent of the Federal share of the estimated project cost
- FEMA provides the Federal cost share for the remaining 50 percent of the project cost once the Applicant provides all of the documentation required to support the estimated project cost for a non-Expedited Project.



PAPPG Reference: See pages 184-185 for more information on Expedited Projects



Private Property Debris Removal (PPDR)

Private Property Debris Removal (PPDR)

 If debris on private property is so widespread that it threatens public health and safety or the economic recovery of the community, FEMA may provide PA funding for debris removal from

private property.





PAPPG Reference: For additional information on private property debris removal, see Chap. 2:VI.A.



PPDR Approval Procedure

	Private Property Debris Removal
	Private Property DeDris Reiner Standard Operating Procedure (SOP)
	Private Operating Proceeding
	Standard Operating Frocesco Standard Operating Frocesco oris Removal (PPDR) Request Checklist
Deb	oris Removal (PPDR)
Private Property 5	to request
FEMA	is using funding. Public Assistance with Deaster Vising by the Federal
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Indemni	fication (44 CFR §206.9) The Applicant's request for PPDR approval indemnifies the Federal government are its employees, agents, and contractors from any claims arising from the removal of its from private property.
Dies	No its employees, agents, and reportly.
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approva	property Package is incomplete SCO to the FCO for an opp
C1 75-	Applicant's PPDR reckage to be forwarded by
Adres	sed in order for the particular

- Applicant submits Private Property Debris Removal (PPDR) request
- State and FEMA review request
- Request forwarded to Federal Coordinating Officer (FCO)
- FCO approval
- PPDR projects formulated

Debris Removal

Wrap up





Always refer to the

Public Assistance Program and Policy Guide (PAPPG)

&

Take lots of pictures



Questions

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DHS Office of Inspector General Hotline

- Use to report Corruption, Waste, Fraud, Abuse, Mismanagement and Misconduct to the Department of Homeland Security Office of Inspector General.
- Phone: 1-800-323-8603
- DHS Office of Inspector General/MAIL STOP 0305 Attention: Hotline 245 Murray Lane SW Washington, DC 20528-0305



Procurement Guidance - PDAT

- Review the FEMA PDAT website to view procurement supplemental documentation:
- https://www.fema.gov/grants/procurement
- FEMA's Procurement Guidance for Recipients and Subrecipients Under 2 C.F.R. Part 200 (Uniform Rules) provides additional details regarding Federal procurement and contracting requirements.



Thank You

