



FEMA

POSITION TASK BOOK FOR THE POSITION OF

**ALL-HAZARDS NATIONAL INCIDENT
MANAGEMENT SYSTEM (NIMS)
PUBLIC ASSISTANCE PROGRAM DELIVERY
MANAGER**

PUBLIC ASSISTANCE PROGRAM DELIVERY MANAGER

1. Competency: Assume position responsibilities

Description: Successfully assume the role of PA Program Delivery Manager and initiate position activities at the appropriate time according to the following behaviors.

1a. Behavior: Successfully assume the role of PA Program Delivery Manager and initiate position activities

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
1. Adhere to safety and accident reporting procedures—for example, carry vehicle accident report brochure, identify and communicate hazardous situations, and review safety message in Incident Action Plan (IAP).	E, F, I		
2. Follow appropriate check-in procedure upon activation and complete check-in packet: <ul style="list-style-type: none"> ● Report acceptance and arrival to disaster point of contact (POC) ● Report to Human Resources ● Obtain Information Technology (IT) system access ● Complete equipment checkout 	E, F, I		
3. Follow procedures for handling sensitive information and safeguarding Personally Identifiable Information (PII).	E, F, I		
4. Meet with supervisor to report on progress, status, and changes.	E, F, I		
5. Receive applicant assignments from appropriate leadership.	E, F, I		
6. Schedule an initial briefing with immediate supervisor to obtain direction and gather information relevant to the assignment, such as situational information, issues, tasks, and responsibilities.	E, F, I		
7. Use common terminology related to organizational functions, incident facilities, resource descriptions, position titles, and so on.	E, F, I		

2. Competency: Communicate effectively

Description: Use suitable communication techniques to share relevant information with appropriate personnel on a timely basis to accomplish objectives in a potentially rapidly changing environment.

2a. Behavior: Establish communications with grant recipients, applicants, pass-through entities, or subrecipients (stakeholders collectively called “applicants”) and explain the grant process.

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
8. Conduct calls with applicants within required timelines and provide a high level of customer service: <ul style="list-style-type: none"> ● Exploratory call ● Recovery scoping meeting 	E, F, I		
9. Contact applicants to confirm date, time, and location of each meeting.	E, F, I		
10. Discuss disaster damage, damage inventory, and essential elements of information (EEI) with the PA Program Delivery Task Force Leader or applicant.	E, F, I		
11. Explain the grants program and grant application process to applicants.	E, F, I		
12. Explain to PA leadership or applicant the damage inventory and how it relates to the grant application process: <ul style="list-style-type: none"> ● Identifying and reporting damage ● Detailing overall impact on the applicant ● Preparing for site inspections ● Identifying the need to coordinate with other programs or partners 	E, F, I		
13. Identify and accurately document information to support each applicant’s claims; review the EEI using the appropriate checklist.	E, F, I		
14. Identify and elevate eligibility issues throughout the program delivery process.	E, F, I		
15. Provide updates, as requested, to the state PA officer.	E, F, I		
16. Provide weekly project status updates to applicants.	E, F, I		
17. Work with applicants to review and approve completed and fully documented projects using grant management software.	E, F, I		

3. Competency: Ensure completion of assigned actions to meet identified objectives

Description: Identify, analyze, and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives. Complete actions within established time frame.

3a. Behavior: Execute assigned tasks, assess progress, and make necessary adjustments

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
18. Follow appropriate checkout procedure upon demobilization and complete checkout packet: <ul style="list-style-type: none"> ● Return accountable property ● Check out with IT ● Submit final appraisal form and timesheet 	E, F, I		
19. Follow up on unresolved items and issues with applicants or appropriate PA leadership.	E, F, I		
20. Help applicants develop a damage inventory; estimate the time required to complete the inventory.	E, F, I		
21. Logically group all damage inventory line items into projects.	E, F, I		
22. Receive site inspection report from PA Site Inspector and review each damage line item on the Damage Description and Dimensions form.	E, F, I		
23. Review and approve the Damage Description and Dimensions form and review Environmental and Historic Preservation (EHP) and Mitigation staff notes.	E, F, I		
24. Review with applicants the damage inventory, including the eligibility, cost, scope, and feasibility of each project.	E, F, I		
25. Schedule site inspections and submit site inspection work orders to the PA Site Inspector Task Force Leader. Consider: <ul style="list-style-type: none"> ● Logical geographic groupings ● Cluster approach ● Need for technical vs. nontechnical site inspections ● Completion percentage of the entire system (roads, utilities, campus settings) 	E, F, I		
26. Submit completed project information to the Consolidated Resource Center (CRC) through the grant management software: <ul style="list-style-type: none"> ● Brief project description ● EEI ● Scope of work and cost development ● Damage Description and Dimensions form ● Applicant’s costs 	E, F, I		
27. Work with applicants to identify eligibility issues, special considerations, and opportunities to avoid delays in grant development.	E, F, I		
28. Work with applicants to identify recovery priorities and the capability/capacity necessary to develop projects and participate in site inspections.	E, F, I		