PUBLIC ASSISTANCE PROGRAM DELIVERY MANAGER

RESOURCE CATEGORY	Public Assistance
RESOURCE KIND	Personnel
OVERALL FUNCTION	The Public Assistance (PA) Program Delivery Manager facilitates the PA application process, manages information collection, and provides customer service to PA grant recipients, applicants, pass-through entities, and subrecipients—stakeholders collectively called "applicants".
COMPOSITION AND ORDERING SPECIFICATIONS	1. This position can be ordered as a single resource 2. Discuss logistics for deploying this position, such as working conditions, length of deployment, security, lodging, transportation, and meals, prior to deployment

Each type of resource builds on the qualifications of the type below it. For example, Type 1 qualifications include the qualifications in Type 2, plus an increase in capability. Type 1 is the highest qualification level.

COMPONENT	SINGLE TYPE	NOTES
DESCRIPTION	The PA Program Delivery Manager: 1. Provides customer service to assigned applicants throughout the PA grant management process 2. Works with the PA Site Inspector Task Force Leader and PA Program Delivery Task Force Leader to coordinate effective, efficient, and accurate delivery of grant funding 3. Coordinates with numerous stakeholders, such as recipients and subrecipients, to complete PA grants 4. Uses grant management software to enter, update, and retrieve grant information 5. Follows applicable local, state, tribal, territorial, and Federal regulations on grant eligibility 6. Provides good customer service to applicants through prompt follow-up and a professional demeanor	Not Specified
EDUCATION	Not Specified	Not Specified

COMPONENT	SINGLE TYPE	NOTES
TRAINING	Completion of the following: 1. IS-100: Introduction to the Incident Command System, ICS-100 2. IS-200: Basic Incident Command System for Initial Response, ICS-200 3. IS-632: Introduction to Debris Operations 4. IS-700: National Incident Management System, An Introduction 5. IS-800: National Response Framework, An Introduction 6. IS-1000: Public Assistance Program and Eligibility 7. IS-1001: The Public Assistance Delivery Model Orientation 8. IS-1002: FEMA Grants Portal – Transparency at Every Step 9. IS-1003: The Exploratory Call, the Damage Inventory, and the Recovery Scoping Meeting 10. IS-1004: The FEMA Site Inspection Process 11. IS-1005: Public Assistance Alternative Procedures 12. IS-1006: Documenting Disaster Damage and Developing Project Files 13. IS-1007: Detailed Damage Description and Dimensions 14. IS-1008: Scope of Work Development (Scoping and Costing) 15. IS-1009: Conditions of the Public Assistance Grant 16. IS-1010: Emergency Protective Measures 17. IS-1011: Roads and Culverts 18. IS-1012: Direct Administrative Costs 19. IS-1013: Costing – Estimates and the Cost Estimating Format 20. IS-1014: Integrating 406 Mitigation Considerations into Your Public Assistance Grant 21. IS-1015: Insurance Considerations, Compliance, and Requirements 22. IS-1016: Environmental and Historic Preservation (EHP) Considerations/Compliance for Public Assistance Grants 23. IS-1017: Scope Change Requests, Time Extensions, Improved/Alternate Project Requests 24. IS-1018: Determination Memorandums and Appeals 25. IS-2900: National Disaster Recovery Framework (NDRF) Overview	E/L 0869: Public Assistance Program Delivery Management is a comprehensive course that can replace courses IS-1000 through IS-1018, collectively.
EXPERIENCE	Successful completion of the National Qualification System (NQS) Position Task Book (PTB) for the National Incident Management System (NIMS) Public Assistance Program Delivery Manager, or equivalent Authority Having Jurisdiction (AHJ) documentation	Not Specified
PHYSICAL / MEDICAL FITNESS	Moderate	NIMS Guideline for the NQS defines physical/medical fitness levels for NQS positions.

COMPONENT	SINGLE TYPE	NOTES
CURRENCY	Functions in this position during an operational incident, planned event, exercise, drill, or simulation at least once every five years	Not Specified
PROFESSIONAL AND TECHNICAL LICENSES AND CERTIFICATIONS	Valid state-, territory-, or District of Columbia-issued driver's license	Not Specified

NOTES

1. Nationally typed resources represent the minimum criteria for the associated component and capability.

2. This document contains references to non-Federal resources and materials. Such references do not constitute an endorsement by the U.S. government, or any of its employees, of the information or content which a non-Federal resource or material provides.

REFERENCES

1. FEMA, NIMS 509: Public Assistance Program Delivery Task Force Leader
2. FEMA, NIMS 509: Public Assistance Site Inspector Task Force Leader
3. FEMA, National Qualification System (NQS) Position Task Book for Public Assistance Program Delivery Manager
4. FEMA, National Incident Management System (NIMS), October 2017
5. FEMA, NIMS Guideline for the NQS, November 2017
6. FEMA, National Response Framework, October 2019
7. FEMA, National Disaster Recovery Framework, June 2016
8. FEMA, Public Assistance Program and Policy Guide, April 2018
9. Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended
10. Title 44 Code of Federal Regulations (CFR): Emergency Management and Assistance, latest edition adopted