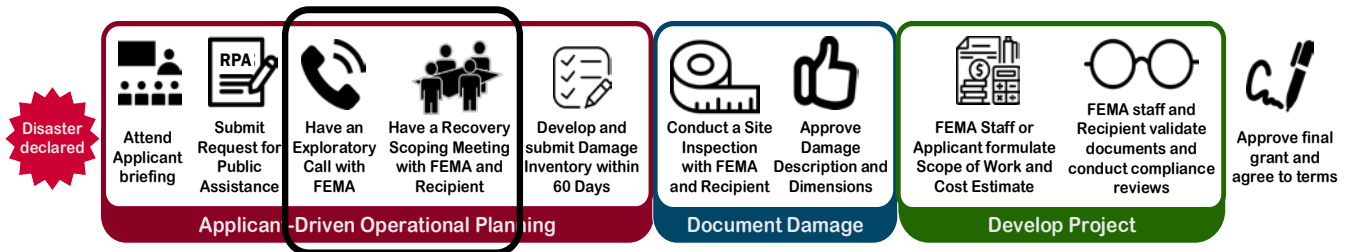


Early Coordination: Exploratory Call and Recovery Scoping Meeting

This Quick Guide explains **why the Exploratory Call and the Recovery Scoping Meeting are important** to the success of FEMA Public Assistance grant development and the **responsibilities of an Applicant** in this early coordination.

The Public Assistance Program Delivery Process



What is an Exploratory Call?

An Exploratory Call is **an introductory discussion between an Applicant and FEMA staff** to discuss disaster-related damages and learn what is required to develop a Public Assistance grant. After a Request for Public Assistance has been approved, Applicants are assigned a Program Delivery Manager, who will be their central FEMA point of contact to help navigate the grant process. The Program Delivery Manager will conduct an Exploratory Call, which should occur within 7 days of assignment. During the call, an Applicant will:

- Connect with the Program Delivery Manager
- Learn about Public Assistance grants and how they are developed
- Describe incident-related damage and barriers to recovery, including impacts to critical infrastructure and funding needs
- Learn how to report damage claims
- Identify key personnel to include in future meetings
- Learn about key documentation that must be submitted in support of damage claims
- Discuss and schedule the Recovery Scoping Meeting.

Recipient
 State, tribe or territory that receives and administers the Public Assistance Federal award.

Applicant
 State, local, tribal, or territorial government or eligible private non-profit entity submitting a request for assistance under the Recipient's Federal award.

The Program Delivery Manager uses the Exploratory Call to tailor the agenda of the Recovery Scoping Meeting. It also allows an Applicant to prepare for and coordinate participation in the Recovery Scoping Meeting.

What is a Recovery Scoping Meeting?

A Recovery Scoping Meeting is a **detailed and in-depth working session** between an Applicant and FEMA staff to discuss the impacts of the incident and develop the strategy for Public Assistance grant development. The discussion during the Recovery Scoping Meeting establishes an Applicant's priorities and sets the tempo for the Public Assistance delivery process. The Recovery Scoping Meeting occurs within 21 days of Applicant assignment to a Program Delivery Manager.

The Recovery Scoping Meeting starts the 60-day regulatory timeframe during which an Applicant must identify and report damage.

How should an Applicant prepare for a Recovery Scoping Meeting?

An Applicant should be ready to actively participate in this working session and invite all relevant staff with knowledge of disaster-related damages and community needs, to ensure the Applicant and FEMA can develop an appropriate strategy for recovery. To prepare for the Recovery Scoping Meeting, an Applicant should consider the steps below.

Topics in Recovery Scoping Meeting

- Applicant's recovery plans and priorities
- Details of incident-related damage
- Work that has already been done
- Logically grouping damages into projects
- Documentation and information needs
- Schedule and dates for site inspections
- Potential hazard mitigation opportunities
- Insurance, environmental and historic preservation compliance requirements

- Continue to **identify and report disaster-related damages** in the Damage Inventory in Grants Portal. Applicant may develop a draft damage inventory to discuss with the Program Delivery Manager prior to uploading into Grants Portal.
- Identify **desired recovery outcomes** for disaster-related damage. Consider:
 - How do you want to fix your damaged facilities and/or infrastructure?
 - Do you have long-term community development plans?
 - Do you need help in determining your long-term plan?
- Prioritize disaster-related damages**. Consider:
 - Which facilities or infrastructure should be addressed first?
 - Do you have any funding needs?
- Identify and **invite the staff** with in-depth knowledge of disaster-related damages, such as public utilities managers, transportation department staff, or bookkeeping staff who can gather supporting documentation for disaster claims.
- Identify **representatives with knowledge** of damaged facilities or infrastructure **who will participate in site inspections**.
- Begin to **gather supporting documentation**, including pay/personnel policy, procurement Policy, relevant insurance policies, and contracts.
- Review schedule** and identify times for regular follow-up meetings with FEMA.

The *Quick Guide* series is a set of documents that explain the roles and responsibilities of Recipients and Applicants in key steps in FEMA's Public Assistance Program delivery process. The Public Assistance Program provides Federal grant funding to help communities quickly respond to and recover from major disasters or emergencies declared by the President. Read more about Public Assistance Program delivery in other Quick Guides, the [Public Assistance Program and Policy Guide](#), and resources available on [Grants Portal](#).