DRAP-PI

Disaster Recovery Assistance Program Public Infrastructure

Program Guidelines 2026

Pennsylvania
Emergency Management Agency



Pennsylvania Emergency Management Agency
Disaster Recovery Assistance Program - Public Infrastructure
www.pa.gov/services/pema/counties-apply-disaster-recovery

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SECTION I: PURPOSE AND OVERVIEW

The Disaster Recovery Assistance Program – Public Infrastructure (DRAP-PI) is designed to provide financial assistance to county and municipal governments after a qualifying disaster. The program aims to supplement county and municipal resources to restore public infrastructure to predisaster condition, remove debris, and take emergency protective measures that are not compensated by insurance or another funding source. This program is authorized by Act 21 of 2026, which added sections 1735-E(1)(ii), (2), and (3) to the Act of April 9, 1929 (P.L.343, No. 176) known as The Fiscal Code. (2026 Fiscal Code Amendments).

Post-disaster, the recovery process begins with the identification of damages at the county and municipal levels and reporting those damages to the Pennsylvania Emergency Management Agency (PEMA). County and municipal emergency management coordinators coordinate efforts to report overall damages to residential, business, municipal property, and infrastructure within their county to PEMA. After damage reports are received, PEMA analyzes the damage information to determine if damage thresholds were surpassed to activate DRAP-PI, or to enable a request for federal assistance from the Federal Emergency Management Agency (FEMA) or the U.S. Small Business Association (SBA).

SECTION II: HOW DRAP-PI WORKS

The DRAP-PI program follows a consistent set of steps whenever activated. These steps help ensure that community impacts are assessed quickly, eligibility is reviewed carefully, and funding is delivered efficiently. Below is an overview of each step, program requirements, and responsibilities of county and municipal governments and PEMA. Additional details will be provided in the Applicant Briefing after the program is activated.

Steps in the DRAP-PI grant cycle:

1. Preparing for a Disaster
2. County and Municipal Governments Complete Windshield Survey Reports (WSR)
3. PEMA Determines Whether to Activate DRAP-PI
4. PEMA Conducts Applicant Briefings
5. County and Municipal Governments Complete Initial Damage Assessments (IDA)
6. PEMA Completes Eligibility Reviews
7. PEMA Finalizes DRAP-PI Funding Allocations
8. PEMA Issues Grant Awards and Executes Grant Agreements
9. Awardees Completes Required Program Administration and Grant Closeout

Step 1: Preparing for a Disaster

A. Close coordination and regular communication between PEMA, counties, and municipal governments is required to ensure successful disaster recovery operations and administration of DRAP-PI. In 2025, PEMA procured damage assessment software to automate, standardize, and streamline the damage assessment process.

All counties have been provided with access to the Commonwealth's damage assessment software for use by county and municipal officials to report damages within their respective jurisdictions.

Damages recorded in the Commonwealth's damage assessment software will be used to determine DRAP-PI activation and eligibility. Use of the Commonwealth's damage assessment software by counties and municipalities is strongly encouraged. However, if a county is not currently utilizing the Commonwealth's damage assessment software, it must complete a Data Integration Form to capture all damage assessment information and submit to PEMA to ensure proper integration of data into the system for consideration of DRAP-PI eligibility. Counties and municipalities are also encouraged to ensure damage assessment and recovery plans are current and support completion of damage assessments in a timely manner.

B. Pre-event Coordination.
   1. For events with advance notice, PEMA will conduct a county coordination call to:
      a. Provide an overview of the event
      b. Provide an overview of disaster assistance programs
      c. Provide Commonwealth's damage assessment software refresher training
      d. Provide opportunities to discuss coordination of recovery operations, where applicable

   2. For events with advance notice, PEMA will conduct an elected officials call to:
      a. Provide an overview of the event
      b. Provide an overview of state and federal disaster assistance programs
      c. Provide an overview of county and municipal government roles and responsibilities

   3. PEMA will establish the event in the Commonwealth's damage assessment software and distribute the event name, DRAP-PI Program Guidelines, and damage assessment timelines to county and municipal governments through all appropriate means.

Step 2: County and Municipal Governments Complete Windshield Survey Reports (WSRs)

A. Accurate and Timely WSRs.
Accurate and timely damage assessment information is essential for determining resources that may be available at the state and federal levels to help counties and municipalities recover from a disaster. In

coordination with county and municipal emergency managers, PEMA's goal is to evaluate windshield survey reports (WSRs) to determine whether and where DRAP-PI may be activated within five (5) days of the end date of the disaster period. Commonwealth stakeholders must also meet federal regulatory requirements related to damage assessments as an additional benchmark. Pursuant to 44 CFR § 206.36, a request for a federal Major Disaster Declaration must be submitted to the President within 30 days of the disaster. Timely and accurate damage assessments are therefore critical to meeting this statutory deadline.

B. Windshield Survey Report Requirement.
A WSR is a quick, early estimate of disaster damage and costs. PEMA will use WSRs to determine whether DRAP-PI will be activated, identify preliminarily eligible applicants, and estimate the amount of funding PEMA will make available for distribution. To be preliminarily eligible for DRAP-PI funding, county and municipal governments must participate in the damage assessment process.

1. A county or municipal government must submit all WSRs within 0–5 days following the end of the disaster incident period to apply for a DRAP-PI grant. PEMA may, at its discretion, accept windshield survey reports submitted after the required 5-day timeframe; however, delays in completing windshield survey reports may postpone program activation and the award of funding to all eligible applicants.

   At a minimum, each windshield survey report submitted by a county or municipal government must include:
   a. Location of the damage (physical address and geographic coordinates) (required)

   b. Category of damage (required)

   c. Description of the damage (required)

   d. If available, a preliminary estimated cost of debris removal, emergency protective measures, or restoring the damage to pre-disaster condition. When a preliminary estimated cost is not available, PEMA may use the average historical project cost for the applicable damage category to assess eligibility for program activation, provided the damage is determined by PEMA to be material and the use of such historical data is reasonable under the circumstances. The applicant must provide an accurate cost estimate as soon as practicable but no later than 21 days after the incident end date to verify eligibility.

2. Each county is responsible for coordinating with municipal governments within their jurisdiction to ensure WSRs are submitted for damages and that they meet program guidelines.

   Where damage is reported, the county is responsible for reviewing WSRs submitted within their jurisdiction and assigning one of the following statuses in the Commonwealth's damage assessment software:

a. Active: All required information is provided and the WSR is complete.

b. Incomplete: The WSR is incomplete. The county should consult with municipal officials to obtain the information needed to complete the WSR.

c. Ineligible: The damages are not eligible for DRAP-PI

3. Upon request from a county emergency management official, PEMA may deploy a Recovery Field Management Team (RFMT) to assist county and municipal governments in the completion of windshield surveys for both DRAP-IA and DRAP-PI.

4. PEMA will publish regular damage assessment updates that show which county, and municipal governments have submitted WSRs, and which jurisdictions have conditionally exceeded their damage threshold to qualify for DRAP-PI.

Step 3: PEMA Determines Whether to Activate DRAP-PI

PEMA will use reported damages from the WSRs to determine if DRAP-PI is activated and which county and municipal governments are eligible to apply. When DRAP-PI is activated, PEMA will publish a DRAP-PI Activation Notice that will define the disaster event, the disaster period, the preliminarily eligible areas where the program will be available, due dates for IDAs, and due dates for Request for Disaster Assistance (RDA) Forms. Inclusion of a county or municipal government on a DRAP-PI Activation Notice does not guarantee a grant award; it only indicates that the jurisdiction submitted a windshield survey report and that the county has conditionally exceeded its per-capita damage indicator. A county or municipal government must meet all eligibility requirements outlined in this step, including verified damages meeting or exceeding per capita indicator requirements, to be eligible for an award.

All disasters have a start and end date, which is defined as the disaster period. The disaster period is determined by PEMA for each disaster and can vary depending on the type of disaster. PEMA may work with industry experts or consider a variety of data sources such as weather information, flood forecasts, emergency response reports, or other information when establishing the disaster period.

A. Program Activation Criteria.
The DRAP-PI Activation Notice will be published on PEMA's publicly available website and distributed to appropriate local officials and the public through all appropriate means under the circumstances. DRAP-PI will be made available when the following criteria are met.

1. For a disaster affecting a single county, DRAP-PI may be activated if all the following conditions are met:

a. The county declares a disaster emergency within five (5) days of the end date of the disaster period.

b. The county's reported damages from WSRs are at least double its applicable per capita damage indicator or reach $5 million, whichever threshold is lower, to be considered conditionally eligible for the disaster. *See PEMA's website for current per-capita damage indicators by county.*

2. For a disaster affecting two or more contiguous counties, DRAP-PI may be activated if all the following conditions are met:

   a. Each impacted county declares a disaster emergency within five (5) days of the same eligible disaster.

   b. Reported damages within each county from WSRs meet or exceed the applicable countywide per-capita damage indicator or reach $5 million, whichever threshold is lower.

3. For a disaster affecting multiple counties (3 or greater), DRAP-PI may be activated if the following conditions are met:
   a. Each impacted county declares a disaster emergency within five (5) days of the same eligible disaster and,

   b. The combined reported damages from the declared counties' WSRs reported are collectively $5 million or greater.

4. PEMA may also activate DRAP-PI within a county for localized, impactful disasters if all the following conditions are met:
   a. The county declares a disaster emergency within five (5) days of the end date of the disaster period.

   b. At least 50% of municipalities within the declared county report $20.00 per capita or greater in disaster related damages or collectively reach $5 million, whichever threshold is lower.
   See PEMA's website for current per-capita damage indicators by municipality.

   c. Each impacted municipality declares a disaster emergency or equivalent within five (5) days of the same eligible disaster.

5. The Governor determines that DRAP-PI should be activated.

6. For DRAP-PI to be activated for a snow event, the following conditions must be met:
   a. The Program Activation Criteria set forth in Step 3 must be satisfied.

   b. Eligible counties and municipalities must meet the eligibility criteria in Step 3, Sections B and C.

   c. A county must be within 10% of, or exceed, the highest recorded snowfall total for that county for a 1-, 2-, or 3-day period, based on data published by the National Oceanic and Atmospheric Administration (NOAA), National Centers for Environmental Information. For the highest record snowfall totals by county, see https://www.ncei.noaa.gov/access/monitoring/snowfall-extremes/PA/1.

      PEMA will coordinate with the National Weather Service to verify snowfall totals. A county or municipality must demonstrate that funds were allocated in its current fiscal year budget for snow removal operations to be eligible for DRAP-PI assistance. If the disaster does not meet the snowfall threshold, costs associated with snow-related activities are ineligible for reimbursement and may not be counted toward meeting the applicable damage threshold for program activation.

B. Counties Eligible to Apply for a DRAP-PI Grant.
For a county within the Commonwealth to be eligible to apply for DRAP-PI, it must:

1. Submit all WSRs to PEMA within five (5) days of the end date of the disaster period through the Commonwealth's damage assessment software or using the Data Integration Form.
2. Verified damages from IDAs must exceed the applicable countywide per-capita damage indicator for the disaster.
3. Issue a Disaster Declaration of Emergency, or its equivalent, within five (5) days of the end date of the disaster period.
4. Maintain a current FEMA-approved County/Local Hazard Mitigation Plan in accordance with 44 CFR § 201.6.
5. Certify the damages occurred as a direct result of the eligible disaster and provide verifiable documentation establishing legal responsibility for completion of the work, if requested.
6. Attend the DRAP-PI Applicant's Briefing hosted by PEMA for the declared eligible disaster or have proof of completion for the prerecorded version on TrainPA. Applicants can access Train PA at https://www.train.org/pa/welcome.

C. Municipal Governments Eligible to Apply for a DRAP-PI Grant.
For a municipal government within the Commonwealth to be eligible to apply for DRAP-PI funds, it must:

1. Submit to the county all WSRs within four (4) days and IDAs within twenty-one (21) days of the end date of the disaster period through the Commonwealth's damage assessment software or using the Data Integration Form.
2. Be located within an eligible county and have declared a Disaster Emergency within five (5) days of the end date of the disaster period.
3. Except for municipal authorities and school districts, be in good standing with the National Flood Insurance Program (NFIP), meaning the jurisdiction:
   a. Actively participates in the NFIP.

   b. Remains in compliance with FEMA's minimum floodplain management regulations.

   c. Is not listed as a suspended community or community on probation in FEMA's most recently published Community Status Book Report for the NFIP.

4. Except for municipal authorities and school districts, have formally adopted the current, FEMA-approved county Hazard Mitigation Plan.

5. Certify that damages occurred as a direct result of the eligible disaster and provide verifiable documentation establishing legal responsibility for completion of the work, if requested.

6. Attend the DRAP-PI Applicant's Briefing hosted by PEMA for the declared eligible disaster or have proof of completion for the prerecorded version on Train PA.

D. Eligible Use of DRAP-PI Funds.

Eligible uses of DRAP-PI funds include Category A – Debris Removal and Category B – Emergency Protective Measures. PEMA may also designate Category D – Water Control Facilities or Category F – Public Utilities as eligible categories for a specific disaster, contingent upon the total amount of reported damages, available funding, and any other relevant factors that assist in determining eligible categories for that disaster.

Eligible work in the following categories must fall within the applicant's legal responsibility to perform or oversee the work. DRAP-PI funding may not duplicate assistance provided or requested through another eligible entity, program, or funding source for the same work or any portion thereof, and PEMA may require documentation to verify compliance with this requirement.

1. Category A – Debris Removal.
   Activities related to the clearance, removal, recycling, and disposal of disaster-related debris are eligible for DRAP-PI funding. Eligible debris may include, but is not limited to, vegetative debris, construction and demolition debris, sand, mud, silt, gravel, rocks, boulders, essential household appliances, and

vehicle and vessel wreckage. Debris removal work is eligible only when necessary to eliminate threats to life, health, or safety, to prevent significant damage to public property, to enable economic recovery, or to remove substantially damaged structures and associated ancillary facilities as part of hazard mitigation efforts.

a. Applicant Requirements.
Applicants seeking reimbursement for debris removal must agree to:
    i. Document debris type, quantity, location, and the immediate threat to life, public health and safety, or improved property posed by the debris.
    ii. Monitor contracted debris operations and maintain documentation of all associated costs, including labor, equipment, and disposal fees.

2. Category B – Emergency Protective Measures.
Short-term, urgent actions taken before, during, or immediately after an eligible disaster to protect lives, health, or safety, or to prevent further damage. Eligible measures must directly address immediate threats, be cost-effective, and be tied to verified disaster-related needs. Eligible work may include, but is not limited to, transportation and pre-positioning of equipment and other response resources, flood fighting activities, Emergency Operations Center (EOC) staffing, provision of emergency access, building safety inspections, animal carcass removal, demolition of structures, debris clearance and removal, search and rescue operations, firefighting activities, security measures and personnel, storage and internment of unidentified human remains, mass mortuary services, actions to protect improved property, and other emergency protective measures.

a. Snow-Related Activities.
Snow-related activities, including snow removal, snow dumps, de-icing, and salting of roads and other eligible facilities, are eligible emergency protective measures only when the Program Activation Criteria in Step 3, Section A are met to activate DRAP-PI for an eligible snow event. Eligible costs related to snow events are limited to overtime, extra-time, non-budgeted employees, and contract costs.

Optional Categories:

3. Category C - Reserved for future use.

4. Category D – Water Control Facilities.
Eligible work includes the repair and restoration of publicly owned water control facilities damaged by the disaster to reestablish pre-disaster function and capacity. Eligible facilities may include dams, levees, floodwalls, drainage and irrigation channels, stormwater management systems, sediment basins, pump stations, coastal protection structures, and other public water control infrastructure.

Restoration work may not include facilities or features under the authority of other federal agencies or entities (e.g., Army Corps of Engineers, Natural Resources Conservation Service, etc.) unless pre-approved by PEMA. Applicants must maintain documentation that demonstrates pre-disaster facility conditions and regular inspection and maintenance schedules.

5. Category E – Reserved for future use.

6. Category F – Public Utilities.
   Permanent repair or replacement of public utility infrastructure damaged as a result of the eligible disaster. Eligible infrastructure may include water supply systems, wastewater systems, power generation/distribution systems, natural gas systems, communications systems, pump stations, wells, and associated facilities. Applicants must maintain documentation that demonstrates service status prior to the eligible disaster, cause of damage, repair or replacement cost estimates, and pre-disaster and current design details.

E. Certification of Legal Responsibility.
To be eligible for DRAP-PI funding, an applicant must demonstrate that it had legal responsibility for the damaged facility or infrastructure at the time of the disaster and is legally responsible for completing the eligible work for which assistance is requested. Legal responsibility must continue through completion of the proposed repair, restoration, or replacement work.

The applicant bears the responsibility of establishing legal responsibility and must execute a certification, as part of the RDA form provided by PEMA, affirming its legal responsibility for the damaged facility or infrastructure and for completion of the eligible work. PEMA may require sufficient documentation to verify ownership, maintenance responsibility, repair responsibility, or other legal obligations associated with the damaged facility or infrastructure.

Documentation demonstrating legal responsibility may include, but is not limited to:

1. Deeds, titles, or other records demonstrating ownership
2. Easements, rights-of-way, or similar property interests
3. Leases (required for leased facilities), licenses, or occupancy agreements
4. Bill of sale, land contract, mortgage booklet or reoccurring mortgage payments
5. Property tax receipt or property tax bill
6. Real property structured insurance policy
7. Ordinances, resolutions, intergovernmental agreements, or other governmental actions assigning responsibility
8. Contracts (required for facilities under construction at the time of the incidents)
9. Maintenance agreements, operating agreements, permits, or other legally binding instruments
10. Other documentation deemed acceptable by PEMA

Submission of a certification as part of the RDA Form does not relieve the applicant of the obligation to provide supporting documentation when required by PEMA. PEMA may request additional documentation or information at any stage of the application review process to validate legal responsibility and determine eligibility. Failure to provide sufficient documentation or certification establishing legal responsibility may result in denial of funding for the associated damages or work. Applicants are advised that knowingly making a false statement, misrepresentation, or omission of a material fact in connection with a DRAP-PI application may constitute a misdemeanor and may subject the applicant to criminal penalties under 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities).

Step 4: PEMA Conducts Applicant Briefings

A DRAP-PI applicant briefing gives potential applicants a detailed overview of the DRAP-PI program and explains eligibility, requirements, and the steps needed to apply. It ensures potential county and municipal government applicants understand how to request assistance and what their responsibilities are during the grant process.

Applicants must attend an applicant briefing and complete a Request for Disaster Assistance (RDA) Form as part of the eligibility requirements for DRAP-PI. The primary purposes of the RDA Form are to ensure the applicant understands program requirements early in the activation, and to confirm information to facilitate grant payment. Applicants that attend an applicant briefing or complete an online applicant briefing will be provided with an RDA form for completion.

Step 5: County and Municipal Governments Complete IDAs

After WSRs are submitted, additional information will be required to finalize an Initial Damage Assessment (IDA) report and develop project costs. The term "Initial Damage Assessment report" aligns with FEMA Public Assistance program terminology and refers to the stage in which state, county, and local authorities submit more detailed damage information to help verify and validate reported impacts.

Counties and municipalities will use their submitted WSRs as the basis for completing their IDA reports. Finalized IDA reports will be used to define, document, and approve eligible costs and to determine award amounts under the DRAP-PI.

A. Initial Damage Assessment Requirement.
    1. County and municipal governments must finalize their IDA reports and project costs no later than twenty-one (21) days after the end date of the disaster period. PEMA may, at its discretion, accept IDA reports submitted after the required 21-day timeframe; however, delays in completing IDA reports will delay the award of funding to all eligible applicants.

2. At a minimum, each IDA report submitted by a county or municipal government must include:
   a. Minimum required fields for the Debris Form:
      i. GPS Coordinates or closest address
      ii. Area (sq ft)
      iii. Height (ft)
      iv. Volume (cy)
      v. Type of Debris
      vi. Percent of work completed
      vii. Unique removal requirements, I.E. Waterway
      viii. Primary impacted Lifeline

   b. Minimum required fields for the Protective Measures form:
      i. GPS Coordinates or closest address
      ii. Work Description
      iii. Facility Name, I.E. Fire/EMS/Police/Public Works
      iv. Material Costs
      v. Contract Costs
      vi. Total Costs

   c. Minimum required fields for the Public Damage Form:
      i. Damage category
      ii. Location and address (pulled from windshield)
      iii. Owner of the damaged structure, road, etc.
      iv. Facility name
      v. Purpose of the facility
      vi. Primary use of the facility
      vii. If the facility is owned by a private non-profit (PNP), and the PNP type
      viii. Value of the facility (should be based on municipal tax records)
      ix. Damage description
      x. Primary cause of damage

   Each county is responsible for coordinating with municipal governments within their jurisdiction to ensure IDA reports are submitted for damages and that they meet program guidelines.

3. Where damage is reported, the county is responsible for reviewing IDAs submitted within their jurisdiction and assigning one of the following statuses in the Commonwealth's damage assessment software:
   a. Completed

The IDA form is completed. All required fields have been provided, estimated costs associated with the damage are reasonable based on the PEMA SPEG sheet, and damage description accurately reflect eligible damage categories.

b. Incomplete
The IDA form is missing information and incomplete. The county will be responsible for coordinating with the applicant to add missing information. Once the information has been added, the county should change the status of the IDA to "completed" or "ineligible".

c. Ineligible
Damages captured on the IDA form are not eligible for the DRAP-PI funding.

4. Upon request from a county emergency management official, PEMA may deploy a RFMT to assist county and municipal governments in the completion of IDAs for both DRAP-IA and DRAP-PI.

5. PEMA will publish regular damage assessment updates that show which county and municipal governments have submitted IDAs, and which counties have officially exceeded their damage threshold to qualify for DRAP-PI.

Step 6: PEMA Completes Eligibility Reviews

To determine if preliminarily eligible applicants meet DRAP-PI eligibility requirements and are eligible for an award, PEMA will confirm the IDA reports meet program guidelines, verify the applicant's compliance with the eligibility criteria in Step 3, and check the applicant's RDA form for completeness and accuracy.

A. Request for Disaster Assistance Form.
   1. Applicants must complete and submit an RDA form to:
      a. Confirm participation in the DRAP-PI program.
      b. Verify contact and payment information.
      c. Certify compliance with DRAP-PI eligibility requirements that work falls within the applicant's legal responsibility to perform or oversee the work.

   2. The RDA form must be submitted by the deadline specified in the DRAP-PI Activation Notice. Failure to submit the RDA form by the stated deadline may result in the applicant being deemed to have declined DRAP-PI funding for the eligible disaster. At its discretion, PEMA may accept RDA forms and required documentation submitted after the deadline identified in the DRAP-PI Activation Notice, provided they are received before final formula allocations for eligible applicants are determined.

3. Applicants should provide a copy of the applicable disaster declaration with the RDA form and any other documentation required by PEMA to verify eligibility.

B. Applicant Eligibility Verification.
   1. PEMA will review IDAs with a status of "completed" in the Commonwealth's damage assessment software to confirm:
      a. The IDA is complete.
      b. The work aligns with the Eligible Use of DRAP-PI Funds criteria provided in Step 3.
      c. The cost is reasonable based on the PEMA SPEG sheet or other method acceptable to PEMA.
      d. The work is within the applicant's jurisdiction or authority to complete the work.
      e. If the IDA meets DRAP-PI guidelines, PEMA will change the status of the IDA in the Commonwealth's damage assessment software from "completed" to "validated".

   2. PEMA will confirm the applicant meets the eligibility criteria in Step 3 B & C, as applicable
      a. For county applicants, PEMA will confirm:
         i. The county-wide per capita damage indicator is exceeded based on "validated" IDAs.
         ii. A Disaster Declaration of Emergency, or its equivalent, was issued within five (5) days of the end of the disaster period.
         iii. The county maintains a current FEMA-approved County/Local Hazard Management Plan
         iv. The county attended a DRAP-PI Applicant Briefing (live or recorded)

      b. For municipal applicants, PEMA will confirm:
         i. The applicant is located within an eligible county.
         ii. Except for municipal authorities and school districts, has declared a Disaster Emergency within five (5) days of the end of the disaster period.
         iii. Except for municipal authorities and school districts, the municipality is in good standing with the National Flood Insurance Program (NFIP)
         iv. Except for municipal authorities and school districts, the municipality has formally adopted the current FEMA-approved county Hazard Mitigation Plan.
         v. The applicant attended a DRAP-PI Applicant Briefing (live or recorded).

   3. After submission of an RDA form, PEMA will confirm all fields are complete and accurate.

   4. After completing the eligibility verification, PEMA will designate the applicant as:

      a. Approved
         The applicant has satisfied DRAP-PI eligibility criteria and is approved for DRAP-PI funding.

      b. Ineligible

The applicant does not meet DRAP-PI eligibility criteria. PEMA will notify the applicant of the reason for the ineligible determination. PEMA may accept additional information to support eligibility, provided the information is received before final formula allocations for eligible applicants are determined.

Step 7: PEMA Finalizes DRAP-PI Funding Allocations

PEMA may make up to $5 million available for distribution per eligible disaster, contingent upon available funding. The amount available for distribution will be established based on consideration of:

1. Verified damages;
2. The current balance of the State Disaster Assistance Fund; and
3. Any other relevant factors necessary to determine the appropriate distribution amount and to manage current and anticipated demands on the State Disaster Assistance Fund.

A DRAP-PI grant award may only reimburse an applicant for a portion of their verified eligible damages depending on the total amount of verified eligible damages among all applicants and the amount available for distribution. PEMA reserves the right to increase or decrease the maximum amount available for distribution for an eligible disaster at any time.

A. Allocation Formula.
DRAP-PI funds will be distributed pursuant to the allocation formula process set forth in Commonwealth Management Directive 305.20 Amended – Grant Administration. Funds will be allocated to eligible applicants based on the verified eligible DRAP-PI damages reported in the eligible damage categories defined by PEMA in the DRAP-PI Activation Notice for the disaster.

For purposes of this section, verified damages are eligible costs that are determined to be reasonable costs by both the county and PEMA as part of an IDA report and are not reimbursable through another funding source (e.g., insurance or other governmental assistance).

The county is responsible for ensuring that damage assessments submitted within its jurisdiction are based on reasonable and supportable cost estimates. A request for information to validate reported costs may delay the distribution of funds to all eligible applicants impacted by the disaster. PEMA may determine a damage assessment report to be ineligible for DRAP-PI funding if reported costs are not reasonable or cannot be sufficiently verified within twenty-one (21) days of the end date of the disaster period.

Funds will be distributed based on the ratio of an applicant's verified eligible damages to the total verified eligible damages for all eligible applicants. After all applicants have received an eligibility designation, PEMA will establish final formula allocations based on the total number of eligible applicants and the total amount of verified eligible damages from the complete damage assessment reports.

B. Funding Prioritization.
The State Disaster Assistance Fund supports both the DRAP-PI and the Disaster Recovery Assistance Program – Individual Assistance (DRAP-IA), which provides assistance to eligible households recovering from a disaster.

Authorized uses of funds will be prioritized as follows:

1. DRAP-IA will take priority to ensure that eligible individuals and households have the resources and support they need to begin recovery before DRAP-PI funding is made available for a disaster anywhere within the Commonwealth.

2. Within DRAP-PI, PEMA will prioritize funding for existing eligible disasters before allocating funds to newly declared eligible disasters.

3. For disasters occurring after 75% of the State Disaster Assistance Fund has been exhausted, DRAP-PI funding may be suspended in order to prioritize funding for DRAP-IA. If DRAP-PI is suspended due to budget constraints, the program may be reinstated for future eligible disasters if additional funding becomes available to support both DRAP-IA and DRAP-PI. PEMA will not retroactively reimburse costs associated with prior disasters during a period of suspension unless funding is specifically appropriated for that purpose.

Step 8: PEMA Issues Grant Awards and Executes Grant Agreements

1. DRAP-PI is a state grant program. The Commonwealth cannot process any grant payments until the grant agreement has been fully executed by all required parties. Once the grant agreement is fully executed, funds will be disbursed on a reimbursement basis for eligible costs incurred in accordance with the DRAP-PI program requirements.

2. The signatory listed in the RDA Form will be notified of the grant award and instructed to review the terms and conditions of the grant agreement and return the agreement signed by the applicable county or municipal government officials.
3. The method and procedures for accessing and returning a signed agreement will be covered by PEMA in the mandatory DRAP-PI Applicant Briefing.

Step 9: Awardees Complete Required Program Administration and Grant Closeout

Successful applicants are required to maintain compliance with DRAP-PI administration requirements throughout the period of performance. Awardees are required to report quarterly on project progress. Awardees may request reimbursement on a quarterly basis as part of a Quarterly Progress Report (QPR).

For approved applicants with an open grant award, a QPR must be submitted by the approved applicant each quarter until the grant award is closed. The QPR serves many important functions and is the only method to perform:

1. Reporting project progress
2. Reporting grant expenses
3. Requesting reimbursement
4. Closing out an award

A. DRAP-PI Program Administration Requirements.

1. Duplication of Benefits

   Applicants that have costs potentially reimbursable through another funding source—such as insurance, a responsible party, or another governmental program—must first seek reimbursement from those sources before utilizing DRAP-PI funds. Applicants are responsible for identifying, monitoring, and preventing any duplication of benefits. If other funding sources become available after DRAP-PI funds have been awarded, the applicant must either apply DRAP-PI funds to eligible costs not covered by another funding source or return the duplicated funds to PEMA. Any duplication of DRAP-PI funds received will require repayment of the funds to PEMA.

2. Eligible Use Requirements
   Damages funded under DRAP-PI:

   a. Must align with the Eligible Use criteria in Step 3 and a validated damage assessment report of the applicant.

   b. Must be directly caused by the eligible disaster and must have occurred within the designated disaster period and eligible area.

   c. Funded work must support returning facilities or infrastructure to their pre-disaster condition, in compliance with all applicable codes, standards, and safety requirements in effect at the time of repair. Applicants must maintain documentation sufficient to demonstrate pre-disaster condition and to substantiate repair or replacement costs. Upon request by PEMA, applicants must furnish

all relevant data, reports, contracts, documents, and other information necessary to verify pre-disaster condition, repair or replacement costs, or overall eligibility for DRAP-PI funding.

d. All costs must be necessary, reasonable, and fully supported by appropriate documentation (e.g., contracts, invoices, reports, receipts, etc.) A cost will be considered reasonable if it is typical for the work performed and is consistent with known unit cost databases or rate sheets, the applicant's normal business practices and contracts, historical costs for similar projects, market prices associated with the area or region, or other methodology approved by PEMA.

3. Period of Performance.
   a. Costs related to Categories A and B must be submitted for reimbursement within six (6) months of the end date of the disaster period.

   b. Costs related to Categories C through F must be submitted for reimbursement within eighteen (18) months of the end date of the disaster period.

   c. Applicants must either complete eligible work within the applicable period of performance or submit a written request for an extension to PEMA prior to the expiration of the period of performance. Extension requests must provide a detailed explanation of the reasons for the project delay and include an anticipated project completion date. PEMA retains sole discretion to approve or deny extension requests.

4. Project and Cost Records.
   Applicants must maintain full, accurate, and complete records with respect to all projects and costs funded with DRAP-PI funds. PEMA reserves the right to access such records and to inspect all work, invoices, materials, and other relevant records at reasonable times and locations. Upon request by PEMA, the applicant must furnish all data, reports, contracts, documents, and other information relevant to any project or cost funded by DRAP-PI.

5. Reporting.
   Applicants must submit QPRs each quarter from the time of grant award until their final report. The QPR must be submitted no later than 30 days after the calendar quarter ends.

   Reports must document project status, expenditures, and any issues affecting completion of project work. Applicants are responsible for demonstrating that all incurred costs align with a complete damage assessment report and meet all DRAP-PI requirements.

   PEMA will review each reported cost to verify eligibility and compliance with program requirements. QPR due dates are as follows:

Quarter	Quarter Ends	QPR Due Date
1	March 31	April 30
2	June 30	July 30
3	September 30	October 30
4	December 31	January 30

6. Reimbursement.
   Applicants may request reimbursement on a quarterly basis as part of the required QPR process. Supporting documentation for reported costs is required for reimbursement.

7. Project Closeout and Certification of Expenses.
   To close out a DRAP-PI award, applicants must:
   a. Certify that all disaster-related work funded by DRAP-PI has been completed.
   b. Submit a final QPR with supporting documentation (e.g., invoices, proof of payment, etc.) for all reported costs.
   c. Provide photographs or other documentation showing that funded work has been completed.

8. Remaining Funds After Closeout.
   If funds remain after all eligible disaster-related needs have been addressed, the balance will be deobligated. In instances where the awarded applicant has received funds not connected to eligible expenses, the awarded applicant must return the remaining funds to PEMA. Deobligated or returned funds will be deposited into the State Disaster Assistance Fund for use in future disasters.

9. Grant Monitoring.
   PEMA, through its Bureau of Grants Management, may conduct compliance reviews to verify compliance with DRAP-PI requirements.

10. Noncompliance
    Failure to maintain compliance with DRAP-PI requirements may result in repayment of funds to PEMA, deobilgation of awarded funds, or inability to apply for future DRAP-PI funding.

For questions about the program (program availability, due dates, eligibility, etc.), applicants may contact:
Website: www.pa.gov/services/pema/counties-apply-disaster-recovery
Email: PADRAP@pa.gov
Phone: 717-562-5770 (8:00 a.m. to 4:00 p.m., Monday through Friday)

SECTION III – DEFINITIONS

Immediate Threat: The threat of additional damage or destruction from an event that can reasonably be expected to occur within five (5) years**.**

Improved Property: A structure, facility or item of equipment which was built, constructed or manufactured. Land used for agricultural purposes or unimproved property that is not enhanced or maintained (e.g., a hillside or slope, forest, natural channel bank, or similar property) is not improved property.

Legal Responsibility: The legal authority, obligation, or duty of an applicant to perform eligible disaster-related work at the time of the incident.

- For debris removal and emergency protective measures, the applicant must demonstrate jurisdiction over the affected area or legal authority to perform the requested work at the time of the incident.
- For permanent work, the applicant must demonstrate responsibility for restoring the facility at the time of the incident through ownership, established statutory authority, or the terms of any written agreements (such as those applicable to leased facilities, facilities under construction, or facilities owned by another government entity). Ownership of a facility is generally sufficient to establish legal responsibility unless the facility was under construction by a contractor or leased to another entity at the time of the incident.

Municipal Authority: The body or board authorized by law to enact ordinances or adopt resolutions for the particular Municipal Government.

Municipal Government: A county, city, town, borough, township, school district, or the following municipal authorities: flood control, sewer, stormwater, wastewater, or water.

Preliminary Estimated Cost: An initial, high-level projection of costs for debris removal, emergency protective measures, or to restore damaged infrastructure to pre-disaster condition based on incomplete or limited data. These projections should rely upon historical data, comparisons to similar projects, known costs or rate sheets, or other reasonable assumptions where practicable.

Essential Household Appliances : Refers to major household appliances that are essential for daily living such as refrigerators, freezers, stoves, washing machines, dryers, and other essential appliances.