



DR-4685 Disaster Case Management Program Management Agency Application

Disaster Case Management (DCM) Program Summary

- Disaster Case Management (DCM), as defined in the FEMA 2017 Program Guidance, is a time-limited process that involves a partnership between a case manager and a disaster survivor (also known as a “client”) to develop and carry out a Disaster Recovery Plan. This partnership provides the client with a single point of contact to facilitate access to a broad range of resources. The process involves an assessment of the client’s verified disaster-caused unmet needs, development of a goal-oriented plan that outlines the steps necessary to achieve recovery, organization and coordination of information on available resources that match the disaster-caused unmet needs, the monitoring of progress toward reaching the recovery plan goals, and when necessary, client advocacy.

Disaster Case Management Program Grant Specifics

- The Federal Emergency Management Agency (FEMA) awarded Georgia Emergency Management Homeland Security Agency (GEMA/HS) DCMP grant.
- *ALLOWABLE EXPENDITURES DCMP* resources may only be used to support Disaster Case Management services. Funds may be used for salaries, benefits, supplies, travel and certain contracted expenses. Additional information on allowable vs. unallowable costs can be found in Budget Preparation beginning on page 64 of the 2017 FEMA DCM Program Guidance.
 - This DCMP award covers the cost of salaries for 13 personnel (including fringe benefits), mileage for staff, supplies, training, and a case management database.
- This DCMP grant is scheduled to be funded for 23 months.

Qualifications DCMP Management Agency

Below is a list of qualifications each applicant agency must meet to be eligible to be a management agency.

- Must be a 501(c)(3) nonprofit organization.
- Have no adverse or ongoing legal actions regarding the alleged or proven negative performance of their services, be neither suspended or barred from contracting with the Federal Government and shall not be in a probation status with other Federal grant programs.
- Comply with all applicable requirements of the Privacy Act of 1974 and individual confidentiality provisions.
- Comply with Federal and non-Federal entity disability and civil rights laws, requirements, and provisions (including providing equal access and reasonable accommodations).
- Follow the grant management requirements of 2 CFR Parts 215, 220, 225, or 230 as appropriate.
- Maintain grant project records for five (5) years after the end of the fiscal year that the grant agreement is finalized or until no longer needed and indicated in writing by FEMA or the State of Georgia, whichever comes sooner.



Preferred Qualifications for DCMP Management Agency

Below is a list of qualifications that will make an applicant agency more competitive to secure the grant.

- Provided or is still providing disaster services in impacted counties.
- Provides social services (non-disaster or blue-sky services) or is a recognized social service organization in the impacted counties.
- Has administrative buildings, churches, office space, or other physical buildings in the impacted counties.
- Is a member of Georgia Voluntary Organizations Active in Disaster (GAVOAD).
- Organization has been a management agency or provider agency in past federal DCM programs in other states.
- Organization has disaster related resources (i.e., money, materials, appliances etc.) to provide eligible to survivors or can demonstrate partnerships that can provide disaster related resources to survivors.

Application Packet

- I. Cover Page** – Be sure to include a signature by an authorized representative of your organization.
- II. Letter of Transmittal** – Signed by an officer with authority to bind the Applicant's proposal.
- III. Project Description (500 words or less for each question)**
 1. What will be the mobilization and outreach strategy for the DCMP?
 2. Please describe how your organization will use a case management database (i.e. VisionLink or DART)?
 3. How will the program manage clients with access and functional needs?
 4. How does your organization plan on using and standardizing the following documents: intake form, release of information, case plan development, outcomes and indicators monitoring, program monitoring reports, repair estimation, case presentation, volunteer tracking, case closure?
 5. Describe the system or process used for tracking volunteer hours dedicated to assisting survivors with unmet needs.
 6. How does your agency plan on storing, securing, and managing closed disaster case management files from the DCM program?
 7. What will be the demobilization strategy?
- IV. Organizational Capacity (350 words or less for each question)**
 1. Describe your organization's experience managing federal grant programs.
 2. Describe the organization's experience providing disaster case management services (in Georgia or other states). Include caseload numbers and dates of the DCM program.
 3. Explain how your organization has the capacity to fiscally manage the DCMP grant.
 4. Describe your organization's experience with fiscal accountability and records management. Include any information on internal auditing procedure.
 5. How will your organization recruit, hire and manage requisite staff in a timely fashion?
 6. Does your organization currently have office space available in the impacted counties? If not, what is your organization's plan to open offices in impacted counties in a timely manner?

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7. How does your organization plan on providing Disaster Case Management training for all newly hired staff?

V. **Community Collaboration (350 words or less for each question)**

1. Does your organization have experience working with Long Term Recovery Groups (LTRGs), Georgia Voluntary Organizations Active in Disaster (GAVOAD), and other disaster recovery organizations?
2. What plan does your organization have in coordination with community stakeholders and long-term recovery organizations for service and resource support?
3. Describe any disaster funding/resources available for eligible DCMP clients (recovery grants, housing vouchers, construction/home repair funding, materials, appliances, furniture etc).
4. If your agency does not have any disaster funding/resources, how will your agency support eligible disaster survivors?
5. Describe any additional qualifications or reasons why your organization should be considered to manage the DCMP grant.

VI. **Additional Documents to include in application:**

- A copy of the Applicant's 501(c)(3) determination letter
- A copy of your Federal Employer Identification Number (FEIN)
- A copy of Tax-exempt Certificate (if applicable)
- Most recent audit or board approval financial statement

Send application packets to the Community Recovery Email

- Community Recovery Email: community.recovery@gema.ga.gov.
- Send as PDF.