**Attachment # 6**

**Disaster Support Positions**

In order to carry out the above requirements the State’s HSEMD has identified a need for the following disaster support personnel to be provided for an initial period of 120 days.

* **Infrastructure Branch Director/Public Assistance (PA) Group Supervisor—5 each**

Infrastructure Branch Directors (IBDs)/ PA Group Supervisors (PAGSs) are trained, experienced in, and responsible for leading and managing Public Assistance (PA) field operations and infrastructure-related Emergency Support Functions (ESFs) when activated. PAGSs report to IBDs and directly manage Task Force Leaders (TFLs). In operations where IBDs are not deployed, PAGSs lead and manage field operations and directly manage TFLs.

*See attached “Infrastructure Branch Director-PA Group Supervisor Position Assist” for the detailed qualifications and expertise of this position.*

* **Public Assistance (PA) Program Delivery Task Force Lead—10 each**

Program Delivery Task Force Leaders (PD TFLs) have an integral role in the successful implementation of the PA delivery model. The PD TFL serves as a conduit between Public Assistance Group Supervisor (PAGS) and the Program Delivery Managers (PDMGs), communicating the Joint Field Office (JFO) operational priorities to the PDMGs. The PD TFL keeps the PAGS informed on the day- to-day activities and accomplishments of PDMGs. The PD TFL ensures the workload of PDMGs is balanced, allowing the PDMGs to focus on providing excellent customer service to applicants. The PD TFL manages and mentors PDMGs throughout the PA grant delivery process. PD TFLs ensure they set the conditions to ensure success of their PDMGs.

*See attached “PA Program Delivery Task Force Lead Position Assist” for the detailed qualifications and expertise of this position.*

* **Public Assistance Program Delivery Manager—100 each**

Program Delivery Managers (PDMGs) serve as the primary point of contract for Applicants, providing customer service and programmatic guidance throughout the grant process. This role is integral to the program delivery model, strengthening the commitment to enhance customer service and consistent grant development.

The PDMG facilitates and coordinates the accurate delivery of grant funding while coordinating the Applicant’s recovery priorities, understanding their capabilities and capacity to develop projects and participate in site inspections.

The PDMG provides customer service tailored to the Applicant through the entire delivery process, from the Exploratory Call (EC) to the Recovery Transition Meeting. PDMGs are critical to the customer-centric element of the PA delivery model and the early identification of eligibility or special considerations concerns that could delay grant development.

As the Applicant’s primary point of contact, PDMGs have a role in all phases of the delivery model. This position assist guides PDMGs through their role in each phase and defines the steps necessary to ensure the timely, accurate delivery of PA to assigned Applicants.

*See attached “PA Program Delivery Manager Position Assist” for the detailed qualifications and expertise of this position.*

* **Public Assistance (PA) Site Inspector Task Force Lead—10 each**

Site Inspector Task Force Leaders (SI TFLs) are responsible for overseeing the site inspection process, ensuring Site Inspectors successfully complete site inspections and develop accurate Damage Description and Dimensions (DDD). Site inspections occur during Phase II, Damage Intake and Eligibility Analysis. All data collected is codified and entered into Grants Manager. Its critical for the SI TFL to ensure that the DDD are reviewed and that SI receive appropriate technical support in the field.

*See attached “PA Site Inspector Task Force Lead Position Assist” for the detailed qualifications and expertise of this position.*

* **Public Assistance (PA) Site Inspector Crew Lead—20 each**

Site Inspector Crew Leaders are responsible for supporting the Site Inspector Task Force Leader with overseeing the site inspection process, ensuring Site Inspectors successfully complete site inspections and develop accurate Damage Description and Dimensions (DDD). Site inspections occur during Phase II, Damage Intake and Eligibility Analysis. All data collected is codified and entered into Grants Manager. It’s critical for the SI Crew Leader to ensure that DDD are developed properly, SIs receive appropriate technical support in the field, and closely coordinate with SI TFL and SI(s) to identify coaching, mentoring, and training needs.

*See attached “PA Site Inspector Crew Lead Position Assist” for the detailed qualifications and expertise of this position.*

* **Public Assistance (PA) Site Inspector—100 each**

Site Inspectors visit damaged facilities and write Site Inspection Reports (SIRs) to record the dimensions and descriptions of damage and repairs. Site Inspectors may also conduct virtual site inspections or validate damage documentation submitted by an Applicant. Site Inspectors report to a Site Inspector Crew Lead (SI CL) or a Site Inspector Task Force Leader (SI TFL). They work closely with Program Delivery Managers (PDMGs) and Applicants or their representatives.

*See attached “PA Site Inspector Position Assist” for the detailed qualifications and expertise of this position.*

* **Public Assistance (PA) Operations Support Task Force Lead—2 each**

Operations Support Task Force Leaders (OS TFLs) are responsible for managing and mentoring the Operations Support staff in the JFO. OS TFLs ensure that the day to day administrative activities to support operations are accomplished efficiently and effectively in order to provide optimal support to the PAGS and PA staff.

*See attached “PA Operations Support Task Force Lead Position Assist” for the detailed qualifications and expertise of this position.*

* **Project Officer Engineers—4 each**

Qualified Project Officers with appropriate engineering qualification and expertise in the following permanent work categories:

* + Roads Systems and Bridges
  + Water Control Facilities
  + Building and Equipment
  + Utilities

Capable of doing Means based cost estimation in compliance with current FEMA standards and requirements including use of the Cost Estimation Format (CEF). Serve as an engineering technical representative on behalf of the SCO, State Public Assistance Officer or State Hazard Mitigation Officer in scoping meetings with FEMA. Able to review applicant submitted scope of work documents presented in support of projects. Assist other project officers and PACs.

* **Debris Specialists—2 each**

Debris Specialist having specific expertise in all debris areas of the Public Assistance Program. Provide technical assistance, counsel to all applicants dealing with debris, must be able to deal with all levels of government, ensure National Environment Policy Act Requirements are met in all projects. The individual must be knowledgeable of Local, State and Federal contracting requirements. Initiate the Project Worksheet for submittal.

* **Debris Specialists for Demolition of Homes—2 each**

Debris Specialist having specific expertise in the debris area of the Public Assistance Program, provide technical assistance, counsel to all applicants dealing with debris, must be able to deal with all levels of government, ensure National Environmental Policy Act Requirements are met in all projects. The individual must be knowledgeable of Local, State and Federal contracting requirements. Initiate the Project Worksheet for submittal.

* **Insurance Specialists—1 each**

Insurance Specialist having specific expertise in the responsibility for compliance with the insurance provisions of the Robert T. Stafford Act as amended. Consistent with Disaster Assistance Policy (DAP) 9580.2, the insurance specialist will have appropriate experience and technical ability to:

* + Provide insurance related technical support to the State Public Assistance Officer
  + Review insurance settlement information related to Large and Small Projects
  + Calculate and make recommendations for Insurance Adjustment during project development
  + Calculate and make recommendation for Insurance Adjustment after project development or obligation
* **Mitigation Specialist—10 each**

Responsible for mitigation grant (Hazard Mitigation Grant Program) coordination and project management. Assist the State hazard Mitigation Officer in identifying potential hazard mitigation projects. Provide technical assistance, counsel, and training to potential applicants and community leaders in developing and submitting applications and completing projects. Complete benefit-cost analysis on all projects. Ensure National Environmental Policy Act (NEPA) requirements are met on all projects. Review mitigation project applications for eligibility and feasibility. Initiate state’s grant application submittals to FEMA. Perform other duties as assigned.

* **Environmental and Historic Preservation (EHP) Specialists—2 each**

Specialist must have specific expertise in all EHP requirements including historic preservation and NEPA for federal undertakings related to the Public Assistance and Hazard Mitigation Programs. Provide technical assistance to State and local applicants dealing with EHP requirements to ensure National Environment Policy Act (NEPA) requirements are met. The individual must be knowledgeable of Local, State and Federal requirements related to the specialty including the development and execution of related Memorandum of Agreement (MOA) requirements specified by FEMA and made a part of Stafford Act related projects.

* **External Affairs Officer—1 each**

This position will serve as the state’s lead external affairs officer and will be responsible for:

* + Reviewing and approving all press releases.
  + Identifying key issues that need to be addressed with media conferences and direct flyers, contract with Iowans impacted by the tornadoes and floods.
  + Coordinating all state activity with the lead Federal External Affairs officer.
  + Must have at least five years of experience serving as a spokesperson during emergencies and disasters. As directed by the Governor’s office, this person will represent the state at press events and for press interviews.
  + Must have experience identifying key communication issues and developing the appropriate products and channels to distribute the information to the appropriate audience.
  + Excellent written and oral skills, prefer at least three years previous experience as a reporter/writer or producer in the media, including work in print or electronic media.
* **Deputy External Affairs Officer—1 each**

This person will have the authority to:

* Serve as the Deputy for State External Affairs.
* Approve press releases.
* Help lead and coordinate media and information activity with various projects.
* Must have at least three years of experience working communications and media relations, preferably with experience in emergency and disasters.
* Excellent written and oral skills, prefer at least one year previous experience as a reporter/writer or producer in the media, including work in print or electronic media.
* **Stafford Act Legal Officer—1 each**

This position will serve as the State Coordinating Officer’s legal advisor for issues related to disaster recovery under the Stafford Act and will be for:

* Reviewing all documents requiring legal review and/or legal documents endorsed by the SCO or Governor’s Authorized Representative (GAR).
* Identifying key legal issues that need to be addressed with media conferences and direct flyers, contract with Iowans impacted by the tornadoes and floods.
* Coordinating State activity with FEMA legal Counsel in the Joint Field Office (JFO).
* Must have at least five years of experience with Stafford Act related legal issues and services.
* Must have experience identifying key legal issues and developing appropriate products.
* Excellent written and oral skills.