

[Non-Federal Entity]
Disaster Case Management (DCM) Justification Brief
FEMA-DR-XXXX-XX
DATE

DCM Overview

Total federal DCM funding requested: \$XXXX

Management Costs: \$XXXX

Direct Services Costs: \$XXXX

Areas Designated for Individual Assistance:

[Provide a list of all counties/municipalities/burrows/etc. that are approved for Individual Assistance (IA) in the major disaster declaration. Include a brief description of the impacts from the disaster and an overview of the most common types of damage (major flooding, wind damage, collapsed structures, etc.). If necessary, include a map.]

Response Activities from Date of Incident:

[Describe state and local case management activities from the date of the incident to the date of this application. Enter "N/A" if no case management activities have been conducted to date.]

DCM Advantages:

[Provide an explanation of how case management would assist with socio-economic challenges, maximize resources for survivors, address disaster-caused unmet needs, etc.]

Needs Assessment [Include DCM Assessment as attachment]

[Provide an overview of the assessment that was completed and what information was evaluated as part of it. Outline state, territorial, tribal, or local government and non-government organization (NGO) capabilities, and an explanation of why these resources cannot meet the need. Detail what outcomes and/or findings were discovered from the assessment. Include charts, tables, and graphs to support explanation. Attach the complete assessment.]

Resource Identification and Staffing

[Provide an overview of how the non-Federal entity plans to identify resources for referral of survivors and coordinate across levels of government and non-government agencies. Provide an overview of resources already identified, including donations (in-kind and financial) to support services and programs for survivors. Include information on the type of resources, duration of those programs/services, population that they can support, etc. It is recommended that the support is broken down by type – financial, in-kind, volunteer, private sector, etc.]

Resource Management

[Provide an overview of how the state /territory/tribe intends to manage the resources and utilize the DCM federal assistance to supplement. It is recommended to include information on how

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DCM will be coordinated in collaboration with existing services and resources, how the program will be dispersed across the impacted area, and reference to staffing and management plans that should be included as part of appendices. If necessary, include maps, graphs, and tables to support explanation.]

Staffing

*[Provide an overview of the estimated population in need and staffing intended to support the estimated population in need. Standard formula for estimated population is using 5% of **approved** FEMA IA applicants and using a ratio for case manager to survivor (1:35). The formula and numbers used for the development should be included here for reference. Any deviation from this formula or alternative basis for identifying the estimated population and/or staffing should be fully justified and explained. If necessary, include charts, graphs, and/or maps to support your explanation. Examples of organizational charts are included in the Toolkit to assist you in creating an organizational chart for this application.]*

Plan for Transitioning from Existing Services

[Provide an overview of the plan for transitioning from non-governmental organization support services for case management and/or from the Immediate Disaster Case Management program (where applicable) – recommend including coordination plan, process, and dates for transitioning.]

Budget Narrative

[Provide an explanation and overview of the staffing, training, equipment, and programmatic expenses for which funding is being requested. Include what the funding is for, how many people/items are required, timeline for funding, and breakdown of costs. This should align to the budget workbook in the DCM Toolkit. If necessary, include tables and graphs to support your narrative.

Recommended sections include: Budget for Management Staffing, State and Provider level staffing (numbers, overview of positions, salary and benefits, etc.), description of costs included in fringe benefits, costs for travel (lodging, per diem, transportation, etc.), budget summary, financial reporting, fiscal management, challenges to financial management (hiring, billing, procurement)]

Appendix

[Following the justification brief, you may include appendices outlining supplemental information/background to support your application and further justify your request. Examples are included below:

- *Declared Counties/Municipalities Map*
- *Disaster Case Management Timeline*
- *DCM Capacity Survey**
- *DCM Work Plan**
- *DCM Request for Proposals**
- *Long-Term Recovery Group (LTRG) Map/Organization List*

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- *Voluntary Organizations/Resources*

*The * denotes additional documentation that can be found in the DCM Toolkit. The DCM Application Checklist (also found in the DCM Toolkit) provides guidance for additional documents/information that is suggested to include in the submission for DCM.]*