



FEMA

September 6, 2005

**MEMORANDUM**

TO: Joint Field Offices  
DR-1603/1604/1605

FROM: *Nancy Ward*  
Nancy Ward, Director  
Recovery Area Command

CC: Region IV- Response and Recovery Division  
Region VI- Response and Recovery Division

RE: Disaster Specific #1  
Million Dollar Queue Notification for Hurricane Katrina

This memorandum serves to clarify procedures to be followed by each Joint Field Office (JFO) in the proper notification for projects greater than one million dollars as required by the Stafford Act. Due to the magnitude and impact of Hurricane Katrina, FEMA's primary concern is providing the necessary funds to applicants to support immediate needs. The delay of funds to applicants if this process is not expedited could quite possibly bankrupt local government entities.

In order to expedite funds to local applicants, JFO's should follow the protocols outlined below for notifying Congress of projects greater than \$1 million dollars.

1. Project Worksheet (PW) development and review will continue in accordance with established protocols.
2. Once the PW enters the Million Dollar Queue, the Public Assistance Officer (PAO) will ensure a "Project Worksheet Fact Sheet" and "News Release" are prepared and sent to appropriate personnel at the JFO for coordination with appropriate entities. Cliff Brown at FEMA-HQ should be sent these fact sheets to ensure appropriate coordination occurs within the Agency and Department. A copy of the Project Fact Sheet should be forwarded to the Recovery Area Command (RAC) for tracking purposes. Once this notification and coordination occur, the PAO should then process the PW according to the requirements listed below.
3. If the PW is for Emergency Work (Categories A and/or B), the Public Assistance Officer (PAO) should obligate the funds immediately in order to make funds available to the State.
4. If the PW is for permanent work (Categories C through Z), the PAO should allow 3 calendar days for proper coordination to occur. At the conclusion of the third day, if no reply to the

submitted notification is received, the PAO should obligate the PW. Every effort should then be made to ensure the required notification has occurred.

This protocol will meet the requirements and intent of the Stafford Act while not placing an undo burden on an applicant. Question regarding this memorandum should be directed to Steven Glenn at 404-909-1781 or James Walke at 202-646-2751.