

Questions To Determine Program Eligibility for DPAS Support

When asked to help determine if a FEMA program is eligible for DPAS support, it is important for the DPAS Officer to gather as much information as possible. Listening skills are critical!

The questions below are examples, designed to illustrate the type of information to be gathered. However, the list is not all-inclusive—it may be necessary to ask additional questions in order to effectively determine the program's eligibility.

At the start of each call about DPAS eligibility, record the following general information:

- Today's date and the DPAS Officer's name.
- The caller's name, title, organization/program, phone number, email address, and mailing address. (If the caller is a private-sector entity, refer the caller to the OPPA Lead DPAS Officer.)
- The general purpose of the call.

Suggested questions about program eligibility include, but are not limited to:

1. What is the nature/mission/purpose of the program for which DPAS priority ratings would be used?
2. Why is DPAS support needed for this program?
3. Is the procurement a Federal contract?
 - a. If no: Is the procurement being made under a State, local, or private sector contract? (If so, refer the matter to the OPPA Lead DPAS Officer.)
 - b. If yes: Is the procurement being made under a FEMA contract?
 - i. If no: Refer the matter to the OPPA Lead DPAS Officer.
 - ii. If yes:
 - What are the items being procured?
 - Are they in support of the FEMA emergency preparedness, mitigation, response, or recovery mission?
 - If not in support of the above FEMA mission, what is the purpose of the FEMA mission (e.g., critical infrastructure protection or restoration)?
 - What, if any, problems are being experienced or anticipated in obtaining timely delivery or performance to meet program requirements?
4. Are you familiar with DPAS?
5. Have you visited the DHS/DPA Web site for information (www.fema.gov/about/programs/dpa)?
6. Who are the relevant program points of contact? (Record any names, titles/organizations, phone numbers, and email addresses.)
7. What additional information can you provide pertinent to your request for DPAS support?

At the end of the call, inform the caller that you will open a DPAS case file and refer the matter to the appropriate authorized FEMA program official for a determination of whether the program is eligible for DPAS support.

For further information or any questions about DPAS program eligibility, please contact the Lead DPAS Officer in the Office of Policy and Program Analysis (OPPA) at (202) 646-3153 or go to <http://www.fema.gov/about/programs/dpa>.