

New Hampshire Homeland Security and Emergency Management
APPLICANT CHECKLIST
FEMA _____-DR-NH

1. Additional damages must be reported within 60 days from date of the Kick-off meeting.
2. All work must be done prior to the approved project completion deadline assigned to each *Project Worksheet* (PW). Should additional time be required to complete the approved work, a time extension request will need to be submitted prior to the existing completion date which a.) identifies the PW requiring an extension, b.) explains the reason for needing an extension, c.) indicates the percentage of work that has been completed and d.) provides an anticipated completion date. The reason for needing an extension must be based on extenuating circumstances or unusual project requirements that are beyond the control of your jurisdiction/organization. **Failure to submit a time extension request may result in the reduction or withdrawal of federal funds for the work that was approved.**
3. Any significant change to an approved *Project Worksheet* scope of work must be reported to this office.
4. The Project Completion and Certification Report (P.4) must be returned to this office once all the approved work has been completed. If any *Project Worksheet* required the purchase of insurance as a condition of receiving federal funds, a copy of the current policy must be attached to this report.
5. A cost overrun on the total final cost for all small projects (estimated to be less than the large project threshold amount of \$63,900 for fiscal year 2011) must be appealed to this office within 60 days of completion of all small projects in order to be considered for additional funding. The large project threshold amount is adjusted annually on October 1 to reflect changes in the Consumer Price Index for all Urban Consumers and is published in the *Federal Register*.
6. Appeals may be filed on any determination made by FEMA or the State. All appeals must be submitted to this office within 60 days from receiving written notice of the action you wish to appeal. Should you wish to appeal a determination contained in the project application, the 60 days will start the day the application is signed.
7. *Project Worksheets* will not receive any funding until all regulatory and statutory requirements have been met.
8. You may request an advance on a large project (equal to or over the large project threshold amount of \$63,900 for fiscal year 2011) by completing the "Advance of Funds" letter.
9. Large projects that have not received final payment will be reviewed quarterly by the State.
10. Applicants with large projects must submit a project cost summary to this office following the completion of each project. The project cost summary must list all labor, equipment, materials and contract costs associated with making needed repairs.
11. Applicants expending \$500,000 or more in total Federal financial assistance in a fiscal year will be required to have an audit made in accordance with the Single Audit Act Amendments of 1996 - OMB A133. A copy of the Single Audit must be submitted to your State agency or this office within applicable reporting time frames. Consult with your financial officer regarding this requirement.
12. Complete records and cost documents for all approved work must be maintained for at least 3 years from the date that its project application is closed. During this time, all approved *Project Worksheets* are subject to State and Federal audit/review.

Signature / Date (Applicant)

Community/Organization