



Public Assistance Fact Sheet

This fact sheet is intended to answer the most common questions asked when an applicant receives a project worksheet for disaster assistance. If additional assistance is necessary, please contact New Hampshire Homeland Security and Emergency Management at 271-2231 or 1-800-852-3792.

Acronyms:

New Hampshire Division of Homeland Security and Emergency Management - HSEM
Federal Emergency Management Agency - FEMA

- ❖ ***The Package*** The accompanying package may include part or all of the following components:
 - ❖ ***Project Listing Project Completion and Certification Report*** This report will list each of the Project Worksheets, Categories, Title, and project description. When all projects are completed, the applicant uses this form for close out certification.
 - ❖ ***Project Application Summary*** This report lists all the projects accompanying the package. Information includes Project Number, Category, Approved Project Amount, and the Project Description of all the projects.
 - ❖ ***PROJECT WORKSHEET (PW)*** This report will describe all the information of the project and is divided into two parts:
 - ❖ ***Part I – Identifying Information:*** Highlights include Declaration Number, Project Number, Date, Category, Applicant, County, Damage Facility, and Percent (%) Complete at the time the Project Worksheet was written, Location, Damage Description & Dimensions, and the ***Scope of Work***.
 - ❖ ***Part II – Project Cost:*** This section highlights the Costs associated with the Project, Cost Narrative, Quantity, Unit Cost, and Total Cost.
- ❖ ***The Public Assistance Program*** is cost shared between the Federal government, the State of New Hampshire, and the non-Federal interests (***applicant***). The Federal share is at a minimum 75%. The State share to the applicant will be determined after each disaster event.
- ❖ ***Small vs. Large Projects*** Project Worksheets (***PW***), or projects, are categorized by eligible costs. A ***PW*** is considered a large project if the total eligible costs are currently greater than \$63,200 (as of 10/01/2009). Small projects are therefore under \$63,900.

Payments for large projects are for actual costs only. Initial payment of a large project will be at a minimum 50% of the federal share plus the administrative allowance. If a larger percent of eligible work has been completed at the time the ***PW*** was written, then that amount will be paid. Additional payments will be made upon receipt to this agency (HSEM) of actual bills of the eligible work for the large project.

Small projects may be estimates or incurred costs. Unused funds from small projects need not be returned but may be used for any capital improvements that benefit the general public. Examples would be improvements to the damaged site or for other hazard mitigation projects with the intent of lessening the impact from future disasters.
- ❖ ***If ZERO*** (\$0.00) funding is indicated on the documentation, then a few possible explanations: a) no eligible costs are associated with the project; or b) the ***PW*** was suspended awaiting further action. Review the ***PW*** carefully for an explanation and if additional action is required by the applicant.

- ❖ **Supplemental PW** During the performance of work on a project, the applicant may discover that additional work may be necessary to properly complete the project, or that costs are higher than originally anticipated when the **PW** was written. When the need for additional funding is discovered, the applicant should notify HSEM in writing with justification as soon as possible so that a supplemental **PW** may be requested to FEMA.
- ❖ **Scope of Work** The description of the damage and the scope of work to repair that the damage is the most important part of the **PW**. If the work or service has been completed when the **PW** is written, then the scope will outline what transpired. For work or services to be completed, the applicant needs to remain within the approved scope of work description in order to certify the project has been completed as written. Amendments to the scope of work need to be pre-approved by HSEM and FEMA. Unauthorized changes to the approved scope of work may jeopardize project funding.
- ❖ **Time Limits** Any damaged facility or emergency work that is not shown or reported during the initial inspection team visit must be reported to the HSEM within sixty (60) days following completion of the initial visit.

There are time limits established for the completion of eligible work. The following completion deadlines are based upon the Presidential declaration date:

Category A (Debris Clearance)	6 months
Category B (Emergency Work)	6 months
Category C-G (Permanent Work)	18 months

The applicant may request extensions to these deadlines in situations of extenuating circumstances. A written request with justification must be made to HSEM.

- ❖ **Management Costs** *To be determined.*
- ❖ **Cost Overruns** If additional funds are requested for a small project due to cost overruns, then the requirement is that the request be made with respect to all small projects of that one subgrantee (applicant). The request must be made within sixty (60) days of the completion of all small projects and documentation of costs of all small projects must be included so that underruns for eligible work may be balanced against overruns for eligible work before additional funds are approved.
- ❖ **Progress Reports** If an applicant has an outstanding large project opened, then a quarterly progress report must be submitted to HSEM. The report should describe the status of the project, anticipated completion date, and any problems associated with project. HSEM will compile all the reports and submit a summary to FEMA on a quarterly basis.
- ❖ **Close Out** Once all projects are completed, the applicant will certify either by a Project Listing form that accompanied the initial **PW** package or via letter format, that all projects have been completed. The information should include the date the project was completed, costs incurred, and appropriate comments as needed. The form or letter should be dated, signed, and returned to HSEM for processing and to obtain State share reimbursement.
- ❖ **References**
 - NH HSEM Public Assistance Program Administrative Plan
 - Public Assistance Policy Digest FEMA 321
 - Public Assistance Guide FEMA 322
 - Public Assistance Applicant Handbook FEMA 323