

REGISTRATION PACKAGE

FEMA DR-4021, NEW JERSEY

INCIDENT PERIOD: TBD

The attached form, Request for Public Assistance (RPA), must be completed to apply for Public Assistance Grants for the Hurricane Irene Event. If you do not complete the FEMA RPA at this meeting, you must submit the RPA to the State by September 2011. The RPA can be emailed to the PA Unit at lpppau@gw.njsp.org.

A form to decline participation in the Public Assistance Program for FEMA-4021-DR-NJ is also included. This will in no way prevent your participation in any future disaster reimbursement program.

The State Treasurer wants to reimburse applicants via direct deposit, so we are asking you to provide some additional information in order to comply with Treasury's request. Complete the Designation of Applicant's Agent form containing the CFO's name and your vendor ID and fax it to the same number.

Also make sure you pick up the CD which has all the necessary forms that you may need including but no limited to the following on it:

1. Disaster Cost Documentation Package, (white cover booklet)
2. FEMA Cost Codes
3. Applicants Briefing.
4. W-9 State form

Your FEMA Public Assistance Coordinator will use this information on the RPA to contact you to schedule a "Kickoff Meeting".

Computerized versions (Excel spreadsheets) of the Force Account worksheets are available on the NJSP website at <http://www.njsp.org> by clicking on the Office of Emergency Management icon. Then, click on "Public Assistance Forms" in the section for Emergency Management Coordinators and Local Government Officials. Download the forms to your office computer and fill in the blanks. These sheets will complete the calculations for you, if you are using the Excel program.