

PUBLIC ASSISTANCE (PA) ADMINISTRATIVE RULES, REQUIREMENTS AND INSTRUCTIONS.

A. GENERAL INFORMATION

1. Public Assistance Staff members are available to advise and guide Applicant Agents in the preparation of required requests, reports and correspondence. **FEMA/STATE FUNDING IS A REIMBURSEMENT PROGRAM.**

The appointed Official Applicant Agent is fully responsible for the Administration and record keeping of the FEMA/State Disaster Grant. Proper management of the grant on the part of the Applicant Agent will assure full entitlement of all approved payments under the provision of the Stafford Act. **GRANT DOCUMENTATION MUST BE MAINTAINED FOR THREE (3) YEARS AFTER RECEIPT OF FINAL CLAIM APPROVAL LETTER AND PAYMENT.**

2. All correspondence, including **reports, time extensions and appeals**, should be **mailed** or **faxed** to:

LTC JEROME HATFIELD
ALTERNATE GOVERNOR'S AUTHORIZED REPRESENTATIVE
NEW JERSEY OFFICE OF EMERGENCY MANAGEMENT
P.O. BOX 7068
WEST TRENTON, N.J. 08628-0068
ATTENTION: SFC Jeffrey Mottley
TELEPHONE: 609-882-2000, EXT. 2700 OR 2500

FAX NUMBER: 609-882-1694

B. PROJECT COMPLETION DEADLINES

1. If work will not be completed by the deadline date, a time extension must be requested or you may lose your grant for the Project Worksheet (P.W).
2. Emergency Work - Categories A and B:
6 months from Official Declaration date

C. TIME EXTENSION PROCEDURES

1. Applicant may request in writing a P.W Project Time Extension which must reach our office 30 days prior to the deadline date.

For assistance contact the State Public Assistance Office prior to submitting your typed written request.

- (a). Prepare a written request on Official Letterhead addressing only one Project Worksheet (P.W). FEMA will not except multiple Project Worksheets (P.W's) Time Extension Requests on one letter. (Example: if you have two (2) Project Worksheets (P.W's) requiring a time extension you must submit two (2) letters.).
- (b). You must provide the Applicant name and FEMA's Project Application Number in your letter.
- (c). P.W Number (Remember only one (1) P.W per letter.)
- (d). Date project was started or projected start date with explanation as to why project has not been started.
- (e). Explanation as to why project has been delayed and cannot be completed on time.
- (f). Extension Time request, Project Starting Date and projected completion date.

D. FOR GRANTS WITH ONE OR MORE LARGE PROJECT P.W'S (P.W'S \$63,200.00 or higher):

1. **Be sure to make spare copies of the P.4 Report which you received with your initial payment and P.W package to cover preparation errors.**
2. When all of the P.W Projects, Small and Large, have been completed, submit your P.4 Project Report along with the required supporting documentation for each Large Project P.W. See P.4 Instruction Guide and Sample.
3. Be sure that the "AMOUNT CLAIMED" column reflects actual "COSTS" for the project.

1. The State Public Assistance Office will review the P.4 Report, all cost documentation and schedule the Final Inspection on all Large Project P.W's and

selected Small Projects P.W's. (If required)

1. After review or acceptance of the Final Inspection report and cost documentation as well as FEMA's approval of the Final Claim, the State Public Assistance Office will present a Final Claim approval letter along with:
 - (a). A check for the balance of any Federal Funds due.
 - (b). A check for the State Cost Share of the approved PA costs. (If applicable)
6. When the Public Assistance Office receives the signed required "Acknowledgment of Receipt" form from the Applicant Authorized Representative for the Final payments checks, the Grant file will be closed. You must maintain file for three (3) years after receipt of the Final Claimed Approval Letter and Checks(s).

E. APPEALS

1. **WE RECOMMEND YOU CONTACT OUR OFFICE FOR SPECIFIC GUIDANCE PRIOR TO SUBMITTING A WRITTEN APPEAL!**
2. Within 60 days of the date of the Project Application Approval Letter, an applicant may appeal FEMA's actions on the P.W's as reflected in the P.3 Report. It must be done, in writing, through the **Alternate Governor's Authorized Representative (Alt. GAR)**. The appeal shall include any new additional information(bills, invoices, time sheets, etc.), which would substantiate the appeal.
3. **Within 60 days** of the date of the Project Application Final Claim Approval Letter, an applicant may appeal the Final Claim awards. It must be done, in writing, through the Governor's Authorized Representative.
4. All appeals must include all new documentation or additional information such as bills, invoices, time sheets, etc., which would support and verify the appeal.

F. LARGE PROJECT P.W INTERIM PAYMENT(P.W \$63,200.00 or higher)

1. **Public Assistance Funding is a REIMBURSEMENT PROGRAM NOT CASH ADVANCE PROGRAM. Federal Funds are only paid on Large Project Worksheets (P.W's) as the applicant has expended local funds and completed a percentage of that project.**

2. The payment for Federal Funds sent in conjunction with the Project Application Approval Letter **includes funds for Large Project Worksheets (P.W's) only when:**

- (a). The **Project Worksheets Report (P.W)** was **100% completed** at the time the Project Worksheet (P.W) was written. Then the full Federal 75% Cost Share is given.
 - (b). The **Project Worksheet Report (P.W)** had an **estimated percentage of the project completed** as determined by the Federal Inspection **at the time the P.W was written**. Then a percentage of the Federal 75% Cost Share will be given for that Project Worksheet (P.W), calculated at a percentage rate slightly less than the estimated percent completed figure.
3. Applicants with Large Project Worksheets (P.W's) may receive one Interim Payment between the Advance and Final Claim Payments. This action will be considered based upon a written request by the Applicants Agent. Approval of such payments will depend upon the following factors:
- (a). Applicants must have complied with administrative rules, **ESPECIALLY THE SUBMISSION OF MONTHLY REPORTS.**
 - (b). Applicants must substantiate the need to receive an interim payment prior to Final Claim settlement.
 - (c). Applicants must submit NJOEM-PA form 76-49 and appropriate documentation in duplicate on the Large Project they are seeking funds for.

G. ASSISTANCE AND INFORMATION

Please contact the State Public Assistance Officer or Grant Manager, at (609) 882-2000, Ext. 2700.