

FREQUENTLY ASKED QUESTIONS  
FEMA PUBLIC ASSISTANCE PROGRAM 4022-DR-VT

Who can apply to the FEMA Public Assistance Grant Program?

State, local, tribal governments and certain Private Non-Profit organizations

How does a potential applicant apply to the FEMA Public Assistance Grant Program?

Complete and submit a Request for Public Assistance (RPA) form to VTrans by no later than October 17, 2011

Where do I fax or send the Request for Public Assistance (RPA) form to apply?

Fax to Alec Portalupi or Gary Schelley at (802) 828-2848, or mail to VT. AGENCY OF TRANSPORTATION, OPERATIONS DIVISION, ONE NATIONAL LIFE DRIVE, MONTPELIER, VT 05633-5001

Who can I call if I have questions about the FEMA Public Assistance Grant Program?

Alec Portalupi at (802) 828-3889 or Gary Schelley at (802) 828-0425

Can private individuals or businesses apply to the FEMA Public Assistance Grant Program?

Private individuals and businesses **are not eligible** to apply to the FEMA Public Assistance Grant Program

Do applicants to the FEMA Public Assistance Grant Program need to have a DUNS Number?

Yes, applicants need to supply a DUNS Number to FEMA to be able to receive FEMA funding

What is a DUNS Number?

Dun & Bradstreet (D&B) keeps track of more than 70 businesses world- wide through its Data Universal Numbering System (DUNS). The federal government has adopted a policy that requires all organizations to provide a DUNS number as part of their grant applications.

What is the easiest way to get a DUNS number?

Call Dun & Bradstreet's toll-free number for federal grant applicants: **1-866-705-5711**. When you call, tell the operator that you are applying to a federal grant program and need to register for a DUNS number. The process will take about 10 minutes.

Does the applicant need to contact FEMA after they submit a Request for Public Assistance (RPA)?

No, FEMA will contact each applicant that submits an RPA and will schedule a meeting with the applicant to view and document the damage.

When can I expect to be contacted by FEMA?

You can expect to be contacted by FEMA within one (1) week after submitting your Request for Public Assistance (RPA). If you have not heard from FEMA within two (2) weeks, contact Alec Portalupi at (802) 828-3889 or Gary Schelley at (802) 828-0425.

What should I do to prepare for meeting with FEMA?

- Compile a list of all your damages.
- Identify circumstances or damage sites that may require special review.
- Request clarification on anything you do not understand and bring forward any issues that may concern you.

How will FEMA document all the damage sites/projects that an applicant has?

A Project Worksheet is the form used to document the scope of work and cost estimate for a project. **A FEMA Project Officer will write the Project Worksheets.** This form supplies FEMA with the information necessary to approve the scope of work and itemized cost estimate prior to funding. Each project must be documented on a separate Project Worksheet. The approved Project Worksheet will then be the basis for funding under the FEMA Public Assistance Program.

What documentation do I need to supply to FEMA for damage repairs that are already completed?

Labor and equipment records for the applicant's own personnel and equipment used to repair the damage. Also copies of paid invoices for contract work, rental equipment and materials required to repair the damage.

Can the applicant use their own forms to provide documentation of the damage repairs that are already completed?

Applicants may use their own forms to document their completed work, or may request forms from FEMA for that purpose.

What records do I need to keep and for how long?

Everything that pertains to a damage site/project should be filed with the corresponding Project Worksheet. You should retain these records for three (3) years from the date the State closes your subgrant.

What is Section 406 Hazard Mitigation?

Cost effective measures applied through the FEMA Public Assistance Program to the damaged facility that reduce or eliminate the potential for damages from a future event.

How can an applicant identify hazard mitigation opportunities on their projects?

Hazard Mitigation Measures are identified by preparing a written description and cost of what it will take to repair the damage in such a way as to prevent this damage from happening again. FEMA, the State, or the applicant may identify and propose a hazard mitigation measure on any project. The Hazard Mitigation Proposal is submitted with the Project Worksheet and describes in detail the additional work and cost associated with completing the mitigation measure.

Is Hazard Mitigation funding available for undamaged facilities?

Hazard Mitigation, Section 404, is a State managed funding provided for in the Stafford Act. Section 404 mitigation measures do not have to be structural in nature and does not fall under the FEMA Public Assistance Program. Applicants who have questions regarding the Section 404

Hazard Mitigation Program should contact Ray Doherty, State Hazard Mitigation Officer, at (802) 241-5258.

A major disaster has just occurred. Why does the applicant and FEMA still have to get involved in environmental and historic issues?

FEMA's Public Assistance Program is a Federal grant program. As a result, the repairs that FEMA provides funding for are required by law to demonstrate compliance with applicable Federal laws and regulations. Some of these laws and regulations have exemptions, waivers or expedited consultations for certain types of work. FEMA will apply these to projects where appropriate. FEMA and the State have also established procedures to expedite compliance on those project that do not fall under the previously mentioned exceptions. In addition, there are trained FEMA and State specialists on staff to address these issues in an expeditious manner.

When do I need to get the work on my FEMA Project done?

- Debris removal projects – **6 months**
- Emergency protective measures – **6 months**
- Permanent repair work – **18 months**

Time extensions may be granted for extenuating circumstances. An additional 6 months may be granted by the State for debris removal and emergency protective measures. An additional 30 months may be granted by the State for permanent restoration work.

Where does the funding for the damage repairs come from?

- Federal Share – 75%
- State Share –
  - Municipalities: 12.5% - 15%
  - Other Municipal entities (schools, fire districts, municipal utilities) are responsible for the first \$10,000 of the non-federal share. State funds from the Emergency Relief and Assistance Fund will cover the balance of the non-federal share.
- Local Share – Balance (either 12.5% or 10% for municipalities or first \$10,000 for other municipal entities)