FEMA Public Assistance Program (PA)

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Vermont Emergency Management (VEM) division of the Department of Public Safety, administers FEMA's Public Assistance program (PA) as the "Recipient" for the State of Vermont. Eligible "Applicants" for the Program, like Vermont's local governments and certain types of private non-profits, are considered "Subrecipients" once they are awarded PA funding. VEM is the sole authority and main point of contact for Vermont's Public Assistance Program.

In partnership with VEM, VLCT has created this FEMA Public Assistance program (PA) page. Its purpose is to provide you with the most current guidance, tools, templates, forms, etc. from FEMA. If your municipality has sustained damage during a disaster event and will seek PA funding, please bookmark this page.

FEMA PA - How to Apply

FEMA PA - Applicant Briefings

FEMA Public Assistance (PA) FAQs

FEMA PA Compliant Contracts

FEMA PA - Quick Tips for Vermont Municipalities

Forms & Templates | Guidance Documents | Fact Sheets | Webinars

The following are links to **FEMA's** forms and templates for the Public Assistance program:

- Project Worksheet FEMA Form FF-104-FY-21-133 (May 2021)
- Damage Description and Scope of Work Continuation Sheet FEMA Form FF-104-FY-21-133-A (May 2021)
- Special Consideration Questions - FEMA Form FF-104-FY-21-134 (May 2021)

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- Applicant's Benefits Calculation Worksheet - FEMA Form FF-104-FY-21-135 (May 2021)
- PNP Facility Questionnaire - FEMA Form FF-104-FY-21-136 (May 2021)
- Force Account Labor Summary - FEMA Form FF-104-FY-21-137 (May 2021)
- Materials Summary Record - FEMA Form FF-104-FY-21-138 (May 2021)
- Rented Equipment Summary Record - FEMA Form FF-104-FY-21-139 (May 2021)
- Contract Work Summary Record - FEMA Form FF-104-FY-21-140 (May 2021)
- Force Account Equipment Summary Record - FEMA Form FF-104-FY-21-141 (May 2021)
- Cost Estimate Continuation Sheet FEMA Form FF-104-FY-21-142 (May 2021)
- Maps and Sketches Sheet - FEMA Form FF-104-FY-21-143 (May 2021)
- Photo Sheet FEMA Form FF-104-FY-21-144 (May 2021)

The following are links to **VEM's** forms and templates:

- Category Z Workbook - Includes 2021 FEMA cost codes (Excel file)
- Request for Scope Change
- Request for Improved Project
- Request for Alternate Project
- Project Worksheet Change Request
- Time Extension Request Letter (sample, Word doc.) See Tips for Success in the FAQs.
- Quarterly Large Project Progress Report
- Large Project Closeout Request
- FEMA Closeout Documentation Checklist (Word file)
- How to Sign the Damage Inventory in the Grant Portal (PDF)

The following are links to current policy and guidance documents for FEMA's Public Assistance program:

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- FEMA Public Assistance Program and Policy Guide (V5.0, applies to incidents declared **on or after January 6, 2025**)
- FEMA Public Assistance Program and Policy Guide (V4.0, applies to incidents declared on or after June 1, 2020 through January 5, 2025)
- **Contract Provisions Guide (June 2021)**
- Public Assistance Program Delivery Guide (Operational Draft) (September 2022 Version 1.1); Executive Summary Public Assistance Program Delivery Guide (Operational Draft) (August 2022)
- Public Assistance Guidance on Inundated and Submerged Roads (FEMA Policy FP 104-009-13) (April 8, 2021)
- **Public Assistance Simplified Procedures (FEMA Policy FP-104-23-001) (January 6, 2023)**
- Simplifying the Public Assistance Program Management Costs (FEMA memo, March 1, 2023)
- **Public Assistance Debris Monitoring Guide (March 2021)**
- FEMA Schedule of Equipment Rates (use 2021 only; use for July 2023 flood)
- **FEMA Schedule of Equipment Rates (use 2023 only; use for flood events beginning in August 2023 forward)**
- FEMA Glossary of Term
- FEMA 1206 Funding for Municipal Permitting (Public Assistance Grant)
- FEMA Public Assistance Policy on Insurance (a.k.a. Obtain-Maintain Policy) See VLCT news article.

The following are links to Fact Sheets for FEMA's Public Assistance program:

- Public Assistance Overview (March 2022)
- Purchasing Under a FEMA Award: Common Mistakes to Avoid by Non-State Entities
- Purchasing Under a FEMA Award: Exigency or Emergency Circumstances

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- Purchasing Under A FEMA Award: Informal Methods of Procurement by NonState Entities (for declarations made on/after November 12, 2020)
- Audit-Related Guidance for Entities Receiving FEMA Public Assistance Funds (March 2021)
- Purchasing Under a FEMA Award: Managing Fraud Risks (March 2021)
- Suspension & Debarment Frequently Asked Questions: Non-procurement Common Rule, 2 Code of Federal Regulations Part 180 (2 CFR 180)

FEMA has an official YouTube channel for Public Assistance: FEMA PA Grants Portal - Grants Manager Channel. It contains many videos that could be helpful as you navigate the PA process that lies ahead, especially FEMA's Grant Portal . Some videos are informational and some are instructional. Videos relating to different PA events (like COVID-19) all appear on the same page, so you will need to pay close attention to the titles and purposes of each. Below are a few that might be helpful in the early stages of the PA process:

- First Time Users - Org Creation and RPA Submission (March 2020)
- PA101 Complete Public Assistance Process Overview (August 24, 2021)
- Understanding PA - Category A: Debris Removal (April 26, 2022)
- Contract Requirement Overview (October 13, 2022)
- Public Assistance Simplified Procedures Policy (FEMA Policy FP-104-23-001 - for "small projects") (March 2023)
- Emergency Protective Measures and Donated Resources (July 7, 2020)
- Understanding PA: An Overview of Environmental and Historic Preservation (EHP) and Public Assistance Mitigation (May 20, 2022)
- Damage Descriptions and Dimensions (December 7, 2020)

Disclaimer: This resource was created by Municipal Operations Support (MOS) staff of non-legal professionals with expertise of the subject matter. It is only intended to provide information and does **NOT** constitute legal advice. Readers with legal

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questions are encouraged to contact an attorney. The use or downloading of this resource does **NOT** create an attorney-client relationship and will not be treated in a confidential manner. Non-legal questions about this resource can be directed to MOS staff at mos@vlct.org.

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