

FEMA Public Assistance

Program (PA)



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)
- [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:

- [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](#)
- [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)

