

APPLICANT RESPONSIBILITIES

This document is meant to bring to the attention of the Applicant some of the requirements to receive FEMA disaster reimbursement. This list is not all inclusive. Refer the State Applicant Briefing Handbook, FEMA 322 Public Assistance Guide, FEMA 321 Policy Digest, FEMA website, etc. for more information on FEMA Requirements

1. Applicants will attend the Applicant Briefing/Kickoff Meeting. If Applicant is unable to attend the Applicant Briefing, applicant will still be responsible for knowing the content of meeting. Also see IDHS Infrastructure/PA website www.in.gov/dhs .
2. Applicant must turn in a Request for Public Assistance (RPA) within 30 days of the Date of Disaster Declaration.
3. Applicant must sign and turn in to IDHS the APPLICANT RESPONSIBILITIES document within 30 days of the Date of Disaster Declaration.
4. Applicant will notify IDHS in writing of any changes to the Request for Public Assistance (RPA) information.
5. Applicant will be reimbursed for 75% of the approved project cost if the project is completed per scope of work listed on the approved Project Worksheet. Back up documentation must be provided.
6. Applicant will apply FEMA disaster reimbursement to the original account the project funding was borrowed/used from: example, the bridge fund.
7. Reimbursement will be applied to the General Fund only when a special appropriation was made to fund FEMA reimbursed disaster costs. Show audit trial.
8. Applicant will apply/receive the necessary environmental permits & historical reviews required by FEMA before beginning a project.
9. Applicant must follow State Bid-Contract Procedures.
10. Large Projects are funded on documented actual costs for the scope of work written on the Project Worksheet. Costs must be documented to State & FEMA's satisfaction for reimbursement.
11. Small Projects are estimated and are paid per estimate if the scope of work on the Project Worksheet has been completed. Work done on small projects must be documented.
12. Applicant will notify IDHS in writing for a request to ANY changes in the Scope

of Work prior to work being initiated.

13. Applicant will notify IDHS in writing for a request to change to an Improved Project prior to work being initiated.
14. Applicant will notify IDHS in writing for a request to change to an Alternate Project prior to work being initiated.
15. Applicant will not begin a Hazard Mitigation, Improved Projects & Alternate Projects until FEMA approves the application and the necessary environmental permits and historical reviews are completed.
16. Applicant has 60 days from receipt of notice of the action to request an appeal to the action FEMA has filed. The Appeal must be in writing and submitted to IDHS.
17. Applicant will request a Time Extension in writing if project cannot be completed in the designated time period. Time Extension must be filed with IDHS PA 30 days before designated time period runs out.
18. Applicant will submit Quarterly Project Status Reports.
19. Applicant will provide the necessary documentation for final payment and to close out their Project Worksheets (PW's).
20. If an overpayment is made to an applicant, it will be paid back by the date stated in the letter requesting payment.

The undersigned Authorized Applicant Agent has read the above designated FEMA/IDHS requirements for receiving Federal reimbursement for eligible Disaster Damage and will comply too the best of their ability. Failure to do so may result in partial/total loss of funding.

Entity Name (ie. Town of Hoosier)

Name of County

Authorized Agent

Date

Title

Phone #