



STATE OF CONNECTICUT
DEPARTMENT OF EMERGENCY SERVICES & PUBLIC PROTECTION
DIVISION OF EMERGENCY MANAGEMENT & HOMELAND SECURITY



December 23, 2022

RE: **Urgent Message:** FEMA Project Submission Time Extension Request for DR-4500-CT for Work Performed through July 1, 2022

Dear Applicant:

As we previously communicated, FEMA set a deadline of December 31, 2022 to submit Public Assistance reimbursement requests for work performed through July 1, 2022. The Division of Emergency Management & Homeland Security requested a statewide 90-day Grantee extension, however FEMA Region 1 (R1) has denied this time extension request. This means all projects must be submitted to FEMA for review no later than December 31, 2022. Please see Attachment 1 for an email from FEMA R1 regarding this decision.

As an expedited option to meet the deadline, FEMA R1 has agreed to hold each project in the “Pending PDMG Application Review” step in Grants Portal without submitting to the Consolidated Resource Center for project development. This allows Applicants, in coordination with their FEMA Program Delivery Manager (PDMG), to make edits to the project application after the deadline and prior to a formal RFI process. FEMA R1 acknowledges that Grants Portal requires only certain fields in the project application form thereby allowing Applicants to input placeholders to meet the system requirements.

In accordance with guidance from FEMA R1, Applicants are only required to submit minimal information at this time to meet the deadline. Your projects can be amended after 12/31/22 to provide the required documentation to advance your project. We anticipate FEMA will require that all Applicants be prepared to provide sufficient documentation on your projects within the next 60-90 days.

Here are the immediate steps we recommend taking to submit your draft/placeholder projects in FEMA Grants Portal at this time:

1. Section II – Scope of Work (see Image 1 below)

- Include a brief description of the activities requested for reimbursement. Additionally, include a statement similar to below:
 - *This project is being submitted per FEMA R1 guidance to meet the 12/31/22 deadline. This application is not yet complete may be amended as additional documentation is collected. This application may not reflect all costs being claimed for this initial submission.*
- Select the most accurate Activities, as currently known to you.
 - Note: selection of “Other Activities” and inputting TBD in the text box along with "No, Applicant is not claiming reimbursement for any of these

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supporting activities" will require the least amount of follow up questions in Grants Portal.

2. Section III – Cost and Work Status Information

- Answer the questions to the best of your ability with the information currently available to you at the time of submission
- Enter an estimate of total project cost
 - If current estimate of costs is close to the large project threshold, enter at least \$1,000,000.00 to ensure Large Project Schedules populate

3. Schedule C – Large Project In-Progress Costs or Schedule EZ – Small Project Costs

- Cost estimate basis – Extrapolation of Completed Costs
- Under Project Cost & Cost Eligibility, enter the project total estimate under Other Costs > Miscellaneous Costs > Completed Costs and enter “TBD” in the text box for high-level information (see Image 2 below)

4. Location Survey

- Where possible select “Jurisdiction wide”. If a location is necessary and unknown at the time of entry, put your entity’s central/administrative office.

5. Large Project Work Survey

- These questions vary based on the activity selections in Section II. Answer each question to the best of your ability at this time. If needed, input estimated dates and “TBD” in required text fields. You may select answers that require the least amount of information and adjust the project application later.

6. Environmental and Historic Preservation Survey

- Answer each question to the best of your ability at this time. If a location is necessary and unknown at the time of entry, put your entity’s administrative office. If needed, put estimated dates and “TBD” in required text fields.

7. Required documentation

- We recommend waiting to submit cost documentation until the project is mostly substantiated. In the initial project application submission, you may submit a copy of this letter for the required documentation or another placeholder document, email, or file.

My office is here to assist you in this process. Please contact us via email at demhs.pa@ct.gov with any questions or need for support. Additionally, let us know if your entity has extenuating circumstances that make it impossible to submit projects with the minimal information discussed in this letter by 12/31/22.

For immediate assistance in submitting your project application, we recommend that you contact Tetra Tech at TDR.Connecticut@tetrattech.com.

Respectfully,

Dana Conover,
Public Assistance Coordinator
Connecticut DESPP/DEMHS
(860) 883-3904

Attachment 1, Image 1, Image 2

Attachment 1
Email from FEMA R1

From: [Grimley, Robert](#)
To: [Bergerson, Brenda \(OGA\)](#); [Turner, William H](#); [Bobula, Kendall](#); [Conover, Dana](#); [Fonseca, Sharlay](#); [Werner, Matt](#); [Rowan, Tricia](#)
Cc: [Boulanger, Tiffany](#); [Atkinson, Abigail](#); [Evans, Thomas](#)
Subject: RE: Grantee request for extension to submit PW for work completer before 1 Jul 2022 under DR-4500-CT
Date: Thursday, December 22, 2022 3:12:49 PM
Attachments: [image001.png](#)

CAUTION: This email originated from an external sender. Verify the source before opening links or attachments.

Good afternoon Brenda, thank you for the meeting and discussion on Tuesday.

As discussed on the call, while my determination letter was technically a denial to extend the deadline to submit projects for work prior to July 1, 2022 under DR 4500, I offered that my intention is to move projects forward and find ways we can work together to ensure applicants are able to receive FEMA funding for eligible work. We both agreed that we would work together to make progress before the deadline, and if we still have applicants who have not submitted their projects to FEMA that I would reconsider my determination for those applicants. I have also offered FEMA's assistance to support both you and the applicants and that offer still stands.

Dana, please share this communication with applicants as they should not have anxiety as a result of my denial determination. My message is that I am committed to make every effort and explore every option possible to ensure applicants receive funding for eligible work.

Finally, from the discussion and most recent information I have available, I believe most projects would be able to be submitted to FEMA in Grants Manager on time or shortly afterwards; and at the same time if this occurs I can ensure that FEMA will not make any financial obligations for projects until you (the Recipient) approves the project in your queue in Grants Manager. This will mitigate against your concerns about de-obligations and will help move projects forward.

Thank you again. Happy Holidays to all.

Sincerely,
Bob

Robert Grimley
Director | Recovery Division | Region I
Mobile: (617) 276-5050
robert.grimley@fema.dhs.gov

Federal Emergency Management Agency
[fema.gov](https://www.fema.gov)



FEMA

Image 1

Section II – Scope of Work

Please describe or provide the public health order, guidance, or other analysis the Applicant relied on to determine that the activity would either (a) reduce the threat of COVID-19 transmission or (b) reduce the health and safety impacts of positive case(s) of COVID-19.

EOC Operations for the State of Connecticut

Submitting per R1 guidance to meet 12/31 deadline. Not all answers are complete and accurate and may be amended as additional documentation is collected. This application may not reflect all costs being claimed.

Description of the the public health order, guidance, or other analysis the Applicant relied on to determine that the activity would either (a) reduce the threat of COVID-19 transmission or (b) reduce the health and safety impacts of positive case(s) of COVID-19

TBD

Activities the Applicant conducted or will conduct

Incident management activities

- Emergency operations center activities

Method(s) of work the Applicant used or will use to complete the activities reported above.

- No, Applicant is not claiming reimbursement for any of these supporting activities

Purchases that have been or will be made by the Applicant

- No, Applicant is not purchasing any of the above

Image 2

Schedule C – Large Project In-Progress Costs or Schedule EZ – Small Project Costs

Other Costs [\(More Info \)](#)

Including other eligible expenses not listed above.

Completed Costs		Future Costs		Total Costs
\$1,000,000.00	+	\$	=	\$1,000,000.00

- Please enter the completed other costs. If no other costs are complete, enter 0. To calculate the other costs, please use the cost incurred.
- Please also provide invoices or receipts. If claiming travel costs provide a travel policy.
- Please enter the estimated future other costs. To calculate the future cost, please use the procedures the Applicant would normally use to create a budget estimate.
- Other costs may include travel costs, utilities and other expenses directly tied to the performance of eligible work. Not all costs incurred as a result of the incident are eligible. See Public Assistance Program and Policy guide for detailed requirements on Ineligible Costs.

Which of the following types of other costs is the Applicant claiming for the activities being claimed on this project? *

- Travel Costs
- Meals and Incidentals Costs
- Miscellaneous Costs

Completed Costs	\$1,000,000.00
Future Costs	\$

Please provide high-level information which can substantiate costs: *

tbd