



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



MEMORANDUM

DR-4500 Applicants:

Per FEMA Policy # 104-22-0002, “By December 31, 2022, Applicants and Recipients must submit to FEMA all Project Applications for work performed through 11:59 p.m. on July 1, 2022.”

Stated more clearly – if you have eligible work that was completed prior to 1 July 2022 you must submit your request for reimbursement into the FEMA Grants Portal System by 31 December 2022. Eligible work will be obligated at 100% federal cost share; work performed on or after 1 July 2022 will be obligated at a 90% federal cost share and no deadline has been set as of this time for submission to FEMA.

The guidance can be found here:

[https://www.fema.gov/sites/default/files/documents/fema\\_COVID-19-public-assistance-programmatic-deadlines-policy.pdf](https://www.fema.gov/sites/default/files/documents/fema_COVID-19-public-assistance-programmatic-deadlines-policy.pdf).

If you anticipate being unable to submit your application into FEMA Grants Portal by the deadline above, please send me an extension request no later than 5pm on Friday 16 December 2022 to [DEMHS.PA@ct.gov](mailto:DEMHS.PA@ct.gov). If you do not submit your request to my office, your project will be at risk of being denied funding by FEMA for work completed by 1 July 2022.

Please provide the following information:

1. FEMA GP Project #
2. Brief description of your project – type of work performed, estimated funding amount
3. Brief explanation of the cause of your delay in submitting your project and estimated timeline to submit into FEMA GP. Please note that if FEMA approves an extension, it will be limited to 90 days maximum.
4. If you need any help in developing or submitting your project, our office can provide assistance to complete your project submission.

Thank you,  
Dana Conover  
State Public Assistance Coordinator