

APPLICANTS' BRIEFING SHEET

PUBLIC ASSISTANCE PROGRAM APPLICANTS' BRIEFING – April 2013 FEMA Disaster Declaration Number: DR-4106/EM-3361-CT February 2013 Winter Storm – Incident Period – February 8 – 11, 2013

PURPOSE OF BRIEFING

To provide a general overview of the PA program including application procedures, administrative requirements, funding, and program eligibility requirements.

The Applicant Briefing is followed by FEMA Kickoff Meetings with each eligible applicant/municipality. At Kickoff Meetings a FEMA Project Specialist works closely with municipal representatives, state agencies and private non-profits (PNP's) to identify the applicant's needs, program eligibility, and documentation requirements.

CRITICAL FIRST STEPS

Listed below are the initial actions that must be taken to participate in the PA Program.

1. Each town/agency must complete and submit to DESPP/DEMHS staff by the close of the Applicants' Briefing today the following forms:
 - a. "Request for Public Assistance" (FEMA Form 90-49)
 - b. "Receipt of List of Assurances" form
 - c. "DUNS/FEIN" form
 - d. "Private Non-Profit Organization Certification Form" (If Applicable)

Any employee or representative of the town or agency may fill out these forms.

2. If these forms are not submitted at today's briefing, they should be submitted within 10 days from the date of the Applicants' Briefing. The final deadline is April 20, 2013 – BUT DO NOT WAIT. ***Failure to submit the "Request for Public Assistance" form, the "Receipt of List of Assurances" form, the DUNS/FEIN form, and the PNP Certification Form to DESPP/DEMHS will render your town, agency, or PNP ineligible for the PA Program.***

E-MAIL or FAX the forms to DESPP/DEMHS at the following:

E-MAIL – demhs.pa@ct.gov FAX – 860-256-0821

DESPP/DEMHS Points of Contact

Dana Conover, Public Assistance Coordinator, 860-883-3904, dana.conover@ct.gov

Mark Scerra, Deputy Public Assistance Coordinator, 860-250-8285, mark.scerra@ct.gov

Judy Pahl, Deputy Public Assistance Coordinator, 860-256-0877, judy.pahl@ct.gov

Anthony Dembek, Deputy Public Assistance Coordinator, 860-920-3352, anthony.dembek@ct.gov

RESOURCES

An electronic version of the Public Assistance Project Worksheet forms can be found on the DESPP/DEMHS website at <http://www.ct.gov/demhs> Go to Featured Links in second column on right and click on Disaster Assistance Programs. Then click on Public Assistance (PA) Program. **Please note that the use of the data collection forms from the DEMHS website will expedite your work as they are electronic in Excel format and the fields automatically calculate.**