



JIM PILLEN, GOVERNOR

September 24, 2024

Dear Applicant,

Enclosed with this letter are the State Forms required before payment can be made on your projects. Here are some general instructions to assist you with filling out these forms:

Authorized Representative Form: This form contains contact information for the Chief Elected Official, the Authorized Representative and the applying entity's Treasurer/Accountant. We will use this information for all future correspondence, so it's important that the information provided be current and accurate. This form also contains some other information, namely the applicant's Federal Employer's Identification Number, which we need to have before we can begin the payment process. Your treasurer/accountant should be able to provide you with this number if you do not already have it. We also require that you provide your organizations UEI # (can be obtained from SAM.gov). We ask that the Authorized representative sign this form to verify that all of the included information is correct and up to date. **This is a separate form than the Request for Public Assistance, although it contains similar information.**

Risk Assessment Form: This form is a questionnaire that provides us with some information to determine how prepared the applicant is to administer the grant. This form will not be used to preclude any entity from becoming an applicant but instead will be used to determine if that entity will need additional help throughout the grant life cycle.

Sub-recipient Disaster Grant Agreement: Signing this form certifies that you understand and will comply with all relevant state and federal guidelines as spelled out in the form and its referents.

Memorandum for the Record: Federal guidelines dictate that Administrative Costs can be included with projects. Documentation of these costs is not required by either FEMA or the State but must be retained by the applicant in the event of a future audit. This form must be signed to certify that the applicant understands this information.

Project Inspection Memorandum: All projects will be inspected by NEMA and where work has not been completed or completed according to the scope of work, reimbursement of funds will be pursued. Where suspected fraudulent activity is suspected, the matter will be turned over to the Nebraska State Patrol for criminal investigation.

Memorandum Concerning Hazard Mitigation: There are two types of Hazard Mitigation funding available and it is important to understand the difference. Please read this memo carefully. If you are thinking of pursuing Hazard Mitigation funding, we are happy to provide additional information to help you decide which type of funding best fits your needs.

Local Disaster Declaration: Public Power Districts are covered under the State of Nebraska's declaration. Townships are covered under their respective counties. Utilities and private-non-profits are covered under the city or

county they represent. All other applicants, including Villages, Cities, and Counties, must provide a Local Disaster Declaration. This declaration must be printed on official letterhead and signed by the appropriate persons before being faxed to NEMA. Please follow the enclosed form letter when composing your Disaster Declaration.

All above mentioned forms can be located at <https://nema.nebraska.gov/recovery/public-assistance> and should be emailed to nema.publicassistance@nebraska.gov, faxed to 402-471-7433, or they can be mailed to:

Nebraska Emergency Management Agency
Public Assistance
2433 NW 24th ST
Lincoln, NE 68524-1801

Contact Information:

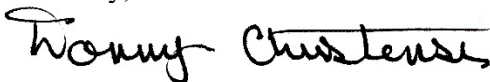
Donny Christensen: Recovery Section Administrator
Donny.Christensen@nebraska.gov

Chelsea Harris: State Hazard Mitigation Officer
Chelsea.Harris@nebraska.gov

Grace Fennelly: State Public Assistance Officer
402-471-1159
Grace.Fennelly@nebraska.gov

If you have any questions, please contact my office at (402) 471-7421, and select option 3 for Public Assistance.

Sincerely,



Donny Christensen
Recovery Section Administrator
Nebraska Emergency Management Agency