



Pete Ricketts, Governor

Good Life. Great Strength.

July 27, 2022

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 Letter:** This is a form letter that needs to be recreated on letterhead and signed by someone in charge such as a county commissioner, mayor, highway supervisor, CEO, etc. The Authorized Representative will serve as the point of contact as well as the person who will be responsible for filling out and turning in all required paperwork.

**Applicant Information Form:** This form contains contact information for both 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 DUNS #, which can be requested at <http://fedgov.dnb.com/webform>. The Federal government requires that all applicants for Federal grants, with the exception of individuals other than sole proprietors have a DUNS number. 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.

Daryl Bohac, Director

**Nebraska Emergency Management Agency**

2433 NW. 24<sup>th</sup> Street  
Lincoln, Nebraska 68524

**OFFICE** 402-471-7421 **FAX** 402-471-7433

[nema.nebraska.gov](http://nema.nebraska.gov)

**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](mailto:nema.publicassistance@nebraska.gov), faxed to 402-471-7433, or they can be mailed to:

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

Contact Information:

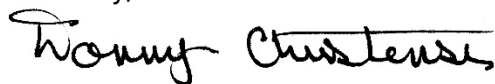
Donny Christensen: Recovery Section Administrator  
[Donny.Christensen@nebraska.gov](mailto:Donny.Christensen@nebraska.gov)

Chelsea Harris: State Hazard Mitigation Officer  
[Chelsea.Harris@nebraska.gov](mailto:Chelsea.Harris@nebraska.gov)

Patrick Conway: State Public Assistance Officer  
402-471-7222  
[Patrick.Conway@nebraska.gov](mailto:Patrick.Conway@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

