

FEMA Public Assistance Tips Shared by VLCT

While we are likely weeks away from seeing FEMA officials on the ground to conduct public assistance visits, it's never too early to be prepared. A few important reminders:

- Document everything – this includes taking A LOT of pictures and getting GPS coordinates! Organize your documentation by road (or road sections), bridge, etc.
- Track all expenses for this event in your general ledger – this includes staff time and **equipment use**.
- Keep detailed timesheets that show which hours were charged to this event, how (which road or road sections, bridges, administration etc.), and what pieces of equipment were used during these hours. Keep digital copies of these time sheets with your documentation.
- Learn more about what FEMA will be looking for in the **Applicant's Guide for Submitting Public Assistance Documents** and download the **FEMA Public Assistance Checklist**.
- Beware of having contractors conduct more than \$250,000 of contract work without a proper procurement processes. (See **How to Avoid the Top 10 Procurement Under Grant Mistakes and FEMA Grant Contracting FAQs**.)
- Make sure your municipality has a Unique Entity Identification (UEI, formerly known as DUNS number) and an active registration with **SAM.gov** now – don't wait.

Towns may use **FEMA's Public Assistance Project Templates** to help track work. You may wish to study up on what **Public Assistance** is and how it will help your community recover costs. Lastly, municipalities are encouraged to hire contractors, using well-constructed contracts that include appropriate risk management and insurance requirements, such as **those found here**