



Public Assistance COVID-19 Payments Process Changes

These processes are in effect for projects/versions obligated on or after April 15, 2022.

Small Projects (projects less than \$131,100) - If written complete/fully documented, payment will be processed at time of obligation. If Incomplete, payments will be processed upon receiving a Project Status Report (PSR) reporting that the project has been completed.

- Complete: paid on approval letter, project report, appeals page
- Incomplete: Incomplete small letter, project report, PSR, appeals page

Large Complete – If written complete/fully documented, applicant will receive a Request for Reimbursement (RFR) with their approval letter. This form is to be filled out and returned in order for us to process the payment. Applicants will have the option to withhold funds from their reimbursement in the event of discrepancies are discovered during the Final Inspection.

- Approval letter with project report, Request for Reimbursement form, and appeals page.
- Process: Approval letter w/ attachments is sent, Request for Reimbursement (RFR) is signed and returned by applicant, payment memo is built and sent to finance with RFR added after invoice

Large Incomplete (standard, in progress) – If written incomplete/in progress, applicant will receive a Project Status Report (PSR) with their approval letter and quarterly thereafter until the project is reported complete. Applicant may request progress payments with PSR up to 50% of the obligated Federal Share. Final payment and reconciliations will occur after the Final Inspection is complete.

- Incomplete large letter, project report, PSR, appeals page
- Process: Remains the same. Reimbursements prior to Final Inspection are capped at 50% of total eligible costs

Expedited Projects – Expedited projects are based on estimates and are initially obligated at 50% of the estimated total project cost. Because of the nature of the review for these projects to allow expedient funding, only 50% of the estimated project costs are obligated by FEMA, and this full 50% is paid out upon obligation regardless of the level of completion. Because of these factors, only this initial 50% can be paid out before a Final Inspection is complete.

- Expedited approval letter with project report, Project Status Report, and appeals page
- Process: Remains the same. Reimbursements prior to Final Inspection are capped at 50% of total eligible costs. No payments beyond the 50% will be made before the Final Inspection is complete.

Versions – Versions can be paid if the original version was written as complete/fully documented. Incomplete projects that are versioned to include additional costs can be reimbursed up to 50% of the total eligible costs. Projects that are incomplete but versioned to be “complete” are subject to 50% eligible cost reimbursement cap. Expedited projects that are versioned to be “complete” are subject to the 50% eligible cost reimbursement cap.

- Complete: version w/ pay, project report, RFR (large projects), appeals page
- Incomplete: version w/o pay, project report, appeals page
- Expedited: version w/o pay, project report, appeals page