



State of Vermont
Agency of Administration
Office of the Secretary
Pavilion Office Building
109 State Street, 5th Floor
Montpelier, VT 05609-0201
www.aoa.vermont.gov

[phone] 802-828-3322
[fax] 802-828-3320

TO: All FEMA-Eligible Organizations
FROM: Douglas R. Farnham, Administration Deputy Secretary
DATE: March 11, 2022
RE: Sept. 30 STATE DEADLINE for completion of FEMA applications for COVID-19

As Vermonters, we are all aware of the significant financial hardship COVID-19 has caused in our state. The FEMA Public Assistance (FEMA-PA) federal grant program continues to be an important source of funding for many COVID-related expenses. The FEMA-PA program has set a deadline of December 31, 2022, by which applicants must submit all eligible expenses to FEMA for review. Submissions to FEMA are final, and the quality of the submission materials are of utmost importance to expedite reimbursement and avoid additional FEMA scrutiny.

To prepare for this December 31st FEMA deadline, **we require all FEMA-eligible organizations in Vermont to prepare their FEMA-PA grant applications for State review by no later than SEPTEMBER 30, 2022**. This requires that you fill out all application materials in FEMA's online Grants Portal, as well as upload all supporting documentation, prior to September 30, 2022. However, **please do not click "Submit to FEMA."** When you have filled out the application and uploaded all materials, please alert your VEM Public Assistance Recovery Team point of contact who will review your materials and provide instructions on final submission to FEMA.

We appreciate that the FEMA application process takes time and effort, and that everybody is stretched thin at this time. Members of the VEM Public Assistance Team stand ready to support you with your FEMA applications as needed and to facilitate this process to ensure swift reimbursement of COVID expenses.

