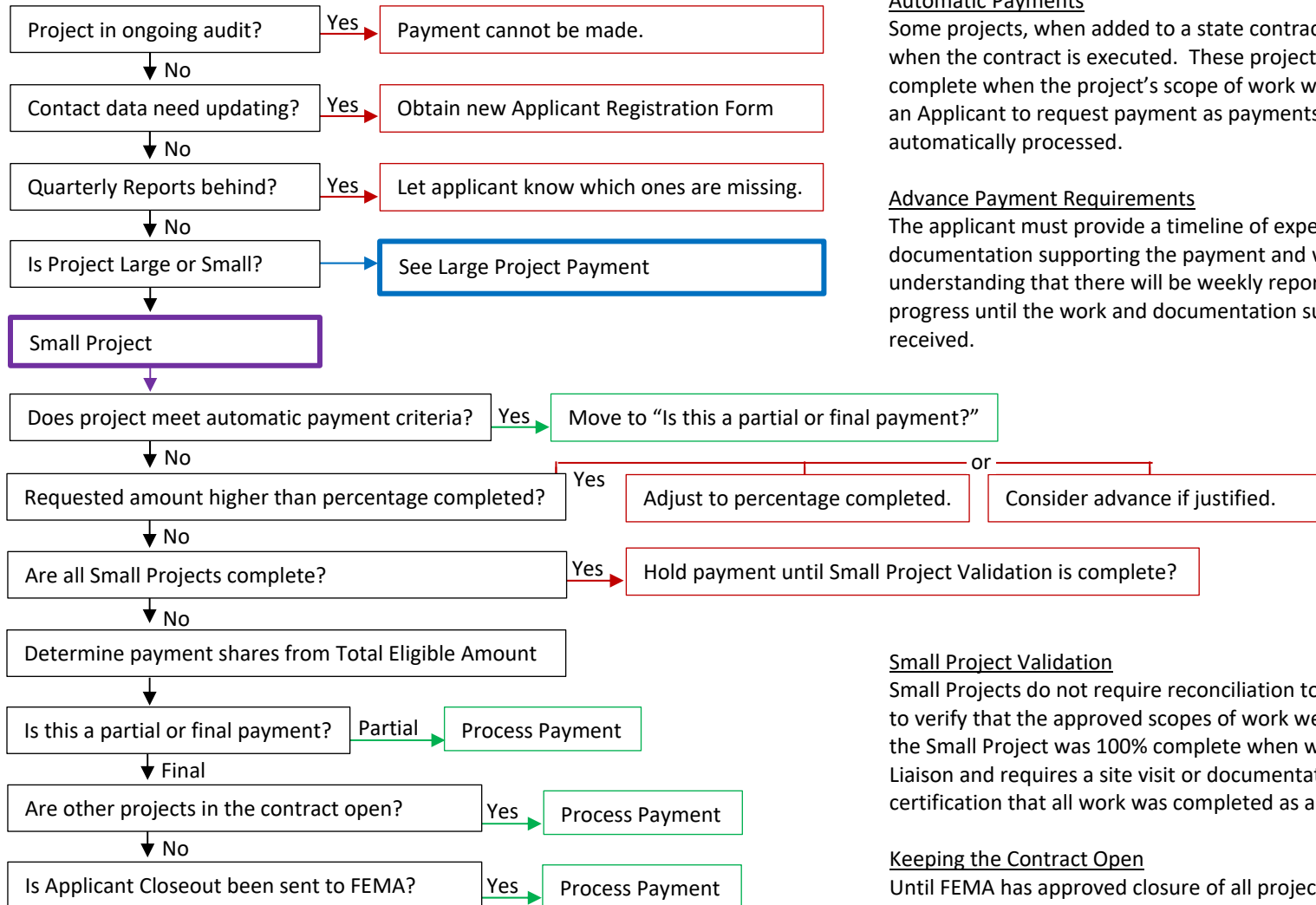


## Public Assistance Payment Process



### Automatic Payments

Some projects, when added to a state contract, provide an automatic payment when the contract is executed. These projects are those that were 100% complete when the project's scope of work was developed. There is no need for an Applicant to request payment as payments for projects fitting this criteria are automatically processed.

### Advance Payment Requirements

The applicant must provide a timeline of expected completion of the work, when documentation supporting the payment and work can be provided, and an understanding that there will be weekly reporting requirements on the timeline progress until the work and documentation supporting the payment has been received.

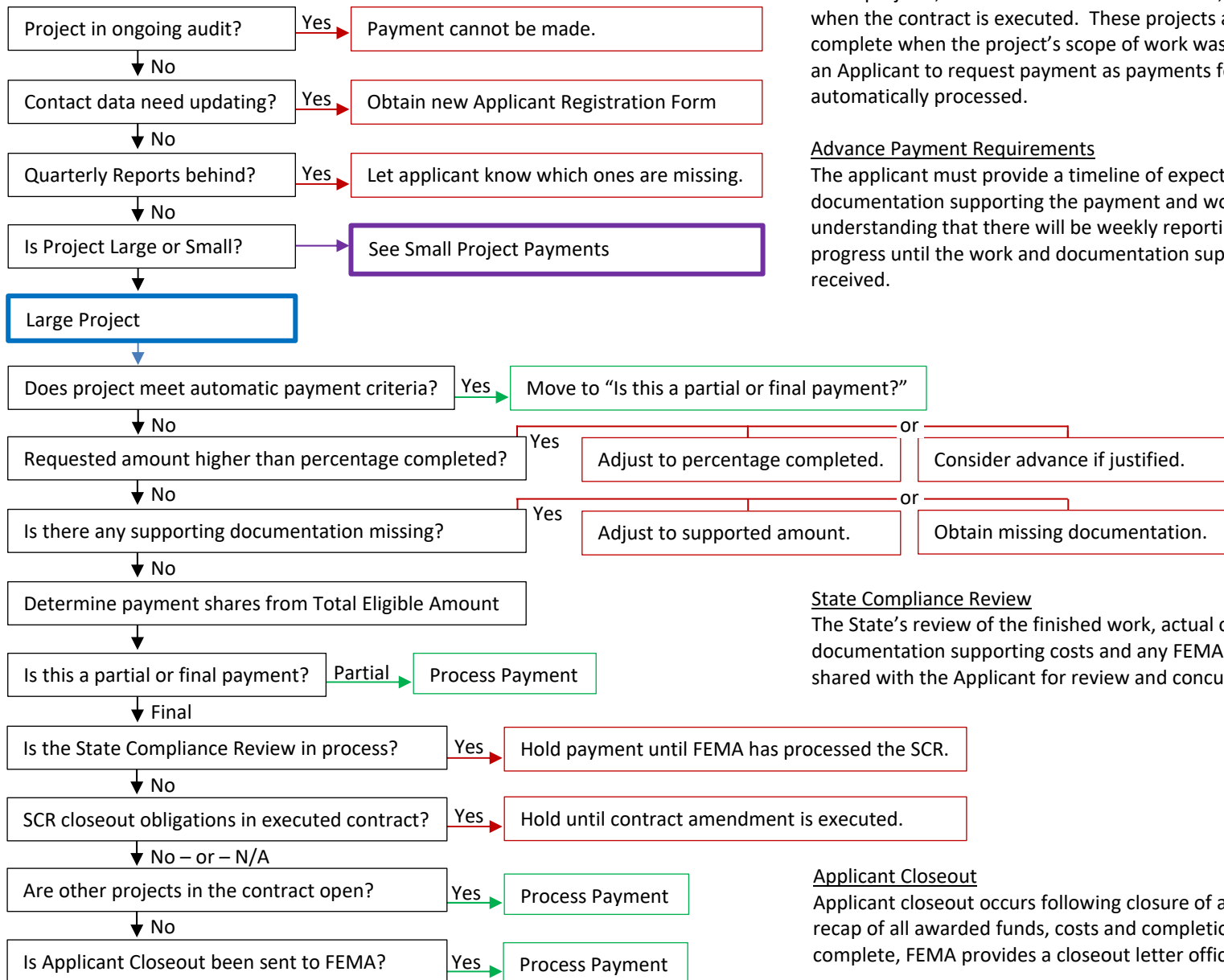
### Small Project Validation

Small Projects do not require reconciliation to actual costs. All that is required is to verify that the approved scopes of work were completed as approved. Unless the Small Project was 100% complete when written, this is coordinated with a PA Liaison and requires a site visit or documentation review, and signature certification that all work was completed as approved.

### Keeping the Contract Open

Until FEMA has approved closure of all projects and the applicant, the state contract must remain open. If the funding attached to the contract is fully paid, the contract is automatically closed. This is the reason we keep a small balance until we officially submit an applicant to FEMA for closure.

## Public Assistance Payment Process



### Automatic Payments

Some projects, when added to a state contract, provide an automatic payment when the contract is executed. These projects are those that were 100% complete when the project's scope of work was developed. There is no need for an Applicant to request payment as payments for projects fitting this criteria are automatically processed.

### Advance Payment Requirements

The applicant must provide a timeline of expected completion of the work, when documentation supporting the payment and work can be provided, and an understanding that there will be weekly reporting requirements on the timeline progress until the work and documentation supporting the payment has been received.

### State Compliance Review

The State's review of the finished work, actual costs, and required documentation supporting costs and any FEMA conditions. When complete, it is shared with the Applicant for review and concurrence.

### Applicant Closeout

Applicant closeout occurs following closure of all awarded projects. It provides a recap of all awarded funds, costs and completion dates for every award. When complete, FEMA provides a closeout letter officially closing the Applicants grant.

### Keeping the Contract Open

Until FEMA has approved closure of all projects and the applicant, the state contract must remain open. If the funding attached to the contract is fully paid, the contract is automatically closed. This is the reason we keep a small balance until we officially submit an applicant to FEMA for closure.