



Vermont Emergency Management
Vermont Department of Public Safety
45 State Drive
Waterbury, VT 05671-1300

Toll free: 800-347-0488
Phone: 802-244-8721
Fax 802-241-5556
<http://vem.vermont.gov>

My community was recently damaged by flooding and storms. How do I secure funding through PA?

As Vermont communities face repeated natural disasters, Vermont Emergency Management (VEM) is here to help. In the days following the storms, observe the following steps to set your community up for successful reimbursement from **FEMA Public Assistance (PA)**.



Document all damages. Immediately photograph, measure (in linear feet/cubic yards), and record all damages your organization or community experienced, including costs related to responding to the event (labor, equipment, materials, volunteer hours). The more documentation you capture, the easier it will be to present a detailed narrative to FEMA and secure reimbursement. VEM recommends:

Photographing damaged sites from multiple angles;	<input checked="" type="checkbox"/>
Saving records of invoices, purchase orders, and other procurement documentation;	<input checked="" type="checkbox"/>
Creating a detailed spreadsheet or list of items that were lost or rendered unusable;	<input checked="" type="checkbox"/>
Keeping a list of specific addresses and buildings that were damaged, including what type of damage each site incurred.	<input checked="" type="checkbox"/>



Conduct Emergency Protective Measures. Do not wait for FEMA funding to conduct necessary measures to protect your community. FEMA PA does not provide funds upfront. If the repair or measure is **cost-reasonable and necessary** to save lives and protect the community, you may procure contractors if needed, carry out the repair, and document the expense immediately. If your community needs to secure funding to cover the emergency expenses, certain loan expenses are reimbursable¹ as part of the PA process.



Procure admin help if needed. Under the PA program, up to 5% of your total obligated damages (e.g. the costs reimbursed by FEMA) are available to you to pay for the administration of the grant application. **This includes hiring outside vendors and consultants.**²



Attend the State's Applicant briefing. Vermont Emergency Management (VEM) will hold a briefing for all Applicants interested in securing reimbursement through PA. This briefing will contain information around key deadlines to keep in mind for your recovery process. Reach out to VEM for more information on upcoming Applicant briefings at ADM.2024FLOODS@vermont.gov.

¹ Please direct questions to ADM.2024FLOODS@vermont.gov for more details.

² See FEMA's Management Costs [Standard Operating Procedure](#) for more information.