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## After FEMA obligates a Public Assistance (PA) project, what do I need to do to receive my funding?

When FEMA obligates the first of an applicant's projects, the Department of Public Safety (DPS) Financial Office is notified to issue a **subgrant agreement** to the applicant. The subgrant agreement, with instructions, will be emailed to the applicant within a month of obligation (this timeline may vary depending on several factors). Prior to receiving funds from DPS, each aspect of the subgrant agreement must be completed.

**Please use the following checklist to ensure you complete all required steps which are required before a Subgrant agreement can be issued:**

- ✓ Complete the Vermont DPS [Risk Assessment Survey](#)
- ✓ Have a written Purchasing Procedure
- ✓ Have a written Conflict of Interest Policy
- ✓ Register on [SAM.gov](#)
- ✓ Confirm your organization is not debarred from receiving Federal Funds on SAM.gov
- ✓ Submit a valid SAM.gov/Unique Entity Identifier #
- ✓ Submit/Have submitted a [Subrecipient Annual Report](#) to VT Dept. of Finance & Management
- ✓ Confirm your organization is not on the DPS Restricted Parties List
- ✓ Confirm your organization is eligible according to applicable [State of Vermont Bulletins on Award Eligibility](#)
- ✓ Confirm your organization is not on the State of Vermont [Buildings and General Services Debarment List](#)
- ✓ Have a Certificate of Insurance listing Public Safety as a party of interest/certificate holder

## I have completed all the forms and sent the Subgrant agreement back to DPS. What are my next steps to request funding?

Return the signed forms to DPS for execution by the Commissioner. DPS will send an executed Subgrant agreement to each applicant by email, including the **Reimbursement Request Form**, which is needed to request payment. **This form must be signed and submitted to receive payments.**

**Reminder: Be sure to sign and initial all assurances on page 4 of your Subgrant Agreement.**

Applicants with one or more **large project** (obligated at over \$1 million) must also complete the Closeout Process, including submission of all cost documentation to request payments. For more information about Large Project Closeout, please see the [Large Project Closeout Training](#).

To draw down (request) funding for any large project, applicants must provide proper documentation. Drawdowns for a large project are capped at 75% of the Obligated Federal Cost Share. Drawdown requests can be submitted through your PAC to the State of Vermont. These requests should include:

- ✓ Disaster Number
- ✓ Applicant
- ✓ Project Number
- ✓ Amount Requested (\$)
- ✓ Documentation to support request (Invoice and Proof of Payment)

Please reach out to [adm.2024floods@vermont.gov](mailto:adm.2024floods@vermont.gov) with any questions.