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Susanne R. Young, Secretary

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**TO: State Agencies, Municipalities, and Health Care Providers**  
**FROM: Brad Ferland, Administration Deputy Secretary**  
**DATE: August 3, 2020**  
**RE: September 1 DEADLINE for submittal of FEMA Public applications for COVID-19**

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The State of Vermont is allocating funds from the CARES Act, more specifically the Coronavirus Relief Fund (CRF) to reimburse state agencies, municipalities, and health care organizations for COVID-19 costs *which are not eligible for FEMA Public Assistance*. The CARES Act sets a deadline of Dec. 30, 2020 by which the State must allocate all CRF funding. Funds not expended by that date must be returned to the U.S. Treasury. To allocate all available CRF and avoid Duplication of Benefits, we will need to have visibility into which costs are being submitted and deemed eligible by FEMA.

Accordingly, **we are setting a DEADLINE of SEPTEMBER 1, 2020 for all FEMA-eligible organizations to submit FEMA Public Assistance grant applications covering expenses incurred through June 30, 2020.** For COVID-19, the process for submitting costs to FEMA is self-driven, through FEMA's online Grants Portal. Information about how to apply is available through the Vermont Emergency Management website at <https://vem.vermont.gov/applicant>. The incident period for COVID-19 is still open, therefore it is not too late to register as a FEMA Public Assistance applicant. We understand that COVID-19 costs are ongoing, and FEMA applicants may need to submit additional costs to FEMA at a later date. Nonetheless, costs through June 30 must be submitted by September 1<sup>st</sup> to allow the State to allocate CRF appropriately.

Applicants for the **Local Government Expense Reimbursement (LGER) Grants** and the **Health Care Provider Stabilization Grant Program** are required to also apply to FEMA Public Assistance for FEMA-eligible expenses (typically PPE and staff overtime). If you plan to apply to one of these programs and have not already also applied to FEMA, you will be directed to do so.

Thank you for submitting eligible costs to FEMA. This will help the State of Vermont conserve and allocate our CRF appropriately. We appreciate that the FEMA process takes time and effort, and that everybody is stretched thin at this time. Members of the Vermont Emergency Management Public Assistance Team stand ready to support you with your FEMA applications as needed. If you need assistance with registering via the FEMA Grants Portal, contact VEM Public Assistance Officer Kim Canarecci at [kim.canarecci@vermont.gov](mailto:kim.canarecci@vermont.gov).

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