



THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY



MASSACHUSETTS EMERGENCY MANAGEMENT AGENCY

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Governor

Timothy P. Murray
Lieutenant Governor

Mary Elizabeth Heffernan
Secretary

Kurt N. Schwartz
Director

FOR YOUR IMMEDIATE ATTENTION

DATE: September 13, 2011
TO: Local Emergency Management Directors, Chief Elected Local Officials
FROM: Kurt Schwartz, Director *Kurt N. Schwartz*
SUBJECT: Tropical Storm Irene Reimbursement

On August 27, 2011, the Commonwealth of Massachusetts received a Pre-Landfall Emergency Disaster Declaration (FEMA 3330-EM) making Federal funding available statewide to all state agencies, local governments and certain private non-profit organizations. Under the Emergency Declaration, municipalities are eligible for 75% reimbursement for municipal costs associated with emergency protective measures such as overtime, sheltering, and emergency clearing of trees and other debris to open up roadways immediately following the storm.

Shortly, the Massachusetts Emergency Management Agency (MEMA) will be conducting Applicant Briefings to explain the reimbursement process for receiving federal funds for eligible emergency protective measures expenses incurred by your community as a result of the tropical storm event. Once the briefing schedule is finalized, MEMA will notify you of the locations, dates and times of each briefing.

In advance of these briefings, please complete the attached Request for Public Assistance (RPA), FEMA Form 90-49. The Request for Public Assistance (RPA) is FEMA's official application form that applicants use to apply for disaster assistance. This is an important form - it is the first step in the reimbursement process and opens up the FEMA case manage file for your municipality. Without this form, the process cannot move forward and failure to meet the filing deadline may make an applicant ineligible for reimbursements.

It is a simple, short, fill-able form that asks for general information which identifies the applicant and who the primary and alternate contact persons are, along with their respective contact information. There is no signature required for this form nor is there any damage assessment or damage costs necessary.

Region I
P.O. Box 116
365 East Street
Tewksbury, MA 01876
Tel: 978-328-1500 Fax: 978-851-8218

Region II
P.O. Box 54
12-I Rear Administration Road
Bridgewater, MA 02324-0054
Tel: 508-427-0400 Fax: 508-697-8869

Region III / IV
1002 Suffield Street
Agawam, MA 01001
Tel: 413-821-1500 Fax: 413-821-1599

Please be advised that the Application Filing Deadline Date is September 26, 2011. To ensure that your RPA is received and processed by FEMA prior to the filing deadline date, please complete and submit the RPA to MEMA by September 21, 2011. The RPA may be emailed to disaster.recovery@state.ma.us, or faxed to 508-820-1404.

Note: many municipalities also have received an Initial Damage Assessment Report Form from MEMA and have been asked to use the form to estimate municipal costs associated with Hurricane Irene. The completed Initial Damage Assessment Reports will be used by MEMA to determine whether thresholds have been met for FEMA's Public Assistance (PA) program. The PA program reimburses municipalities for 75% of their costs associated with emergency protective measures AND damage to public infrastructure such as buildings, bridges, culverts and roads. Please complete the Initial Damage Assessment Reports and submit them to MEMA as soon as possible. The Initial Damage Assessment Report should be completed IN ADDITION TO the Request for Public Assistance (RPA) form.

Should you have any questions regarding these briefings, please contact Gina Valentine at 508-820-2004.