



State of New Jersey
Office of Emergency Management

SMALL PROJECT CERTIFICATION OF COMPLIANCE AND PAYMENT REQUEST

Disaster Number:	DR-	Incident Name:	
Applicant Name:			
PA ID/FIPS#:			
Project Worksheet #:		Grants Portal Project #:	
County:			
Authorized Agent w/ Title:			
Phone:		Email:	

As the duly authorized representative of the applicant, I certify that the applicant named above has completed additional work as identified in the Scope of Work (SOW) for this Project Worksheet and is requesting a progress payment, bringing the total reimbursement to date to \$_____.

I certify that the costs for this Project Worksheet which we, the above-named Applicant, are requesting reimbursement for under the PA grant program, have not been reimbursed by any other sources. Any other funding for this project's SOW has been identified and submitted to NJOEM for review.

I certify that we, the Applicant named above, has obtained, and adhered to all mandatory local, state, and federal requirements required for completion of this project to include permits, procurement, environmental and historical preservation conditions, codes/standards, and conditions set by FEMA, the State of New Jersey, and NJOEM.

I acknowledge that NJOEM and/or FEMA may, at any time, perform a Site Inspection to verify the completion of this project.

I acknowledge that we, the Applicant named above, shall upload all documentation substantiating all expenses and certifications to the appropriate database (FEMA Grants Portal or NJEMGrants.org) and are required to retain the originals. These documents must be available for inspection, review, monitoring, or audit by any agency with the legal right or authority to inspect, review, monitor or audit PA grants, including but not limited to: NJOEM, FEMA, the Department of Homeland Security (DHS), the Comptroller General of the United States, or any of their authorized representatives. I understand and acknowledge that failure to produce such documentation upon request may result in the loss of eligibility of grant funding, or the requirement to re-pay the federal government for monies previously disbursed.

I acknowledge that all documentation substantiating all expenses and certifications must be in keeping with acceptable accounting practices and shall be uploaded to the appropriate database (FEMA Grants Portal or NJEMGrants.org) and will be retained (a) for a minimum of seven years beyond the date of FEMA's letter approving the close of the PA program for this disaster, (b) through the date when any audit issues are concluded, or (c) through our standard record retention policy, whichever is longest.

Under Title 44 of the Code of Federal Regulations § 206.204(e)(2), when an applicant discovers a significant overrun related to the total final cost for all small projects, it may submit an appeal for additional funding, in accordance with § 206.206, within 60 days following the completion of all its small projects.

Applicant's Authorized Representative Signature

Date