

**ARKANSAS DEPARTMENT OF EMERGENCY MANAGEMENT**  
**PUBLIC ASSISTANCE PROGRAM**  
**ALTERNATE PROJECT REQUEST CHECKLIST**

Occasionally, an applicant may determine that the public welfare is not best served by restoring the facility using FEMA funds. This usually occurs when the service provided by the facility is no longer needed. If this happens, the applicant may apply through the State to FEMA to use the eligible funds for the damaged facility for an alternate project. The following checklist is provided for applicants to write a clear and detailed request letter. Be sure to include all requested information in the request letter.

**Failure to provide this information will result in delayed approval or future funding.**

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|--|---|
| <input type="checkbox"/> Date  | <input type="checkbox"/> Required additional permits (ADEQ, Corp, etc)            |
| <input type="checkbox"/> Applicant   | <input type="checkbox"/> New/Changed Scope of Work                                |
| <input type="checkbox"/> Disaster #  | <input type="checkbox"/> Estimated cost of alternate project                      |
| <input type="checkbox"/> PW #  | <input type="checkbox"/> Source of funding for additional costs                   |
| <input type="checkbox"/> Percent complete (if applicable)  | <input type="checkbox"/> Estimated completion date                                |
| <input type="checkbox"/> Copy of blueprints/construction plans   | <input type="checkbox"/> Why the alternate project is more effective or efficient |
| <input type="checkbox"/> How the work will be performed (contract labor, applicant workforce or a combination) |   |

If contemplating an alternate project, keep the following in mind:

- Alternate projects must be submitted within 12 months from the Kickoff Meeting date.
- Funds may be used on more than one alternate project.
- An alternate project option may be proposed only for permanent restoration projects within the disaster declared area.
- Funds for emergency work (i.e., debris removal and emergency protective measures) cannot be used for alternate projects.
- For governmental entities, the Federal share will be reduced by 10% for all approved alternate projects.
- For eligible PNP organizations, the Federal share will be reduced by 25% for all approved alternate projects.
- The original facility must be rendered secured or demolished. If the damaged facility is retained, it will not be eligible for Public Assistance funding in a subsequent disaster unless it is repaired.
- Costs of complying with laws, regulations, and Executive Orders on the damaged facility are considered project costs for purposes of calculating the grant.

-Examples of an alternate project would be; repair or expansion of other public facilities, construction of new public facilities, funding of cost-effective hazard mitigation measures within the disaster declared area, supplemental funds for an improved project, etc.

**Mail request letter and supporting documentation to:**

Arkansas Department of Emergency Management  
ATTN: Recovery Branch/PA  
Bldg: 9501, Camp JT Robinson  
North Little Rock, AR 72199