



## **NJOEM Public Assistance “Small Project” Administrative Procedural Changes effective May 1, 2023**

- August 3, 2022, FEMA increases Small Project maximum threshold to \$1 Million
- October 1, 2023, the Federal Registry FY24 announces new annual **increase to the Small Project maximum amount now being \$1,037,000.00.**

Increased value translates to more complex and longer-term projects for every Category of Work where greater frequency of construction delays, scope of work changes, and cost variances require Time Extensions.

Note: The New Jersey Office of Emergency Management as the Grantee, the New Jersey Office of the Attorney General after consultation with FEMA has implemented changes to the administration of the FEMA Public Assistance Grant Program effective, May 1, 2023, which affects certain Small Project payment and monitoring procedures.

1. **For any Small Project obligated on or after May 1, 2023, NJOEM requires Quarterly Reporting be performed using NJEMGrants for Small Projects reported at less than 100% work complete.** Previously, Quarterly Reporting was only applicable to Large Projects, but this requirement will extend to include both Small and Large Projects in which the Scope of Work (including 406 Mitigation) is not 100% complete.
2. **For any Small Project obligated on or after May 1, 2023, the Applicant will be paid in accordance with the reported percentage of work completed as per the written Scope of Work (including 406 Mitigation).**
  - For a project which is obligated, but the PW reflects 50% work complete, the Applicant will initially be paid 50% of the eligible reimbursement amount.
  - For a project which is obligated, and the PW reflects 100% work complete, the Applicant will be paid 90% of the eligible reimbursable amount, with the remaining 10% deferred until Closeout.
  - **Important Note: Effective 5-1-23 the NJOEM established a 10% withholding until Final Closeout is completed.**
  - a. **During the mandatory Quarterly Reporting procedure,** the Applicant is able to request the “equal to or balance of” eligible funding via the process below.
  - b. Submit a Request for Reimbursement (RFR) process using NJEMGrants
  - c. Complete and Submit the form:  
“NJOEM Small Project Certification of Compliance and Payment Request” released 5-1-2023 in accordance with this procedure.

**\*\* This change only applies to Small Projects and there are no changes to existing Large Project Request for Reimbursement (RFR) procedures.**