

**APPLICANT CERTIFICATION
FOR
EXPRESS PAY SYSTEM (EPS)**

1. PROCESS

- 1.1. This is a voluntary program on the part of the Applicant.
- 1.2. All Applicants will automatically be opted-in starting March 3, 2008 and all Reimbursement Requests (RRFs) will be express-paid until either:
 - a. Opt-In certification has not been received from Applicant by May 8, 2008; or
 - b. Applicant requests to be removed from the EPS program by selecting the Opt-Out box on this form.
- 1.3. The goal of EPS is to deliver reimbursable funds to the Applicant at an accelerated pace.
- 1.4. Upon receipt of Applicant's RRF and supporting documentation for reimbursement, the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) will apply an expedited review process to the Applicant's claim and will reimburse Applicant within ten (10) to fourteen (14) business days, provided appropriate documentation is submitted.
- 1.5. All RRFs submitted on or after March 1, 2008 will be processed using the new EPS program. All RRFs submitted prior to this date will be processed under the existing review and payment processes.

2. RULES

- 2.1. All RRFs for a Project Worksheets (PWs) are paid up to 90% of the obligated PW amount, with the remaining 10% held as retainage until after detail review. The last 10% will be paid only after detail review of the first 90% has been completed. This only applies to PWs processed through the EPS program. PWs processed through the existing regular review are not subject to retainage.
- 2.2. Immediately after payment, Applicant's RRF and supporting documentation will be subjected to a detail review, independent of payment, and Applicant may be subject to return of funds to GOHSEP if previous express payments cannot be fully substantiated during review.
- 2.3. In the event that any unsupported expenses are identified during detail review, the assigned Disaster Recovery Specialist (DRC) will contact the Applicant to obtain supporting documentation. The Applicant has ten (10) business days to provide required support. If support is not provided within this time frame, the unsupported portion of the RRF will be disallowed and adjusted against a future RRF.

3. COMPLIANCE

- 3.1. In order to determine continued Applicant eligibility to remain in the EPS program, GOHSEP will monitor Applicant performance and statistics with regard to the following:
 - a. Adjustments: If Applicant RRF adjustments after detail review are less than 25% of requested funds (Approved funds/Requested funds <25%); and
 - b. Current Quarterly Reporting requirements are met.
- 3.2. In the event the Applicant does not comply with the provisions of the EPS program, GOHSEP reserves the right, at its discretion, to terminate the Applicant's participation in the program.
- 3.3. After termination of the Applicant's participation, re-entry into the program will be at the discretion of GOHSEP and any criteria it sets forth for the Applicant.
- 3.4. GOHSEP reserves the right, at its discretion, to change/alter the EPS program.

4. CERTIFICATION OF APPLICANT: Applicant hereby certifies the following:

- 4.1. Applicant is knowledgeable of the law (Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended), regulations (44 CFR) and policies (Disaster Assistance Policy 9500 Series, Disaster Specific Guidance for Hurricanes Katrina and Rita) which govern the FEMA Public Assistance Program and the documentation required for reimbursement as outlined in the aforementioned law, regulations and policy.
- 4.2. Applicant understands the EPS program as outlined in sections 1, 2 and 3 above and agrees to the terms set forth therein as they apply to Applicant.
- 4.3. Applicant specifically certifies that Applicant understands that receipt of an express payment is not a guarantee or acknowledgement that the reimbursement request has been approved.
- 4.4. Applicant agrees to comply with all other applicable state and federal laws, regulations and policies which govern those funds received by Applicant through FEMA grants and the PA process and further agrees that the voluntary participation by Applicant in the EPS program does not in any way negate, diminish or otherwise affect Applicants responsibility under those applicable state and federal law, regulations and policies.

_____, (Applicant) hereby makes application to the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) and hereby agrees to Opt-In / Opt-Out of the Express Pay System Program (Sections 1 through 4), as indicated by authorized signature below.

OPT-OUT
_____ Applicant Name
_____ Printed Name of Official
_____ Signature
_____ Date

OPT-IN
_____ Applicant Name
_____ Printed Name of Official
_____ Signature
_____ Date