

**APPLICANT OPT-IN / OPT-OUT CERTIFICATION FOR EXPRESS PAY SYSTEM (EPS)**  
**DISASTER / EMERGENCY NUMBER \_\_\_\_\_**

**1. PROCESS**

- 1.1. All Applicants are required during the Memorandum of Understanding (MOU) process to either Opt-In or Opt-Out to the Express Pay System.
- 1.2. The goal of EPS is to deliver reimbursable funds to the Applicant at an accelerated pace. Upon receipt of Applicant's Reimbursement Request Form (RRF) and supporting documentation for reimbursement, the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) will apply an expedited review (Cursory Review) to the Applicant's claim and will reimburse the Applicant within ten (10) to fourteen (14) business days, provided all appropriate documentation is submitted and the request is within the Scope of Work and work deadline. All payments not made during the Express Pay System process will be made upon approval of Detailed Expense Review.
- 1.3. At any future date past the MOU process, an Applicant wishing to edit their original selection from Opt-In or Opt-Out must complete this form, listing the Applicant Name, Printed Name of Official, Signature, and Date, and return the form to [lapa.grantsmanagement@la.gov](mailto:lapa.grantsmanagement@la.gov).
- 1.4. If an Applicant chooses to Opt-Out, all RRFs will be processed through the traditional Detailed Expense Review and payment process. Payment will therefore be issued after the Detailed Expense Review of each RRF has been completed, if the request was within the Scope of Work and work deadline and a payment is warranted.

**2. RULES**

- 2.1. Through EPS, all RRFs with required documentation are paid at a disaster specific percentage of the Federal share of the RRF amount, with the remaining percentage held as retainage. The remaining percentage (retainage) will be paid only after the Detailed Expense Review of the RRF has been completed and the RRF has been supported.
- 2.2. Payments issued through the EPS program are not a guarantee or an acknowledgement that the RRF has been approved.
- 2.3. After the Express Pay payment has been issued, the Applicant's RRF and supporting documentation will undergo a Detailed Expense Review, independent of payment, and the Applicant may be subject to return of funds to GOHSEP if previous Express Payments cannot be fully substantiated during review.
- 2.4. In the event that additional documentation needs are identified during the Detailed Expense Review, the assigned Program Specialist will contact the Applicant to obtain the supporting documentation. The Applicant will receive a Request for Information (RFI) with a due date to provide the 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. It is the Applicant's responsibility to resubmit these expenses for review once the requested documentation is available.

**3. COMPLIANCE**

- 3.1. In order to determine continued Applicant eligibility to remain in the EPS program, GOHSEP will monitor Applicant performance and statistics.
- 3.2. In the event the Applicant does not comply with the provisions of the EPS program or other requirements of the Public Assistance 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 & 2 CFR) and policies (Public Assistance Program and Policy Guide – current for disaster) 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 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 Public Assistance process and further agrees that the Applicant's participation in the EPS program, or lack of participation in the EPS program, does not in any way negate, diminish or otherwise affect the Applicants responsibility under those applicable State and Federal law, regulations and policies.
- 4.3. Applicant understands the EPS program as outlined in Sections 1, 2, 3, and 4 above, and agrees to the terms set forth therein as they apply to the Applicant.

**OPT-OUT**

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
Printed Name of Official

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**OPT-IN**

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
Printed Name of Official

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date