

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

The following checklist is provided for applicants that desire to make improvements to a project while restoring the damaged facility to its pre-disaster function. Use the information below 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.**

- |   |   |
|---|---|
| <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 improvement  |
| <input type="checkbox"/> PW #                                       | <input type="checkbox"/> Total estimated cost of PW with improvement  |
| <input type="checkbox"/> Percent complete                           | <input type="checkbox"/> Source of funding for additional costs   |
| <input type="checkbox"/> Estimated completion date with improvement | <input type="checkbox"/> How the work will be performed (contract labor, applicant workforce or a combination.) |

- Examples of an improved project would be; laying asphalt on a gravel road, or increasing the capacity or design of an eligible facility.

- If an improved project is approved, the applicant must use their own funds for the improvements and FEMA funds for the basic repairs.

- Funding for improved projects is capped at the Federal share of the costs that would be associated with repairing or replacing the damaged facility to its pre-disaster design, or to the actual costs of completing the improved project, whichever is less.

**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