

# KYEM INTERNAL DOCUMENT: PERIOD OF PERFORMANCE (POP) EXTENSION REQUEST REMINDER: 180-DAY

Appendix 6-8

*Standard Portion: Plan Maintenance*

***Commonwealth of Kentucky Enhanced Hazard Mitigation Plan: 2013 Version***

Kentucky Emergency Management (KYEM)

University of Kentucky, Martin School of Public Policy and Administration

Hazard Mitigation Grants Program (UK-HMGP)



## EMERGENCY MANAGEMENT

**Steven L. Beshear**  
Governor

100 Airport Road – Third Floor  
Frankfort, KY 40601-6168

**Michael E. Dossett**  
Director

Month xx, 2014

Sub-Applicant

### **Re: DR/Grant Project #: 180-Day Approaching Period of Performance/Project End Date Notification**

Dear Project Contact Person:

The above-referenced FEMA Hazard Mitigation Grants project has a current period of performance (PoP) date of month/day/year.

To ensure compliance with FEMA project administration requirements, all project-related purchases, contract payments, payroll, reports, plans, and any other approved budgeted activities must be performed by your agency prior to the PoP date listed above.

Any subsequent reimbursement invoice(s) from your agency to the KYEM for complete and final reimbursement for project expenditures must be submitted to me within 30 days after this PoP in order for Kentucky Emergency Management to execute final payment. Only invoices containing documentation of approved, budgeted expense items incurred within the project contract period of performance are allowable for reimbursement.

FEMA regulations require that if grant project requires additional time to either perform project-related functions or process payments and reports, the sub-applicant may request a PoP extension. This request must be submitted to FEMA no less than 60 days prior to the PoP. The deadline for KYEM to request an extension request to FEMA for this project is month/day/year.

If you have any questions, please contact me at (xxx) xxx-xxxx.

Sincerely,

Name  
KYEM Mitigation Project manager

