



Katie M. Hobbs  
GOVERNOR

**STATE OF ARIZONA**  
**DEPARTMENT OF EMERGENCY AND MILITARY AFFAIRS**

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Major General Kerry L. Muehlenbeck  
THE ADJUTANT GENERAL

May 31st, 2024

TO: COVID Public Assistance Grant Applicants  
CC: County and Tribal Emergency Management Directors

SUBJECT: COVID Closeout Deadlines

As I am sure you are all aware, FEMA announced mandatory closeout deadlines for the COVID Public Assistance Grant. Any project not closed out by the below deadlines will be de-obligated and funds returned to the National Disaster Relief Fund. DEMA/EM has taken steps to expedite processing to meet these deadlines. We also are in the process of requesting an extension from FEMA RIX however we do not think it is likely an extension will be granted. Less than 50% of applicants whose projects have been obligated have submitted their reimbursement documentation and requested reimbursement.

If you have a project that has been obligated (i.e. you have received an award package and letter) please submit a completed "Request For Payment" form as soon as possible (emailed to [Public.Assistance@azdema.gov](mailto:Public.Assistance@azdema.gov)) so we can begin the reimbursement process and closeout projects. Since the small project deadline is 03 September 2024, we are prioritizing those projects first. The FEMA established closeout deadlines are as follows:

Small Projects (<\$1M) – 03 September 2024

Large Projects (>\$1M) Obligated as of 05 May 2024 – 02 November 2024

Large Projects (>\$1M) Obligated after 05 May 2024 – 01 March 2025

We continue to work with FEMA as they obligate projects so we can quickly start the reimbursement and closeout process. Please let our PA Branch staff know if you need assistance by emailing [Public.Assistance@azdema.gov](mailto:Public.Assistance@azdema.gov) or by calling 602-464-6499). Thank you for your continued patience and partnership.

Sincerely,

A handwritten signature in black ink, appearing to read "Gabe M. Lavine".

GABE M. LAVINE  
Director  
Division of Emergency Management  
Department of Emergency and Military Affairs