(Applicant Letterhead)

*(Date)*

*(Applicant Name)*

Re: FEMA Disaster Declaration Number FEMA-4651-DR-MA

The *(insert town/city/state agency/PNP name here)* is submitting a request for reimbursement for the Massachusetts Major Declaration under FEMA-4651-DR-MA. This request represents costs incurred during the continuous 48-hour period beginning *(insert state date and time here)* and ending (insert end date and time here) in the requested amount of *(insert total amount claiming for snow assistance*). All departments have chosen the same 48-hour period, as noted above for costs associated with snow assistance. Our overtime policy has been uploaded as well as any union agreements or policies, including insurance policies that may affect compensation.

In addition, *(insert applicant name here)* has provided a description of work to the applicable categories of work for costs incurred.

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| CATEGORY OF WORK | Check (🗸)  if applicable | Insurance  Yes/No | DESCRIPTION OF WORK |
| Category A - Debris Removal |  |  |  |
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| Category B - EPM |  |  |  |
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| Category B - Snow Assistance |  |  |  |
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| CATEGORY OF WORK | Check (🗸)  if applicable | Insurance  Yes/No | DESCRIPTION OF WORK |
| Category C - Roads/Bridge |  |  |  |
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| Category D - Water Control |  |  |  |
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| Category E - Buildings/Equipment |  |  |  |
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| Category F - Public Utilities |  |  |  |
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| Category G - Parks/Recreational |  |  |  |
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Sincerely,

(Applicant Signature)