



**THE COMMONWEALTH OF MASSACHUSETTS**  
**EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY**



**MASSACHUSETTS EMERGENCY MANAGEMENT AGENCY**

400 Worcester Road Framingham, MA 01702-5399

Tel: 508-820-2000 Fax: 508-820-2030

Website: [www.mass.gov/mema](http://www.mass.gov/mema)

Maura T. Healey  
Governor

Kimberley Driscoll  
Lt. Governor

Terrence M. Reidy  
Secretary

Dawn Brantley  
Director

DATE: December 15, 2023

TO: Local Emergency Management Directors and Local Officials, State Agency Officials, and Private Non-Profit Entities in the Counties of Barnstable, Berkshire, Bristol, Dukes, Essex, Franklin, Hampden, Hampshire, Middlesex, Nantucket, Norfolk, Plymouth, Suffolk, and Worcester

FROM: MEMA Disaster Recovery Unit

SUBJECT: Applicant Briefings for Emergency Disaster Declaration FEMA-3599-EM-MA for Hurricane Lee

On September 15, 2023, the Commonwealth of Massachusetts received an Emergency Disaster Declaration (FEMA-3599-EM-MA) for all Massachusetts counties related to the anticipated landfall of Hurricane Lee. This Declaration has activated the Federal Emergency Management Agency (FEMA)'s Public Assistance (PA) Program, making federal funding available to local governments, state agencies, and certain private non-profit organizations for eligible disaster-related emergency protective measures (Category B) limited to mass care activities, including evacuation, sheltering support, and EOC operations.

The initial step in seeking funding associated with the Declaration is to participate in an Applicant Briefing, which provides the details on eligible expenses and costs incurred as a result of this event as well as the reimbursement process for applying and receiving federal funds under the PA Program.

The Massachusetts Emergency Management Agency (MEMA) will conduct two (2) virtual Applicant Briefings via webinar. The schedule for the briefings is detailed below. Registration is required and is available through the links in the schedule below. It is imperative that appropriate representatives from your community, agency, or organization, including a representative for your fiscal department,

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Region I  
P.O. Box 116  
365 East Street  
Tewksbury, MA 01876  
Tel: 978-328-1500 Fax: 978-851-8218

Region II  
20 Forge Parkway  
Franklin, MA 02038  
Tel: 774-613-5400

Region III / IV  
1002 Suffield Street  
Agawam, MA 01001  
Tel: 413-750-1400 Fax: 413-821-1599

attend an applicant briefing even if your entity has previously engaged in the PA Program for other disaster declarations.

If you have difficulty understanding English, you may, free of charge, request language assistance services by sending an email to Sara Parmenter, ADA Coordinator at [Sara.L.Parmenter@mass.gov](mailto:Sara.L.Parmenter@mass.gov) or by calling 508-820-2060.

Reasonable accommodations for people with disabilities are also available upon request. To request accommodation, please include a description of the accommodation you will need, including as much detail as you can provide. Please also include a way we can contact you if we need more information. Last-minute requests will be accepted but may be impossible to fill. Send an e-mail to Sara Parmenter, ADA Coordinator at [Sara.L.Parmenter@mass.gov](mailto:Sara.L.Parmenter@mass.gov) or call 508-820-2060.

Date	Time	Registration Link
<b>Tuesday, December 19, 2023</b>	1:00 PM	<a href="https://zoom.us/webinar/register/WN_KIGZt75TRk24_h_C_qAEOW">https://zoom.us/webinar/register/WN_KIGZt75TRk24_h_C_qAEOW</a>
<b>Thursday, December 21, 2023</b>	10:00 AM	<a href="https://zoom.us/webinar/register/WN_ni6ZjOCBTn6pQwuVOQMZ2g">https://zoom.us/webinar/register/WN_ni6ZjOCBTn6pQwuVOQMZ2g</a>