FEMA Public Assistance Program Summary – COVID-19

On March 25, 2020, the State of North Carolina has received a federal major disaster declaration. Under this declaration, the FEMA Public Assistance Program is available to help local governments and certain private nonprofits in responding to COVID-19.

What Is the FEMA Public Assistance Program?

FEMA Public Assistance grants are federal funds that help with costs of responding to and recovering from disasters. These funds are paid on a reimbursement basis. For this disaster event, costs must be directly related to emergency protective measures that eliminate or lessen immediate threats to lives, public health, or safety resulting from the COVID-19 pandemic.

Who Can Apply for FEMA Public Assistance Reimbursement?

Organizations applying for FEMA Public Assistance reimbursement are referred to as "applicants." Eligible applicants include state and local governments and certain private non-profits such as houses of worship, food banks, homeless shelters, domestic violence programs, animal shelters, private nonprofit childcare facilities, and other nonprofits providing emergency assistance in response to COVID-19. Eligible non-profits must be tax exempt under Sections 501(c), (d), or (e) of the Internal Revenue Code of 1954, or through the North Carolina Secretary of State.

How Does My Organization Apply for FEMA Public Assistance Reimbursement?

All reimbursement requests are processed through the online FEMA Grants Portal. To start the reimbursement process, applicants must:

- Participate in an Applicant Briefing
- Register in the FEMA Grants Portal
- Submit documentation to complete the registration process
- Start documenting COVID-19 expenses

What is an Applicant Briefing and How Does My Organization Participate?

The NCEM Applicant Briefing on-demand webinar provides information about the FEMA Public Assistance Program, Grants Portal registration, expense eligibility, and resources to help you navigate the reimbursement process. The on-demand Applicant Briefing webinar is available on the NCEM COVID-19 Public Assistance website.

MAILING ADDRESS:
4236 Mail Service Center
Raleigh, NC 27699-4236
www.ncdps.gov/ncem/

NORTH CAROLINA

An Equal Opportunity Employer

OFFICE LOCATION:
1636 Gold Star Drive
Raleigh, NC 27607
Telephone: (919) 825-2500
Fax: (919) 825-2685

How Does My Organization Register in the FEMA Grants Portal?

The Applicant Briefing webinar gives instructions on three easy steps to complete registration and start applying for FEMA reimbursement:

Step 1: Register for the FEMA Grants Portal
Before you can apply for FEMA public assistance, you must be a registered applicant. If you are already a registered applicant, you can go directly to the FEMA Grants Portal to apply.

If you are not registered, email the following information to pahotline@ncem.org:
1. Organization Name
2. Contact's Name
3. Contact's Phone number
4. Contact's Email Address
5. ***Non-Profits Only***: Indicate whether incorporated as a 501(c)(3) or other incorporation category

Step 2: Submit Registration Documents
Once you are registered in the Grants Portal, you must submit three (3) forms to complete the Public Assistance registration process. The Applicant Briefing webinar provides information about what these forms are, where to get them, and how to submit them. These registration forms are required even if an applicant is already registered in the Grant Portal from a previous disaster.

There is no deadline yet to register for FEMA Public Assistance, but you should still do so as soon as possible to get the reimbursement application process started. You do not have to submit a request for reimbursement as part of the registration process.

Step 3: Document Your Expenses
Even if you are not sure which expenses will be eligible for reimbursement, it is important to start documenting all of your COVID-19 expenses now so that you will be prepared to submit them for reimbursement after you have completed the registration process. The Applicant Briefing webinar provides information on categories of eligible expenses and tips for documenting your expenses.

What Happens After My Organization Is Registered?

The NC Emergency Management Division Public Assistance Section provides full-time support to all applicants. A NCEM Public Assistance Grants Manger will be assigned to you to guide you through the reimbursement process and answer your questions.

Who Can I Contact for Help?

The NCEM Public Assistance Hotline connects you with Grants Managers and Supervisors who are directly managing this COVID-19 disaster recovery process. They are here to assist you.

NCEM PA Hotline Number: 919-825-2548   NCEM PA Hotline Email: pahotline@ncem.org