



# NCEM PUBLIC ASSISTANCE FEMA REIMBURSEMENT TUTORIAL SERIES

The NC Division of Emergency Management and the UNC School of Government have partnered to produce a tutorial series on the FEMA Public Assistance Program and FEMA reimbursement for the COVID-19 event (FEMA 4487-NC). The NCEM Public Assistance Tutorial Series provides helpful information on the FEMA reimbursement process and will be expanded on an ongoing basis as local governments and eligible nonprofits move through their recovery from the pandemic. The NCEM PA Tutorial Series is available at [this link](#), and is also available on the [NCEM COVID-19 Public Assistance website](#) and the [School of Government COVID-19 Emergency Management website](#).

## NCEM PUBLIC ASSISTANCE TUTORIAL SERIES SESSIONS

### **Registering Your Organization in the FEMA Grants Portal (4 min.)**

The first step in applying for FEMA reimbursement for COVID-19 expenses is to register your organization (state agency, local government, tribal government, or eligible nonprofit) in the FEMA Grants Portal. This tutorial gives instructions on how to register in the Grants Portal.

### **Submitting a Request for Public Assistance (RPA) (3 min.)**

All eligible applicants for FEMA reimbursement must submit a Request for Public Assistance (RPA). The RPA is the applicant's formal request to participate in the FEMA Public Assistance Program. This tutorial gives instructions on how to access, complete, and submit an RPA.

### **Checking the Status of Your Request for Public Assistance (RPA) (2 min.)**

Once submitted, the RPA must be approved by the State and FEMA for the applicant to be eligible to apply for FEMA reimbursement. This tutorial gives instructions on how to check the status of your RPA after you have submitted it.

### **Submitting the Designation of Applicant's Agent (DAA) (2 min.)**

All applicants for FEMA reimbursement must designate personnel who will be the primary point of contact for the organization. These personnel are listed in the Designation of Applicant's Agent (DAA), and typically are those who are involved in fiscal matters and manage reimbursement requests. This tutorial gives instructions on how to access, complete, and submit a DAA.

### **Submitting the State-Applicant Disaster Assistance Agreement (SAA) (3 min.)**

All applicants for FEMA reimbursement must execute a grant agreement with the State; this agreement is the State-Applicant Disaster Assistance Agreement (SAA). This tutorial gives instructions on how to access, complete, and submit a SAA.

### **Adding Personnel and Adjusting Roles in the FEMA Grants Portal (3 min.)**

Once an organization is registered in the FEMA Grants Portal, it must list key personnel who are its primary points of contact. This tutorial gives instructions on how to add personnel in the organization's profile in the FEMA Grants Portal and how to adjust their roles.



## North Carolina Emergency Management



### Adding Documents in the FEMA Grants Portal (5 min.)

Applicants for FEMA reimbursement will upload documents to their organization's Grants Portal profile, including personnel policies, procurement policies, insurance information, and reimbursement documentation for specific disaster events (invoices, time sheets, etc.). This tutorial gives instructions on how to add documents to the FEMA Grants Portal.

### Creating Tiles in the FEMA Grants Portal (1½ min.)

The FEMA Grants Portal "tiles" feature allows organizations to create "short-cuts" on their Grants Portal Dashboard for quick reference to important information, such as the applicant's reimbursement requests. This tutorial gives instructions on how to create tiles in the Grants Portal.