I have submitted a FEMA Public Assistance project application...now what?

Communities across Indiana are still working to recover from the effects of the COVID-19 pandemic. This has led many local governments, first response organizations, private-non-profit organizations and educational institutions to submit their **eligible expenses** to FEMA for possible reimbursement under the Public Assistance (PA) program in the form of a project application. So, what are the next steps?

Following the submission of a project application in the Grants Portal, FEMA begins the review process and works to determine what expenses will be deemed eligible for reimbursement. The time it takes for these reviews varies considerably from applicant to applicant and project to project.

While waiting for FEMA to review a submitted project, IDHS PA staff recommends that the applicant continue logging into the FEMA Grants Portal regularly to make sure no additional documentation requests are being overlooked. FEMA occasionally will request additional documentation beyond what was submitted, and these requests are often made in the form of a "Request for Information (RFI)," which shows up as a task in the Grants Portal. These requests often have a due date requirement, so it is important that applicants maintain awareness.

Tasks that have been assigned to Grants Portal users appear as a numbered bell icon. The number indicates how many tasks have been assigned (see right).

I have submitted my project application, and I found more documents that need to be added to my submitted project…. what should I do?

Applicants have multiple options when working with extra documentation. Below are the two main examples:

Option 1: Send missing documentation to the IDHS PA staff at PA@dhs.in.gov. Attach a cover letter to the documentation stating what needs to be done and include the project number. From here, IDHS PA staff will make sure this documentation is forwarded to the appropriate FEMA staff.

Option 2: Create a new project application in the Grants Portal with the unclaimed expenses. Be aware, for a project application to be considered for review, it must meet the minimum threshold of $3,300. If this second project (the unclaimed

expenses) falls under the minimum threshold of $3,300 FEMA will deem it as ineligible.

For questions specific to the public assistance program, visit the IDHS Public Assistance webpage, or contact IDHS PA staff at PA@dhs.in.gov.

Grants portal training opportunities

Grants Portal users can find a schedule of upcoming training sessions/webinars specific to the PA program in the "Resources" section of the Portal, which is accessible by clicking on the question mark icon in the top-right corner of the page once logged in. Once the Resources section is open, look for "General Resources," then "Training Materials and Tutorials." This will show the most up-to-date schedule of upcoming PA/Grants Portal courses presented by FEMA.

For more information, contact IDHS PA staff at PA@dhs.in.gov.