

DIVISION OF RESPONSE AND RECOVERY



Navigating Federal Public Assistance

Next steps: Your RPA is approved...now what?

More than 1,150 organizations across the state have submitted their request for Public Assistance (RPA) as a part of the COVID-19 public assistance declaration. So where do those organizations go from here?

Organizations with approved RPAs on file should now go into the [FEMA Grants Portal](#) and begin submitting their expenses for possible reimbursement. This is done by filling out and submitting what's called a Project Application, which also is done in the Grants Portal.

To start a project application, go to the Applicant Event Profile page within the [Grants Portal](#). This can be accessed both on the Organization Profile page (midway down the page), or through the left-side navigation bar. Once on the Applicant Event Profile page, look for the blue button near the top of the page labeled "Submit Project Application." Clicking this button will allow for a new project application to be started.

From there, users will be directed to create an Applicant-Assigned Project Number. Keep in mind, this number isn't assigned to the user; rather, the user creates the number and then assigns it to the project. This will help applicants track projects in the event multiple project applications are submitted. Users also will be directed to choose a work category, which will be **Category B: Emergency Protective Measures**.

The Portal then will ask the applicant some questions before directing the applicant to each appropriate section of the application, based on the types of expenses being submitted. The user also will be able to submit supporting documentation, such as time sheets, materials invoices or contracts.

The Portal allows for users to save their progress, meaning that a project application does not need to be completed in one sitting. To ensure that no progress is lost, save after each completed section of the application. Do not forget to click on the submit button when the project is completed and ready for submission. Simply clicking "save" will not submit the completed project to FEMA.

New guidance, "Covid-19 Pandemic: Work Eligible for Public Assistance," went into effect on September 15. Find more information about the guidance [HERE](#).

I've already submitted expenses.

FEMA currently is evaluating previously submitted expenses. Please continue to check the [FEMA Grants Portal](#) daily for any FEMA comments or requests for additional information.

About the FEMA Public Assistance Program

The mission of Federal Emergency Management Agency's (FEMA) Public Assistance (PA) Grant Program is to provide assistance to state, tribal and local governments, and private non-profit organizations so that communities can quickly respond to and recover from man-made or natural disasters or emergencies declared by the President. Through the PA Program, FEMA provides supplemental federal disaster grant assistance to include debris removal, emergency protective measures and the repair, replacement or restoration of disaster-damaged, publicly-owned/eligible private non-profit facilities.

Leveraging CARES Act Funding

Currently, there is no deadline set for Public Assistance project applications. Organizations are encouraged to submit their applications early in the process. Entering an initial project application means a more rapid reimbursement for up to 75 percent of eligible expenses. Once the Public Assistance process is complete, organizations can apply for reimbursement for the remaining 25 percent through the CARES Act. For more information on the CARES Act process, visit the [Indiana Finance Authority website](#).

For questions related to the CARES Act in Indiana, email COVID-19@IFA.in.gov.

Applicants who have questions related to the FEMA Public Assistance Program can contact the IDHS Public Assistance staff at pa@dhs.in.gov. For more information on the COVID-19 declaration and other PA program updates, visit the [IDHS PA webpage](#).

