

Public Assistance

APPLICANT BRIEFING

TD Chantal



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Event Details

Declaration – DR-4889-NC

Declaration Date – September 11, 2025

Incident Period - July 6-7, 2025

RPA Deadline – October 11, 2025

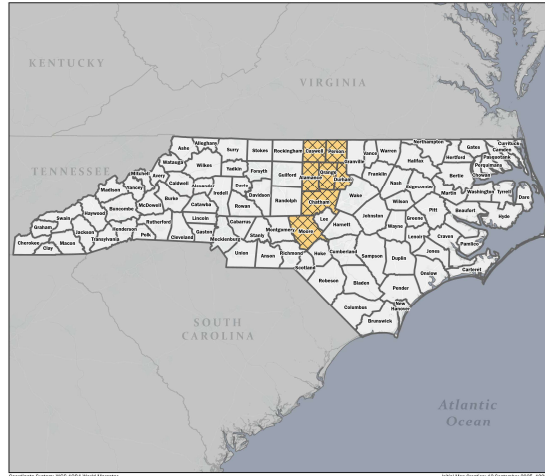
Declared Categories of Work – Categories A-G & Cat Z



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Disaster Declaration Map

FEMA-4889-DR-NC: North Carolina Disaster Declaration as of 09/11/2025
Tropical Depression Chantal

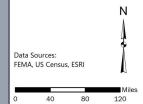


Data Layer / Map Description:
The types of assistance that have been designated for selected areas in the State of North Carolina.

Hazard Mitigation Grant Program Under Review:
Additional designations may be made at a later date if requested by the state and warranted by the results of further damage assessments.

Designated Counties
☒ PA (A-G)
☐ No Designation

Disaster Federal Registry Notice:
Incident Period: 07/06-07/2025
Initial Declaration: 09/11/2025



Data Sources: FEMA, US Census, ESRI
Map Created By: DR-4889-NC Planning GIS



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AGENDA

- Public Assistance Program Overview
- 3 Steps to Request FEMA Reimbursement
 - Submit a Request for Public Assistance in FEMA's Grants Portal
 - Once Approved, Register in EM Grants (State Portal)
 - Document Expenses
- Procurement
- Contracts and Resources



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FEMA Public Assistance Program

Public Assistance Program Overview
Public Assistance Application Process



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Public Assistance (PA)

Provides grants to eligible state, local governments, EBCI and eligible private non-profits ("Applicants") to assist with the cost of responding to and recovering from disasters

Governing Laws, Regulations, and Policies

Stafford Act

Law

44 CFR

Program Regulations

2 CFR

Procurement
Requirements

**PA Program & Policy
Guide (PAPPG)**

Policy



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Request for FEMA Public Assistance (RPA) 3 Easy Steps

-Steps you MUST take to start the FEMA Reimbursement Process-

STEP 1
Request for Public
Assistance (RPA) in
Grants Portal

STEP 2
Register in EM Grants
(State Portal)

STEP 3
Document Your
Expenses

As applicants, you are applying for a grant from FEMA to reimburse for eligible expenditures



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STEP 1: REQUEST for Public Assistance in Grants Portal

FEMA Grants Portal Overview & Registration



<https://grantee.fema.gov/>



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FEMA GRANTS PORTAL

The primary access point between FEMA, the Applicant, and the State

CREATE	Define/Assign Roles of your personnel within the system
SUBMIT	Request for Public Assistance
ASSIGN	Roles within Grants Portal to organizational staff
UPLOAD	Upload information to document your projects
RECEIVE & RESPOND	Correspondence from FEMA – platform to efficiently submit responses to maintain continuity
UPLOAD & UPDATE	Information related to reimbursement requests (may vary depending on specific expenses)



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Eligible Applicants for Public Assistance

Public Entities include:

- Electrical Co-Ops
- Counties
- Towns/Cities
- Federally Recognized Tribes
- Public Schools
- Community Colleges
- Water & Sewer Authorities
- Public Transportation Authorities
- Public Housing Authorities
- Regional Councils of Government
- Other Subdivision of State

Private Non-Profits (PNP) include:

- Community Centers
- Custodial Care Facility
- Emergency Care Facility
- Houses of Worship
- Library
- Medical Care Facility
- Private Colleges
- Assisted Living
- Child Care
- Food Assistance Programs
- Health and Safety Services
- Senior Citizen Center
- Low Income Housing

**Not Sure your Organization Qualifies?
Register Anyway!**



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Request for Public Assistance (RPA)

What Is The RPA?

Applicant's interest to participate in the FEMA PA program
Must be submitted to start PA process

Where Do I Get It?

Only available through Grants Portal
Include UEI number (www.sam.gov)

How Do I Submit It?

Submit through Grants Portal
Deadline: 30 days after the Declaration Date

Don't wait!

The **reimbursement** process **cannot start** until the RPA is approved!



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Already Registered in Grants Portal?

Confirm Log In

- NCEM Recovery Staff can reset your password
- If you are not familiar with your PA Grants Manager, email pahotline@ncdps.gov

Check Personnel Information

- Make sure all needed personnel are added, and that their information is up to date.

Ensure All Policies are Up to Date

- Upload recent insurance information, personnel policies, procurement procedures, etc.

PNP Documentation is Complete and Accurate

- Tax Exempt Certification, Articles of Incorporation, Charter, By-Laws, etc.



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Not Registered for Grants Portal?

 Sign in to Your Account

USERNAME

[Forgot your username?](#)

PASSWORD

[Forgot your password?](#)

SIGN IN

[+ Register Your Organization for Public Assistance](#)



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Additional RPA Documentation

Private Nonprofits must submit this information as part of the RPA process:

- Tax Exemption Certification (*IRS Letter showing 501 (c),(d) or (e) status, or NC Secretary of State Tax Exempt Letter*)
- Proof of Ownership or Legal Responsibility
- Proof of Insurance
- Corporate Documents: Articles of Incorporation, Charters, & By-Laws
- Accreditation (*for private educational organizations only*)

This Does NOT Apply to Public Entities!



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Step 2: REGISTER in EM Grants

Once you have received notification that your Request for Public Assistance has been approved, you will need to complete the Funding Agreement in EM Grants (State Portal).



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EM Grants

Funding Agreement

Generated in EM Grants once RPA is Approved

SAA

Contract between State and Applicant that authorizes reimbursement payments

DAA

Designates the organization's agents who will be the primary and secondary contacts for the Applicant

Important - A new Sub W-9 is required for every event.



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To Register in EM Grants

emgrants.nc.gov

Home State Individual Assistance Application Open Grants NC DPS: Public Assistance NC DPS: Hazard Mitigation Contact Us

**North Carolina
Emergency Management**

emgrants.nc.gov tracks Emergency Management grants in North Carolina. The system manages the process from application through closeout.

Returning User Login:
Your session timed out. Please login again.
Email:
Password:
☐ Remember Me

[Forgot Password?](#)

Several Grants are now open for application.

About
This site is for the online application and management of Public Assistance (PA) and Hazard Mitigation (HM) grants. These federal grant programs aid state and local governments in returning a disaster area to pre-disaster conditions and mitigating the future impact of natural hazards. Eligible applicants include local and Tribal governments as well as certain Private Non-Profit organizations.

News Releases
There is currently no news - please check back for updates.

Contact
Address:
North Carolina Emergency Management
4236 Mail Service Center
Raleigh, NC 27699-4236

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EM Grants Registration

Register

☐ State Individual Assistance Application
☐ Open Grants
☐ NC DPS: Public Assistance
☐ NC DPS: Hazard Mitigation
☐ Contact Us

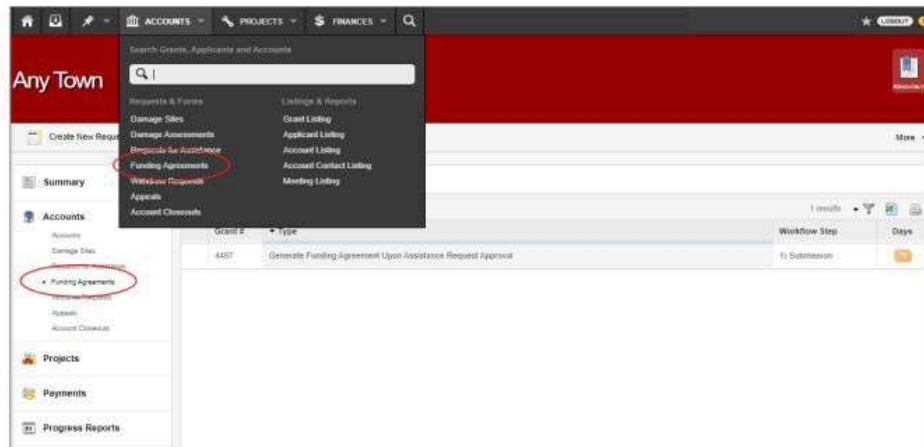
Register for Access:

Name Prefix:
 First Name:
 Middle Name:
 Last Name:
 Name Suffix:
 Title:
 Email:
 Phone - Business:
 Is Email Verified:
 Is the email verification process a direct line to this contact?
 Phone - Fax:
 Phone - Cell:
 Password Type:
 Please select your user role:
☒ I am representing North Carolina Emergency Management or P&M
☐ I am a representative for an Applicant Organization
 Applicant Organization:
 If your specific Applicant Organization does not appear in the list, please select "Create New Applicant Organization" and fill in the required fields.
 Requisition Permission Level:
 Reason for Requisition Access:
 Program:
 Position:
 Management Description:
 If you don't want this user assigned to all Grants, it is possible for this grant requirement, specify the ones which they should be restricted to:

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Complete a Funding Agreement

To locate the Funding Agreement workflow, under **Accounts** on the left-hand side or in the top menu bar you can navigate to the **Funding Agreement**. The Account is defined as the individual disaster or grant.



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Generate DAA & SAA in EM Grants

Then complete the **Designation of Applicant's Agent and Applicant Assurances for Public Assistance** by entering your Cognizant Agency and Fiscal Year Starting Month. Next, check the box to certify the **State-Applicant Disaster Assistance Agreement**.

Then click on **Save** and navigate back to the **Summary**.

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Audit Requirements

- Federal law requires a non-Federal entity that expends \$1,000,000 or more in Federal awards during the entity's fiscal year have a single audit conducted for that year (*2 CFR § 200.501(a)*)
- State law requires a local government or public authority that expends \$500,000 or more of State financial awards during a fiscal year have a State Single Audit (*G.S. 159-34*)
- For local governments, this means:
 - If you expend \$1,000,000 or more in Federal awards and/or expend \$500,000 or more in State awards
 - Your auditor must conduct a single audit during the fiscal year, which includes the audit of Federal and/or State awards, if applicable, and your annual financial audit
- Discuss these requirements with your local auditor to determine the type of audit your local government will require
- When your audit is complete, forward a copy to State NCEM Public Assistance at: pahotline@ncdps.gov



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Registration Process Recap

Submit RPA
in Grants
Portal



- Register and Submit a Request for Public Assistance in Grants Portal (<https://grantee.fema.gov/>)

Register in
EM Grants



- Complete Funding Agreement, DAA, SAA and upload updated Sub W-9 in EM Grants (<https://emgrants.nc.gov/>)



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Step 3: DOCUMENT Your Expenses



Eligible Activities



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Eligibility for Tropical Depression Chantal

CATEGORIES OF WORK

Emergency Work

A: Debris Removal

B: Emergency Protective

Permanent Work

C: Roads & Bridges

D: Water Control Facilities

E: Buildings & Equip.

F: Utilities

G: Parks, Recreation

COST
reasonable, necessary

WORK
same as facility

FACILITY
*legal responsibility of applicant, in damage area,
direct result*

APPLICANT

*State and local government, federally recognized Indian
Tribes, certain PNPs*



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Emergency Work (Categories A & B)

- Applicants have six (6) months from declaration date to complete all emergency work*
- **Category A – Debris Removal:** Both Regular & Overtime labor are eligible
- **Category B – Emergency Protective Measures:** Only Force Account Labor Overtime is Eligible
- NCEM can grant an additional six (6) months to the timeline – the subrecipient must submit a request for time extension
- After the initial 6-month extension on the period of performance date, all requests are submitted to the State, and we will send them to FEMA along with our letter of support.



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Permanent Work (Cat C – G)

- Subrecipients have 18 months from Declaration Date to complete Permanent Work
- Overtime and Regular Time Labor Costs are eligible
- Time extensions may be granted by the State for up to an additional 30 months may be granted by NCEM.
 - If the applicant requires more time, a separate extension request will be needed and will need to be sent to FEMA for their approval.
- All extension requests must be submitted to the Grants Manager for review by uploading the request to EMGrants.

C: Roads & Bridges

D: Water Control
FacilitiesE: Buildings &
Equipment

F: Utilities

G: Parks, Recreation
& Other

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Environmental Planning and Historic Preservation

- FEMA requires compliance with all environmental and historic preservation for all projects, no matter improved/ alternate/ pre-disaster condition
- FEMA EHP Specialists will provide a Greensheet with contacts, FAQs, required documentation, etc., to comply with Federal, State, and local laws

[DR-4889-NC Greensheet](#)



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Document Expenses NOW

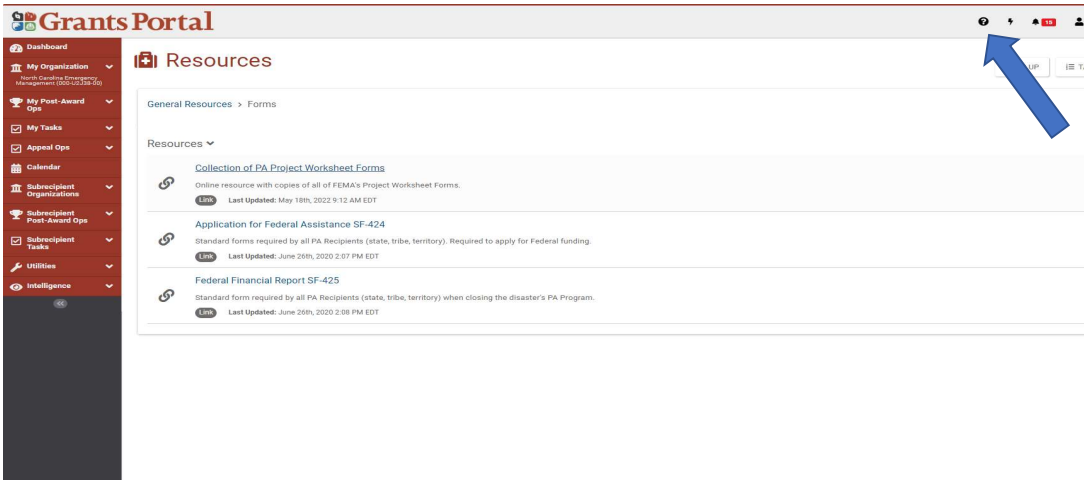
- Basic information to track now for reimbursement requests later:
 - Date expenses were incurred
 - Description of expense/work performed
 - How expenses/work performed are related the emergency
 - For equipment, hours used and location
 - Overtime Labor Rates and Fringe Benefit Rate

Document, document, document everything!



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Document Expenses NOW Example Summary Records



Grants Portal

Resources

General Resources > Forms

Resources

- [Collection of PA Project Worksheet Forms](#)
Online resource with copies of all of FEMA's Project Worksheet Forms.
Last Updated: May 18th, 2022 9:12 AM EDT
- [Application for Federal Assistance SF-424](#)
Standard forms required by all PA Recipients (state, tribe, territory). Required to apply for Federal funding.
Last Updated: June 26th, 2020 2:07 PM EDT
- [Federal Financial Report SF-425](#)
Standard form required by all PA Recipients (state, tribe, territory) when closing the disaster's PA Program.
Last Updated: June 26th, 2020 2:08 PM EDT

Confused about FEMA forms? Create excel spreadsheet to track expenses – FEMA or NCEM PA staff will help you after you have completed registration!



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Public Assistance Cost Types

- Force Account Labor
- Force Account Equipment
- Materials
- Contract Work
- Rented Equipment



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Eligible Expenses - Management Costs (Category Z)

Administrative costs incurred in the management of Public Assistance grants

- Applicant may receive up to 5% of project net cost, based on actual costs
- Documentation and Final Inspection will be required. Will need a Management Cost summary sheet, time sheets and payroll records.
- Eligible costs included, but are not limited, to conducting PDAs, FEMA/State correspondence, and grant management activities.



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Large vs. Small Projects

Project Thresholds:

- Minimum Project Worksheet Amount: **\$4,000**
- Small projects: Less than **\$1,062,900.00**
 - Small project funding is fixed & paid as obligated, whether written on estimated or actual cost
 - Exception: verification of actual insurance proceeds if applicable
- Large projects: **\$1,062,900.01 and Greater**
 - Is offered as a 428 Fixed Cost offer/ need to decline to be reimbursed on actuals
 - Request for Reimbursement
 - Quarterly Progress Report
 - Final Inspection required, 90 days after project is complete.



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Duplication of Benefits

- FEMA will not reimburse for expenses paid for with any other funding sources
- Be prepared to demonstrate no duplication of benefits if requested by FEMA



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We're Here to Help!



NCCEM Public Assistance Contacts



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Jenine Stevenson, CEM®, PA Branch Manager
984-352-0529 or jenine.Stevenson@ncdps.gov

WillieMae Cox, State Agency Liaison
984-297-5645 or williemae.cox@ncdps.gov



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Contact NCEM Public Assistance



PAHotline@ncdps.gov



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Grants Portal Hotline for FEMA Public Assistance

(866) 337-8448

or

FEMA-Recovery-PA-Grants@fema.dhs.gov

