

To: Superintendents, Principals, and School Business Officials

From: Stephen Balko, Director School Building Security

Date: April 10, 2020

Subject: **Additional Information:** Public Assistance Information

The Indiana Department of Homeland Security (IDHS) has provided additional guidance to schools applying for Public Assistance. **The deadline for submitting the Request for Public Assistance has been extended to May 30.** Due to the way FEMA has schools categorized, IDHS will be looking at the schools depending on their categorization.

Public Schools

- If a school has an EIN number or DUNs number which is identical to the city, county, town or township they will run into a glitch in the FEMA portal. This is being addressed by FEMA. The system is currently on accepting one entry per EIN or DUNs number, therefore a school may receive an error message. If you receive an error message you have two options:
 - 1) Since the deadline has been extended to May 30, you may wish to wait and try next week. IDHS is hopeful FEMA repairs the system and this will allow FEMA to handle the process themselves.
 - 2) Schools can also choose complete the Request for Public Assistance form and email the form with their EIN number written on the form to our PA@dhs.in.gov email address. IDHS would handle this data entry.
- Please note Public pre-k-12 Schools in the FEMA system are considered Independent School Districts.

Parochial or Private Schools

- These schools are required to file as a Private Nonprofit (PNP) either 502c3 or non 501c3. Once the PNP selection is made in the Grants Portal, a second drop down box will allow the school to select education as their type of PNP. PNPs are required to upload 3 things:
 - 1) Tax exemption Certificate or determination letter from the IRS
 - 2) Organization Charter or Bylaws

3) Certification as a state approved school.

- As with public schools, if a school is running into difficulties the school may choose to wait until next week, or submit ALL of their documentation (RPA, and the 3 PNP documents) to the IDHS PA@dhs.in.gov email address.

The educational systems costs must specifically be related to eligible *emergency actions to save lives or protect public health and safety or improved property* in the current COVID-19 pandemic. **Schools should continue to record all costs in preparation for public assistance.**

For more information on creating an account in the Grants Portal and completing the Request for Public Assistance, and “Category B” funded items please click the following links:

- [Grants Portal and RPA](#)
- [Request for Public Assistance Form](#)
- [Link for Category B Expenses](#)
- [FEMA Public Assistance and Program Guide](#)

If you have any questions, please contact Stephen Balko at 317-232-4914 or e-mail at sbalko@doe.in.gov.