

To: Superintendents, Principals, and School Business Officials

From: Stephen Balko, Director of School Building Security

Date: April 24, 2020

Subject: Considerations and Reminder for FEMA Public Assistance

Remember that the deadline for registering an account in the FEMA Grants Portal and completing the Request for Public Assistance (RPA) is May 30. While you are not required to seek relief under the public assistance program, if your schools wishes to maintain its' ability to file claims under the Public Assistance Program, you must complete the RPA by May 30. It is recommended that you complete this as early as possible to avoid any problems in online systems as the nationwide deadline approaches.

Additional guidance will be provided to schools in the future highlighting how and when to submit costs and additional details for public assistance. Schools should not start submitting costs in the FEMA Grants Portal at this time, as the format will change. In the meantime, there are items to consider collecting and organizing:

- Continue to document all expenses.
- Identify overtime and leave policies and have these in a digital format.
- Identify emergency procurement policies and have these in a digital format
- Policies for how staff are paid during typical emergency closures (e.g. snow day)

These documents and policies from school districts will be used by FEMA to verify claims for reimbursement under the public assistance program. Additional information and instructions for the FEMA Public Assistance Program can be found here:

- [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 email at [sbalko@doe.in.gov](mailto:sbalko@doe.in.gov)



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