

The seal of the Mississippi Emergency Management Agency is a circular emblem. It features a central shield with a red field containing a white silhouette of the state of Mississippi, and a blue field with white stars. The shield is flanked by two eagles. The outer ring of the seal is blue with the words "MISSISSIPPI EMERGENCY" at the top and "MANAGEMENT AGENCY" at the bottom in white capital letters.

# **MEMA's COVID-19 Relief Program**


## **APPLICATION INSTRUCTIONS**



# Welcome Landing Page

- This is the welcome page for the program. From here you can access links to MEMA resources as well as login or register for your account.

Log In



Mississippi County And Municipality Emergency Relief Program

Welcome to the COVID-19 Emergency Relief Program

Application deadline

We are accepting applications from August 3rd - October 15th

Please begin your RPA (Request for Public Assistance) by [Registering Your Account](#).

Thanks to Mississippi's House Bill 1799, Senate Bill 3047, and Governor Reeves, the state has established the Mississippi Emergency Relief Program for Counties and Municipalities. This grant makes reimbursement funding available from the CARES Act to all Mississippi Counties and Municipalities recovering from the extra expenses incurred because of COVID-19. All participating Counties and Municipalities must fill out a Request for Public Assistance (RPA) and, once approved, submit projects for reimbursement through the Mississippi Emergency Relief Program.

"This program will help ensure a full 100% reimbursement of COVID-19 expenses, eliminating the burden for our local leaders to make tough decisions regarding tax increases to curtail the costs of this pandemic. Mississippians are suffering, lives and jobs have been lost. The last thing hardworking Mississippians want is to see more tax dollars taken out of their pockets." Greg Michel, MEMA Executive Director.

Greg Michel, MEMA Executive Director.

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and, once approved, submit projects for reimbursement through the Mississippi Emergency participating Counties and Municipalities must fill out a Request for Public Assistance (RPA) and Municipalities recovering from the extra expenses incurred because of COVID-19. All grant makes reimbursement funding available from the CARES Act to all Mississippi Counties established the Mississippi Emergency Relief Program for Counties and Municipalities. This

Log in

Username Or Email Address \*

info

Password \*

.....

Log in

Register

Reset your password

Resources

MEMA Resources

Get Support Help

Get Support Help

MEMA Resources

Resources


Reset your password

# Step 1

## Account Creation/Login

- This is the page an applicant will see when creating an account and logging in.
- Upon creation of an account they will be granted access to submit an RPA immediately.

[Log in](#)

Mississippi County and Municipality Emergency Relief Program

### Create new account

[Log in](#) [Create new account](#) [Reset your password](#)


Email address \*

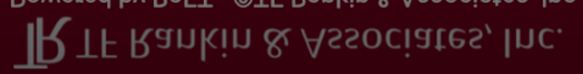
A valid email address. All emails from the system will be sent to this address. The email address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by email.

Username \*

Several special characters are allowed, including space, period (.), hyphen (-), apostrophe ('), underscore (\_), and the @ sign.

Create new account


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Powered by RaFT - ©TF Rankin & Associates, Inc.  
TF Rankin & Associates, Inc.

# Editing User Profiles

- The edit tab allows users to adjust their email address.
- It also allows user to reset or adjust their password. The passwords must be at least 12 characters and include a capital letter, number and special character.

DashboardMy AccountLog Out

Mississippi County And Municipality Emergency Relief Program

Glenn Lewis (glewis)

View

Edit

First Name \*

Glenn

Last Name \*

Lewis

Current Password

Required if you want to change the *Email address* or *Password* below. [Reset your password.](#)

Email Address \*

glewis@disasterresponse.com

A valid email address. All emails from the system will be sent to this address. The email address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by email.

Username \*

glewis

Several special characters are allowed, including space, period (.), hyphen (-), apostrophe ('), underscore (\_), and the @ sign.

Password

Password strength:

Confirm Password

Passwords match:

To change the current user password, enter the new password in both fields.

Confirm Password

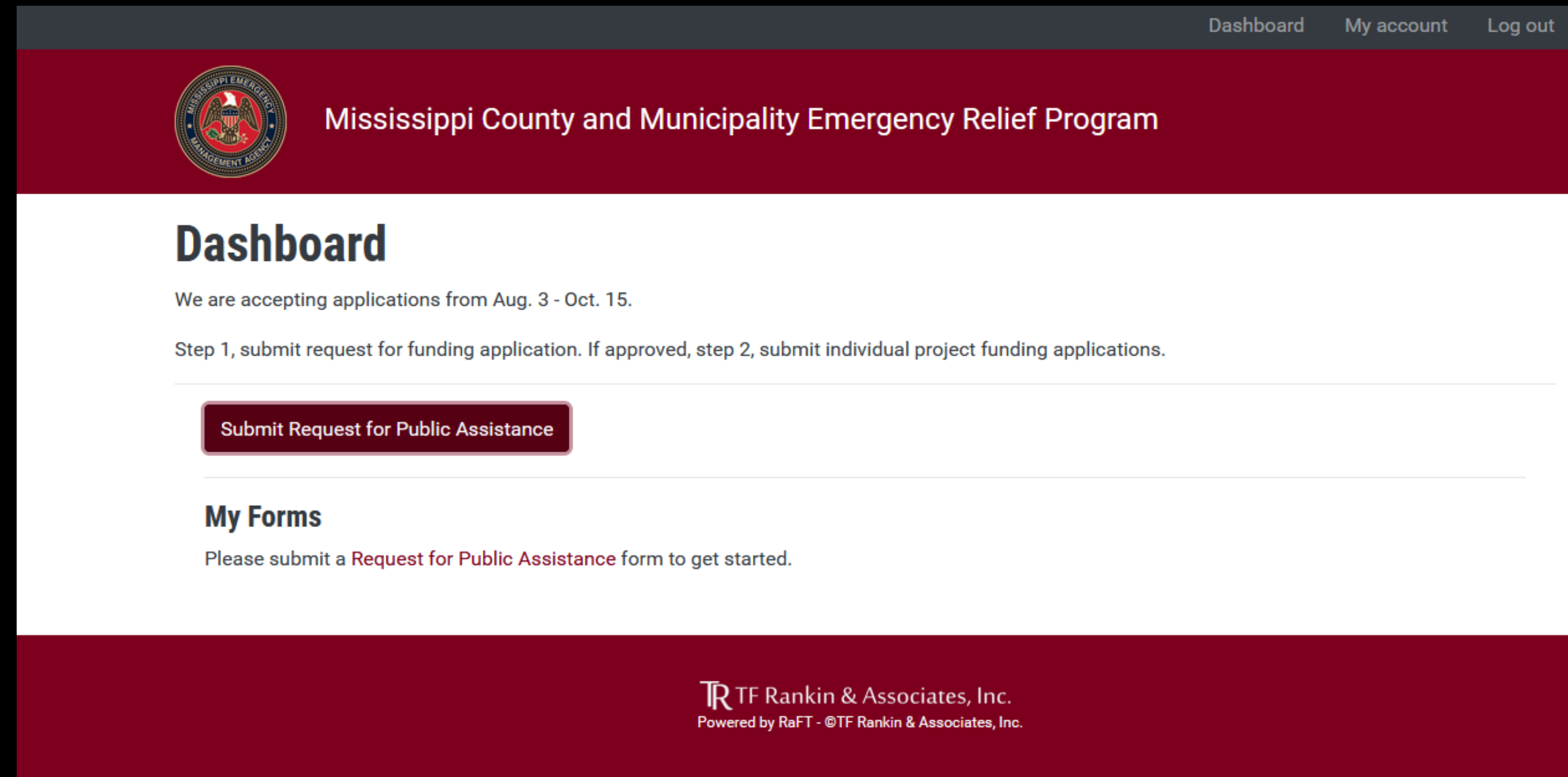
Password strength:



# Step 2

## Dashboard

- Once logged in, the applicant must click the 'Dashboard' button in the upper right corner of the screen.
- This is where the applicant can start their Request for Public Assistance (RPA)



# Step 3

## RPA Application – Applicant Identification

- From the drop-down list the applicant must select the county and then the municipality.
- If the Applicant is the county, they need to select the county name under the Municipality section.
- The applicant must enter their Employee Identification number and their DUNS Number.

The screenshot shows the 'Request for Public Assistance' application form for the Mississippi County And Municipality Emergency Relief Program. The form is titled 'Request for Public Assistance' and includes a progress bar with five steps: 1. Applicant ID, 2. Location, 3. Contact Information, 4. Review, and 5. Complete. The current step is 'Applicant ID'. The form contains the following fields:

- County \***: A dropdown menu with 'Alcorn' selected.
- EIN Number ? \***: A text input field.
- Municipality \***: A dropdown menu with a list of municipalities: Alcorn County, Corinth, Farmington, Glen, Kossuth, and Rienzi. The first option, '- Select Municipality -', is highlighted.


At the bottom of the form, there are two buttons: 'Save Application' and 'Next >'.

# Step 4

## RPA Application – Applicant Physical Location

- The applicant must then enter their physical address and mailing information.

My account

 Mississippi County and Municipality Emergency Relief Program

### Request for Public Assistance

1 Start 2 Location 3 Contact Information 4 Review 5 Complete

#### Applicant Physical Location

Street Address \*

Address Ext.

City \* State \* ZIP Code \*

- Select -

#### Mailing Address

☐ Same as Physical Address


Street Address \*

# Step 5

## RPA Application – Contact Information

- Here, the applicant provides the contact information for their Primary Contact / Applicant's Authorized Agent.
- The applicant can also designate an Alternate Contact here.

[Dashboard](#) [My Account](#) [Log Out](#)

**Mississippi County And Municipality Emergency Relief Program**

### Request for Public Assistance

1

2

3

4

5

Applicant IDLocationContact InformationReviewComplete

**Primary Contact / Applicant's Authorized Agent**

Name \*

Title \*

Business Phone \*

Fax Phone

Home Phone

Cell Phone \*

Email \*

**Alternate Contact**

Name

Title

Business Phone

Fax Phone

Home Phone

Cell Phone

Email

< Previous

Save Application

Preview



# Step 6

## Review and Submission

- The applicant should review their information. This is the applicant's last chance to make changes. Once they hit "Submit," the data is locked in.
- If everything is correct, they should press the Submit button.
- The next screen confirms that the RPA has been submitted.


The screenshot shows the 'Review your application' page for the Mississippi County and Municipality Emergency Relief Program. At the top, there is a dark blue header with the program name and a logo. Below the header, a yellow banner contains a warning message: 'Please review your submission. Your submission is not complete until you press the "Submit" button!'. The main content area features a progress bar with five steps: 1. Start, 2. Location, 3. Contact Information, 4. Review (highlighted in red), and 5. Complete. Below the progress bar, the 'Official Applicant Name' is listed as 'Amite - Amite County'. A dropdown menu labeled 'Start' is expanded, showing 'Applicant Identification' details: County (Amite), Municipality (Amite County), EIN Number (12-3123123), and DUNS Number (12-312-3123). Below this, the 'Location' dropdown is partially visible. At the bottom, a green banner with a checkmark icon and the text 'Your submission has been submitted for review' is displayed, followed by the message 'Your request for public assistance has been submitted for review.'

# Step 8

## Applicant Project Creation

- If approved, the applicant will receive an email and will be provided a link to then Submit a New Project Application from their Dashboard.

[Dashboard](#) [My Account](#)

 **Mississippi County And Municipality Emergency Relief Program**

### Dashboard

We are accepting applications from Aug. 3 - Oct. 15.

Step 1, submit request for funding application. If approved, step 2, submit individual project funding applications.

Submit New Project Application

#### My Forms


Form Name	Review status	Determination	
Request for Public Assistance	<div><div>1</div><div>2</div><div>3</div></div> <div>NewReviewComplete</div>	Approved	<a href="#">View Submission</a>
Project: 12345		Pending	<a href="#">View Submission</a>

# Step 8

## Applicant Project Creation

- If the RPA concerns a project that is also being handled by FEMA, the client should enter the relevant FEMA Project Number
- During the Project Application, the applicant can click the 'Save Draft' button to save their progress and continue at a later time.

[Dashboard](#) [My Account](#) [Log Out](#)

**Mississippi County And Municipality Emergency Relief Program**

### Project Application

1

2

3

4

5

FEMA ApplicationProject DetailsSupporting DocumentsReviewComplete

Have you submitted an application in the FEMA Grants Portal for these damages? \*

☒ Yes ☐ No

**Project Details**

Grants Portal Applicant Assigned Project Number \*

FEMA Assigned Project Number \*

Scope Of Work As Written In FEMA Grants Portal \*

**FEMA Eligibility**

If Submitted To FEMA, What Is The Eligibility Determination Status? \*

- Select -

Save Application

Next >

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# Step 8b

## Applicant Project – FEMA Eligibility

- In part 3, the applicant is asked about their FEMA eligibility determination status. Has the project been found eligible, ineligible, or is the determination still pending?
- If their project was deemed ineligible by FEMA, the applicant is required to upload their Eligibility Determination Letter.
- If they have been deemed eligible, they will be required to add their project cost estimate.
- This will be compared to their pro-rata share.

**Project Application**

1 Start 2 Supporting Documents 3 FEMA Eligibility 4 Review 5 Complete

**FEMA Eligibility**

If Submitted to FEMA, What is the Eligibility Determination Status? \*

Pending Determination

Provide Amount FEMA Determined Eligible \*

\$ 0.00

Save Draft < Previous Preview

**FEMA Eligibility**

If Submitted to FEMA, What is the Eligibility Determination Status? \*

✓ - Select -  
Eligible  
Pending Determination  
Ineligible

**Project Application**

1 Start 2 Supporting Documents 3 FEMA Eligibility 4 Review 5 Complete

**FEMA Eligibility**

If Submitted to FEMA, What is the Eligibility Determination Status? \*

Ineligible

FEMA Eligibility Determination Letter \*

Choose File No file chosen

One file only.  
2 MB limit.  
Allowed types: txt, rtf, pdf, doc, docx, odt, ppt, pptx, odp, xls,xlsx, ods.


Save Draft < Previous Preview

# Step 9

## Applicant Project – FEMA Eligibility

- The next step requires the applicant to enter their project details and related costs.
- If the applicant has not submitted to FEMA they will enter their damage description in the box provided.
- They will select the type of project or select “other” and enter the project type in the text box.
- They will enter the value of their project and estimated costs in the boxes provided.

Dashboard My Account Log Out

 Mississippi County And Municipality Emergency Relief Program

### Project Application

1 FEMA Application 2 Project Details 3 Supporting Documents 4 Review 5 Complete

#### Project Details

Title Of Entity This Project Pertains \*

Please Describe Your Damages For This Project In Detail. \*

Type of Project \*

- Select -

Total Value Or Estimated Value Of The Project \* \$ 0.00

Amount Requested For This Project \* \$ 0.00


< Previous Save Application Next >

# Step 10

## Details & Documents

- The applicant should upload any supporting documentation and choose the appropriate categories. These are the same categories used by the FEMA Grants Portal.

[Dashboard](#) [My Account](#) [Log Out](#)

 Mississippi County And Municipality Emergency Relief Program

### Project Application

1

FEMA Application

2

Project Details

3

Supporting Documents

4

Review

5

Complete

#### Documents

Document \*

Choose File

No file chosen

One file only.  
2 MB limit.  
Allowed types: txt, rtf, pdf, doc, docx, odt, ppt, pptx, odp, xls,xlsx, ods, gif, jpg, jpeg, png.

Add another document

Category \*

✓ - Select -

50 Percent Rule Calculation

Activity / Locations Listing

Adjusters Report

Agency Consultation

Alternate Procedures Acknowledgement

Applicant Provided SOW/Cost Estimate

Benefit Cost Analysis (BCA)

Bid/Proposal/Quote

Bridge Inspection Report

Codes and Standards

Contract Bid / Plus Selection Process

Contract Costs Summary

Contract Document

Contract Invoices

Contract Work Summary

Contractor Estimate

Correspondence, Email, Letter, etc.

Damage Drawing/Sketches

Damage Inventory

Damaged Force Account Equipment Summary

Damaged Rental Equipment Summary

Debris Disposal Documentation

Debris Management Plan

< Previous

Save Application

Preview




# Step 11



## Review and Submission

- After establishing their projects costs, they are sent to review their project information before submission.
- The user can update and add information after submission, but only until the project is approved.
- After approval they can only upload supporting documents.
- If a project is not approved, the applicant will be contacted to let them know if / how they can proceed.

[Dashboard](#) [My Account](#) [Log Out](#)



### Mississippi County And Municipality Emergency Relief Program

 Please review your submission. Your submission is not complete until you press the "Submit" button! 

### Review your application

1

2

3

4

5

FEMA Application

Project Details

Supporting Documents

Review

Complete

▼ FEMA Application

Have You Submitted An Application In The FEMA Grants Portal For These Damages? :

Yes

**Project Details**

Grants Portal Applicant Assigned Project Number:

12345

FEMA Assigned Project Number:

12345

Scope Of Work As Written In FEMA Grants Portal:

Scope of work here.

If Submitted To FEMA, What Is The Eligibility Determination Status?:

Eligible

Provide Amount FEMA Determined Eligible:

\$ 11,111.00

▼ Project Details

**Project Details**

Title Of Entity This Project Pertains: