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.

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.
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.
Editing User Profiles

• The edit tab allows users to adjust their email address.

• It also allows users to reset or adjust their password. The passwords must be at least 12 characters and include a capital letter, number and special character.
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.
Step 4
RPA Application – Applicant Physical Location

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

©Copyright 2020, TF Rankin & Associates, Inc.
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.
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.
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.