

# Public Assistance RFI Process

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The following Public Assistance “Request for Information” (RFI) Process has been put in place Pursuant to FEMA policy for DR-4827-NC as agreed upon between FEMA and NCEM as of September 22, 2025.

## RFI Process Overview:

1. Regular Applicant Meetings:
  - Progress on information and documentation collection will be discussed during regular Applicant meetings.
  - Project updates will be recorded as comments and attachments at the project level in Grants Manager/Grants Portal (GM/GP).
2. Project Grouping:
  - The first grouping of projects, identified as 100% work completed and older than 30 days, could potentially receive an RFI.
3. Pending Set-Up Completion Status:
  - Projects receiving an RFIs will be placed in the Pending Set-Up Completion status in Grants Manager/Grants Portal (GM/GP). Applicants will be able to see this status in the system, indicating that the RFI is pending to be issued.
  - The Program Delivery Manager (PDMG) will hold a meeting with the Applicant to discuss up to **Three RFIs** they believe can be completed within a 15-business-day timeframe.
  - After the meeting with the Applicant, the PDMG will annotate the communication and agreed-upon RFI process in the comments section of each project in Grants Manager/Grants Portal (GM/GP) and send a follow up email to the applicant summarizing the meeting.
4. RFI Deadlines and Extension Requests:
  - The applicant submits the requested information on the selected RFI within the agreed-upon timeframe.
  - If an extension is needed, the requests must be submitted in writing to FEMA PA leadership; it is also advisable to copy the State on the request. The Request should list the extenuating circumstance for the request and needs to be submitted as soon as possible, within 15 days. The extension request will be evaluated on a case-by-case basis, and approval is at the discretion of the Federal Coordinating Officer (FCO).



**FEMA**

**5. Follow-Up and Coordination:**

- After approximately seven (7) business days of the RFI notice, the PDMG will follow up with the applicant to discuss progress, and the State POC will be included on the progress update.
- The State will be notified on the twelfth (12) business day of any applicant who has not submitted the requested information.
- On the fourteenth (14) business days, FEMA PA and the State will meet to discuss any Applicant who has not responded to the RFI.

**6. State Coordination**

- Throughout the process of the RFI, State and FEMA staff will be available to assist with any questions, issues or concerns.

**7. Next Steps After RFI Deadline:**

- Projects Missing Required Information: If an Applicant does not provide the necessary documentation in the 15-business days' time frame, the project will be sent to the Determination Memorandum (DM) queue for eligibility decision-making.
- Projects with Partial Documentation: Projects with sufficient documentation for scoping and costing will be developed based on the information provided.

**8. Late Documentation Submission:**

- If Applicants provide the required documentation while the Determination Memo (DM) is in process and the project application has not been locked in GM/GP, FEMA may allow the documents to be uploaded and costed accordingly.
- Once the DM is executed, Applicants may use the appeals process to request amendments or overturn the DM.

## **Implementation Project Grouping**

The process will be implemented in the following order of priority groupings:

1. Work Completed 100% & Over 30 Days Since Project Creation.
2. Work to Be Completed & Over 30 Days Since Project Creation.
3. All Remaining General Applicant Projects.
4. NCDOT & State Work Completed 100% & Over 30 Days.
5. NCDOT & State Work to Be Completed & Over 30 Days.

6. All Remaining NCDOT & State Projects.
7. This process only applies to RFIs administered by Public Assistance and does not include Hazard Mitigation or Environmental Historic Preservation administered RFIs.