



# North Carolina Department of Public Safety

## Emergency Management

Roy Cooper, Governor  
Erik A. Hooks, Secretary

Michael A. Sprayberry, Director

### COVID-19 Public Assistance Applicant Briefing Schedule

The NC Division of Emergency Management has scheduled a series of COVID-19 Applicant Briefings for local governments and eligible nonprofits to start the FEMA reimbursement process for eligible COVID-19 emergency protective measures expenses. Two duplicate rounds of Applicant Briefings will be offered during the weeks of March 30 and April 6. After the Applicant Briefings are completed, more will be scheduled as needed. You only need to participate in one briefing. An on-demand briefing will be available after the week of April 6; the on-demand briefing will be posted on the NCEM Public Assistance COVID-19 Webpage: <https://www.ncdps.gov/our-organization/emergency-management/disaster-recovery/covid-19-public-assistance>.

COMPLETING THE APPLICANT BRIEFING IS NECESSARY TO START THE FEMA PUBLIC ASSISTANCE REIMBURSEMENT PROCESS. FEMA cannot begin working with you on your reimbursement requests until you have completed the Applicant Briefing. If you are unable to participate in a virtual briefing, viewing the recorded briefing will satisfy this requirement.

Because the number of individual participants is limited to 1000 per webinar, we ask that you only participate on the date and time scheduled for your NCEM Area. Please see the attached briefing schedule for the list of counties in each NCEM Area – other local governments (such as cities and public schools) and nonprofits should participate in the same webinar scheduled for the county in which you are located. To conserve space in the webinar room, we ask you to limit the number of WebEx users per organization and suggest that the persons who are (or will be) primarily responsible for managing your FEMA reimbursement requests participate in the WebEx briefing.

Attached is the NCEM COVID-19 Applicant Briefing schedule for the week of April 6. Please see important WebEx instructions below:

#### ***WebEx Instructions:***

1. Download WebEx Application: If you have never used WebEx before, please download the application prior to your scheduled briefing at this link: <https://www.webex.com/downloads.html>
2. Register for the Briefing: Click on the meeting link in the attached applicant briefing schedule for your NCEM Area and follow the registration instructions.
3. Join the Applicant Briefing: Click on the meeting link listed for your NCEM Area on the date and time for that briefing:
  - You will be directed to WebEx in an internet browser or a desktop application if applicable.
  - A popup will ask for Registrant ID and Password - Follow the link for “Not Registered” (no registration is required)
  - Enter your Name and Email address
  - Click Join
  - If Prompted, the password for all briefings is: NCEM

**MAILING ADDRESS:**  
4236 Mail Service Center  
Raleigh, NC 27699-4236  
[www.ncdps.gov/ncem/](http://www.ncdps.gov/ncem/)



**OFFICE LOCATION:**  
1636 Gold Star Drive  
Raleigh, NC 27607  
Telephone: (919) 825-2500  
Fax: (919) 825-2685

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**NCEM Public Assistance Applicant Briefings – Week of April 6**

**PLEASE REGISTER FOR THE BRIEFING THROUGH THE MEETING LINK LISTED BELOW THE SESSION FOR YOUR AREA**

**Tuesday April 7, 2020 – Central Branch**

*Morning Session 10:00 am - Noon*

NCEM Areas 6 & 7

Counties: Edgecombe, Franklin, Granville, Halifax, Harnett, Johnston, Nash, Northampton, Person, Vance, Wake, Warren, Wilson

Meeting Link: <https://ncdps.webex.com/ncdps/k2/j.php?MTID=t9863cf54bd502bdc12d189617870159d>

*Afternoon Session 2:00 pm – 4:00 pm*

NCEM Areas 8, 9 & 10

Counties: Alamance, Anson, Caswell, Chatham, Davidson, Davie, Durham, Forsyth, Guilford, Lee, Montgomery, Moore, Orange Randolph, Richmond, Rockingham, Scotland, Stokes, Surry, Yadkin

Meeting Link: <https://ncdps.webex.com/ncdps/k2/j.php?MTID=t132fbbc7fd939c3a71c3f5e69b74bbbe>

**Wednesday April 8, 2020 – Western Branch**

*Morning Session 10:00 am - Noon*

NCEM Area 13

Counties: Burke, Catawba, Cleveland, Gaston, Lincoln, Mecklenburg, Union

Meeting Link: <https://ncdps.webex.com/ncdps/k2/j.php?MTID=t7515026f53f0aa82189502b231edbc60>

*Afternoon Session 2:00 pm – 4:00 pm*

NCEM Areas 11, 12, 14 & 15

Counties: Alexander, Alleghany, Ashe, Avery, Buncombe, Cabarrus, Caldwell, Cherokee, Clay, Graham, Haywood, Henderson, Iredell, Jackson, Macon, Madison, McDowell, Mitchell, Polk, Rowan, Rutherford, Stanly, Swain, Transylvania, Watauga, Wilkes, Yancey

Meeting Link: <https://ncdps.webex.com/ncdps/k2/j.php?MTID=tdf33d4a342e54553163c6f6d5e72e97c>

**Thursday April 9, 2020 – Eastern Branch**

*Morning Session 10:00 am - Noon*

NCEM Areas 1, 2 & 3

Counties: Beaufort, Bertie, Camden, Carteret, Chowan, Craven, Currituck, Dare, Gates, Greene, Hertford, Hyde, Lenoir, Martin, Pamlico, Pasquotank, Perquimans, Pitt, Tyrrell, Washington, Wayne

Meeting Link: <https://ncdps.webex.com/ncdps/k2/j.php?MTID=t8dd65c4707471eb934eb43c2e49dcc68>

*Afternoon Session 2:00 pm – 4:00 pm*

NCEM Areas 4 & 5

Counties: Bladen, Brunswick, Columbus, Cumberland, Duplin, Hoke, Jones, New Hanover, Onslow, Pender, Robeson, Sampson

Meeting Link: <https://ncdps.webex.com/ncdps/k2/j.php?MTID=tce31127838674ad7ee4e375d8c9bb9fa>