Submit Request for Public Assistance (RPA)

 You will need to go to the FEMA Grants Portal to submit a Request for Public Assistance (RPA). Go to <u>https://grantee.fema.gov/#resources</u>, and look under Grants Portal Resources to download the most current version of the "Applicant: Grants Portal User Manual."

Grant	s Portal	
Dashboard Dashboard My Organization Texas Division of Emergency Management (000-0007/c-00)	Resources	
My Tasks 🗸	Public Assistance Project Forms > Collection of FEMA forms to help you organize and submit costs for reimbursement.	
 Calendar Subrecipients Subrecipient Tasks 	FEMA Public Assistance: Policy and Guidance > This section of the site contains information about policy and guidance on the FEMA Public Assistance Program. This page provides access to the FEMA Public Assistance Program and Policy Guide as well as other Public Assistance Program policies, guidance, and publications.	
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 Intelligence 	Resources, job aids, and user guides for the Grants Portal.	
*	Applicant: Grants Portal User Manual Manual going over basic functions that guides Applicants how to use the Grants Portal.	

- If your organization has never submitted an RPA, or no one in your organization has access to the Grants Portal, you will need to send an email to <u>TDEMRecovery.rpa@tdem.texas.gov</u> to request that an invitation be sent to you to access the Grants Portal.
- 3. Complete the information requested on the Request for Public Assistance screens. If your organization is not in the Grants Portal, you may need to register your organization first.

Helpful Tips for entering new Applicant Names:

- Use the name that is on sam.gov (if organization is on sam.gov)
- Enter only name of city; not City of _____. If the Applicant's name has Town of or Village of before the name, type in the name first, enter a comma, and then the prefix. (See following examples)

Applicant Name	Enter Name
City of Any	Any
Unique City	Unique City
Town of Many	Many, Town of
Village of Several	Several, Village of
Cute Village	Cute Village

- Do not abbreviate names: Any Texas Town ISD should be entered as Any Texas Town Independent School District (ISD)
- Abbreviate number with the # sign: Any Texas County Municipal Utility District #1, Any Texas County Municipal Utility District #2, etc.
- If the Applicant is known by an acronym, spell out the name first and then put the acronym in parentheses: TDEM should be entered as Texas Division of Emergency Management (TDEM)
- If an Applicant has "The" as a prefix enter it at the end of the name separated by a comma: The Texas Town Food Bank should be entered as Texas Town Food Bank, The
- Do not use periods in the name: St. Mark Hospital should be entered as St Mark Hospital
- 4. For Private Non-Profit (PNP) Applicants only: Prior to submitting an RPA for a PNP, have the following <u>required</u> documents ready. You will not be able to proceed without the requested documents.
 - a. PNP Facility Questionnaire
 - b. Copy of Tax Exemption Certificate. (Ruling letter from the U.S. Internal Revenue Service granting tax exemption or State certification stating the entity is a nonprofit. The sales tax exemption certificate cannot be used to meet this requirement.)
 - c. Organization Charter, Articles of Incorporation, or By-Laws
 - d. Information on accreditation or certification (*school or educational facility only*)
 - e. Insurance policy
 - f. Proof of Ownership or Lease Agreement