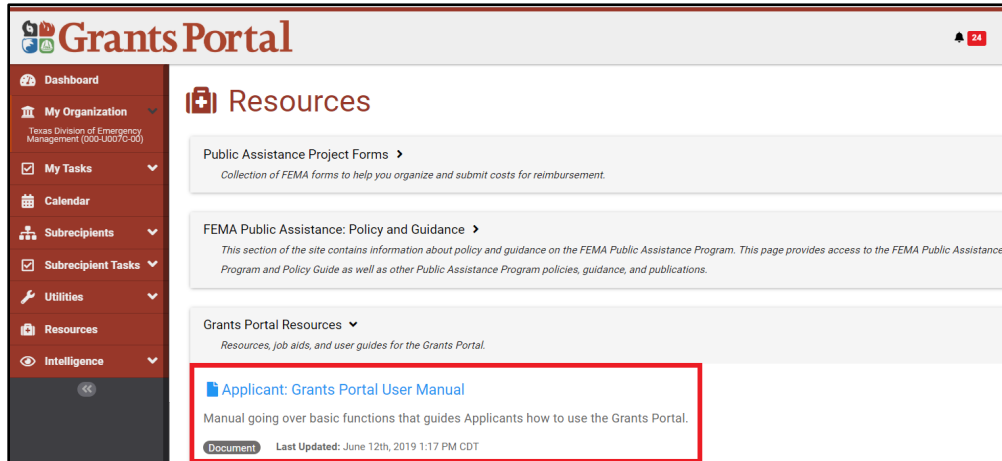


Submit Request for Public Assistance (RPA)

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



2. 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 TDEMRecovery.rpa@tdem.texas.gov 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)*

<i>Applicant Name</i>	<i>Enter Name</i>
<i>City of Any</i>	<i>Any</i>
<i>Unique City</i>	<i>Unique City</i>
<i>Town of Many</i>	<i>Many, Town of</i>
<i>Village of Several</i>	<i>Several, Village of</i>
<i>Cute Village</i>	<i>Cute Village</i>

- *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 required documents ready. You will not be able to proceed without the requested documents.

- PNP Facility Questionnaire
- 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.)*
- Organization Charter, Articles of Incorporation, or By-Laws
- Information on accreditation or certification *(school or educational facility only)*
- Insurance policy
- Proof of Ownership or Lease Agreement