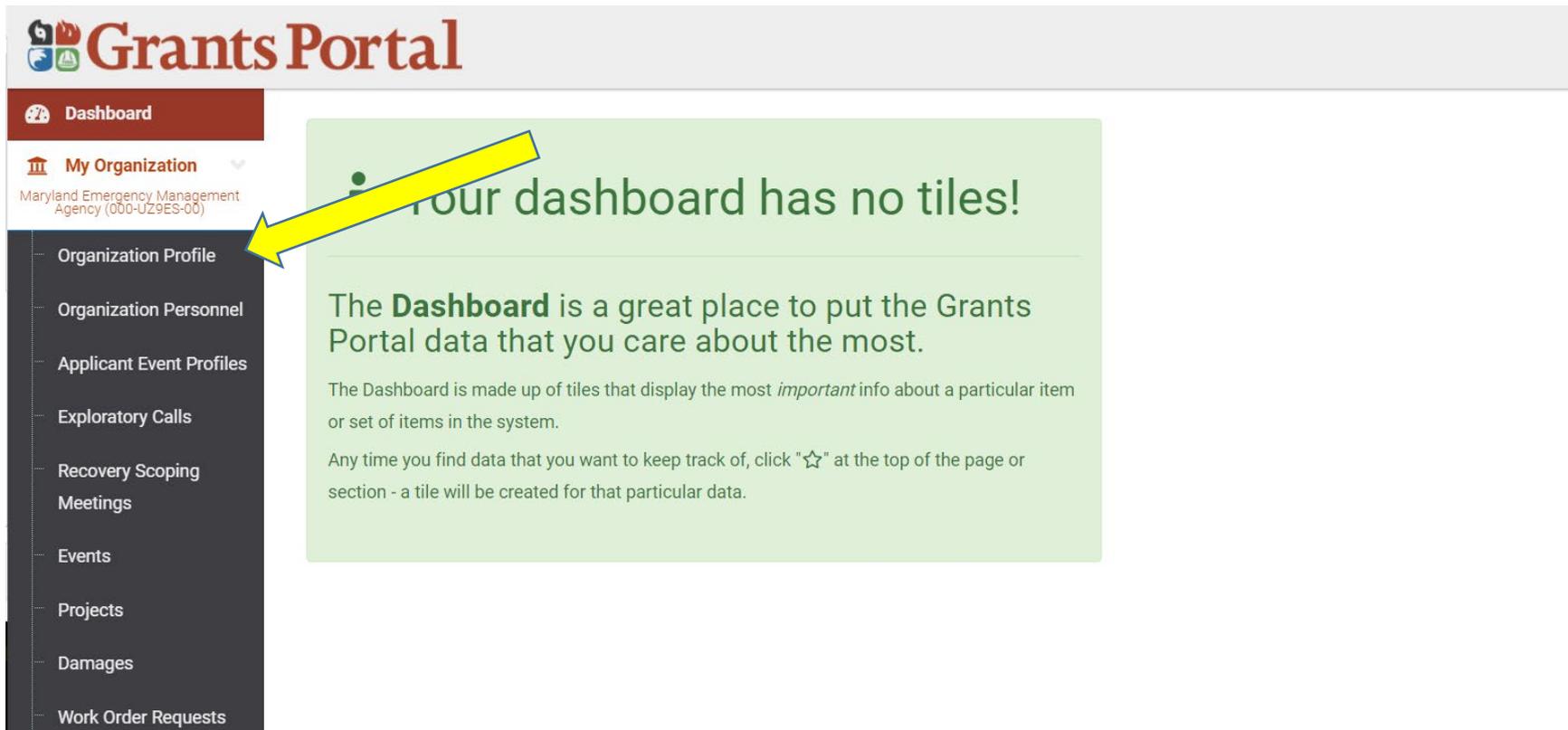


# Request for Public Assistance (RPA) Guide-Private Nonprofits (PNPs)

How do I submit my organization's RPA once I have a Grants Portal account?

# Start

- Log into your Grants Portal Account. You can follow this link to get to the login page. <https://grantee.fema.gov/>
- Once logged in, go to your “Organization Profile” from the pull down menu on the left of your screen.



The screenshot shows the Grants Portal interface. At the top, there is a header with the FEMA logo and the text "Grants Portal". Below this is a navigation bar with a "Dashboard" button. Underneath, there is a "My Organization" section for "Maryland Emergency Management Agency (000-UZ9ES-00)". A dark sidebar on the left contains a list of menu items: "Organization Profile", "Organization Personnel", "Applicant Event Profiles", "Exploratory Calls", "Recovery Scoping Meetings", "Events", "Projects", "Damages", and "Work Order Requests". A yellow arrow points from the "Organization Profile" menu item to a green message box on the right. The message box contains the text: "Your dashboard has no tiles! The Dashboard is a great place to put the Grants Portal data that you care about the most. The Dashboard is made up of tiles that display the most important info about a particular item or set of items in the system. Any time you find data that you want to keep track of, click '☆' at the top of the page or section - a tile will be created for that particular data."

- This will bring you to your “Organizational Profile. Here you can view and edit your organization’s information and submit RPAs.
- Scroll down until you find the “applicant Even Profiles” section, and press the button that says “Request Public Assistance”.

**Grants Portal**

**Organization Profile**  
Prince George's County

**General Information**

ORGANIZATION NAME	[REDACTED]	FEDERAL PA CODE	--
STATE/TRIBE/TERRITORY	Maryland Emergency Management Agency	EIN NUMBER	[REDACTED]
TYPE	County Government	DUNS NUMBER	[REDACTED]
IS ACTIVE?	Yes	DEACTIVATE	

Personnel > MANAGE

Locations > MANAGE

Counties with Facility > MANAGE

Insurance Profile > UPLOAD INSURANCE DOCUMENTS HELP

Applicant Event Profiles > REQUEST PUBLIC ASSISTANCE

- The RPA is a step by step wizard that will guide you through submitting your RPA. It will not allow you to move forward until you have completed all necessary steps. To start, read through the text on the screen, and then hit the **Blue “Proceed” Button** on the bottom.

**Grants Portal**

Request Public Assistance

Start    Section I - Declaration and Applicant Information    Section II - Applicant Experience    Section III - Impacts    Section IV - Applicant Certifications    Section V -

### Start

#### Paperwork Burden Disclosure Notice

Public reporting burden for this data collection is estimated to average 5 minutes per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless a valid OMB control number is displayed in the upper right corner of this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to:

Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency,  
500 C Street, SW.,  
Washington, DC 20472,  
Paperwork Reduction Project (1660-0017)

**NOTE: Do not send your completed form to this address.**

#### Privacy Act Statement

The collection of this information is authorized by the Robert T. Stafford Disaster Relief and Emergency Assistance Act, §§ 402-403, 406-407, 417, 423, 427, 428, 502, and 705; 42 U.S.C. 5170a-b, 5172-73, 5184, 5189a, 5189e, 5189f, 5192, 5205; 44 C.F.R. § 206 Subpart G; and 2 C.F.R. § 200. This information is collected to provide assistance to eligible jurisdictions and organizations to facilitate the response to and recovery from a Presidentially-declared disaster or emergency, or to provide assistance for hazard mitigation measures during the recovery process. The disclosure of information on this form is voluntary; however, failure to provide the requested information may delay or prevent the agency from receiving funds from FEMA's Public Assistance Program.

#### Instructions

Government organizations complete this form to begin the application for Public Assistance following a Federal declaration. FEMA uses this information to determine whether the Applicant is an eligible government entity and to determine the level of resources required to assist the Applicant. FEMA does not use the information to determine the level of assistance it provides.

The estimated time to complete this form is 5 minutes. Information you will need:

- Estimated cost of all incident-related impacts
- If applicable, authorized contractor contact information

**PROCEED >**

# Section 1-Declaration and Applicant Information

Ensure that the correct “Event” is selected from the dropdown menu under “General Info”. Select the Primary Address, and Mailing Address if it is different from you Primary Address, for your organization. Then press the **Blue “Proceed” Button**.

**nts Portal**

**Request Public Assistance**

Start | **Section I - Declaration and Applicant Information** | Section II - Applicant Experience | Section III - Impacts | Section IV - Applicant Certifications | Section V

**Section I Instructions**  
Either your organization or one of your subordinate organizations may be eligible to apply for Public Assistance. Below, please indicate the Event for which you are applying for assistance as well as the organization on whose behalf you are applying, as well as confirming the DUNS# and FEMA PA Code (i.e., FIPS Code).

### Section I - Declaration and Applicant Information

**General Info**

Organization: [Redacted]

FEMA PA Code: --

DUNS #: 058592189

Event: 4491DR-MD (4491DR) [x]

**Primary Address**

Address: 7915 Anchor Street  
Landover, Maryland 20785

County: Prince George's County

**Mailing Address**

Address: (Same as Primary Address)

< BACK | **PROCEED** >

**Event** (arrow pointing to Event dropdown)

**Organization Addresses** (arrows pointing to Primary and Mailing Address fields)

# Section II-Applicant Experience

Select one of the four options for level of experience with the Public Assistance process. We are happy to help you as much as you need so don't hesitate to click any of the four buttons. Then press the **Blue "Proceed" Button**.

The screenshot shows the Grants Portal interface. The top navigation bar includes the 'Grants Portal' logo and user icons. A left sidebar contains navigation options: Dashboard, My Organization (Maryland Emergency Management Agency), My Tasks, Calendar, Subrecipients, Subrecipient Tasks, Utilities, and Intelligence. The main content area is titled 'Request Public Assistance' and features a progress bar with six steps: Start, Section I - Declaration and Applicant Information, Section II - Applicant Experience (current step), Section III - Impacts, Section IV - Applicant Certifications, and Section V - . Below the progress bar is a light blue box with 'Section II Instructions' and the text: 'Please provide information about the Applicant's level of experience with the Public Assistance program.' The main heading is 'Section II - Applicant Experience'. The question is 'What is the Applicant's experience and level of support needed with the Public Assistance application process? \*'. There are four radio button options: 'Unfamiliar, and likely to need dedicated, in-person support navigating the process.', 'Unfamiliar, but likely to be comfortable with limited or remote support navigating the process.', 'Familiar, but likely to need dedicated, in-person support navigating the process.', and 'Familiar, and likely to be comfortable with limited or remote support navigating the process.'. At the bottom, there is a '< BACK' button on the left and a blue 'PROCEED >' button on the right, which is highlighted by a large yellow arrow.

# Section III-Impacts

- Complete all questions, and potential drop down questions that may appear as you answer the questions in this section, to the best of your knowledge. If you don't know the answer, fill in the best you can. This can be changed later. This is to gauge your needs as an applicant.
- Once you have completed all the questions, press the **Blue “Proceed” Button**.

**Grants Portal** Request Public Assistance

Start Section I - Declaration and Applicant Information Section II - Applicant Experience Section III - Impacts Section IV - Facility Information Section V - Documents Section VI - Applicant Certifications Section VII - Submit

**Section III Instructions**  
Please provide information about the Applicant's incident-related impacts from 4491DR

### Section III - Impacts

1. Does the Applicant have any of the following incident-related impacts? \*
  - Debris ⓘ
  - Emergency Response/Protective Measures ⓘ
  - Infrastructure Damage
2. What is the total approximate cost to address incident-related impacts? \* (More Info)
  - Less than \$131,100
  - Between \$131,100 and \$1,000,000
  - \$1,000,000 or more
3. What is the approximate total number of facilities with incident-related impacts? \* ⓘ
4. What is the status of all work to address incident-related impacts? \*
  - Work is completed and costs are documented.
  - Work is completed and costs are not documented.
  - Work has started.
  - Work has not started.
5. Does the Applicant have any impacts that are of such severity that require immediate attention or federal support? \*
  - Yes
  - No
6. Did an Applicant representative attend an Applicant Briefing? \* ⓘ
  - Yes
  - No
7. How will the Applicant demonstrate its eligibility as a Private Nonprofit Applicant? \*
  - A ruling letter from the Internal Revenue Service that was in effect on the declaration date and granted tax exemption under sections 501(c), (d), or (e) of the Internal Revenue Code (More Info)
  - Documentation from the State substantiating it is a non-revenue producing, nonprofit entity organized or doing business under State law.
  - If exempt from both the requirement to apply for 501(c)(3) status and tax-exempt status under State law, provide articles of association, bylaws, or other documents indicating it is an organized entity and a certification that it is compliant with Internal Revenue Code section 501(c)(3) ⓘ and State law requirements.

< BACK PROCEED >

# Section IV-Facility Information

- Click the Green “Add Facility” Button and enter all required information.

The screenshot shows the 'Grants Portal' interface for 'Request Public Assistance'. The left sidebar contains navigation options: Dashboard, My Organization (Maryland Emergency Management Agency), My Tasks, Calendar, Subrecipients, and a list of organizational details. The main content area features a progress bar with steps: Start, Section I - Declaration and Applicant Information, Section II - Applicant Experience, Section III - Impacts, Section IV - Facility Information (current step), Section V - Documents, and Section VI - Applicant Certifications. Below the progress bar, a light blue box contains 'Section IV Instructions' regarding facility eligibility. The main heading is 'Section IV - Facility Information', followed by a 'Facilities' section with a message: 'No Facility Information has been added.' A prominent green button labeled '+ ADD FACILITY' is highlighted with a yellow arrow. At the bottom, there are '< BACK' and 'PROCEED >' buttons.

Once you have answered all question about your facility:

a) click the **Green “Add Facility” Button** if you have more than one facility.

b) If you have finished entering facilities, click the **Blue “Proceed” Button**.

The screenshot shows the 'Request Public Assistance' form in the Grants Portal. The left sidebar contains navigation menus for 'Dashboard', 'My Organization', 'My Tasks', 'Calendar', 'Subrecipients', and 'Intelligence'. The main content area is titled 'Request Public Assistance' and contains a list of facility types with checkboxes, such as 'Long-Term Care Facility', 'Rehabilitation Center Providing Medical Care', and 'Museum'. Below the list is a text input field for 'What other services does the facility provide?'. At the bottom of the form, there is a green button labeled '+ ADD FACILITY' and a blue button labeled 'PROCEED >'. A yellow arrow labeled 'a' points to the green button, and another yellow arrow labeled 'b' points to the blue button.

# Section V-Add Documents

As a Private Nonprofit, certain documents are required to submit your RPA. To add these documents, click the **Blue “+ Add Document” Button** next to each Red “Required” tab.

**Grants Portal**

**Request Public Assistance**

Start    Section I - Declaration and Applicant Information    Section II - Applicant Experience    Section III - Impacts    Section IV - Facility Information    **Section V - Documents**    Section VI - Applicant Certifications

### Section V - Documents

- Impacts
  - Eligibility Substantiated by IRS Ruling Letter
    - Organization Exemption Letter (+ Add Document) **Required**
- Facility Information
  - Costco
    - Applicant Owns Facility
      - Proof of Facility Ownership (+ Add Document) **Required**
    - Purpose of Facility
      - Higher-Education Institution
        - Verification of Recognition by the State of Facility Purpose (+ Add Document) **Required**
      - Non-Critical Essential Social Service
        - Provides Multiple Types of Services
          - Proof of the Primary Purpose of the Facility (+ Add Document) **Required**

< BACK    PROCEED >

- When you click the “+ Add Documents” button, a pop up window will appear for you to add the needed documents.
- You can drag/drop files or click the Blue Arrow next to “Drag and drop...” to select a file from your computer.
- Once you have added at least one document, the **Green “Attach Selected” Button** will become clickable.

Attach Project Application Documents

Drag and drop files here, or click here to select files.

Selected Documents to Attach

No documents selected. To begin uploading a document, either drag and drop a file into the area above, click the area above to upload a file manually, or attach a document from the **Available Documents to Attach** section below.

**Note:** You may not upload the document to the Project Application that matches an existing document with same document area.

Available Documents to Attach

Category:

Quick Search...

Filename	Description	Category	Size	Uploaded Date	Uploaded By
No matching records found					

Showing 0 to 0 of 0 entries

ATTACH SELECTED CANCEL

- Once you have added all the required documents, the Red “Required” tab will turn to Green “Requirement Met”.
- Press the Blue “Proceed” Button.

The screenshot displays the Grants Portal interface for a 'Request Public Assistance' application. The top navigation bar includes the 'Grants Portal' logo and user icons. A left sidebar contains navigation options: Dashboard, My Organization (Maryland Emergency Management Agency), My Tasks, Calendar, Subrecipients, and Subrecipient Tasks. The main content area shows a progress bar with sections: Start, Section I - Declaration and Applicant Information, Section II - Applicant Experience, Section III - Impacts, Section IV - Facility Information, Section V - Documents, Section VI - Applicant Certifications, and Section VII - Applicant Information. Section V is currently active. Below the progress bar, the 'Section V - Documents' section is detailed with a tree view of folders and documents. A yellow circle highlights the 'Requirement Met' status for several documents: 'Organization Exemption Letter', 'Proof of Facility Ownership', 'Verification of Recognition by the State of Facility Purpose', and 'Proof of the Primary Purpose of the Facility'. A yellow arrow points to the 'PROCEED >' button at the bottom right.

**Grants Portal**

**Request Public Assistance**

Start ✓ Section I - Declaration and Applicant Information ✓ Section II - Applicant Experience ✓ Section III - Impacts ✓ Section IV - Facility Information ✓ Section V - Documents Section VI - Applicant Certifications Section VII - Applicant Information

### Section V - Documents

- Impacts
  - Eligibility Substantiated by IRS Ruling Letter
    - Organization Exemption Letter (+ Add Document) ✓ Requirement Met
- Facility Information
  - Costco
    - Applicant Owns Facility
      - Proof of Facility Ownership (+ Add Document) ✓ Requirement Met
    - Purpose of Facility
      - Higher-Education Institution
        - Verification of Recognition by the State of Facility Purpose (+ Add Document) ✓ Requirement Met
    - Non-Critical Essential Social Service
      - Provides Multiple Types of Services
        - Proof of the Primary Purpose of the Facility (+ Add Document) ✓ Requirement Met

< BACK

PROCEED >

# Section VI-Applicant Certifications

- Select a “Primary Contact” from the dropdown menu. If there is only one Point of Contact in the Organization Profile, then you will only have one person on this list. This is the person that must initial and sign at the bottom of this screen.
- Once you have chosen your contacts and initials each box under “General Certification” click the yellow “Click to Sign” Button.

**sPortal**

**Request Public Assistance**

Start | Section I - Declaration and Applicant Information | Section II - Applicant Experience | Section III - Impacts | Section IV - Facility Information | Section V - Documents | **Section VI - Applicant Certifications** | Section VII - Review

**Section VI Instructions**  
Please provide contact information for the contract personnel authorized to make binding decisions on behalf of the entity.

### Section VI - Applicant Certifications

**Primary Contact \***

Name: Sure, Not  
Title: President  
Email: fixthecrops@itswhatplantscave.org  
Phone: (000) 000-0000

**Alternate Contact**

Name: Choose Contact...  
Title: --  
Email: --  
Phone: --

**General Certification**  
I certify that I have reviewed the following information regarding requirements to receive Public Assistance: *Please initial next to each statement*

Applicants should document damages with photos and track all resources used at the site including dates and quantities.

Applicants must comply with the applicable codes, specifications and standards requirements when restoring infrastructure.

In accordance with the PAPP, the Applicant must comply with applicable federal, state, and local laws must provide all documentation requested to allow FEMA to ensure project compliance with federal Environmental and Historic Preservation (EHP) laws, implementing regulations, and Executive Orders; and must comply with any EHP compliance conditions placed on all grants.

Applicants that utilize contractors for work conducted with FEMA PA funding must follow the procurement and contracting rules detailed in 2 CFR § 200.318-326.

Authorized Representative: \_\_\_\_\_ **CLICK TO SIGN** \_\_\_\_\_ Date Signed: \_\_\_\_\_

[< BACK](#) [PROCEED >](#)

## Record General Certification Signature



Authorized Representative \*

Select...

Date Signed \*



Signed Document \*

+ Upload Signed Document

Print Name \*

Signature Style \*

Allura

*Example: allura*

Enter Password \*

 SIGN

 CANCEL

n

Applicants that utilize contractors for work conducted with FEMA PA funding must follow the procurement and contracting rules detailed in 2 CFR § 200.318-326.

Authorized  
Representative



CLICK TO SIGN

Date Signed

# Sign

- In order to complete all requirements in this pop up and sign, you will need a PDF document with your signature, and you will need to upload it in order to continue, by clicking the “+Upload Signed Document” link.
- Select the person who will sign from the “Authorized Representative” dropdown menu.
- Select the correct date from the Calendar Button in “Date Signed”.
- Type in your name in “Print Name” and, if you wish, change the “Signature Style”.
- Enter your Grants Portal Password in the box next to “Enter Password” and then Click the **Blue “Sign” Button**.
- Once you have signed, and the pop up window closes, ensure that the correct date auto filled, and then Press the **Blue “Proceed” Button**.

# Submit

- Review the RPA on the screen to ensure that all the information is correct.
- When you are done, press the **Blue “Submit” Button**.

Phone (000) 000-0000

### General Certification

I certify that I have reviewed the following information regarding requirements to receive Public Assistance:

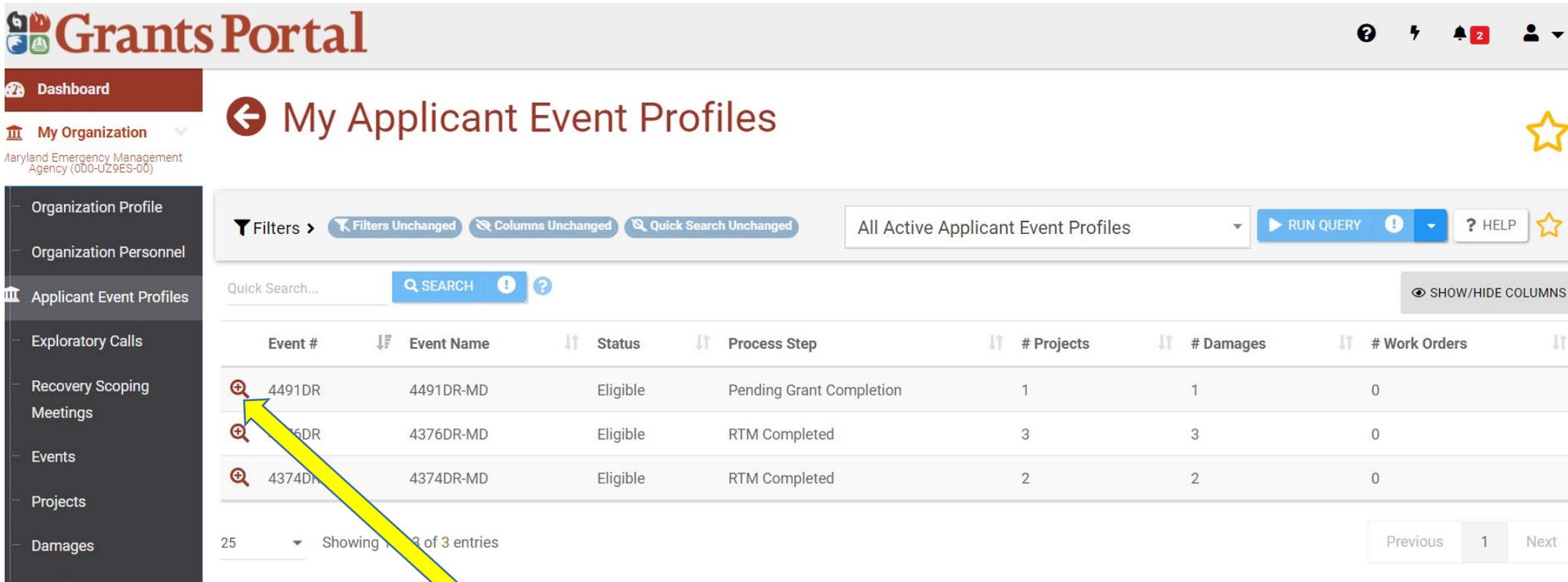
NS	Applicants should document damages with photos and track all resources used at the site including dates and quantities.
NS	Applicants must comply with the applicable codes, specifications and standards requirements when restoring infrastructure.
NS	In accordance with the PAPPG, the Applicant must comply with applicable federal, state, and local laws must provide all documentation requested to allow FEMA to ensure project applications comply with federal Environmental and Historic Preservation (EHP) laws, implementing regulations, and Executive Orders; and must comply with any EHP compliance conditions placed on all grants.
NS	Applicants that utilize contractors for work conducted with FEMA PA funding must follow the procurement and contracting rules detailed in 2 CFR § 200.318-326.

Authorized Representative	<i>Not Sure</i>	Date Signed	09/25/2020
Signed on Behalf By	[REDACTED]	Signed on Behalf Date	09/25/2020
Signed Document	<a href="#">NOT SURE.pdf</a>		

[← BACK](#)  [✓ SUBMIT](#)

# Post-Submission

- Once you have submitted your RPA, the event will show up under your “Applicant Event Profiles”. To view the event click the magnifying glass.



**Grants Portal**

Dashboard

My Organization  
Maryland Emergency Management Agency (000-UZ9ES-00)

## My Applicant Event Profiles

Filters > Filters Unchanged Columns Unchanged Quick Search Unchanged

All Active Applicant Event Profiles

RUN QUERY HELP

Quick Search... SEARCH

SHOW/HIDE COLUMNS

Event #	Event Name	Status	Process Step	# Projects	# Damages	# Work Orders
4491DR	4491DR-MD	Eligible	Pending Grant Completion	1	1	0
4376DR	4376DR-MD	Eligible	RTM Completed	3	3	0
4374DR	4374DR-MD	Eligible	RTM Completed	2	2	0

Showing 1 of 3 entries

Previous 1 Next