

Filing a Late Request for Public Assistance (RPA)

To file a late RPA, please email the request to <u>RPA.Help@em.myflorida.com</u> to the attention of Kevin Adkison, State Public Assistance Officer.

The request should include:

- A completed FEMA Request for Public Assistance (RPA) Form (Form 009-0-49)
- A letter signed by the Applicant, requesting to submit a late RPA with the justification for the delayed submission. This must include extenuating circumstances that are beyond the Applicant's control and should reference any documented attempts to contact FEMA.

If the organization is a <u>Private Non-Profit</u>, the request will also need to include:

- 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; <u>OR</u>
 - Documentation from the State substantiating it is a non-revenue producing, nonprofit entity organized or doing business under State law.
 - If the organization is exempt from both the requirement to apply for 501(c)(3) status and taxexempt status under State law, the organization must provide articles of association, bylaws, or other documents indicating that it is an organized entity and a certification that it is compliant with Internal Revenue Code section 501(c)(3) and State law requirements.
- Proof of ownership if the Applicant owns the damaged facility.
- Lease or other proof of legal responsibility to repair the incident-related damage if the Applicant leases the damaged facility.
- List of services provided in the damaged facility, to include when, and to whom the services were provided.
- If a Private Non-Profit organization provides "Noncritical, Essential Social Services" as described on pages 43-47 of the <u>FEMA Public Assistance Program and Policy Guide, Version 4</u> and is seeking Public Assistance funding for the repair or replacement of facilities or contents ("Permanent Work"), they will have to apply to the Small Business Administration (SBA) for a loan prior to becoming eligible for those activities. The deadline to submit a Hurricane Ian (DR-4673-FL) SBA loan application for physical property damage was 1/12/23, but late applications with documented extenuating circumstances may be accepted. To apply for a SBA loan, go to https://disasterloanassistance.sba.gov/ or call 1-800-659-2955.

DEPARTMENT OF HOMELAND SECURITY

Federal Emergency Management Agency

REQUEST FOR PUBLIC ASSISTANCE

If yes, which of the facilities identified below best describe your organization? Title 44 CFR, part 206.221(e) defines an eligible private non-profit facility as: " any private non-profit educational, utility, emergency, medical or custodial care facility, including a facility for the aged or disabled, and other facility providing essential governmental type services to the general public, and such facilities on Indian reservations." "Other essential governmental service facility means museums, zoos, community centers, libraries, homeless shelters, senior citizen centers, rehabilitation facilities, shelter workshops and facilities which provide health and safety safety services of a governmental nature. All such facilities must be open to the general public." Private Non-Profit Organizations must attach copies of their Tax Exemption Certificate and Organization Charter or By-Laws. If your	Public reporting burden for this data instructions, searching existing data information is required to obtain or r displayed in the upper right corner of burden to: Information Collections N Washington, DC 20472, Paperwork	a sources, g retain bene of this form. /lanagemer	is estimated to average 15 m pathering and maintaining the fits. You are not required to r Send comments regarding t nt, Department of Homeland Project (1660-0017) NOTE:	e data needed, and c espond to this collec he accuracy of the b Security, Federal Em Do not send your c	. The burden estimate ompleting and submitti tion of information unle urden estimate and an nergency Management	ng this ss a va y sugge Agency	form. This collection of alid OMB control number is estions for reducing the y, 500 C Street, SW.,	
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