<u>Submitting RPA's in FloridaPA.org</u>

There are (3) methods to submitting RPA's and your method will be dependant on whether you already have a login for FloridaPA.org from being a previous applicant to a past disaster declaration.

Instructions for New User

Instructions for Existing User but Forgot Login

Instructions for Existing User

Remember to register/login on www.FloridaPA.org. If you're a new user, it may take a day or two before you're granted access to the site. Once granted access to the site, you must login first and then submit a "New Request for Assistance".

If you require any technical assistance, please contact Jeanette Francis, State Public Assistance Coordinator at Jeanette.Francis@em.myflorida.com or 850-488-3141.

<mark>****IMPORTANT****</mark>

If you represent a private non-profit, you must submit additional information on your "Request for Assistance" in FloridaPA.org. There is an option on this webpage where you must upload the following documentation:

- Effective ruling letter from the Internal Revenue Service at the time of the disaster granting tax exemption under Sections 501(c), (d), or (e) of the Internal Revenue Code, or satisfactory evidence from the State that the organization is a non-revenue producing, nonprofit entity organized or doing business under State law
- Organization charter / bylaws
- Current literature describing the organization (brochure or mission statement for the organization)

For all applicants, you must submit a Data Universal Numbering System (DUNS) number on the "Request for Assistance" on FloridaPA.org. If you're a previous applicant, you may already have this figure in FloridaPA.org.

A DUNS number identifies your organization It is how the Federal Government tracks grant funds. DUNS Numbers are issued by Dunn and Bradstreet INC. To get a DUNS Number call (866) 705-5711. Required Information to Apply for a DUNS Number:

Name of business
Business address
Local phone number
Name of the CEO/business owner
Legal structure of the business
(corporation, partnership, proprietorship)
Year business started
Primary line of business
Total number of employees (full and part time)

Instructions for New User Access

FloridaPA.org

Home   Open Grants   PA Info   Forms   Contacts   Applicant Guidelines and Guides

Florida Public Assistance

If you're an existing user or have been granted access to FloridaPA.org, login here.

FloridaPA.org manages the Public Assistance (PA) grant in Florida. The system manages the PA process from application through closeout.

Returning User Login:

Email:

Password:

☐ Remember Me

Sign In   Forgot Login?
Register for Access

If you've forgot your existing login info or need to register for access, click on these options.

About

This site is for the online application and management of the Public Assistance (PA) grant. Public Assistance (PA) is a federal grant program to aid State and local governments in returning a disaster area to pre-disaster conditions. A minimum of 75% of eligible costs is provided to primarily address the repair and restoration of public facilities, infrastructure, or services which have been damaged or destroyed. Eligible applicants include local and Tribal governments as well as certain Private Non-Profit organizations.

News Releases

Aug 5, 2013 - **President Issues Major Disaster Declaration for Florida Severe Storms and Flooding**
President declares a major disaster as a result of severe storms and flooding

Mar 18, 2013 - **Florida PA.org Updated**
FloridaPA.org has been updated to the newest version of EMGrantsPro. Full access for all users has been restored.

Nov 7, 2012 - **New FEMA Guidance**
Attached is some interesting new guidance from FEMA on contracting under PA grants. Keep in mind there is another policy directly addressing debris contracting (9580.201).

View News Archive

Contact

Address:
Florida DEM
2555 Shumard Oak Boulevard
Tallahassee, FL 32399-2100

Fax:
407-888-3771

Email:
support@floridapa.org

Register for Access

All boxes outlined in red on this page are required in order for this form to be submitted.

Name Prefix:

First Name:

Middle Name:

Last Name:

Name Suffix:

Title:

Email:

Phone - Business:

Once this page has been filled out and submitted, your user access will be reviewed. If it's been approved, you will receive an email stating so with your login information.

Is Direct Line: Not Known

Is the number indicated above a direct line to this contact?

Phone - Fax:

Phone - Cell:

Request Type can be either for New User Access or Additional Access to an Existing User.

Request Type: Select One

Reason for Requested Access:

If "Yes":

If the applicant you're representing has account on FloridaPA, you can then select this applicant from a drop down screen once selecting "Yes". You will be asked for a grant number - select "4138 - (PA) Severe Storms and Flooding".

If "No":

If the applicant you're representing does not have an account on FloridaPA, then you must fill out the organization's name and supervisor information.

Is Applicant: Select One

If this is an External contact with no Internal access to all data

Organization:

Don't select any "Permission Level"; Just leave as "Select One"

Select "Full-Access" if you'll be uploading documentation and working in FloridaPA. Select "Read-Only" if you'll be only viewing

Permission Level: Select One

Register   Cancel

Instructions for Existing Users but Forgot Login

You will get to this page when you click "Forgot Login?" on the front page of FloridaPA.org.

FloridaPA.org

Home   Open Grants   PA Info   Forms   Contacts   Applicant Guidelines and Guides

Retrieve Account Information

- Open Grants
- PA Info
- Forms
- Contacts
- Applicant Guidelines and Guides
- News Archive

Retrieve Account Information

Forgotten your Password or Username? Enter your email address in the form below and your login details will be emailed to you. Please note, this action will reset your password.

Email Address:

Send Information

Enter your email address that you used to register for FloridaPA.org. An email will be sent to that email address shortly to reset your password.

Instructions for Existing Users

My Home

Here is a list of previous disasters that your applicant has submitted a "Request for Public Assistance" on. If you're a new applicant, this will be blank.

Welcome to the updated FloridaPA.org! For an introduction to the system, see the help guide available in the top-right corner of the screen.

My Inbox Summary

> Inbox | 0 total
> Drafts | 2 total

Accounts

Quick Search: 18 results

Grant #	Grant Name	Applicant Name	Proj Count	Closed Date
1539	Hurricane Charley	Division of Emergency Management (DBA) Department of ...	15	
1545	Hurricane Frances	Division of Emergency Management (DBA) Department of ...	15	
1551	Hurricane Ivan	Division of Emergency Management (DBA) Department of ...	16	
1561	Hurricane Jeanne	Division of Emergency Management (DBA) Department of ...	15	
1595	Hurricane Dennis	Division of Emergency		
1602	Hurricane Katrina	Division of Emergency Management (DBA) Department of ...	20	
1609	Hurricane Wilma	Division of Emergency Management (DBA) Department of ...	20	
1679	Severe Storms and Torna...	Division of Emergency Management (DBA) Department of ...	7	
1785	Tropical Storm Fay	Division of Emergency Management (DBA) Department of ...	1	
1806	Hurricane Gustav	Division of Emergency Management (DBA) Department of ...	3	

Next 5 Quarterly Reports Due

> **Overdue** 2013 Q1: Oct-Dec
  1602 (PA) / Division of Emergency M...
> **Overdue** 2013 Q1: Oct-Dec
  1595 (PA) / Division of Emergency M...
> **Overdue** 2013 Q1: Oct-Dec
  1561 (PA) / Division of Emergency M...
> **Overdue** 2013 Q1: Oct-Dec
  1551 (PA) / Division of Emergency M...
> **Overdue** 2013 Q1: Oct-Dec
  1545 (PA) / Division of Emergency M...

Click on "New Request for Assistance" to start the RPA process.

Applicants You Represent

> Division of Emergency Management (DBA) Department of Community Affairs
  New Request for Assistance
> Florida Division of Emergency Management
  New Request for Assistance

Resources

Create New Request for Assistance

[💾] Create   [📧] Cancel

[🖼] Form ⚠ >   [📄] Form

Grant: **4138 Florida Severe Storms and Flooding (PA)** ▼

Applicant:
Florida Division of Emergency Management
Statewide County (Statewide Region)
FIPS #: 000-U6965-00
DUNS #: 930172528
Type: State Agency
2555 Shumard Oak Boulevard, Tallahassee, FL 32399

Tax Exempt #: [   ]

Select 4138 Florida Severe Storms and Flooding.

Primary Contact: Select One ▼

Alternate Contact: Select One ▼

Authorized Contact: Select One ▼

Fill out your primary, alternate, and authorized contacts for this event. You can add contacts to this or select from previously existing contacts if available.

Counties Affected:
Alachua
Baker
Bay
Bradford
Brevard
Broward

The location of the damage (only if in multiple counties).

List the counties where the damages have been incurred for this applicant.

Was PDA Completed: Yes ▼

If your organization participated in the Federal/State Preliminary Damage Assessment (PDA).

Legislative District of Projects: [   ]

Congressional District of Projects: [   ]

Fill out this information if available.

For PNP's, you should be able to attach documents on a tool option on the bottom right.

| Create | Cancel |

Form ⚠ ⟩

Private Non-Profit Questionnaire

For private non-profits, there will be this additional questionnaire at the bottom of the Request for Assistance form. Fill out each item in detail and remember to attach your required PNP documentation.

Name of damaged facility & location:

Primary purpose of damaged facility:

Critical facility: No ⌄
This facility is a critical facility.

Who may use this facility?

Fee chared to use facility:
What fee, if any, is charged for the use of the facility?

Facility in use: No ⌄
The facility was in use at the time of the disaster or prior to the threat of disaster.

Facility directly damaged: No ⌄
The facility sustained damage as a direct result of the disaster.

Type of assistance requested:

Facility owned: No ⌄
This facility is owned by the PNP organization.

Legal responsibility for repairs: No ⌄
The PNP organization has the legal responsibility to repair the facility.

Insured Facility: No ⌄
This facility is insured.

Educational Facility: No ⌄
This facility is an educational facility.