



# Request For Public Assistance (RPA) Guidance

Please see the step-by-step guide for completing your entity’s Request for Public Assistance.

## GENERAL GUIDANCE:

Enter the [www.FloridaPA.org](http://www.FloridaPA.org) website.

The main page will appear.

The screenshot shows the FloridaPA.org website. At the top, there is a navigation menu with links: Home, Open Grants, PA Info, Forms, Contact Us, Applicant Guidelines and Guides, FLPA Insurance, PA Audits, and Local Match Waivers. The main header area includes the FloridaPA.org logo and the text 'Florida Public Assistance'. Below this, a description states: 'FloridaPA.org manages the Public Assistance (PA) grant in Florida. The system manages the PA process from application through closeout.' To the right, there is a 'Returning User Login' section with input fields for 'Email:' and 'Password:', a 'Remember Me' checkbox, and 'Sign In' and 'Register' buttons. A 'Forgot Login?' link is also present. A prominent red banner across the middle of the page reads 'RPAs now accepted for EM-3432 COVID-19 (Deadline: Apr 12, 2020)' with a white 'APPLY NOW' button. Below the banner, the page is divided into three columns: 'About' (describing the PA grant), 'News Releases' (listing updates from Dec 9, 2019, Oct 25, 2019, and Oct 16, 2019), and 'Contact' (providing address, phone, and email information).

Click the “APPLY NOW” Banner

This block is a close-up of the red banner mentioned in the previous block. It contains the text 'RPAs now accepted for EM-3432 COVID-19 (Deadline: Apr 12, 2020)' on the left and a white button with the text 'APPLY NOW' on the right.

The RPA Process Page will appear

**FloridaPA.org** Home Open Grants PA Info Forms Contact Us Applicant Guidelines and Guides FLPA Insurance PA Audits Local Match Waivers

## Request for Public Assistance (RPA) Process

- Open Grants
- PA Info
- Forms
- Contact Us
- Applicant Guidelines and Guides
- FLPA Insurance
- PA Audits
- Local Match Waivers
- News Archive

### EM-3432 COVID-19 (Deadline: Apr 12, 2020)

Note that this site is for State & local governments as well as certain Private Non-Profit organizations. If you are a citizen seeking disaster assistance, please visit [FloridaDisaster.org](#).

#### New User

- Click [HERE](#) to Register for Access on FloridaPA.org
- Fill out the Access Request Form and click Register. Your request will be forwarded to the State Administrator for approval.
- Once approved, you will receive an email with your login information.
- Login to system as EXISTING USER (See section: **Existing User**).

#### Existing User

- Click [HERE](#) to Login to FloridaPA.org
- From the Applicant page, click the Apply Now button on the right-hand side and select the PA grant you wish to apply for.
- Complete RPA Form
- Submit to the State for approval

**FloridaPA.org**  
Florida Public Assistance  
Version 4.39.876  
System Requirements  
© Copyright 2005-20 MB3 INC.

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

T 850-815-4426  
E FDEM PA Systems Administrator - David.Solomon@em.myflorida.com; RPA.Help@em.myflorida.com

POWERED BY  
**EMGrantsPRO**

## INSTRUCTIONS FOR NEW USERS:

If you are a new user to [www.FloridaPA.org](http://www.FloridaPA.org), Click the “Click Here” link under the New User Header.

### New User

- Click [HERE](#) to Register for Access on FloridaPA.org
- Fill out the Access Request Form and click Register. Your request will be forwarded to the State Administrator for approval.
- Once approved, you will receive an email with your login information.
- Login to system as EXISTING USER (See section: **Existing User**).

## The Registration Page will appear

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

Phone - Fax:

Phone - Cell:

Request Type:

Please select your user type:  
 I am representing Florida DEM or FEMA.  
 I am a representative for an Applicant Organization.

Applicant Organization:   
  
Create New Applicant Organization  
2-1-1 Big Bend, Inc (Leon County)  
2-1-1 Brevard Inc. (Brevard County)  
Abuse Counseling and Treatment, Inc. (Lee County)  
Academy of Medicine (Duval County Medical Society Foundation) (Duval County)  
Achievement Academy, Inc (Polk County)  
ACME Lodge #222 (Bay County)  
Act Corporation (Volusia County)  
Advantage Academy of Miami, Inc. (Miami-Dade County)  
AdventHealth Orlando (Orange County)  
Adventist Care Centers, Inc (Orange County)  
Adventist Health System/Sunbelt, Inc. (Highlands County)  
Adventist Health System/Sunbelt, Inc./Wauchula (Hardee County)  
Adventists Health System/Sunbelt, Inc./Lake Placid (Highlands County)  
Aegis Community Management Solutions, Inc (Flagler County)  
Agency for Health Care Administration (Statewide County)  
Agency for Persons with Disabilities (Statewide County)  
Agency for State Technology (Leon County)  
Aid to Victims of Domestic Abuse (Palm Beach County)

Requested Permission Level:

Reason for Requested Access:

Grant Number:

Position:

Assignment Description:

If you don't want this user assigned to all Grants & Projects for the given organization, specify the ones which they should be restricted to.

When you reach “Select User Type,” leave the selection for “I am a representative for an Applicant Organization” checked. Select “Create New Applicant Organization” from the dropdown select. This will populate a number of new required fields that will need to be completed.

Enter your organization’s name, county, and classification. If your entity is a Private Non-Profit, please indicate using the drop down select.

If you know your FEIN (Federal Identification Number) and DUNS (Data Universal Numbering System) numbers, please enter them before proceeding. If you are uncertain of these numbers, enter a placeholder and continue with the application.

## Mailing Address

Name:

Only needed if different from Applicant name

Copy Physical Address:

Requested Permission Level:

Reason for Requested Access:

Grant Number:

*FMAG*  
5178 - 30th Avenue Fire (Apr 21, 2017)  
5179 - Lehigh Acres Fire (Apr 22, 2017)  
5180 - Indian Lakes Estate Fire (Apr 22, 2017)  
*PA*

Position:

Assignment Description:

If you don't want this user assigned to all Grants & Projects for the given organization, specify the ones which they should be restricted to.

Register

Cancel

After you have entered the information from your organization, complete the fields under the “Mailing Address” header.

In the “Reason for Requested Access” field, enter that you are a new user in [www.FloridaPA.org](http://www.FloridaPA.org) and that you are filing your RPA.

In the “Grant Number” field, use the dropdown to select the Grant Number for which you are applying for assistance. For COVID-19, click the Grant Number: EM-3432.

In the “Position” field, select which title is most relevant to your work in [www.FloridaPA.org](http://www.FloridaPA.org). If you are the main person working in [www.FloridaPA.org](http://www.FloridaPA.org), “Primary” is a good choice. If you have signing authority for your organization in executing agreements, select “Authorized User.” For other users, please select either “Alternate” or “Other.”

\*Please note, there are no functional differences between these titles. These titles are used when FDEM contacts your entity for required documentation or other correspondence. Each account may have the following: 1 Authorized User, 1 Primary, 4 Alternates, and unlimited Other.

After this is complete, you have successfully registered as a user in [www.FloridaPA.org](http://www.FloridaPA.org). Once approved, you will receive an email with your login details. Login to [www.FloridaPA.org](http://www.FloridaPA.org) and submit a RPA as an existing user.

All Applicants must obtain a DUNS and enter it in their RPA Applications.

If you are a previous applicant, you may already have this number entered in [www.FloridaPA.org](http://www.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 or confirm the correct DUNS Number, call (866) 705-5711.

Once you have obtained a DUNS number, you must register with [www.sam.gov](http://www.sam.gov); Registration with sam.gov is required. To register with SAM, go to [www.sam.gov](http://www.sam.gov).

The screenshot shows the SAM website interface. At the top left is the SAM logo with the text "SYSTEM FOR AWARD MANAGEMENT". To the right are login fields for "USER NAME" (containing "gohsep") and "PASSWORD" (masked with dots), with a "LOG IN" button and links for "Forgot Username?" and "Forgot Password?". A "Create an Account" link is also present. Below the header is a navigation menu with "HOME", "SEARCH RECORDS", "DATA ACCESS", "GENERAL INFO", and "HELP". The main content area is titled "Search Results" and contains a list of instructions for users. Below this is a "Clear Search" button. A summary bar shows "TOTAL RECORDS: 1" and "Result page 1 of 1", along with buttons for "Save PDF", "Export Results", and "Print". The search results are sorted by "Modified Date" in "Descending" order. A "FILTER RESULTS" section on the left allows filtering by "Record Status" (Active/Inactive) and "Functional Area" (Entity Management/Performance Information). The main result card displays details for "HOMELAND SECURITY & EMERGENCY PREPAREDNESS, LA GOVERNOR'S OFFICE OF", including DUNS number 110613903, CAGE Code 4GNW1, and registration purpose "Federal Assistance Awards Only". A "View Details" button is also visible. A "Glossary" sidebar on the right lists "Search Results" and "Search Filters".

Create a user ID and password to begin. If you have any issues or questions with this process, email [RPA.help@em.myflorida.com](mailto:RPA.help@em.myflorida.com).

After your registration is complete, click "Register" at the bottom of the page. FDEM will review your information and set up an account for you and your organization. Within the next day, you will receive your login information in your email, your username will be the email you indicated on your registration. Once you receive this email, follow the prompts to login to your account.

If you are an Existing User who has forgotten your password, click “Forgot Login” under the “Returning User Login” at the top of the [www.FloridaPA.org](http://www.FloridaPA.org) main page.

The screenshot shows the top navigation bar of the Florida Public Assistance website. On the left is the Florida Department of Economic Opportunity (FDEO) logo and the text "Florida Public Assistance". Below this is a brief description: "FloridaPA.org manages the Public Assistance (PA) grant in Florida. The system manages the PA process from application through closeout." On the right, the "Returning User Login:" section contains two input fields for "Email:" and "Password:". Below these fields is a "Remember Me" checkbox, a "Sign In" button, a "Register" button, and a "Forgot Login?" link.

Enter your email address and click “Send Information.”

The screenshot shows the "Retrieve Account Information" page. On the left is a sidebar menu with links: Open Grants, PA Info, Forms, Contact Us, Applicant Guidelines and Guides, FLPA Insurance, PA Audits, Local Match Waivers, and News Archive. The main content area is titled "Retrieve Account Information" and contains the text: "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." Below this text is an "Email Address:" label, a text input field, and a "Send Information" button.

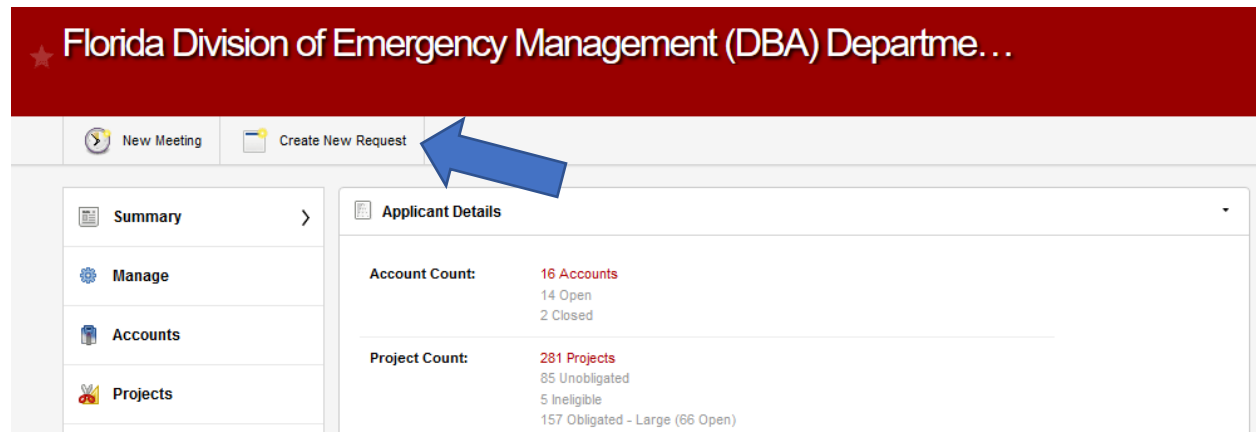
You will receive an email to reset your password.

## INSTRUCTIONS FOR EXISTING USERS:

Sign into your account on the [www.FloridaPA.org](http://www.FloridaPA.org) main page.

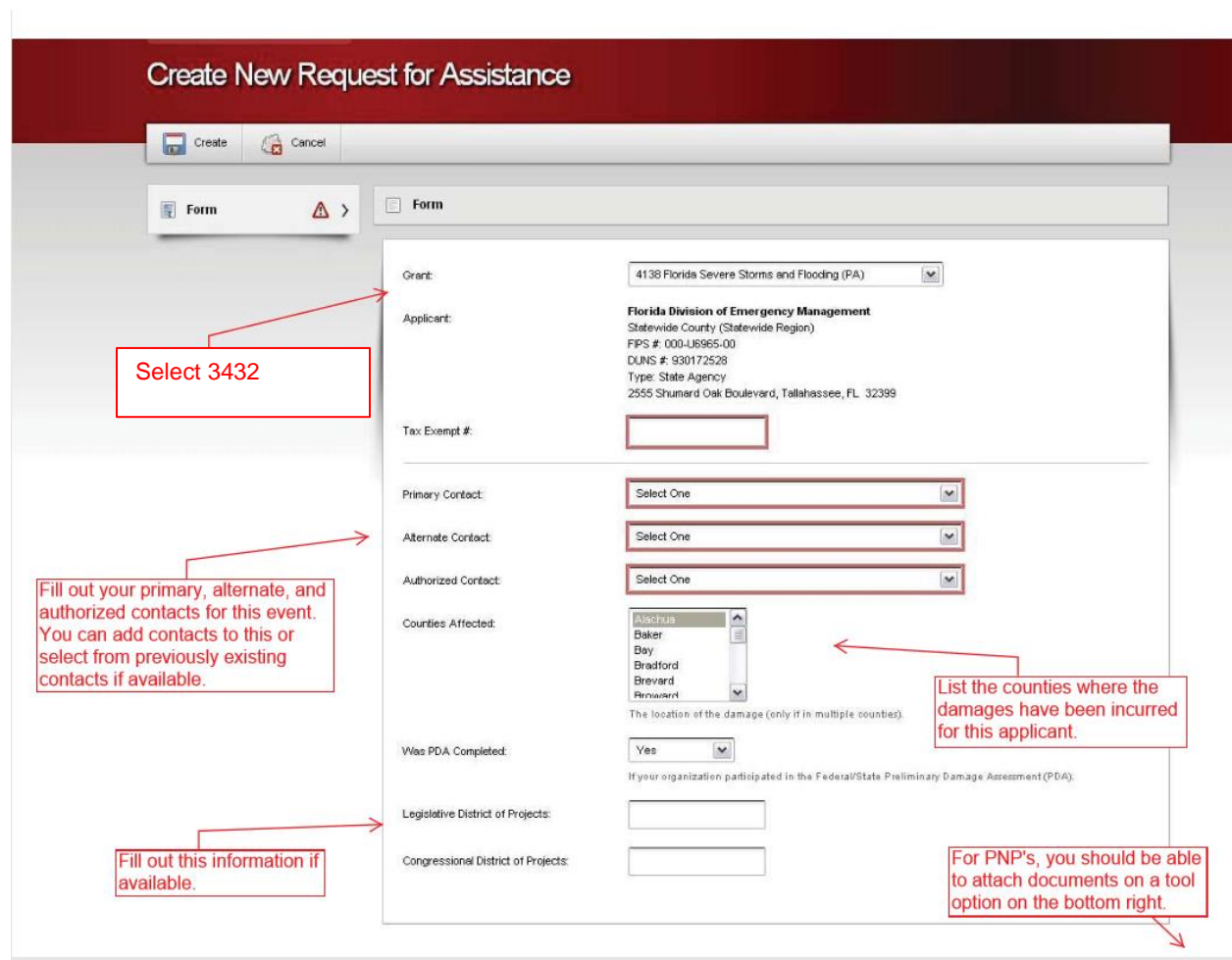
This screenshot shows the top of the FloridaPA.org website. The navigation bar includes the "FloridaPA.org" logo and links for Home, Open Grants, PA Info, Forms, Contact Us, Applicant Guidelines and Guides, FLPA Insurance, PA Audits, and Local Match Waivers. Below the navigation bar is the "Returning User Login:" section, which is identical to the one shown in the first screenshot, featuring input fields for email and password, a "Remember Me" checkbox, "Sign In" and "Register" buttons, and a "Forgot Login?" link.

Click on the "Create New Request."



Select "New Public Assistance Request."

The Create New Request for Assistance page will appear.



For Private Non-Profit Organizations, you must submit supporting documenttion with your application.

Follow the prompts given to you on the application and answer the questions to the best of your ability. FDEM will reach out to you regarding any furthe documentation requirements before submitting your application to FEMA.

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.

The screenshot shows a web-based form titled "Private Non-Profit Questionnaire". At the top left, there are buttons for "Create" and "Cancel". Below these is a "Form" button with a warning icon. The form contains the following fields and options:

- Name of damaged facility & location:** Text input field.
- Primary purpose of damaged facility:** Text input field.
- Critical facility:** Dropdown menu with "No" selected. Below it, text reads: "This facility is a critical facility."
- Who may use this facility?:** Text input field.
- Fee charged to use facility:** Text input field. Below it, text reads: "What fee, if any, is charged for the use of the facility?"
- Facility in use:** Dropdown menu with "No" selected. Below it, text reads: "The facility was in use at the time of the disaster or prior to the threat of disaster."
- Facility directly damaged:** Dropdown menu with "No" selected. Below it, text reads: "The facility sustained damage as a direct result of the disaster."
- Type of assistance requested:** Text input field.
- Facility owned:** Dropdown menu with "No" selected. Below it, text reads: "This facility is owned by the PNP organization."
- Legal responsibility for repairs:** Dropdown menu with "No" selected. Below it, text reads: "The PNP organization has the legal responsibility to repair the facility."
- Insured Facility:** Dropdown menu with "No" selected. Below it, text reads: "This facility is insured."
- Educational Facility:** Dropdown menu with "No" selected. Below it, text reads: "This facility is an educational facility."