

# **PUBLIC ASSISTANCE COVID-19 REQUEST FOR PUBLIC ASSISTANCE (RPA) SUBMISSION BULLETIN #2 – 3/26/20**

President Trump declared the FEMA-3443-EM-NV emergency declaration for Nevada on March 13, 2020, as a result of COVID-19 pandemic response that started January 20, 2020 and is continuing. FEMA has designated all counties in Nevada as eligible for funding under Public Assistance (PA) Program, Category B – Emergency Protective Measures.

If an eligible organization has or may have at least \$3,300 in eligible uninsured Category B – Emergency Protective Measure costs, the organization should submit a FEMA Request for Public Assistance (RPA) electronically through the [FEMA PA Grants Portal](#) as soon as possible.

**All organizations interested in applying should follow the steps below to submit an RPA to NDEM:**

The following types of organizations may be eligible for PA Category B funding include:

- State government – departments, agencies, boards, commissions, authorities, universities
- Local government – counties, townships, township road districts, cities, villages, school districts, levee/drainage districts, community college districts, special districts
- Private non-profit organizations – utility cooperatives, hospitals, schools, churches
- Native American tribes and tribal organizations

**If your organization doesn't already have an account, create one on the [FEMA Grants Portal](#).**

**Complete the RPA form:**

- Include both primary and alternate contact information. Each contact must have a separate email address. FEMA and NDEM will use the email address to communicate with each organization, so the email address provided is very important.
- There has been no Federal/State Joint Preliminary Damage Assessment at this time, so please check “NO” to that question.
- While there is no current deadline to submit an RPA, the sooner RPAs are received the quicker service will be provided.

**For additional instruction, watch this [How-To Video on the Grants Portal RPA Submission](#).**

## Compiling documentation to support work and costs claimed:

- Organizations should compile documentation for any work and costs that may be eligible under Category B – Emergency Protective Measures. FEMA has provided a [COVID-19 Eligible Emergency Protective Measures Fact Sheet](#) that provides information on the eligible work and costs under this emergency declaration.
- The [FEMA PA Grants Portal](#) and Nevada’s ZoomGrants Portal will be used later to submit documentation to support an organization’s costs. Please remember that all costs must be supported with documentation (e.g. bills, invoices, receipts, labor records, equipment records, material records, procurement records).

FEMA has an independent study course available on using the PA Grants Portal (<https://grantee.fema.gov>). Organizations are strongly encouraged to review this course because they will be using the PA Grants Portal to communicate with FEMA and uploading documentation to support their costs. The FEMA independent study course for the PA Grants Portal is available online at <https://training.fema.gov/is/courseoverview.aspx?code=IS-1002>.

Procurement of services (contracting) is very important under PA, even under this type of emergency declaration. Non-compliance with federal and state procurement requirements can result in organizations losing their grant funding. The FEMA policy on Procurement Under Grants Conducted Under Exigent or Emergency Circumstances is available online at <https://www.fema.gov/media-library/assets/documents/186350>.

NDEM will conduct PA applicant’s briefings via webinars in the **coming** weeks to review the remaining application and programmatic requirements. The other PA application forms will be available and required through Zoom Grants that must be completed and submitted to NDEM. They do not have a specific submission deadline but must be completed and accepted by NDEM before we can make a payment to an organization. All Submission for this disaster will be completed in Zoom grants electronically.

## These forms are as follows:

- NDEM PA Grant Recipient Award Agreement
- Federal and State Assurances for NDEM

## The following items are typically problem areas when completing the PA Grant Agreement:

- Federal Employer Identification Number (FEIN). The FEIN is your organization’s tax identification number and can be obtained from the IRS [here](#).
- Data Universal Numbering System (DUNS) number. DUNS numbers can be obtained online at <http://fedgov.dnb.com/webform/> or by calling [866-705-5711](tel:866-705-5711).
- System for Award Management (SAM) registration expiration date. The SAM registration

expiration date can be obtained at [www.SAM.gov](http://www.SAM.gov). Please make sure the your organization's registration at [www.SAM.gov](http://www.SAM.gov) is active. If your organization needs assistance with registering or updating your registration at [www.SAM.gov](http://www.SAM.gov), please contact the [Federal Service Desk](#) at or [866-606-8220](tel:866-606-8220).

- Fiscal year start date. The month and day that the organization's fiscal year starts.

Organizations should also download the [Public Assistance Policy Guide](#), which details the program requirements and process.

Additional information on the Public Assistance Program is available on FEMA's website [here](#). If an organization has any questions regarding the Public Assistance Program, please contact the NDEM Recovery Team at [disaster-recovery@dps.state.nv.us](mailto:disaster-recovery@dps.state.nv.us).

DIRECT CONTACTS:		
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FOR QUESTIONS, PLEASE CONTACT:	
<b>Disaster Recovery</b>	<a href="mailto:disaster-recovery@dps.state.nv.us">disaster-recovery@dps.state.nv.us</a>

*Thank you!*