

Submitting RPA's in FloridaPA.org

There are (2) methods to submitting RPA's and your method will be dependent on whether you already have a login for FloridaPA.org from a previous past disaster declaration.

Submitting a RPA:

1. From My Home, (near the top right corner of the page), under Applicant You Represent, select 'New Request for Public Assistance'.
2. Next, Create the New Request Public Assistance. This federal form 90-49 is used to notify the State of the intent to participate in a given newly declared Grant. The Applicant details as well as key contacts are specified.
3. Once the form has been completed, select 'Create'.

For new Users, remember to first register on www.FloridaPA.org. It may take a day or two before you are granted access to the site.

Once granted access to the site, if you require any technical assistance, please contact Shemeka Shepherd, Public Assistance (PA) System Administrator at 850-815-4426 or by email at Shemeka.Shepherd@em.myflorida.com.

******IMPORTANT******

If you represent a private non-profit entity, 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.
- Articles of Incorporation.
- Ownership of property or legal rights (property tax notification, deed).
- Insurance Policy.

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