

Submitting a Request for Public Assistance (RPA) via EMGrantsPro

Go to <https://my.iowahomelandsecurity.org>

Log in using your own username and password (NOTE: In order to fill out a Request for Assistance, the individual who is logging in MUST have been given “Full Access” system rights by the Systems Administrator and not simply “Read Only” system rights.)

If your jurisdiction has never been granted access rights to the System, Click on the “Register for Access” button to the right of the orange “Sign In” button. Fill out ALL red boxes on the form and submit. After you have signed up for access, our Systems Administrator will contact you via email with further instructions for setting up your permanent password.

The screenshot shows the IA HSEMD website interface. At the top, there is a navigation bar with links for Home, Damage Self Reporting, and Open Grants. The main header features the IA HSEMD logo and the text "Iowa Homeland Security & Emergency Management". Below the header, there is a login section titled "Returning User Login:" which is circled in green. This section includes input fields for "Email:" and "Password:", a "Remember Me" checkbox, and a "Sign In" button. To the right of the "Sign In" button are links for "Forgot Login?" and "Register for Access". Below the login section, there are three columns of content: "About", "News Releases", and "Contact". The "About" section states that the site is for the online application and management of grants to State and local governments and Indian tribes. The "News Releases" section has a date of Jan 25, 2013, and a title "New Grant Management System Launched", with a brief description of the system. The "Contact" section provides the address, phone number, and fax number for the Iowa Homeland Security & Emergency Management Agency.

After logging in, your home page will appear. Click on “New Request for Assistance” at the bottom right hand part of the screen.

The screenshot shows a web application interface. At the top is a dark navigation bar with icons for Home, Accounts, Projects, Finances, and Personnel, along with a search icon. The user is logged in as Casey Drew. Below the navigation bar is a dark header with the text "My Home".

The main content area is divided into several panels:

- Quick Start Guides?**: A panel with a welcome message: "Welcome to the updated my.IowaHomelandSecurity.org! For an introduction to the system, see the help guide available in the top-right corner of the screen."
- Accounts**: A table with 3 results. The table has columns for Grant #, Grant Name, Applicant Name, Proj Count, and Closed Date.

Grant #	Grant Name	Applicant Name	Proj Count	Closed Date
1763	Severe Storms, Flooding,...	City of Cedar Rapids	458	
4126	Severe Storms, Tornadoe...	City of Cedar Rapids	12	
4187	Severe Storms, Tornadoe...	City of Cedar Rapids	8	
- My Inbox Summary**: Shows 0 total Inboxes and 0 total Drafts.
- Next 5 Quarterly Reports Due**: Lists overdue reports for 2015 Q3 and Q4 for various grant numbers (4126, 1763, 4187) for the City of Cedar Rapids.
- Applicant You Represent**: Lists actions for the City of Cedar Rapids, with "New Request for Assistance" circled in green.

This form will appear and will require the following information:

- Grant – Select the appropriate disaster number from the dropdown
- Applicant – *Please make sure this information is correct. If changes are needed please contact your State Project Specialist or simply add a Note to the page (see below to add a Note).*
- DUNS# - Enter your DUNS number
- Tax Exempt # - Enter your jurisdiction Tax ID #
- Contact Information – Select the appropriate personnel for each contact from the dropdown, or, enter a new contact
- If the “Legislative District” and “Congressional District” for your jurisdiction are known please enter the number that corresponds to the district. This information is not required to submit the form.
- You may attach documentation, add notes or updates to HSEMD BEFORE creating the form. To add a note, click on the “Add Note” button at the bottom of the page. To upload a document, click on the “Add Document” button at the bottom of the page.
- Once all fields highlighted **RED** are complete, click the “Create” button located towards the top left part of the page – this will submit the form to HSEMD.

The screenshot shows the 'Create New Request for Assistance' form. At the top, there is a navigation bar with icons for Home, Accounts, Projects, Finances, and Personnel. The user is logged in as 'Welcome, Aimee Bartlett'. The form title is 'Create New Request for Assistance'. Below the title, there are 'Create' and 'Cancel' buttons. The 'Create' button is circled in green. The form fields are as follows:

- Grant: Select One (dropdown menu, highlighted in red)
- Applicant: City of Cedar Rapids [Edit], Linn County, FIPS #: 113-12000-00, DUNS #: 065205148, Type: City or Township Government, 101 first St., Cedar Rapids, IA 52401
- Primary Contact: Select One (dropdown menu, highlighted in red)
- Alternate Contact: Select One (dropdown menu, highlighted in red)
- Authorized Contact: Select One (dropdown menu, highlighted in red)
- Legislative District of Projects: (text input field)
- Congressional District of Projects: (text input field)

At the bottom of the form, there are two sections: 'Notes & Comments' and 'No Uploaded Documents'. The 'Add Note' button in the 'Notes & Comments' section and the 'Add Document' button in the 'No Uploaded Documents' section are both circled in green. The 'Notes & Comments' section shows 'There are currently no notes. Be the first to add one'. The 'No Uploaded Documents' section shows 'No Issues' and an 'Add Issues' button.

CONGRATULATIONS...YOU HAVE SUCCESSFULLY SUBMITTED YOUR REQUEST FOR ASSISTANCE!!!

Your Request for Assistance is now saved in the system (EMGrantsPro). HSEMD staff will be notified through the system that your RPA has been submitted.

HSEMD will then provide FEMA with your RPA. After FEMA approves your RPA, you will be notified by HSEMD to fill out and submit a set of application documents and a “risk assessment” which is a Regulatory requirement for all Public Assistance Grant Program applicants.

THANK YOU!