



COLORADO

State Emergency Operations Center

COVID-19 FEMA Public Assistance - Initial Steps for Registration:

The Colorado Division of Homeland Security and Emergency Management (CO DHSEM) is the Grant Administrator for FEMA Public Assistance (PA) funding for the State of Colorado. Grants Portal is the external platform used by Applicants, Recipients, and Sub-recipients to manage their projects. Applicants can use the Public Assistance Grants Portal to:

- Register for and update an Applicant profile
- Submit a Request for Public Assistance
- Upload project documentation
- View the status of requests

President Trump declared an Emergency Declaration (EM-3436) on March 13, 2020 for the COVID-19 incident. At this time, please complete the following steps to set up your Applicant account in the FEMA Grants Portal system if you are interested in requesting Public Assistance funding:

1. Send email to cdps_em3436@state.co.us with the following information:
 - a. Title Email Subject as **ACCESS FOR: [Applicant Legal Name]**
 - b. Provide in the text of email the following information:
 - i. Organization Legal Name
 - ii. Organization type (possible choices):
 1. City or Township Government
 2. County Government
 3. Independent School District
 4. Indian / Native American Tribal Government (Federally Recognized)
 5. Indian / Native American Tribally Designated Organization
 6. Nonprofit with 501C3 IRS Status
 7. Nonprofit without 501C3 IRS Status
 8. Other
 9. Public / Indian Housing Authority
 10. Public / State Controlled Institution of Higher Education
 11. Regional Government Organization
 12. Special District Government
 13. State Government
 14. U.S. Territory or Possession
 - iii. Contact First Name
 - iv. Contact Last Name
 - v. Contact Email Address



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Department of Public Safety

700 Kipling Street, Lakewood, CO 80215 | [Colorado.gov/publicsafety](https://colorado.gov/publicsafety)
Jared Polis, Governor | Stan Hilkey, Executive Director

- vi. Contact Phone Number
 - vii. Estimate of Emergency Protective Measure Costs Incurred to Date
 - viii. Estimated Future Costs (best guess at this time)
2. The Contact will receive an email from FEMA's Grants Portal which will ask them to set up their Applicant Account. The Contact must set up the Account; no other contacts can be added until the initial setup is completed.
 3. **DO NOT FILL OUT A REQUEST FOR PUBLIC ASSISTANCE (RPA) AT THIS TIME.** FEMA is changing the RPA for the COVID-19 emergency and the current form will not be used. The State will notify every Applicant registered in the system when the new RPA is available.
 4. The State will notify all potential Applicants about regionally based Applicant Briefings as soon as they are scheduled.
 5. All Applicants should ensure that they are following FEMA rules for procurement, contracting, and documentation. Failure to follow these requirements will result in ineligible costs. Refer to the following resources for additional guidance:
 - a. Guidance specific to the COVID-19 incident can be found at: <https://www.fema.gov/coronavirus>. Please review all documentation under 'Fact Sheets' sub-heading at this time.
 - b. Federal procurement and contract requirements can be found at 2 CFR §200.317-§200.326. The text can be located at [Code of Federal Regulations](#)
 - c. Refer to the [Public Assistance Contracting Requirements Checklist](#)
 - d. Costs must be eligible, reasonable, and adequately documented. Refer to the [Public Assistance Program and Policy Guide V3.1](#) ("PAAPG")

Please note that registering in Grants Portal is just the first step of many that need to be completed prior to funding being obligated for eligible costs. The next step will be Applicant Briefings as detailed in Step 4 and it may be several weeks before this occurs.

Finally, if an Applicant has immediate needs for expedited funding to continue emergency operations, please contact your DHSEM Field Manager as soon as possible.

