

## 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. The main header includes the IA HSEMD logo and navigation links: Home, Damage Self Reporting, and Open Grants. The main content area features the Iowa Homeland Security & Emergency Management logo and a description of the system. A 'Returning User Login' section is highlighted with a green circle, containing an Email input field, a Password input field, a 'Remember Me' checkbox, and a 'Sign In' button. Below the login section are three columns: 'About', 'News Releases', and 'Contact'. The 'About' section describes the online application and management of grants. The 'News Releases' section includes a date and title: 'Jan 25, 2013 - New Grant Management System Launched'. The 'Contact' section provides address, phone, and fax information.

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

Quick Start Guides?

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

Quick Search: 3 results

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

- Inbox | 0 total
- Drafts | 0 total

Next 5 Quarterly Reports Due

- Overdue: 2015 Q3: Apr-Jun  
4126 (PA) / City of Cedar Rapids
- Overdue: 2015 Q3: Apr-Jun  
1763 (PA) / City of Cedar Rapids
- Overdue: 2015 Q3: Apr-Jun  
4187 (PA) / City of Cedar Rapids
- Overdue: 2015 Q4: Jul-Sep  
4187 (PA) / City of Cedar Rapids
- Overdue: 2015 Q4: Jul-Sep  
1763 (PA) / City of Cedar Rapids

Applicant You Represent

- City of Cedar Rapids
  - New Request for Assistance
  - Apply for Grant
  - New Damage Assessment

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. Below this is a red header with the text 'City of Cedar Rapids' and 'Create New Request for Assistance'. A toolbar contains 'Create' and 'Cancel' buttons, with 'Create' circled in green. The form itself has a 'Form' tab and a 'Form' section. The 'Grant' field is a dropdown menu with 'Select One' and is highlighted in red. The 'Applicant' field is pre-filled with 'City of Cedar Rapids' and includes details like 'Linn County', 'FIPS #: 113-12000-00', 'DUNS #: 065205148', and 'Type: City or Township Government'. Below this are three dropdown menus for 'Primary Contact', 'Alternate Contact', and 'Authorized Contact', all with 'Select One' and highlighted in red. There are also text input fields for 'Legislative District of Projects' and 'Congressional District of Projects'. At the bottom, there are sections for 'Notes & Comments' (with an 'Add Note' button circled in green), 'No Uploaded Documents' (with an 'Add Document' button circled in green), and 'No Issues' (with 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!