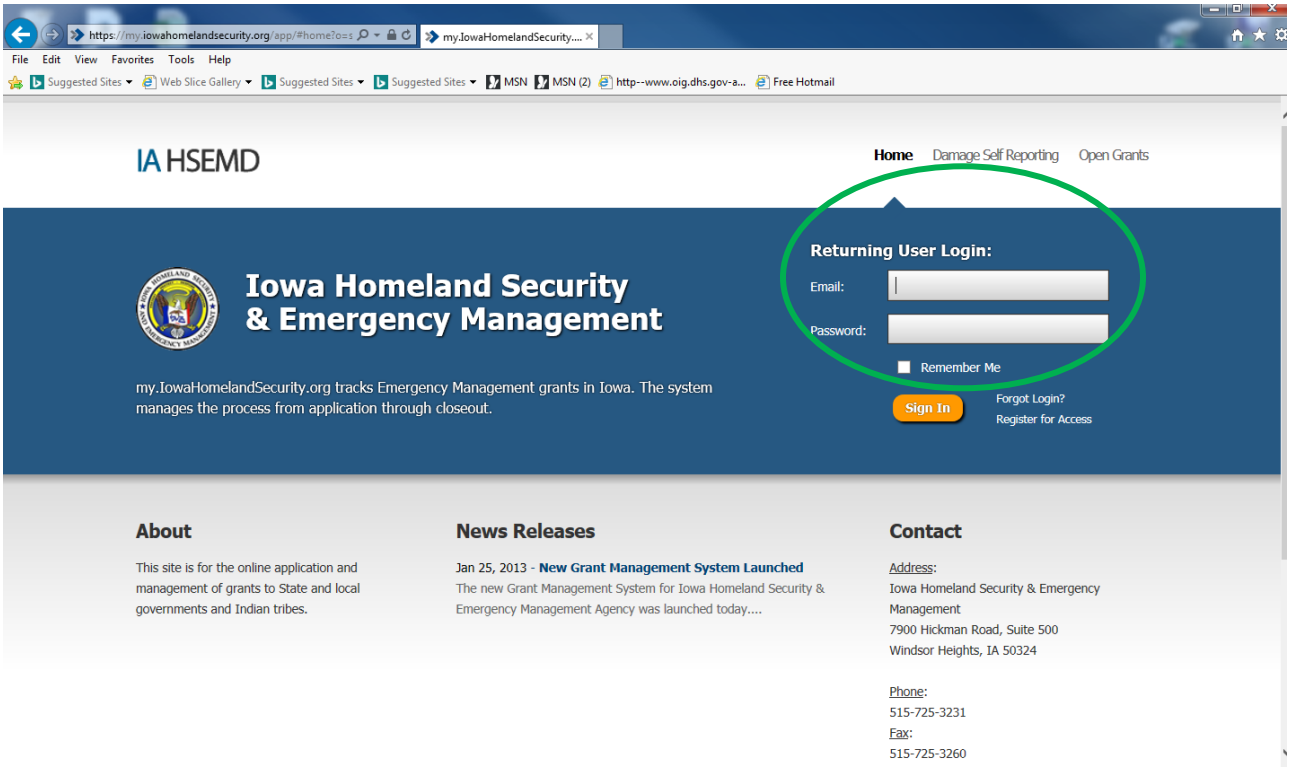
Submitting a Request for Public Assistance (RPA) via EMGrantsPro

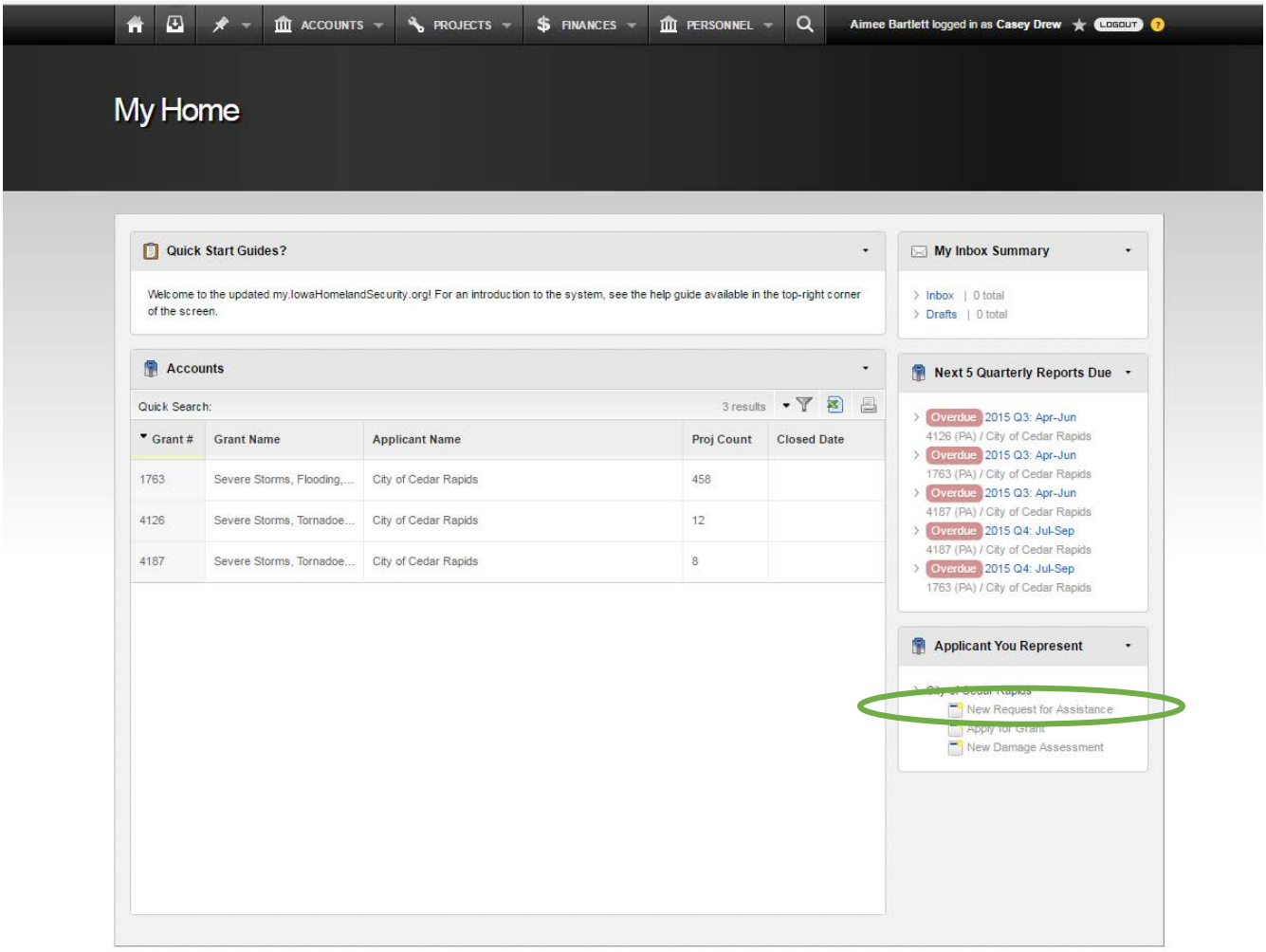
Go to https://my.iowahomelandsecurity.org

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.

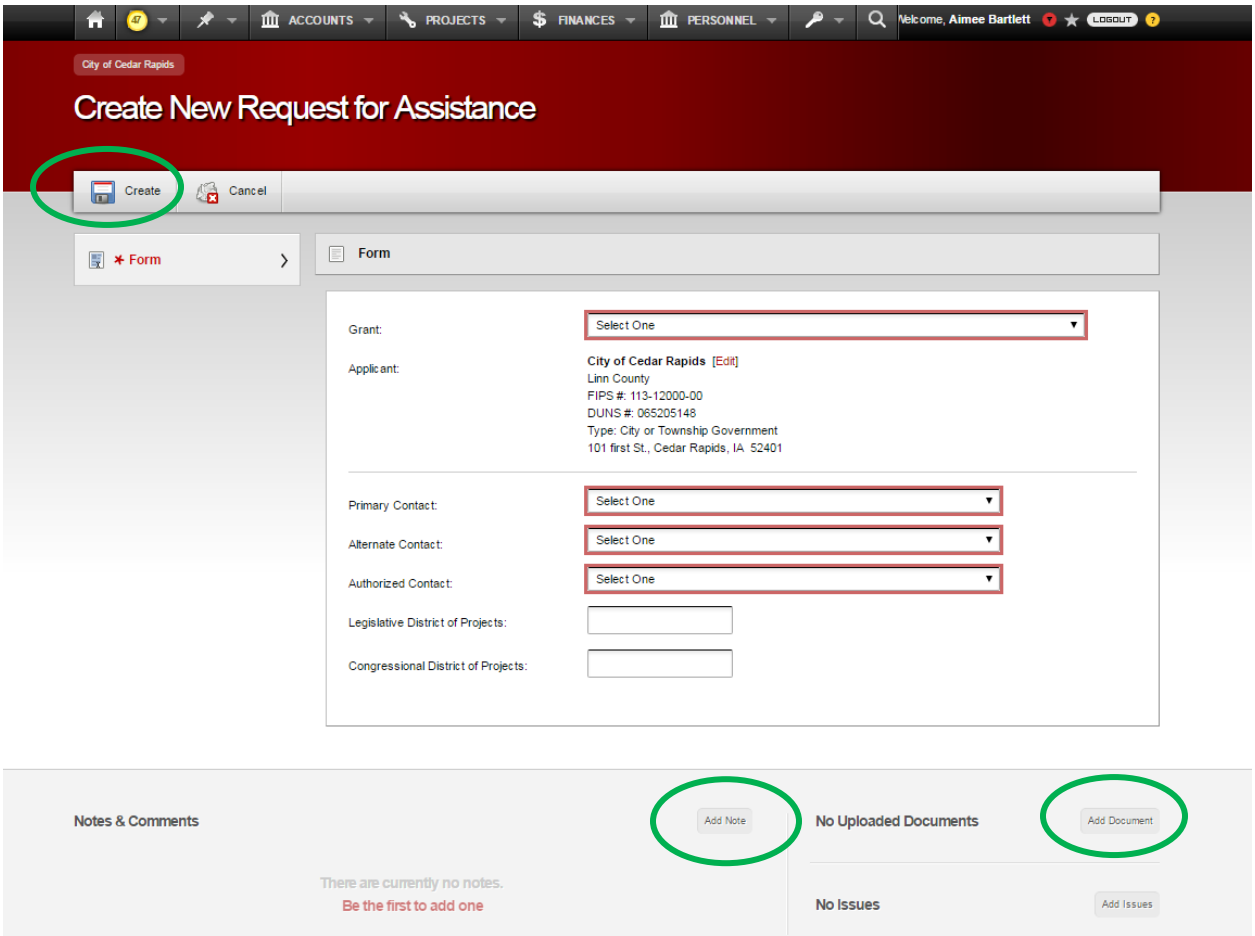


After logging in, your home page will appear. Click on “New Request for Assistance” at the bottom right hand part of the screen.



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 <u>BEFORE</u> 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.



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!