

PUBLIC ASSISTANCE COVID-19 PUBLIC ASSISTANCE PROCESS AND NEXT STEPS BULLETIN #14 – 4/9/20

Step One: Create a FEMA Grants Portal Account

If you haven't done so already, please create an account through FEMA's Grants Portal website. Additional information on this process can be found on [Bulletin #8 – Grants Portal Applicant Quick Guide](#).

If you are a private non-profit (PNP), please submit a request with the following information to disaster-recovery@dps.state.nv.us:

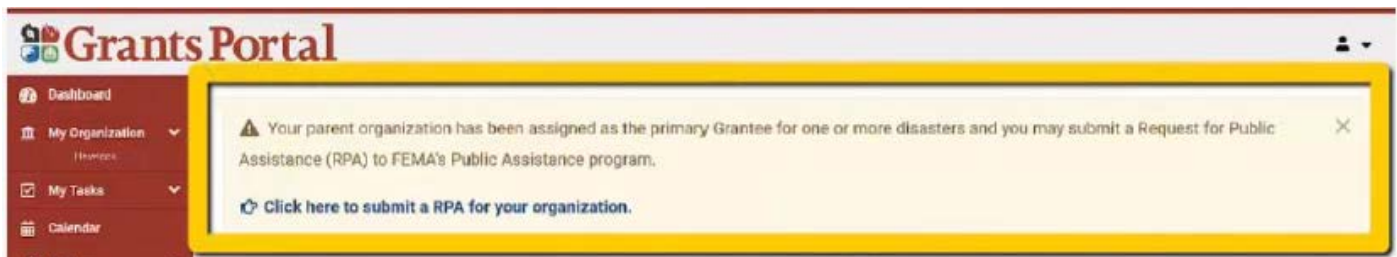
1. Organization Name
2. Organization Type
 - a. Nonprofit with 501c3 Status
 - b. Nonprofit without 501c3 Status
3. Contact First Name
4. Contact Last Name
5. Contact Email
6. Contact Phone

**PNPs should be prepared to go through an additional vetting process to ensure they are an eligible organization for Public Assistance Funding.*

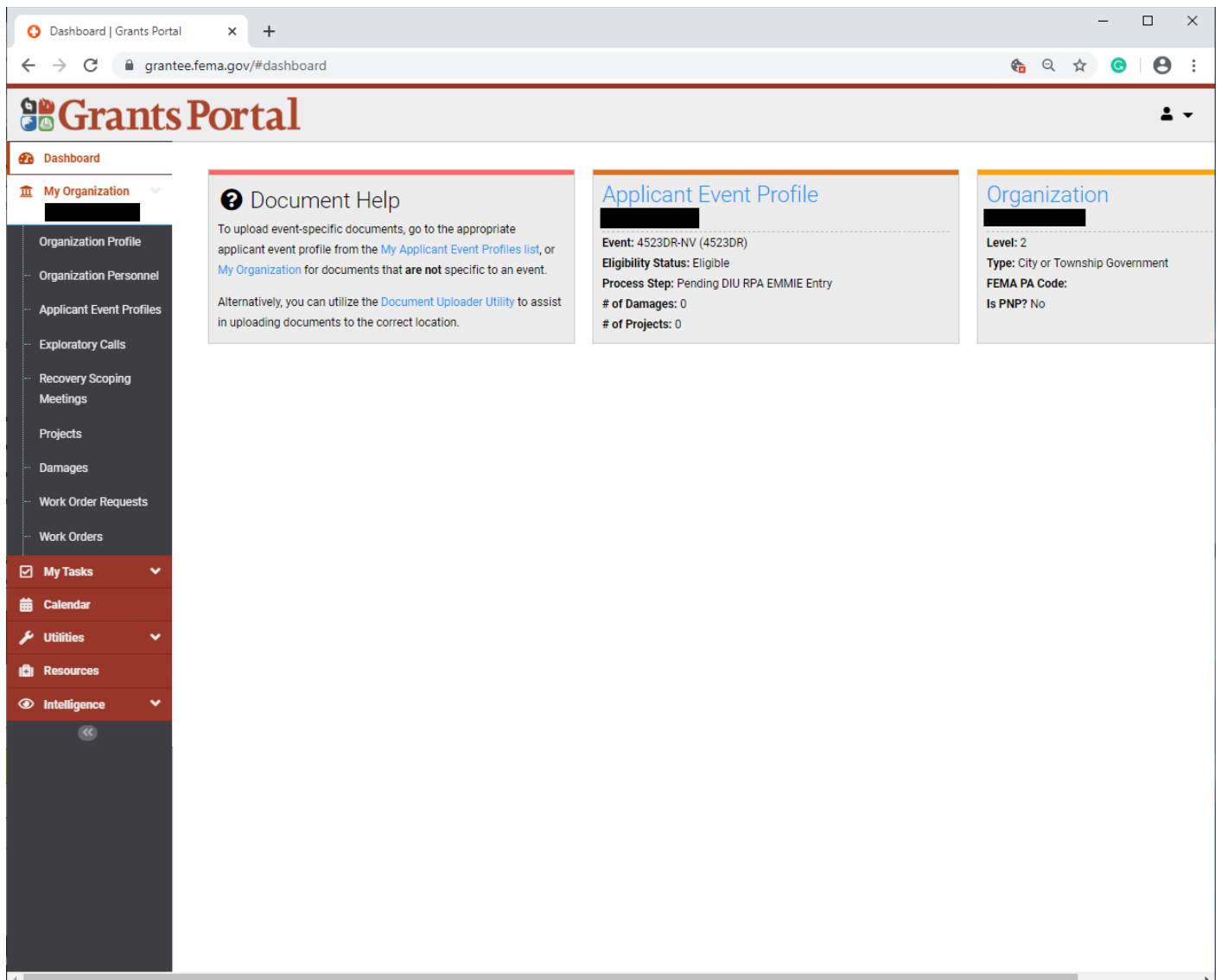
Step Two: Submit a Request for Public Assistance (RPA)

This may have been done directly through the system when a Grants Portal account was created. To verify, log into your Grants Portal account and go to your Dashboard.

If you have not submitted an RPA for DR-4523, at the top will be a yellow box at the top of your dashboard with a blue link that states, "Click here to submit a RPA for your organization." Click this link and follow the steps.



If you have submitted an RPA for DR-4523, from your Dashboard, click "My Organization". On this screen you should see the following and should have an "Applicant Event Profile" tile that shows which step your RPA is in:



Once your RPA is submitted it will be reviewed and approved by FEMA.

→ This is where we currently are. Most applicants are pending review and approval of their RPAs.

Following this approval, the next steps are as follows:

Step Three: Upload Information into Grants Portal

Once your RPA is reviewed and approved as eligible, you will be able to upload your information and documents into Grants Portal to support the development of your project worksheets. This information will be reviewed by FEMA and your projects worksheets will be developed.

Step Four: Complete an Application in DEM's ZoomGrants Portal

DEM will be utilizing a second portal for issuing subgrants and submission of Quarterly Financial Reports (QFRs) and Quarterly Progress Reports (QPRs). A special link to apply through this portal will be sent out once the FEMA Grants Portal process is complete. Additional training on this portal will be provided at that time.

Step Five: Submit QFRs/QPRs through ZoomGrants for Reimbursement

Once your subgrant is issued through ZoomGrants you will be able to submit QFRs/QPRs directly to DEM in order to be reimbursed.

More information and training on these last three steps will be provided as we move through the process. As always, please reach out to the DEM Recovery Team for any questions.

DIRECT CONTACTS:		
Suz Coyote <u>scoyote@dps.state.nv.us</u> 775-745-6806	Kelli Anderson <u>kanderson@dps.state.nv.us</u> 775-220-1618	DEM Office 775-687-0300
FOR QUESTIONS, PLEASE CONTACT:		
Disaster Recovery	disaster-recovery@dps.state.nv.us	