

## INSTRUCTION SHEET

### REQUEST FOR PUBLIC ASSISTANCE FORM (RPA)

Submitting the Request for Public Assistance (RPA) form is the initial step in filing for the Public Assistance Program. Any governmental entity (state agency, County, city, special district), Native American Tribal Governments, or certain private nonprofit organizations wishing to apply will be asked to complete a Request for Public Assistance (RPA).

Submittal of the RPA does not make an applicant eligible for Public Assistance under the Stafford Act. The RPA is used by a potential applicant to indicate interest in the Public Assistance program.

Applicants should make every effort to complete and return their RPA prior to leaving the applicant briefing. The RPA must be submitted within 30 days of the date of the presidential declaration designation.

Effected Counties are Clatsop, Columbia, Tillamook, Lincoln, Washington, Polk, Yamhill, Coos and Curry.

On the RPA, the applicant must designate their representative or point of contact. The persons named should have the authority of the agency and should be:

- Knowledgeable of the work to be inspected,
- Knowledgeable of the location of damages,
- Easily accessible by telephone (day & evening), and
- Available for future FEMA or State inquiries.

The representatives will also have the overall responsibility to:

- Consolidate the disaster documentation activities among departments,
- Ensure completion of disaster work, and
- Submit applicable reporting forms.

**Completing the RPA form:** All potential applicants must complete the Request for Public Assistance form. The declaration number is FEMA-1733-DR-OR. Enter the date the form is completed. Ensure name, address, and telephone numbers are entered (both home and business number). Private nonprofit organizations must complete and submit the PNP-Questionnaire form (form no. 90-121) with the Request for Public Assistance form.

Once the RPA has been received, the State/FEMA will contact you on your eligibility status and, if eligible, schedule a Kickoff meeting to discuss your costs/damages.

You may submit your RPA at the Applicant Briefing or Fax the RPA and questionnaire (if applicable) to: Oregon Emergency Management at the attention of the State Public Assistance Officer, 503-373-7833.