

CALIFORNIA COVID-19 (EM-3428)

FEMA Application Fact Sheet: All Applicants (except Non-Profits)

How to Apply:

A. IF YOU HAVE AN EXISTING GRANTS PORTAL ACCOUNT:

1. Log into your [Grants Portal Account](#).
2. Click on "Applicant Event Profiles" in the menu on the left side of your screen.
3. Click on the "REQUEST FOR PUBLIC ASSISTANCE" button on the top right corner.
4. Click the NEXT button in the bottom right corner.
5. Select the Event Number for which you are applying from the "Event" drop down menu (in this case 3428EM-CA).
6. Select YES or NO from the "Participated in PDA?" drop down menu (in this case, its NO). *Note: (PDA = Preliminary Damage Assessment)*
7. Click the NEXT button in the bottom right corner.
8. Choose your Primary and Alternate Contacts for this Event from the respective drop down menus. Then click the NEXT button in the bottom right corner. *Note: if the Personnel you'd like to select isn't listed, use the "Manage Personnel" instructions to add them to the profile. This will need to be done prior to submitting the RPA.*
9. Review the addresses listed for the Primary Location (physical) and Mailing Address. If updates are needed, click the "Change" buttons and make your revisions. Once addresses are confirmed, click the NEXT button in the bottom right corner.
10. If you would like to include additional information (optional), enter it into the "Comments" box and then click the NEXT button. If you do not want to include additional information, click the NEXT button.
11. Review the information for accuracy, and click SUBMIT. If changes are necessary, click "← PREV", make corrections, and then click SUBMIT.
12. Submit a [Project Assurances for Federal Assistance \(Cal OES 89\)](#) to Cal OES via email to DisasterRecovery@caloes.ca.gov.
13. Submit a Designation of Applicant's Agent Resolution [[Cal OES 130](#) or [Cal OES 130SA \(State Agencies Only\)](#)] to Cal OES via email to DisasterRecovery@caloes.ca.gov.
Note: This may be submitted at a later date, but prior to receiving reimbursement.

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OR

B. IF YOU DO NOT HAVE AN EXISTING GRANTS PORTAL ACCOUNT:

1. Refer to the instructions titled, “**Set up GP Account & Submit RPA**”.
2. Submit a [Project Assurances for Federal Assistance \(Cal OES 89\)](#) to Cal OES via email to DisasterRecovery@caloes.ca.gov.
3. Submit a Designation of Applicant's Agent Resolution [[Cal OES 130](#) or [Cal OES 130SA \(State Agencies Only\)](#)] to Cal OES via email to DisasterRecovery@caloes.ca.gov.

Note: This may be submitted at a later date, but prior to receiving reimbursement.

OR

C. PROVIDE THE FOLLOWING DOCUMENTATION TO CAL OES VIA EMAIL AT DisasterRecovery@caloes.ca.gov:

1. Request for Public Assistance (FEMA Form 009-0-49) (**Attachment**)
2. Project Assurances for Federal Assistance ([Cal OES 89](#))
3. Designation of Applicant's Agent Resolution [[Cal OES 130](#) or [Cal OES 130SA \(State Agencies Only\)](#)]

Note: This may be submitted at a later date, but prior to receiving reimbursement.

If you have questions, please send an email with your contact information to DisasterRecovery@caloes.ca.gov.