



Filing a Late Request for Public Assistance (RPA)

To file a late RPA, please email the request to RPA.Help@em.myflorida.com to the attention of Kevin Adkison, State Public Assistance Officer.

The request should include:

- A completed FEMA Request for Public Assistance (RPA) Form ([Form 009-0-49](#))
- A letter signed by the Applicant, requesting to submit a late RPA with the justification for the delayed submission. This must include extenuating circumstances that are beyond the Applicant's control and should reference any documented attempts to contact FEMA.

If the organization is a Private Non-Profit, the request will also need to include:

- A ruling letter from the Internal Revenue Service that was in effect on the declaration date and granted tax exemption under sections 501(c), (d), or (e) of the Internal Revenue Code; OR
 - Documentation from the State substantiating it is a non-revenue producing, nonprofit entity organized or doing business under State law.
 - If the organization is exempt from both the requirement to apply for 501(c)(3) status and tax-exempt status under State law, the organization must provide articles of association, bylaws, or other documents indicating that it is an organized entity and a certification that it is compliant with Internal Revenue Code section 501(c)(3) and State law requirements.
- Proof of ownership if the Applicant owns the damaged facility.
- Lease or other proof of legal responsibility to repair the incident-related damage if the Applicant leases the damaged facility.
- List of services provided in the damaged facility, to include when, and to whom the services were provided.
- If a Private Non-Profit organization provides "Noncritical, Essential Social Services" as described on pages 43-47 of the [FEMA Public Assistance Program and Policy Guide, Version 4](#) and is seeking Public Assistance funding for the repair or replacement of facilities or contents ("Permanent Work"), they will have to apply to the Small Business Administration (SBA) for a loan prior to becoming eligible for those activities. The deadline to submit a Hurricane Ian (DR-4673-FL) SBA loan application for physical property damage was 1/12/23, but late applications with documented extenuating circumstances may be accepted. To apply for a SBA loan, go to <https://disasterloanassistance.sba.gov/> or call 1-800-659-2955.

DEPARTMENT OF HOMELAND SECURITY
Federal Emergency Management Agency
REQUEST FOR PUBLIC ASSISTANCE

OMB Control Number 1660-0017
Expires June 30, 2020

Paperwork Burden Disclosure Notice

Public reporting burden for this data collection is estimated to average 15 minutes per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless a valid OMB control number is displayed in the upper right corner of this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW., Washington, DC 20472, Paperwork Reduction Project (1660-0017) **NOTE: Do not send your completed form to this address.**

Privacy Act Statement

Authority: FEMA is authorized to collect the information requested pursuant to the Robert T. Stafford Disaster Relief and Emergency Assistance Act, §§ 402-403, 406-407, 417, 423, and 427, 42 U.S.C. 5170a-b, 5172-73, 5184, 5189a, 5189e; The American Recovery and Reinvestment Act of 2009, Public Law No. 111-5, § 601; and "Public Assistance Project Administration," 44 C.F.R. §§ 206.202, and 206.209.

APPLICANT (Political subdivision or eligible applicant)	DATE SUBMITTED
COUNTY (Location of Damages. If located in multiple counties, please indicate)	

APPLICANT PHYSICAL LOCATION

STREET ADDRESS			
CITY	COUNTY	STATE	ZIP CODE

MAILING ADDRESS (If different from Physical Location)

STREET ADDRESS			
POST OFFICE BOX	CITY	STATE	ZIP CODE

Primary Contact/Applicant's Authorized Agent

Alternate Contact

NAME	NAME
TITLE	TITLE
BUSINESS PHONE	BUSINESS PHONE
FAX NUMBER	FAX NUMBER
HOME PHONE (Optional)	HOME PHONE (Optional)
CELL PHONE	CELL PHONE
E-MAIL ADDRESS	E-MAIL ADDRESS
PAGER & PIN NUMBER	PAGER & PIN NUMBER

Did you participate in the Federal/State Preliminary Damage Assessment (PDA)? YES NO

Private Non-Profit Organization? YES NO

If yes, which of the facilities identified below best describe your organization? _____

Title 44 CFR, part 206.221(e) defines an eligible private non-profit facility as: "... any private non-profit educational, utility, emergency, medical or custodial care facility, including a facility for the aged or disabled, and other facility providing essential governmental type services to the general public, and such facilities on Indian reservations." "Other essential governmental service facility means museums, zoos, community centers, libraries, homeless shelters, senior citizen centers, rehabilitation facilities, shelter workshops and facilities which provide health and safety services of a governmental nature. All such facilities must be open to the general public."

Private Non-Profit Organizations must attach copies of their Tax Exemption Certificate and Organization Charter or By-Laws. If your organization is a school or educational facility, please attach information on accreditation or certification.

OFFICIAL USE ONLY: FEMA - _____ -DR- _____ - _____ FIPS# _____ DATE RECEIVED _____