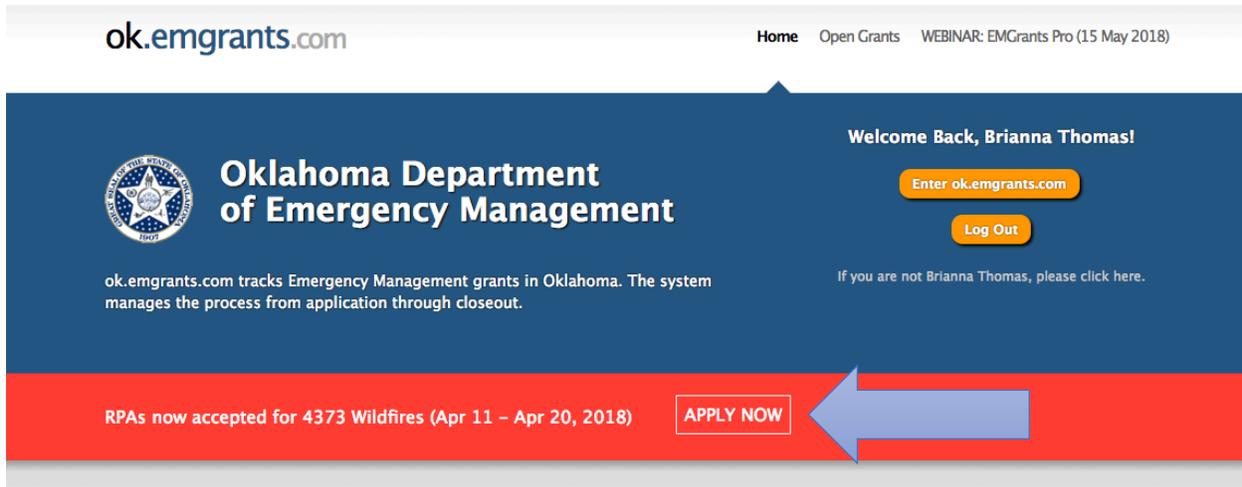


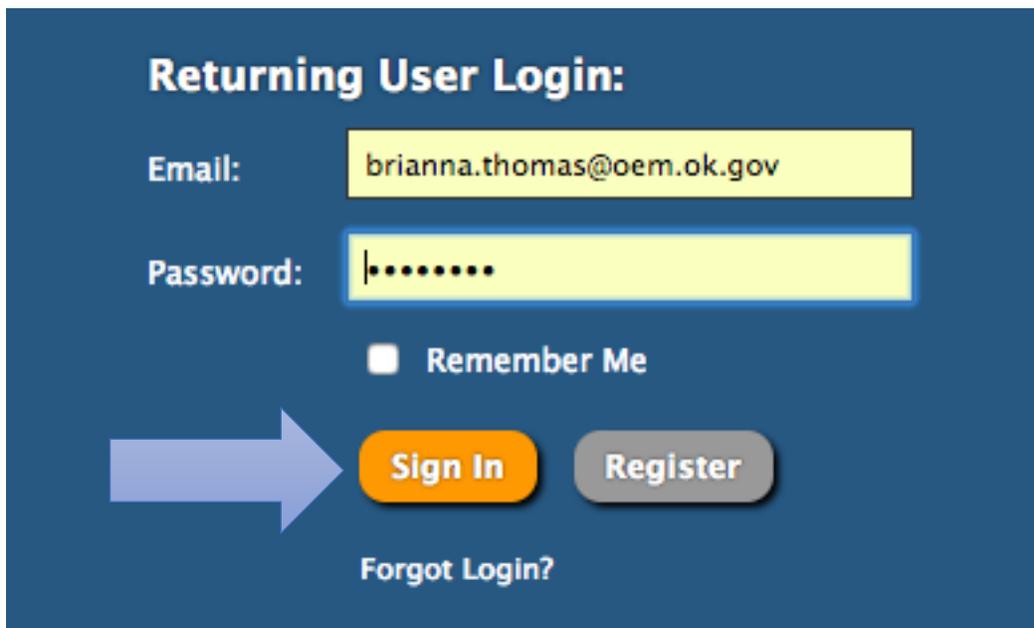
## How to Submit an RPA on [OK.emgrants.com](http://OK.emgrants.com)

1. Go to [www.ok.emgrants.com](http://www.ok.emgrants.com), if you do not have access you will need to request it (please refer to 'OK.emgrants- How to Register for Access'). During the RPA Application Period, the log in page will have a red banner that indicates DR number and the application period, as well as an 'Apply Now' button.



The screenshot shows the homepage of [ok.emgrants.com](http://ok.emgrants.com). The header includes navigation links for Home, Open Grants, and a webinar titled 'WEBINAR: EMGrants Pro (15 May 2018)'. The main content area features the Oklahoma Department of Emergency Management logo and a welcome message for Brianna Thomas, with buttons for 'Enter ok.emgrants.com' and 'Log Out'. A red banner at the bottom of the page contains the text 'RPAs now accepted for 4373 Wildfires (Apr 11 - Apr 20, 2018)' and a white 'APPLY NOW' button. A blue arrow points to the 'APPLY NOW' button.

2. If you click 'Apply Now', it will bring you back to the log in page, you will need to log in to complete the RPA.



The screenshot shows the 'Returning User Login' form. It includes fields for 'Email:' with the value 'brianna.thomas@oem.ok.gov' and 'Password:' with masked characters. There is a checkbox for 'Remember Me' which is unchecked. Below the form are two buttons: 'Sign In' (highlighted with a blue arrow) and 'Register'. At the bottom, there is a link for 'Forgot Login?'.

- Once logged in, chose the correct Applicant you wish to submit an RPA on behalf of (if you are only associated with one applicant, this will be your home page).

Multiple Applicants (must choose Applicant you wish to submit an RPA for):

Choose an Applicant

Save as Menu Preset

Quick Search: 3 results

Name	FIPS #	Classification	County	PNP	Agency
Clinton, City Of	[REDACTED]	City or Township Government	Custer	N	N
Custer County	[REDACTED]	County Government	Custer	N	N
Weatherford, City Of	[REDACTED]	City or Township Government	Custer	N	N

One Applicant (no action needed to choose Applicant, this is your home page once logged in):

Craig County

Create New Request Submit New Reimbursement Request

Summary

Accounts

Projects

Payments

Monitoring

Quarterly Reports

Contacts

Notes

Documents

History

Applicant Details

Account Count: 3 Accounts Open

Project Count: 19 Projects  
1 Unobligated  
18 Obligated - Small (All Open)

Quarterly Report Count: No Active QRs (View All)

Eligible Obligated: \$841,183.15

Federal Obligated: \$630,887.39 (75.00%)  
View Graph

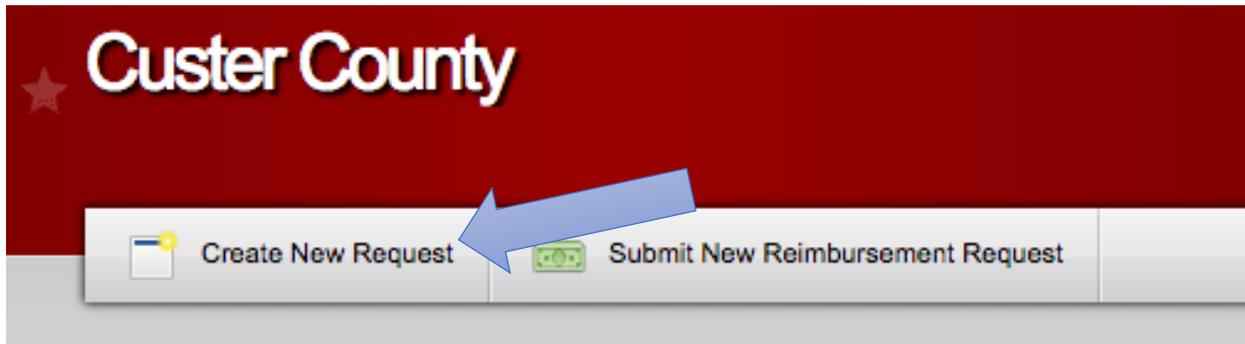
State Obligated: \$105,147.92 (12.50%)  
View Graph

Local Share: \$105,147.84 (12.50%)

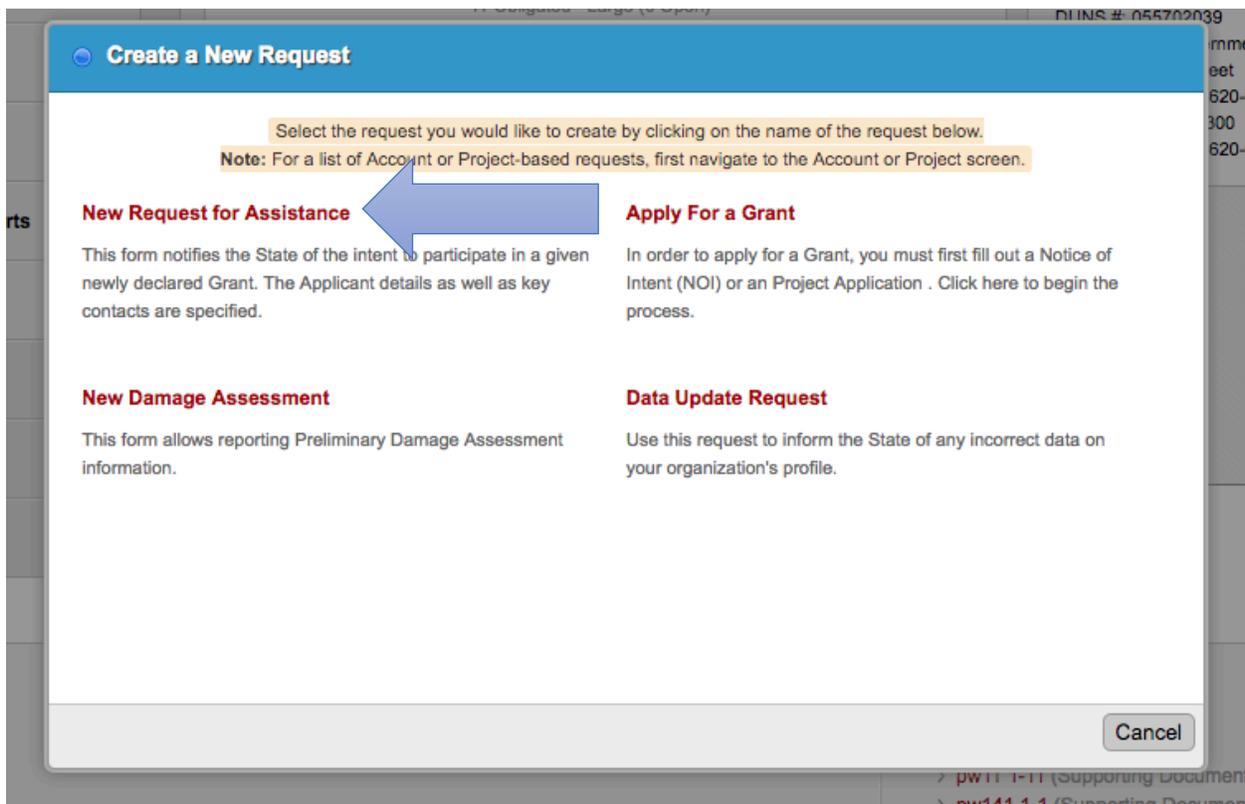
Applicant

Craig County  
Craig County  
FIPS #: [REDACTED]  
FEIN #: 1  
Vendor #: 000076977  
DUNS #: [REDACTED]  
Type: County Government  
Physical/Mailing: 210 WEST DELAWARE, SUITE #103 VINITA, OK, 74301

4. Once you are on the correct Applicant, click on 'Create New Request'



Then 'New Request for Assistance'



5. This will bring up the New Request for Assistance Form (RPA), all fields outlined in red are required

\*\*\*See graphic on next page\*\*\*

Custer County

## Create New Request for Assistance

Create Cancel

\* Form > Form

State Use Only

Submitted Date Override:

Grant:

Applicant: **Custer County** [Edit]  
 Location: Custer  
 FIPS #:   
 DUNS #:   
 Type: County Government  
 875 B Street, ARAPAHO, OK 73620-0300

Is all above information correct and current?

FEIN #:

Tax Exempt #:

---

Primary Contact:

Alternate Contact:

Authorized Contact:

Legislative District of Projects:

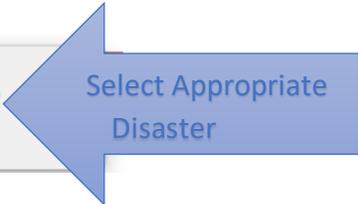
Congressional District of Projects:

6. Select the appropriate Grant (DR number) from the drop down

Grant:

Applicant:

- ✓ Select One
- 4324 Severe Storms, Tornadoes, Straight-line Winds, and Flooding (PA)
- 4315 Severe Storms, Tornadoes and Flooding (PA)
- 4299 Severe Winter Storm (PA)



7. Verify that the applicant information is correct

Is all above information correct and current?

Choose One

- ✓ Yes
- No

If not correct, add a detailed note of what should be updated

\*\*\*See graphic on next page\*\*\*

Applicant:

**Custer County** [Edit]

Location: Custer

FIPS #: ██████████

DUNS #: ██████████

Type: County Government

675 B Street, ARAPAHO, OK 73620-0300

Is all above information correct and current?

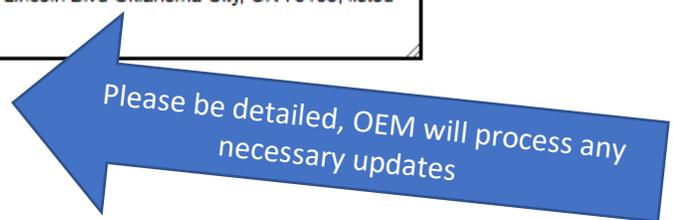
No



Please indicate what information needs to be updated:

Please update address to 2401 N. Lincoln Blvd Oklahoma City, OK 73105, listed address is incorrect

98 OF 2000 CHARACTERS USED



8. Choose the appropriate Primary, Alternate and Authorized contacts for the Applicant, the Primary or Alternate Contact can be the Authorized Contact for the DR, or you can choose a new person as Authorized Contact if applicable to your organization.

Primary Contact:	<input type="text" value="Select One"/>
Alternate Contact:	<input type="text" value="Select One"/>
Authorized Contact:	<input type="text" value="Select One"/>
Legislative District of Projects:	<input type="text"/>
Congressional District of Projects:	<input type="text"/>

If your required contact person is not in the drop-down list, you can choose to create a new contact and fill out all required fields (in red), if the contact you add does not have access to [www.okemgrants.com](http://www.okemgrants.com) please reach out to them to request access.

\*\*\*See graphic on next page\*\*\*

Primary Contact:

Email:

First Name:

Last Name:

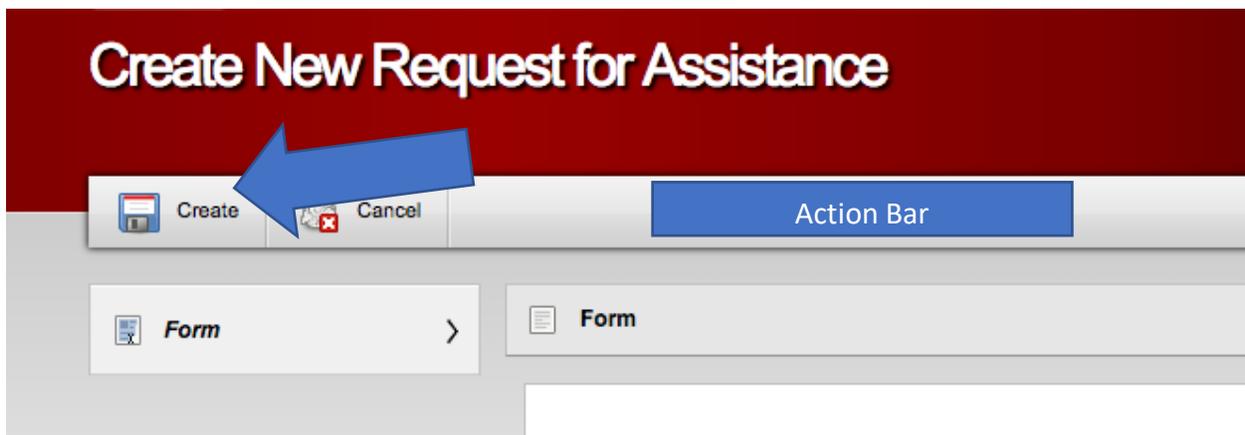
Title:

Phone - Business:

Phone - Fax:

Phone - Cell:

9. Once you have filled out all required fields, you will press 'Create' on the top action bar.



10. Once you have created the Request for Assistance, the system generates a printable RPA Form if needed for your record keeping (similar to the paper RPA form of the past), that can be found on the footnotes section of the RPA webpage.

*\*\*\*See graphic on next page\*\*\**

**Request for Assistance #82**  
Routing In Progress: State PAO Review (Step 2 of 4)

Save Advance Return Submit

Summary Form Notes Documents Workflow History

Submitted Date Override:  State Use Only

Grant: 4373 Wildfires (PA)

Applicant: **Custer County** [Edit]  
Location: Custer  
FIPS #: XXXXXXXXXX  
DUNS #: XXXXXXXXXX  
Type: County Government  
P.O. BOX 300, ARAPAHO, OK 73620-0300

Is all above information correct and current? Yes

Primary Contact: Michael Galloway Edit  
**No System Access**

Alternate Contact: Brianna Thomas - test Edit  
**No System Access**

Authorized Contact: Michael Galloway Edit  
**No System Access**

Counties Affected: Coal, Comanche, Cotton, Craig, Creek, Custer  
The location of the damage (only if in multiple counties).

Was PDA Completed: Yes  
If your organization participated in the Federal/State Preliminary Damage Assessment (PDA).

Legislative District of Projects:

Congressional District of Projects:

Notes & Comments **Footnotes Section** Add Note Document Templates  
There are currently no notes. Be the first to add one > RPA Form

Click here to open the printable version of your RPA

Please open the RPA Form and review for errors, if any errors are found please leave a note *ON THIS WEBPAGE* (it's very important that the note be left on the page in question, when the note is sent it will link the recipient directly to the page it was submitted from so there will be no question with what area you have an issue) detailing what information is incorrect and what updates need to be made (see Step 11 for notes submission detail).

11. Click on 'Add Note' in the footnotes section of the RPA webpage.

\*\*\*See graphic on next page\*\*\*



Once you click on 'Add Note', it will open a note dialog box, you will choose the recipient of the note (for a PA RPA, please choose Michael Teague *and* Brianna Thomas).

The recipient(s) of the note will receive an email notification in their email as well as an inbox notification on EMGrants, once the request is processed the recipient will leave a

note letting the requestor know the update was completed, you will then also receive and email notification and inbox notification on EMGrants.

12. When you create the RPA, it is first sent to the State Public Assistance Officer (Mike Teague) for review, upon his approval it is then sent to FEMA for review, you will receive an email as well as an inbox notification when the RPA has been either approved, denied or returned for further attention.