

Due to recent changes at the federal level, Houses of Worship (HOWs) are now eligible for Public Assistance (PA) for certain projects and work. PA is a federal program, administered by the Federal Emergency Management Agency (FEMA), which provides reimbursement for portions of projects in eligible categories of work. *Please note that PA is not intended to cover insured losses or damage, or to provide all of the funding necessary to rebuild from disasters.*

The first step for HOWs interested in applying for Public Assistance is to submit a Request for Public Assistance (RPA). This can be done on your own, or with the assistance of Tennessee Emergency Management Agency (TEMA) staff. Information on each option is below.

To ask TEMA to submit your RPA...

1. Draft email to: TEMA.PA@tn.gov
2. Subject line of email should read: "DR4832 RPA Submission Request for [HOW/Organization Name]"
3. In body of email, state the following:
 - a. That you are formally requesting TEMA to submit your RPA on behalf of the requesting HOW/organization;
 - b. Include the name of the requesting HOW/organization;
 - c. The address of the requesting HOW/organization;
 - d. The name, email address, and phone number of primary point-of-contact for the requesting HOW/organization; and
 - e. The EIN of the requesting HOW/organization (see above paragraph and bullets for EIN information).

To submit an RPA on your own...

- See the power point slides for a step-by-step guide for registering with FEMA's Grants Portal. Once completed, you will be prompted to submit an RPA.
- You will need your **EIN**, which is listed on your IRS tax documentation.
 - o If you do not have that handy, you can input "11-111111" to get started. *Note: FEMA will require the EIN to approve any RPA submitted.*
 - o Ask the IRS to search for your EIN by calling the Business & Specialty Tax Line at 800-829-4933. The hours of operation are 7 a.m. - 7 p.m. local time, Monday through Friday. An assistor will ask you for identifying information and provide the number to you over the telephone, as long as you are a person who is authorized to receive it. Examples of an authorized person include, but are not limited to, a sole proprietor, a partner in a partnership, a corporate officer, a trustee of a trust, or an executor of an estate.
 - o See also for additional EIN lookup information:
<https://youtu.be/4WIDIS6wdJM?si=EhWuXruEC1k-iOZC>

If you have any questions about this process, or Public Assistance (PA) more generally, please reach out to the Tennessee Emergency Management Agency.

TEMA's PA Team: TEMA.PA@tn.gov

TEMA's External Affairs Office: TEMA.ExternalAffairs@tn.gov