National Disaster Recovery Program Database (NDRPD)

Program Submitter Role
User Guide

Table of Contents

1 Introduction

1.1 Executive Summary

With the development of the National Disaster Recovery Framework (NDRF), FEMA worked to create systems that can supplement, and not replace, current and ongoing community planning and recovery efforts. To support this effort, FEMA developed a web-based tool, the National Disaster Recovery Program Database (NDRPD), which provides data on different programs to help communities prepare for, respond to, and rebuild after a disaster. The NDRPD serves as a central location for State, Local, Tribal, and Territorial (SLTT) governments and emergency managers to view and research disaster-related programs sponsored by various levels of government and for-profit, non-profit, and charitable organizations. Unlike other systems, the NDRPD is not a resource tracker, but is a posting board of government, charitable, or voluntary programs that show a high level view of what each sponsor can offer. We still urge all viewers to contact the program sponsors to apply for each of the programs listed.

On the NDRPD users can sort though the different search criteria to find programs from specific agencies, resources (such as financial, housing, material, personnel, and services), eligibility criteria, states, or beneficiaries. Once the user clicks on the link attached to the program, they will be able to view a detailed description, Catalogue of Federal Domestic Assistance program number (if applicable), and instructions on how to access the programs' websites for application details. The newest version will also provide faster search speeds, expanded information on Excel reports, and other features that improve usability.

In order to ensure the information in the database is as comprehensive and as up to date as possible, entities that have been granted rights to the site will be able to make updates directly on the website. FEMA will work with Federal and state/tribal/territorial government, for-profit, non-profit and charitable organization partners to designate and train a point of contact who will be granted "submitter" rights. Submitter rights allow entities to enter, update, and maintain program information. Additionally, if no updates to a program are made within a year, the entry for the program will be archived and taken off the live site, preventing outdated data from remaining on the site. Individuals with submitter rights will automatically receive an email prior to any program being archived with instructions to review and re-approve, update, or deactivate programs. To request submitter rights, please send an email with information on your program to NDHTF@DHS.gov. Once the program is reviewed and approved, the requester will receive a user guide with instructions on how to manually submit and manage programs on the site. Please note that these programs should be related to response, recovery or mitigation and the NDHTF reserves the right to not post programs if they are determined to be unrelated to the mission of the database.

Although the program information on this site is available for anyone to view, it designed for State/Local/Tribal governments and emergency managers. The database's programs are not intended for individual applicants. We urge individuals and families to visit www.disasterassistance.gov to find and apply for individual assistance related to disaster recovery.

The database is currently posted on the publically accessible FEMA National Disaster Recovery Program Database Website http://www.fema.gov/ndrpd

1.2 User Accounts

There are two types of user accounts available to the public for the NDRPD:

- **Public User (Viewer)**
  - This role is available to the public and does not require logging in
  - Able to:
    - Search and view details for all <u>approved</u> programs

- **Program Submitter**
  - This role requires internet registration and log in
  - Able to:
    - Search and view details for all <u>approved</u> programs
    - Submit new programs for approval
    - Edit his/her own programs
    - Deactivate his/her own programs that are no longer valid
    - Requires review every 12 months of each program, or programs will automatically sunset and be removed from the database.

2 Using NDRPD

2.1 Obtaining Submitter Rights

To access the public side of the NDRPD
- Go directly to www.fema.gov/ndrpd
- The link along with additional recovery resources can also be found on provided on the National Disaster Housing Strategy Resource Center www.fema.gov/emergency/disasterhousing/   and the National Disaster Recovery Framework website http://www.fema.gov/recoveryframework/

On the next page is the site you will see after you click on the National Disaster Recovery Program Database link.

Login is only required if you want to update or edit programs. No login is required if you just want to search programs in the database.

To obtain a new Program Submitter account, click the "Submitter Login" link from the NDRPD internet site.

On the following page (shown below), click the "New User?" button to register for a new NDRPD Program Submitter account.
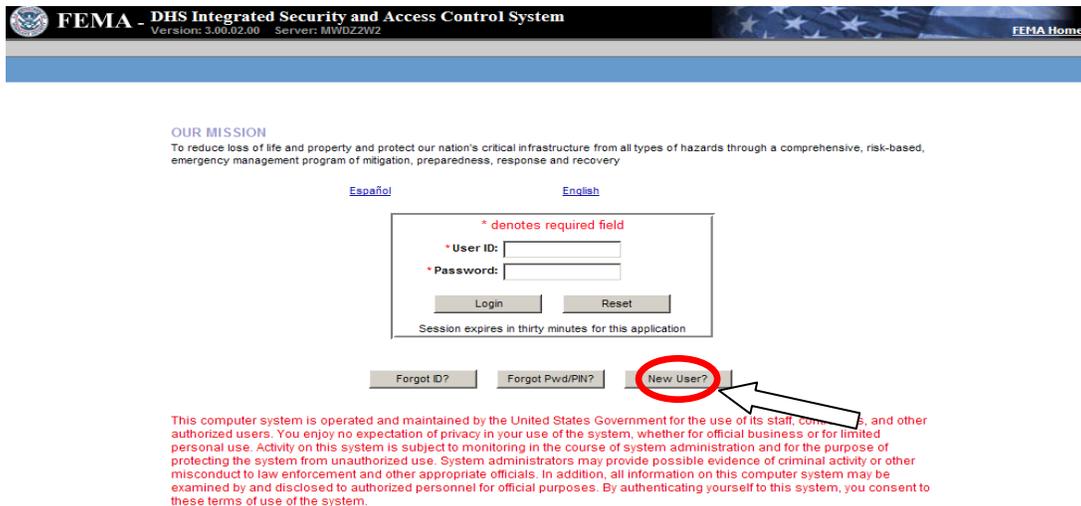
After you click "New User" please type the security code displayed on the screen

Follow the information on the screen and enter your account information and create a user ID and password. Next, click on the "Click here to request new privileges" button to request access to the NDRPD system.

On the Available Applications page, click the "Request Access" button for the National Disaster Recovery Program Database internet site. This will redirect you to the site and show you as being logged in.
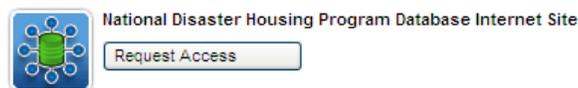
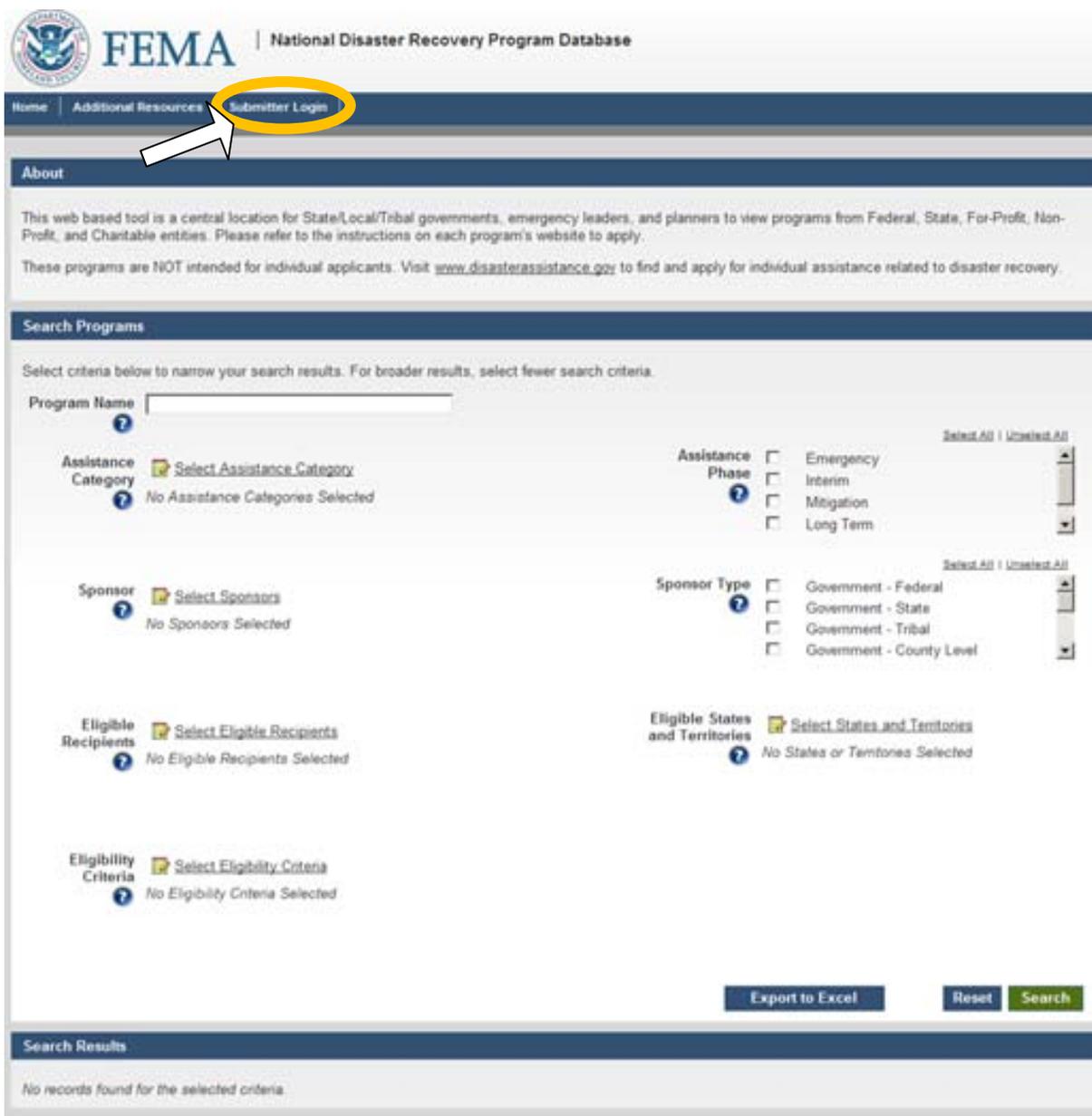## 2.2 Accessing the NDRPD

Go directly to www.fema.gov/ndrpd . The link along with additional recovery resources can also be found on provided on the National Disaster Housing Strategy Resource Center www.fema.gov/emergency/disasterhousing/   and the National Disaster Recovery Framework website http://www.fema.gov/recoveryframework/

No login or password is needed if you are a public viewer and just want to search programs in the database.

If you want to review, edit, or add new programs click on the "Submitter Login" link in the header and login with your Program Submitter User ID and Password.

How to use NDRPD

2.2.1 Search for Program

All users, regardless of user role, have the ability to search for programs.

A program is only searchable/viewable to the Public Users (Viewers) once it is has been approved by the FEMA Program Approver.

To search for a program, select the criteria in any of the multi-select search boxes.
- All boxes do not have to be selected for the program to provide search results, but if you select more criteria in multiple fields the program will produce a more focused report of more specific programs.
- Click the "Select" link next to each category to expand the checkbox window.
- Click the "?" to see the definitions for each criteria.
- Check the box to select your search criteria.
- Uncheck the box to remove a selected criteria or click the "Reset" button to clear all fields
- Once all the criteria have been selected click the "Search" button to view the results. Results are displayed on the same page. To modify your search click "Modify Search Criteria" or click the arrow next to "Search Programs" to expand the search menu.
- You can broaden or narrow your search by removing or selecting additional criterion.
- If you know the name of the program you can enter it into the "Program Name" box and click "Search"
- To view your results in an Excel spreadsheet, click "Export to Excel"
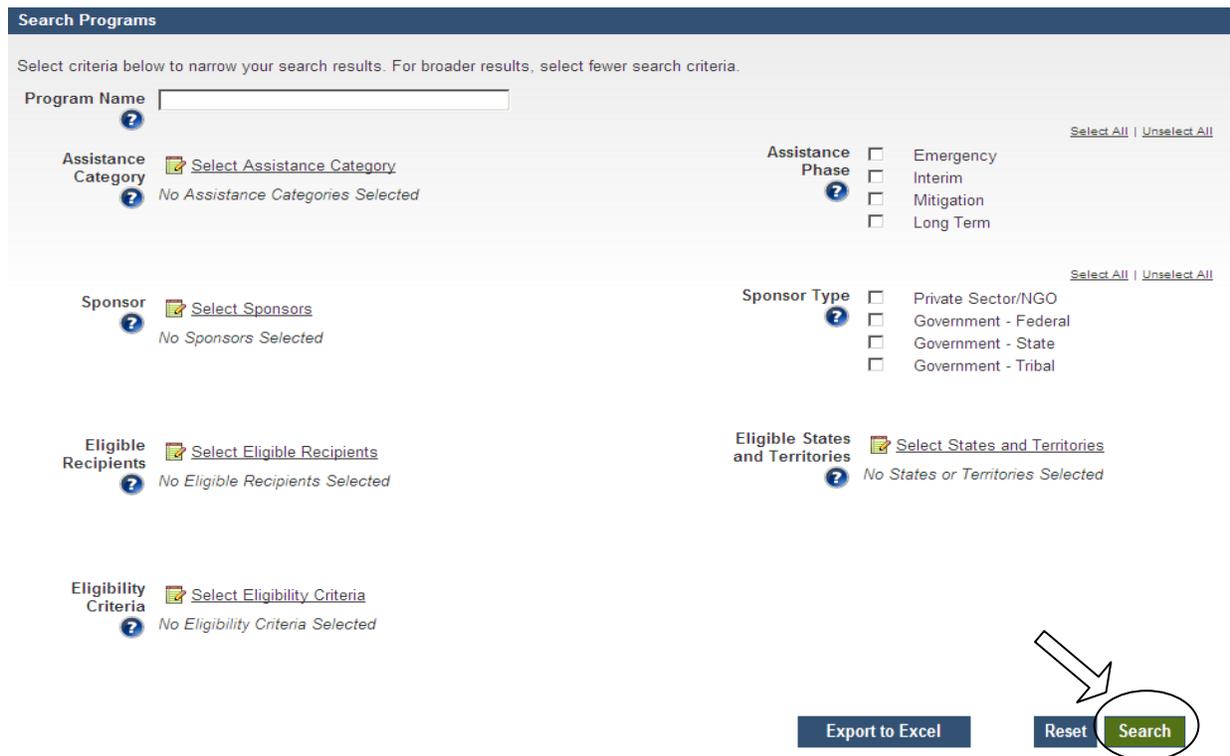
2.2.2 **Resizing Screen to Resolve Search Box Scroll Issues**

Some users with smaller resolution screens might experience some scroll issues with the call out boxes. In the event that you click a "Select" link to open a search box and you are unable to click "ok," please follow the steps below to continue your search.

Option 1 – Adjusting Screen Resolution
- Minimize the window and go to your computers desktop view
- Right click and select "Properties"
- Click the tab that says "Settings"
- In the box that says "Screen Resolution" slide the scale to 1024 by 768 pixels
- Click "OK" to close out of the window
- Return to NDRPD site and continue searching
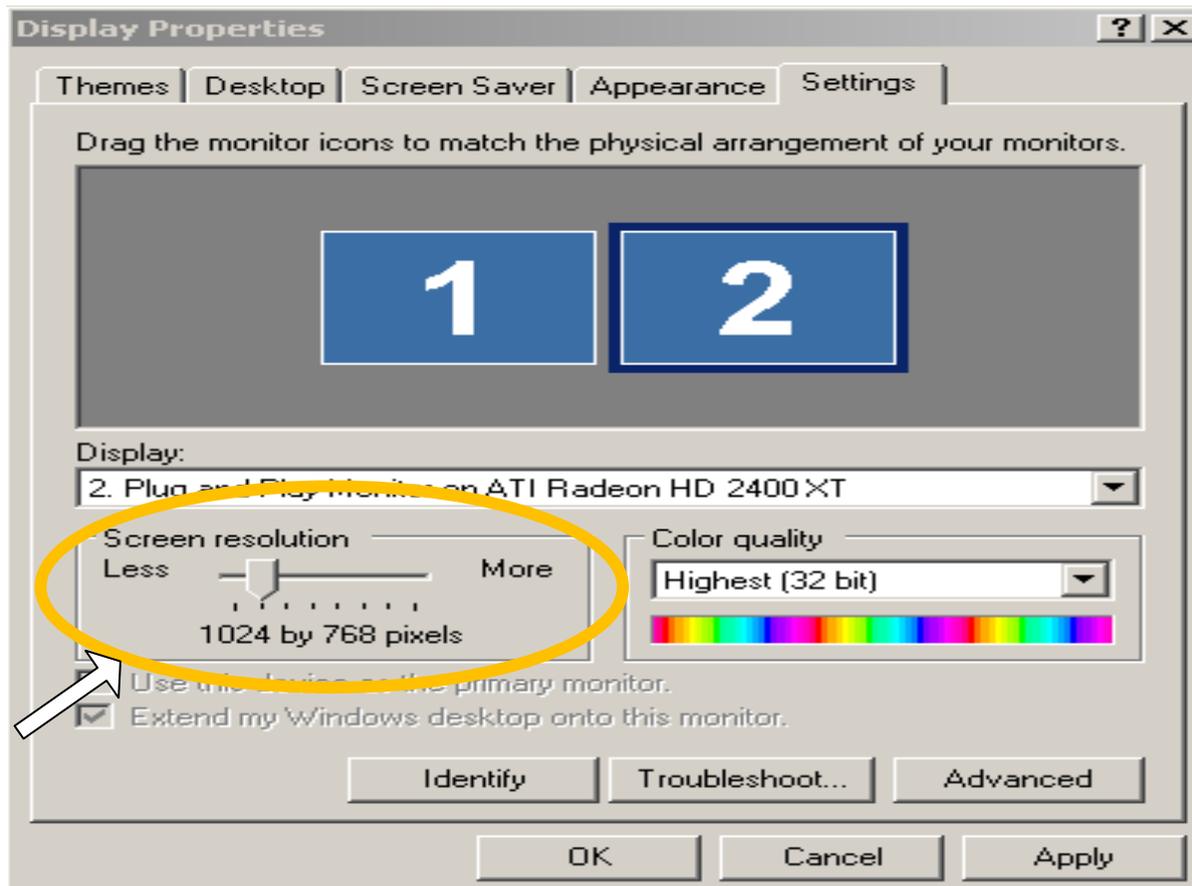
Option 2 – Zooming Out on the Screen
- While on the NDPRD site hold down the "Ctrl" key and scroll down on your mouse as needed
- This should zoom the screen out and re adjust the resolution
- To return to the view you had before hold down the "Ctrl" key and scroll up on your mouse as needed

2.2.3 **View Program Information**

Public Users (Viewers) can only search for and view approved programs. They are not permitted to edit any information.

To view the details for a specific program, click on the name of the program you wish to view from the search results. This will display the all of the program's information, including a description of the program, eligible recipients, types of assistance offered, and up to two business points of contact, if available. For descriptions of the information fields see the definitions section.
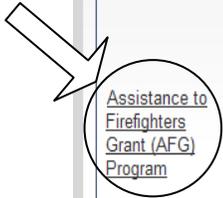
Search Programs ▶

Search Results

Modify Search Criteria

Displaying Results 1 to 3 of 3   « <   **1**   > »

Program Name	Description	Sponsor	Recipients	States and Territories	Assistance Type
Assistance to Firefighters Grant (AFG) Program	To provide financial assistance directly to fire departments and nonaffiliated EMS organizations to enhance their capabilities with respect to fire and fire-related hazards. To help fire departments and nonaffiliated EMS organizations meet their firefighting and emergency response needs. To support organizations that lack the tools and resources necessary to more effectively protect the health and safety of the public and their emergency response personnel with respect to fire and all other hazards. Grants are not offered year round and are not intended for emergency use. Please contact the headquarters or regional office, as appropriate, for application deadlines. Catalog of Federal Domestic Assistance Program Number: 97.044	FEMA	Communities, Government - State, Government - Tribal	All States, American Samoa, Guam, Marshall Islands, Northern Mariana Islands, Puerto Rico, U.S. Virgin Islands	Financial-Grants
Buffer Zone Protection Program (BZPP)	To build security and risk-management capabilities at the State and Local level in order to secure pre-designated Tier I and Tier II critical infrastructure sites, including chemical facilities, financial institutions, nuclear and electric power plants, dams, stadiums, and other high risk/high-consequence facilities. Catalog of Federal Domestic Assistance Program Number: 97.078	FEMA	Government - City/Town/Village, Communities, Government - Other Local, Government - State, Government - Tribal, Government - County Level	All States, American Samoa, Federated States Of Micronesia, Guam, Marshall Islands, Northern Mariana Islands, Palau, Puerto Rico, U.S. Minor Outlying Islands, U.S. Virgin	Financial-Grants

Sample of some of the information found on the program information page

Program Information	
Program Name Assistance to Firefighters Grant (AFG) Program	**Sponsor Type** Government - Federal
Sponsor FEMA	**Assistance Phase** Mitigation
Description To provide financial assistance directly to fire departments and nonaffiliated EMS organizations to enhance their capabilities with respect to fire and fire-related hazards. To help fire departments and nonaffiliated EMS organizations meet their firefighting and emergency response needs. To support organizations that lack the tools and resources necessary to more effectively protect the health and safety of the public and their emergency response personnel with respect to fire and all other hazards. Grants are not offered year round and are not intended for emergency use. Please contact the headquarters or regional office, as appropriate, for application deadlines. Catalog of Federal Domestic Assistance Program Number: 97.044	**Expiration Date** 10-13-2012
	Submitter femandrpd
	Status Approved
Program Website www.firegrantsupport.com/afg/	

Eligible Recipients

Recipient	States and Territories
Government - State	All States
Communities	American Samoa , Guam , Marshall Islands , Northern Mariana Islands , Puerto Rico , U.S. Virgin Islands
Government - Tribal	

Eligibility Criteria

Criteria	Specific
Must be Members of a Target Sector	Public Safety
Must be Qualified Organization	For Receiving Disaster Assistance

Assistance Offered

Assistance Category	Sub-Type	Capacity
Financial	Grants	N/A

Program Requirements

Requirement	Details
To Apply	Contact the headquarters or regional office, as appropriate, for application deadlines.
To Extend	Grant period is 12 months for this program. In the event that the grantees are unable to fulfill their grant obligations within the 12-month grant period, they may request an extension of the performance period. Such requests will be considered and approved based on the written justification.

Primary Business Point of Contact		**Alternate Business Point of Contact**	
First Name	N/A	**First Name**	
Last Name	N/A	**Last Name**	
Address 1	500 C Street, SW	**Address 1**	
Address 2		**Address 2**	
City	Washington	**City**	
State	District Of Columbia	**State**	
Zip Code	20472	**Zip Code**	
Business Phone	(866) 274-0960	**Business Phone**	
Business Email	firegrants@dhs.gov	**Business Email**	
Affiliation	Assistance to Firefighters Grant Program	**Affiliation**	
Agency	FEMA	**Agency**	

Cancel

Disclaimer   Plug-ins

2.2.4 **Modify Search Results**

To modify your search results you can either click the "Home" button to return you to the search screen or click on the link that says "Modify Search Criteria"

Program Name	Description	Sponsor	Recipients	States and Territories	Assistance Type
Assistance to Firefighters Grant (AFG) Program	To provide financial assistance directly to fire departments and nonaffiliated EMS organizations to enhance their capabilities with respect to fire and fire-related hazards. To help fire departments and nonaffiliated EMS organizations meet their firefighting and emergency response needs. To support organizations that lack the tools and resources necessary to more effectively protect the health and safety of the public and their emergency response personnel with respect to fire and all other hazards. Grants are not offered year round and are not intended for emergency use. Please contact the headquarters or regional office, as appropriate, for application deadlines. Catalog of Federal Domestic Assistance Program Number: 97.044	FEMA	Communities, Government - State, Government - Tribal	All States, American Samoa, Guam, Marshall Islands, Northern Mariana Islands, Puerto Rico, U.S. Virgin Islands	Financial-Grants
Buffer Zone Protection Program (BZPP)	To build security and risk-management capabilities at the State and Local level in order to secure pre-designated Tier I and Tier II critical infrastructure sites, including chemical facilities, financial institutions, nuclear and electric power plants, dams, stadiums, and other high risk/high-consequence facilities. Catalog of Federal Domestic Assistance Program Number: 97.078	FEMA	Government - City/Town/Village, Communities, Government - Other Local, Government - State, Government - Tribal, Government - County Level	All States, American Samoa, Federated States Of Micronesia, Guam, Marshall Islands, Northern Mariana Islands, Palau, Puerto Rico, U.S. Minor Outlying Islands, U.S. Virgin	Financial-Grants

Search Programs

Search Results

Modify Search Criteria

Displaying Results 1 to 3 of 3   « <   **1**   > »

2.2.5 View Programs Linked to Your Account

Once logged in as a Program Submitter, you can view all of the programs you have previously submitted and their status by clicking the "My Programs" link at the top of the page.

The next page you will see is a listing of all your programs categorized by their approval status.

1. "**Pending Approval**" are programs that have been submitted to FEMA for approval but have not yet been approved. These programs are not searchable/viewable to the public or other Program Submitters.

2. "**Approved**" programs are programs that have been approved by FEMA and are searchable/viewable to the public. A program will remain publicly available until it expires (Program Expiration Date) or is deactivated by the Program Submitter.

3. "**Disapproved**" programs are programs that were not approved by FEMA and are therefore not searchable/viewable to the public. FEMA is required to provide a reason for each disapproval. You can view the reason by clicking on any disapproved program. Disapproved programs may be resubmitted for approval.

4. "**Deactivated**" programs are programs that have either expired, i.e. past the Program Expiration Date, or you have deactivated personally. Once a program is deactivated, it is no longer searchable/viewable to the public. A deactivated program cannot be re-activated. Once a program is deactivated, in order for it to be listed again the program information must be re-entered and re-submitted under a different program name.

2.2.6 **Create and Submit a Program**

Program Submitters have the ability to submit programs for approval. All submitted programs are reviewed and approved, or disapproved, by the FEMA Program Approver.

To create a new program, log in to your submitter account and click on the "Create New" button on the homepage.

Enter information on the program (see Appendix A for field definitions) and click the "Submit" button. The FEMA Program Approver will review for approval.

- If the sponsor of the program is not listed under the "Sponsor" dropdown please contact NDHTF@dhs.gov for a new entry to be created. You will be notified once that entry has been created and then can proceed with entering the new program
- If you are entering a Federal program, please make sure to add the Catalogue of Federal Domestic Assistance (CFDA) Program Number into the "Description" box.
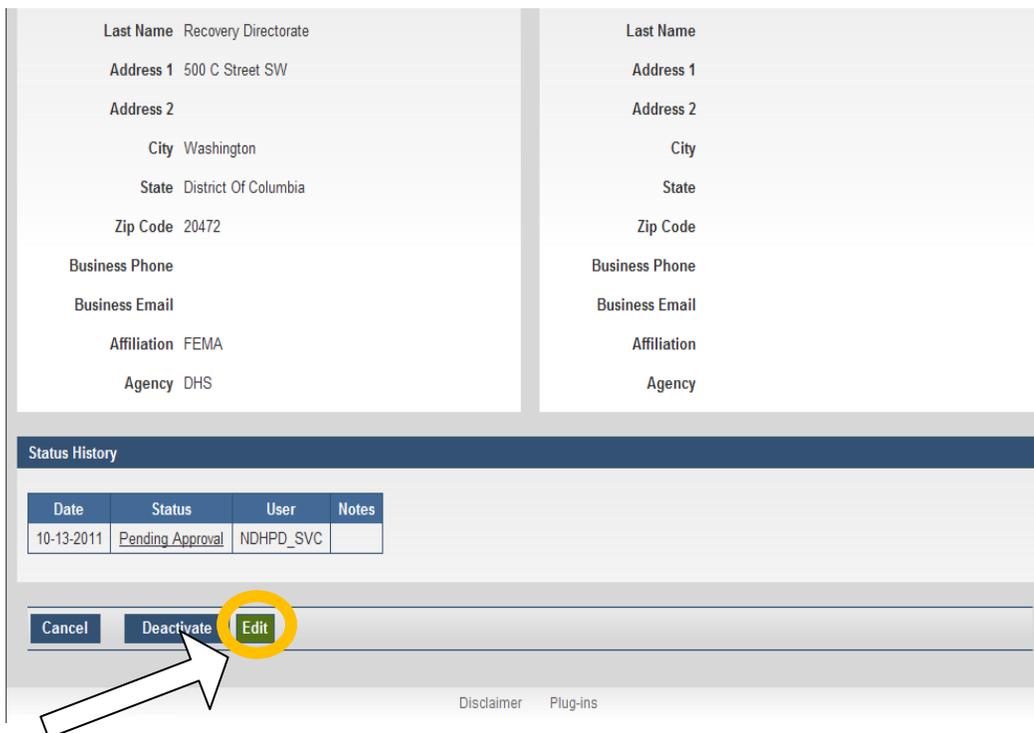
Note: Required fields are indicated by a red asterisk (*). Each field with an "Add" button allows you to add multiple entries. **For each of the information boxes, you must click on the "Add" button to make sure that the information you have submitted is added into the database. At least one selection from the "Available States" OR "Available Territories" boxes must be selected. For the "Available States" and "Available Territories" boxes you have the choice of clicking the "Add" button (for individual states/territories) and "Add All." The "Add All" button for the "Available States" box will add all 50 States and the District of Columbia. Clicking "Add All" for the "Available Territories" box will add Puerto Rico, U.S. Virgin Islands, American Samoa, Guam, Northern Mariana Islands, Marshall Islands, U.S. Minor Outlying Island, Palau, and Federated States of Micronesia).**

After all the information for the program has been submitted click "Submit." You will see a box pop up asking you if you want to submit the program, click "yes." Once the program is submitted the page will display a message saying "Submit Successful"

2.2.7 **Edit a Program**

Once logged in as a Program Submitter, you can edit your programs by clicking the "My Programs" link at the top of the page.

On the My Programs page, the programs are displayed according to their status. Click on the name of the program you wish to edit. Once you are on the program information page click the "Edit" button.

Make any changes you need to the program and select "Submit." You will see a box pop up asking you if you want to submit the program, click "yes." Once the program is accepted the page will display a message saying "Submit Successful." Changes will not be seen on the public site until approved.

2.2.8 Deactivate a Program

To deactivate a program, click on an approved program from the My Programs page. Click on the name of the program you wish to deactivate. Once you are on the program information page click the "Deactivate" button.

Note: Once a program is deactivated it is no longer searchable/viewable to the public. In order to reactivate the program it will need to be resubmitted and reapproved. A deactivated program cannot be re-activated without being resubmitted.

2.2.9 Reactivating a Program

To reactivate a program, click on the deactivated program from the My Programs page. Click on the name of the program you wish to reactivate. Once you are on the program information page click the "Edit" button. Make any changes to the program that are needed, or just add a space in the description box if all the information is still relevant. Then hit submit. Once it is approved it will show on the public site.

2.2.10 **Update Program Expiration Date**

Each time a program is entered into the database it is assigned an expiration date, a calendar year from its entry. If no change is made to the program during that year, the program will automatically deactivate. Submitters will receive an email 30 days before the expiration date reminding them that they must review the program and make any updates such as program changes or contact information updates. If all the information is still accurate, the submitter will update the date and the program will remain on the site for another year.

To make changes
1. Login to your submitter account
2. Select the program that you would like to update.
3. Click "Edit"
4. Change any fields that need updating
5. Click the calendar icon next to the "Expiration Date" box.
6. Select a date that is one calendar year from the date you are updating it (not from the original expiration date)
7. Then "submit" the program with the new date.
8. Once the Administrator reviews and approves the program you will be notified and the changes (if any) will appear on the site.

Note: Once a program is deactivated it is no longer searchable/viewable to the public. If your program is deactivated it cannot be reactivated and must be reentered as a new program. Please make a minor change to the program name if you have to reenter it otherwise the database will recognize it as a duplicate entry and will not accept it.

2.2.11 **View Additional Resource Websites**

Click on the "Additional Resources" tab to view helpful websites and documents

3   Questions or Suggestions

For all program-related inquiries, please contact the National Disaster Housing Task Force at NDHTF@dhs.gov.

If you experience technical issues using the NDRPD or website, please contact the RIMS Team at fema-rims@dhs.gov

4   Disclaimer and Posting Policy

4.1   Disclaimer on Content

Please note that in order for the NDRPD to stay up to date programs are constantly being added and deactivated. The database team does its best to have all programs listed for each agency, but there are instances in which an agency offers a program that might not be listed in the database. Please consult with your Federal, State, local, and Tribal officials to ensure that all the available programs are being offered. Please contact NDHTF@dhs.gov if you would like additional programs added or if you have any questions.

State, Local, Tribal and Territorial (SLTT) governments and NGOs should perform all appropriate due diligence prior to using any of these resources and should follow their own procedures when utilizing these programs.

4.2   Posting Policy

Organizations are welcome to post and update information on their programs to help SLTT officials find and apply for them. However, this is a moderated forum. This means that FEMA will be performing a review of all posts and will remove any listings that do not comply with our guidance. To be included in this resource programs must meet the following criteria:

- Programs must be free of commercial use and may not endorse a product or service.
- Programs must not discriminate against applicants
- Programs must be intended for applications from SLTT and community governments.
- Programs must be related to preparing for, protecting against, responding to and recovering from disasters.
- Programs must be available to assist areas impacted by disaster.
- Programs must be geared towards key sectors of recovery/development (ex. Education, Infrastructure, Housing, Community Capacity Building, Health Services, Historic & Cultural, Public Service, Environmental, Flood Plain Management & Mitigation)
- Programs must not charge for assistance.

In addition to a review for programmatic requirements all postings will be reviewed for appropriate content. Posts that are off-topic, include abusive or vulgar language, spam, hate speech, personal attacks, personal details such as: a FEMA case number or social security number, advertisements or endorsements of products, or similar content will not be posted on this site. We reserve the right to determine which postings are

acceptable for this page. If your post was not accepted or if you have questions about the criteria please contact us at: NDHTF@dhs.gov

FEMA disclaims any liability for any loss or damage resulting from any content posted on this page. FEMA does not verify and takes no responsibility for the accuracy of any information on program sponsor's websites. This forum may not be used for the submission of any claim, demand, informal or formal complaint, or any other form of legal and/or administrative notice or process, or for the exhaustion of any legal and/or administrative remedy.

5 Website Terms and Definitions

1. Program Name – The name of the assistance program offered.

2. Assistance Category– Detailed type of assistance offered.

3. Assistance Phase – The phase during which the program would be used. . Example: Mitigation, Emergency, Interim, Long-Term

4. Sponsor – The name of the organization sponsoring the program. If the name does not appear in the list, please contact NDHTF at NDHTF@dhs.gov to have your organization added. You can enter in your program information once you have received email confirmation from the NDHTF that your organization has been added and it appears on the dropdown list.

5. Sponsor Type – Describes the type of organization offering the program. For example, ABC Inc. and is listed as a "Private Sector/NGO" and FEMA is listed under "Government – Federal".

6. Description – Brief description of the program and what it offers. If this is a Federal program it will also have the Catalogue of Federal Domestic Assistance (CFDA) Program Number.

7. Program Website – Website provided by the program's sponsoring organization for additional information.

8. Eligible Recipients – Target audience for the program.

9. Eligible States/Territories – States/Territories that can apply for the program.

10. Eligibility Criteria – Detailed eligibility requirements for the program.

11. Program Requirements – Detailed instructions regarding how to apply, activate, or extend the program.

12. Expiration Date – Date which a program is set to expire and get removed from the site if not updated.

13. Primary Business Point of Contact – Detailed information for the point of contact for the program.

14. Program Submitter – The registered user who submits and manages program information in NDRPD