

# National Disaster Recovery Program Database (NDRPD)

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*Public User (Viewer) Role  
User Guide*

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# 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 through 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](mailto: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 is 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](http://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 approved programs
  
- **Program Submitter**
  - This role requires internet registration and log in
  - Able to:
    - Search and view details for all approved 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.

If you are interested in obtaining Program Submitter rights please refer to the Program Submitter Guide

## 2 Using NDRPD

### 2.1 Accessing the NDRPD

To access the public side of the NDRPD

- Go directly to [www.fema.gov/ndrpd](http://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/](http://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.

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

The screenshot shows the FEMA National Disaster Recovery Program Database search interface. At the top, there is a navigation bar with links for Home, Additional Resources, and Submitter Login. Below this is an 'About' section explaining the tool's purpose for State/Local/Tribal governments and emergency leaders. The main section is 'Search Programs', which includes a search criteria filter. The filter consists of several sections: 'Program Name' with a text input field; 'Assistance Category' with a dropdown menu showing 'No Assistance Categories Selected'; 'Assistance Phase' with checkboxes for Emergency, Interim, Mitigation, and Long Term, and a dropdown menu; 'Sponsor' with a dropdown menu showing 'No Sponsors Selected'; 'Sponsor Type' with checkboxes for Government - Federal, Government - State, Government - Tribal, and Government - County Level, and a dropdown menu; 'Eligible Recipients' with a dropdown menu showing 'No Eligible Recipients Selected'; 'Eligible States and Territories' with a dropdown menu showing 'No States or Territories Selected'; and 'Eligibility Criteria' with a dropdown menu showing 'No Eligibility Criteria Selected'. At the bottom of the search criteria section are buttons for 'Export to Excel', 'Reset', and 'Search'. Below the search criteria is a 'Search Results' section which currently displays 'No records found for the selected criteria.'

**FEMA** | National Disaster Recovery Program Database

Home | Additional Resources | Submitter Login

### About

This web based tool is a central location for State/Local/Tribal governments, emergency leaders, and planners to view programs from Federal, State, For-Profit, Non-Profit, and Charitable entities. Please refer to the instructions on each program's website to apply.

These programs are NOT intended for individual applicants. Visit [www.disasterassistance.gov](http://www.disasterassistance.gov) to find and apply for individual assistance related to disaster recovery.

### Search Programs

Select criteria below to narrow your search results. For broader results, select fewer search criteria.

Program Name

Assistance Category [Select Assistance Category](#)  
No Assistance Categories Selected

Assistance Phase  Emergency  Interim  Mitigation  Long Term

Sponsor [Select Sponsors](#)  
No Sponsors Selected

Sponsor Type  Government - Federal  Government - State  Government - Tribal  Government - County Level

Eligible Recipients [Select Eligible Recipients](#)  
No Eligible Recipients Selected

Eligible States and Territories [Select States and Territories](#)  
No States or Territories Selected

Eligibility Criteria [Select Eligibility Criteria](#)  
No Eligibility Criteria Selected

[Export to Excel](#) [Reset](#) [Search](#)

### Search Results

No records found for the selected criteria.

# How to use NDRPD

## 2.1.1 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 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”

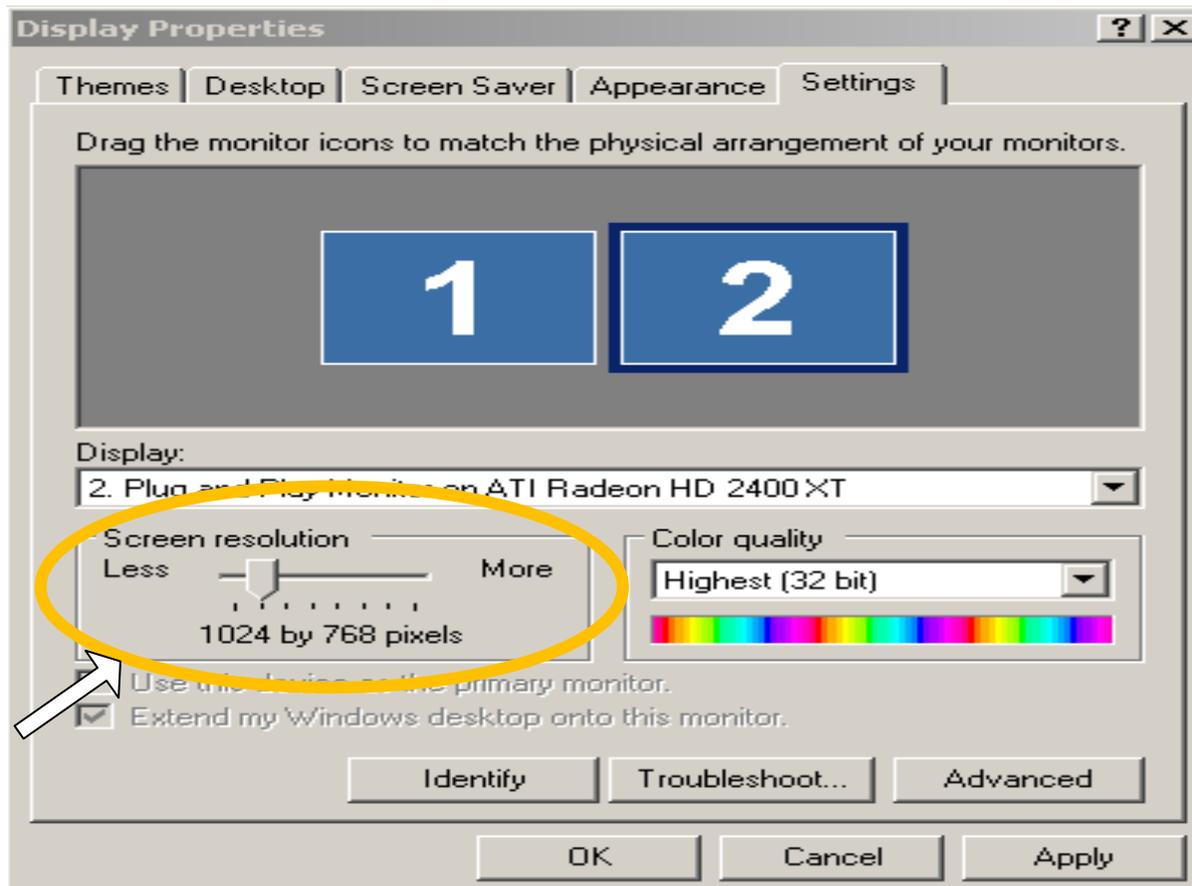
The screenshot shows the 'Search Programs' interface. At the top, there is a header 'Search Programs' and a sub-header 'Select criteria below to narrow your search results. For broader results, select fewer search criteria.' Below this, there are several search criteria sections, each with a 'Select' link and a 'No [Criteria] Selected' message. The criteria are: Program Name (text input), Assistance Category (checkboxes for Emergency, Interim, Mitigation, Long Term), Sponsor (checkboxes for Private Sector/NGO, Government - Federal, Government - State, Government - Tribal), Eligible Recipients (checkboxes for Private Sector/NGO, Government - Federal, Government - State, Government - Tribal), and Eligible States and Territories (checkboxes for Private Sector/NGO, Government - Federal, Government - State, Government - Tribal). At the bottom right, there are two buttons: 'Export to Excel' and 'Search'. The 'Search' button is circled in green, and a white arrow points to it from the right.

## 2.1.2 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

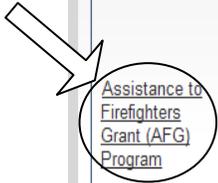
- While on the NDRPD site hold down the “Ctrl” key and scroll down on your mouse as needed
- This should zoom the screen out and re adjust the resolution
- To return to the view you had before hold down the “Ctrl” key and scroll up on your mouse as needed

### 2.1.3 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					
<a href="#">Modify Search Criteria</a>		Displaying Results 1 to 3 of 3 « < 1 > »			
Program Name	Description	Sponsor	Recipients	States and Territories	Assistance Type
<a href="#">Assistance to Firefighters Grant (AFG) Program</a>	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
<a href="#">Buffer Zone Protection Program (BZPP)</a>	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

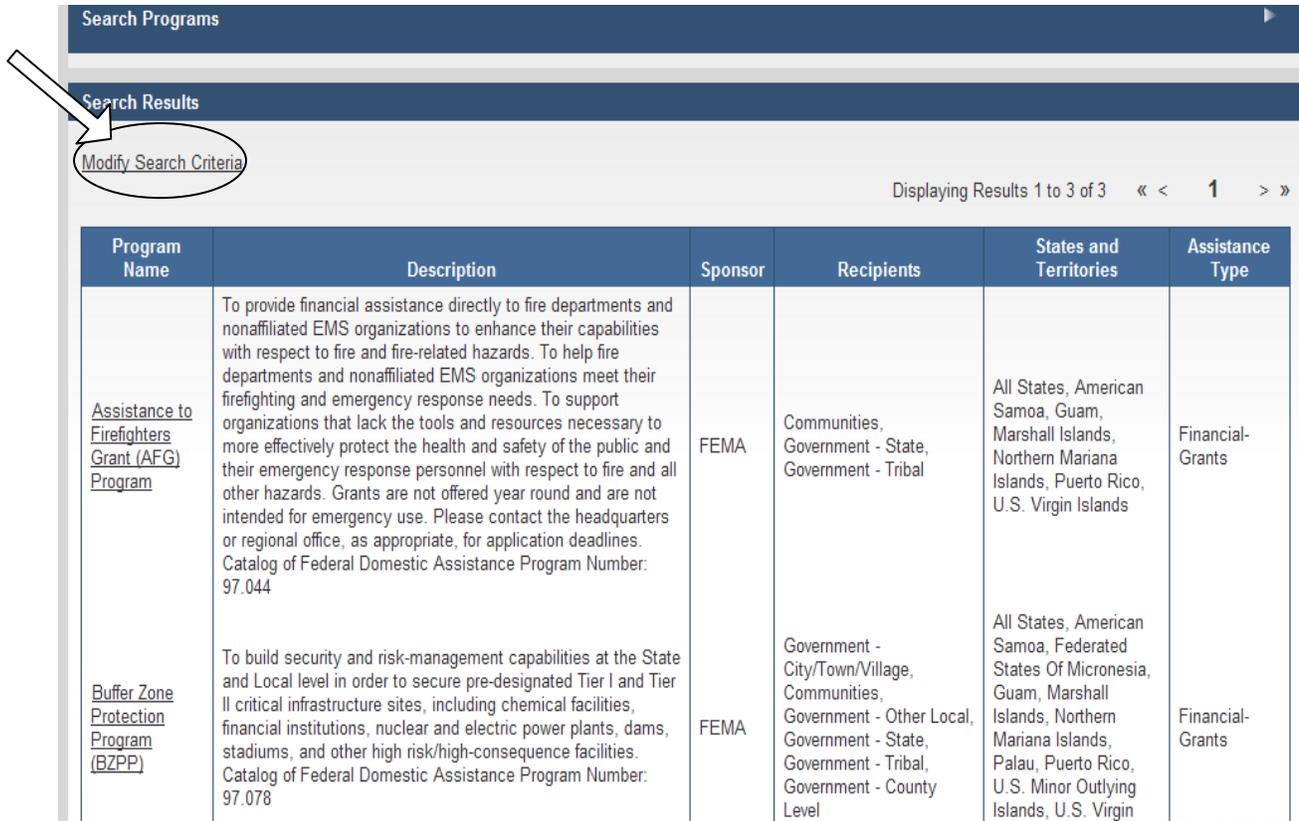


## Sample of some of the information found on the program information page

Program Information								
<b>Program Name</b> Assistance to Firefighters Grant (AFG) Program	<b>Sponsor Type</b> Government - Federal							
<b>Sponsor</b> FEMA	<b>Assistance Phase</b> Mitigation							
<b>Description</b> 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	<b>Expiration Date</b> 10-13-2012							
	<b>Submitter</b> femandrpd							
	<b>Status</b> Approved							
<b>Program Website</b> <a href="http://www.firegrantsupport.com/afg/">www.firegrantsupport.com/afg/</a>								
<b>Eligible Recipients</b>								
<table border="1"> <thead> <tr> <th>Recipient</th> </tr> </thead> <tbody> <tr> <td>Government - State</td> </tr> <tr> <td>Communities</td> </tr> <tr> <td>Government - Tribal</td> </tr> </tbody> </table>	Recipient	Government - State	Communities	Government - Tribal	<table border="1"> <thead> <tr> <th>States and Territories</th> </tr> </thead> <tbody> <tr> <td>All States</td> </tr> <tr> <td>American Samoa , Guam , Marshall Islands , Northern Mariana Islands , Puerto Rico , U.S. Virgin Islands</td> </tr> </tbody> </table>	States and Territories	All States	American Samoa , Guam , Marshall Islands , Northern Mariana Islands , Puerto Rico , U.S. Virgin Islands
Recipient								
Government - State								
Communities								
Government - Tribal								
States and Territories								
All States								
American Samoa , Guam , Marshall Islands , Northern Mariana Islands , Puerto Rico , U.S. Virgin Islands								
<b>Eligibility Criteria</b>								
<table border="1"> <thead> <tr> <th>Criteria</th> <th>Specific</th> </tr> </thead> <tbody> <tr> <td>Must be Members of a Target Sector</td> <td>Public Safety</td> </tr> <tr> <td>Must be Qualified Organization</td> <td>For Receiving Disaster Assistance</td> </tr> </tbody> </table>	Criteria	Specific	Must be Members of a Target Sector	Public Safety	Must be Qualified Organization	For Receiving Disaster Assistance		
Criteria	Specific							
Must be Members of a Target Sector	Public Safety							
Must be Qualified Organization	For Receiving Disaster Assistance							
<b>Assistance Offered</b>								
<table border="1"> <thead> <tr> <th>Assistance Category</th> <th>Sub-Type</th> <th>Capacity</th> </tr> </thead> <tbody> <tr> <td>Financial</td> <td>Grants</td> <td>N/A</td> </tr> </tbody> </table>	Assistance Category	Sub-Type	Capacity	Financial	Grants	N/A		
Assistance Category	Sub-Type	Capacity						
Financial	Grants	N/A						
<b>Program Requirements</b>								
<table border="1"> <thead> <tr> <th>Requirement</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td>To Apply</td> <td>Contact the headquarters or regional office, as appropriate, for application deadlines.</td> </tr> <tr> <td>To Extend</td> <td>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.</td> </tr> </tbody> </table>	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.		
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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.							
<b>Primary Business Point of Contact</b>	<b>Alternate Business Point of Contact</b>							
<b>First Name</b> N/A <b>Last Name</b> N/A <b>Address 1</b> 500 C Street, SW <b>Address 2</b> <b>City</b> Washington <b>State</b> District Of Columbia <b>Zip Code</b> 20472 <b>Business Phone</b> (866) 274-0960 <b>Business Email</b> firegrants@dhs.gov <b>Affiliation</b> Assistance to Firefighters Grant Program <b>Agency</b> FEMA	<b>First Name</b> <b>Last Name</b> <b>Address 1</b> <b>Address 2</b> <b>City</b> <b>State</b> <b>Zip Code</b> <b>Business Phone</b> <b>Business Email</b> <b>Affiliation</b> <b>Agency</b>							
<table border="1"> <tr> <td><b>Cancel</b></td> </tr> </table>		<b>Cancel</b>						
<b>Cancel</b>								
<p style="text-align: center;">Disclaimer    Plug-ins</p>								

## 2.1.4 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”



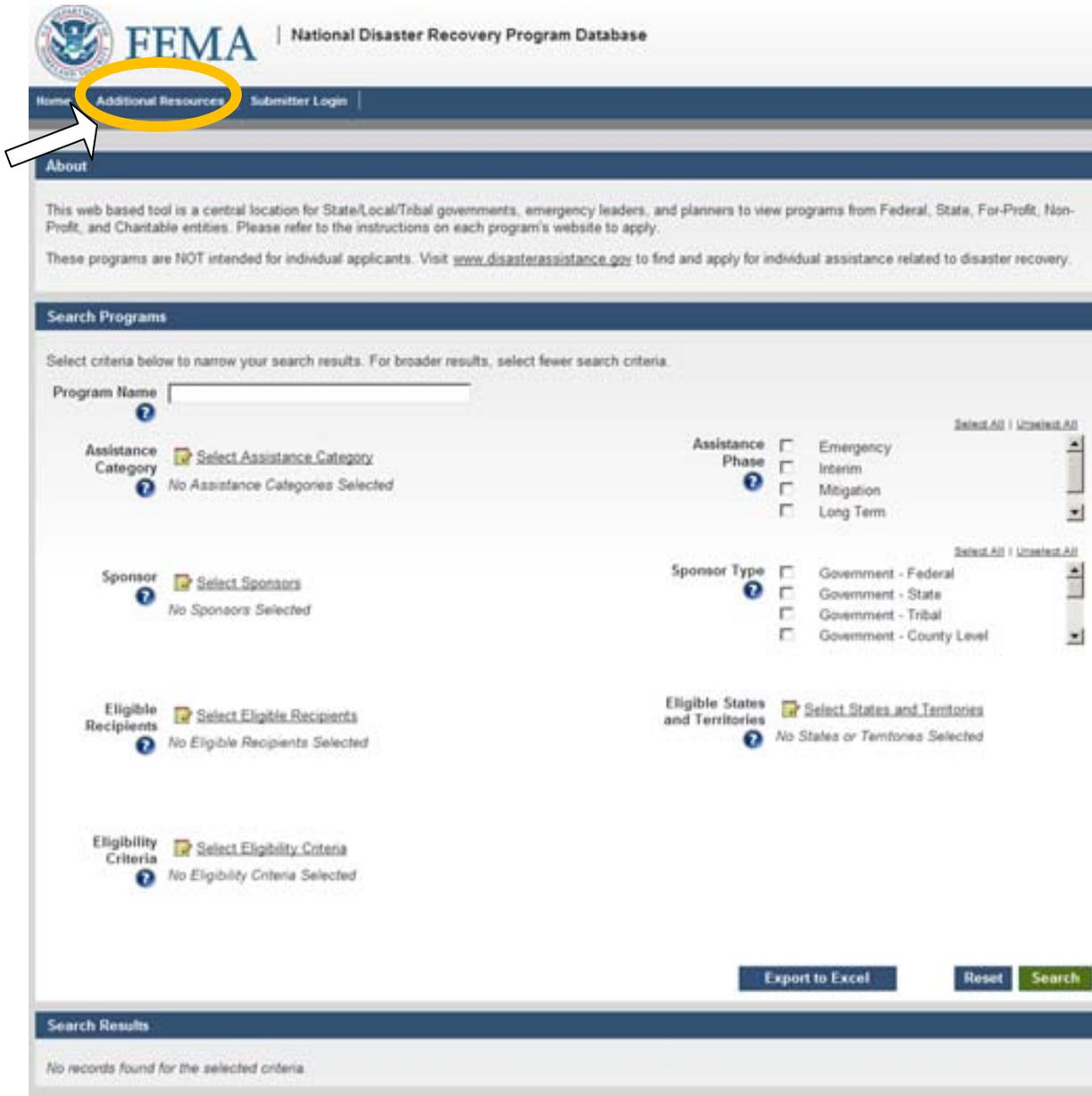
The screenshot shows a web interface titled "Search Programs" with a sub-section "Search Results". A white arrow points to a link labeled "Modify Search Criteria" in the top left corner of the results area. The main content is a table with 6 columns: Program Name, Description, Sponsor, Recipients, States and Territories, and Assistance Type. Two rows of results are visible, both sponsored by FEMA. The first row is for the "Assistance to Firefighters Grant (AFG) Program" and the second is for the "Buffer Zone Protection Program (BZPP)".

Program Name	Description	Sponsor	Recipients	States and Territories	Assistance Type
<a href="#">Assistance to Firefighters Grant (AFG) Program</a>	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
<a href="#">Buffer Zone Protection Program (BZPP)</a>	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

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

## 2.1.5 View Additional Resource Websites

**Click on the “Additional Resources” tab to view helpful websites and documents**



**FEMA** | National Disaster Recovery Program Database

Home **Additional Resources** Submitter Login

### About

This web based tool is a central location for State/Local/Tribal governments, emergency leaders, and planners to view programs from Federal, State, For-Profit, Non-Profit, and Charitable entities. Please refer to the instructions on each program's website to apply.

These programs are NOT intended for individual applicants. Visit [www.disasterassistance.gov](http://www.disasterassistance.gov) to find and apply for individual assistance related to disaster recovery.

### Search Programs

Select criteria below to narrow your search results. For broader results, select fewer search criteria.

Program Name

**Assistance Category** [Select Assistance Category](#)  
No Assistance Categories Selected

**Assistance Phase**  Emergency  Interim  Mitigation  Long Term

**Sponsor** [Select Sponsors](#)  
No Sponsors Selected

**Sponsor Type**  Government - Federal  Government - State  Government - Tribal  Government - County Level

**Eligible Recipients** [Select Eligible Recipients](#)  
No Eligible Recipients Selected

**Eligible States and Territories** [Select States and Territories](#)  
No States or Territories Selected

**Eligibility Criteria** [Select Eligibility Criteria](#)  
No Eligibility Criteria Selected

[Export to Excel](#) [Reset](#) [Search](#)

### Search Results

No records found for the selected criteria.

### 3 Questions of Suggestions

For all program-related inquiries, please contact the National Disaster Housing Task Force at [NDHTF@dhs.gov](mailto:NDHTF@dhs.gov).

If you experience technical issues using the NDRPD, please contact the RIMS Team at [fema-rims@dhs.gov](mailto: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](mailto: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](mailto: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](mailto: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.