

## KCRCOAD Request For Assistance (RFA) Form [version 27Mar26](#)

The KCRCOAD RFA form may be modified and adapted according to local procedures/situation. What is important is that we have your, Emergency Management Director's, request with contact information and details to effectively provide support. Many KCRCOAD Member's charter/Board of Directors require a formal RFA as part of their charter/mandate to activate personnel and expend resources, etc.

### Request For Assistance (RFA)

Incident Name **[City-Area of operation]**: e.g. **Granite, MO-South**

**[City-Area of operation], [Name/Type of Assistance -Multi-Agency Resource Center -MARC], RFA Number [RFA #1,2,3]:**  
e.g. **Granite South MARC RFA #1**

Requesting Party Name **[Emergency Management or Gov't official]**: **Chief Eric Marsh**

Point of Contact Name: **Jesse Steed**

Cell Phone: **555-555-5555**

E-mail: **J.Steed@GraniteMountainFire.org**

1. General description of the event **(If possible cut/paste/attach latest local Situation Report.)**

**Tornado impact. XX families (xxx people) affected; xxx living units (homes/apts, etc) without electrical power until xx May**

2. If known- which Emergency Support Function (ESF) or response area where assistance is needed (The KCRCOAD focus ESFs are: ESF#3 Light Debris removal/mucking out; ESF #6 Mass Care; ESF #8 Emergency Medical/Behavioral Health; ESF #9/11 Pet SAR/shelter support) and the particular type of assistance needed. **(If possible, cut/paste/attach additional documentation/information with details)**

**ESF #6 Mass Care- Multi-Agency Resource Center (MARC)**

3. Following a "mission analysis" with the KCRCOAD EOC and the EM team/Point of Contact of the mission, we can initially discuss the location, date, a reasonable estimate of the length of the mission, amount and type of personnel, equipment, and supplies needed. **(If possible, cut/paste/attach additional documentation/information with details)**  
**Based on preliminary information from the rapid needs assessment performed by the First and Emergency Responders we see the need for a MARC on or about xx May from 10:00am-8:00pm. We have identified a location, Granite Mountain Community Center at 123 Main Street, Granite, MO 64068. Amanda Marsh cell 555-1212, email [A.Marsh@GraniteCCenter.org](mailto:A.Marsh@GraniteCCenter.org) is our secondary Point of Contact after Jesse Steed. We can meet on xxMay at xxxx to discuss details. We will need support for 40 families (90 people):**

1. **Language support for Korean, and Swahili ELLs**
2. **AFN support**
3. **Disaster Behavioral Health/Trauma Screening**
4. **Daycare support for children at the MARC**
5. **Case Work support**
6. **?**

Authorized Requesting Emergency Management Government Official:

Title: **Chief**

Signature: *Eric Marsh*

Date: **30 April 2026**

After completion of this RFA, sign, scan and email this form to the COAD email listed so our KCRCOAD Membership can forward to their leadership so they can activate personnel, expend resources, etc.

Thank you. Let's go save lives and reduce suffering!

<https://www.kansascityregionalcoad.org/>