

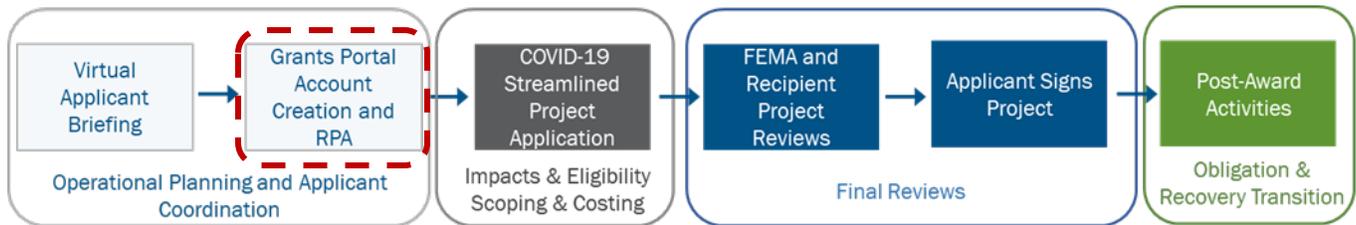
Grants Portal Account and Request for Public Assistance



FEMA

Public Assistance Applicant Quick Guide

This Quick Guide explains the steps an **Applicant** must take in creating a Public Assistance (PA) **Grants Portal user account** and submitting **Request for Public Assistance (RPA)**. RPAs submitted by the Applicant will follow standard review processes by the Recipient and FEMA. The Applicant will be able to view its RPA status in Grants Portal.



FEMA uses the term Recipient and Applicant throughout this document. In Grants Portal, Recipients are identified as Grantees and Applicant are identified as Subrecipients.

Non-Government Organizations

To be eligible under the Public Assistance (PA) Program, a Private Non-profit (PNP) Applicant must own or operate a facility that provides an eligible service. As a result, FEMA requires more information and documentation from the PNP Applicant than it does for State, local, Territorial, or Tribal (SLTT) government entities.

Private-for-profit entities are not eligible for PA funding and should not submit account requests or RPAs. These entities should consult with local, state, and federal partners for information on other types of assistance that may be available.

Methods for Account Setup and RPA Submission

Grants Portal currently allows for a variety of methods to set up accounts and submit RPAs.

For an Applicant without a Grants Portal Account:

- The Applicant can directly request an account from the Grants Portal home page
- The Applicant can request the Recipient to create an account on their behalf
- The Applicant can request an invitation from the Recipient to create an account

Recipients
are states, tribes, or territories that receive and administer Public Assistance Federal awards

Applicants
are state, local, tribal, or territorial governments or private non-profit entities that submit requests for assistance under a Recipient's Federal award

Grants Portal
is the system used by Recipients and Applicants to manage PA grant applications.

For an Applicant with existing Grants Portal Accounts:

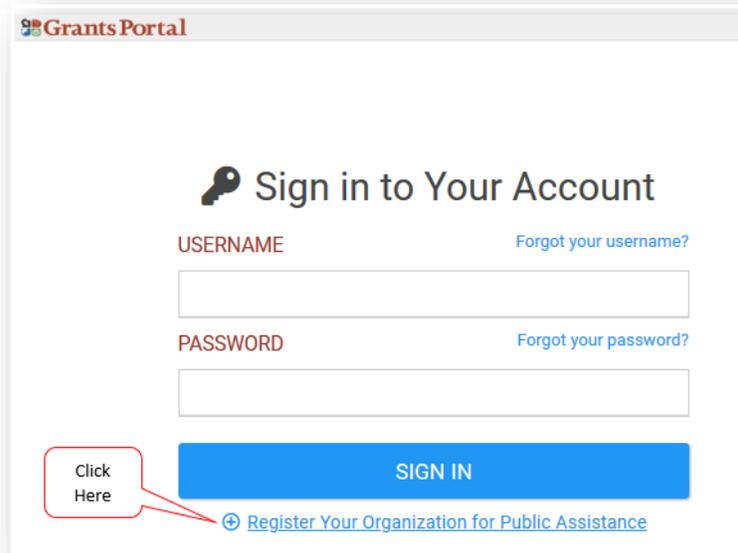
- The Applicant can submit an RPA directly through Grants Portal
- The Applicant can request an RPA is submitted by the Recipient on their behalf

Actions for an Applicant without Existing Grants Portal Accounts

This section describes actions that can be taken by an Applicant who does not currently have account access to Grants Portal.

□ **To Request an Account and Submit an RPA via Grants Portal**

- The Applicant goes to the Grants Portal home page at <https://grantee.fema.gov/> where they can click “Register your Organization for Public Assistance”



- The Applicant is then prompted to complete basic information about the organization, contact information, and location and then submits the form for Recipient review.

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Grants Portal ? Help

1 Register Your Government or Private Non-Profit Organization for Public Assistance
 Please provide the following basic information to request a Government or Private Non-Profit (PNP) organization account for **FEMA Public Assistance Funding**. Once completed, your account and request will be submitted to your state/territory Emergency Management representative and FEMA for review and approval.

1 Organization Info 2 Contact Info 3 Locations 4 Submit ← PREV NEXT →

1 Businesses and individuals should not attempt to register for Federal Assistance here. Please see guidance on the **Grants Portal Registration Welcome Page**.

WITHIN WHICH STATE / TERRITORY / TRIBE IS YOUR ORGANIZATION? *

ORGANIZATION NAME *

? ORGANIZATION TYPE *

? EIN NUMBER *

? DUNS NUMBER *

- The online form will prompt an Applicant to select its “Organization Type”. If an Applicant selects an incorrect “type”, the processing of the RPA will be delayed.
 - For government entities, if there are events with an open RPA enrollment period in the State/Territory, the Applicant may continue to submit an RPA with this account creation request. If the Applicant chooses to not submit an RPA at account creation, the Recipient will review only the account creation request and the Applicant may submit its RPA later.

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Grants Portal ? Help

Register Your Government or Private Non-Profit Organization for Public Assistance
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1 Organization Info 2 Contact Info 3 Locations 4 RPA 5 Submit ← PREV NEXT →

1 In addition to registering your account, you also have the option to submit a Request for Public Assistance for a current Presidentially declared disaster.

2 DO YOU WANT TO SUBMIT A REQUEST FOR PUBLIC ASSISTANCE? * Yes No

3 WHICH EMERGENCY / DISASTER DO YOU WANT TO REQUEST PUBLIC ASSISTANCE FOR? *

PLEASE USE THE AREA TO THE RIGHT IF YOU WOULD LIKE TO PROVIDE ANY ADDITIONAL INFORMATION; FOR INSTANCE, YOU MAY PROVIDE A BRIEF NARRATIVE DESCRIBING WHY YOUR ORGANIZATION IS REQUESTING ASSISTANCE. THIS IS OPTIONAL, AND YOU MAY PRESS NEXT AT THE TOP OF THE FORM TO SKIP THIS STEP.

- Public non-profit entities, such as those that are agencies or instrumentalities of SLTT governments, are generally considered SLTT government entities and do not need to submit additional documentation required by PNP Applicants. These entities should select the government organization type that best describes them. If an Applicant is unsure of its type, it should consult the Recipient.
 - PNP Applicants must wait for account creation approval from the Recipient before submitting an RPA.
 - After the Applicant completes the account request and the Recipient and FEMA have approved the RPA request, the Applicant receives a system-generated email with a username and temporary password to gain access to Grants Portal.
 - The system will then prompt the Applicant to create a permanent password.
 - Once the Applicant has access to Grants Portal, it can choose to follow the instructions below to either directly submit an RPA in the system or request an RPA to be submitted by the Recipient on their behalf if an RPA was not submitted.
- **To Request the Recipient to Create an Account on the Applicant’s behalf:**
- A new Applicant may initiate the process by contacting its Local Emergency Management Department or State/Tribal/Territorial Emergency Management representative.
 - After contacting the Recipient, the Applicant will be asked to provide the following information:
 - Applicant Name
 - County
 - EIN Number and DUNS Number

- Org Type
 - Primary/Alternate Contact (Name, Title, Phone, Email)
 - Physical/Mailing (Address, City, State, Zip)
 - After providing the requested information, the Recipient will create the account for the Applicant, and the Applicant will receive a system generated email with a username and temporary password.
 - The Applicant should follow the instructions provided via the email and use the provided username and temporary password to log into Grants Portal for the first time.
 - The system will then prompt the Applicant to create a permanent password. Once accepted the Applicant will be able to log into the system.
 - Once the Applicant has access to Grants Portal, it can choose to follow the instructions below to either submit an RPA directly (in the system) or submit an RPA through the Recipient.
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- **To Request an Invitation from the Recipient to Create an Account**
 - A new Applicant may initiate the process by contacting their Local Emergency Management Department or State/Tribal/Territorial Emergency Management representative and providing basic contact information.
 - The Recipient sends system-generated invitations by providing basic contact information about the Applicant's organization in the system.
 - The Applicant receives an email with a username, temporary password, and instructions for creating its account.
 - The Applicant will go to Grants Portal using the instructions provided via the email and enters the username and temporary password to log into Grants Portal for the first time.
 - The system prompts the Applicant to create a password. Once completed the Applicant will log into the system with its newly created password.
 - Once the Applicant has access to Grants Portal, it will be prompted to complete its Organizational Profile and account
 - The Applicant can choose to follow the instructions below to either Submit an RPA Directly (in the system) or Submit an RPA through the Recipient:

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An Applicant with Existing Grants Portal Account

This section describes how an Applicant who already has a Grants Portal account may submit RPAs: Directly through Grants Portal, or through the Recipient.

- **To Submit an RPA Directly through Grants Portal**
 - The Applicant logs into Grants Portal and selects “Click here to submit a RPA for your organization” on the Dashboard.



- Complete all required information
- For Private Non-Profit Organization, there is an additional PNP Questionnaire step in the RPA request.

A screenshot of the 'Request Public Assistance' form, specifically the 'PNP Info' step. The form has a progress bar at the top with steps: '1 General Info', '2 Contacts', '3 Addresses', '4 PNP Info' (current step), '5 Other Info', and '6 Submit'. The main content area contains text explaining FEMA and State personnel use this questionnaire to determine the eligibility of a Private Non-Profit (PNP) organization. It lists critical services (education, emergency medical care, etc.) and non-critical, essential social-type services. A link to the 'Public Assistance Program and Policy Guide' is provided. Below the text are four input fields: 'Name of the damaged facility and location', 'What was the primary purpose of the damaged facility?', 'Is the facility a critical facility as described above?' (with radio buttons for 'Yes' and 'No'), and 'Who may use the facility?'. A left sidebar contains navigation links: 'Home', 'My Organization', 'Organization Profile', 'Organization Personnel', 'Applicant Event Profiles', 'Requests', and 'My Profile'.

- PNP organizations should provide all required information and documentation for this step before clicking “Next”.

Required Documentation

- Please provide valid Articles of Association/Incorporation or Charter and/or By-Laws [Attach Articles of Association/Incorporation or Charter and/or By-Laws](#)
- Please provide valid Accreditation (Educational Facilities Only) [Attach Accreditation](#)
- Please provide valid PNP Status Documentation [Attach PNP Status Documentation](#)

← PREV NEXT → CANCEL

- When finished, click “Submit.”
- Once submitted, the RPA goes to the Recipient for review. The Applicant can view the status of its RPA in Grants Portal.

Request Public Assistance

General Info | Contacts | Addresses | Other Info | Submit

Please ensure all information listed below is accurate before clicking the Submit button at the bottom of this form. By clicking the Submit button, a notification will be sent to FEMA of your organizations desire to receive Public Assistance. In addition, your designated primary and alternate contacts will receive a confirmation. Following submission, you will receive additional guidance describing the FEMA Public Assistance process.

General Info

Applicant

Event

Participated in PDA?

Primary Contact

Name

Title

Email

Phone

Primary Location

Address

City

State

Zip

County

Mailing Address

Address

City

State

Zip

County

Other Info

Comments

← PREV SUBMIT → CANCEL

Step 1: Review Information

Step 2: Click Submit

- **To Request an RPA is Submitted by the Recipient on Applicant's behalf**
 - The Applicant provides the Recipient with the following information:
 - Type of Organization
 - Primary/Alternate Contact (Name, Title, Phone, Email)
 - Physical/Mailing (Address, City, State, Zip)
 - Participated in PDA? (Y/N) (Not required for COVID-19 Declarations)
 - If Applicant is a PNP was the PNP questionnaire completed? (Y/N)
 - If the Applicant is a PNP enter Damaged Facility Information (Name, Location, Primary Purpose, Critical (Y/N), Facility Fee (Y/N), In Use (Y/N), Damaged (Y/N), Owned/Legally Responsibility of Applicant (Y/N), Insured (Y/N), Additional Comments)
 - This information populates the RPA template and the Recipient submits the RPA on behalf of the Applicant.
 - Once submitted, the RPA goes to the Recipient for review. The Applicant can view the status of its RPA in Grants Portal.

Post-RPA Submission

This section describes the steps taken by FEMA and the Recipient after an RPA is submitted:

- **Recipient Review**

The Recipient reviews the RPA, including the PNP questionnaire and supporting documentation. If any information is missing the Recipient must obtain it prior to forwarding the RPA to FEMA with its recommendation. Upon review of the information, the Recipient submits the RPA to FEMA with its recommendation on whether the Applicant is eligible.
- **FEMA Final Eligibility Determination**

Based on the recommendation of the Recipient, FEMA makes a final determination about the eligibility of the Applicant.

 - If FEMA approves the RPA as eligible, the Applicant receives an email notification of approval and instructions on how to submit a project application.
 - If FEMA determines that the Applicant is ineligible, the Applicant receives a written determination explaining FEMA's reasoning for the ineligibility determination and information on how the Applicant can appeal the decision. The Applicant has 60 days from receipt of FEMA's determination to submit a written appeal to the Recipient.

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The *Applicant Quick Guide* series is a set of documents that explain the roles and responsibilities of Applicants in key steps in FEMA's Public Assistance Program delivery process. Read more about Public Assistance Program delivery in the [Public Assistance Program and Policy Guide](#), and other resources available on [Grants Portal](#).

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