

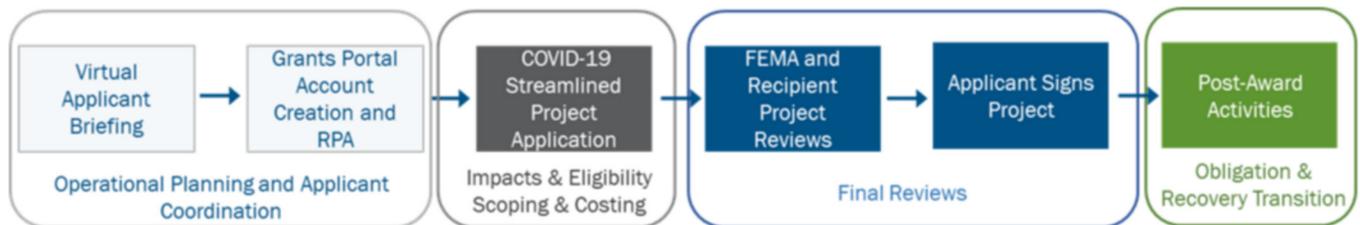
# Grants Portal Account and Request for Public Assistance



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 **accounts** and submitting **Requests 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 their 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 (STTL) government entities. Therefore, as described throughout the document, some options for Account Creation are not available to PNPs.

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. As identified, some options are only available to Applicants of COVID-19 Declarations that are not Private Non-Profit (PNP) Applicants or tribes.

**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 without a Grants Portal Account:**

- The Applicant can create an account and submit an RPA directly through Grants Portal (*COVID-19 Declarations only and not available to PNPs or tribes*)
- The Applicant can request an account from the Recipient
- The Applicant can request an invitation from the Recipient to create an account

**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

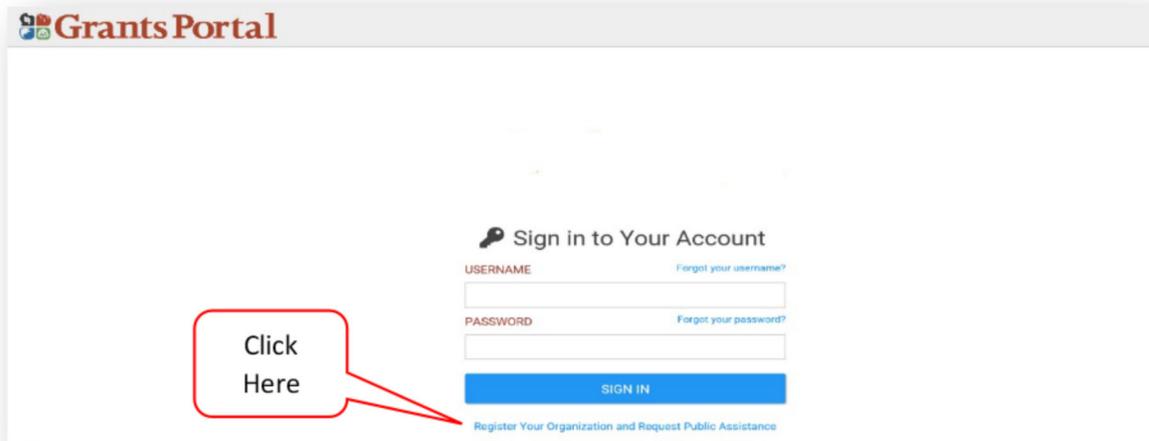
**Post-RPA Submission**

- Recipient Review
- FEMA Final Eligibility Determination

**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 Create an Account and Submit an RPA via Grants Portal (COVID-19 Declarations only and not available to PNPs)**
  - The Applicant goes to the Grants Portal home page at <https://grantee.fema.gov/> where they can click “Register your Organization and Request Public Assistance”



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

- The online form will prompt an Applicant to select their “Organization Type”. If an Applicant selects an incorrect “type”, the processing of the RPA will be delayed. Therefore, if an Applicant is unsure of its type, it should first check with the Recipient.
  - There is no type available for Private Non-profits, and these organizations should use instructions later in the document in the section titled “*To Request an Account from the Recipient*”:
  - Public non-profit entities, such as those that are agencies or instrumentalities of SLTT governments, are generally considered SLTT government entities. Therefore, public non-profits may use this method to create an account and submit an RPA, and should select “Other” as the Category Type.
- After the Applicant completes the account request and the Recipient and FEMA have approved the 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.

□ **To Request an Account from the Recipient:**

- A new Applicant may initiate the process by contacting their 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, they can choose to follow the instructions below to either Submit an RPA Directly (in the system) or Submit an RPA through the Recipient:

□ **To Request an Invitation from the Recipient to Create an Account**

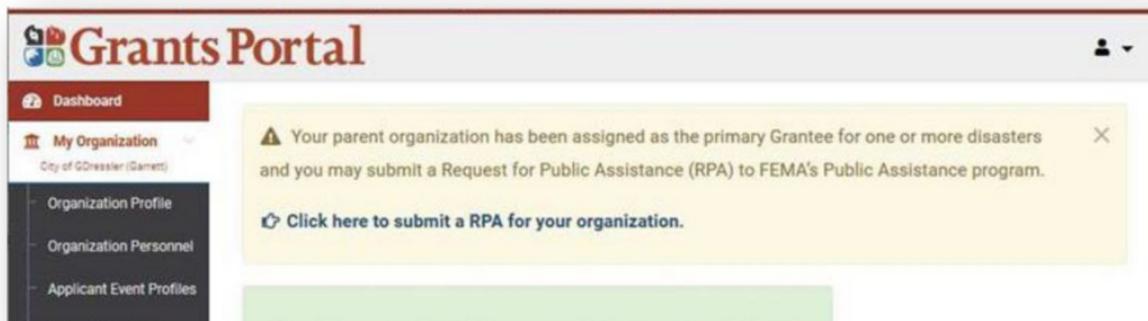
- A new Applicant may initiate the process by contacting their Local Emergency Management Department or State/Tribal/Territorial Emergency Management representative and providing basic contact information.
- The Recipient sends system-generated invitations by providing basic contact information about 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 their newly created password.
- Once the Applicant has access to Grants Portal, they will be prompted to complete their 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:

## An Applicant with Existing Grants Portal Account

This section describes how an Applicant who already has Grants Portal accounts 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.

The screenshot shows the 'Request Public Assistance' interface. The title is 'Request Public Assistance' with a pencil icon. Below the title is a progress bar with steps: 1. General Info, 2. Contacts, 3. Addresses, 4. PNP Info (highlighted), 5. Other Info, and 6. Submit. The main content area contains the following text: 'FEMA and State personnel use this questionnaire to determine the eligibility of a Private Non-Profit (PNP) organization (See 44 CFR 206.221). Owners or operators of facilities that provide critical services can apply to FEMA for assistance for emergency work (debris removal and emergency protective measures) and permanent work (restoring a damaged facility). Critical services include education, emergency medical care, other emergency services, and utilities (power, sewer, wastewater treatment, communications, water—including water provided by an irrigation organization or facility, if it is not provided solely for irrigation purposes). Owners or operators of facilities that provide non-critical, but essential social-type services to the general public can apply to FEMA for assistance for emergency work, but must also apply to the U.S. Small Business Administration (SBA) for assistance for permanent work. Additional information about PNP eligibility can be found in the [Public Assistance Program and Policy Guide](#).' Below the text are three form fields: 1. 'Name of the damaged facility and location' with a text input box. 2. 'What was the primary purpose of the damaged facility?' with a text input box. 3. 'Is the facility a critical facility as described above?' with radio buttons for 'Yes' and 'No'. A fourth field 'Who may use the facility?' is partially visible at the bottom.

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

The screenshot shows the 'Required Documentation' section. It lists three requirements, each with an 'Attach' button: 1. 'Please provide valid Articles of Association/Incorporation or Charter and/or By-Laws' with an 'Attach Articles of Association/Incorporation or Charter and/or By-Laws' button. 2. 'Please provide valid Accreditation (Educational Facilities Only)' with an 'Attach Accreditation' button. 3. 'Please provide valid PNP Status Documentation' with an 'Attach PNP Status Documentation' button. At the bottom right, there are three buttons: 'PREV', 'NEXT', and 'CANCEL'.

- When finished, click “Submit.”

- Once submitted, the RPA goes to the Recipient for review. The Applicant can view the status of their RPA in Grants Portal.

- **To Request an RPA is Submitted by the Recipient on their 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 their 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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