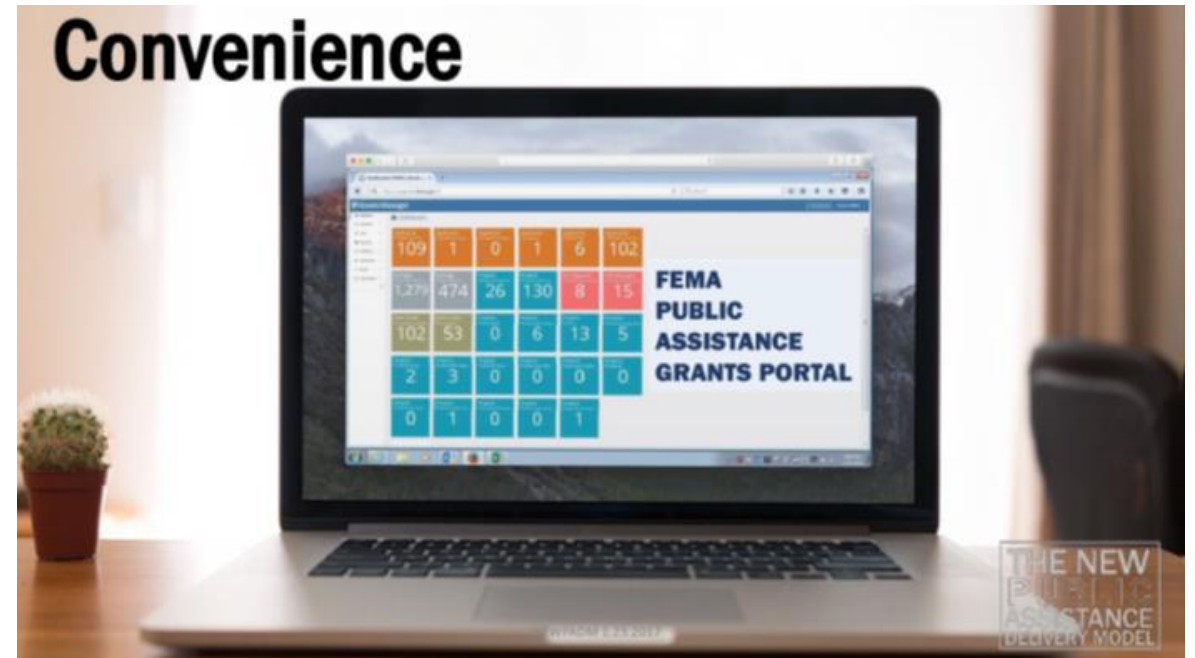# Public Assistance Grants Portal Introduction

FEMA Grants Portal

- Developed to assist the Applicant and Recipients

- Facilitates full project visibility

- Enhances coordination and communication

- User friendly -streamlines work and workflow

- Significantly improves document collection and retention

Applicant-Driven Process

- All correspondence from Grants Portal is delivered via email

- Applicants should regularly check the Email address provided to the Recipient

- Ensure that IT systems allow for incoming emails from **support. pagrants@fema.gov**

- Check spam/junk folder and quarantine

- Grants Portal is compatible with all internet browsers but works best in **Mozilla Firefox** and worst in **Edge**
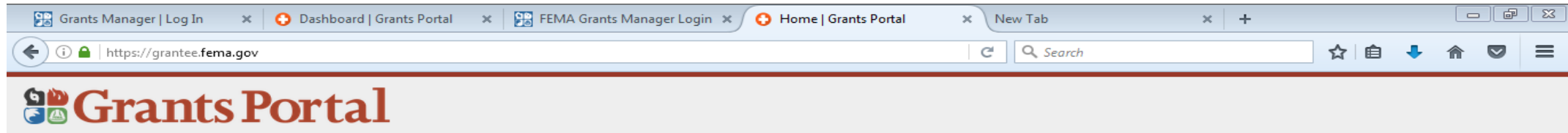
Registering your Organization

The FEMA PA Grants Portal

https:// grantee.fema.gov

Invitation Email to the Applicant - #1 Task

Step 1: Open this email from "support"

From: support.pagrants@fema.gov
Date: July 10, 2018 at 8:32:39 AM EDT
To: michelleb@cityofws.org
Subject: FEMA PA Notification - You have been invited to join the FEMA Grants Portal.

Hello Michelle,

You've been invited to join FEMA's Grants Portal for the Public Assistance program as a potential subrecipient within North Carolina Emergency Management by Ward, Tinishia . FEMA's Grant Portal is used to request assistance under the Public Assistance Program, submit documentation, and communicate with FEMA during development of your public assistance subgrants.

Please click here to fill in your organization's information and create an account:
https://grantee.fema.gov/#organizationrequest/form/71B811B7-D39B-45B3-9D18-83B59ACF4FA7

-FEMA PA Support Team

FEMA-PA-Support@FEMA.DHS.Gov
https://grantee.fema.gov

Step 2: Click on this link to start your registration

My Organization - #2 Task

This area available to Recipient & Applicant

Organization Information

Organization Identification Numbers

- DUNS –Data Universal Numbering System Federal Award Number
  - Issued by Dun & Bradstreet
  - 9-digit numerical format: 00-000-0000 (with or without dashes)
- FIPS –Federal Information Processing Standards Applicant Identification Number
  - Issued by US Census Bureau/FEMA
  - 10-digit alphanumerical format: 000-0A0A0-00
- EIN –Employer Identification Number
  - Issued by the IRS
  - 9-digit numerical format: 00-0000000

Enter Contact Infromation

Enter Location Information

Add Applicable Counties with Facilities

Select **ALL** counties with managed facilities.

Verify and Submit Information

You will have to scroll to see the submit button

Confirmation of Submittal

Your access request has been submitted!

You will be contacted once your request has been approved.

When you get this response, your Organizational Profile has been successfully submitted!

Email Confirmation of Submittal

From: support.pagrants@fema.gov
Sent: Wednesday, February 01, 2017 2:36 PM
Subject: FEMA PA Notification - Workflow Initiation Receipt Org Account Request

Hello Sherry,

You have successfully initiated an Org Account Request. You will receive another notification whether the request is approved or rejected.

-FEMA PA Support Team

FEMA-PA-Support@FEMA.DHS.Gov
https://pagrants.fema.gov

- You will then receive a follow-up email (along with any personnel you added) to set up your password and a security question.

Organization

Manage Personnel

FEMA

Organization Profile – Manage User Accounts

Add Personnel

Complete Personnel Information

Assign Personnel   ✕

Organization   Glenville - PDMG0009 - 4332DR

First Name *   Wile

Last Name *   Coyote

Middle Initial   E

Title *   Vice Mayor

Email *   ecoyote@glenville.gov

Confirm Email *   ecoyote@glenville.gov

Phone   (512) 454-4804 x7777

Mobile Phone

Username *   ecoyote@glenville.gov

Step 1: Complete Information

Step 2: Click **Save**

🖫 SAVE   ↻ CANCEL

Provide Roles to Personnel

Organizational Roles

Grant/Edit Roles

Place mouse over "**?**" for definition of role

or Coyote , Wile

TITLE   Vice M

PRIMARY ORG   Glenvil
- 9)

PERSONNEL STATUS   Availab

×

□ Primary PA Coordinator ❓

☑ Alternate PA Coordinator ❓

□ Authorized Representative ❓

□ Account Manager ❓

□ Personnel Manager ❓

☑ Organization Admin ❓

Role Description

The Alternate respondent on an RPA unless changed, they are the secondary contact should there be any questions about their RPA or projects, and the primary contact can't be reached.

ABLE ACCOUNT

CCOUNT

3:33 am

💾 SAVE   ↺ CANCEL

Step 1: Click the **Box**

Step 2: Click **Save**

📞 Contact Info ›   ⚙ MANAGE

👥 Roles ⌄

System Roles ›

Organization Roles G   ⚙ MANAGE

↺ Login History ›

⚡ Action Log ›

Primary PA Coordinator

Role Description

- Primary contact on the organization's Request for Public Assistance (RPA)
- Organization's contact for projects
- Responsible for maintaining current contact information, managing projects and subordinate personnel access within their organization

Grants Portal Functions

- Create/submit RPA
- Manage organization details
- Manage locations and counties list
- Manage documents
- Manage and edit Damage Inventory
- Create Comment
- Create and reply to Discussion

Alternate PA Coordinator

Role Description

- Secondary contact for the organization's RPA
- Responsible for maintaining current contact information, managing projects and subordinate personnel access within their organization in the absence, or under the direction, of the Primary PA Coordinator

Grants Portal Functions

- Create/submit RPA
- Manage organization details
- Manage locations and counties list
- Manage documents
- Manage and edit Damage Inventory
- Create Comment

Authorized Representative

Role Description

- Authorized signatory authority on the RPA and responsibility for signatures throughout the entire grant process

Grants Portal Functions

- Sign RPA
- Sign Damage Description and Dimensions (DDD)
- Sign Scope of Work (SOW) and Project Cost
- Sign Recovery Transition Meeting (RTM)

Personnel Manager

Role Description

- Can manage users in the organization, including creating new personnel accounts and manage roles
- Can lock/unlock organization accounts, send password resets, edit personnel records, create new personnel records etc.

Grants Portal Functions

- Manage staff
- Send password reset
- View login history
- Lock account
- Disable account
- Edit personnel record
- Manage contact info
- Manage personnel roles
- Create new staff

Account Manager

- Can update users in the organization, but cannot create new accounts or manage roles
- Can lock/unlock organization accounts, send password resets, edit personnel records, etc.

- Manage staff
- Send password reset
- View login history
- Lock account
- Disable account
- Edit personnel record
- Manage contact info

Organization Admin

Role Description

- Primary administrator of the organization, they can do functionally **everything**, including act and administrate on behalf of their organization.

Organization Admin

Grants Portal Functions

- Create/submit RPA
- Edit organization details
- Manage locations and organization counties
- Manage documents
- Manage Damage Inventory
- Create Comment
- Create and reply to Discussions

- Manage staff
- Send password reset
- View login history
- Lock account
- Disable account
- Edit personnel record
- Manage contact info
- Manage personnel roles

Organization

Facility Locations

Add Locations to Profile

Add Locations

Portal   👤 Leghorn, Fogho...

✛ Manage Locations

Click **ADD** → + ADD   SAVE   CANCEL

🔍 Search... ?

	Address	Suite/Apt	City	State	Zip Code	County	IS Primary?	
EDIT	123 Main St.		Houston				Yes	

10 ▾
Showing 1 to 1 of 1 entries

Previous 1 Next

⊕ SHOW/HIDE COLUMNS

Enter Facility Location

Portal   👤 Leghorn, Fogho...

✛ Manag...

Add Location   ✕

Address *	1309 Rutherford Lane
	Building / Suite
	Austin
	North Carolina ▾
	78753
	Austin County x ▾

☐ Primary Location ?

Step 1: Enter Address

SAVE   CANCEL

Step 2: Click Save

Save Location

Portal   👤 Leghorn, Fogho...

✛ Manage Locations

+ ADD   SAVE   CANCEL

🔍 Search... ?

⊕ SHOW/HIDE COLUMNS

Click **Save**

	Address	Suite/Apt	City	State	Zip Code		IS Primary?	
EDIT	123 Main St.		Houston				Yes	
EDIT ✕ REMOVE	1309 Rutherford Lane		Austin	North Carolina	753	Austin County	No	

10 ▾
Showing 1 to 2 of 2 entries

Previous 1 Next

Counties With Facility

Add Counties

Select **ALL** counties with managed facilities.

Submit Request For Public Assistance (RPA)

My Organization Dashboard

Portal

⚠ Your parent organization has been assigned as the primary Grantee for one or more disasters and you may submit a Request for Public Assistance (RPA) to FEMA's Public Assistance program.

Please click here to begin the RPA submission process.

❷ Document Help

To upload event-specific documents, go to the appropriate event PA request profile from the Event PA Requests list, or My Organization for documents that **are not** specific to an event.

Alternatively, you can utilize the Document Uploader Utility to assist in uploading documents to the correct location.

Organization

Troy, C

Level: 2

Type: City or ...emment

FEMA PA Code:

Is PNP? No

Click hyperlink **"Please click here to begin RPA submission process"**

Start Request Public Assistance Process

Portal   🔔 **3**   👤 Sam, Yosimite ▾

✎ Request Public Assistance

| ① Start | ② General Info | ③ Contacts | ④ Addresses | ⑤ Other Info | ⑥ Submit |

Welcome to the FEMA Request for Public Assistance (RPA) process. Over the next few minutes we will ask you a series of questions regarding your organization, contacts, mailing addresses, and supporting information. Once complete, you will be provided with the opportunity to review your submission and, once you are satisfied, you will then be able to directly submit your RPA to FEMA.

Following submission you will receive automatic notifications and will be able to track the progress of your RPA review. If your organization is deemed eligible for Public Assistance by FEMA, you will be automatically notified and will be able to use this system to collaborate with your FEMA partners.

Prior to starting this process, you may wish to click here to review your Organization Profile to ensure that all your information is up-to-date.

To get started, press the **Next** button at the bottom of this form.

← PREV   **NEXT →**   ↺ CANCEL

Click **Next**

General Information

🔔 **3**   👤 Sam, Yosimite ▾

✎ Request Public Assistance

| ① Start | ② General Info | ③ Contacts | ④ Addresses | ⑤ Other Info | ⑥ Submit |

Your organization may be eligible to apply for Public Assistance. Below, please indicate the Event for which you are applying for assistance and confirm your DUNS# and FEMA PA Code (i.e., *FIPS Code*). Also, please indicate whether you have already prepared and submitted a Preliminary Disaster Assessment (PDA). Pre-submission of a PDA is not required to be considered eligible for Public Assistance.

Applicant	Troy, City of
FEMA PA Code	...
DUNS #	938474
Event	Hurricane Florence 4393DR-NC ▾
Participated in PDA?	No ▾

Step 1: Select Event

Step 2: Select Yes or No

Step 3: Click Next

← PREV   NEXT ➡   ↺ CANCEL

Primary/Alternate Contact Information

Portal

🔔3 👤 Sam, Yosimite ▼

✎ Request Public Assistance

⬤ Start ② General Info ③ Contacts ④ Addresses ⑤ Other Info ⑥ Submit

Please indicate your primary and alternate contacts. These individuals will receive regular notifications and will be able to use this system to track the progress of your request as well as collaborate with your designated FEMA partners. Following submission, you will have the option of specifying additional team members. If you do not see appropriate personnel in the dropdown lists below, or if their email or phone contact information is incorrect, please click here to manage the Contacts currently assigned to your Organization Profile.

Primary Contact

Name	Stapleton, Maureen	✕ ▼

Title   Executive Administrative Assistant

Email   maureen.stapleton@troycity.gov

Phone   (212) 948-5755

Step 1: Select Primary Contact

Alternate Contact

Name   Choose Contact...   ▼

Title   —

Email   —

Phone   —

Step 2: Select Alternate Contact

Step 3: Click Next

← PREV   NEXT →   ↻ CANCEL

Verify/ Change Primary Location & Mailing Address

Portal

🔔 **3**   👤 Sam, Yosimite ▾

✎ Request Public Assistance

Start ② General Info ③ Contacts ④ **Addresses** ⑤ Other Info ⑥ Submit

Please indicate your physical and mailing addresses. These may be the same, of course. These addresses will be used for meeting scheduling and for sending formal correspondence. Following submission, you will have the option of modifying these addresses. If you do not see appropriate addresses in the dropdown lists below, or if they are incorrect, please click here to manage the Locations currently assigned to your Organization Profile.

Primary Location CHANGE

Address	3857 Old Bloomingdale
City	Troy
State	**North Carolina**
Zip	21938
County	San Miguel County

Step 1: Verify Primary Location or Click **Change**

Mailing Address CHANGE

Address	3857 Old Bloomingdale
City	Troy
State	**North Carolina**
Zip	21938
County	San Miguel County

Step 2: Verify Mailing Address or Click **Change**

Step 3: Click **Next**

← PREV   **NEXT →**   ↺ CANCEL

Other Information/Comments

Review Request

Portal

✎ Request Public Assistance

Start — ❷ General Info — ❸ Contacts — ❹ Addresses — ❺ Other Info — ❻ 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	Troy, City of
Event	Hurricane Florence 4393DR-NC
Participated in PDA?	No

Primary Contact

Name	Stapleton, Maureen
Title	Executive Administrative Assistant
Email	maureen.stapleton@troycity.gov
Phone	(212) 948-5755

Primary Location

Address	3957 old bloomingdale
City	Troy
State	North Carolina
Zip	21939
County	San Miguel County

Mailing Address

Address	3957 Old Bloomingdale
City	Troy
State	North Carolina
Zip	21939
County	San Miguel County

Other Info

Comments	--

← PREV   SUBMIT ✓   ↺ CANCEL

Step 1: Review Information

Step 2: Click **Submit**

Congratulations Screen

Grants Portal

- Dashboard
- My Organization
  Glenville - PDMG0009 - 4332DR (4332DR - 9)
  - Organization Profile
  - Organization Personnel
  - Applicant Event Profiles
  - Projects
  - Damages
  - Work Orders
- My Tasks
- Calendar
- Utilities
- Resources
- Intelligence

Request Public Assistance

Congratulations! Your Request for Public Assistance has been successfully processed and has been submitted to your Recipient Organization for review. Once reviewed by your Recipient Organization it will then be submitted onward to be processed by FEMA.

Over the next several days you will receive additional information on the status of your Request for Public Assistance eligibility review. If your organization is deemed eligible for Public Assistance, you will be assigned a Program Delivery Manager (PDMG) who will serve as your single point of contact for FEMA's Public Assistance program. The PDMG will call you to briefly discuss your disaster damages and set up a face-to-face meeting called the Recovery Scoping Meeting. This meeting is designed to discuss in detail your damages and documentation needed to support your claim.

In preparation for the call with the PDMG, please develop a list of damages your organization has sustained from the event and enter them on the **Event PA Requests Profile accessible here**. Your PDMG will discuss this list with you during the call and emphasize the development of your Damage Inventory using the PA Grants Portal.

Thank you for your submission, and we look forward to working with you and your organization.

For Private Non-Profits Only

You will have an additional page prior to submission regarding PNP Status and documentation.

The Documents you will need:

1. Insurance Information

2. Proof of Ownership

3. Proof of Legal Responsibility

4. Charter or By-laws

5. Accreditation (if an educational facility)

6. Tax Exempt Status (State or Federal)

You will need all of these documents to submit the RPA. The RPA must be submitted in one sitting.

Attaching Documents will require you to edit them and give them a Category

Step 1: Enter and answer questions

Step 2: Click the blue items to attach required document

Step 3: Click **Next**

Grants Portal Help

User Manual

User Manual

Step 4: Save File and Click **Ok**

Locate Help Information

Locate Help Information

Grants Portal Hotline for Assistance:

(866) 337-8448