

PUBLIC ASSISTANCE COVID-19 GRANTS PORTAL APPLICANT QUICK GUIDE

BULLETIN #8 – 3/30/20

The following Quick Guide was released by FEMA to assist applicants in the Public Assistance process.

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.

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.

For an Applicant without a Grants Portal Account:

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

For an Applicant with existing Grants Portal Accounts:

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

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

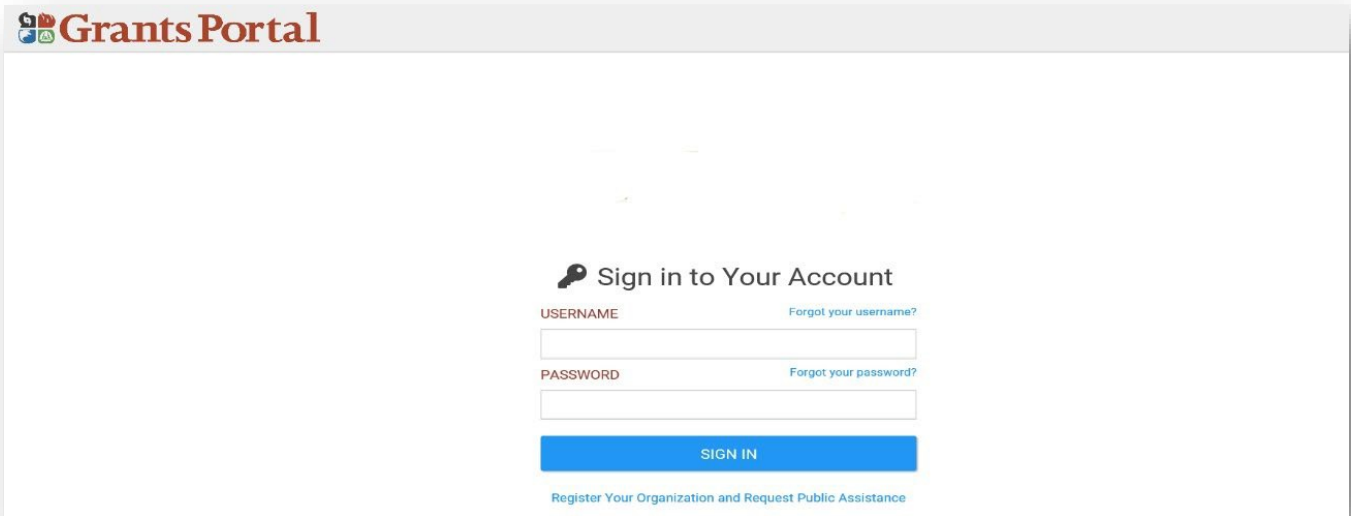
Grants Portal

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

Actions for an Applicant without Existing Grants Portal Accounts

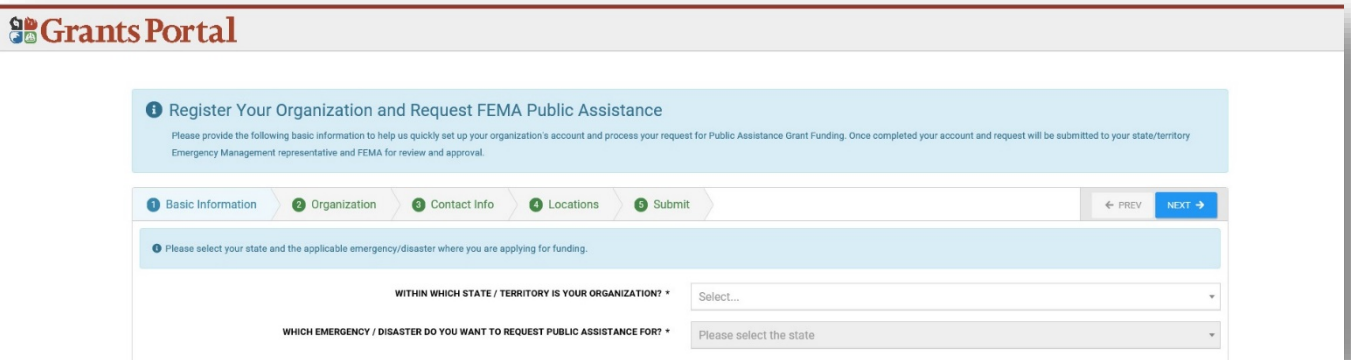
This section describes actions that can be taken by an Applicant who does not currently have account access to Grants Portal.

- To Create an Account and Submit an RPA via Grants Portal (COVID-19 Declarations only and not available to PNP's)
 - 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”



The screenshot shows the Grants Portal login interface. At the top left is the 'Grants Portal' logo. The main heading is 'Sign in to Your Account' with a key icon. Below this are two input fields: 'USERNAME' and 'PASSWORD'. Each field has a 'Forgot your [username/password]?' link to its right. A blue 'SIGN IN' button is positioned below the password field. At the bottom, there is a link that says 'Register Your Organization and Request Public Assistance'.

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



The screenshot displays the 'Register Your Organization and Request FEMA Public Assistance' form. The title bar includes the FEMA logo and the text 'Grants Portal'. Below the title is a light blue banner with the form title and a brief instruction: 'Please provide the following basic information to help us quickly set up your organization's account and process your request for Public Assistance Grant Funding. Once completed your account and request will be submitted to your state/territory Emergency Management representative and FEMA for review and approval.' A progress bar shows five steps: 1. Basic Information (active), 2. Organization, 3. Contact Info, 4. Locations, and 5. Submit. Navigation buttons for 'PREV' and 'NEXT' are visible. The main content area contains two dropdown menus: 'WITHIN WHICH STATE / TERRITORY IS YOUR ORGANIZATION?' with a 'Select...' option, and 'WHICH EMERGENCY / DISASTER DO YOU WANT TO REQUEST PUBLIC ASSISTANCE FOR?' with a 'Please select the state' option.

- 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.

- 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:
- An Applicant can 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:
- An Applicant can Request an Invitation from the Recipient to Create an Account T
 - 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 Accounts

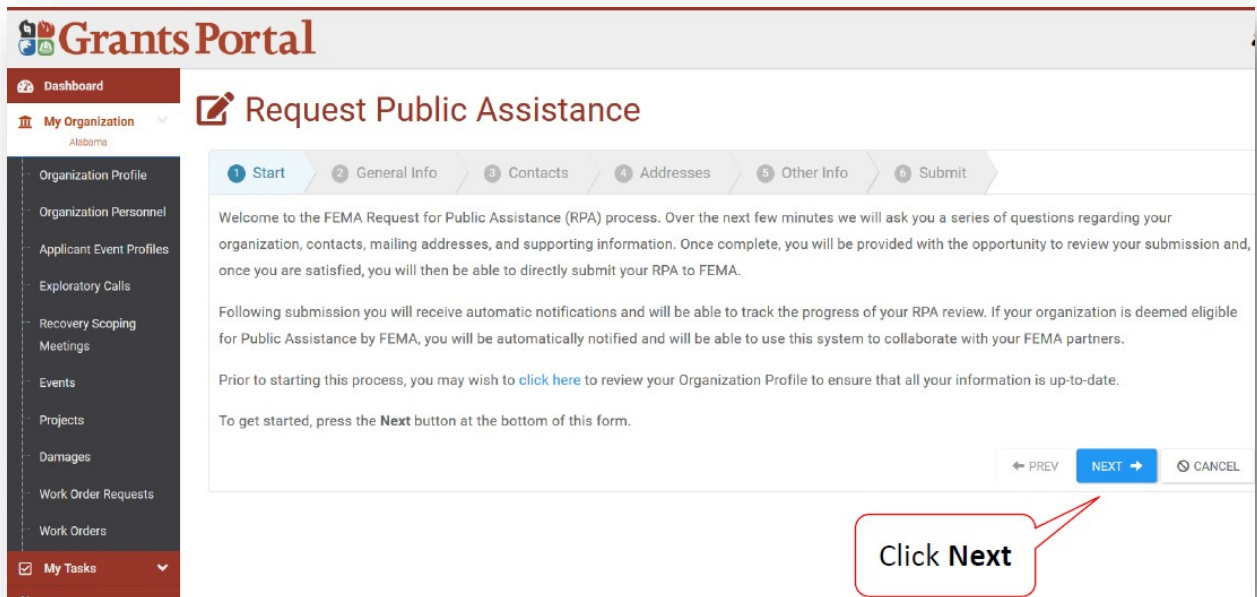
This section describes how an Applicant who already has Grants Portal accounts may submit RPAs: Directly through Grants Portal, or through the Recipient.

┌ An Applicant can 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.



- Submit the form using the wizard, completing all required information



- 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.

- Applicant can 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.

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](#).

Please let us know if you have any questions, please contact the NDEM Recovery Team at disaster-recovery@dps.state.nv.us.

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FOR QUESTIONS, PLEASE CONTACT:	
Disaster Recovery	disaster-recovery@dps.state.nv.us

Thank you!