Request for Public Assistance (RPA) Guide-County/State

How do I submit my organization’s RPA once I have a Grants Portal account?
Start

• Log into your Grants Portal Account. You can follow this link to get to the login page. https://grantee.fema.gov/
• Once logged in, go to your “Organization Profile” from the pull down menu on the left of your screen.
• This will bring you to your “Organizational Profile. Here you can view and edit your organization’s information and submit RPAs.
• Scroll down until you find the “applicant Even Profiles” section, and press the button that says “Request Public Assistance”.
• The RPA is a step by step wizard that will guide you through submitting your RPA. It will not allow you to move forward until you have completed all necessary steps. To start, read through the text on the screen, and then hit the **Blue “Proceed” Button** on the bottom.
Section 1-Declaration and Applicant Information

Ensure that the correct “Event” is selected from the dropdown menu under “General Info”. Select the Primary Address, and Mailing Address if it is different from your Primary Address, for your organization. Then press the Blue “Proceed” Button.
Section II-Applicant Experience

Select one of the four options for level of experience with the Public Assistance process. We are happy to help you as much as you need so don’t hesitate to click any of the four buttons. Then press the Blue “Proceed” Button.
Section III-Impacts

• Be sure to answer all the questions on this page. For COVID-19, the only impact eligible is “Emergency Response...”. However, in another event, it is possible that all impacts under question 1 will be eligible.
• If you are not sure of an answer to one of the questions, remember that this is just an estimate and is used to assess where you are in recovery.
• Once you have answered all the questions, press the Blue “Proceed” Button.
Section IV-Applicant Certifications

• Select a “Primary Contact” from the dropdown menu. If there is only one Point of Contact in the Organization Profile, then you will only have one person on this list. This is the person that must initial and sign at the bottom of this screen.

• Once you have chosen your contacts and initials each box under “General Certification” click the yellow “Click to Sign” Button.
Sign

• In order to complete all requirements in this pop up and sign, you will need a PDF document with your signature, and you will need to upload it in order to continue, by clicking the “+Upload Signed Document” link.

• Select the person who will sign from the “Authorized Representative” dropdown menu.

• Select the correct date from the Calendar Button in “Date Signed”.

• Type in your name in “Print Name” and, if you wish, change the “Signature Style”.

• Enter your Grants Portal Password in the box next to “Enter Password” and then Click the Blue “Sign” Button.

• Once you have signed, and the pop up window closes, ensure that the correct date auto filled, and then Press the Blue “Proceed” Button.
Submit

• Review the RPA on the screen to ensure that all the information is correct.
• When you are done, press the **Blue “Submit” Button**.
Post-Submission

• Once you have submitted your RPA, the event will show up under your “Applicant Event Profiles”. To view the event click the magnifying glass.