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Creating Password for a New Account
Please use Mozilla Foxfire as web browser for best results, however Chrome, Safari, Explorer can also be used

Website address is https://grantee.fema.gov
Privacy Notice Pop-Up


Purpose: FEMA is collecting this information to provide user access to the Grants Portal system. This enables users to collaborate with FEMA and manage their pre-aware disaster grant activities.

Routine Uses: The information on this form may be disclosed as generally permitted under 5 U.S.C. § 552a(b) of the Privacy Act of 1974, as amended. This includes using this information as necessary and authorized by the routine uses published in DHS/ALL – 004 General Information Technology Access Account Records System of Records 74 FR 49882 (September 29, 2009), upon written request, by agreement, or as required by law. The Department's full list of system of records notices can be found on the Department's website at: http://www.dhs.gov/systems-of-records-notices-sors.

Consequences of Failure to Provide Information: The disclosure of information on this form is voluntary; however, failure to provide the requested information may prevent or delay you from obtaining an account with the Grants Portal system.

Click Accept or Press Enter
Attention Pop Up Box

[Image of a pop-up alert]

You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.

Unauthorized or improper use or access of this system may result in disciplinary action, as well as civil and criminal penalties.

By using this information system, you understand and consent to the following:

- You have no reasonable expectation of privacy when you use this information system; this includes any communications or data transiting, stored on or traveling to or from this information system. At any time, and for any lawful government purpose, the government may monitor, intercept, search and seize any communication or data transiting, stored on or traveling to or from this information system.
- The government may disclose or use any communications or data transiting, stored on or traveling to or from this information system for any lawful government purpose.
- You are NOT authorized to process classified information on this information system.

Click Accept or Press Enter
Welcome Wizard

Welcome to the Grants Portal!

To get started, we'll ask you a few questions to get your account set up.

Use the Previous and Next buttons to navigate through the steps and fill out your information.

Click Next
Create New Password

Welcome to the Grants Portal!
First, let's create a password so you can access your account. Please select a password and enter it twice below.

**Step 1:**
Type New Password

**Step 2:**
Click Next
Create Security Question

Almost done!
Now create a security question in case you forget your password.

Step 1: Select Security Question & Answer (at least 5 characters)
Step 2: Click Next
Review Information

Let's review

Please make sure your selections are correct below. If everything looks good, press the Submit button, otherwise, use the Previous and Next buttons to go back and make any changes.

Step 1: Review Information

Users should review the information below to ensure everything is entered correctly. Click the Submit button below to proceed.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>USERNAME</td>
<td>maureen</td>
</tr>
<tr>
<td>PASSWORD</td>
<td>********</td>
</tr>
<tr>
<td>SECURITY QUESTION</td>
<td>What was your childhood nickname?</td>
</tr>
<tr>
<td>SECURITY ANSWER</td>
<td>twinkie</td>
</tr>
</tbody>
</table>

Step 2: Click Submit
Congratulations Screen

Congratulations!
Your account has been activated. Use the button below to continue.

Click Return to Login Screen
Re-Login to Grants Portal

Enter User Name and NEW Password
Privacy Notice Pop-Up

Click Accept or Press Enter
Attention Pop Up Box

Click Accept or Press Enter
Your organization has been assigned as the primary Grantee for one or more disasters and you have not yet submitted a Request for Public Assistance (RPA) to FEMA for each of those disasters. You may also submit a RPA to FEMA on behalf of any of your subrecipients.

⚠️ Click here to submit an RPA for your organization.

⚠️ Click here to submit an RPA on behalf of your subrecipients.

⚠️ Your dashboard has no tiles!

The Dashboard is a great place to put the Grants Portal data that you care about the most.

The Dashboard is made up of tiles that display the most important info about a particular item or set of items in the system.

Any time you find data that you want to keep track of, click "🔍" at the top of the page or section - a tile will be created for that particular data.
Create/Manage Recipient User Accounts

Create, Add Roles, Reset Password, Sent Temporary Password
Create New User Account

Step 1: Click **My Organization** to expand

Step 2: Click **Organization Profile**

Step 3: Click **Manage**
Create User Account

Click Create
New Account Information Pop-Up Box

Step 1: Complete Information

Step 2: Click Save
Provide Roles to Personnel

Type name to locate

Click Manage
Manage Roles to Personnel

Step 1: Expand Roles

Step 2: Click Manage
Grant Roles

Step 1: Select system roles

Select Project POC if you want to assign projects to a specific person

Place mouse over “?” for definition of role

Green Check allows for ability to perform those activities

Step 2: Click Save
Manage User Account

- Edit User Name
- Send Temporary Password
- Reset Security Questions

Grants Portal

Personnel Details
Rhode Island Emergency Management Agency (000-ULBLX-00) / Bunny, Buggs

General Information
- NAME: Bunny, Buggs
- TITLE: Recovery Director
- ORG PERSONNEL STATUS: Active

User Information
- USERNAME: Buggs@Riema.gov
- ACCOUNT STATUS: Active
- ACCOUNT LOCKED?: No
- LAST LOGIN: --
- PASSWORD LAST SET: 6/10/2019 10:41 am
- SECURITY QUESTION RESET REQUIRED?: No

Contact Info
Copy Password Reset Link to Email to Resend

Copy Latest Reset Link
Setting Up Organization Facilities & Counties
Organization Profile

Step 1: Click **My Organization** to expand

Step 2: Select **Organization Profile**
Add Counties to Profile
Statewide Facilities/Locations

Note: Most Recipients are established as Statewide

If not Statewide, Click **Unmark Statewide**
Identify Counties with Facilities/Locations

Step 1: Click Add for each county

Step 2: Click Save
Upload Insurance Document
Uploading Insurance Documents

Step 1: Click My Organization to expand

Step 2: Select Organization Profile

Step 3: Click Upload Insurance Document
Upload Insurance Documents Pop-Up Box

Step 1: Drag and drop files or click to select files
Locate Insurance File Pop-Up Box

Step 1: Click to select document

Step 2: Open
Edit Insurance Document Information

Step 1: Click Edit
Upload Insurance Documents

Step 1: Rename Document File (Optional)

Step 2: Add expiration date to description (Optional)

Step 3: Click to add Category Document Type
Save Insurance Document Information

Click Save
Upload Pending Documents

To add additional, click and drop or click to locate files

Click **Upload Pending Documents**
Inviting Subrecipient Organization

You cannot do anything with the account after the invite is sent until the Organization logs in and sets up their information. Best used in normal operating state.
Organization Profile

Step 1: Click My Organization to expand

Step 2: Select Organization Profile
Inviting Subrecipient Organization

Click Manage
Inviting Single Subrecipient Organization

Click New Organization
Select Invite
Subrecipient Information

Step 1: Enter Applicant Information

Step 2: Enter Contact Information

Step 3: Click Save
Confirmation of Organization Invitation

**General Information**

- **REQUESTING ORGANIZATION**: Rhode Island Emergency Management Agency
- **ORGANIZATION NAME**: Warwick, City of
- **ORG TYPE**: City or Township Government
- **CREATED BY**: BLACK, STARLENE
- **CREATED ON**: 06/10/2019 08:52 AM AST
- **ACCOUNT ACTIVATE LINK**: https://grantsportal-uat-site.azurewebsites.net/#/organizationrequest/activate/362a872f-7744-4c23-9649-26fba5a06db7

**Contact Information**

- **FIRST NAME**: Dionne
- **LAST NAME**: Warwick
- **PHONE NUMBER**: (401) 555-1212
- **EMAIL**: DionneW@warwickcity.gov
Inviting Multiple Subrecipient Organizations

You cannot do anything with the account after the invite is sent until the Organization logs in and sets up their information. Best used in normal operating state.
Organization Profile

Step 1: Click **My Organization** to expand

Step 2: Select **Organization Profile**
Inviting Subrecipient Organization

My Organization Profile
Rhode Island Emergency Management Agency (R00-ULBLX-00)

<table>
<thead>
<tr>
<th>General Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>STATE/TRIBE/TERRITORY</td>
<td>Rhode Island Emergency Management Agency</td>
</tr>
<tr>
<td>TYPE</td>
<td>State Government</td>
</tr>
<tr>
<td>IS ACTIVE?</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Click Manage
Invite New Organization – Bulk Invite

Click **Import**, Select **Download Template**
Organization Invite Template Pop-Up Box

Step 1: Click Open with

Step 2: Click OK
Excel Template

![Excel Template Image]

Click Enable Editing

<table>
<thead>
<tr>
<th>Organization Name</th>
<th>Organization Type</th>
<th>Contact First Name</th>
<th>Contact Last Name</th>
<th>Contact Email</th>
<th>Contact Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Multiple Organization Excel Template

Step 1: Enter information

Step 2: Used drop down menu when possible

Step 3: Click Save

**DO NOT CHANGE TEMPLATE**

**DO NOT SKIP A LINE**
Save Multiple Organization Excel Template

<table>
<thead>
<tr>
<th>Organization Name</th>
<th>Organization Type</th>
<th>Contact First Name</th>
<th>Contact Last Name</th>
<th>Contact Email</th>
<th>Contact Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>San Juan Unfied School District</td>
<td>City or Township Government</td>
<td>Victoria</td>
<td>Crouse</td>
<td><a href="mailto:victoria@sanjuanschools.net">victoria@sanjuanschools.net</a></td>
<td>2221002000</td>
</tr>
<tr>
<td>San Juan Public Works</td>
<td>Special</td>
<td></td>
<td></td>
<td></td>
<td>21002001</td>
</tr>
</tbody>
</table>

Click **OK** and save to your computer
Upload Invite Template

Click **Import** and select **Upload Spreadsheet**
Step 1: Locate File and click to select

Step 2: Click Open
Commit To Import

**Grants Portal**

**Import Organization Invites**

<table>
<thead>
<tr>
<th>Results</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL RECORDS IMPORTED</td>
<td>2</td>
</tr>
<tr>
<td>NEW ORGANIZATION INVITE RECORDS</td>
<td>2</td>
</tr>
<tr>
<td>RECORDS WITH ERRORS</td>
<td>0</td>
</tr>
<tr>
<td>RECORDS WITH WARNINGS</td>
<td>0</td>
</tr>
</tbody>
</table>

Your import file is ready to commit and contains no warnings. Review the data below, then click Commit to process this import.

If for any reason you do not want to commit this import, you may cancel it by clicking the Cancel button. The original uploaded file has been preserved and may be re-submitted when you are ready.

**Step 1:** Check for Errors/Warnings

**Step 2:** Click Commit Import
**Errors Identified In Import**

- **Step 1:** Check for Errors/Warnings
- **Step 2:** Identify errors
- **Step 3:** **Cancel Import** and correct errors on Excel template, then repeat import
Commit Import Confirmation Pop-Up Box

Click Commit Import
Manage Subrecipient Invitations

Review and Resend invitations
Subrecipient Organization Profile

Step 1: Click Organization Profile

Step 2: Click to expand Subrecipient Organization Profiles
Review Subrecipient Organization Invitation

Step 1: Click Invitations/Requests Tab

Step 2: Review list of open invitations

Step 3: Click magnifying glass on Applicant Invitation
Resend Email Activation Link/Resend

Click Resend

Activation Link (can copy and paste into separate email)
Cancel Invitation

Click Cancel
Resend Subrecipient Organization Request
Hello Bob,

Your Organization Account Request was initiated successfully. You will receive another notification whether the request is approved or rejected.

-FEMA PA Support Team
FEMA-PA-Grants@fema.dhs.gov
Locate Invitations/Requests

Step 1: Click My Organization to expand

Step 2: Click Subrecipient Organization Profiles to expand

Step 3: Click Invitations/Requests tab
View Invitation

Step 1: Status should be “incomplete”

Step 2: Click magnifying glass to view information
Resend Invitation

You can also copy and paste into an email the activation link

Click Resend
Approve Submitted Organization Invitation
Locate Invitations/Requests

Step 1: Click **My Organization** to expand

Step 2: Click **Subrecipient Organization Profiles** to expand

Step 3: Click **Invitations/Requests** tab
Identify Submitted Organization

Click to change Status to Submitted
Locate Submitted Organization

Note Status is Submitted

Click magnifying glass to view information
Review Organization Information

### General Information

<table>
<thead>
<tr>
<th>REQUESTING ORGANIZATION</th>
<th>Alabama</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORGANIZATION NAME</td>
<td>Bibb County</td>
</tr>
<tr>
<td>ORG TYPE</td>
<td>County Government</td>
</tr>
<tr>
<td>DUNS NUMBER</td>
<td>2222222222</td>
</tr>
<tr>
<td>EIN NUMBER</td>
<td>87-55555555</td>
</tr>
<tr>
<td>SUBMITTED ON</td>
<td>06/18/2019 07:27 AM AST</td>
</tr>
<tr>
<td>WORKFLOW</td>
<td>Click here to view</td>
</tr>
</tbody>
</table>

### Contact Information

<table>
<thead>
<tr>
<th>PRIMARY CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRST NAME</td>
</tr>
</tbody>
</table>
Approve Submitted Invitation

Click Approve
Approve Submitted Invitation Pop-Up Box

Click Approve
Reject Submitted Invitation

Click Reject
Reject Submitted Invitation Pop-Up Box

Step 1: Enter reason for rejecting organization

Step 2: Click Reject
Add Single Subrecipient Organization
Add Single Organization

Step 1: Click My Organization to expand

Step 2: Click Manage
Add Organization

Click New Organization and select Add
Subrecipient Organization Information

Step 1: Complete Information

Step 2: Click Next
Subrecipient Organization Contacts

Step 1: Complete Information

Step 2: Click Next
Subrecipient Organization County

Step 2:

Click Next for each county where a facility exists.

If operate Statewide, Click Mark Statewide.

Click ADD for each county where a facility exists.
Review Organization Information

Let's add your organization!
Please follow along in the wizard below.

Please review the information below to ensure everything is entered correctly. Click the Submit button below to proceed.

Primary Contact Info
- FIRST NAME: Yellow
- LAST NAME: Pencil
- TITLE: Director
- PHONE NUMBER: (334) 555-8789
- EMAIL: pencigibbschool.edu

Primary Location
- ADDRESS 1: 100 Warrior Drive
- CITY: Albertville
- STATE: Alabama
- ZIP CODE: 35007
- COUNTY: Bibb County

Alternate Contact Info
- FIRST NAME: Crayon
- LAST NAME: Sharpener
- TITLE: Assistant Director
- PHONE NUMBER: (334) 555-8788
- EMAIL: sharpenergibbschool.edu

Mailing Address
- ADDRESS 1: --
- ADDRESS 2: --
- CITY: --
- STATE: Alabama
- ZIP CODE: --
- COUNTY: --

Click Submit
Hello Sherry,

Your organization account request has received final approval. You may now log in to the Grants Portal with the temporary username and password:

Username: comanager@subrecipientcounty.com
Password: LJE2kAvc!

Please click https://grantee.fema.gov to sign in with your temporary password. You will be required to change your password upon login.

-FEMA PA Support Team
Submit SF-424
Locate Event

Step 1: Click My Organization to expand

Step 2: Click Events

Step 3: Click magnifying glass on Event
Click **Options**, then select **Submit SF-424**
Complete Recipient/Estimated Funding

Step 1: Complete Recipient Information

Congressional information can be found at www.census.gov/mycd

Step 2: Complete Estimated Funding (PDA data if available)
Certification and Assurances

Step 1: Select Authorized Representative

Step 2: Review certification and click to agree
Signature of SF-424

Click on Click to Sign
Signature of SF-424 Pop-Up Box

Step 1: Enter Name

Step 2: Select Font Style

Step 3: Enter Grants Portal Password

Step 4: Click Sign
Signature of SF-424 Pop-Up Box

Click Submit
Download SF-424 Report

Click Download SF-424 Report
Download SF-424 Report Pop-Up Box

Click Download SF-424 Report
Download SF-424 Report Pop-Up Box

Step 1: Select Open With option

Step 2: Click OK
Download SF-424 Report Pop-Up Box

Click Close
Review SF-424 After Submittal
Locate Event

Step 1: Click My Organization to expand

Step 2: Click Events

Step 3: Click magnifying glass on Event
SF-424 Submission Bar

Click **Options**, then select **View Latest Version**
Download SF-424 Report

This SF-424 submission is currently pending review by FEMA Event Leadership.

Click Download SF-424 Report
Download SF-424 Report Pop-Up Box

Click Download SF-424 Report
Download SF-424 Report Pop-Up Box

Step 1: Select Open With option

Step 2: Click OK
Download SF-424 Report Pop-Up Box

Click Close
Submit RPA on Behalf of Subrecipient
Submit RPA for Subrecipient

Click Dashboard

Your dashboard has no tiles!

The Dashboard is a great place to put the Grants Portal data that you care about the most.

The Dashboard is made up of tiles that display the most important info about a particular item or set of items in the system.

Any time you find data that you want to keep track of, click " cheerful" at the top of the page or section - a tile will be created for that particular data.
Submit RPA for Subrecipient

*Your organization has been assigned as the primary Grantee for one or more disasters and you have not yet submitted a Request for Public Assistance (RPA) to FEMA for each of those disasters. You may also submit a RPA to FEMA on behalf of any of your subrecipients.*

- [Click here to submit a RPA for your organization.](#)
- [Click here to submit a RPA on behalf of your subrecipients.](#)
Submit RPA for Subrecipients Wizard

All information must be entered in the Organization Profile prior to beginning the RPA submission. To update, click on **click here**.

Click **Next**.
Identify Subrecipient & Event

**Step 1:** Select Applicant

**Step 2:** Select Event

**Step 3:** Select Participated in PDA

**Step 4:** Click **Next**
Identify Primary & Alternate Contacts

Step 1: Select Primary Contact

Step 2: Select Alternate Contact

Step 3: Click Next
Confirm Address

Grants Portal

Request Public Assistance

Primary Location
- Address: 1921 Warrior Parkway
- City: Alabaster
- State: Alabama
- Zip: 35115
- County: Bibb County

Mailing Address
- Address: 1921 Warrior Parkway
- City: Alabaster
- State: Alabama
- Zip: 35115
- County: Bibb County

1. Review Information
2. Click Next
Add Other Info (if needed)

Add Comments (optional)

Click Next
Review information

Step 1: Review Information

Step 2: Click Submit
Congratulations Screen

---

**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 Applicant Event 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.
Submit Multiple RPAs on Behalf of Subrecipients from Other Grants Management Software
Download Multiple RPA Template

Step 1: Click **Utilities** to expand

Step 2: Click **RPA Import**

Step 3: Click **Download Template**
Download RPA Template Pop-Up Box

Step 1: Click **Open With** option

Step 2: Click **OK**
** INFORMATION MUST BE FORMATTED IN THE RPA INTERCHANGE FORMAT 
USE THIS TEMPLATE FOR THE FORMAT **

** SAVE DOCUMENT IN EXCEL (.XLS) AND COPY TO A COMMA SEPARATED VALUE FILE (.CVS) **

** IMPORT THE .CVS FILE **
Upload RPA Template

From this page you can import Requests for Public Assistance (RPAs) from your own grant management system. In order to import RPAs they must be formatted in the RPAS change format. You can download a template of that format here. Once imported the Grants Portal will walk you through validating the data.

Click Import RPAs
Identify Event to Upload RPAS

Step 1: Click to select Event

Step 2: Click Upload Spreadsheet
Commit to Import

Step 1: Check for Errors and/or Warnings

Step 2: Click Commit Import
Click Commit Import
Import Results With Errors

Step 1: Check to make sure no errors

Step 2: Error will be identified with red highlight

Step 3: Cancel Import and correct spreadsheet and repeat process
Cancel Import Confirmation Pop-Up

Click **Cancel Import**
Submit RPA for your Organization
Locate Dashboard

Click Dashboard

Your dashboard has no tiles!

The **Dashboard** is a great place to put the Grants Portal data that you care about the most.

The Dashboard is made up of tiles that display the most important info about a particular item or set of items in the system.

Any time you find data that you want to keep track of, click "+" at the top of the page or section - a tile will be created for that particular data.
Submit RPA for Subrecipient

Click on **Click here to submit RPA for your organization**
Start Request Process

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.

Click Next
Identify Event

Step 1: Select Event

Step 2: Click to select Yes or No

Step 3: Click Next
Identify Primary & Alternate Contacts

Step 1: Select Primary Contact

Step 2: Select Alternate Contact

Step 3: Click Next
Primary and Mailing Address

Click **Change** to select a different address from Organization Profile

Click **Change** to select a different address from Organization Profile

Click **Next**
Add Other Info (if needed)

Request Public Assistance

Please use the area below 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 bottom of the form to skip this step.

Comments

Limit 500 characters

Add Comments (optional)

Click Next
Review information

Step 1: Review Information

Step 2: Click Submit
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 Applicant Event 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.
Approving RPA
Locate Workflow Items

Step 1: Click **My Tasks** to expand

Step 2: Select **Workflow Items**
Select RPA To Review

- Step 1: Click Filters to expand
- Step 2: Click Status and select Recipient RPA Eligibility
- Step 3: Click magnifying glass
Determine Eligibility

Workflow #62510

Workflow Information
- CLASS: Applicant Eligibility Determination
- TYPE: Recipient RPA Eligibility
- DESCRIPTION: Bibb County for 4419DR-AL (4419DR)
- STATUS: Pending
- CREATED ON: 6/18/2019 10:01 am
- CREATED BY: Black, Canary

Type-Specific Information
- EVENT: 4419DR-AL (4419DR)
- APPLICANT: Bibb County
- TYPE: County Government
- PRIMARY CONTACT: Keita
- PHYSICAL LOCATION: 357 3rd St SW
- MAILING LOCATION: --
- RPA COMMENTS: --

Click Eligible or Ineligible
Eligible Confirmation Pop-Up Box

Add comments (Optional)

Click Eligible
Ineligible Confirmation Pop-Up Box

Step 1: Enter Reason

Step 2: Click Ineligible
Change Subrecipient Point of Contact
Locate Applicant

Step 1: Click **Subrecipients** to expand

Step 2: Click **Applicant Event Profiles**

Step 3: Click magnifying glass for Applicant
Manage Contacts
Select Primary/Alternate Contacts

- Click to select Primary POC from Organization Profile
- Click to select Alternate POC from Organization Profile
- Click Save
Export RPA Data
Locate Export of RPA Data

Step 1: Utilities to expand

Step 2: Click Export RPA Data

Step 3: Click to select Event

Step 4: Click Generate RPA Data Export
Export RPA Data Pop-Up Box

Step 1: Click to select **Open With**

Step 2: Click **OK**
Assign Recipient POC to Applicant
Locate Applicant

Step 1: Click **Subrecipients** to expand

Step 2: Click **Applicant Event Profiles**

Step 3: Click magnifying glass on Applicant
Manage Contacts

<table>
<thead>
<tr>
<th>General Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FEMA PA CODE</strong></td>
</tr>
<tr>
<td><strong>NAME</strong></td>
</tr>
<tr>
<td><strong>SECTOR</strong></td>
</tr>
<tr>
<td><strong>STATUS</strong></td>
</tr>
<tr>
<td><strong>RPA DECISION DATE</strong></td>
</tr>
<tr>
<td><strong>PROCESS STEP</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Event Information</th>
</tr>
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<tbody>
<tr>
<td><strong>JOB #</strong></td>
</tr>
<tr>
<td><strong>EVENT NAME</strong></td>
</tr>
<tr>
<td><strong>EVENT TYPE</strong></td>
</tr>
<tr>
<td><strong>INCIDENT TYPE</strong></td>
</tr>
<tr>
<td><strong>INCIDENT LEVEL</strong></td>
</tr>
<tr>
<td><strong>INCIDENT START DATE</strong></td>
</tr>
<tr>
<td><strong>INCIDENT END DATE</strong></td>
</tr>
<tr>
<td><strong>DECLARATION DATE</strong></td>
</tr>
<tr>
<td><strong>DECLARED COUNTIES</strong></td>
</tr>
<tr>
<td><strong>FIXED COST OFFER DECLARATION-WIDE DEADLINE</strong></td>
</tr>
</tbody>
</table>

Click **Manage POCS**
Select Primary/Alternate Contacts

- Click to select Recipient POC from Organization Profile
- Click to select Alternate Recipient POC from Organization Profile
- Click Save
Create/Assign Subrecipients to Regions
Recipient Regions

Step 1: Click **My Organization** to expand

Step 2: Click **Organization Profile**

Click **Manage**
Create Regions

Click Add Region
Assign Organizations to Region

Step 1: Type Region Name

Step 2: Select any filters

Step 3: Click Assign

Step 4: Click Save
Edit
Regions/Subrecipients
Assigned to Regions
Recipient Regions

Step 1: Click My Organization to expand

Step 2: Click Organization Profile

Step 3: Click Manage
Edit Region Name

Click **Options** and select **Edit Region Name**
Edit Region Name Pop-Up Box

Step 1: Type New Region Name

Step 2: Click Save
Edit Assigned Organizations/Applicants

Click Options and select Manage Assigned Orgs.
Edit Assigned Organizations/Applicants

Step 1: Check all Filters to ensure they are cleared

Step 2: Click Assign to add and Unassign to remove
Edit Assigned Organizations/Applicants

Click Save
Manage Region Administrators

Click **Options** and select **Manage Region Admins**
Manage Region Administrator

Click Add Region Admins
Manage Region Administrator

Step 1: Click **Assign**

Step 2: Click **Save**
Set Primary POC For Region

Click **Options** and select **Set Primary POC**
Set Primary POC Confirmation Pop-Up Box

Click Save
Upload
PA Administrative Plan
Upload PA Admin Plan

Step 1: Click **My Organization** to expand

Step 2: Click **Organization Profile**

Step 3: Click **Upload New PA Admin Plan**
Drag and drop files or click to select files
Select File Pop-Up Box

Step 1: Click to select file

Step 2: Click Open

CAUTION: Document will be uploaded to the PA Admin Plan.
Process Document Pop-Up Box

Step 1: Type in New File Name (Optional)

Step 2: Type description of document (Optional)

Step 3: Click Save
Organization Details

Click Review Form
Upload Organization Documents
Uploading Documents

Organizational Profile

Appl. Event Profile

Project

Damage

Documents Pertain to Multiple Projects, RPA or the Overall Event (SF-424)

Documents for Specific Project (Photos, Timesheets, Invoices)

Documents for Specific Damage (Photos, Timesheets, Invoices)

Master Policy Documents (PA Admin Plan, Insurance, Payroll, Procurement)

Event Profile, Projects and Damage document uploads can be found in Applicant User Manual
Upload Organizational Documents

Step 1: Click My Organization to expand

Step 2: Click Organization Profile

Step 3: Click Upload
Add Organizational Documents

Drag and drop files or click to select files from your computer
Upload Organizational Document

**Step 1:** Click to select document

**Step 2:** Click **Open**
Document Pending Upload

Click Edit
Edit Pending Document Information

Step 1: Change name of document (Optional)
Step 2: Enter description of document (Optional)
Step 3: Click to select document type
Step 4: Click Save
Upload Documents

Repeat drag and drop or selecting files to upload more Organization Documents

Click Upload Pending Document
Edit or Remove Organization Documents
Edit Organizational Document Information

Click Edit
Edit Organizational Documents

Step 1: Edit information

Step 2: Click Save Changes
Remove Organizational Document

![Grants Portal](image)

**My Organization Profile** Manage Documents

<table>
<thead>
<tr>
<th>Filename</th>
<th>Description</th>
<th>Size</th>
<th>Category</th>
<th>Uploaded Date</th>
<th>Uploaded By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll policy.docx</td>
<td>Fire Department Overtime/Comp Policy</td>
<td>11.3 KB</td>
<td>Force Account Labor Pay Policy</td>
<td>06/19/2019 12:02 PM AST</td>
<td>Black, Canary</td>
</tr>
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Click **Remove**
Remove Document Pop-Up Box

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Click Yes
Uploading Documents Using the Wizard

Ability to upload documents on Organization, Event, Project and/or Damage level from one place.
Locating Document Uploader

Step 1: Click Utilities to expand

Step 2: Click Document Uploader
Select Document Upload Location

Step 1: Click to select Event or leave blank for Organization documents

Step 2: Click to select Project and/or Damage level document location or leave blank for Organization documents

Step 3: Click Select Document
Upload Organizational Document

Step 1: Click to select document

Step 2: Click Open
Organization Level Document Upload

Step 1: Type Description of Document

Step 2: Click Category to select document type

Note PII Warning

Step 3: Click Upload Document to Organization Profile
Upload Documents on Damage Level

Step 1: Select type of document

Step 2: Click Upload Document to Damage
Navigation on Document Uploader

Click here to go to Organization Profile

Click here to continue uploading documents
Identify Tasks to Complete
Identify Tasks to Complete

Step 1: Click **My Tasks** to expand

Step 2: Click **Tasks**

Step 3: Click **Review**

Click Bell or follow Steps 1 & 2
Signing Projects
Step 1: Click My Tasks

Step 2: Click Tasks

Step 3: Click Review

Click Bell or follow Steps 1 & 2
Download Project Report

Grants Portal

Project Details

General Information

- PROJECT #: 9103
- CATEGORY: B - Emergency Protective Measures
- TITLE: Emergency Protective Measures
- TYPE: Work Completed / Fully Documented
- STATUS: Active
- PROCESS STEP: Pending Recipient Final Review

APPLICANT: Glenville - PDMG0125 - 4332DR (4332DR - 125)

EVENT: 4332DR-TX (4332DR)

This project is pending Recipient Final Review.

The damage descriptions and dimensions, scope, and cost must be approved by the Recipient.

Click Download Project Report
Download Project Report – Pop Up Box

Click Download Project Report
Download Project Report – Pop Up Box

Click Open With

Click OK
Review Project Report

Department of Homeland Security
Federal Emergency Management Agency

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<td><strong>Project Type</strong></td>
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<tr>
<th>Damage Description and Dimensions</th>
</tr>
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The Disaster # 4332DR, which occurred between 08/23/2017 and 08/28/2017, caused:

**Damage # 30713; Emergency Protective Measures (Police, Fire and Operations Departments-EPM)**

During the incident period of 8/23/2017 through 8/28/2017, Hurricane Harvey created an immediate threat to the health and safety of the general public requiring emergency preparedness and protective measures.
Close Project Report – Pop Up Box

Click Close
Approve Project

This project is pending **Recipient Final Review**.

The damage descriptions and dimensions, scope, and cost must be approved by the Recipient.

**General Information**

- **PROJECT #**: 9103
- **CATEGORY**: B - Emergency Protective Measures
- **TITLE**: Emergency Protective Measures
- **TYPE**: Work Completed / Fully Documented
- **STATUS**: Active
- **PROCESS STEP**: Pending Recipient Final Review

**APPLICANT**

Glenville - PDMG0125 - 4332DR (4332DR - 125)

**EVENT**

4332DR-TX (4332DR)

Click **Approve** or **Send Back**
Approve Project—Pop Up Box

Click Yes
Send Back Project – Pop Up Box

Step 1: Enter comment why sending back

Step 2: Click Yes
Calendar Filters

Step 1: Click Calendar

Step 2: Click Filter to Expand

Step 3: Use drop down boxes to filter items
Month At A Glance

Step 1: Click Calendar

Step 2: Select Month to view

Step 3: Click to review activity
Listing Of All Activities

Click List
Click magnifying glass to review the activity information
Detailed Information

Exploratory Call Information

- The exploratory call for this applicant is pending completion

Next Call Scheduled: 06/20/2019 03:00 PM AST

Conference Phone Number: (800)-320-4330

Conference PIN: 1111

Addtl. Schedule Information:

Exploratory Call Log, Exploratory Call Questionnaire, Schedule History

No call log entries exist.
Applicant
Exploratory Calls
Locate Subrecipient Exploratory Calls

Step 1: Click Subrecipients to expand

Step 2: Click Exploratory Calls

Step 3: Click magnifying glass to review detailed information
Detailed Information

Grants Portal

- Damage Inventory
- Exploratory Call Information
  - The exploratory call for this applicant is pending completion
  - NEXT CALL SCHEDULED: 06/20/2019 03:00 PM AST
  - CONFERENCE PHONE NUMBER: (800)-320-4330
  - CONFERENCE PIN: 1111
  - ADDTL. SCHEDULE INFORMATION:
    - Exploratory Call Log
    - Exploratory Call Questionnaire
    - Schedule History
  - No call log entries exist.

- Projects
Add Widgets to Dashboard
Locate Widgets

Step 1: Click **Intelligence** to expand

Step 2: Click **Widgets**
Select Widgets

Click Add To Dashboard
Widgets Pop Up Box

Step 1: Select Event

Step 2: Select My Organization or Subrecipient Organizations

Step 3: Select Region

Step 4: Click Add

(Each Widget Pop-Up Box will be slightly different)
Review Widget

Click Dashboard

New Widget
Add Tiles to Dashboard
Filter Items For Tile

Step 1: Expand Filters

Step 2: Select Items to be Filtered

Step 3: Click Yellow Star

Step 4: Click Save Icon
Filter Pop-Up Box

Step 1: Rename the Filter

Step 2: Click Save
Locate Tile

Step 1: Click Dashboard

Step 2: Click on tile to go to the information
Release Notes, Help, Feedback and Sign Out
Release Notes (System Updates)

Step 1: Click on arrow next to name

Step 2: Click Release Notes
Review Release Notes

Review the latest changes to the system

Latest update will appear, click to select previous updates

Click Close
Print Previous Release Notes

Click Download Release Notes
Print Previous Release Notes Pop-Up Box

Step 1: Click Open With

Step 2: Click OK
Assistance

Step 1: Click on arrow next to name

Step 2: Help
Email Assistance For General Help

Click to send email with link to your screen
Dear Support Staff,

The functionality I need help with is:
Request Assistance For Current Page

Click to send email with link to your screen
Dear Support Staff,

I was on the page https://grantee.fema.gov/#dashboard

The functionality I need help with is:
Grants Portal Hotline:

(866) 337-8448
Provide Change Requests To Grants Portal

Step 1: Click on arrow next to name

Step 2: Click Feedback
Provide Change Requests Pop-Up Box

Step 1: Click hyperlink or copy and paste into email

Step 2: Click Close
Sign Out

Step 1: Click on arrow next to name

Step 2: Click Sign Out