Approval Grants Portal Accounts and Requests for Public Assistance

FEMA

Public Assistance Recipient Quick Guide

This Quick Guide explains the steps a **Recipient** must take to **assist Applicants** in creating Public Assistance **Grants Portal** user **accounts** and submitting **Requests for Public Assistance** (RPA). RPAs submitted by Applicants will follow standard review processes by the Recipient and FEMA. The Recipient will be able to view 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. The following options are listed in order of the amount of Recipient support provided (least amount of support to most amount of support). As identified, some options are only available to Applicants of COVID-19 Declarations that are not Private Non-Profit (PNP) Applicants or tribes.

For Applicants without Grants Portal Accounts:
- ☐ Applicants can create an account and submit an RPA directly through Grants Portal (*COVID-19 Declarations only and not available to PNPs or tribes*)
- ☐ Recipients can invite Applicants to create accounts
- ☐ Recipients can create an account on behalf of an individual Applicant
- ☐ Recipients can create accounts and submit RPAs on behalf of multiple Applicants

For Applicants with Grants Portal Accounts:
- ☐ Applicant can submit RPAs directly through Grants Portal
- ☐ Recipients can submit a single RPA on behalf of an Applicant
- ☐ Recipients can import one or more RPAs on behalf of Applicants

For Recipient Approval of RPAs:
- ☐ Recipient approval of individual RPAs
- ☐ Recipient approval of multiple RPAs

> **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.

Recipient Actions for Applicants <u>without</u> Existing Grants Portal Accounts

This section describes actions that can be taken for Applicants who do not already have account access.
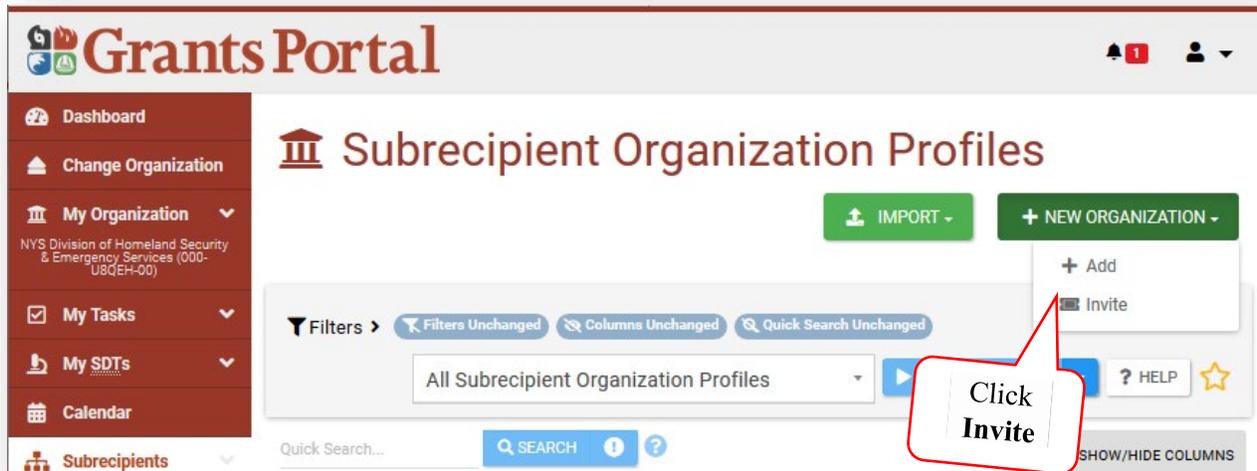
☐ **Applicant Creates Account and Submits RPA via Grants Portal (COVID-19 Declarations only and not available to PNPs)**
The Applicant will visit the Grants Portal home page at https://grantee.fema.gov/. The new user will be able to simultaneously register their organization and submit an RPA. For the detailed process, please refer to the *Public Assistance Applicant Quick Guide: Grants Portal Account and Request for Public Assistance.*

☐ **Inviting Applicants to Create Accounts (Individual or Multiple Applicants)**
Recipients can invite Applicants to create a Grants Portal Account through the Invite function. Only basic Applicant contact information is needed to complete this step.
  o In Grants Portal, go to the Subrecipients tab
  o Select Organization Profiles
  o On the right side of the screen, click the drop down on "New Organization" and select "Invite".

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o Submit the form using the wizard, completing all required information.

o Applicants will receive an email with instructions on how to complete the remainder of the Organization and Account creation process.

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- Alternatively, a Recipient can send bulk Organization invitations by downloading and completing the Organization Invite template.
- Within the Organization Profile tab, click Import on the right side of the screen and then select Download.
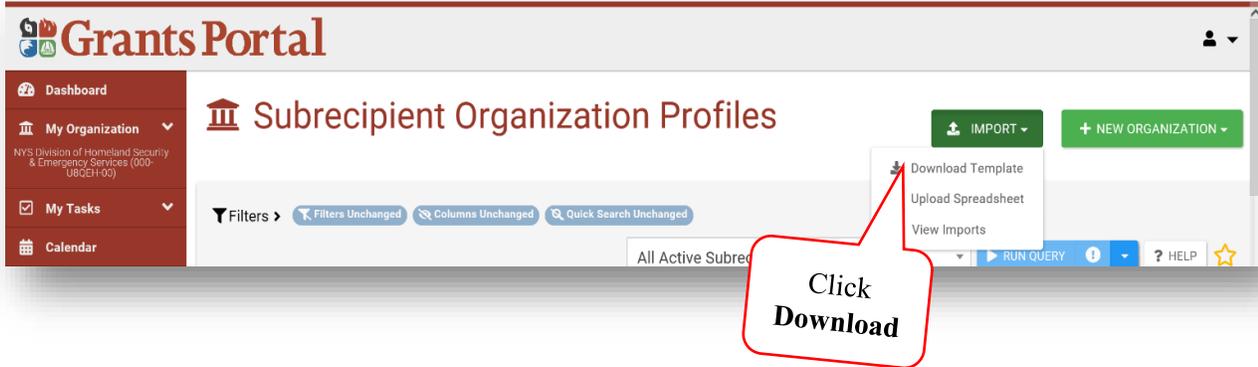

- Complete the required information in the Excel Template pictured below for multiple Applicants.
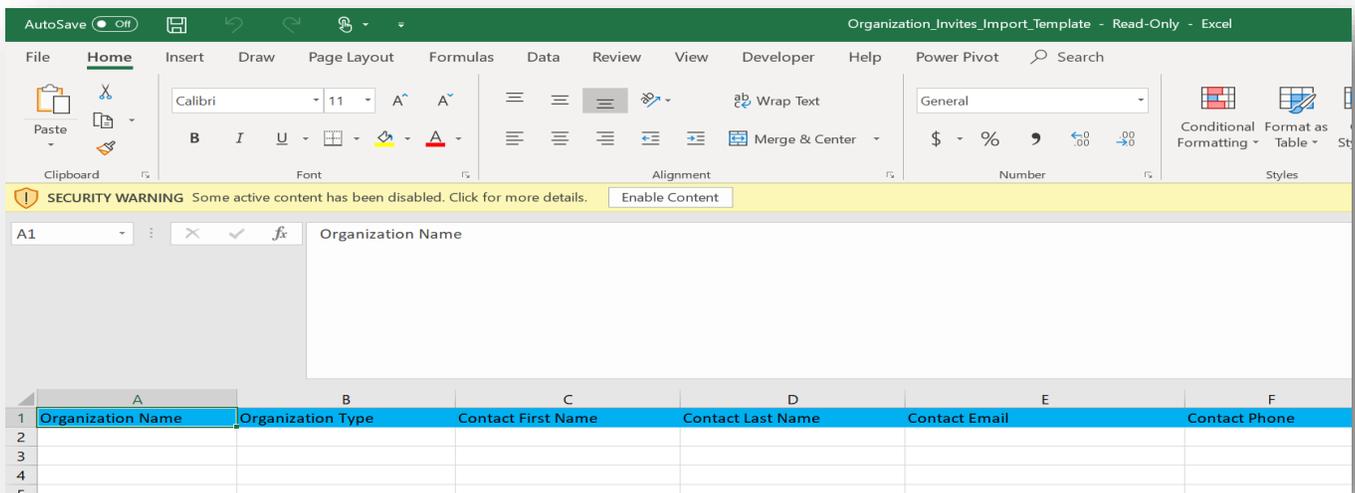
- Return to the Import Screen and upload the completed Organization Invite Template.

☐ **Creating an Account on Behalf of an Individual Applicant**
Using basic information received from the Applicant such as contact, location, and facility, the Recipient can create an Organizational Profile and provide account access for the Applicant.
- In Grants Portal, go to the Subrecipients tab
- Select Organization Profiles

o On the right side of the screen, click the drop down on "New Organization" and select "Add".
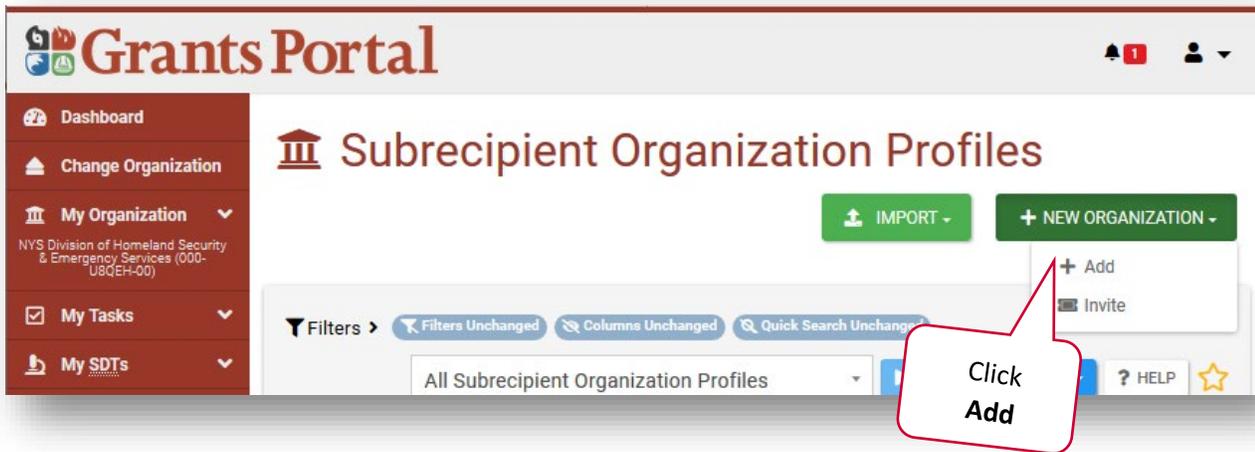
o Submit the form using the wizard, completing all required information.
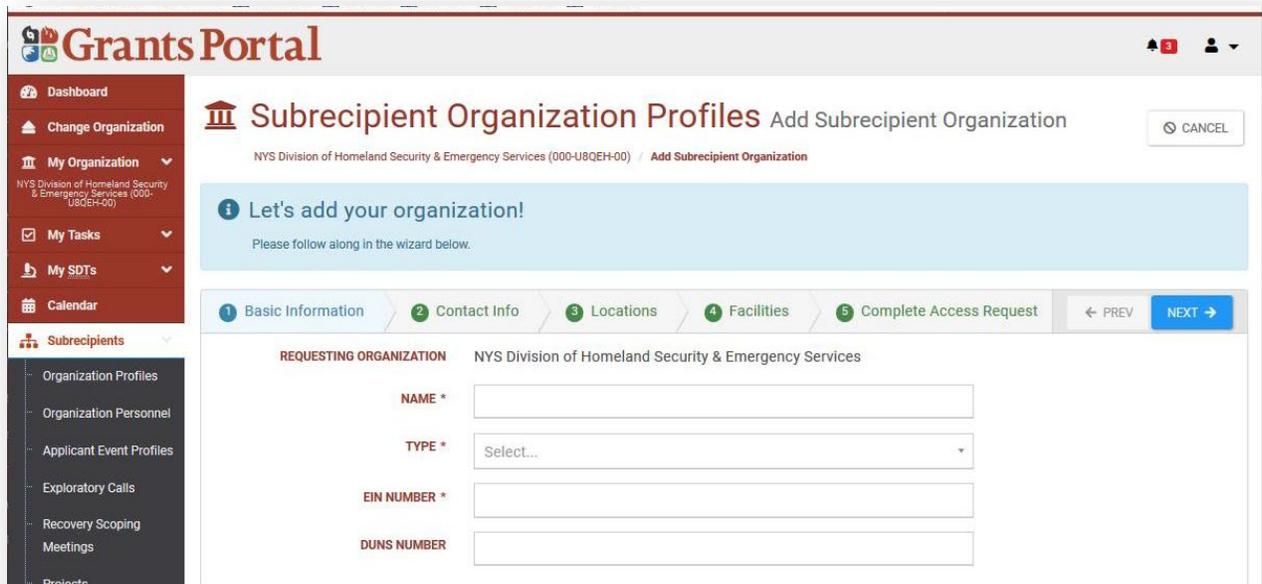
o Following Recipient submission of the form, the Applicant will receive a system-generated email with a username and temporary password to gain access to Grants Portal.
o After setting a permanent password, the Applicant will then be able to log into Grants Portal and submit its RPA. Please see "Applicant Submits its RPA directly through Grants Portal" below for details.

□ **Creating Accounts and Submitting RPAs on Behalf of Multiple Applicants**
Recipients can use the bulk RPA import functionality to create accounts and submit RPAs on an Applicant's behalf in one bulk action.

- o Request the following information from Applicants:
  - ☐ Applicant Name
  - ☐ County
  - ☐ EIN Number
  - ☐ DUNS Number
  - ☐ Org Type
  - ☐ Primary/Alternate Contact (Name, Title, Phone, Email)
  - ☐ Physical/Mailing (Address, City, State, Zip)
- o To access the RPA template, Log into your Recipient account in Grants Portal.
- o On the dashboard, open Utilities and then RPA Import.
- o Then click the blue "Download Template" box. This will download an Excel template.
- o For each Applicant, enter the information provided by them into a row in the template without changing the formatting in the template (font type or size or column names).
- o When all of the information is entered, save the document in Excel and then save it as a Comma Separated Value (CSV) file.
- o Information must be complete and formatted exactly as the template indicates. Use the template below for submission.
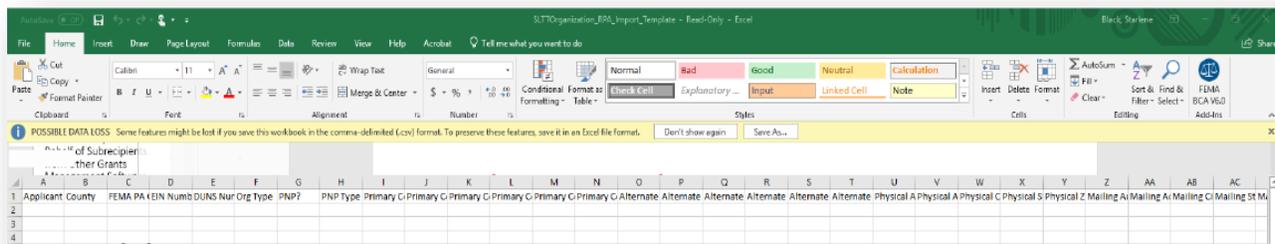

- o Return to Grants Portal and import the file on the same page that you initially downloaded the template.
- o When asked for the file be sure to attach the .csv version and upload the document.
- o This action will automatically generate Accounts and submit RPAs on behalf of the Applicants.
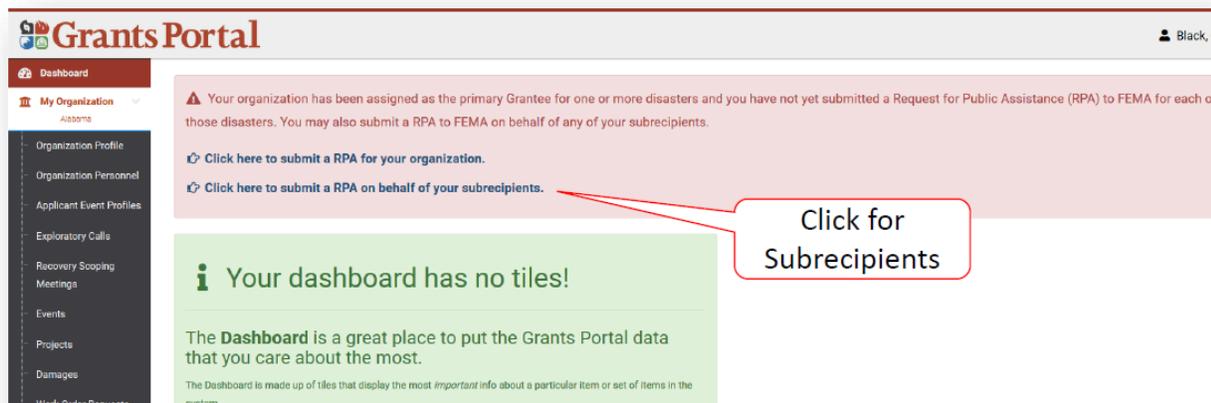

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Recipient Actions for Applicants with Existing Grants Portal Accounts

This section describes actions that can be taken for Applicants who do already have accounts set up.

☐ **Applicant Submits Its RPA Directly through Grants Portal**
Applicants that already have access to Grants Portal can submit RPAs directly. This option is best utilized when the Applicant is familiar with Grants Portal. For the detailed process, please refer to the *Public Assistance Applicant Quick Guide: Grants Portal Account and Request for Public Assistance.*

☐ **Recipient Submits Single RPA on Behalf of Applicant**
Recipients may choose to submit a single RPA on behalf of an Applicant.
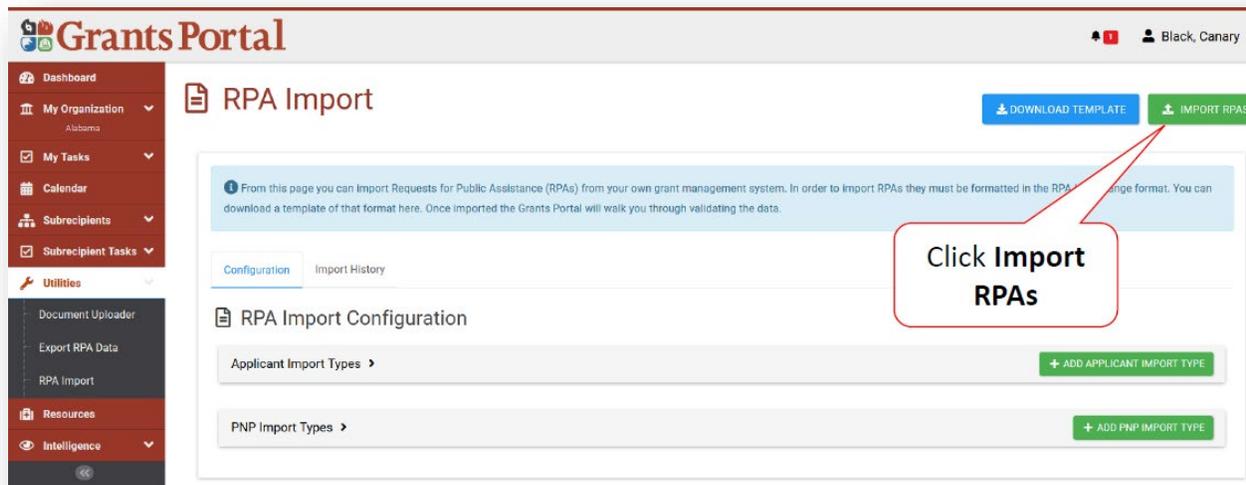
o Go to the Grants Portal Dashboard and click "Click Here to submit a RPA on behalf of your subrecipients."

o   . Submit the form using the wizard, completing all required information.
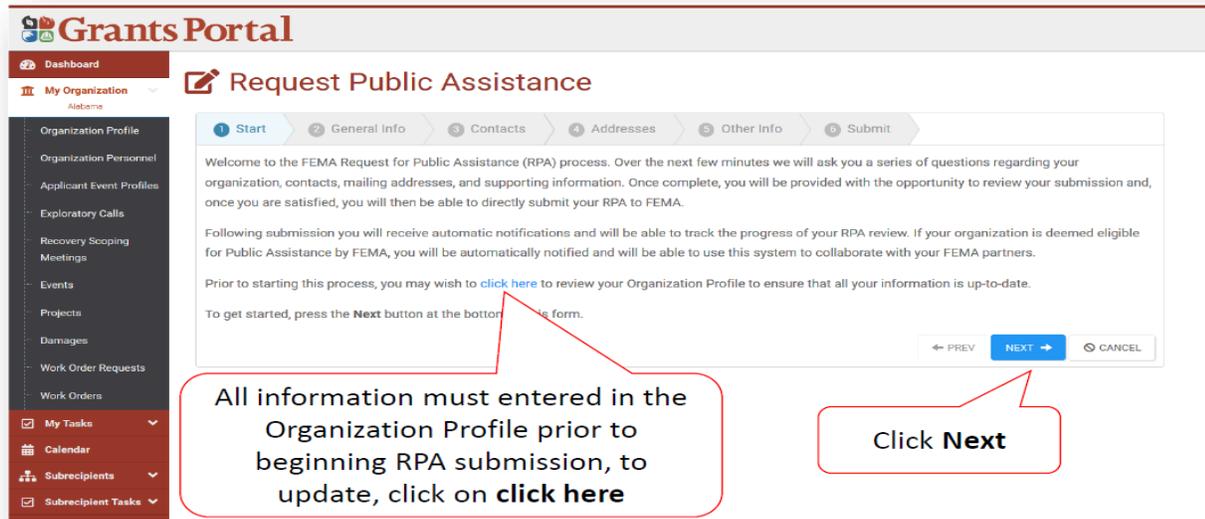
o   When finished, click "Submit."

□ **Importing One or More RPAs on Behalf of Applicants**
If the Recipient has collected all information from the Applicant needed for an RPA, the RPA Import tool can be used to submit an RPA on behalf of an existing organization. This is the same tool used in the "Creating Accounts and Submitting RPAs on Behalf of Multiple Applicants" step above.

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Recipient Actions for Approving RPAs
This section describes actions that can be taken by Recipients to approve Applicants' RPAs.

- ☐ **Recipient Approval of Single RPA**
  Recipients may choose to approve the RPA of a single Applicant.
  - o In Grants Portal, go to the My Tasks tab
  - o Select Workflow Items
  - o Select a single Applicant
  - o At the top right side of the screen, select Eligible or Ineligible
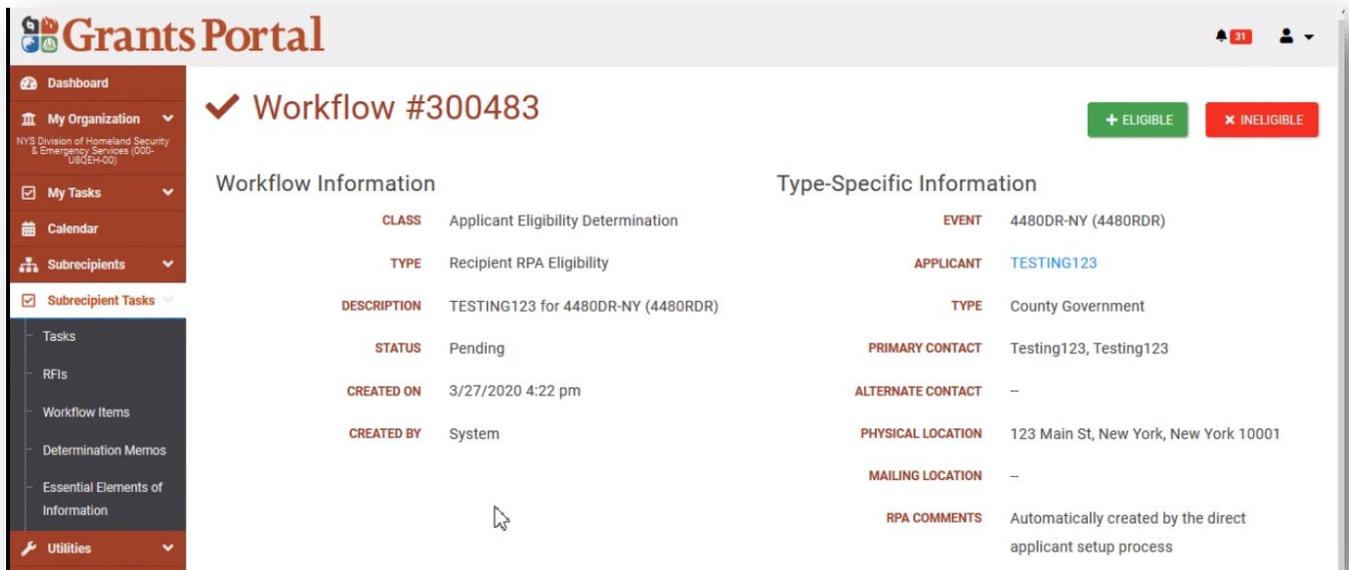
- o A confirmation screen will appear
- o Select your confirmed eligibility decision
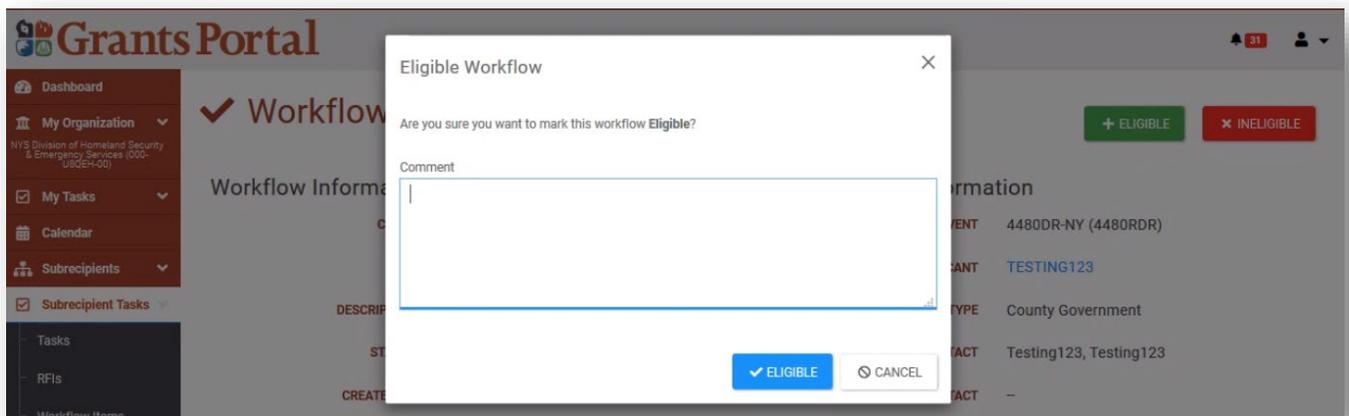
- o The Applicant will now be sent to FEMA for RPA Eligibility review.

☐ **Recipient Approval of Multiple RPAs (not available to Private Non-Profits or Tribal Governments)**
Recipients may choose to approve the RPAs of multiple Applicants.
- o In Grants Portal, go to Utilities
- o Select Review RPAs
- o Select an Event
- o Select single or multiple Applicants
- o Choose to either Bulk Approve or Bulk Reject RPAs at the top right part of the screen

- o If choosing to Bulk Reject, a reason will be required before submitting.

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- o Select Bulk Approve or Bulk Reject
- o The Applicant(s) will now be sent to FEMA for RPA Eligibility review