



FEMA GRANTS PORTAL

**REQUEST FOR PUBLIC
ASSISTANCE**

WALKTHROUGH



FEMA Grants Portal

Applicants must have a Grants Portal account to submit an RPA.

If no account, Request an Account be created by emailing OEM Public Assistance Recovery, oem.pa-recovery@oem.oregon.gov

Provide the following information in request:

- Applicant Name
- County
- EIN Number
- Unique Entity ID (UEI) and DUNS Number
- Org Type
- Primary/Alternate Contact (Name, Title, Phone, Email)
- Physical/Mailing (Address, City, State, Zip)

A screenshot of the FEMA Grants Portal interface. At the top left, there are social media icons for YouTube, Facebook, and Twitter, followed by the text "Grants Portal" in a large, bold, red font. In the top right corner, there is a "? Help" link. Below the header, a yellow warning box contains the following text: "⚠ This Portal Is for Governments and Non-Profits Use Only". Underneath this, three lines of text provide instructions: "Governments and non-profits needing an account should contact their organization or Recipient (fema.gov help).", "Individuals looking for Individual Assistance, please visit disasterassistance.gov for assistance.", and "Businesses looking for assistance should visit the Small Business Administration's disaster assistance website." A large, faint watermark of the OEM logo is visible in the background of the slide.



Request for Public Assistance (RPA)

Applicants must complete the following steps to request Public Assistance:

The Applicant logs into Grants Portal and selects “Click here to submit an RPA for your organization” on the Dashboard.

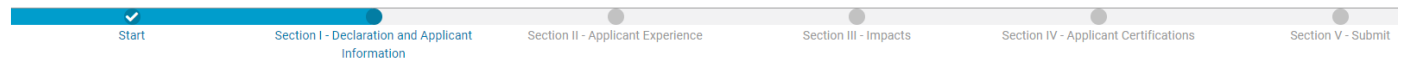
FEMA Grants Portal: <https://grantee.fema.gov>





Request for Public Assistance (RPA) Process

Request Public Assistance



Request Public Assistance

Section I - Declaration and Applicant Information

General Info

Organization	Oregon Department of Human Services (000-U05WX-00)	▼
FEMA PA Code	000-U05WX-00	
Unique Entity ID (UEI)	S8GLC83TXL96	
DUNS #	830459231	
Event	4768DR-OR (4768DR)	x ▼

Primary Address

Address	500 Summer Street NE	▼
	Salem, Oregon 97301	
County	Marion County	

Mailing Address

Address	(Same as Primary Address)	▼
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Select the event for which you are applying for assistance and confirm the EIN#, UEI#, FEMA PA Code, and primary address.

1

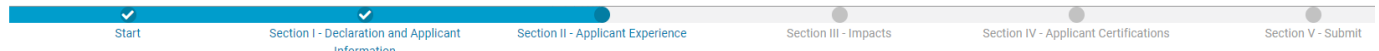
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Request for Public Assistance (RPA) Process

Request Public Assistance



Section II Instructions

Please provide information about the Applicant's level of experience with the Public Assistance program.

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Section II - Applicant Experience

What is the Applicant's experience and level of support needed with the Public Assistance application process? *

- Unfamiliar, and likely to need dedicated, in-person support navigating the process.
- Unfamiliar, but likely to be comfortable with limited or remote support navigating the process.
- Familiar, but likely to need dedicated, in-person support navigating the process.
- Familiar, and likely to be comfortable with limited or remote support navigating the process.





Request for Public Assistance (RPA) Process

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Request Public Assistance




1. Does the Applicant have any of the following incident-related impacts? *

- Debris 
- Emergency Response/Protective Measures 
- Infrastructure Damage

2. What is the total approximate cost to address incident-related impacts? * (More Info)

- Less than \$1,037,000
- \$1,037,000 or more


3. What is the approximate total number of facilities with incident-related impacts? * 

4. What is the status of all work to address incident-related impacts? *

- Work is completed and costs are documented.
- Work is completed and costs are not documented.
- Work has started.
- Work has not started.

5. Does the Applicant have any impacts that are of such severity that require immediate attention or federal support? *

- Yes
- No

6. Did an Applicant representative attend an Applicant Briefing? * 

- Yes
- No

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Provide basic information about impacts (estimates are okay!)



Request for Public Assistance (RPA) Process

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Final Step: Submit RPA to FEMA/OEM.

- You will have a chance to review information before submission
- Points of Contact (POCs) can be adjusted through written request to OEM
- After an RPA is submitted, OEM and FEMA will review, then contact the entity to schedule an Exploratory Call with FEMA and OEM Program Delivery Managers
- Private non-profits may have additional steps and documentation required before their RPA is approved

Reach out to OEM if difficulties arise during the RPA process

oem.pa-recovery@oem.oregon.gov





Request for Public Assistance (RPA) Process

Request Public Assistance



Section IV - Applicant Certifications

Primary Contact *

Name

Title --

Email --

Phone --

Alternate Contact

Name

Title --

Email --

Phone --

General Certification

I certify that I have reviewed the following information regarding requirements to receive Public Assistance. *Please initial next to each statement*

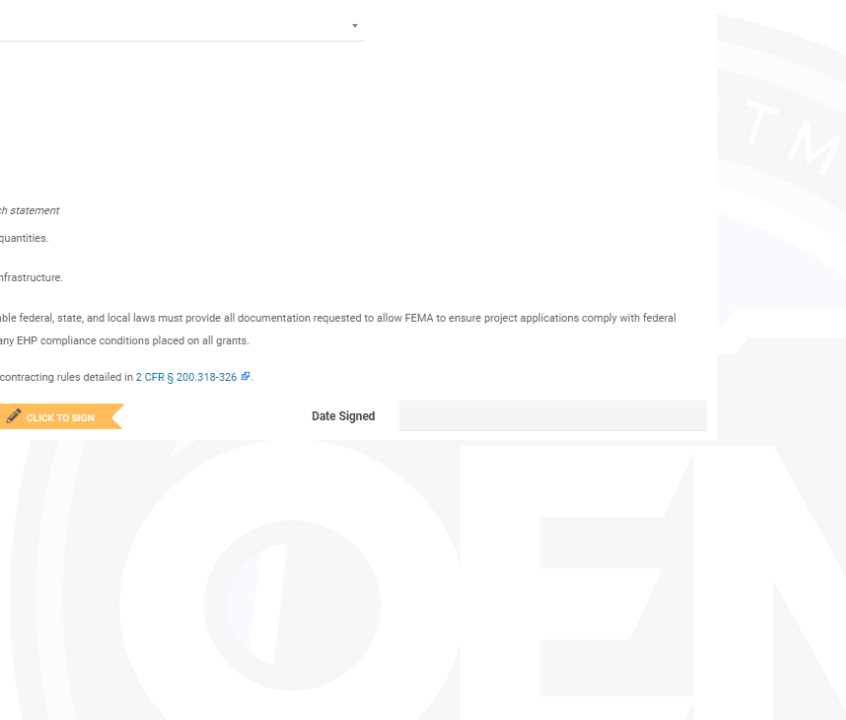
- Applicants should document damages with photos and track all resources used at the site including dates and quantities.
- Applicants must comply with the applicable codes, specifications and standards requirements when restoring infrastructure.
- In accordance with the [Public Assistance Program and Policy Guide](#), the Applicant must comply with applicable federal, state, and local laws must provide all documentation requested to allow FEMA to ensure project applications comply with federal Environmental and Historic Preservation (EHP) laws, implementing regulations, and Executive Orders; and must comply with any EHP compliance conditions placed on all grants.
- Applicants that utilize contractors for work conducted with FEMA PA funding must follow the procurement and contracting rules detailed in [2 CFR § 200.318-326](#).

Authorized Representative

[CLICK TO SIGN](#)

Date Signed

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Request for Public Assistance

FINAL REVIEW AND SIGNATURE

Please provide information about the Applicant's incident-related impacts

Section IV - Applicant Certifications

Primary Contact *

Name

Title

Email

Phone

Step 1:
Review
Information

Alternate Contact

Name

General Certification

I certify that I have reviewed the following information regarding requirements to receive Public Assistance: *Please initial next to each statement*

- Applicants should document damages with photos and track all resources used at the site including dates and quantities.
- Applicants must comply with the applicable codes, specifications and standards requirements when restoring infrastructure.
- In accordance with the PAPPG, the Applicant must comply with applicable federal, state, and local laws must provide all documentation requested to allow FEMA to ensure project applications comply with federal Environmental and Historic Preservation (EHP) laws, implementing regulations, and Executive Orders; and must comply with any EHP compliance conditions placed on all grants.
- Applicants that utilize contractors for work conducted with FEMA PA funding must follow the procurement and contracting rules detailed in 2 CFR § 200.318-326.

Step 2: Initial
and Certify

Authorized
Representative

Date Signed

Step 3: Click
Proceed

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FEMA Grants Portal

Ensure IT systems allow for incoming emails from support.pagrants@fema.dhs.gov

Applicant may need to occasionally check their spam/junk folder due to IT email filter setting if emails are not arriving.

Further information:

Contact OEM PA Recovery @ OEM.PA-RECOVERY@oem.oregon.gov with questions
or for further assistance

or

<https://www.fema.gov/how-apply-and-manage-grants>

Grants Portal Hotline: 1-866-337-8448