

# **Applicant Briefing Q&A and Grants Portal Walkthrough**


**Q&A**

# FEMA Grants Portal

Applicants must have a Grants Portal account to submit an RPA. This section describes how an Applicant creates a Grants Portal account.


- Request an Account Directly from Grants Portal
- Go to the Grants Portal home page at <https://grantee.fema.gov/> and click “Register your Organization for Public Assistance”


Grants Portal

 Sign in to Your Account

USERNAME [Forgot your username?](#)

PASSWORD [Forgot your password?](#)

 Click Here

 SIGN IN

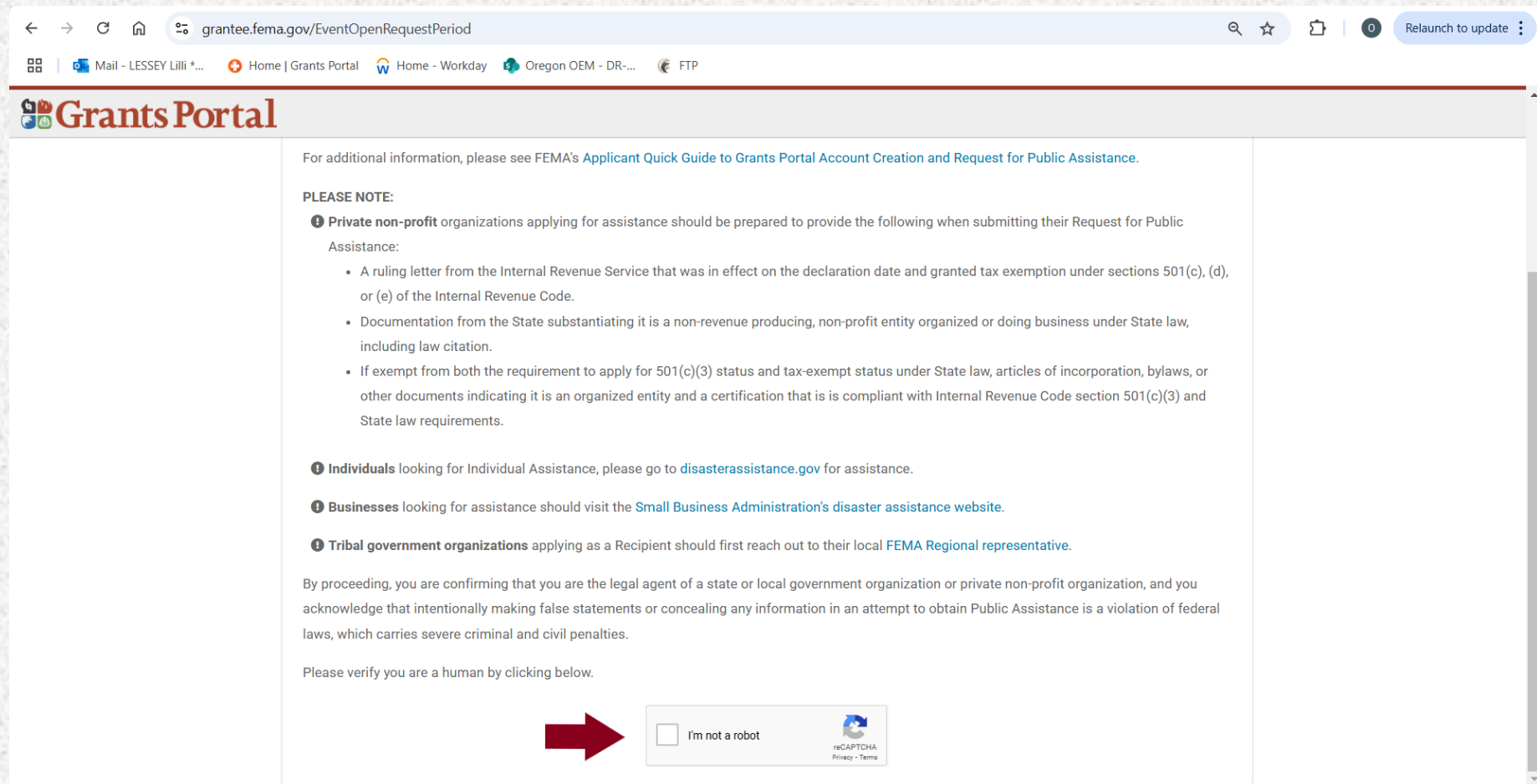
[+ Register Your Organization for Public Assistance](#)

# Grants Portal Account Creation - Overview

- Grants Portal prompts the Applicant to complete basic information about the organization, contact information, and location and then submits the form for Recipient review.
- Grants Portal prompts the Applicant to select its “Organization Type”. If the Applicant selects an incorrect “type”, it will delay processing of the RPA.
  - For government entities, the Applicant should continue to submit an RPA with this account creation request.
  - Public non-profit entities, such as those that are agencies or instrumentalities of SLTT governments, are generally considered SLTT government entities and do not need to submit additional documentation required by PNP Applicants. These entities should select the government organization type that best describes them. If an Applicant is unsure of its type, it should consult OEM.
- After the Applicant completes the account request and OEM and FEMA have approved the RPA request, the Applicant receives a system-generated email with a username and temporary password to gain access to Grants Portal.
- Grants Portal prompts the Applicant to create a permanent password and set security questions

# Account Creation Process

## STEP 1



The screenshot shows a web browser window with the URL `grantee.fema.gov/EventOpenRequestPeriod`. The browser's address bar and tabs are visible at the top. Below the browser window, the "Grants Portal" header is displayed. The main content area contains a link to FEMA's Applicant Quick Guide, a "PLEASE NOTE:" section with three bullet points, and a paragraph about confirming legal agency status. At the bottom, there is a CAPTCHA verification step with a red arrow pointing to the "I'm not a robot" checkbox.

← → ↻ 🏠 📄 grantee.fema.gov/EventOpenRequestPeriod 🔍 ☆ 📁 0 Relaunch to update ⋮

📧 Mail - LESSEY Lilli \*... 🏠 Home | Grants Portal 🌐 Home - Workday 🇺🇸 Oregon OEM - DR-... 📁 FTP

## Grants Portal



For additional information, please see FEMA's [Applicant Quick Guide to Grants Portal Account Creation and Request for Public Assistance](#).

**PLEASE NOTE:**

- ❗ **Private non-profit** organizations applying for assistance should be prepared to provide the following when submitting their Request for Public Assistance:
  - A ruling letter from the Internal Revenue Service that was in effect on the declaration date and granted tax exemption under sections 501(c), (d), or (e) of the Internal Revenue Code.
  - Documentation from the State substantiating it is a non-revenue producing, non-profit entity organized or doing business under State law, including law citation.
  - If exempt from both the requirement to apply for 501(c)(3) status and tax-exempt status under State law, articles of incorporation, bylaws, or other documents indicating it is an organized entity and a certification that is is compliant with Internal Revenue Code section 501(c)(3) and State law requirements.
- ❗ **Individuals** looking for Individual Assistance, please go to [disasterassistance.gov](#) for assistance.
- ❗ **Businesses** looking for assistance should visit the [Small Business Administration's disaster assistance website](#).
- ❗ **Tribal government organizations** applying as a Recipient should first reach out to their local [FEMA Regional representative](#).

By proceeding, you are confirming that you are the legal agent of a state or local government organization or private non-profit organization, and you acknowledge that intentionally making false statements or concealing any information in an attempt to obtain Public Assistance is a violation of federal laws, which carries severe criminal and civil penalties.

Please verify you are a human by clicking below.

☐ I'm not a robot   
reCAPTCHA  
Privacy - Terms



# Account Creation Process

## ORGANIZATION TYPE AND IDENTIFIERS

# STEP 2

← → ↻ 🏠 grantee.fema.gov/#organizationrequest/enroll?tempId=5b4cda45-c054-433e-8444-ea12ec9434af 🔍 ☆ 📁 0 Relaunch to update ⋮

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## Grants Portal ? Help

### Register Your Government or Private Non-Profit Organization for Public Assistance

Please provide the following basic information to request a Government or Private Non-Profit (PNP) organization account for **FEMA Public Assistance Funding**. Once completed, your account and request will be submitted to your state/territory Emergency Management representative and FEMA for review and approval.

Organization Contact Info Locations Submit

### Section I - Organization

Businesses and individuals should not attempt to register for Federal Assistance here. Please see guidance on the [Grants Portal Registration Welcome Page](#).

Within which state / territory / tribe is your organization? \*

Organization Name \*

Organization Type \*

EIN Number \*   
[Get an EIN from IRS.gov](#)

UEI   
[Get a UEI from SAM.gov](#)

DUNS Number

PROCEED ▶

# Account Creation Process

POINT OF CONTACT

## STEP 3

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### Grants Portal ? Help

Register Your Government or Private Non-Profit Organization for Public Assistance

Please provide the following basic information to request a Government or Private Non-Profit (PNP) organization account for **FEMA Public Assistance Funding**. Once completed, your account and request will be submitted to your state/territory Emergency Management representative and FEMA for review and approval.

Organization

Contact Info

Locations

Submit

### Section II - Contact Info

To expedite your request approval process, official email addresses (.gov) and no personal email addresses should be used.

Primary Contact Info	Alternate Contact Info
First Name *	First Name
Last Name *	Last Name
Title *	Title
Phone Number *	Phone Number
Email *	Email

← BACK

PROCEED →

# Account Creation Process

## LOCATION INFORMATION

# STEP 4

grantee.fema.gov/#organizationrequest/enroll?templd=5b4cda45-c054-433e-8444-ea12ec9434af

Mail - LESSEY Lilli \*... Home | Grants Portal Home - Workday Oregon OEM - DR-... FTP

## Grants Portal

? Help

**Register Your Government or Private Non-Profit Organization for Public Assistance**

Please provide the following basic information to request a Government or Private Non-Profit (PNP) organization account for **FEMA Public Assistance Funding**. Once completed, your account and request will be submitted to your state/territory Emergency Management representative and FEMA for review and approval.

Organization Contact Info **Locations** Submit

### Section III - Locations

#### Primary Location

**Address 1 \***   
This field is required.

**Address 2**

**City \***   
This field is required.

**State \*** Oregon x ▾

**Zip Code \***   
This field is required.

**County \*** Select... ▾  
This field is required.

#### Mailing Address \*Only if different from the Primary Address

**Address 1**

**Address 2**

**City**

**State** Select... ▾

**Zip Code**

**County** Select... ▾



# Account Creation Process

## SUBMIT

# STEP 5

grantee.fema.gov/#organizationrequest/enroll?templd=5b4cda45-c054-433e-8444-ea12ec9434af

0

Relaunch to update

Mail - LESSEY Lilli \*...

Home | Grants Portal

Home - Workday

Oregon OEM - DR-...

FTP

Grants Portal

Help

Emailtesty.testster@test.com

Primary Location

Address 1100 anytown street

Address 2--

Cityanytown

StateOregon

Zip Code97302

CountyMarion County

Email--

Mailing Address\*Only if different from the Primary Address

Address 1--

Address 2--

City--

State--

Zip Code--

County--

It is important to know that, upon submittal, the request becomes a legal document. The Recipient or FEMA may use external sources to verify the accuracy of the information entered. It is a violation of Federal law to intentionally make false statements or hide information when applying for Public Assistance. **This includes claiming representation of a private non-profit or government organization.** This can carry severe criminal and civil penalties including a fine of up to \$250,000, imprisonment, or both. (18 U.S.C. §§ 287, 1001, 1040, and 3571)

By clicking submit below, I certify that:

All information I have provided regarding this request is true and correct to the best of my knowledge.

I understand that if I intentionally make false statements or conceal any information in an attempt to obtain Public Assistance, it is a violation of federal laws, which carry severe criminal and civil penalties. (18 U.S.C. §§ 287, 1001, 1040 and 3571)



BACK

SUBMIT

# Request for Public Assistance

**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.**

 Your parent organization has been assigned as the primary Grantee for one or more disasters and you may submit a Request for Public Assistance (RPA) to FEMA's Public Assistance program. 

 [Click here to submit a RPA for your organization.](#)

# Request for Public Assistance (RPA) Process

1

 Request Public Assistance

✓ Start


Section I - Declaration and Applicant Information

Section II - Applicant Experience

Section III - Impacts

Section IV - Applicant Certifications

Section V - Submit

 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)

Primary Address

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

Mailing Address

Address	(Same as Primary Address)
---------	---------------------------


Select the event for which you are applying for assistance and confirm the EIN#, UEI#, FEMA PA Code, and primary address.

← BACK

PROCEED →

# Request for Public Assistance (RPA) Process


2

 Request Public Assistance

✓

✓

StartSection I - Declaration and Applicant InformationSection II - Applicant ExperienceSection III - ImpactsSection IV - Applicant CertificationsSection V - Submit

 Section II Instructions

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


## 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

3

 Request Public Assistance

✓

Start

✓

Section I - Declaration and Applicant Information

✓

Section II - Applicant Experience

●

Section III - Impacts


●


Section IV - Applicant Certifications

●

Section V - Submit

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

← BACK

PROCEED →

Provide basic information about impacts (estimates are okay!)



# Request for Public Assistance (RPA) Process

## 4

### 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](mailto:oem.pa-recovery@oem.oregon.gov)**



# Request for Public Assistance (RPA) Process

5

 Request Public Assistance

✓

✓

✓

✓

StartSection I - Declaration and Applicant InformationSection II - Applicant ExperienceSection III - ImpactsSection IV - Applicant CertificationsSection V - Submit

## Section IV - Applicant Certifications

Primary Contact \*

Name	Choose Contact...
Title	--
Email	--
Phone	--

Alternate Contact


Name	Choose Contact...
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*

<input type="checkbox"/>	Applicants should document damages with photos and track all resources used at the site including dates and quantities.
<input type="checkbox"/>	Applicants must comply with the applicable codes, specifications and standards requirements when restoring infrastructure.
<input type="checkbox"/>	In accordance with the <a href="#">Public Assistance Program and Policy Guide</a> , 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.
<input type="checkbox"/>	Applicants that utilize contractors for work conducted with FEMA PA funding must follow the procurement and contracting rules detailed in <a href="#">2 CFR § 200.318-326</a> .

Authorized Representative

 CLICK TO SIGN

Date Signed

Provide contact information for personnel authorized to make binding decisions on behalf of the entity, (CAN BE CHANGED UPON REQUEST)

# 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

Choose Contact...

Title

--

Email

--

Phone

--

**Alternate Contact**

Name

Choose Contact...

**Step 1:  
Review  
Information**

#### 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.

**Authorized Representative**

 CLICK TO SIGN

**Date Signed**

◀ BACK

**Step 3: Click  
Proceed**

PROCEED ▶

# FEMA Grants Portal

Ensure IT systems allow for incoming emails from

[support.pagrants@fema.dhs.gov](mailto: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](mailto: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