Submitting a Request for Public Assistance (RPA) in FEMA’s Grants Portal

Step-by-Step Guide

This document is intended to be a supplemental resource used to request Public Assistance within FEMA’s Grants Portal. Here, screenshots and brief explanations will serve as a step-by-step guide which will provide visuals as you navigate through the request process.

1. Log in to FEMA’s Grants Portal at grantee.fema.gov

2. Once signed in, a yellow banner will appear on the Dashboard. Select “Click here to submit an RPA for your organization”

3. Review the Paperwork Burden Disclosure Notice and select “proceed.”
4. Complete the required fields on the Declaration and Applicant Information screen.
   a. Please note that the FEMA PA Code is assigned by FEMA.
   b. If the DUNS Number was not provided when the Organizational Profile was created, this field will not populate and will be locked for editing. The State will reach out for this information at a later time.
   c. The “Event” should reflect DR4507-OH (4507DR) for COVID-19 Public Assistance.
   d. Primary address should reflect the best address to be used for the purpose of the grant. If a mailing address that differs from the primary address was added at the time the organizational profile was created, the alternate address will populate as a selection option. Select the drop down arrow to make a new selection.
5. Select the most applicable option regarding applicant experience with the Public Assistance Program.
   a. It is recommended that either option 2 or option 4 is selected in response to this question. The State is available to assist with any questions or concerns that arise throughout the duration of the grant.
   b. Click “proceed” when finished.

6. Complete the incident-related impacts section of the questionnaire and select “proceed” to advance to the next screen.
   a. Eligible costs specific to the COVID-19 declaration are limited to Category B – Emergency Protective Measures. Please select this option in response to Question 1.
   b. The answer to Question 3 pertaining to impact to facilities should reflect the number of buildings in which eligible work is being performed.
*Please note that if the selection for question 4 indicates that work is not complete, a projected completion date will be requested, as pictured below.

7. Complete the Applicant Certifications section of the questionnaire. Primary Contact and Alternate Contact selection options populate based on contacts entered at the time the Organizational Profile was created.
8. To complete the General Certification, type initials in the box next to each statement and select “click to sign” to electronically sign the RPA.

*Once “click to sign” has been selected, login credentials for FEMA’s Grants Portal will be required to populate the electronic signature.*
9. Select “proceed” once RPA has been signed successfully. A confirmation message will indicate that the RPA has been submitted successfully and is under review.