Request for Public Assistance (RPA) Guide-Private Nonprofits (PNPs)

How do I submit my organization's RPA once I have a Grants Portal account?

Start

- Log into your Grants Portal Account. You can follow this link to get to the login page. https://grantee.fema.gov/
- Once logged in, go to your "Organization Profile" from the pull down menu on the left of your screen.

- This will bring you to your "Organizational Profile. Here you can view and edit your organization's information and submit RPAs.
- Scroll down until you find the "applicant Even Profiles" section, and press the button that says "Request Public Assistance".

- The RPA is a step by step wizard that will guide you through submitting your RPA. It will not allow you to move forward until you have completed all necessary steps. To start, read through the text on the screen, ad then hit the **Blue "Proceed" Button** on the bottom.

Section 1-Declaration and Applicant Information

Ensure that the correct "Event" is selected from the dropdown menu under "General Info". Select the Primary Address, and Mailing Address if it is different from you Primary Address, for your organization. Then press the **Blue "Proceed" Button**.

Section II-Applicant Experience

Select one of the four options for level of experience with the Public Assistance process. We are happy to help you as much as you need so don't hesitate to click any of the four buttons. Then press the **Blue "Proceed" Button**.

Section III-Impacts

- Complete all questions, and potential drop down questions that may appear as you answer the questions in this section, to the best of your knowledge. If you don't know the answer, fill in the best you can. This can be changed later. This is to gauge your needs as an applicant.
- Once you have completed all the questions, press the **Blue "Proceed" Button**.

Section IV-Facility Information

- Click the Green "Add Facility" Button and enter all required information.

Once you have answered all question about your facility:
   a) click the **Green "Add Facility" Button** if you have more than one facility.
   b) If you have finished entering facilities, click the **Blue "Proceed" Button.**

Section V-Add Documents

As a Private Nonprofit, certain documents are required to submit your RPA. To add these documents, click the **Blue "+ Add Document" Button** next to each Red "Required" tab.

- When you click the "+ Add Documents" button, a pop up window will appear for you to add the needed documents.
- You can drag/drop filed or click the Blue Arrow next to "Drag and drop…" to select a file from your computer.
- Once you have added at least one document, the **Green "Attach Selected" Button** will become clickable.

- Once you have added all the required documents, the **Red "Required"** tab will turn to **Green "Requirement Met".**

- Press the Blue "Proceed" Button.

Section VI-Applicant Certifications

- Select a "Primary Contact" from the dropdown menu. If there is only one Point of Contact in the Organization Profile, then you will only have one person on this list. This is the person that must initial and sign at the bottom of this screen.
- Once you have chosen your contacts and initials each box under "General Certification" click the yellow "Click to Sign" Button.

Record General Certification Signature

Authorized Representative *

Select...

Date Signed *

Signed Document * + Upload Signed Document

Print Name *

Signature Style * Allura

Example: allura

Enter Password *

✏ SIGN   ⊘ CANCEL

n   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**

Sign

- In order to complete all requirements in this pop up and sign, you will need a PDF document with your signature, and you will need to upload it in order to continue, by clicking the "+Upload Signed Document" link.

- Select the person who will sign from the "Authorized Representative" dropdown menu.

- Select the correct date from the Calendar Button in "Date Signed".

- Type in your name in "Print Name" and, if you wish, change the "Signature Style".

- Enter your Grants Portal Password in the box next to "Enter Password" and then Click the **Blue "Sign" Button**.

- Once you have signed, and the pop up window closes, ensure that the correct date auto filled, and then Press the **Blue "Proceed" Button.**

Submit

- Review the RPA on the screen to ensure that all the information is correct.
- When you are done, press the **Blue "Submit" Button**.

Post-Submission

- Once you have submitted your RPA, the event will show up under your "Applicant Event Profiles". To view the event click the magnifying glass.