

The logo consists of four square icons in a 2x2 grid: top-left is a black square with a white eye, top-right is a red square with a white flame, bottom-left is a blue square with a white wave, and bottom-right is a green square with a white tree.

# Grants Portal

## Public Assistance Grants Portal Introduction

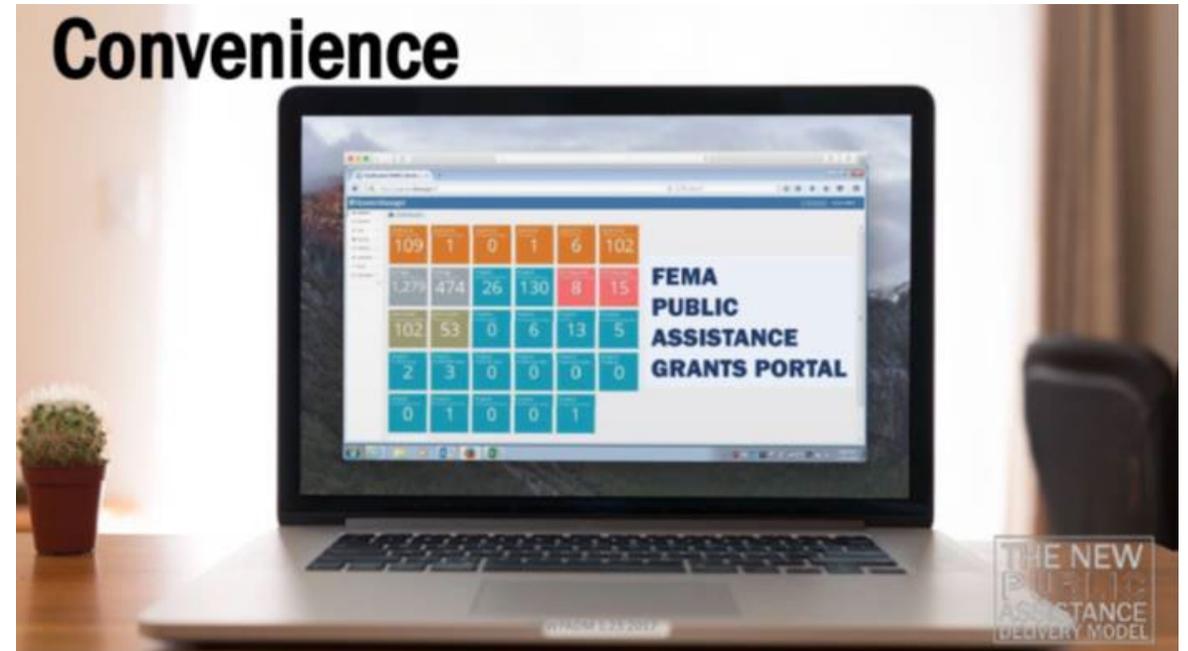


FEMA



# FEMA Grants Portal

- Developed to assist the Applicant and Recipients
- Facilitates full project visibility
- Enhances coordination and communication
- User friendly -streamlines work and workflow
- Significantly improves document collection and retention



# Applicant-Driven Process

- All correspondence from Grants Portal is delivered via email
- Applicants should regularly check the Email address provided to the Recipient
- Ensure that IT systems allow for incoming emails from **support.pagrants@fema.gov**
- Check spam/junk folder and quarantine
- Grants Portal is compatible with all internet browsers but works best in **Mozilla Firefox** and worst in **Edge**

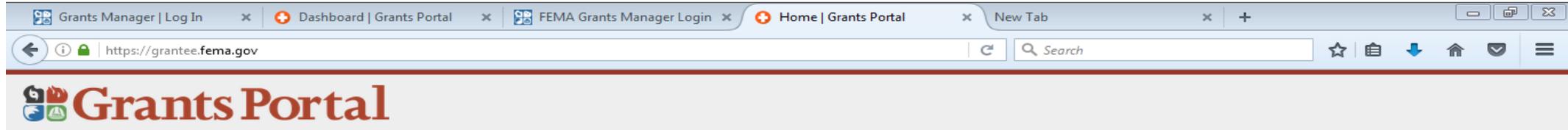
# Registering your Organization



FEMA



# The FEMA PA Grants Portal



<https://grantee.fema.gov>

# Invitation Email to the Applicant - #1 Task

**Step 1:** Open  
this email  
from  
“support”

**From:** [support.pagrants@fema.gov](mailto:support.pagrants@fema.gov)

**Date:** July 10, 2018 at 8:32:39 AM EDT

**To:** [michelleb@cityofwv.org](mailto:michelleb@cityofwv.org)

**Subject:** FEMA PA Notification - You have been invited to join the FEMA Grants Portal.

Hello Michelle,

You've been invited to join FEMA's Grants Portal for the Public Assistance program as a potential subrecipient within North Carolina Emergency Management by Ward, Tinishia . FEMA's Grant Portal is used to request assistance under the Public Assistance Program, submit documentation, and communicate with FEMA during development of your public assistance subgrants.

Please click here to fill in your organization's information and create an account:

<https://grantee.fema.gov/#organizationrequest/form/71B811B7-D39B-45B3-9D18-83B59ACF4FA7>

-FEMA PA Support Team

[FEMA-PA-Support@FEMA.DHS.Gov](mailto:FEMA-PA-Support@FEMA.DHS.Gov)

<https://grantee.fema.gov>

**Step 2:** Click  
on this link  
to start your  
registration

# My Organization - #2 Task

**My Organization Profile**  
North Carolina Emergency Management (000-U2J38-00)

DOWNLOAD EDIT ★

### General Information

STATE/TRIBE/TERRITORY	North Carolina Emergency Management	IS ACTIVE?	Yes
TYPE	State Government	FEMA PA CODE	000-U2J38-00
EIN NUMBER	30-0712287	DUNS NUMBER	078351786

Recipient Regions > [MANAGE](#)

PA Administrative Plan > [UPLOAD NEW PA ADMIN PLAN](#)

Subrecipient Organization Profiles > [MANAGE](#)

Active Invitations / Requests

Filters

RECIPIENT REGION

Search  [SHOW HIDE COLUMNS](#)

Name	Type	Recipient Region	State/Tribe/Territory	Last User Login
Aberdeen, Town of	City or Township Government		North Carolina Emergency Management	09/26/2018 04:00 PM EDT
Ahealee, Town of	City or Township Government		North Carolina Emergency Management	09/13/2018 05:02 PM EDT

**This area available to Recipient & Applicant**

# Organization Information

## Subrecipient Organization Profiles Add Subrecipient Organization

North Carolina Emergency Management (000-U2J38-00) / [Add Subrecipient Organization](#)

 CANCEL

### Let's add your organization!

Please follow along in the wizard below.

Basic Information

2 Contact Info

3 Locations

4 Facilities

5 Complete Access Request

← PREV

NEXT →

**REQUESTING ORGANIZATION** North Carolina Emergency Management

**NAME \***

**TYPE \***

**EIN NUMBER \***

**DUNS NUMBER**

# Organization Identification Numbers

- DUNS – Data Universal Numbering System Federal Award Number
  - Issued by Dun & Bradstreet
  - 9-digit numerical format: 00-000-0000 (with or without dashes)
- FIPS – Federal Information Processing Standards Applicant Identification Number
  - Issued by US Census Bureau/FEMA
  - 10-digit alphanumeric format: 000-0A0A0-00
- EIN – Employer Identification Number
  - Issued by the IRS
  - 9-digit numerical format: 00-0000000

# Enter Contact Information

1 Basic Information   2 Contact Info   3 Locations   4 Facilities   5 Complete Access Request   ← PREV   NEXT →

Primary Contact Info	Alternate Contact Info
FIRST NAME * <input type="text" value="Suzy"/>	FIRST NAME <input type="text"/>
LAST NAME * <input type="text" value="Smith"/>	LAST NAME <input type="text"/>
MIDDLE INITIAL <input type="text"/>	MIDDLE INITIAL <input type="text"/>
TITLE * <input type="text" value="Clerk"/>	TITLE <input type="text"/>
PHONE NUMBER * <input type="text" value="(555) 555-5555"/>	PHONE NUMBER <input type="text"/>
EMAIL <input type="text" value="suzy.smith@drainagedistrict.org"/>	EMAIL <input type="text"/>

Step 1: Enter Contact Information

Step 2: Click Next

# Enter Location Information

**Grants Portal**

on > **2 Contact Info** > **3 Locations** > 4 Facilities > 5 C > ← PREV **NEXT** →

Primary Location	Mailing Address <small>*Only if different</small>
ADDRESS 1 *	ADDRESS 1
ADDRESS 2	ADDRESS 2
CITY *	CITY
STATE *	STATE
ZIP CODE *	ZIP CODE
COUNTY *	COUNTY

**Step 1: Enter Primary Location Information**

**Step 2: Click Next**

# Add Applicable Counties with Facilities

Basic Information | 2 Contact Info | 3 Locations | 4 Facilities | 5 Complete Access Request

← PREV NEXT →

Select the Counties where a Facility exists

✓ MARK STATEWIDE

Search...

County
+ADD Alamance County
+ADD Alexander County
+ADD Alleghany County
+ADD Anson County
+ADD Ashe County
+ADD Avery County
+ADD Beaufort County
+ADD Bertie County
+ADD Bladen County
+ADD Brunswick County

Step 1: Click **Add** next to the County the facilities are located

Step 2: Click **Next**

Select **ALL** counties with managed facilities.

# Verify and Submit Information

Basic Information   2 Contact Info   3 Locations   4 Facilities   5 Complete Access Request   ← PREV   NEXT →

Please review the information below to ensure everything is entered correctly. Click the **Submit** button below to proceed.

Primary Contact Info		Alternate Contact Info	
FIRST NAME	Suzy	FIRST NAME	--
LAST NAME	Smith	LAST NAME	--
TITLE	Clerk	TITLE	--
PHONE NUMBER	(555) 555-5555	PHONE NUMBER	--
EMAIL	suzy.smith@drainagedistrict.org	EMAIL	--

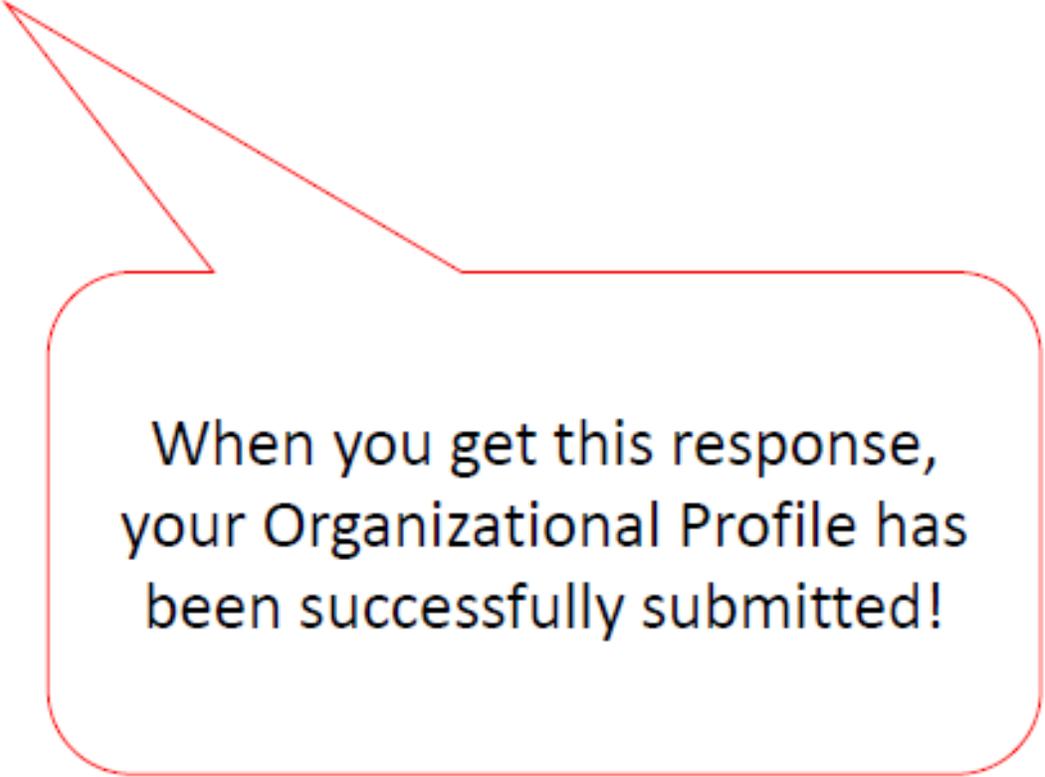
Primary Location		Mailing Address <small>*Only if different</small>	
ADDRESS 1	--	ADDRESS 1	--
ADDRESS 2	--	ADDRESS 2	--
CITY	--	CITY	--
STATE	North Carolina	STATE	North Carolina
ZIP CODE	--	ZIP CODE	--
COUNTY	--	COUNTY	--

You will have to scroll to see the submit button

# Confirmation of Submittal

Your access request has been submitted!

You will be contacted once your request has been approved.



When you get this response,  
your Organizational Profile has  
been successfully submitted!

# Email Confirmation of Submittal

**From:** [support.pagrants@fema.gov](mailto:support.pagrants@fema.gov)

**Sent:** Wednesday, February 01, 2017 2:36 PM

**Subject:** FEMA PA Notification - Workflow Initiation Receipt Org Account Request

Hello Sherry,

You have successfully initiated an Org Account Request. You will receive another notification whether the request is approved or rejected.

-FEMA PA Support Team

[FEMA-PA-Support@FEMA.DHS.Gov](mailto:FEMA-PA-Support@FEMA.DHS.Gov)

<https://pagrants.fema.gov>

- You will then receive a follow-up email (along with any personnel you added) to set up your password and a security question.

# Organization

## Manage Personnel



FEMA



# Organization Profile - Manage User Accounts

**Grants Portal**

Dashboard

My Organization  
Glenville - PDMG0009 - 4332DR  
(4332DR - 9)

## My Organization Profile Glenville - PDMG0009 - 4332DR

DOWNLOAD EDIT ☆

### General Information

STATE/TRIBE/TERRITORY	North Carolina	IS ACTIVE?	Yes
LEVEL 2	Glenville - PDMG0009 - 4332DR	FEMA PA CODE	4332DR - 9
TYPE	City or Township Government	DUNS NUMBER	TX-TRN-0009

Personnel > **MANAGE**

Locations > **MANAGE**

Counties with Facility > **MANAGE**

Insurance Profile > **UPLOAD INSURANCE DOCUMENT** **HELP**

**Step 1: Click Organization Profile**

**Step 2: Click Manage on Personnel Bar**

# Add Personnel

Portal 

 **Manage Personnel** Click **Create** + CREATE GO BACK

Q Search...  SHOW/HIDE COLUMNS

	Last Name	First Name	Middle Initial	Roles	Emails	Phones
	Bash	Baby		Account Manager Primary PA Coordinator	baby.bash@houston.gov, Work	(713) 772-5553, Work (Desk)
	Doe	Jane		Alternate PA Coordinator Authorized Representative	58720.Jane@PDMG0009.gov, Work	(555) 555-555, Work (Cell)
	Doe	John		Authorized Representative Primary PA Coordinator	59313.John@PDMG0009.gov, Work	(555) 555-555, Work (Cell)
	Leghorn	Foghorn		Organization Admin Primary PA Coordinator	foghorn.leghorn@glenville.gov, Work	
	Wayne	Burce		Account Manager Alternate PA Coordinator Personnel Manager	mohsin.raza@houston.tx.gov, Work	(832) 393-9079, Work (Desk)

# Complete Personnel Information

Assign Personnel

Organization: Glenville - PDMG0009 - 4332DR

First Name \* Wile

Last Name \* Coyote

Middle Initial E

Title \* Vice Mayor

Email \* ecoyote@glenville.gov

Confirm Email \* ecoyote@glenville.gov

Phone (512) 454-4804 x7777

Mobile Phone

Username \* ecoyote@glenville.gov

Step 1: Complete Information

Step 2: Click **Save**

SAVE CANCEL

Phones

(555) 555-555, Work (Cell)

(832) 393-9079, Work (Desk)

1 Next

# Provide Roles to Personnel

Portal Leghorn, Fogho...

## Manage Personnel + CREATE GO BACK

Search... SHOW/HIDE COLUMNS

	Last Name	First Name	Middle Initial	Roles	Emails	Phones
<a href="#">MANAGE</a>	Bash	Baby		Account Manager Primary PA Coordinator	baby.bash@houston.gov, Work	(713) 772-5553, Work (Desk)
<a href="#">MANAGE</a>	Coyote	Wile	E		ecoyote@glenville.gov, Work	(512) 454-4504 x7777, Work (Desk)
<a href="#">MANAGE</a>	Doe			Alternate PA Coordinator Authorized Representative	58726.Jane@PDMG0009.gov, Work	(555) 555-555 , Work (Cell)
<a href="#">MANAGE</a>	Doe			Authorized Representative Primary PA Coordinator	59313.John@PDMG0009.gov, Work	(555) 555-555 , Work (Cell)
<a href="#">MANAGE</a>	Leghorn	Foghorn		Organization Admin Primary PA Coordinator	foghorn.leghorn@glenville.gov, Work	
<a href="#">MANAGE</a>	Wayne	Burce		Account Manager Alternate PA Coordinator Personnel Manager	mohsin.raza@houston.tx.gov, Work	(832) 393-9079, Work (Desk)

10 Showing 1 to 6 of 6 entries Previous 1 Next

Click Manage

# Organizational Roles

Portal

Leghorn, Fogho..

## Manage Personnel

RE-SEND INVITE

EDIT

GO BACK

### General Information

**NAME** Coyote, Wile

**TITLE** Vice Mayor

**PRIMARY ORG** [Glenville - PDMG0009 - 4332DR \(4332DR - 9\)](#)

**PERSONNEL STATUS** Available

### User Information

**USERNAME** [ecoyote@glenville.gov](#) [EDIT](#)

**ACCOUNT STATUS** Active [DISABLE ACCOUNT](#)

**ACCOUNT LOCKED?** No [LOCK ACCOUNT](#)

**LAST LOGIN** --

**PASSWORD LAST SET** 10/28/2017 8:33 am

Contact Info >

MANAGE

Roles ▾

System Roles >

Organization Roles [Glenville - PDMG0009 - 4332DR \(4332DR - 9\)](#) >

MANAGE

Click Manage

# Grant/Edit Roles

The screenshot shows a user profile page for Coyote, Wile. A modal window is open for editing roles. The modal contains a list of roles with checkboxes and a 'Role Description' box. The roles are: Primary PA Coordinator (unchecked), Alternate PA Coordinator (checked), Authorized Representative (unchecked), Account Manager (unchecked), Personnel Manager (unchecked), and Organization Admin (checked). The 'Role Description' box contains the text: 'The Alternate respondent on an RPA unless changed, they are the secondary contact should there be any questions about their RPA or projects, and the primary contact can't be reached.' At the bottom of the modal are 'SAVE' and 'CANCEL' buttons. The background page shows fields for Title, Primary Org, Personnel Status, and various management links like 'Contact Info', 'Roles', 'System Roles', 'Organization Roles', 'Login History', and 'Action Log'.

Place mouse over “?” for definition of role

Step 1: Click the **Box**

Step 2: Click **Save**

# Primary PA Coordinator

## Role Description

- Primary contact on the organization's Request for Public Assistance (RPA)
- Organization's contact for projects
- Responsible for maintaining current contact information, managing projects and subordinate personnel access within their organization

## Grants Portal Functions

- Create/submit RPA
- Manage organization details
- Manage locations and counties list
- Manage documents
- Manage and edit Damage Inventory
- Create Comment
- Create and reply to Discussion

# Alternate PA Coordinator

## Role Description

- Secondary contact for the organization's RPA
- Responsible for maintaining current contact information, managing projects and subordinate personnel access within their organization in the absence, or under the direction, of the Primary PA Coordinator

## Grants Portal Functions

- Create/submit RPA
- Manage organization details
- Manage locations and counties list
- Manage documents
- Manage and edit Damage Inventory
- Create Comment

# Authorized Representative

## Role Description

- Authorized signatory authority on the RPA and responsibility for signatures throughout the entire grant process

## Grants Portal Functions

- Sign RPA
- Sign Damage Description and Dimensions (DDD)
- Sign Scope of Work (SOW) and Project Cost
- Sign Recovery Transition Meeting (RTM)

# Personnel Manager

## Role Description

- Can manage users in the organization, including creating new personnel accounts and manage roles
- Can lock/unlock organization accounts, send password resets, edit personnel records, create new personnel records etc.

## Grants Portal Functions

- Manage staff
- Send password reset
- View login history
- Lock account
- Disable account
- Edit personnel record
- Manage contact info
- Manage personnel roles
- Create new staff

# Account Manager

## Role Description

- Can update users in the organization, but cannot create new accounts or manage roles
- Can lock/unlock organization accounts, send password resets, edit personnel records, etc.

## Grants Portal Functions

- Manage staff
- Send password reset
- View login history
- Lock account
- Disable account
- Edit personnel record
- Manage contact info

# Organization Admin

## Role Description

- Primary administrator of the organization, they can do functionally **everything**, including act and administrate on behalf of their organization.

# Organization Admin

## Grants Portal Functions

- Create/submit RPA
- Edit organization details
- Manage locations and organization counties
- Manage documents
- Manage Damage Inventory
- Create Comment
- Create and reply to Discussions
- Manage staff
- Send password reset
- View login history
- Lock account
- Disable account
- Edit personnel record
- Manage contact info
- Manage personnel roles

# Organization

Facility  
Locations



FEMA



# Add Locations to Profile

The screenshot shows the Grants Portal interface. At the top left is the 'Grants Portal' logo. The top right shows the user 'Leghorn, Fogho..'. Below the logo is a navigation menu with 'Dashboard' and 'My Organization'. The main header area displays 'My Organization Profile' for 'Glenville - PDMG0009 - 4332DR', with 'DOWNLOAD', 'EDIT', and a star icon. A left sidebar contains a list of menu items: 'Organization Profile', 'Organization Personnel', 'Applicant Event Profiles', 'Projects', 'Damages', 'Work Orders', 'My Tasks', 'Calendar', 'Utilities', 'Resources', and 'Intelligence'. The main content area is titled 'General Information' and includes fields for 'STATE/TRIBE/TERRITORY' (North Carolina), 'IS ACTIVE?' (Yes), 'FEMA PA CODE', and 'DUNS NUMBER'. Below this are several expandable sections: 'Personnel', 'Locations', 'Counties with Facility', 'Insurance Profile', and 'Event PA Requests'. Each of these sections has a 'MANAGE' button. A 'HELP' button is also present near the 'Insurance Profile' section.

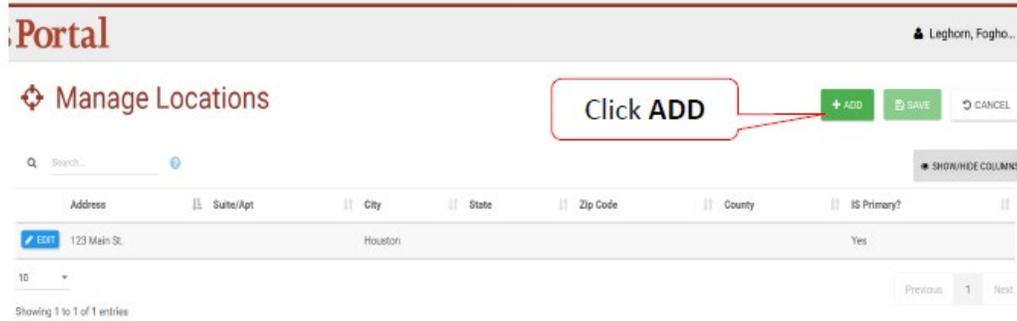
**Step 1: Click My Organization**

**Step 2: Click Organization Profile**

**Step 3: Click Manage**

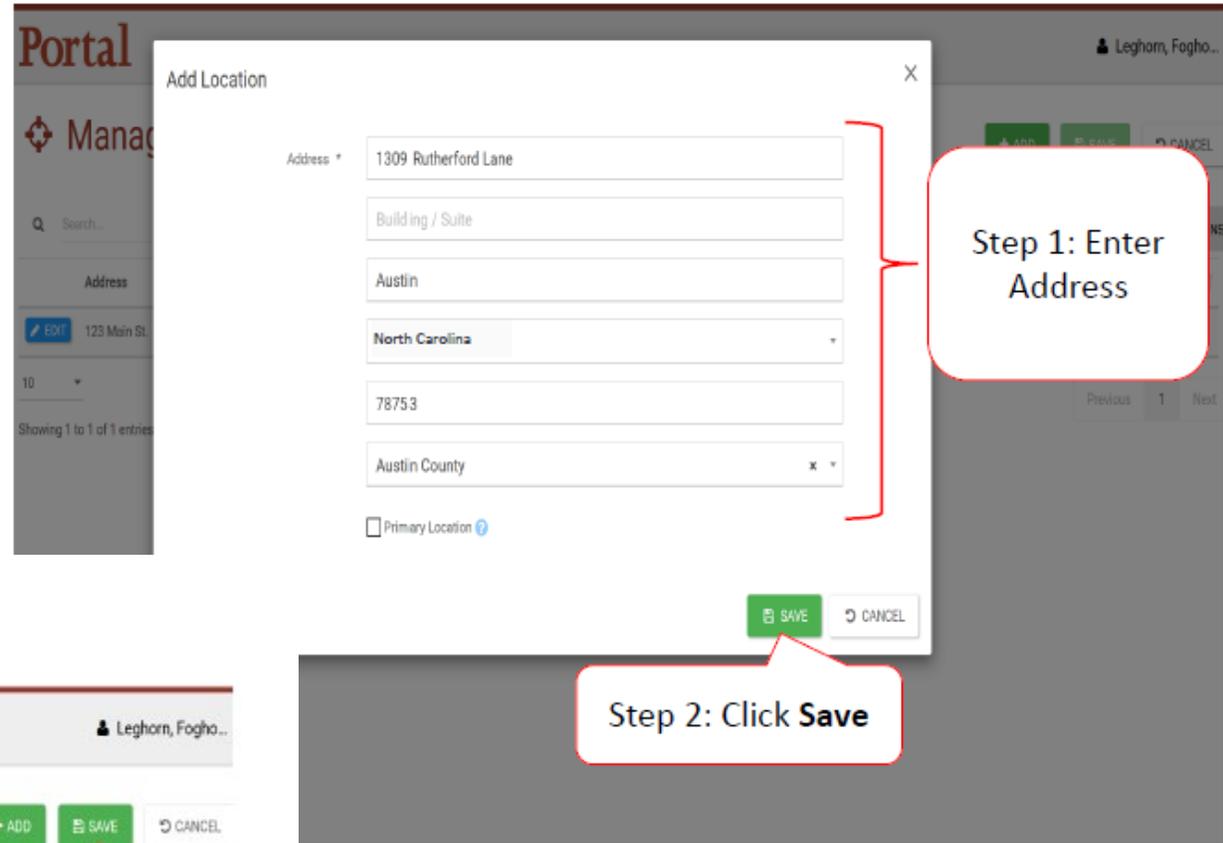
# Add Locations

1



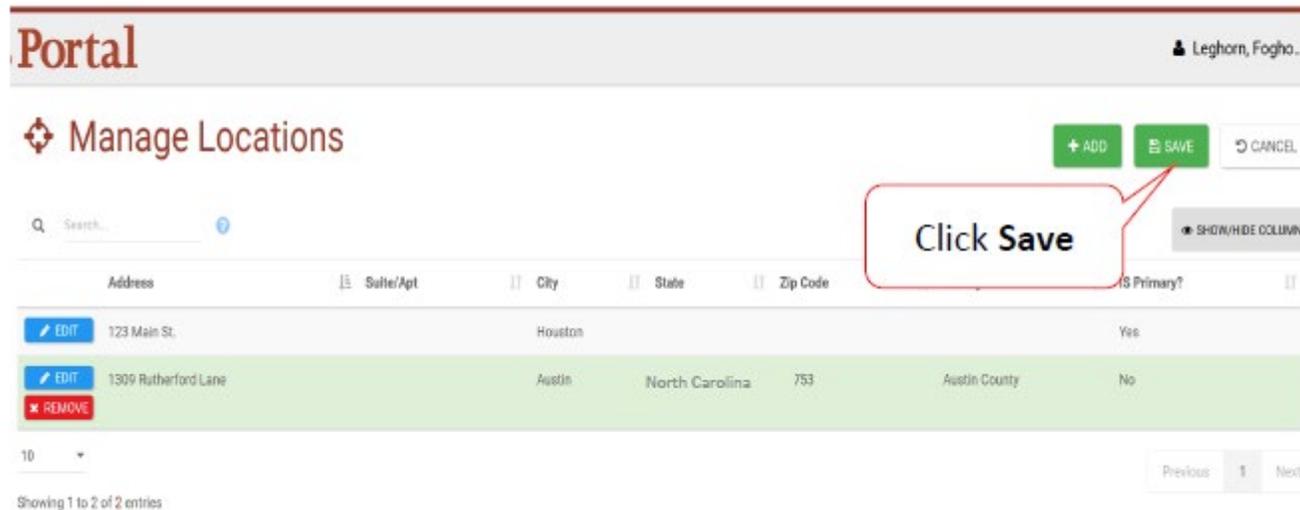
# Enter Facility Location

2



# Save Location

3



# Counties With Facility

Portal

Leghorn, Fogho...

 My Organization Profile Glenville - PDMG0009 - 4332DR

DOWNLOAD

EDIT



## General Information

STATE/TRIBE/TERRITORY North Carolina

IS ACTIVE? Yes

LEVEL 2 Glenville - PDMG0009 - 4332DR

FEMA PA CODE 4332DR - 9

TYPE City or Township Government

CUNS NUMBER TX-TRN-0009

 Personnel >

MANAGE

 Locations >

MANAGE

 Counties with Facility >

MANAGE

 Insurance Profile >

UPLOAD INSURANCE DOCUMENT

HELP

 Event PA Requests >

Click Manage

# Add Counties

Portal 👤 Leghom, Fogho..

Profile Manage Counties ✔ MARK STATEWIDE   📁 SAVE   ⌂ CANCEL

Counties

🔍 Search...

	County	
+ ADD	Anderson County	
+ ADD	Andrews County	
+ ADD	Angelina County	
+ ADD	Aransas County	
+ ADD	Archer County	
+ ADD	Armstrong County	
+ ADD	Atascosa County	
✖ REMOVE	Austin County	
+ ADD	Bailey County	
+ ADD	Bandera County	
+ ADD	Bastrop County	
+ ADD	Baylor County	
+ ADD	Bee County	

**Step 2: Click Save**

**Step 1: Click ADD**

Select ALL counties with managed facilities.

# Submit Request For Public Assistance (RPA)



FEMA



# My Organization Dashboard

Portal

🔔 1 👤 Sam, Yosemite ▾

⚠️ 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.

[Please click here to begin the RPA submission process.](#)

## 🔍 Document Help

To upload event-specific documents, go to the appropriate event PA request profile from the [Event PA Requests list](#), or [My Organization](#) for documents that are **not** specific to an event.

Alternatively, you can utilize the [Document Uploader Utility](#) to assist in uploading documents to the correct location.

## Organization

Troy, CA

---

Level: 2

Type: City or Government

FEMA PA Code:

Is PNP? No

Click hyperlink **“Please click here to begin RPA submission process”**

# Start Request Public Assistance Process

Portal

🔔 9 👤 Sam, Yosemite ▾

## ✎ Request Public Assistance

1 Start 2 General Info 3 Contacts 4 Addresses 5 Other Info 6 Submit

Welcome to the FEMA Request for Public Assistance (RPA) process. Over the next few minutes we will ask you a series of questions regarding your organization, contacts, mailing addresses, and supporting information. Once complete, you will be provided with the opportunity to review your submission and, once you are satisfied, you will then be able to directly submit your RPA to FEMA.

Following submission you will receive automatic notifications and will be able to track the progress of your RPA review. If your organization is deemed eligible for Public Assistance by FEMA, you will be automatically notified and will be able to use this system to collaborate with your FEMA partners.

Prior to starting this process, you may wish to [click here](#) to review your Organization Profile to ensure that all your information is up-to-date.

To get started, press the **Next** button at the bottom of this form.

← PREV **NEXT** → ↻ CANCEL

Click **Next**

# General Information

Portal

🔔 Sam, Yosemite ▾

## ✎ Request Public Assistance

1 Start 2 General Info 3 Contacts 4 Addresses 5 Other Info 6 Submit

Your organization may be eligible to apply for Public Assistance. Below, please indicate the Event for which you are applying for assistance and confirm your DUNS# and FEMA PA Code (i.e., FIPS Code). Also, please indicate whether you have already prepared and submitted a Preliminary Disaster Assessment (PDA). Pre-submission of a PDA is not required to be considered eligible for Public Assistance.

Applicant	Troy, City of
FEMA PA Code	--
DUNS #	938474
Event	Hurricane Florence 4393DR-NC ▾
Participated in PDA?	No ▾

← PREV **NEXT** → CANCEL

Step 1:  
Select Event

Step 2: Select  
Yes or No

Step 3:  
Click **Next**

# Primary/Alternate Contact Information

Portal

🔔 1 👤 Sam, Yosemite ▾

## ✎ Request Public Assistance

Start > 2 General Info > 3 **Contacts** > 4 Addresses > 5 Other Info > 6 Submit

Please indicate your primary and alternate contacts. These individuals will receive regular notifications and will be able to use this system to track the progress of your request as well as collaborate with your designated FEMA partners. Following submission, you will have the option of specifying additional team members. If you do not see appropriate personnel in the dropdown lists below, or if their email or phone contact information is incorrect, please [click here](#) to manage the Contacts currently assigned to your Organization Profile.

**Primary Contact**

Name	<input type="text" value="Stapleton, Maureen"/>
Title	Executive Administrative Assistant
Email	maureen.stapleton@troycity.gov
Phone	(212) 948-5755

**Alternate Contact**

Name	<input type="text" value="Choose Contact..."/>
Title	—
Email	—
Phone	—

Step 1: Select Primary Contact

Step 2: Select Alternate Contact

Step 3: Click Next

← PREV **NEXT** → ↻ CANCEL

# Verify/ Change Primary Location & Mailing Address

Portal

🔔 1 👤 Sam, Yosemite ▾

## ✎ Request Public Assistance

Start > 2 General Info > 3 Contacts > 4 Addresses > 5 Other Info > 6 Submit

Please indicate your physical and mailing addresses. These may be the same, of course. These addresses will be used for meeting scheduling and for sending formal correspondence. Following submission, you will have the option of modifying these addresses. If you do not see appropriate addresses in the dropdown lists below, or if they are incorrect, please [click here](#) to manage the Locations currently assigned to your Organization Profile.

**Primary Location** CHANGE

Address 3857 Old Bloomingdale  
City Troy  
State North Carolina  
Zip 21038  
County San Miguel County

**Mailing Address** CHANGE

Address 3857 Old Bloomingdale  
City Troy  
State North Carolina  
Zip 21038  
County San Miguel County

← PREV **NEXT** → CANCEL

**Step 1: Verify Primary Location or Click Change**

**Step 2: Verify Mailing Address or Click Change**

**Step 3: Click Next**

# Other Information/Comments

Portal

🔔 2 👤 Sam, Yosemite ▾

## ✎ Request Public Assistance

Start > 2 General Info > 3 Contacts > 4 Addresses > 5 Other Info > 6 Submit

Please use the area below if you would like to provide any additional information; for instance, you may provide a brief narrative describing why your organization is requesting assistance. This is optional, and you may press next at the bottom of the form to skip this step.

Comments

Limit 500 characters

← PREV **NEXT** → ↻ CANCEL

**Step 1: Enter Additional information/ Comments**

**Step 2: Click Next**

# Review Request

## Portal

### Request Public Assistance

Start 2 General Info 3 Contacts 4 Addresses 5 Other Info 6 Submit

Please ensure all information listed below is accurate before clicking the Submit button at the bottom of this form. By clicking the Submit button, a notification will be sent to FEMA of your organizations desire to receive Public Assistance. In addition, your designated primary and alternate contacts will receive a confirmation. Following submission, you will receive additional guidance describing the FEMA Public Assistance process.

**General Info**

Applicant	Troy, City of
Event	Hurricane Florence 4393DR-NC
Participated in PDA?	No

**Primary Contact**

Name	Stapleton, Maureen
Title	Executive Administrative Assistant
Email	maureen.stapleton@troycity.gov
Phone	(212) 948-5755

**Primary Location**

Address	3857 Old Bloomingdale
City	Troy
State	North Carolina
Zip	21928
County	San Miguel County

**Mailing Address**

Address	3857 Old Bloomingdale
City	Troy
State	North Carolina
Zip	21928
County	San Miguel County

**Other Info**

Comments	—
----------	---

Step 1: Review Information

Step 2: Click Submit

PREV SUBMIT ✓ CANCEL

# Congratulations Screen

The screenshot shows the Grants Portal interface. At the top left is the 'Grants Portal' logo. Below it is a navigation menu with 'Dashboard' and 'My Organization' (with a sub-menu arrow). The 'My Organization' sub-menu is open, listing: Organization Profile, Organization Personnel, Applicant Event Profiles, Projects, Damages, Work Orders, My Tasks, Calendar, Utilities, Resources, and Intelligence. The main content area is titled 'Request Public Assistance' and contains a congratulatory message.

**Grants Portal**

Dashboard

My Organization 

Genette - PDMG00029 - 433229  
(433229 - 6)

Organization Profile

Organization Personnel

Applicant Event Profiles

Projects

Damages

Work Orders

My Tasks 

Calendar

Utilities 

Resources

Intelligence 

## Request Public Assistance

**Congratulations!** Your Request for Public Assistance has been successfully processed and has been submitted to your Recipient Organization for review. Once reviewed by your Recipient Organization it will then be submitted onward to be processed by FEMA.

Over the next several days you will receive additional information on the status of your Request for Public Assistance eligibility review. If your organization is deemed eligible for Public Assistance, you will be assigned a Program Delivery Manager (PDMG) who will serve as your single point of contact for FEMA's Public Assistance program. The PDMG will call you to briefly discuss your disaster damages and set up a face-to-face meeting called the Recovery Scoping Meeting. This meeting is designed to discuss in detail your damages and documentation needed to support your claim.

In preparation for the call with the PDMG, please develop a list of damages your organization has sustained from the event and enter them on the **Event PA Requests Profile accessible here**. Your PDMG will discuss this list with you during the call and emphasize the development of your Damage Inventory using the PA Grants Portal.

Thank you for your submission, and we look forward to working with you and your organization.

# For Private Non-Profits Only

You will have an additional page prior to submission regarding PNP Status and documentation.

The Documents you will need:

1. Insurance Information
2. Proof of Ownership
3. Proof of Legal Responsibility
4. Charter or By-laws
5. Accreditation (if an educational facility)
6. Tax Exempt Status (State or Federal)

You will need all of these documents to submit the RPA. The RPA must be submitted in one sitting.

Attaching Documents will require you to edit them and give them a Category

## Request Public Assistance

The screenshot shows a web form titled "Request Public Assistance" with a progress bar at the top indicating steps: 1. Contacts, 2. Addresses, 3. PNP Info (current), 4. Justification, 5. Other Info, and 6. Submit. The form contains several text input fields and radio button options. The "Name of the damaged facility and location" field contains "St. Peter Church". The "What was the primary purpose of the damaged facility?" field contains "Public religious facility". The "Is the facility a critical facility as described above?" field has "No" selected. The "Who may use the facility?" field contains "Open to the Public". The "Is there a fee to use the facility?" field has "No" selected. The "Was the facility in use at the time of the disaster?" field has "Yes" selected. The "Did the facility sustain damage as a direct result of the disaster?" field has "Yes" selected. The "What type of assistance is being requested?" field contains "Public Assistance". The "Does the PNP organization own the facility?" field has "Yes" selected. The "Does the PNP organization have the legal responsibility to repair the facility?" field has "Yes" selected. The "Is the facility insured?" field has "Yes" selected. The "Additional information or comments" field is empty. At the bottom, there are three sections for "Additional Documentation": "Please provide valid Charter and/or By-Laws" with a blue link "Attach Charter and/or By-Laws"; "Please provide valid Accreditation" with a blue link "Attach Accreditation"; and "Please provide valid Tax Exemption Certificate" with a blue link "Attach Tax Exemption Certificate". At the very bottom, there are navigation buttons: "PREV", "NEXT", and "CANCEL".

Step 1: Enter and answer questions

Step 2: Click the blue items to attach required document

Step 3: Click Next

# Grants Portal Help



FEMA



# User Manual

**Step 1: Click Resources**

**Step 2: Expand Job Aids and Guides**

**Step 3: Click Grants Portal Applicant User Manual**

Dashboard

My Organization  
Gateway City (111-12845-88)

Organization Profile

Organization Personnel

Applicant Event Profiles

Projects

Damages

Work Orders

My Tasks

Calendar

Utilities

**Resources**

Intelligence

Resources

Position Assistants >

Job Aids and Guides ▾

[Damage Inventory Job Aid](#)

Damage Inventory Job Aid

Document Last Updated: September 20th, 2018 5:06 PM AST

[Grants Portal Applicant User Manual](#)

Grants Portal Manual for Applicants

Document Last Updated: September 20th, 2018 5:06 PM AST

[Grants Portal Recipient Manual](#)

Grants Portal Manual for Recipients

Document Last Updated: September 20th, 2018 5:06 PM AST

[PA FACT Sheet Insurance](#)

PA FACT Sheet Insurance

Document Last Updated: September 20th, 2018 5:06 PM AST

# User Manual

The screenshot shows a web application interface. On the left is a navigation sidebar with a dark background and white text. The top of the sidebar has a red header with the word "Resources" in white. Below this, several menu items are listed: "Organization Profile", "Organization Personnel", "Applicant Event Profiles", "Projects", "Damages", "Work Orders", "My Tasks", "Calendar", "Utilities", "Resources", and "Intelligence". The main content area has a light gray background. At the top, there's a "Resources" header with a plus icon. Below it, a "Position Assists" section is visible. The main section is titled "Job Aids and Guides" and contains a list of documents. The second document in the list is "Grants Portal Applicant User Manual", which is highlighted. A modal dialog box is open over this document. The dialog has a title bar that says "Opening Grants Portal Applicant User Manual.pdf". The main text of the dialog says "You have chosen to open:" followed by a PDF icon and the filename "Grants Portal Applicant User Manual.pdf". Below this, it says "which is: Adobe Acrobat Document (17.6 MB)" and "from: https://grantsportal-demo-site.azurewebsites.net". There is a section titled "What should Firefox do with this file?" with three options: "Open with" (set to "Adobe Acrobat DC (default)"), "Save File" (which is selected with a radio button), and "Do this automatically for files like this from now on." (which is unchecked). At the bottom right of the dialog are "OK" and "Cancel" buttons. A red callout box with a white background and a red border points to the "Save File" option and the "OK" button. The text inside the callout box reads "Step 4: Save File and Click Ok".

Dashboard

My Organization  
Gateway City (111-12345-32)

Organization Profile

Organization Personnel

Applicant Event Profiles

Projects

Damages

Work Orders

My Tasks

Calendar

Utilities

Resources

Intelligence

Resources

Position Assists >

Job Aids and Guides ▾

Damage Inventory Job Aid

Damage Inventory Job Aid

Document Last Updated: September 20th, 2018 5:06 PM AST

Grants Portal Applicant User Manual

Grants Portal Manual for Applicants

Document Last Updated: September 20th, 2018 5:06 PM AST

Grants Portal Recipient Manual

Grants Portal Manual for Recipients

Document Last Updated: September 20th, 2018 5:06 PM AST

Site Inspection Photo Template

Photo template

Document Last Updated: September 20th, 2018 5:06 PM AST

PA FACT Sheet Insurance

PA FACT Sheet Insurance

Document Last Updated: September 20th, 2018 5:06 PM AST

Exploratory Call Guide

Exploratory Call Guide

Document Last Updated: September 20th, 2018 5:06 PM AST

Opening Grants Portal Applicant User Manual.pdf

You have chosen to open:

Grants Portal Applicant User Manual.pdf

which is: Adobe Acrobat Document (17.6 MB)

from: https://grantsportal-demo-site.azurewebsites.net

What should Firefox do with this file?

Open with Adobe Acrobat DC (default)

Save File

Do this automatically for files like this from now on.

OK Cancel

Step 4: Save File and Click Ok

# Locate Help Information

Portal



Leghorn, Foghor...



My Organization Profile Glennville - PDMG0009 - 4332DR

DOWNLOAD

Sign Out

My Profile

Feedback

Help

About

Release Notes

## General Information

STATE/TRIBE/TERRITORY [North Carolina](#)

LEVEL 2 Glennville - PDMG0009 - 4332DR

TYPE City or Township Government

RECIPIENT REGION Region 4

Click on Name and  
Select **Help**

Personnel >

MANAGE

Locations >

MANAGE

Counties with Facility >

MANAGE

Insurance Profile >

UPLOAD INSURANCE DOCUMENT

HELP

Event FA Requests >

# Locate Help Information

The screenshot shows a web portal interface. At the top left, the word "Portal" is displayed in a large, dark font. Below it, there is a navigation menu with "My Organization" and a building icon. On the right side of the header, there is a user profile for "Leghorn, Fogh" and a notification bell icon. The main content area is partially obscured by a white modal window titled "Help with Grants Portal". This modal contains the following text: "Call Support", "(866) 337-8448", "Email Support", and "FEMA-PA-Grants@fema.dhs.gov". At the bottom of the modal, there are two buttons: "REQUEST ASSISTANCE FOR CURRENT PAGE" (highlighted in blue) and "CLOSE". A red speech bubble points to the "REQUEST ASSISTANCE FOR CURRENT PAGE" button with the text "Click Request Assistance for Current Page". Another red speech bubble points to the "Call Support" section of the modal with the text "Live Phone Support". The background of the portal shows a list of items with columns for "LEVEL 2", "TYPE", and "RECIPIENT REGION". Below the list, there are several menu items: "Personnel", "Locations", "Counties with Facility", "Insurance Profile", and "Event PA Requests". Each of these items has a "MANAGE" button next to it. At the bottom right of the page, there are buttons for "UPLOAD INSURANCE DOCUMENT" and "HELP".

Portal

My Organization

Help with Grants Portal

Call Support

(866) 337-8448

Email Support

FEMA-PA-Grants@fema.dhs.gov

REQUEST ASSISTANCE FOR CURRENT PAGE

CLOSE

Live Phone Support

Click Request Assistance for Current Page

PERSONNEL IS ACTIVE? Yes

PA CODE 4332DR - 9

IS NUMBER TX-TRN-0009

LEVEL 2 Glenvil

TYPE City or

RECIPIENT REGION Region 7

Personnel >

Locations >

Counties with Facility >

Insurance Profile >

Event PA Requests >

MANAGE

MANAGE

MANAGE

UPLOAD INSURANCE DOCUMENT

HELP

# Grants Portal Hotline for Assistance:

**(866) 337-8448**



FEMA

