The FEMA PA Grants Portal

The PA Grants Portal will help you to access and communicate with FEMA regarding your Public Assistance Projects. This is a quick guide to what the various areas of the dashboard do:

**Organization Profile:** Use this area to update information on your organization; including:
- Managing who in your organization has new access (including creating new users)
- Updating the list of counties you have facilities in

**Event PA Requests:** Use this area to review your Requests for Public Assistance (RPA); including:
- Check the status of your RPA
- Update or your Damage Inventory for an event
- Find FEMA Contact information for that event

**Projects:** Use this area to review all of your FEMA projects and their current status; including:
- You can use the filters at the top to show only projects for a specific event or their current status
- If you have documents you need to upload for a project you can do that here, just choose the project and then go to documents

**Damages:** Use this area to review all of the Damage Sites you have reported to FEMA; including:
- You can add new damage sites by updating your damage inventory in the Event PA Requests area
- If you have documents you need to upload for a damage site you can do that here, just choose the damage site and then go to documents. Once a damage site has been added to a project, any documents you upload here will automatically be added to the project.

**Tasks:** Use this area to view items that are awaiting your attention; including:
- Review the Damage Description and Dimensions for Projects after Site Inspections pending your approval
- Review the final Project Worksheet, Scope of Work, Cost Estimate, and Conditions pending your approval
- Review pending Requests for Information (RFIs) from FEMA on your projects

**RFIs:** Use this area to view all of the Requests for Information (RFIs), including both pending and complete requests

**Document Uploader:** Use this utility to upload documents at any level. It will walk you through uploading the document to the correct location. Make sure to provide a short but clear description of the document, and choose the category or categories that best describe it.
- *Organization Profile:* This is a general repository for documents that apply to your organization as a whole that you want to access across multiple disaster events.
- *Event Profile:* This is a repository for event specific documents that apply to multiple, such as your current insurance policy, procurement policy, and payroll policy
- *Project:* Upload project specific documents here
- *Damage:* Upload damage site specific documents here. When the damage site is added to a project, any documents you upload here will automatically be added to the project.
Submitting an RPA

If there is a Presidentially Declared Disaster with an open RPA Application period that affects your state and county, when you login a yellow box will atomically appear at the top of your dashboard. Press the “Please click here to begin the RPA submission Process” to start.

START: The first screen explains the RPA process, press next to start.
GENERAL INFO: Make sure you have the correct event selected, and indicated whether or participated in the PDAs.

CONTACTS: Choose your primary and alternate contacts for this event. The system will automatically pull the contact information from your organization profile. If you need to add a new contact, or update someone’s contact information, you can do so in the users section of the organization profile.
ADDRESSES: Make sure your primary location and mailing address are correct. The system will automatically pull the address for the locations you have added to your organization profile. If you need to add a new address, you can do so in the locations section of your organization profile.

OTHER INFO: Add any additional comments you would like to convey to the recipient (State/Territory/Tribal government) or FEMA
SUBMIT: Confirm your information and press submit. Your RPA will be sent to the Recipient (State/Territory/Tribal government) for review, and then to FEMA for final approval. You will receive a notification when your RPA has been approved, you can check on its status by going to “Event PA Requests” in your navigation bar on the left hand side.
Adding New Users

Click on “Organization Profile”

Next to Personnel, Click “Manage”
Click “Create”

Enter the information and assign a temporary password (the new user will be required to change their password after their first login), and press Save.
Find the user in the list and Press “Roles”

Assign the roles you would like the new user to have.

Primary PA Coordinator: This person should be the person with signature authority for your organization. Can update the damage inventory, sign Damage Description and Dimensions (DDDs), and sign Final Project Scope of Works (SOWs) and Costs

Secondary PA Coordinator: Can perform all the same tasks as the Primary PA Coordinator (Backup)

Account Manager:

Personnel Manager: Can add new users, unlock accounts, adjust roles, and change passwords for other users within your organization.

Organization Admin: Can perform all tasks on behalf of the organization
Manage Existing Users (unlock account, reset password, change roles)

Click on “Organization Profile”

Next to Personnel, Click “Manage”

Press Account Info to unlock an account or change the user’s password to a temporary password. If you change a user’s password, they will be required to change it after their next login.

Press Contact Info to update a user’s phone number or email

Press Roles to update a user’s roles. See the Adding New Users section above for the list of roles.
Uploading Documents

The easiest way to upload a document is to use the Document Uploader Wizard.

Click “Utilities” and then “Document Uploader”

Select the Event (Disaster) that you are uploading documents for. If you are unsure of which event ask your PDMG.

Then choose either the Project or the Damage you would like to upload the document to. If you upload a document to a damage site, it will automatically be added to the project as well. A green arrow will display where the document will be uploaded.

Organization: This is for non-event specific documentation.

Event Profile: This is for documents which apply to all of your projects and/or damages, such as an insurance policy.

Project/Damage: Most documents should be uploaded to either the project or damage level. For example, invoices for debris removal, should be uploaded to your debris removal project or damage.

The difference between the Project and Damage: You will start off with just damages, these are the items that you identified in you damage inventory. As you work with your PDMG, together you will group these damage line items together into projects. Any data that is added to the damage will automatically be included in the project when they are grouped.
Press select documents to upload your document

Add a description to explain what the document is

And choose one or more categories to assist FEMA in quickly identifying your document. You can use the Category filter to reduce the number of categories shown.