

# Process for Organizational Account Creation and Request for Public Assistance (RPA) in Grants Portal

This Quick Guide provides the steps an Applicant must take to create a Grants Portal user account and submit an RPA.

- 1. Potential Applicants interested in participation in the Public Assistance Program should initiate the process by reaching out to their Local Emergency Management Department or State Emergency Management representative.**

**Grants Portal**  
System used by State/Local/Tribal/Territorial governments and eligible non-profit organizations to manage PA grant applications.

- 2. Upon receipt of interest from an organization, the Recipient (State) will reach out to the potential Applicant to obtain the following information:**
  - *Applicant Name*
  - *County*
  - *FEMA PA Code*
  - *EIN Number*
  - *DUNS Number*
  - *Org Type*
  - *Primary/Alternate Contact (Name, Title, Phone, Email)*
  - *Physical/Mailing (Address, City, State, Zip)*
  - *Damaged Facility Information (Name, Location, Primary Purpose, Critical (Y/N), Facility Fee (Y/N), In Use (Y/N), Damaged (Y/N), Owned/Legally Responsibility of Applicant (Y/N), Insured (Y/N), Additional Comments)*
- 3. After all necessary information has been collected, the Recipient will create an account for the Applicant in Grants Portal and submit a Request for Public Assistance (RPA) on their behalf.**
- 4. The Recipient's set-up actions will prompt a system-generated email to the Applicant with a username and temporary password. The Applicant will use this to log-in to Grants Portal for the first time. The user will then be prompted to set up a permanent password for their account.**

*Navigation: Follow instructions and links provided by email*

- 5. With a valid username and password, the Applicant now has access to Grants Portal and the ability to view RPA status.**

The *Quick Guide* series is a set of documents that explain the roles and responsibilities of Recipients and Applicants in key steps in FEMA's Public Assistance Program delivery process. The Public Assistance Program provides Federal grant funding to help communities quickly respond to and recover from major disasters or emergencies declared by the president. Read more about Public Assistance Program delivery in other Quick Guides, the [Public Assistance Program and Policy Guide](#), and resources available on [Grants Portal](#).