

Submitting RPA in the Grants Portal

The screenshot shows the Grants Portal interface. At the top left is the logo with the text "Grants Portal". At the top right is a "? Help" link. A yellow warning box contains the following text: "With the new fiscal year, the financial system has been seeing larger than normal volumes of requests. This is resulting in longer than usual processing times when obligating funds. If your request times out, do not initiate an additional obligation request as this can lead to duplicative obligations." Below this is a warning icon and the text: "The Public Assistance Grants Manager and Grants Portal Hotline will be open on Saturday, 10/5/2024 from 8:00am-6:00pm ET to support efforts related to Hurricane Helene. Thank you." The main section is titled "Sign in to Your Account" with a key icon. It includes fields for "USERNAME" (with a "Forgot your username?" link) and "PASSWORD" (with a "Forgot your password?" link). A blue "SIGN IN" button is below the fields. A link "Register Your Organization for Public Assistance" is at the bottom of the sign-in section. Red annotations include a box on the left: "If you have an existing or previous Grants Portal account, please use your previous login credentials to access the system" with an arrow pointing to the login fields. Another box on the right: "Sign in" with an arrow pointing to the "SIGN IN" button. A third box at the bottom: "If you're a new user, please register by clicking here" with an arrow pointing to the registration link.

Grants Portal ? Help

With the new fiscal year, the financial system has been seeing larger than normal volumes of requests. This is resulting in longer than usual processing times when obligating funds. If your request times out, do not initiate an additional obligation request as this can lead to duplicative obligations.

The Public Assistance Grants Manager and Grants Portal Hotline will be open on Saturday, 10/5/2024 from 8:00am-6:00pm ET to support efforts related to Hurricane Helene. Thank you.

Sign in to Your Account

USERNAME [Forgot your username?](#)

PASSWORD [Forgot your password?](#)

SIGN IN

[Register Your Organization for Public Assistance](#)

If you have an existing or previous Grants Portal account, please use your previous login credentials to access the system

Sign in

If you're a new user, please register by clicking here



- Dashboard
- Change Organization
- My Organization
City of Whitmond for GP-R00207
(GP-R00207)
- Organization Profile
- Organization Personnel
- Applicant Event Profiles
- Exploratory Calls
- Recovery Scoping Meetings
- Projects
- Damages
- Work Order Requests
- Work Orders

⚠ 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.

[Click here to submit a RPA for your organization.](#)

i Your dashboard has no tiles!

The **Dashboard** is a great place to put the Grants Portal data that you care about the most.

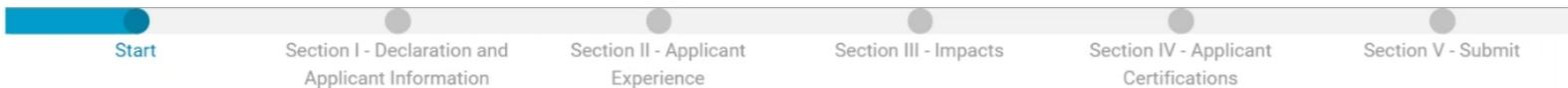
The Dashboard is made up of tiles that display the most *important* info about a particular item or set of items in the system.

Any time you find data that you want to keep track of, click "☆" at the top of the page or section - a tile will be created for that particular data.



- Profile
- Personnel
- Events
- Applicant Event Profiles
- Exploratory Calls
- Recovery Scoping Meetings
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Request Public Assistance



Start

Paperwork Burden Disclosure Notice

Public reporting burden for this data collection is estimated to average 5 minutes per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. This collection of information is required to obtain or retain benefits. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to:

Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency,
500 C Street, SW.,
Washington, DC 20472,
Paperwork Reduction Project (1660-0017)

NOTE: Do not send your completed form to this address.

Privacy Act Statement

Review Disclosure notice, Privacy Statement, & then select "Proceed" to Continue to Section I



Request Public Assistance



- Profile
- Personnel
- Events
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Section I Instructions

Your organization or one of your subordinate organizations may be eligible to apply for Public Assistance. Below, please indicate the Event for which you are applying for assistance, select the organization applying for assistance, and confirm the organization's unique entity identifier (UEI) and FEMA PA Code (i.e., FIPS Code).

Section I - Declaration and Applicant Information

General Info

Organization	Virginia Department of Emergency Management (000-U7YXQ-00)
FEMA PA Code	000-U7YXQ-00
Unique Entity ID	F2G3FMDN23M4

Scroll to fill out relevant information



Request Public Assistance

- My Organization
Virginia Department of Emergency Management (000-U7YXQ-00)
- Profile
- Personnel
- Events
- Applicant Event Profiles
- Exploratory Calls
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- Work Orders
- Projects

Event Selection

4831DR-VA (4831DR)

Select DR4831

Primary Address

Address 9711 Farrar Court

Suite 200
North Chesterfield, Virginia 23236

County Chesterfield County

Mailing Address

Address (Same as Primary Address)

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PROCEED >

Select "Proceed" to continue to Section II



Request Public Assistance



Section II Instructions
Please provide information about the Applicant's level of experience with the Public Assistance program.

Section II - Applicant Experience

What is the Applicant's experience and level of support needed with the Public Assistance application process?

- *
 - Unfamiliar, and likely to need dedicated, in-person support navigating the process.
 - Unfamiliar, but likely to be comfortable with limited or remote support navigating the process.
 - Familiar, but likely to need dedicated, in-person support navigating the process.
 - Familiar, and likely to be comfortable with limited or remote support navigating the process.

Complete the necessary fields & then select "Proceed" to continue to Section III



Request Public Assistance

Progress bar with steps: Start, Section I - Declaration and Applicant Information, Section II - Applicant Experience, Section III - Impacts, Section IV - Applicant Certifications, Section V - Submit

Section III Instructions
Please provide information about the Applicant's incident-related impacts from 4831DR

Section III - Impacts

1. Does the Applicant have any of the following incident-related impacts? *
- Debris **i**
 - Emergency Response/Protective Measures **i**
 - Infrastructure Damage

Complete the necessary fields

2. What is the total approximate cost to address incident-related impacts? * [\(More Info \)](#)



Request Public Assistance

My Organization
Virginia Department of Emergency Management (000-U7YXQ-00)

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- Less than \$1,062,900
- \$1,062,900 or more

3. What is the approximate total number of facilities with incident-related impacts? *

4. What is the status of all work to address incident-related impacts? *
- Work is completed and costs are documented.
 - Work is completed and costs are not documented.
 - Work has started.
 - Work has not started.

5. Does the Applicant have any impacts that are of such severity that require immediate attention or federal support? *
- Yes
 - No

Complete the necessary fields



Request Public Assistance

My Organization
Virginia Department of Emergency Management (000-U7YXQ-00)

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- Work has started.
- Work has not started.

5. Does the Applicant have any impacts that are of such severity that require immediate attention or federal support? *

- Yes
- No

6. Did an Applicant representative attend an Applicant Briefing? * 

- Yes
- No

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Select "Proceed" to continue to Section IV



Request Public Assistance

Section IV Instructions
Please provide contact information for the contract personnel authorized to make binding decisions on behalf of the entity.

Section IV - Applicant Certifications

Primary Contact *

Name	Choose Contact...
Title	--
Email	--
Phone	--

Complete the necessary fields



Request Public Assistance

General Certification

I certify that I have reviewed the following information regarding requirements to receive Public Assistance: *Please initial next to each statement*

Initial for each section

- Applicants should document damages with photos and track all resources used at the site including dates and quantities.
- Applicants must comply with the applicable codes, specifications and standards requirements when restoring infrastructure.
- In accordance with the [Public Assistance Program and Policy Guide](#), the Applicant must comply with applicable federal, state, and local laws must provide all documentation requested to allow FEMA to ensure project applications comply with federal Environmental and Historic Preservation (EHP) laws, implementing regulations, and Executive Orders; and must comply with any EHP compliance conditions placed on all grants.
- 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

Date will automatically be filled when electronic signature is submitted

Select "Click to Sign" to give an electronic signature



Grants Portal

Dashboard

Change Organization

My Organization

Virginia Department of Emergency Management (000-U7YXQ-00)

Profile

Personnel

Events

Applicant Event Profiles

Exploratory Calls

Recovery Scoping

Meetings

Damages

Work Order Requests

Work Orders

Projects

Record General Certification Signature

Print Name *

Signature Style * Allura

Example: allura

Enter Password *

SIGN CANCEL

Your password is your GrantsPortal password

Select "Sign" to submit electronic signature

placed on all grants.

rep Applicants that utilize contractors for work conducted with FEMA PA f

detailed in 2 CFR § 200.318-326

Authorized Representative

CLICK TO SIGN

Date Signed



Request Public Assistance

I certify that I have reviewed the following information regarding requirements to receive Public Assistance: *Please initial next to each statement*

- SIG Applicants should document damages with photos and track all resources used at the site including dates and quantities.
- SIG Applicants must comply with the applicable codes, specifications and standards requirements when restoring infrastructure.
- SIG In accordance with the [Public Assistance Program and Policy Guide](#), the Applicant must comply with applicable federal, state, and local laws must provide all documentation requested to allow FEMA to ensure project applications comply with federal Environmental and Historic Preservation (EHP) laws, implementing regulations, and Executive Orders; and must comply with any EHP compliance conditions placed on all grants.
- SIG 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 Date Signed

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PROCEED >

Select "Proceed" to continue to Section V



Dashboard

Change Organization

My Organization

Virginia Department of Emergency Management (000-U7YXQ-00)

Request Public Assistance

Start	Section I - Declaration and Applicant Information	Section II - Applicant Experience	Section III - Impacts	Section IV - Applicant Certifications	Section V - Submit
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Section V - Submit

Applicant Information

Organization	Virginia Department of Emergency Management (000-U7YXQ-00)
FEMA PA Code	000-U7YXQ-00
DUNS #	809740020
Unique Entity ID (UEI)	F2G3FMDN23M4
Event	4831DR-VA (4831DR)

Double-check your entries for accuracy, then click 'Submit' to complete your form.



- Dashboard
- Change Organization

Request Public Assistance

My Organization
Virginia Department of Emergency Management (000-U7YXQ-00)

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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 receive information on how to submit a project application.

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

Congratulations! Your RPA Submission is Complete!

