Submitting Request for Public Assistance for DR 4516 COVID-19 in the Grants Portal

This Quick Reference Guide (QRG) explains the steps an Applicant must take when submitting Requests for Public Assistance (RPA) in the FEMA Grants Portal. RPAs submitted by the Applicant will follow the standard review processes by the Recipient and FEMA. The Applicant will be able to view their RPA status in Grants Portal.

Definitions

For the purposes of this process, the following definitions will apply.

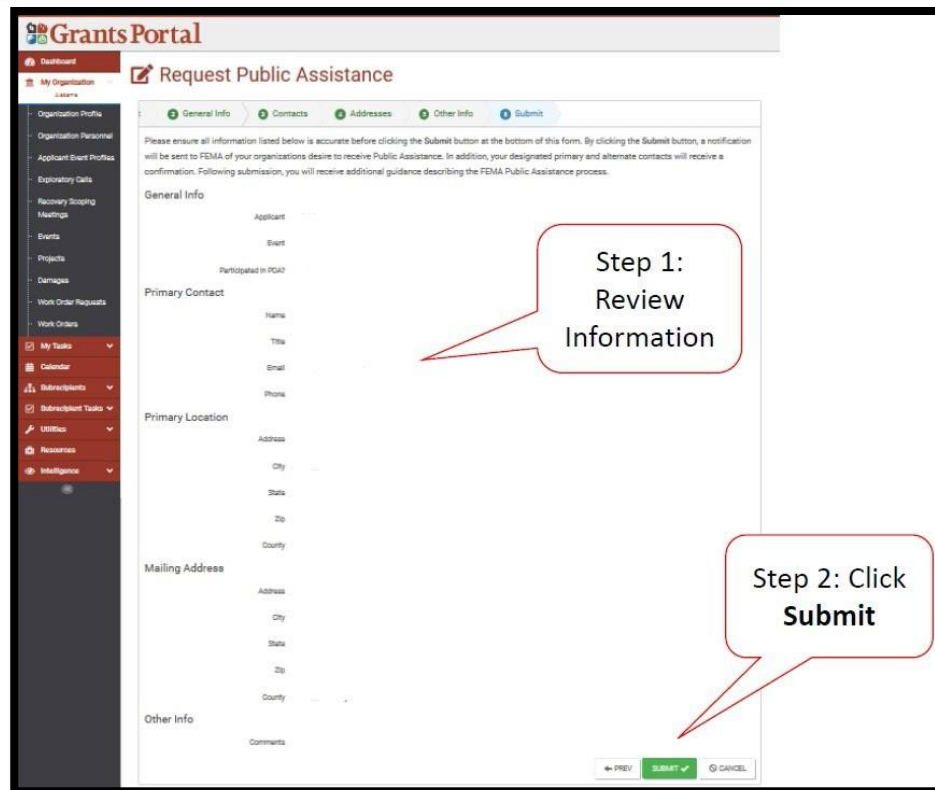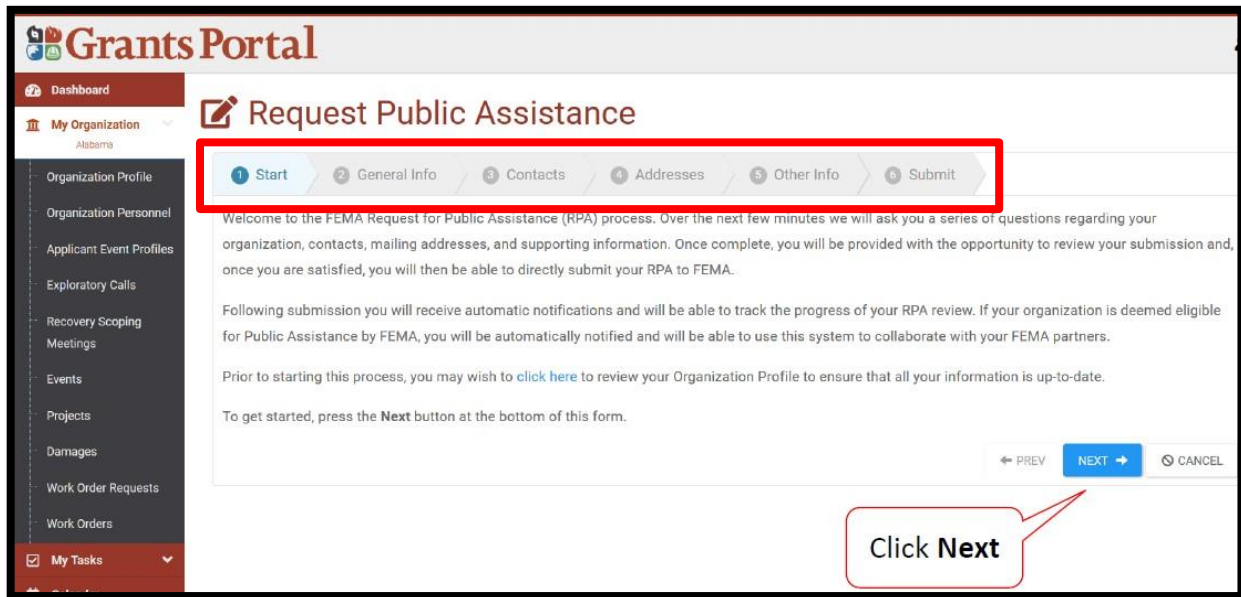| Recipient	Applicant	Grants Portal
The State of New Hampshire: Administers the Public Assistance Federal Award	State, local, or territorial governments or private non-profit entity that submits a request for assistance under a federal disaster	The online system used by Recipients and Applicants to manage Public Assistance grant applications.

Log Into the Grants Portal

- An Applicant with an existing account can submit an RPA Directly through Grants Portal https://grantee.fema.gov/
- Log into Grants Portal. Use your email address as your User Name.

- **If your organization does not already have a Grants Portal account/if you are unable to log in, DO NOT CREATE A NEW ACCOUNT.**
  - o For assistance with portal access:
    - ▪ NH County and Local Governments – Call 603-223-3663
    - ▪ State Government Entities, Educational Facilities, and Private Non-Profits – Email NHPA@dos.nh.gov

Submit a Request for Public Assistance (RPA)

- Select "Click here to submit a RPA for your organization" located at the top of the screen in the yellow box

- Follow the steps to complete the RPA. The portal will guide you through entering general information and contact information for your organization. Keep hitting the blue "Next" button until all of the required information has been submitted.

- When finished, review your information on the last screen and click the green "Submit" button.

- Once submitted, the RPA goes to the Recipient (State), and then FEMA for review. The Applicant can view the status of their RPA in Grants Portal. You will be contacted by a NH State Liaison with information about next steps when your RPA has been approved.