How to Submit a Request for Public Assistance (RPA) if your organization does not yet have a Grants Portal Account

Invitation

1. Send the first and last name, phone number, and email address for the person who will set up your organizations' account to DisasterRecovery@caloes.ca.gov. This person can add other personnel later.

2. Cal OES will generate an invitation to this person, which will come to them via email from support@pagrants.fema.dhs.gov. Keep an eye on the Junk/Spam folder; sometimes the email ends up there.

Set Up Your Organizations Account

3. Once the Invite Email has been received, click the link in the email to go straight to Grants Portal:
   Please click here to fill in your organization's information and create an account.

4. Enter the legal name of your organization, select the organization type, enter the organizations DUNS Number, and the organizations Federal Taxpayer Identification Number. Click NEXT.
   Note: DUNS Numbers must be registered with SAM.gov to receive reimbursement through a federal grant.

5. Enter contact information for the personnel at your organization that should be the Primary and Alternate Contacts for federal disaster grants. Click NEXT.

6. Enter your organization's Primary Location (physical address) and Mailing Address (if different). Click NEXT.

7. Select the County(s) in which your organization has a facility(ies) by clicking "+ ADD" next to the applicable County. Click NEXT.
   NOTE: If you are a State Agency, do not choose any Counties; instead, click ✔ MARK STATEWIDE in the top right corner.

8. Review the information you have entered. Click "PREV" to go back to correct something, or NEXT if the information is accurate. Click SUBMIT.

9. Sign Out by clicking on your name in the top right corner, and selecting "Sign Out" from the menu that pops up.

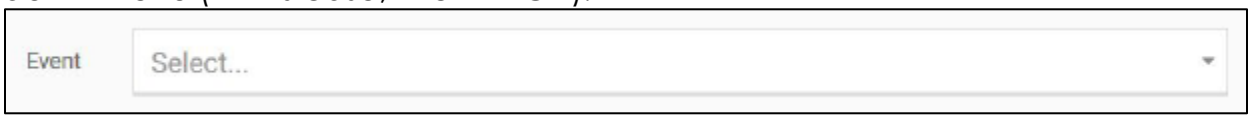
10. A notification will be sent to Cal OES to approve your organization's Account. Once Cal OES approves, an email from support@pagrants.fema.gov, which includes a temporary password, will be sent to you, requesting you sign in with the temporary password.

11. Upon logging in, click "Next". You will then be required to choose a password, then click NEXT. Lastly, you will need to choose a Security Question and provide an Answer. Once you've done this, click "SUBMIT" in the bottom left corner.

12. Review the information you have entered. Click "PREV" to go back to correct something, or NEXT if the information is accurate. Click SUBMIT.

Submit an RPA

13. Click RETURN TO LOGIN SCREEN.
14. Click on Applicant Event Profiles in the menu on the left side of your screen.
15. Click on the REQUEST PUBLIC ASSISTANCE button on the top right corner.
16. Click the NEXT button in the bottom right corner.
17. Select the Event Number for which you are applying from the Event drop down menu (in this case, 4482DR-CA).



18. Select YES or NO from the "Participated in PDA?" drop down menu (in this case, its NO). Note: (PDA = Preliminary Damage Assessment)

19. Click the NEXT button in the bottom right corner.
20. Choose your Primary and Alternate Contacts for this Event from the respective drop down menus. Then click the NEXT button in the bottom right corner.
21. Review the addresses listed for the Primary Location (physical) and Mailing Address. Click the NEXT button in the bottom right corner.
22. If you would like to include additional information (optional), enter it into the "Comments" box and then click the NEXT button. If you do not want to include additional information, click the NEXT button.
23. Review the information for accuracy, and click SUBMIT. If changes are necessary, click PREV, make corrections, and click SUBMIT.
24. Bookmark the Grants Portal Log In Page (https://grantee.fema.gov/), and make note of your password for future use.