

# Grants Portal Quick Guide for Recipients- - Creating New Subrecipient Accounts and Request for Public Assistance through Bulk Upload (COVID19 Declarations Only)

This document will provide information on how Recipients can assist Subrecipients in creating Grants Portal accounts and submitting Requests for Public Assistance (RPA) through a bulk upload submission. For assistance conducting other types of submission, such as single account submission please contact 1-866-337-8448 or email [FEMA-PA-Grants@fema.dhs.gov](mailto:FEMA-PA-Grants@fema.dhs.gov)

## Bulk Account Creation & RPA Submission

Recipients can use the Bulk RPA Import functionality to create accounts for Subrecipients that do not already have access to Grants Portal and submit RPAs on their behalf in one bulk action. (Applicants with preexisting access to Grants Portal can submit RPAs through standard procedures.)

**Step One: Applicant Contact** – when an applicant contacts the Recipient about applying for COVID19 related public assistance:

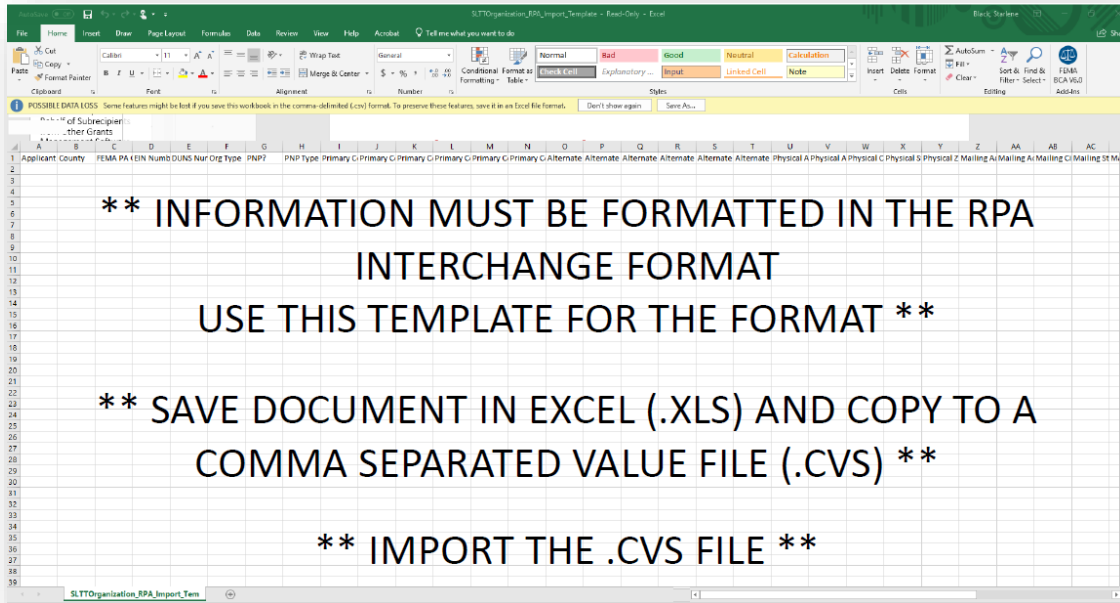
- if they have an existing Grants Portal (GP) Account refer them to the system to apply through standard procedures.
- If they do not have an existing GP account, request the following information needed to fill-in the RPA Template required for Step Two:
  - *Applicant Name,*
  - *County,*
  - *FEMA 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)*

## Step Two: Download and Populate the RPA Template

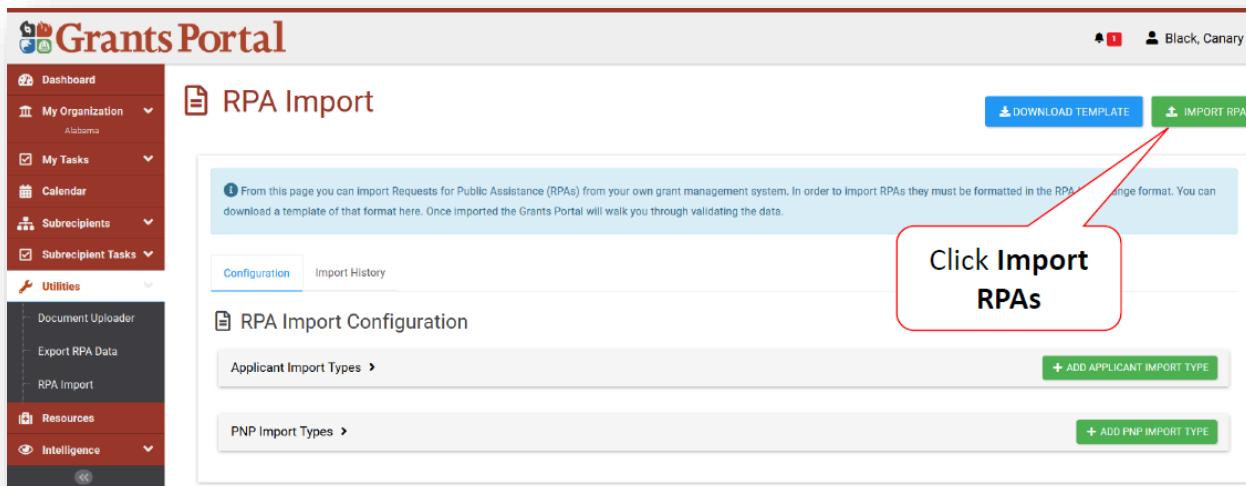
Log into your Recipient account in Grants Portal. On the dashboard, open Utilities and then RPA Import. Then click the blue “Download Template” box. This will download an Excel template.

For each Applicant, enter the information provided by them after Step One into a row in the template without changing the formatting in the template (like font type or size or column names). When all of the information is entered, save the

document in Excel and then save it as a Comma Separated Value (CSV) file.



Return to Grants Portal and import the file on the same page that you initially downloaded the template.





When asked for the file, be sure to attach the .csv version and commit the upload.

