



# How to Submit your RPA

- Go to [grants.ema.alabama.gov](https://grants.ema.alabama.gov) Click on the link “register for access”

A screenshot of the Grants.EMA.Alabama.gov website. The header includes the site name and navigation links: Home, Open Grants, State Contacts, Program Overview, Recovery Planning, and Resources. The main content area features the Alabama Recovery Grant Manager logo and a description: "grants.ema.alabama.gov tracks Emergency Management grants in Alabama. The system manages the process from application through closeout." To the right, there is a "Returning User Login:" section with input fields for "Email:" and "Password:", a "Remember Me" checkbox, and a "Sign In" button. A yellow circle highlights the "Register for Access" link, with a yellow arrow pointing to it from the right.



# How to Submit your RPA

- Fill out the required information and click “register”

**Register for Access**

Name Prefix:

First Name:

Middle Name:

Last Name:

Name Suffix:

Title:

Email:

Phone - Business:

Phone - Fax:

Phone - Cell:

Organization:

County:

Reason:



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- AEMA will review your access request.
- After approval you will then receive login credentials via email
- After you login, you will see the below listed screen.
- Select the shortcut indicated below for the next step in RPA submission

The screenshot shows the 'My Home' dashboard. At the top left, there is a 'Quick Start Guides?' section with a welcome message: 'Welcome to the updated AlabamaPA.org! For an introduction to the system, see the help guide available in the top-right corner of the screen.' Below this is an 'Accounts' section with a table. The table has columns for Grant #, Grant Name, Applicant Name, Proj Count, and Closed Date. One row is visible with Grant # 1605, Grant Name Hurricane Katrina, and Applicant Name Applicant Name. To the right of the table are icons for search, filter, and print. Further right is a 'My Inbox Summary' section showing 'Inbox - 0' and 'Drafts - 0'. Below that is an 'Applicant You Represent' section with a search bar for 'Applicant Name' and a yellow circle highlighting a document icon. At the bottom right is a 'Resources' section with links to 'Contacts', 'Program Overview', 'Recovery Planning', 'Resources', and 'News Archive'.

Grant #	Grant Name	Applicant Name	Proj Count	Closed Date
1605	Hurricane Katrina	Applicant Name	23	



# How to Submit your RPA

- Fill out the required information and select “Create”
- This officially submits your RPA to AEMA for approval

A screenshot of a web-based form for submitting an RPA. The form is titled "Form" and has a "Create" button highlighted with a yellow circle. The form contains several fields: "Grant:" with a dropdown menu showing "Select One"; "Applicant:" with a text input field for "Applicant Name" and an "[Edit]" link; "Primary Contact:" with a dropdown menu showing "Select One"; "Alternate Contact:" with a dropdown menu showing "Select One"; "Authorized Contact:" with a dropdown menu showing "Select One"; "Legislative District of Projects:" with a text input field; and "Congressional District of Projects:" with a text input field. The form is set against a light gray background with a white border.