

# Grants Portal

Applicant

User Manual

Version 5.1 – June 10, 2019



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# Creating Password for a New Account





# Applicant Receives Access Email

From: [support@pagrants.fema.gov](mailto:support@pagrants.fema.gov) [<mailto:support@pagrants.fema.gov>]

Sent: Thursday, November 23, 2017 3:11 PM

Subject: FEMA PA Notification – Org Account Request Approved

Hello Sherry,

Your organization account request has received final approval. You may now log in to the Grants Portal with the temporary username and password:

Username: [comanager@subrecipientcountyga.com](mailto:comanager@subrecipientcountyga.com)

Password: LJE1kAvc!%

Please click <https://grantee.fema.gov/> to sign in with your temporary password. You will be required to change your password upon login.

-FEMA PA Support Team

[FEMA-PA-Support@FEMA.DHS.Gov](mailto:FEMA-PA-Support@FEMA.DHS.Gov)

<https://pagrants.fema.gov>



Click hyperlink to  
go to Grants Portal

# Password Wizard



## Welcome to the Grants Portal!

To get started, we'll ask you a few questions to get your account set up.

1 Start 2 Password 3 Security Question 4 Finalize Account

← PREV

NEXT →

Use the Previous and Next buttons to navigate through the steps and fill out your information.

Click **Next**

# Create New Password



## Welcome to the Grants Portal!

First, let's create a password so you can access your account. Please select a password and enter it twice below.

The screenshot shows the password creation interface of the Grants Portal. At the top, there is a progress bar with four steps: 1 Start, 2 Password, 3 Security Question, and 4 Finalize Account. The 'Password' step is currently active. To the right of the progress bar are two buttons: 'PREV' and 'NEXT'. The 'NEXT' button is highlighted in blue. Below the progress bar, there are three input fields: 'USERNAME' (containing 'maureen'), 'CHOOSE A PASSWORD' (with a strength indicator bar), and 'RE-ENTER YOUR PASSWORD'. A red callout box points to the 'CHOOSE A PASSWORD' field with the text 'Step 1: Type New Password'. Another red callout box points to the 'NEXT' button with the text 'Step 2: Click Next'. Below the input fields, there is a section titled 'Password Tips' with two bullet points: 'Make your password at least 8 characters long. The longer, the better.' and 'Include uppercase and lowercase characters, numbers, punctuation marks, and symbols. The greater the variety, the more secure your password is.'

1 Start 2 Password 3 Security Question 4 Finalize Account

← PREV NEXT →

USERNAME

maureen

CHOOSE A PASSWORD

.....

Weak

RE-ENTER YOUR PASSWORD

.....

Password Tips

- Make your password at least 8 characters long. The longer, the better.
- Include uppercase and lowercase characters, numbers, punctuation marks, and symbols. The greater the variety, the more secure your password is.

# Create Security Question

## Almost done!

Now create a security question in case you forget your password

1 Start

2 Password

3 Security Question

4 Finalize Account

← PREV

NEXT →

SECURITY QUESTION

What was your childhood nickname?

SECURITY ANSWER

\*\*\*\*\*

RE-ENTER YOUR SECURITY ANSWER

\*\*\*\*\*

Step 1: Select  
Security  
Question and  
Answer

Step 2:  
Click **Next**

# Review Information



## Let's review

Please make sure your selections are correct below. If everything looks good, press the Submit button, otherwise, use the Previous and Next buttons to go back and make any changes.

Step 1:  
Review  
Information

1 Start 2 Password 3 Security Question 4 Finalize Account

← PREV NEXT →

Please review the information below to ensure everything is entered correctly. Click the Submit button below to proceed.

USERNAME	maureen
PASSWORD	*****
SECURITY QUESTION	What was your childhood nickname?
SECURITY ANSWER	twinkie

SUBMIT

Step 2: Click  
Submit

# Congratulations Screen



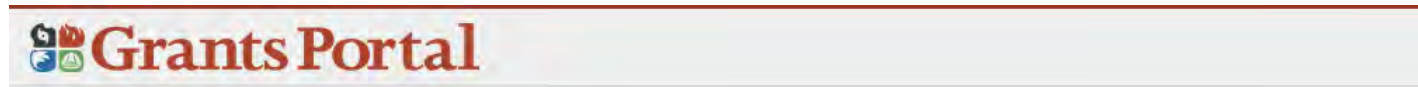
## Congratulations!

Your account has been activated. Use the button below to continue.

RETURN TO LOGIN SCREEN

Click **Return to Login Screen**

# Re-Login to Grants Portal



## Sign in to Your Account

USERNAME

[Forgot your username](#)

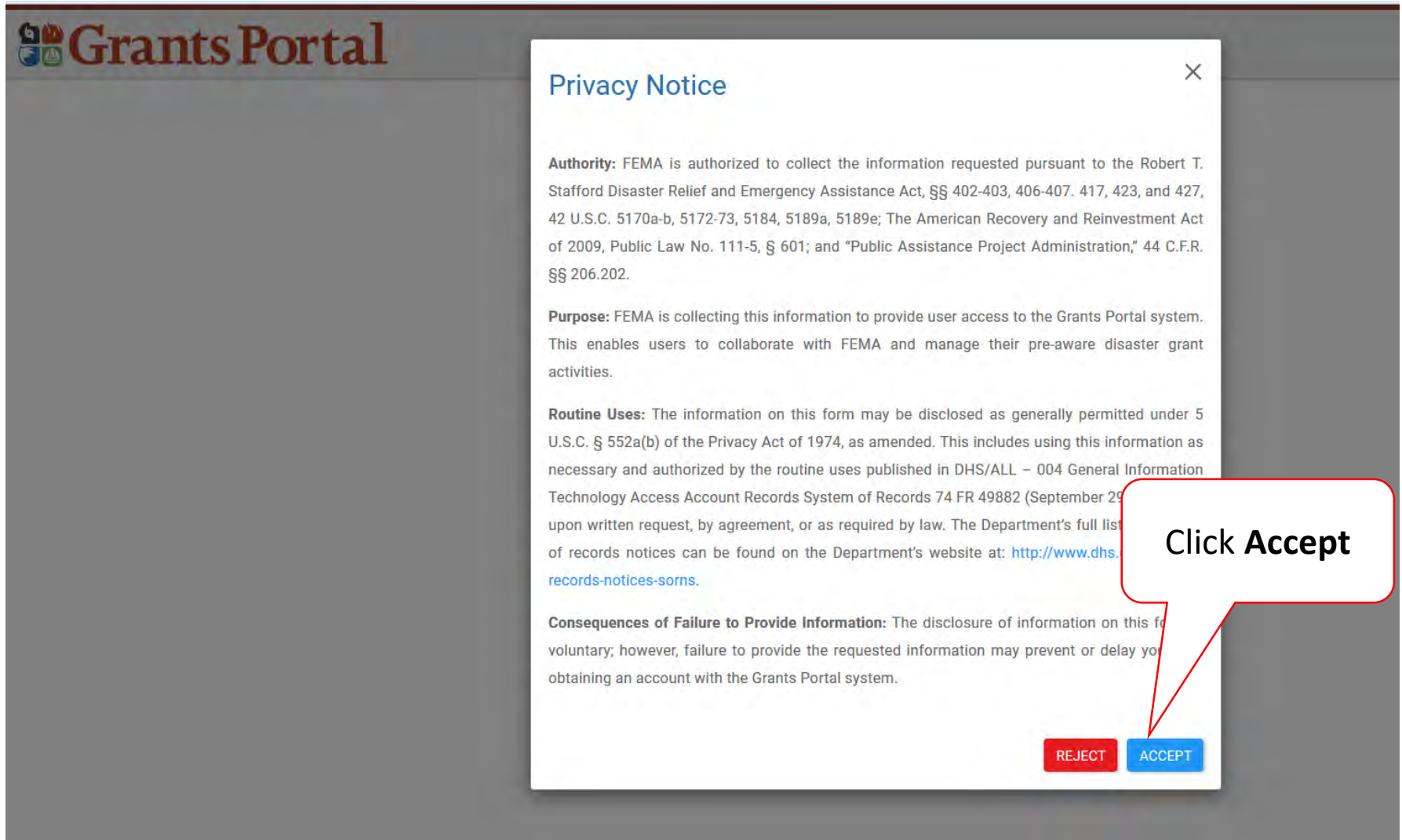
PASSWORD

[Forgot your password](#)

SIGN IN

Enter User Name  
and NEW Password

# Privacy Notice Pop-Up



The screenshot shows the Grants Portal interface with a Privacy Notice pop-up. The pop-up has a title bar with a close button (X). The main content area contains three sections: Authority, Purpose, and Routine Uses. At the bottom, there are two buttons: REJECT (red) and ACCEPT (blue). A red speech bubble with the text 'Click Accept' points to the ACCEPT button.

**Grants Portal**

## Privacy Notice

**Authority:** FEMA is authorized to collect the information requested pursuant to the Robert T. Stafford Disaster Relief and Emergency Assistance Act, §§ 402-403, 406-407, 417, 423, and 427, 42 U.S.C. 5170a-b, 5172-73, 5184, 5189a, 5189e; The American Recovery and Reinvestment Act of 2009, Public Law No. 111-5, § 601; and "Public Assistance Project Administration," 44 C.F.R. §§ 206.202.

**Purpose:** FEMA is collecting this information to provide user access to the Grants Portal system. This enables users to collaborate with FEMA and manage their pre-aware disaster grant activities.

**Routine Uses:** The information on this form may be disclosed as generally permitted under 5 U.S.C. § 552a(b) of the Privacy Act of 1974, as amended. This includes using this information as necessary and authorized by the routine uses published in DHS/ALL – 004 General Information Technology Access Account Records System of Records 74 FR 49882 (September 29, 2009) upon written request, by agreement, or as required by law. The Department's full list of records notices can be found on the Department's website at: <http://www.dhs.gov/records-notices-sorns>.

**Consequences of Failure to Provide Information:** The disclosure of information on this form is voluntary; however, failure to provide the requested information may prevent or delay you from obtaining an account with the Grants Portal system.

**REJECT** **ACCEPT**

Click Accept



# Attention Pop Up Box

## ATTENTION



You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.

Unauthorized or improper use or access of this system may result in disciplinary action, as well as civil and criminal penalties.

By using this information system, you understand and consent to the following:

- You have no reasonable expectation of privacy when you use this information system; this includes any communications or data transiting, stored on or traveling to or from this information system. At any time, and for any lawful government purpose, the government may monitor, intercept, search and seize any communication or data transiting, stored on or traveling to or from this information system.
- The government may disclose or use any communications or data transiting, stored on or traveling to or from this information system for any lawful government purpose.
- You are NOT authorized to process classified information on this information system.

REJECT

ACCEPT

Click **Accept**

# Dashboard

The screenshot shows the Grants Portal interface. At the top is a header bar with the "Grants Portal" logo and name. Below the header is a sidebar menu with the following items: Dashboard, My Organization (Bananatown (8790)), Organization Profile, Organization Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Projects, Damages, Work Order Requests, Work Orders, My Tasks, Calendar, Utilities, Resources, and Intelligence. The main content area features a large green box with an information icon and the text: "Your dashboard has no tiles!". Below this, a paragraph explains that the dashboard is a place to put important data and that tiles are created by clicking a star icon at the top of a page or section.

**Grants Portal**

**Dashboard**

**My Organization**  
Bananatown (8790)

Organization Profile

Organization Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping Meetings

Projects

Damages

Work Order Requests

Work Orders

**My Tasks**

**Calendar**

**Utilities**

**Resources**

**Intelligence**

**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.


# Create User Accounts


Add Personnel



# Add Personnel

## Portal





### Manage Personnel





Click **Create**

+ CREATE

GO BACK

Q Search... ?

SHOW/HIDE COLUMNS

	Last Name	First Name	Middle Initial	Roles	Emails	Phones
 <b>MANAGE</b>	Doe	Jane		Alternate PA Coordinator Authorized Representative	58720Jane@PDMG0009.gov, Work	(555) 555-555 , Work (Cell)
 <b>MANAGE</b>	Doe	John		Authorized Representative Primary PA Coordinator	59313John@PDMG0009.gov, Work	(555) 555-555 , Work (Cell)
 <b>MANAGE</b>	Leghorn	Foghorn		Organization Admin Primary PA Coordinator	foghorn.leghorn@glenville.gov, Work	
 <b>MANAGE</b>	Wayne	Burce		Account Manager Alternate PA Coordinator Personnel Manager		

10

Showing 1 to 5 of 5 entries

Previous

1

Next

# Complete Personnel Information

The screenshot shows a web application interface with a modal window titled "Assign Personnel". The form contains the following fields:

- Organization: Glenville - PDMG0009 - 4332DR
- First Name \*: Wile
- Last Name \*: Coyote
- Middle Initial: E
- Title \*: Vice Mayor
- Email \*: ecoyote@glenville.gov
- Confirm Email \*: ecoyote@glenville.gov
- Phone: (empty)
- Mobile Phone: 202-555-1234
- Username \*: ecoyote@glenville.gov

At the bottom of the form are two buttons: a green "SAVE" button and a grey "CANCEL" button. A red bracket on the right side of the form groups the input fields from "First Name" to "Username" and is associated with the annotation "Step 1: Complete Information". A red arrow points from the "SAVE" button to the annotation "Step 2: Click Save".

Step 1: Complete Information

Step 2: Click **Save**

# Provide Roles to Personnel

Portal

Leghorn, Fogho...

Manage Personnel

+ CREATE

GO BACK

Search...

?

SHOW/HIDE COLUMNS

	Last Name	First Name	Middle Initial	Roles	Emails	Phones
	Coyote	Wile	E		ecoyote@glenville.gov, Work	
	Doe	Jane		Alternate PA Coordinator Authorized Representative	58720Jane@PDMG0009.gov, Work	(555) 555-555 , Work (Cell)
	Doe			Authorized Representative Primary PA Coordinator	59313John@PDMG0009.gov, Work	(555) 555-555 , Work (Cell)
	Leghorn	Foghorn		Organization Admin Primary PA Coordinator	foghorn.leghorn@glenville.gov, Work	
	Wayne	Burce		Account Manager Alternate PA Coordinator Personnel Manager		

10 Showing 1 to 6 of 6 entries

Previous

1


Next

Click **Manage**

# Organization Roles

## Portal

Leghorn, Fogho...

 **Manage Personnel**

RE-SEND INVITE

EDIT

GO BACK

**General Information**

**NAME**

Coyote , Wile

**TITLE**

Vice Mayor

**PRIMARY ORG**

Glenville - PDMG0009 - 4332DR (4332DR - 9)

**PERSONNEL STATUS**

Available

**User Information**

**USERNAME**

ecoyote@glenville.gov

EDIT

**ACCOUNT STATUS**

Active

DISABLE ACCOUNT

**ACCOUNT LOCKED?**

No

LOCK ACCOUNT

**LAST LOGIN**

--

**PASSWORD LAST SET**

10/28/2017 8:33 am

Contact Info >

MANAGE

Roles ▾

System Roles >

Organization Roles Glenville - PDMG0009 - 4332DR (4332DR - 9) >

Click **Manage**

MANAGE



# Grant/Edit Roles

**Grants Portal**

Dashboard

My Organization  
Bananacorn (879Q)

Organization Profile

Organization Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping Meetings

Projects

Damages

Work Order Requests

Work Orders

Contact Info

Roles

System Roles

Organization Roles

Role

Account

**Edit Roles for Crocker, Betty**

**Assigned Roles**

**APPLICANT ROLES**

- ☒ Primary PA Coordinator ?
- ☒ Alternate PA Coordinator ?
- ☒ Authorized Representative ?
- ☒ Project POC ?

**ADMINISTRATIVE ROLES**

- ☒ Account Manager ?
- ☒ Personnel Manager ?
- ☐ Organization Admin ?
- ☐ Read-Only Access ?

**Permissions Preview**

**ORGANIZATION**

- ☒ Create Requests for Public Assistance (RPAs)
- ☐ Edit Organization Details
- ☒ Manage Locations
- ☐ Manage Organization Counties List
- ☒ Manage Documents
- ☒ Manage Staff

**PERSONNEL**

- ☐ Send Password Reset
- ☒ View Login History
- ☐ Lock Account
- ☐ Disable Account
- ☐ Edit Personnel Record
- ☒ Manage Contact Info
- ☐ Manage Organization Roles
- ☒ Create New Staff

**DAMAGE INVENTORY**

- ☒ Edit
- ☒ Manage Documents

**PROJECT**

- ☒ Sign DDD
- ☒ Sign Scope & Cost

**APPLICANT**

- ☒ Create Comment
- ☒ Create Discussion
- ☒ Reply to Discussion
- ☒ Manage Damage Inventory
- ☒ Manage Documents

**Step 1: Click the Box**

**Step 2: Click Save**

**Green check will allow personnel to perform those functions**

**Place mouse over "?" for definition of role**

**SAVE** **CANCEL**

Showing 1 to 6 of 6 entries



# Manage User Accounts



# Organization Profile - Manage User Accounts

**Grants Portal** Crocker, Betty

**My Organization** Bananatown (8790)

**My Organization Personnel**

Filters > All Active Organization Personnel

Last Name	First Name	Middle Initial	Roles	Emails	Phones	Last Login
BeGood	Johnny		Authorized Representative Organization Admin Primary PA Coordinator	johnnyb@bananatown.com (Work)	(888) 567-8888, Work (Desk)	02/14/2019 04:46 PM AST
Crocker	Betty		Account Manager Alternate PA Coordinator Authorized Representative Personnel Manager Primary PA Coordinator Project POC	cookitwell@usa.com (Work)		05/29/2019 08:29 PM AST
Crunch	Captian				(606) 948-3484, Work (Desk)	
Iam	Sam					
Smith	John	E	Organization Admin	john.smith@email.com (Work)	(606) 555-1234, Work (Desk) (606) 555-2222, Work (Cell)	
Superhero	Jim		Read-Only Access	canyou smell@usa.com (Work)		

**Step 1: Click Organization Personnel**

**Step 2: Click magnifying glass**

# Organization Profile - Manage User Accounts

The screenshot shows the Grants Portal interface. The left sidebar contains navigation links: Dashboard, My Organization (Bananatown (8790)), Organization Profile, Organization Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Projects, Damages, Work Order Requests, Work Orders, My Tasks, Calendar, Utilities, Resources, and Intelligence. The main content area displays the Organization Profile for Bananatown (8790). A red callout box points to the 'Roles' dropdown menu with the text 'Step 1: Click arrow to open Roles bar'. Another red callout box points to the 'MANAGE' button next to the 'Organization Roles Bananatown (8790)' dropdown with the text 'Step 2: Click Manage'. Below these, a table lists the assigned roles.

Role	Assigned By	Assigned On
Authorized Representative	Crocker, Betty	05/16/2019 09:12 AM AST
Organization Admin	Crocker, Betty	05/16/2019 09:12 AM AST
Personnel Manager	Crocker, Betty	05/16/2019 09:12 AM AST
Project POC	Crocker, Betty	05/16/2019 09:12 AM AST

# Grant/Edit Roles

Place mouse over “?”  
for definition of role

Green check will  
allow personnel to  
perform those  
functions

Step 1: Click  
the **Box**

Step 2: Click  
**Save**

**Grants Portal**

**Edit Roles for Crocker, Betty**

**Assigned Roles**

**APPLICANT ROLES**

- ☒ Primary PA Coordinator ?
- ☒ Alternate PA Coordinator ?
- ☒ Authorized Representative ?
- ☒ Project POC ?

**ADMINISTRATIVE ROLES**

- ☒ Account Manager ?
- ☒ Personnel Manager ?
- ☐ Organization Admin ?
- ☐ Read-Only Access ?

**Permissions Preview**

**ORGANIZATION**

- ☒ Create Requests for Public Assistance (RPAs)
- ☐ Edit Organization Details
- ☒ Manage Locations
- ☐ Manage Organization Counties List
- ☒ Manage Documents
- ☒ Manage Staff

**PERSONNEL**

- ☐ Send Password Reset
- ☒ View Login History
- ☐ Lock Account
- ☐ Disable Account
- ☐ Edit Personnel Record
- ☒ Manage Contact Info
- ☐ Manage Organization Roles
- ☒ Create New Staff

**APPLICANT**

- ☒ Create Comment
- ☒ Create Discussion
- ☒ Reply to Discussion
- ☒ Manage Damage Inventory
- ☒ Manage Documents

**DAMAGE INVENTORY**

- ☒ Edit
- ☒ Manage Documents

**PROJECT**

- ☒ Sign DDD
- ☒ Sign Scope & Cost

**Step 1: Click the Box**

**Step 2: Click Save**

**SAVE** **CANCEL**

# Organization Profile

## Facility Locations



# Add Locations to Profile

The screenshot shows the 'Grants Portal' interface. The top navigation bar includes 'Dashboard', 'My Organization', and a user profile for 'Crocker, Betty'. The left sidebar lists various menu items, with 'My Tasks', 'Calendar', 'Utilities', 'Resources', and 'Intelligence' highlighted in red. The main content area is titled 'My Organization Profile' and displays 'General Information' for 'Bananatown (8790)'. This section includes fields for 'STATE/TRIBE/TERRITORY' (Florida), 'LEVEL 2' (Bananatown), 'IS ACTIVE?' (Yes), 'FEMA PA CODE' (8790), and 'DUNS NUMBER' (987654321). Below this information are several expandable sections: 'Locations', 'Counties with Facility', 'Insurance Profile', 'Applicant Event Profiles', and 'Documents'. Each of these sections has a 'MANAGE' button on its right side. Three red callout boxes provide instructions: 'Step 1: Click My Organization' points to the 'My Organization' link in the top bar; 'Step 2: Click Organization Profile' points to the 'Organization Profile' link in the left sidebar; and 'Step 3: Click Manage on Location bar' points to the 'MANAGE' button next to the 'Locations' section.

**Step 1: Click My Organization**

**Step 2: Click Organization Profile**

**Step 3: Click Manage on Location bar**

# Add Locations

**Grants Portal**

**My Organization Profile** Manage Locations

Bananatown (8790) / **Manage Locations**

**+ ADD** **SAVE** **CANCEL**

Click **ADD**

Search...

Address	Suite/Apt	City	State	Zip Code	County	IS Primary?
<b>EDIT</b> 345 Banana Road		Bananatown		32654		Yes

10

Showing 1 to 1 of 1 entries

Previous 1 Next

**My Tasks** **Calendar**



# Enter Facility Location Pop-up Box

**Grants Portal**

Dashboard

My Organization  
Bananatown (8790)

Organization Profile

Organization Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping Meetings

Projects

Damages

Work Order Requests

Work Orders

My Tasks

Calendar

Utilities

**Add Location**

Address \*

123 Main Street

Building / Suite

Bananatown

Alaska

23842

Anchorage, Municipality of

☐ Primary Location ?

**SAVE** **CANCEL**

**Step 1: Enter Address**

**Step 2: Click Save**



# Save Location

Portal Leghorn, Fogho...

## Manage Locations

**+ ADD** **SAVE** **CANCEL**

Search... ?

**SHOW/HIDE COLUMNS**

	Address	Suite/Apt	City	State	Zip Code	County	IS Primary?
<b>EDIT</b>	123 Main St.		Houston				Yes
<b>EDIT</b> <b>REMOVE</b>	1309 Rutherford Lane		Austin	Texas	78753	Austin County	No

10

Showing 1 to 2 of 2 entries

Previous 1 Next

**Click Save**

# Register Organization from Recipient Invitation



# Organization Information from Recipient Invitation



## Let's register your organization!

Please follow along in the wizard below.

1 Basic Information   2 Contact Info   3 Locations   4 F   ← PREV   NEXT →

**REQUESTING ORGANIZATION** Georgia Emergency Management Agency

**NAME \***


**TYPE \***

**DUNS NUMBER**

Step 2:  
Click **Next**

Step 1: Enter  
DUNS Number

# Enter Contact Information



## Grants Portal

1 Basic Information

2 Contact Info

3 Locations

4

← PREV

NEXT →

Primary Contact Info

FIRST NAME \*

John

LAST NAME \*

Smith

TITLE \*

PHONE NUMBER \*

(940) 555-1234

EMAIL \*

test@test.ga.gov

Alternate Contact Info

FIRST NAME

LAST NAME

TITLE \*


PHONE NUMBER

EMAIL

Step 1: Enter Contact Information

Step 2: Click Next

# Enter Location Information



on / 2 Contact Info 3 Locations 4 Facilities 5 C

← PREV NEXT →

Primary Location	Mailing Address	*Only if different
ADDRESS 1 *	ADDRESS 1	
ADDRESS 2	ADDRESS 2	
CITY *	CITY	
STATE *	STATE	Select... ▼
ZIP CODE *	ZIP CODE	
COUNTY *	COUNTY	Select... ▼

Step 1: Enter Primary Location Information

Step 2: Click Next

# Add Applicable Counties with Facilities

**Grants Portal**

Info 3 Locations 4 Facilities 5 Complete Access Req ← PREV NEXT →


Counties where a Facility exists

	County
+ ADD	Appling County
+ ADD	Atkinson County
+ ADD	Bacon County
+ ADD	Baker County
+ ADD	Baldwin County
+ ADD	Banks County
+ ADD	Barnwell County

Step 1: Click **Add** next to the County the facilities are located

Step 2: Click **Next**

# Verify Information

 **Grants Portal**

3 Locations

4 Facilities

5 Complete Access Request

← PREV

NEXT →


Please review the information below to ensure everything is entered correctly. Click the **Submit** button below to proceed.

### Organization Information

<b>REQUESTING ORGANIZATION</b>	Georgia Emergency Management Agency
<b>NAME</b>	Test, City of
<b>TYPE</b>	City or Township Government

Click **Next**

# Submit Information




## Grants Portal

ZIP CODE	30067	ZIP CODE	—
COUNTY	Dougherty County	COUNTY	—

Counties with Facility

COUNTIES Baldwin County,  
Bartow County, Berrien  
County, Ben Hill  
County, Dooly County,  
Douglas County,  
Dougherty County

 **SUBMIT**

Click **Submit**



# Confirmation of Submittal

Your access request has been submitted!

You will be contacted once your request has been approved.

# Email Confirmation of Submittal

**From:** [support@pagrants.fema.gov](mailto:support@pagrants.fema.gov) [<mailto:support@pagrants.fema.gov>]

**Sent:** Wednesday, February 01, 2017 2:36 PM

**Subject:** FEMA PA Notification - Workflow Initiation Receipt Org Account Request

Hello Sherry,

You have successfully initiated an Org Account Request. You will receive another notification whether the request is approved or rejected.

-FEMA PA Support Team

[FEMA-PA-Support@FEMA.DHS.Gov](mailto:FEMA-PA-Support@FEMA.DHS.Gov)

<https://pagrants.fema.gov>

# Submit Request For Public Assistance (RPA)



# My Organization Dashboard

⚠️ 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.

[Please click here to begin the RPA submission process.](#)

## 🔍 Document Help

To upload event-specific documents, go to the appropriate event PA request profile from the [Event PA Requests list](#), or [My Organization](#) for documents that **are not** specific to an event.

Alternatively, you can utilize the [Document Uploader Utility](#) to assist in uploading documents to the correct location.

## Organization

Troy, C  
Level: 2  
Type: City of Government  
FEMA PA Code  
Is PNP? No

Click hyperlink **“Please click here to begin RPA submission process”**

# Start Request Public Assistance Process

## ✎ Request Public Assistance

1 Start 2 General Info 3 Contacts 4 Addresses 5 Other Info 6 Submit

Welcome to the FEMA Request for Public Assistance (RPA) process. Over the next few minutes we will ask you a series of questions regarding your organization, contacts, mailing addresses, and supporting information. Once complete, you will be provided with the opportunity to review your submission and, once you are satisfied, you will then be able to directly submit your RPA to FEMA.

Following submission you will receive automatic notifications and will be able to track the progress of your RPA review. If your organization is deemed eligible for Public Assistance by FEMA, you will be automatically notified and will be able to use this system to collaborate with your FEMA partners.

Prior to starting this process, you may wish to [click here](#) to review your Organization Profile to ensure that all your information is up-to-date.

To get started, press the **Next** button at the bottom of this form.

← PREV **NEXT →** ↺ CANCEL

Click **Next**

# General Information

## Request Public Assistance

1 Start 2 General Info 3 Contacts 4 Addresses 5 Other Info 6 Submit

Your organization may be eligible to apply for Public Assistance. Below, please indicate the Event for which you are applying for assistance and confirm your DUNS# and FEMA PA Code (i.e., *FIPS Code*). Also, please indicate whether you have already prepared and submitted a Preliminary Disaster Assessment (PDA). Pre-submission of a PDA is not required to be considered eligible for Public Assistance.

Applicant	Troy, City of
FEMA PA Code	--
DUNS #	938474
Event	Colorado State EOC (CO-EOC)
Participated in PDA?	No

← PREV NEXT → ↺ CANCEL

Step 1:  
Select Event

Step 2: Select  
Yes or No

Step 3:  
Click **Next**

# Primary/Alternate Contact Information

Portal

🔔 3 👤 Sam, Yosemite ▼

## 📝 Request Public Assistance

Start 2 General Info 3 **Contacts** 4 Addresses 5 Other Info 6 Submit

Please indicate your primary and alternate contacts. These individuals will receive regular notifications and will be able to use this system to track the progress of your request as well as collaborate with your designated FEMA partners. Following submission, you will have the option of specifying additional team members. If you do not see appropriate personnel in the dropdown lists below, or if their email or phone contact information is incorrect, please [click here](#) to manage the Contacts currently assigned to your Organization Profile.

**Primary Contact**

Name: Stapleton, Maureen

Title: Executive Administrative Assistant

Email: maureen.stapleton@troycity.gov

Phone: (212) 948-5755

**Alternate Contact**

Name: Choose Contact...

Title: --

Email: --

Phone: --

Step 1: Select Primary Contact

Step 2: Select Alternate Contact


Step 3: Click **Next**

← PREV NEXT → CANCEL



# Verify/Change Primary Location & Mailing Address

**Portal** 🔔 3 👤 Sam, Yosemite ▾

 **Request Public Assistance**

Start 2 General Info 3 Contacts 4 **Addresses** 5 Other Info 6 Submit

Please indicate your physical and mailing addresses. These may be the same, of course. These addresses will be used for meeting scheduling and for sending formal correspondence. Following submission, you will have the option of modifying these addresses. If you do not see appropriate addresses in the dropdown lists below, or if they are incorrect, please [click here](#) to manage the Locations currently assigned to your Organization Profile.

**Primary Location** [CHANGE](#)

Address 3857 Old Bloomingdale  
City Troy  
State Colorado  
Zip 21938  
County San Miguel County

**Mailing Address** [CHANGE](#)

Address 3857 Old Bloomingdale  
City Troy  
State Colorado  
Zip 21938  
County San Miguel County

← PREV **NEXT →** ↺ CANCEL

**Step 1: Verify Primary Location or Click **Change****

**Step 2: Verify Mailing Address or Click **Change****

**Step 3: Click **Next****



# Other Information/Comments

Portal

🔔 3 Sam, Yosemite ▼

## ✎ Request Public Assistance

Start 2 General Info 3 Contacts 4 Addresses 5 Other Info 6 Submit

Please use the area below if you would like to provide any additional information; for instance, you may provide a brief narrative describing why your organization is requesting assistance. This is optional, and you may press next at the bottom of the form to skip this step.

Comments

Limit 500 characters

Step 1: Enter Additional information/ Comments

Step 2: Click **Next**

← PREV NEXT → ↺ CANCEL

# Review Request

## Portal

### Request Public Assistance

**Start**   **2 General Info**   **3 Contacts**   **4 Addresses**   **5 Other Info**   **6 Submit**

Please ensure all information listed below is accurate before clicking the **Submit** button at the bottom of this form. By clicking the **Submit** button, a notification will be sent to FEMA of your organizations desire to receive Public Assistance. In addition, your designated primary and alternate contacts will receive a confirmation. Following submission, you will receive additional guidance describing the FEMA Public Assistance process.

**General Info**

Applicant	Troy, City of
Event	Colorado State EOC (CO-EOC)
Participated in PDA?	No

**Primary Contact**

Name	Stapleton, Maureen
Title	Executive Administrative Assistant
Email	maureen.stapleton@troycity.gov
Phone	(212) 948-5755

**Primary Location**

Address	3857 Old Bloomingdale
City	Troy
State	Colorado
Zip	21938
County	San Miguel County

**Mailing Address**

Address	3857 Old Bloomingdale
City	Troy
State	Colorado
Zip	21938
County	San Miguel County

**Other Info**

Comments	—
----------	---

← PREV   **SUBMIT**   CANCEL →

Step 1: Review  
Information

Step 2: Click  
**Submit**

# Congratulations Screen

The screenshot shows the Grants Portal interface. At the top, the 'Grants Portal' logo is displayed. Below it, a navigation menu on the left includes 'Dashboard', 'My Organization' (Bananatown (8790)), 'Organization Profile', 'Organization Personnel', 'Applicant Event Profiles', 'Exploratory Calls', 'Recovery Scoping Meetings', 'Projects', 'Damages', 'Work Order Requests', 'Work Orders', 'My Tasks', 'Calendar', 'Utilities', 'Resources', and 'Intelligence'. The main content area is titled 'Request Public Assistance' with a pencil icon. A light blue box contains the following text:

**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 be assigned a Program Delivery Manager (PDMG) who will serve as your single point of contact for FEMA's Public Assistance program. The PDMG will call you to briefly discuss your disaster damages and set up a face-to-face meeting called the Recovery Scoping Meeting. This meeting is designed to discuss in detail your damages and documentation needed to support your claim.

In preparation for the call with the PDMG, please develop a list of damages your organization has sustained from the event and enter them on the **Event PA Requests Profile accessible here**. Your PDMG will discuss this list with you during the call and emphasize the development of your Damage Inventory using the PA Grants Portal.

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

# Private Non-Profit Submit Request For Public Assistance (RPA)



# Private Non-Profit Request for Public Assistance

## Request Public Assistance

1 Start 2 General Info 3 Contacts 4 Addresses 5 PNP Info 6 Justification 7 Other Info 8 Submit

Welcome to the FEMA Request for Public Assistance (RPA) process. Over the next few minutes we will ask you a series of questions regarding your organization, contacts, mailing addresses, and supporting information. Once complete, you will be provided with the opportunity to review your submission and, once you are satisfied, you will then be able to directly submit your RPA to FEMA.

Following submission you will receive automatic notifications and will be able to track the progress of your RPA review. If your organization is deemed eligible for Public Assistance by FEMA, you will be automatically notified and will be able to use this system to collaborate with your FEMA partners.

Prior to starting this process, you may wish to [click here](#) to review your Organization Profile to ensure that all your information is up-to-date.

To get started, press the **Next** button at the bottom of this form.

← PREV **NEXT →** ↺ CANCEL

Click  
**Next**



# General Information

## Request Public Assistance

1 Start 2 General Info 3 Contacts 4 Addresses 5 PNP Info 6 Justification 7 Other Info 8 Submit

Either 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 as well as the organization on whose behalf you are applying, as well as confirming the DUNS# and FEMA PA Code (i.e., *FIPS Code*). Also, please indicate whether a Preliminary Disaster Assessment (PDA) has already been prepared and submitted to FEMA. Pre-submission of a PDA is not required to be considered eligible for Public Assistance.

Organization	St. Peter Church
FEMA PA Code	--
DUNS #	565874
Event	4332DR-TX (4332DR) x ▾
Participated in PDA?	Yes ▾

← PREV NEXT → ⊘ CANCEL

Step 1:  
Select **Event**

Step 2: Select  
**Yes or No**

Step 3:  
Click **Next**

# Primary And Alternate Contact Information

## Request Public Assistance

art   2 General Info   3 **Contacts**   4 Addresses   5 PNP Info   6 Justification   7 Other Info   8 Submit

Please indicate your primary and alternate contacts. These individuals will receive regular notifications and will be able to use this system to track the progress of your request as well as collaborate with your designated FEMA partners. Following submission, you will have the option of specifying additional team members. If you do not see appropriate personnel in the dropdown lists below, or if their email or phone contact information is incorrect, please [click here](#) to manage the Contacts currently assigned to your Organization Profile.

**Primary Contact**

Name: Lanneau, Peter

Title: Bishop

Email: peterl@stpeter.org

Phone: (512) 589-6532

**Alternate Contact**

Name: Wings, Angelic

Title: Administrator

Email: angelicw@stpeter.org

Phone: (512) 589-6533

Step 1: Select Primary Contact

Step 2: Select Alternate Contact

Step 3: Click **Next**

← PREV   **NEXT**   CANCEL

# Verify/Change Primary Location & Mailing Address

## Request Public Assistance

1 Info 2 3 Contacts 4 Addresses 5 PNP Info 6 Justification 7 Other Info 8 Submit

Please indicate your physical and mailing addresses. These may be the same, of course. These addresses will be used for meeting scheduling and for sending formal correspondence. Following submission, you will have the option of modifying these addresses. If you do not see appropriate addresses in the dropdown lists below, or if they are incorrect, please [click here](#) to manage the Locations currently assigned to your Organization Profile.

**Primary Location** [CHANGE](#)

Address 1309 Rutherford Lane

City Austin

State Texas

Zip 78753

County Travis County

**Mailing Address** [CHANGE](#)

Address 1309 Rutherford Lane

City Austin

State Texas

Zip 78753

County Travis County

← PREV **NEXT** → CANCEL

**Step 1: Verify Primary Location or Click **Change****

**Step 2: Verify Mailing Address or Click **Change****

**Step 3: Click **Next****



2

Contacts

4

Addresses

3

PNP Info

1

Justification

7

Other Info

6

Submit

Name of the damaged facility and location

St. Peter Church

What was the primary purpose of the damaged facility?

Public religious facility

Is the facility a critical facility as described above?

☐ Yes ☒ No

Who may use the facility?

Open to the Public

Is there a fee to use the facility?

☐ Yes ☒ No

Was the facility in use at the time of the disaster?

☒ Yes ☐ No

Did the facility sustain damage as a direct result of the disaster?

☒ Yes ☐ No

What type of assistance is being requested?

Public Assistance

Does the PNP organization own the facility?

☒ Yes ☐ No

Provide Proof of Ownership

[Attach Proof of Ownership](#)

Does the PNP organization have the legal responsibility to repair the facility?

☒ Yes ☐ No

Provide Proof of Legal Responsibility

[Attach Proof of Legal Responsibility](#)

Is the facility insured?

☒ Yes ☐ No

Provide Copy of Insurance Policy

[Attach Copy of Insurance Policy](#)

Additional Information or comments

Additional Documentation

Please provide valid Charter and/or By-Laws

[Attach Charter and/or By-Laws](#)

Please provide valid Accreditation

[Attach Accreditation](#)

Please provide valid Tax Exemption Certificate

[Attach Tax Exemption Certificate](#)

PREV

NEXT

CANCEL

# Enter PNP Information

Step 1: Enter and answer questions

Step 2: Click the blue items to attach required document

Step 3: Click **Next**

# Attaching PNP Required Documents

Attach Proof of Ownership

Please either select an existing document from your Organization profile or upload a new document to your Organization profile to be selected using the **Upload New** button.

Selected Documents to Attach

No Proof of Ownership documents selected.

Available Documents to Attach

Category

Filename	Description	Size	Category	Uploaded Date	Uploaded By
No data available					

5

Showing 0 to 0 of 0 entries

Previous

Next

Click **Upload New**

54

# Add PNP Required Document

Click **Select Document**

The image shows a web application interface with a modal window titled "Add Document". A red callout bubble points to a green button labeled "SELECT DOCUMENT". The modal contains a yellow caution box, a file size limit, and several input fields.

**Add Document** [Close X]

**⚠ CAUTION:** Document will be uploaded to the **Organization Profile**.

**SELECT DOCUMENT** (Max Size: 100MB)

Filename

Description

Types

Category

Did the facility sustain damage as a direct result of the disaster? ☒ Yes ☐ No

What type of assistance is being requested?

# Upload PNP Required Document

The screenshot shows a web application interface for uploading documents. A white 'Add Document' dialog box is open, featuring a yellow 'CAUTION' banner and a green 'SELECT DOCUMENT' button. A Windows File Explorer window is overlaid on the dialog, showing the 'SI Demo Items' folder on the Desktop. The file list includes various documents and images. A red callout bubble points to the 'SELECT DOCUMENT' button with the text 'Step 1: Click Select Document'. Another red callout bubble points to the 'Open' button in the File Explorer window with the text 'Step 2: Click Open'.

**Add Document**

**CAUTION**

**SELECT DOCUMENT**

**File Upload**

This PC > Desktop > SI Demo Items

Search SI Demo Items

Name	Date modified	Type
406 Mitigation Serv	10/18/2017 8:09 AM	Microsoft Word Doc
Applicant Cost Summary	10/20/2017 7:58 AM	Microsoft Word Doc
Cat C - Road-Low Water Crossing_406_SI Manual_Page_6	10/17/2017 4:46 PM	JPG File
Cat C - Road-Low Water Crossing_SI Manual_Page_1	10/17/2017 4:46 PM	JPG File
Cat C - Road-Low Water Crossing_SI Manual_Page_2	10/17/2017 4:46 PM	JPG File
Cat C - Road-Low Water Crossing_SI Manual_Page_3	10/17/2017 4:46 PM	JPG File
Cat C - Road-Low Water Crossing_SI Manual_Page_4	10/17/2017 4:46 PM	JPG File
Cat C - Road-Low Water Crossing_SI Manual_Page_5	10/17/2017 4:46 PM	JPG File
Charter and Bylaws	4/28/2018 7:26 AM	Microsoft Word Doc
Contract	4/28/2018 7:26 AM	Microsoft Word Doc
Damaged Equipment summary	7/5/2018 2:28 PM	Microsoft Word Doc
Debris Management Plan	4/28/2018 7:26 AM	Microsoft Word Doc
DI#89973 DR4332 TX WO#9290 SI Inspection Report	10/17/2017 4:45 PM	Adobe Acrobat Doc
DR4332 TX Location	10/28/2017 2:10 PM	JPG File
Glenville PDMG0009 Force Account Labor files	5/25/2018 2:43 PM	Microsoft Word Doc

File name: [ ] All Files

Open Cancel

**Step 1: Click Select Document**

**Step 2: Click Open**

# Add Document

The screenshot shows a web form titled "Add Document" with a close button (X) in the top right corner. A yellow warning banner at the top states: "CAUTION: Document will be uploaded to the Organization Profile." Below this, there is a green button labeled "SELECT DOCUMENT" and a text input field containing "Deed.docx" with a "(Max Size: 100MB)" note. The form includes several input fields: "Filename" (containing "Deed.docx"), "Description" (containing "Deed"), "Types" (a dropdown menu set to "All"), and "Category" (a button labeled "x General Documents"). A second yellow warning banner at the bottom states: "Personally identifiable information (PII) WARNING" followed by text about the Privacy Act of 1974, 5 U.S.C. § 552a, advising users to ensure no sensitive PII is included. At the bottom right, there are two buttons: a blue "ADD DOCUMENT" button with a checkmark and a grey "CANCEL" button with an X. Three red callout boxes with white text provide instructions: "Step 1: Review Information" points to the "Description" field; "Step 2: Select Category Document Type" points to the "Category" field, with a red note below it stating "Note: Multiple Category types can be added"; and "Step 3: Add Document" points to the "ADD DOCUMENT" button.

ts Portal

Add Document

⚠ CAUTION: Document will be uploaded to the **Organization Profile**.

**SELECT DOCUMENT** Deed.docx  
(Max Size: 100MB)

Filename: Deed.docx

Description: Deed

Types: All

Category: x General Documents

**Personally identifiable information (PII) WARNING**  
With the Privacy Act of 1974, 5 U.S.C. § 552a, Please ensure that any sensitive personally identifiable information (PII) is redacted or redacted prior to uploading this file. This includes social security numbers (SSN), birth dates, financial account numbers, or other similar information.

**Step 1: Review Information**

**Step 2: Select Category Document Type**  
Note: Multiple Category types can be added

**Step 3: Add Document**

✓ ADD DOCUMENT CANCEL

Does the PNP organization have the legal responsibility to re...

# Attach Document

**Attach Proof of Ownership** ×

Please either select an existing document from your Organization profile or upload a new document to your Organization profile to be selected using the **Upload New** button.

**Selected Documents to Attach**

DEED.DOCX ×

**Available Documents to Attach**

Search... ? Category Select...

Filename	Description	Size	Category	Uploaded Date	Uploaded By
No data available					

5 ▼ Previous Next

Showing 0 to 0 of 0 entries

📁 UPLOAD NEW 📎 ATTACH SELECTED 🚫 CANCEL

Click **Attach Selected**



# Other Information/Comments

## Request Public Assistance

3 Contacts 4 Addresses 5 PNP Info 6 Justification 7 Other Info 8 Submit

Please use the area below if you would like to provide any additional information; for instance, you may provide a brief narrative describing why your organization is requesting assistance. This is optional, and you may press next at the bottom of the form to skip this step.

Comments

Limit 500 characters

← PREV NEXT → CANCEL

Step 1: Review  
Information

Step 2: Click  
**Next**

# Review Request

## Request Public Assistance

1 Contacts 2 Addresses 3 PNP Info 4 Justification 5 Other Info 6 Submit

Please ensure all information listed below is accurate before clicking the **Submit** button at the bottom of this form. By clicking the **Submit** button, a notification will be sent to FEMA of your organizations desire to receive Public Assistance. In addition, your designated primary and alternate contacts will receive a confirmation. Following submission, you will receive additional guidance describing the FEMA Public Assistance process.

**General Info**

Applicant St. Peter Church

Event 4332DR-TX (4332DR)

Participated in PDA? Yes

**Primary Contact**

Name Lanneau, Peter

Title Bishop

Email peter@stpeter.org

Phone (512) 589-6532

**Alternate Contact**

Name Wings, Angelic

Title Administrator

Email angelicw@stpeter.org

Phone (512) 589-6533

**Primary Location**

Address 1309 Rutherford Lane

City Austin

State Texas

Zip 78753

County Travis County

Step 1: Review  
Information

Who may use the facility? Open to the public

Is there a fee to use the facility? No

Was the facility in use at the time of the disaster? Yes

Did the facility sustain damage as a direct result of the disaster? Yes

What type of assistance is being requested? Public Assistance

Does the PNP organization own the facility? Yes

Proof of Ownership • [Deed.docx](#)

Does the PNP organization have the legal responsibility to repair the facility? Yes

Proof of Legal Responsibility • [Deed.docx](#)

Is the facility insured? Yes

Copy of Insurance Policy • [Insurance Policy.docx](#)

Additional information or comments --

**Additional Documentation**

Charter and/or By-Laws • [Charter and Bylaws.docx](#)

Accreditation • [Church Accreditation.docx](#)

Tax Exemption Certificate • [Tax Exempt Cert.docx](#)

**Justification**

Late Submission Justification The Documentation needed to submit for the RPA was not readily available prior to the deadline.

**Other Info**

Comments --

**Justification**

Late Submission Justification The Documentation needed to submit for the RPA was not readily available prior to the deadline.

← PREV **SUBMIT** ✓ CANCEL

Step 2: Click **Submit**



# Congratulations Screen

---

## Request Public Assistance

**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 be assigned a Program Delivery Manager (PDMG) who will serve as your single point of contact for FEMA's Public Assistance program. The PDMG will call you to briefly discuss your disaster damages and set up a face-to-face meeting called the Recovery Scoping Meeting. This meeting is designed to discuss in detail your damages and documentation needed to support your claim.

In preparation for the call with the PDMG, please develop a list of damages your organization has sustained from the event and enter them on the **Event PA Requests Profile accessible here**. Your PDMG will discuss this list with you during the call and emphasize the development of your Damage Inventory using the PA Grants Portal.

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

# Small Business Administration (SBA)

**Note:** This section can only be completed after your Organization is determined eligible and a Program Delivery Manager has been assigned



# Applicant Event Profiles

Step 1: Click **My Organization**

Grants Portal

Crocker, Betty

Dashboard

My Organization  
Banatown (8790)

Organization Profile

Organization Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping Meetings

Projects

Damages

Work Order Requests

Work Orders

My Tasks

Calendar

Utilities

Resources

Intelligence

Personnel >

MANAGE

Locations >

MANAGE

Counties with Facility >

Insurance Profile >

UPLOAD INSURANCE DOCUMENTS

HELP

Applicant Event Profiles ▾

Filters

STATUS All

Search...

SHOW/HIDE COLUMNS

Job #	Name	Status	Process Step	PDMGs Assigned	# Projects	# Damages	# Work Orders
4337DR	4337DR-FL	Eligible	Pending Grant Completion	*Avila, Joseph D.	3	22	0

10 Showing 1 entries

Previous 1 Next

Documents >

UPLOAD

DOWNLOAD


MANAGE

Step 2: Click arrow on **Applicant Event Profiles** to expand

Step 3: Click the **Magnifier glass** to select the event


# Applicant Event Profile

Portal

 Applicant Event Profile

4332DR-TX (4332DR) / Pair City Museum (00-8675309-00)

REPORTS



General Information

Late Submission

FEDERAL PA CODE

00-867

NAME

Pair City Museum

TYPE

Nonprofit with 501C3 IRS Status

PNP

PNP TYPE

Museum

Not Critical

STATUS

Eligible

RPA DECISION DATE

7/19/2018 3:03 PM CDT

PROCESS STEP

Pending RSM Completion

As of July 19th, 2018 4:24 PM CDT

Event Information

JOB #

4332DR

EVENT NAME

4332DR-TX

EVENT TYPE

Disaster

INCIDENT TYPE

Hurricane

INCIDENT LEVEL

1

INCIDENT START DATE

August 23, 2017

INCIDENT END DATE

August 25, 2017

INCIDENT LOCATION

Houston County - August 24th, 2017

Stats/Summary

Scroll down to PNP  
Information Bar

# PNP Information Bar

The screenshot shows a web interface with a top navigation bar labeled "Portal" on the left and a user profile icon on the right. Below the navigation bar is a "PNP Information" dropdown menu. The first callout, "Step 1: Click to expand bar", points to the dropdown arrow. The second callout, "Step 2: Click **SBA Loan Tab**", points to the "SBA Loan" tab, which is highlighted with a blue underline. Below the tabs are three main sections: "SBA Loan Information", "SBA Loan Documents", and "SBA Loan History". The "SBA Loan Documents" section has a "MANAGE" button with a gear icon. The third callout, "Step 3: Click **Manage** on SBA Loan Documents", points to this button. Below these sections are "EHP Profile", "Documents", and "Comments", each with its own "MANAGE" or "ADD COMMENT" button.

Portal

Step 1: Click to expand bar

PNP Information

PNP Information SBA Loan

Step 2: Click **SBA Loan Tab**

SBA Loan Information >

SBA Loan Documents > **MANAGE**

SBA Loan History >

Step 3: Click **Manage** on SBA Loan Documents

EHP Profile >

Documents > **MANAGE**

Comments > **+ ADD COMMENT**

# Manage Event PA Request SBA Documents

The screenshot shows a web portal interface. At the top, there is a header bar with the word "Portal" on the left and a user profile "Uchiha, Sasuke..." on the right. Below the header, there is a navigation bar with several links: "Applicant Event Profiles PNP Information", "Manage Applicant Event Profiles", and "SBA Loan Documents". The "Applicant Event Profiles PNP Information" link is highlighted. To the right of the navigation bar is a green button labeled "+ ADD DOCUMENT". A red callout box with a pointer directed at the button contains the text "Click **Add Document**". Below the navigation bar, there is a light blue box containing the text "This Applicant Event Profile has no documents."

Portal

Uchiha, Sasuke...

Applicant Event Profiles PNP Information Manage Applicant Event Profiles SBA Loan Documents

+ ADD DOCUMENT

This Applicant Event Profile has no documents.

Click **Add Document**

# Add SBA Document

The screenshot shows a web portal interface with a modal titled "Add Document". The modal contains a caution message, a document selection area, and a PII warning. A red callout bubble with the text "Click Select Document" points to the "SELECT DOCUMENT" button.

**Add Document**

**⚠ CAUTION:** Document will be uploaded to the **Applicant Event Profile**.  
If this document needs to be uploaded to the organization and is not specific to this event, then please upload the document to the **Organization Profile**.

**SELECT DOCUMENT** (Max Size: 100MB)

Filename

Description

Types

Category

**⚠ Personally identifiable information (PII) WARNING**  
In accordance with the Privacy Act of 1974, 5 U.S.C. § 552a, Please ensure that any sensitive personally identifiable information (PII) has been removed or redacted prior to uploading this file. This includes social security numbers (SSN), birth dates, financial account information, home addresses, or other similar information.



# Select SBA Document

The screenshot shows a 'File Upload' dialog box with the following table of files:

Name	Date modified	Type
Charter and Bylaws	7/18/2018 11:57 AM	Microsoft Word Doc
Damaged Equipment summary	7/5/2018 2:28 PM	Microsoft Word Doc
Debris Management Plan	4/28/2018 7:26 AM	Microsoft Word Doc
DI#89973 DR4332 TX WO#9290 SI Inspection Report	10/17/2017 4:45 PM	Adobe Acrobat Doc
DR4332 TX Location	10/28/2017 2:10 PM	JPG File
Glenville PDMG0009 Force Account Labor files	5/25/2018 2:43 PM	Microsoft Word Doc
Insurance	7/18/2018 11:55 AM	Microsoft Word Doc
Maint Report	10/18/2017 8:09 AM	Microsoft Word Doc
<b>Pair City Museum SBA Loan Letter</b>	7/19/2018 1:53 PM	Microsoft Word Doc
X Cert	7/18/2018 12:26 PM	Microsoft Word Doc
WO#9006 DR4332 TX DI#27639 Firmette	10/28/2017 2:05 PM	Adobe Acrobat Doc
WO#9006 DR4332 TX DI#27639 SI Inspection Report	10/17/2017 4:45 PM	Adobe Acrobat Doc
WO#9305 DR4332 TX DI#89099 Location Map	11/1/2017 8:37 AM	JPG File
WO#9305 DR4332 TX DI#89099 NFHLMMap	11/1/2017 8:44 AM	Adobe Acrobat Doc
WO#9305 DR4332 TX DI#89099 Photo Page	11/3/2017 7:51 AM	Microsoft Word Doc

The 'File name' field at the bottom contains 'Pair City Museum SBA Loan Letter'. The 'All Files' dropdown menu is visible, and the 'Open' button is highlighted by a red callout bubble.

**Step 1: Select Document**

**Step 2: Click Open**



# Upload SBA Loan Document

The screenshot shows a web portal interface with a modal titled "Add Document". The modal contains a caution message, a form for document details, and a PII warning. Two red callout boxes highlight specific steps: "Step 1: Add document description" points to the "Description" field, and "Step 2: Click Add Document" points to the "ADD DOCUMENT" button.

**Add Document**

**CAUTION:** Document will be uploaded to the **Applicant Event Profile**.  
If this document needs to be uploaded to the organization and is not specific to this event, then please upload the document to the [Organization Profile](#).

Pair City Museum SBA Loan Letter.docx  
(Max Size: 100MB)

Pair City Museum SBA Loan Letter.docx

Description: SBA Determination letter for DR4332TX

Types: PNP Information

Category: SBA Loan Documentation

**Personally identifiable information (PII) WARNING**  
In accordance with the Privacy Act of 1974, 5 U.S.C. § 552a, Please ensure that any sensitive personally identifiable information has been removed or redacted prior to uploading this file. This includes social security numbers (SSN), birth dates, financial information, home addresses, or other similar information.

**Step 1: Add document description**

**Step 2: Click Add Document**

✓ ADD DOCUMENT    ✕ CANCEL

# Edit Uploaded Document

**Grants Portal**

Click page icon to go back to Event Profile page

Dashboard

My Organization

Pair City Museum

Organization Profile

Organization Personnel

Applicant Event Profiles

Projects

Damages

Work Orders

My Tasks

Calendar

Applicant Event Profiles PNP Information Manage Applicant Event

+ ADD DOCUMENT

Profiles SBA Loan Documents

Click **Edit** to change document description and name

Filename	Description	Size	Category	Uploaded Date	Uploaded By
<a href="#">EDIT</a> Pair City Museum SBA Loan Letter.docx	SBA Loan determination letter for event DR4332TX	47.2 KB	SBA Loan Documentation		Uchiha, Sasuke
<a href="#">REMOVE</a>					

Showing 1 to 1 of 1 entries

Click **Remove** to delete Document

Previous 1 Next

# SBA Loan Determination

## Portal

### Applicant Event Profile Pair City Museum - 4332DR

⚠ SBA Loan Determination is pending for Pair City Museum

🔗 [Make an SBA Loan Determination](#)

Click **Make an SBA Loan Determination**

Event

**NAME** Pair City Museum

**TYPE** Nonprofit with 501C3 IRS Status **PNP**

**PNP TYPE** Museum **Not Critical**

**STATUS** Eligible

**RPA DECISION DATE** 7/19/2018 3:03 PM CDT

**PROCESS STEP** Pending RSM Completion  
*As of July 19th, 2018 4:24 PM CDT*

**EVENT TYPE** Disaster

**INCIDENT TYPE** Hurricane

**INCIDENT LEVEL** 1

**INCIDENT START DATE** August 23, 2017

**INCIDENT END DATE** Ongoing

**DECLARATION DATE** August 25, 2017

**DECLARED COUNTIES** Houston County - August 24th, 2017

**Note:** Start this process after receiving the determination letter from SBA.

If this section is not present, ask Program Delivery Manager to **Reset SBA Loan Information** on the PNP Information bar, in the SBA Loan tab

# SBA Loan Determination Questions

SBA Loan Questionnaire

Will permanent work projects (Categories C-G) be requested?

☒ Yes ☐ No

Has an SBA Loan application been submitted?

☒ Yes ☐ No

Has a response been received on the SBA Loan application?

☒ Yes ☐ No

Was the SBA Loan approved?

☒ Yes ☐ No

Does the SBA Loan cover the full cost of the permanent work costs?

☐ Yes ☒ No

Step 1: Answer ALL Questions

UPLOAD SBA LOAN

	Filename	Description	Size	Category	Uploaded Date	Uploaded By
✕ REMOVE	Pair City Museum SBA Loan Letter.docx	SBA Loan determination letter for event DR4332TX	47.2 KB	SBA Loan Documentation		Uchiha, Sasuke

Showing 1 to 1 of 1 entries

Step 2: Save

Previous1Next

SAVECANCEL

PROCESS STEP

Pending RSM Completion

As of July 19th, 2018 4:24 PM CDT

INCIDENT END DATE

Ongoing

# Confirm SBA Loan Information Questions

**Portal** Uchiha, Sasuke

**Step 1: Expand PNP Information bar**

PNP Information **SBA Loan**


**Step 2: Click SBA Loan tab**

**SBA Loan Information**

- Will permanent work projects (Categories C-G) be requested? **Yes**
- Has an SBA Loan application been submitted? **Yes**
- Has a response been received on the SBA Loan application? **Yes**
- Was the SBA Loan approved? **No**
- Does the SBA Loan cover the full cost of the permanent work costs? **Unanswered**

**Step 3: Expand SBA Loan Information**

**SBA Loan Documents** MANAGE

Filename	Description	Size	Category	Uploaded Date	Uploaded By
 Pair City Museum SBA Loan Letter.docx	SBA Loan determination letter for event DR4332TX	47.2 KB	SBA Loan Documentation	07/19/2018 01:59 PM CDT	Uchiha, Sasuke

Showing 1 to 1 of 1 entries

Previous 1 Next

# Damage Inventory Template





# Applicant Event Profiles

Step 1: Click **My Organization**

**Grants Portal**

Dashboard

**My Organization**

Glenville - PDMG0009 - 4332DR (4332DR - 9)

**My Organization Profile**

Glenville - PDMG0009 - 4332DR (4332DR - 9)

General Information

STATE/TRIBE/TERRITORY	Texas	IS ACTIVE?	Yes
LEVEL 2	Glenville - PDMG0009 - 4332DR	FEMA PA CODE	4332DR - 9
TYPE	City or Township Government	DUNS NUMBER	TX-TRN-0009
RECIPIENT REGION	Region 7		
NUMBER	--		

Personnel > [MANAGE](#)

Locations > [MANAGE](#)

County > [MANAGE](#)

Insurance Profile > [UPLOAD INSURANCE DOCUMENTS](#) [? HELP](#)

Applicant Event Profiles

Step 2: Click **Applicant Event Profiles**



# Manage Damage Inventory

## Portal

**RPA DECISION DATE** 8/29/2017 7:14 pm CDT

**RSM COMPLETION DATE** 9/15/2017 3:15 pm CDT

**DAMAGE INVENTORY DEADLINE** 11/14/2017

**PROCESS STEP** Pending Grant Completion  
As of September 15th, 2017 1:55 PM CDT

**INCIDENT LEVEL** 1

**INCIDENT START DATE** August 23, 2017

**INCIDENT END DATE** August 28, 2017

**DECLARATION DATE** August 26, 2017

**DECLARED COUNTIES** Houston County - August 24th, 2017

Stats/Summary

Contacts >

MANAGE

Locations >

MANAGE

Damage Inventory >

MANAGE

Exploratory Call Information >

Step 1: Scroll  
down to **Damage  
Inventory Bar**

Step 2: Click  
**Manage**

# Download Damage Inventory Template

**Portal** 7 Leghorn, Foghor...

**Applicant Event Profile** Manage Damage Inventory

4332DR-TX (4332DR) / Glenville - PDMG0009 - 4332DR (4332DR - 9) **Manage Damage Inventory**

**IMPORT** **+ ADD DAMAGE** **GO BACK**

- Download Template
- Upload Spreadsheet
- View Imports

**Damage Inventory**

Search...

**Click Import then select Download Template**

	Damage #	Category	Name	D		Cause of Damage	Location
<b>EDIT</b> <b>REMOVE</b>	27637	C	COUNTY ROAD 65	2	nty Roads	Flood	1258 OLD RIVER ROAD, AGFA, Georgia 26589
<b>EDIT</b> <b>REMOVE</b>	27638	C	COUNTY ROAD 56	400LF WASHOUT	[8415] County Roads	Flood	1258 OLD RIVER ROAD, AGFA, Georgia 26589
<b>EDIT</b> <b>REMOVE</b>	27640	C	COUNTY ROAD 35	250LF WASHOUT	[19116] County Road 35	Flood	1258 OLD RIVER ROAD, AGFA, Georgia 26589
<b>EDIT</b> <b>REMOVE</b>	27641	C	COUNTY ROAD 95	200LF WASHOUT	Unassigned	Flood	1258 OLD RIVER ROAD, AGFA, Georgia 26589
<b>EDIT</b> <b>REMOVE</b>	27642	G	ROBERTS PARK	DAMAGES TO PLAYGROUND EQUIPMENT	[5054] City Parks	Flood	1954 POSSUM BACK BRANCH, AGFA, Georgia 26589
<b>EDIT</b> <b>REMOVE</b>	27643	G	ROBERTS PARK	DAMAGES TO THE MAIN OFFICE COMPLEX	[5054] City Parks	Flood	1954 POSSUM BACK BRANCH, AGFA, Georgia 26589

# Download Damage Inventory Template Pop-Up Box

**Portal**

Applicant Event Profile Manager  
4332DR-TX (4332DR) / Glenville - PDMG0009 - 4332DR (4332DR - 9) / Main

Step 1: Click **Open With**

Opening Grants Manager Damage Import Template - Glenville - PDMG0...  
You have chosen to open:  
...emplate - Glenville - PDMG0125 - 4332DR (4332DR - 125).xlsx  
which is: Microsoft Excel Worksheet  
from: https://grantsportal-demo-site.azurewebsites.net

What should Firefox do with this file?

☒ **Open with** Microsoft Excel (default)

☐ **Save File**

☐ Do this automatically for files like this from now on.

OK Cancel

Step 2: Click **OK**

Damage #	Category	Name
27637	C	COUNTY ROAD 65
27638	C	COUNTY ROAD 56
27640	C	COUNTY ROAD 35
27641	C	COUNTY ROAD 95
27642	G	ROBERTS PARK
27643	G	ROBERTS PARK

DAMAGES TO PLAYGROUND EQUIPMENT	[5054] City Parks	Flood	1954 POSSUM BACK BRANCH, AGFA, Georgia
			26589

# Enable Editing

Grants-Manager Damage Import Template - Glenville - PDMG0125 - 4332DR (4332DR - 125) [Protected View] - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. **Enable Editing**

G4 Program Delivery Manager (PDMG) Email:

Disaster Number:	4332DR				Program Delivery Manager (PDMG) Name:	PDMG0125			
Applicant Name:	Glenville - PDMG0125 - 4332DR (4332DR - 125)				Program Delivery Manager (PDMG) Phone:	(555) 555-555			
Applicant FIPS:	4332DR - 125				Program Delivery Manager (PDMG) Email:	PDMG0125@fema.gov			
Applicant Point of Contact Name:	Doe, John								
Applicant Point of Contact Phone:	(555) 555-555								
Applicant Point of Contact Email:	58922John@PDMG0125.gov								

Category	Name of damage/facility	Address 1	Address 2	City	State	Zip	Latitude	Longitude	Describe Damage

Damage Inventory Lists

# Complete Damage Inventory Template & Save

Category	Name of damage/facility	Address 1	Address 2	City	State	Zip	Latitude	Longitude	Describe Damage	Primary Cause of Damage	Approx. Cost	% Work Complete	Labor Type	Has received PA grant(s) on this facility in a past?	Applicant priority
E	Fire Station #9	1611 Headway Cir	Bldg 2	Austin	TX	78754	30.33234	-9768259	10000sf 2 story, no basement. 5 dorm rooms with 1-2 ft standing flood water for 1 day. Draywall, carpet, bed, chair and desk. 5 windows damage and Parking lot lights.	Hurricane	\$50,000	30%	FA	U	High



Complete each column then  
save on your computer


**DO NOT CHANGE TEMPLATE OR SKIP LINES**



# Upload Damage Inventory Spreadsheet

**Portal**


 7  Leghorn, Foghor...


 **Applicant Event Profile**


Manage Damage Inventory

4332DR-TX (4332DR) / Glenville - PDMG0009 - 4332DR (4332DR - 9) **Manage Damage Inventory**

**IMPORT**

 Download Template

 Upload Spreadsheet













 View Imports

**ADD DAMAGE**

**GO BACK**

**Damage Inventory**

**SHOW/HIDE COLUMNS**

	Damage #	Category	Name	Damage Description	Project	Cause of Damage	Location
<div> EDIT</div> <div> REMOVE</div>	27637	C	COUNTY ROAD 65	250LF WASHOUT	[8415] County Roads	Flood	1258 OLD RIVER ROAD, AGFA, Georgia 26589
<div> EDIT</div> <div> REMOVE</div>	27638	C	COUNTY ROAD 56	400LF WASHOUT	[8415] County Roads	Flood	1258 OLD RIVER ROAD, AGFA, Georgia 26589
<div> EDIT</div> <div> REMOVE</div>	27640	C	COUNTY ROAD 35	250LF WASHOUT	[19116] County Road 35	Flood	1258 OLD RIVER ROAD, AGFA, Georgia 26589
<div> EDIT</div> <div> REMOVE</div>	27641	C	COUNTY ROAD 95	200LF WASHOUT	Unassigned	Flood	1258 OLD RIVER ROAD, AGFA, Georgia 26589
<div> EDIT</div> <div> REMOVE</div>	27642	G	ROBERTS PARK	DAMAGES TO PLAYGROUND EQUIPMENT	[5054] City Parks	Flood	1954 POSSUM BACK BRANCH, AGFA, Georgia 26589
<div> EDIT</div> <div> REMOVE</div>	27643	G	ROBERTS PARK	DAMAGES TO THE MAIN OFFICE COMPLEX	[5054] City Parks	Flood	1954 POSSUM BACK BRANCH, AGFA, Georgia 26589

Click **Import** and select **Upload Spreadsheet**

# Select Damage Inventory Spreadsheet

**Portal**

**Applicant Event Profile M**

4332DR-TX (4332DR) / Glenville - PDMG0009 - 4332DR (4332DR - 9)

**Damage Inventory**

Search...

	Damage #	Category	Name
<a href="#">EDIT</a> <a href="#">REMOVE</a>	27637	C	COUNTY ROAD 65
<a href="#">EDIT</a> <a href="#">REMOVE</a>	27638	C	COUNTY ROAD 56
<a href="#">EDIT</a> <a href="#">REMOVE</a>	27640	C	COUNTY ROAD 35
<a href="#">EDIT</a> <a href="#">REMOVE</a>	27641	C	COUNTY ROAD 95
<a href="#">EDIT</a> <a href="#">REMOVE</a>	27642	G	ROBERTS PARK
<a href="#">EDIT</a> <a href="#">REMOVE</a>	27643	G	ROBERTS PARK

**File Upload**

« Docu... » Glenville applicant doc

Search Glenville applicant doc

Organize New folder

Name	Date modified
Copy of Grants Manager Damage Import Temp...	10/30/2017 11:52 AM

Documents  
Pictures  
Foghorn Leghorn  
PDMG Manuals  
PRINT THESE  
SI Manual update  
This PC

File name: Copy of Grants Manager Damage Im \* .xlsx

[Open](#) [Cancel](#)

**Step 1: Click on the saved template**

**Step 2: Click Open**

Damage #	Category	Name	Damage Description	Location	Damage Type	Address
26589						
1954	POSSUM BACK					
BRANCH, AGFA, Georgia						
26589						



# Damage Inventory Template with Errors

## Portal

TOTAL RECORDS IMPORTED1

NEW DAMAGE RECORDS0

RECORDS WITH ERRORS1 (1)

RECORDS WITH WARNINGS0

This import data contains errors. You may search through the records with errors. Click the Cancel button to close this import and try again with a new file.

CANCEL IMPORT

Records

Search...

SHOW/HIDE COLUMNS

Row	Result	Category	Name	Address 1	Address 2	City	State	Zip	Longitude	Damage Description	Cause of Dar	
9	Rejected	E	Fire Station #9	1611 Headway Cir	Bldg 2	Austin	Texas	78754	30.33	-97.68259.00	10000sf 2 story, no basement. 5 dorm rooms with 1-2 ft standing flood water for 1 day. Dravwall. carpet.	Hurricane

**Note: All areas with errors will be highlighted in red. Correct the errors on Excel Template form, then import again**

**Step 1: Verify Errors or Warnings**

**Step 2: Click Cancel Import**

# Cancel Import

The screenshot shows a web application interface with a modal dialog box titled "Cancel Import". The dialog contains the text "Do you wish to cancel and discard this import?" and "The results below will be saved for later viewing." Below this text are two buttons: a red "CANCEL IMPORT" button and a white "GO BACK" button. A red callout bubble points to the "CANCEL IMPORT" button with the text "Click **Cancel Import**". In the background, a table is visible with columns: Row, Result, Category, Name, Address 1, Address 2, City, State, Zip, Latitude, Longitude, Damage Description, and Cause of Dar. The table has one row of data. A "SHOW RECORDS" dropdown menu is set to "All". A search bar is at the bottom left, and a "SHOW/HIDE COLUMNS" button is at the bottom right.

Cancel Import

Do you wish to cancel and discard this import?

The results below will be saved for later viewing.

**CANCEL IMPORT** GO BACK

Click **Cancel Import**

Records

SHOW RECORDS All

Search...

SHOW/HIDE COLUMNS

Row	Result	Category	Name	Address 1	Address 2	City	State	Zip	Latitude	Longitude	Damage Description	Cause of Dar
1												

# Import Damage Inventory Template With No Errors

Portal

!

Import Damage Inventory

Results

TOTAL RECORDS IMPORTED

1

RECORDS WITH ERRORS

0

NEW DAMAGE RECORDS

1

RECORDS WITH WARNINGS

0

Your import file is ready to commit and contains no warnings. Review the data below, then click Commit to process this import.

COMMIT IMPORT

CANCEL IMPORT

If for any reason you do not want to commit this import, you may preserved and may be re-submitted when you are ready.

Step 1: Check Errors & Warnings

Step 2: Click **Commit Import**

Records

SHOW RECORDS

All

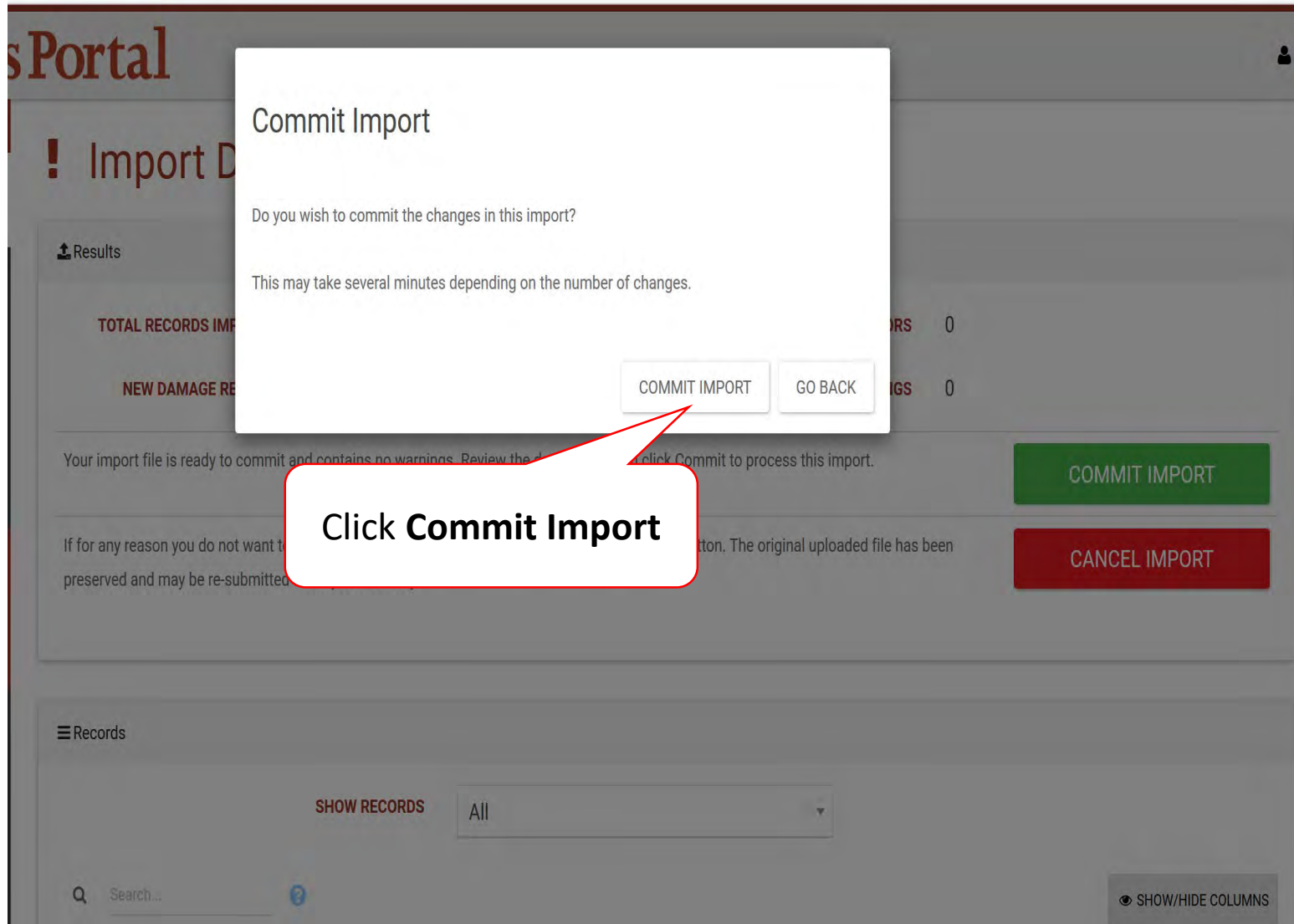
Q Search...

?

SHOW/HIDE COLUMNS

85

# Commit Import Pop-Up Box




# Damage Inventory Template Upload Log

Portal

 Import Damage Inventory Glenville -  
PDMG0125 - 4332DR

 DOWNLOAD TEMPLATE

 UPLOAD SPREADSHEET

 GO BACK


## Uploaded Damage Inventory









 Import History



Search...



 SHOW/HIDE COLUMNS

Uploaded Date	Uploaded By	Uploaded File	Processed Date	Processed By	Result File	Result
10/30/2017 01:38 PM CDT	Sam, Yosemite	 Copy of Grants Manager Damage Import Template - Glenville - PDMG0125 - 4332DR (4332DR - 125).xlsx	10/30/2017 01:46 PM CDT	Sam, Yosemite	 Grants Manager Damage Inventory Import Result 2017-10-30.xlsx	Processed
10/30/2017 01:30 PM CDT	Sam, Yosemite	 Copy of Grants Manager Damage Import Template - Glenville - PDMG0125 - 4332DR (4332DR - 125).xlsx	10/30/2017 01:35 PM CDT	Sam, Yosemite	 Grants Manager Damage Inventory Import Result 2017-10-30.xlsx	Rejected
10/30/2017 01:20 PM CDT	Sam, Yosemite	 Copy of Grants Manager Damage Import Template - Glenville - PDMG0125 - 4332DR (4332DR - 125).xlsx	10/30/2017 01:28 PM CDT	Sam, Yosemite	 Grants Manager Damage Inventory Import Result 2017-10-30.xlsx	Rejected
09/15/2017 12:51	PDMG0125	 Copy of THOMASVILLE Damage	09/15/2017 12:52 PM	PDMG0125	 Grants Manager Damage	Processed

# Damage Inventory

Add Single  
Damage



# Applicant Event Profiles

The screenshot shows the 'Grants Portal' interface. The left sidebar contains a menu with items like 'Dashboard', 'My Organization', 'Organization Profile', 'Applicant Event Profiles', 'Exploratory Calls', 'Recovery Scoping Meetings', 'Projects', 'Damages', 'Work Order Requests', 'Work Orders', 'My Tasks', 'Calendar', 'Utilities', 'Resources', and 'Intelligence'. The main content area is titled 'My Applicant Event Profiles'. A red callout box points to the 'Applicant Event Profiles' menu item in the sidebar, containing the text 'Step 1: Click Applicant Event Profiles'. Another red callout box points to a magnifying glass icon in the table's first column, containing the text 'Step 2: Click Magnifying glass'. The table below has columns for Event #, Event Name, Status, Process Step, # Projects, # Damages, and # Work Orders. It displays one entry with Event # 4337DR and Event Name 4337DR-FL. The status is 'Eligible' and the process step is 'Pending Grant Completion'. There are 3 projects, 22 damages, and 0 work orders. The bottom of the table shows '1 to 1 of 1 entries' and navigation buttons for 'Previous', '1', and 'Next'.

**Grants Portal**

Crocker, Betty

**My Applicant Event Profiles**

Filters >

All Active Applicant Event Profiles

SHOW/HIDE COLUMN

Event #	Event Name	Status	Process Step	# Projects	# Damages	# Work Orders
4337DR	4337DR-FL	Eligible	Pending Grant Completion	3	22	0

1 to 1 of 1 entries

Previous 1 Next

**Step 1: Click Applicant Event Profiles**

**Step 2: Click Magnifying glass**



# Manage Damage Inventory

## Portal

RPA DECISION DATE

8/29/2017 7:14 pm CDT

INCIDENT LEVEL

1

RSM COMPLETION DATE

9/15/2017 3:15 pm CDT

INCIDENT START DATE

August 23, 2017

DAMAGE INVENTORY DEADLINE

11/14/2017

INCIDENT END DATE

August 28, 2017

PROCESS STEP


Pending Grant Completion  
As of September 15th, 2017 1:55 PM CDT


DECLARATION DATE


August 26, 2017


DECLARED COUNTIES


Houston County - August 24th, 2017

 Stats/Summary >

 Contacts >

 Locations >

 Damage Inventory >

 Exploratory Call Information >

Scroll down to **Damage Inventory Bar**

Click **Manage**

MANAGE

MANAGE

MANAGE

90

# Add A Single Damage

**Portal** 7 Leghorn, Foghor...

**Applicant Event Profile** Manage Damage Inventory

4332DR-TX (4332DR) / Glenville - PDMG0009 - 4332DR (4332DR - 9) / **Manage Damage Inventory**

[IMPORT](#) [+ ADD DAMAGE](#) [GO BACK](#)

**Damage Inventory**

Search

Click Add Damage

	Damage #	Category	Name	Damage Description	Project	Cause of Damage	Location
<a href="#">EDIT</a> <a href="#">REMOVE</a>	27637	C	COUNTY ROAD 65	250LF WASHOUT	[8415] County Roads	Flood	1258 OLD RIVER ROAD, AGFA, Georgia 26589
<a href="#">EDIT</a> <a href="#">REMOVE</a>	27638	C	COUNTY ROAD 56	400LF WASHOUT	[8415] County Roads	Flood	1258 OLD RIVER ROAD, AGFA, Georgia 26589
<a href="#">EDIT</a> <a href="#">REMOVE</a>	27640	C	COUNTY ROAD 35	250LF WASHOUT	[19116] County Road 35	Flood	1258 OLD RIVER ROAD, AGFA, Georgia 26589
<a href="#">EDIT</a> <a href="#">REMOVE</a>	27641	C	COUNTY ROAD 95	200LF WASHOUT	Unassigned	Flood	1258 OLD RIVER ROAD, AGFA, Georgia 26589
<a href="#">EDIT</a> <a href="#">REMOVE</a>	27642	G	ROBERTS PARK	DAMAGES TO PLAYGROUND EQUIPMENT	[5054] City Parks	Flood	1954 POSSUM BACK BRANCH, AGFA, Georgia 26589
<a href="#">EDIT</a> <a href="#">REMOVE</a>	27643	G	ROBERTS PARK	DAMAGES TO THE MAIN OFFICE COMPLEX	[5054] City Parks	Flood	1954 POSSUM BACK BRANCH, AGFA, Georgia 26589

# Select Damage Type

Click **Standard Damage**

What type of **Damage** do you want to create?

STANDARD DAMAGE

Damages that are categories A, B, C, D, E, F, or G.

DIRECT ADMINISTRATIVE  
COSTS AND SMC

For the reimbursement of Category Z- Directed  
Administrative Costs (DAC)

EMERGENCY WORK  
DONATED RESOURCES

Category B damages to capture the credit of  
emergency work donated resource costs.

CLOSE

# Add Damaged Site Information

**Grants Portal** Crocker, Betty

**Applicant Event Profile Manage Damage Inventory**

4337DR-FL (4337DR) | Bananastown (8790) | Manage Damage Inventory

**General Information**

Category: Select...

Name:

**Damage Information**

Damage Description:

Cause of Damage: Select...

Prior PA Grant? ☐

**Location Information**

Location: Address Latitude/Longitude Map

Street Address:

Building / Suite:

City:

Florida:

Zipcode:

**Work Information**

% Work Complete:

Approximate Cost:

Labor Type: Select...

Applicant Priority: Select...

**Step 1: Complete Information**

**Step 2: Click Save**

**SAVE** **CANCEL**

# Edit Damage Inventory



# Applicant Event Profiles

**Grants Portal** Crocker, Betty

**My Applicant Event Profiles**

Filters > All Active Applicant Event Profiles

Event #	Event Name	Status	Process Step	# Projects	# Damages	# Work Orders
4337DR	4337DR-FL	Eligible	Pending Grant Completion	3	22	0

25 1 to 1 of 1 entries Previous 1 Next

**Step 1: Click Applicant Event Profiles**

**Step 2: Click Magnifying glass**

# Damage Inventory Bar

## Portal

**RPA DECISION DATE**

8/29/2017 7:14 pm CDT

**INCIDENT LEVEL**

1

**RSM COMPLETION DATE**

9/15/2017 3:15 pm CDT

**INCIDENT START DATE**

August 23, 2017

**DAMAGE INVENTORY DEADLINE**

11/14/2017

**INCIDENT END DATE**

August 28, 2017

**PROCESS STEP**

Pending Grant Completion  
As of September 15th, 2017 1:55 PM CDT

**DECLARATION DATE**

August 26, 2017

**DECLARED COUNTIES**

Houston County - August 24th, 2017

Stats/Summary >

Contacts >

Locations >

Damage Inventory >

Exploratory Call Information >

MANAGE

MANAGE

MANAGE

Scroll down to **Damage Inventory Bar**

Click **Manage**



# Edit Damage Inventory

Portal

7 Leghorn, Foghor...

## Applicant Event Profile Manage Damage Inventory

4332DR-TX (4332DR) / Glenville - PDMG0009 - 4332DR (4332DR - 9) / Manage Damage Inventory

IMPORT

+ ADD DAMAGE

GO BACK

### Damage Inventory

Search...

SHOW/HIDE COLUMNS

	Damage #	Category	Name	Damage Description	Project	Cause of Damage	Location
<a href="#">EDIT</a> <a href="#">REMOVE</a>	27637	C	COUNTY ROAD 65	250LF WASHOUT	[8415] County Roads	Flood	1258 OLD RIVER ROAD, AGFA, Georgia 26589
<a href="#">EDIT</a> <a href="#">REMOVE</a>	27638	C	COUNTY ROAD 35	400LF WASHOUT	[8415] County Roads	Flood	1258 OLD RIVER ROAD, AGFA, Georgia 26589
<a href="#">EDIT</a> <a href="#">REMOVE</a>	27640	C	COUNTY ROAD 35	250LF WASHOUT	[19116] County Road 35	Flood	1258 OLD RIVER ROAD, AGFA, Georgia 26589
<a href="#">EDIT</a> <a href="#">REMOVE</a>	27641	C	COUNTY ROAD 95	200LF WASHOUT	Unassigned	Flood	1258 OLD RIVER ROAD, AGFA, Georgia 26589
<a href="#">EDIT</a> <a href="#">REMOVE</a>	27642	G	ROBERTS PARK	DAMAGES TO PLAYGROUND EQUIPMENT	[5054] City Parks	Flood	1954 POSSUM BACK BRANCH, AGFA, Georgia 26589
<a href="#">EDIT</a> <a href="#">REMOVE</a>	27643	G	ROBERTS PARK	DAMAGES TO THE MAIN OFFICE COMPLEX	[5054] City Parks	Flood	1954 POSSUM BACK BRANCH, AGFA, Georgia 26589

Click Edit

# Edit Damage Information

**Portal**

Applicant Event Profile Manage Damage Inventory

4332DR-TX (4332DR) / Glenville - PDM/G0009 - 4332DR (4332DR - 9) / Manage Damage Inventory

Step 2: Click **Save**

SAVE CANCEL

General Information

Category: E - Buildings and Equipment

Name: Spark

Damage Information

Damage Description: 200 SF of roof damage. 3ea 590 SF offices with water damage from 2FT of standing water. Office equipment damages in three rooms.

Cause of Damage: Hurricane

Prior PA Grant? ☐

Location Information

Location: Address Latitude/Longitude Map

1609 Rutherford Lane

Building / Suite

Austin

Texas

Texas

78753

Repair Information

% Work Complete: 10

Approximate Cost: \$90,000.00

Labor Type: Force Account and Contract

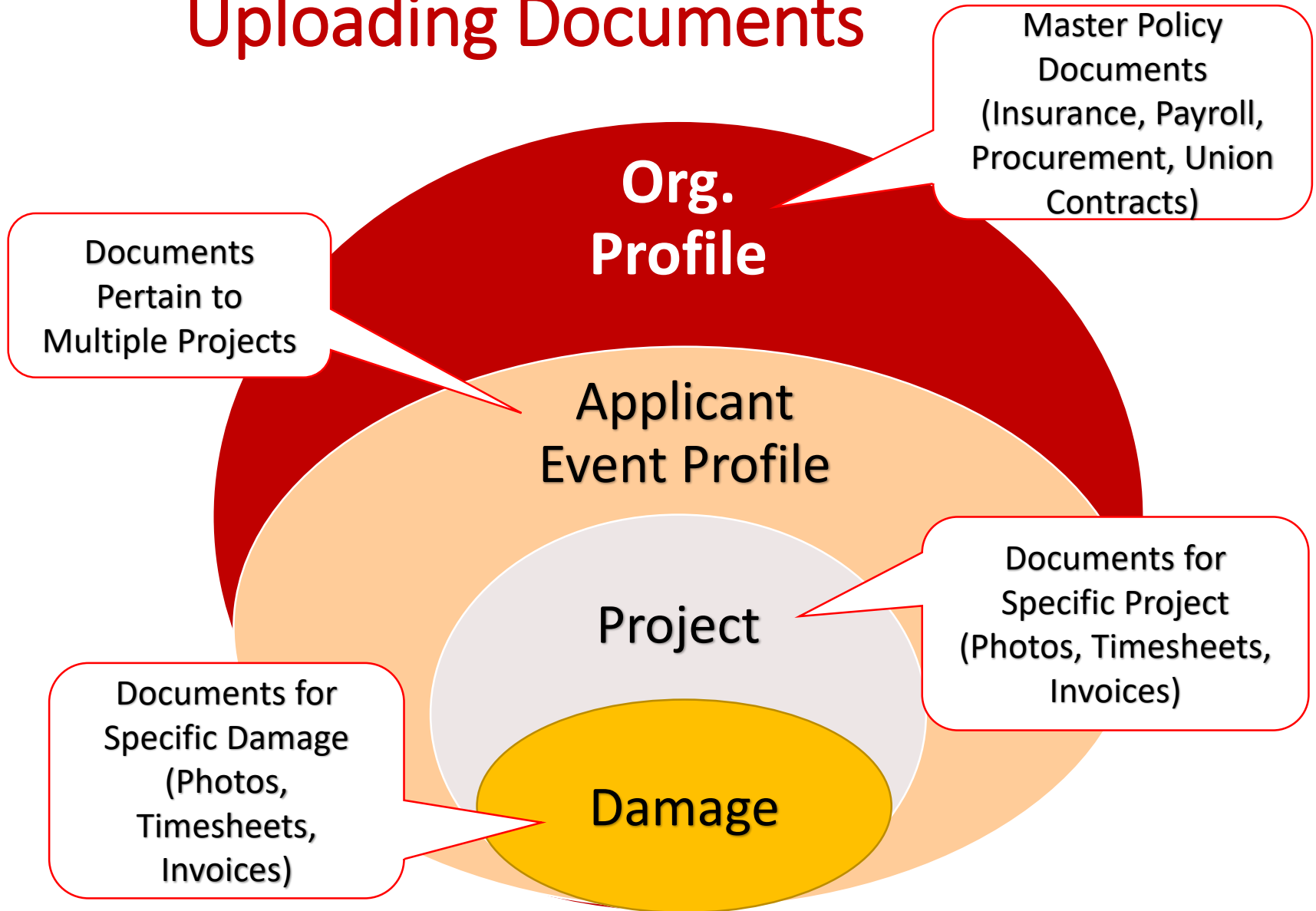
Priority: Medium

Step 1: Edit Information

# Upload Documents



# Uploading Documents



# Upload Insurance Documents in Organization Profile



# Upload Insurance Document

Step 1: Click **My Organization**

Step 2: Click **Organization Profile**

Step 3: Click **Upload Insurance Document**

The screenshot displays the Grants Portal interface. The header shows the user's name 'Crocker, Betty' and a 'DOWNLOAD' button. The sidebar on the left contains navigation links: Dashboard, My Organization (Bananatown (8790)), Organization Profile, Organization Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Projects, Damages, Work Order Requests, Work Orders, My Tasks, Calendar, Utilities, Resources, and Intelligence. The main content area is titled 'My Organization Profile' and shows 'Bananatown (8790)'. It includes a 'General Information' section with fields for 'IS ACTIVE?' (Yes), 'FEMA PA CODE' (8790), and 'DUNS NUMBER' (987654321). Below this, there are links to manage various sections: Personnel, Locations, Counties with Facility, Insurance Profile, and Applicant Event Profiles. The 'Insurance Profile' link is highlighted with a red box and a callout indicating the next step.

Field	Value
IS ACTIVE?	Yes
FEMA PA CODE	8790
DUNS NUMBER	987654321

Management Links:

- Personnel > [MANAGE]
- Locations > [MANAGE]
- Counties with Facility >
- Insurance Profile > [UPLOAD INSURANCE DOCUMENTS] [HELP]
- Applicant Event Profiles >

# Upload Insurance Document

The screenshot shows the 'Grants Portal' interface with a modal window titled 'Upload Insurance Documents'. The modal contains a dashed box for file upload with the text 'Drag and drop files here, or click here to select files.' and an upward arrow icon. Below this is a section titled 'Documents Pending Upload' with instructions: 'To begin uploading a document, either drag and drop a file or multiple files into the area above or click the area above to upload files manually.' and a note: 'Note: You may not upload the document to the Insurance Profile that matches an existing document with same document area.' At the bottom of the modal are two buttons: 'UPLOAD PENDING DOCUMENTS' and 'CANCEL'. A red callout bubble points to the dashed box with the text: 'Click and drag document or click to add file'. The background shows the portal's sidebar with options like 'Dashboard', 'My Organization', 'Organization Profile', 'Organization Personnel', 'Work Orders', 'My Tasks', 'Calendar', 'Utilities', 'Resources', and 'Intelligence'. The main content area shows 'My Organization' details for 'Bananatown (8790)' and a list of links: 'Locations', 'Counties with Facility', 'Insurance Profile', and 'Applicant Event Profiles'.

Grants Portal

Dashboard

My Organization  
Bananatown (8790)

Organization Profile

Organization Personnel

Work Orders

My Tasks

Calendar

Utilities

Resources

Intelligence

My Orga  
Bananatown (8790)

General Informati

Documents Pending Upload

To begin uploading a document, either drag and drop a file or multiple files into the area above or click the area above to upload files manually.

Note: You may not upload the document to the Insurance Profile that matches an existing document with same document area.

UPLOAD PENDING DOCUMENTS

CANCEL

Locations >

Counties with Facility >

Insurance Profile >

Applicant Event Profiles >

54321

UPLOAD IN

Click and drag document or click to add file



# Select Insurance Document – Pop-Up Box

The screenshot displays the Grants Portal interface with a sidebar menu on the left containing options like Dashboard, My Organization, Organization Profile, and My Tasks. The main content area shows the 'My Organization' page for Bananatown (8790). Overlaid on this is a 'Upload Insurance Documents' pop-up box. Within this pop-up, a 'File Upload' dialog box is open, showing a list of files in the 'Glenville applica...' folder. The file 'Glenville PDMG009 Insurance Doc' is selected. A red callout box points to this file with the text 'Step 1: Select the document to upload'. At the bottom of the dialog box, the 'File name' field shows 'Glenville PDMG009 Insurance Doc' and the file type is set to 'All Files'. The 'Open' button is highlighted, with a red callout box pointing to it and the text 'Step 2: Click Open'.

**Step 1: Select the document to upload**

**Step 2: Click Open**

# Add Document Description & Category Type

**Grants Portal**

Dashboard

My Organization  
Bananatown (8790)

Organization Profile

Organization Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping Meetings

Projects

Damages

Work Order Requests

Work Orders

My Tasks

Calendar

Utilities

Resources

Intelligence

My Orga  
Bananatown (8790)

General Information

STATE/TRIBE/TERRITORY

EIN NUMBER

Personnel >

Locations >

Insurance Profile >

Applicant Event Profiles >

Crocker, Betty

DOWNLOAD

54321

MANAGE

MANAGE

UPLOAD INSURANCE DOCUMENTS




HELP

**Upload Insurance Documents**

Drag and drop files here, or click here to select files.

**Documents Pending Upload**

Search...

	Filename	Description	Size	Category
  	Insurance policy.docx		11.4 KB	

Showing 1 to 1 of 1 entries

Previous 1 Next

UPLOAD PENDING DOCUMENTS CANCEL

Click Edit

# Add Document Description & Category Type

The screenshot shows the 'Grants Portal' interface with a 'Process Document' modal open. The modal contains a caution message, input fields for 'Filename' and 'Description', and a 'Category' dropdown menu. Three red callout boxes provide instructions: 'Step 1: Write description of document' points to the Description field; 'Step 2: Click the Category box' points to the Category dropdown; and 'Step 3: Click to select document category type' points to the 'Insurance Policy' option in the dropdown list.

**Step 1: Write description of document**

**Step 2: Click the Category box**

**Step 3: Click to select document category type**

**Process Document**

**CAUTION:** Document will be uploaded to the **Insurance Profile**.

Filename \*  
Insurance policy.docx

Description

Category \*  
Select...  
General Insurance Documents  
Insurance Certificate  
**Insurance Policy**  
Insurance Settlement  
Insurance Worksheet  
Proof of Insurance

IS ACTIVE? Yes

UPLOAD INSURANCE

# Add Insurance Documents

Grants Portal

Upload Insurance Documents

Drag and drop files here, or click here to select files.

Documents Pending Upload

	Filename	Description	Size	Category
✓ EDIT REMOVE	Insurance policy.docx	General Insurance Policy	11.4 KB	Insurance Policy

Showing 1 to 1 of 1 entries

Previous 1 Next

UPLOAD PENDING DOCUMENTS CANCEL

Repeat uploading if additional documents

Click Upload Pending Document

# Upload Documents in Organization Profile

These documents apply across multiple events.



# Upload Organization Documents

**Grants Portal**

Dashboard

My Organization  
Glenville - PDMG0009 - 4332DR  
(4332DR - 9)

Organization Profile

Organization Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping Meetings

Projects

Damages

Work Order Requests

Work Orders

My Tasks

Calendar

Utilities

Resources

RECIPIENT REGION Region 7

MANAGE

Locations >

MANAGE

Counties with Facility >

MANAGE

Insurance Profile >

UPLOAD INSURANCE DOCUMENTS ? HELP

Applicant Event Profiles >

REQUEST PUBLIC ASSISTANCE

Documents >

UPLOAD DOWNLOAD MANAGE

Action Log >

**Step 1: Click Organization Profile**

**Step 2: Click Upload**



# Upload Insurance Document

The screenshot shows the 'Grants Portal' interface with a modal window titled 'Upload Insurance Documents'. The modal contains a dashed box for file upload with the text 'Drag and drop files here, or click here to select files.' and an upward arrow icon. Below this is a section titled 'Documents Pending Upload' with instructions: 'To begin uploading a document, either drag and drop a file or multiple files into the area above or click the area above to upload files manually.' and a note: 'Note: You may not upload the document to the Insurance Profile that matches an existing document with same document area.' At the bottom of the modal are two buttons: 'UPLOAD PENDING DOCUMENTS' and 'CANCEL'. A red callout bubble points to the dashed box with the text: 'Click and drag document or click to add file'. The background shows the portal's sidebar with options like 'Dashboard', 'My Organization', 'Organization Profile', 'Organization Personnel', 'Work Orders', 'My Tasks', 'Calendar', 'Utilities', 'Resources', and 'Intelligence'. The main content area shows 'My Organization' details for 'Bananatown (8790)' and a list of links: 'Locations', 'Counties with Facility', 'Insurance Profile', and 'Applicant Event Profiles'.

Grants Portal

Dashboard

My Organization  
Bananatown (8790)

Organization Profile

Organization Personnel

Work Orders

My Tasks

Calendar

Utilities

Resources

Intelligence

My Orga  
Bananatown (8790)

General Informati

Documents Pending Upload

To begin uploading a document, either drag and drop a file or multiple files into the area above or click the area above to upload files manually.

Note: You may not upload the document to the Insurance Profile that matches an existing document with same document area.

UPLOAD PENDING DOCUMENTS

CANCEL

Locations >

Counties with Facility >

Insurance Profile >

Applicant Event Profiles >

Click and drag document or click to add file

Drag and drop files here, or click here to select files.

# Select Insurance Document – Pop-Up Box

The screenshot shows the Grants Portal interface with a sidebar menu on the left containing items like Dashboard, My Organization, Organization Profile, and My Tasks. The main content area displays 'My Organization' information for 'Bananatown (8790)'. Overlaid on this is a 'Upload Insurance Documents' pop-up box. Within this box is a 'File Upload' dialog window showing a list of files in the 'Glenville applica...' folder. The file 'Glenville PDMG009 Insurance Doc' is selected. A red callout box with the text 'Step 1: Select the document to upload' points to this selected file. Another red callout box with the text 'Step 2: Click Open' points to the 'Open' button at the bottom of the 'File Upload' dialog.




**Step 1: Select the document to upload**

Name	Date modified	Type
Glenville PDMG009 damage inspection Hourly ...	11/3/2017 8:44 AM	Micro
Glenville PDMG009 Debris Removal Contract	11/3/2017 11:06 AM	Micro
Glenville PDMG009 Dell Inc. Contract	11/3/2017 3:17 PM	Micro
Glenville PDMG009 Fringe Benefits	11/3/2017 8:42 AM	Micro
Glenville PDMG009 Hurricane work Log	11/3/2017 8:43 AM	Micro
<b>Glenville PDMG009 Insurance Doc</b>	10/30/2017 7:44 AM	Micro
Glenville PDMG009 Mutual Aid Agreement	11/3/2017 11:07 AM	Micro
Glenville PDMG009 PayPolicy	11/3/2017 8:41 AM	Micro
Glenville PDMG009 Roadway Maint Records	11/3/2017 4:56 PM	Micro
Glenville PDMG009 Work Orders	11/3/2017 8:41 AM	Micro

**Step 2: Click Open**

# Add Document Description & Category Type

The screenshot shows the 'Grants Portal' interface with a modal titled 'Upload Organization Profile Documents'. The modal has a close button (X) in the top right corner. Below the title is a dashed box with an upload icon and the text 'Drag and drop files here, or click here to select files.' Below this is a section titled 'Documents Pending Upload' with a search bar and a table of documents.

	Filename	Description	Size	Category
	 <b>EDIT</b>  <b>REMOVE</b>	Payroll Policy.docx	11.4 KB	

Below the table, it says 'Showing 1 to 1 of 1 entries'. At the bottom right of the modal are two buttons: 'UPLOAD PENDING DOCUMENTS' (green) and 'CANCEL' (grey).

A red callout bubble with the text 'Click Edit' points to the 'EDIT' button in the table row for 'Payroll Policy.docx'.

# Add Document Description & Category Type

The screenshot shows the 'Grants Portal' interface with a 'Process Document' modal open. The modal contains a caution message, input fields for 'Filename', 'Description', and 'Category', and a dropdown for 'Category Filter'. Three callouts provide instructions: Step 1 points to the 'Description' field, Step 2 points to the 'Category' dropdown, and Step 3 points to the 'Force Account Labor Pay Policy' option in the category list.

**Step 1: Write description of document**

**Step 2: Begin typing type of document in the Category box**

**Step 3: Click to select document category type**

**Process Document**

**CAUTION:** Document will be uploaded to the Organization profile.

Filename \*  
Payroll Policy.docx

Description

Category Filter (Optional)  
All

Category \*  
pay  
Force Account Labor Pay Policy  
Force Account Labor Payroll / Timesheets

# Add Document Description & Category Type

The screenshot shows the 'Grants Portal' interface with a 'Process Document' modal open. The modal contains a caution message, input fields for 'Filename' and 'Description', a 'Category Filter' dropdown, and a 'Category' dropdown. A red callout bubble points to the 'SAVE' button.

**Grants Portal**

**My Organization** (Bananatown (8790))

**Manage Documents**

**Process Document**

**CAUTION:** Document will be uploaded to the Organization profile.

Filename \*  
Payroll Policy.docx

Description  
Fire Department Payroll Policy

Category Filter (Optional)  
All

Category \*  
\* Force Account Labor Pay Policy

**SAVE** **CANCEL**

**Click Save**



# Add Insurance Documents

**Step 1: Repeat uploading any additional documents**

Upload Organization Profile Documents

Drag and drop files here, or click here to select files.

Documents Pending Upload

Search...

	Filename	Description	Size	Category
✓	Payroll Policy.docx	Fire Department Payroll Policy	11.4 KB	Force Account Labor Pay Policy

Showing 1 to 1 of 1 entries

Previous 1 Next

**UPLOAD PENDING DOCUMENTS** CANCEL

**Step 2: When all documents are uploaded, click **Upload Pending Document****



# Manage Uploaded Documents in Organization Profile



# Manage Organization Uploaded Documents



The screenshot displays the Grants Portal interface. The top header shows the 'Grants Portal' logo and a user profile for 'Leghorn, Fogho...'. The left sidebar contains navigation links: Dashboard, My Organization (Glenville - PDMG0009 - 4332DR (4332DR - 9)), Organization Profile, Organization Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Projects, Damages, Work Order Requests, and Work Orders. The main content area is titled 'RECIPIENT REGION Region 7' and lists several sections: Locations, Counties with Facility, Insurance Profile, Applicant Event Profiles, Documents, and Action Log. Each section has a 'MANAGE' button. A red callout box points to the 'Organization Profile' link in the sidebar, labeled 'Step 1: Click Organization Profile'. Another red callout box points to the 'MANAGE' button in the 'Documents' section, labeled 'Step 2: Click Manage'.


**Step 1: Click Organization Profile**

**Step 2: Click Manage**


# Edit Document Name


**Portal**


 7  Leghorn, Foghor...


 **My Organization Profile** Manage Documents


Glenville - PDMG0009 - 4332DR (4332DR - 9) / Manage Documents







 ADD DOCUMENT

 GO BACK

 Search...



 SHOW/HIDE COLUMNS

			Size	Category	Uploaded Date	Uploaded By
 EDIT		esheets	11.2 KB	Force Account Labor Payroll / Timesheets; Force Account Labor Summary	05/23/2018 11:26 AM CDT	Leghorn, Foghorn
 REMOVE						
 EDIT	Glenville PDMG0009 Pay Policy.docx	Employee Payroll policy	11.2 KB	Force Account Labor Pay Policy	08/07/2018 05:21 PM CDT	Leghorn, Foghorn
 REMOVE						
 EDIT	Insurance Policy.docx	Wind and Fire Policy	11 KB	Insurance Certificate; Insurance Policy	05/23/2018 10:15 AM CDT	Leghorn, Foghorn
 REMOVE						

10

Showing 1 to 3 of 3 entries

Previous

1

Next

Click **Edit**

# Edit Name

The screenshot shows a web portal interface with a modal window titled "Edit Document". The modal contains the following fields:

- Filename: Glenville PDMG0125 Paypolicy.docx
- Description: Payroll Policy
- Types: All
- Category: x Force Account Labor Pay Policy

At the bottom of the modal are two buttons: "SAVE CHANGES" (blue) and "CANCEL" (grey). A red bracket on the right side of the modal groups the four input fields, with a callout box stating "Step 1: Edit information". A red arrow points from a callout box stating "Step 2: Click Save Changes" to the "SAVE CHANGES" button.

Background portal elements include the "Portal" header, "Manage Doc" section, a search bar, and a table with columns for "Filename", "Date", and "User". The table shows one entry: "Glenville PDMG0125 Paypol" with a date of "2017 04:48 PM CDT" and user "Sam, Yosemite".

# Remove Documents

The screenshot shows the 'Grants Portal' interface. The user is logged in as 'Crocker, Betty'. The main heading is 'My Organization Profile Manage Documents'. Below this, there's a search bar and a table of documents. The table has columns for 'Filename', 'Description', 'Size', 'Category', 'Uploaded Date', and 'Uploaded By'. Two documents are listed: 'General Insurance Expires 12-31-2020.jpg' and 'Insurance policy.docx'. The 'Insurance policy.docx' document has a red 'REMOVE' button next to it, which is highlighted by a red callout box with the text 'Click Remove'.

**Grants Portal**

Dashboard

My Organization Profile Manage Documents

Bananatown (8790) / Manage Documents

+ ADD DOCUMENT GO BACK

SHOW/HIDE COLUMNS

Filename	Description	Size	Category	Uploaded Date	Uploaded By
<a href="#">EDIT</a> <a href="#">REMOVE</a>	General Insurance Expires 12-31-2020.jpg	606.4 KB	Contract Costs Summary; Contract Invoices; Contractor Estimate; Force Account Equipment Rate Costs; Force Account Equipment Summary; Force Account Labor Pay Policy; Force Account Labor Payroll / Timesheets; Force Account Work Order / Activity Log; Maintenance Record; Photo; Procurement Policy	05/16/2019 09:31 AM AST	Crocker, Betty
<a href="#">EDIT</a> <a href="#">REMOVE</a>	Insurance policy.docx	11.4 KB	Insurance Policy	05/29/2019 10:25 PM AST	Crocker, Betty

10

Showing 1 to 2 of 2

Previous 1 Next

Click Remove

# Delete Confirmation Pop-Up Box

The screenshot shows the Grants Portal interface. On the left is a sidebar with navigation links: Dashboard, My Organization (Bananatown (8790)), Organization Profile, Organization Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Projects, Damages, Work Order Requests, Work Orders, My Tasks, Calendar, Utilities, Resources, and Intelligence. The main content area is titled 'My Organization P' and 'Bananatown (8790) Manage Documents'. It features a search bar and a table of documents. A 'Confirm Delete' pop-up box is overlaid on the table, asking 'Are you sure you would like to remove this document?' with 'YES' and 'NO' buttons. A red callout bubble points to the 'YES' button with the text 'Click Yes'.

**Grants Portal**

**My Organization P**  
Bananatown (8790) **Manage Documents**

Search

Filename	Description	Size	Category
<a href="#">EDIT</a> <a href="#">REMOVE</a>	General Insurance Expires 12-31-2020.jpg	606.4 KB	Contract Costs Summary; Contract Invoices; Contractor Estimate; Force Account Equipment Rate Costs; Force Account Equipment Summary; Force Account Labor Pay Policy; Force Account Labor / Timesheets; Force Account Work Order / Activity
<a href="#">EDIT</a> <a href="#">REMOVE</a>	Insurance policy.docx	11.4 KB	Insurance Policy

Showing 1 to 2 of 2 entries

**Confirm Delete**  
Are you sure you would like to remove this document?

**YES** **NO**

**Click Yes**



# Upload Documents In Applicant Event

These documents apply only to one event.



# Add Documents To An Event

**Grants Portal**

Dashboard

My Organization  
Glenville - PDMG0009 - 4332DR  
(4332DR - 9)

Organization Profile

Organization Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping Meetings

Projects

Damages

Work Order Requests

Work Orders

My Tasks

Calendar

Utilities

Resources

**My Applicant Event Profiles**

REQUEST PUBLIC ASSISTANCE

Filters >

All Active Applicant Event Profiles

SHOW/HIDE COLUMNS

Event #	Event Name	Recipient Region	County	Status	Process Step	# Projects	# Damages	# Work Orders	CRC Gross Cost	CRC Net Cost	Pending Cost
4332DR	4332DR-TX	Region 7	Houston County	Eligible	Pending Grant Completion	12	28	11	\$228,104.00	\$228,104.00	\$228,104.00

25 1 to 1 of 1 entries (filtered from 4 total entries)

Previous 1 Next

**Step 1: Click Applicant Event Profiles**

**Step 2: Click the Magnifying Glass**

# Applicant Event Profile Document

The screenshot displays the Grants Portal interface. At the top, the 'Grants Portal' logo is on the left, and a user profile 'Leghorn, Fogho...' with a notification bell icon is on the right. A red banner at the top contains the text 'BULK ASSIGN PROJECT FOCUS'. The left sidebar features a navigation menu with items: Dashboard, My Organization (Glenville - PDMG0009 - 4332DR, 4332DR - 9), Organization Profile, Organization Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Projects, Damages, Work Order Requests, Work Orders, My Tasks, Calendar, Utilities, and Resources. The main content area lists several sections: Projects, 406 Mitigation Profile, Insurance Profile, EHP Profile, Documents, Comments, Request for Information, Sample Drawdown Testing, and Discussion. The 'Documents' section is highlighted, showing an 'UPLOAD' button (green with an upward arrow icon), a 'DOWNLOAD' button (grey with a downward arrow icon), and a 'MANAGE' button (grey with a gear icon). A red callout bubble with the text 'Click Upload' points to the 'UPLOAD' button. The 'Comments' section has 'EXPORT TO CSV' and '+ ADD COMMENT' buttons. The 'Discussion' section has a '+ START A DISCUSSION' button. A '? HELP' button is visible next to the 'Insurance Profile' section.

# Applicant Event Profile Document Upload – Pop Up

The image shows a web application interface with a modal pop-up for uploading documents. The background is a blurred view of the 'Applicant Event' page, showing a search bar, a table of documents with 'EDIT' and 'REMOVE' buttons, and a 'Showing 1 to 2 of 2 entries' message. The modal is titled 'Upload Applicant Event Profile Documents' and contains a large dashed box for file upload with the text 'Drag and drop a file here, or click here to select a file'. A red callout bubble points to this box with the text 'Drag and drop file in this box or Click to Select Document'. Below the upload area is a section titled 'Documents Pending Upload' with an information icon and text: 'To begin uploading a document, either drag and drop a file into the area above or click the area above to upload a file manually.' A note below states: 'Note: You may not upload the document to the Applicant event profile that matches an existing document with same document area.' At the bottom right of the modal are two buttons: 'UPLOAD PENDING DOCUMENTS' and 'CANCEL'.

Portal

Applicant Event

4332DR-TX (4332DR) / Glenville - PD

Search...

Filename

EDIT REMOVE

Glenville PDMG009 Pay Poli

EDIT REMOVE

Maint Report.docx

10

Showing 1 to 2 of 2 entries

Upload Applicant Event Profile Documents

Drag and drop a file here, or click here to select a file

Documents Pending Upload

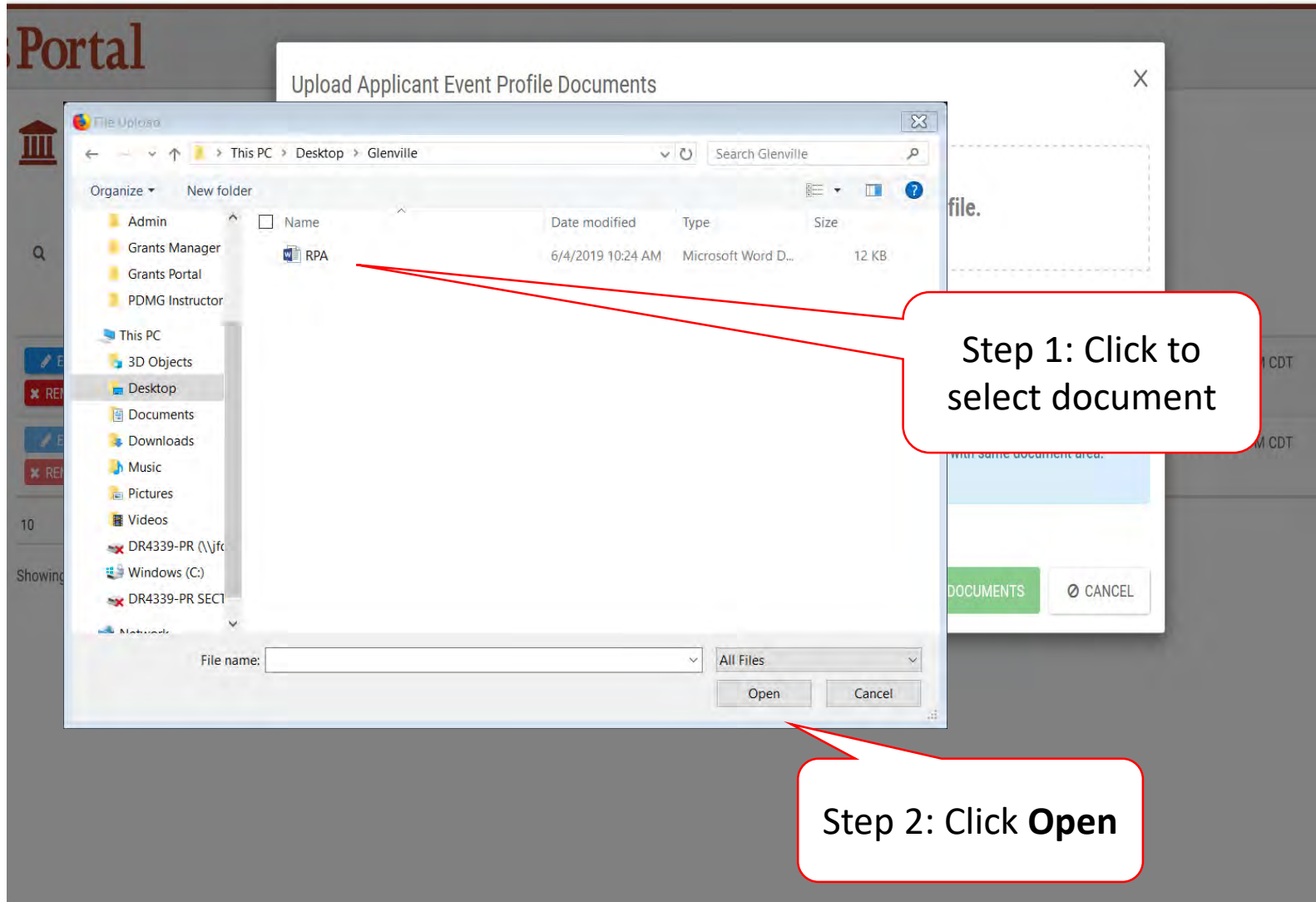
To begin uploading a document, either drag and drop a file into the area above or click the area above to upload a file manually.

Note: You may not upload the document to the Applicant event profile that matches an existing document with same document area.

UPLOAD PENDING DOCUMENTS CANCEL

Drag and drop file in this box or Click to Select Document

# Document Upload – Pop Up



# Edit Document Information

The screenshot shows the Grants Portal interface with a modal titled "Upload Applicant Event Profile Documents". The modal contains a file upload area with a dashed border and a blue upload icon, with the text "Drag and drop files here, or click here to select files." Below this is a section titled "Documents Pending Upload" which includes a search bar and a table of documents. A red callout points to the "EDIT" button in the first row of the table.

**Upload Applicant Event Profile Documents**

Drag and drop files here, or click here to select files.

**Documents Pending Upload**

Search...

		Filename	Description	Size	Category
⚠	<a href="#">EDIT</a> <a href="#">REMOVE</a>	RPA.docx		11.5 KB	

Showing 1 to 1 of 1 entries

[Previous](#) [1](#) [Next](#)

[UPLOAD PENDING DOCUMENTS](#) [CANCEL](#)

**Click Edit**



# Edit Document Information – Pop Up Box

The screenshot shows the Grants Portal interface with a 'Process Document' pop-up box. The pop-up box contains a caution message and three input fields: 'Filename \*', 'Description', and 'Category \*'. The 'Category \*' field has a dropdown menu with 'Select...' as the current selection. The 'SAVE' button is highlighted in blue. Three red callout boxes provide instructions: 'Step 1: Type description' points to the 'Description' field, 'Step 2: Click to select type of document' points to the 'Category \*' dropdown, and 'Step 3: Click Save' points to the 'SAVE' button.

**Grants Portal**

**Process Document**

**CAUTION:** Document will be uploaded to the **Applicant event profile.**

Filename \*  
RPA.docx

Description

Category Filter (Optional)  
All

Category \*  
Select...

**SAVE** **CANCEL**

**Step 1: Type description**

**Step 2: Click to select type of document**

**Step 3: Click Save**

# Manage Documents In Applicant Event

These documents  
apply only to one  
event.



# Locate Documents Uploaded To An Event

**Grants Portal**

Dashboard

My Organization  
Glenville - PDMG0009 - 4332DR  
(4332DR - 9)

Organization Profile

Organization Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping

Meetings

Projects

Damages

Work Order Requests

Work Orders

My Tasks

Calendar

Utilities

Resources

**My Applicant Event Profiles**

REQUEST PUBLIC ASSISTANCE

Filters >

All Active Applicant Event Profiles

SHOW/HIDE COLUMNS

Event #	Event Name	Recipient Region	County	Status	Process Step	# Projects	# Damages	# Work Orders	CRC Gross Cost	CRC Net Cost	Pending Cost
4332DR	4332DR-TX	Region 7	Houston County	Eligible	Pending Grant Completion	12	28	11	\$228,104.00	\$228,104.00	\$228,104.00

25 1 to 1 of 1 entries (filtered from 4 total entries)

Previous 1 Next

**Step 1: Click Applicant Event Profiles**

**Step 2: Click the Magnifying Glass**

# Manage Applicant Event Profile Document

The screenshot displays the Grants Portal interface. On the left is a dark sidebar with navigation links: Dashboard, My Organization (Glenville - PDMG0009 - 4332DR (4332DR - 9)), Organization Profile, Organization Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Projects, Damages, Work Order Requests, Work Orders, My Tasks, Calendar, Utilities, and Resources. The main content area has a top header with the Grants Portal logo, a notification bell with a red '7', and a user profile for Leghorn, Fogho... Below the header is a 'Projects' section. The main content area lists several profile types: 406 Mitigation Profile, Insurance Profile, EHP Profile, Documents, Comments, Request for Information, Sample Drawdown Testing, and Discussion. The 'Documents' section is highlighted with a red callout box containing the text 'Click Manage'. The 'Documents' section includes buttons for UPLOAD, DOWNLOAD, and MANAGE. The 'Comments' section includes buttons for EXPORT TO CSV and ADD COMMENT. The 'Discussion' section includes a button for START A DISCUSSION.

**Grants Portal**

Dashboard

My Organization  
Glenville - PDMG0009 - 4332DR  
(4332DR - 9)

Organization Profile

Organization Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping Meetings

Projects

Damages

Work Order Requests

Work Orders

My Tasks

Calendar

Utilities

Resources

Projects

406 Mitigation Profile

Insurance Profile

EHP Profile

Documents

Comments

Request for Information

Sample Drawdown Testing

Discussion

Click **Manage**

UPLOAD

DOWNLOAD

MANAGE

EXPORT TO CSV

ADD COMMENT

START A DISCUSSION

# Edit Upload Document Information

The screenshot shows the Grants Portal interface. The top header includes the portal logo and the user name 'Crocker, Betty'. The left sidebar contains navigation links such as 'Dashboard', 'My Organization', 'Organization Profile', 'Applicant Event Profiles', 'Exploratory Calls', 'Recovery Scoping Meetings', 'Projects', 'Damages', 'Work Order Requests', 'Work Orders', 'My Tasks', 'Calendar', 'Utilities', 'Resources', and 'Intelligence'. The main content area is titled 'Applicant Event Profile Manage Documents' and shows a breadcrumb trail: '4337DR-FL (4337DR) / Bananatown (8790) / Manage Documents'. A green '+ ADD DOCUMENT' button is in the top right. Below a search bar, a table lists documents with columns: 'Filename', 'Description', 'Size', 'Category', 'Uploaded Date', and 'Uploaded By'. One document is listed: 'RPA.docx' with description 'RPA', size '11.5 KB', category 'Request for Public Assistance (RPA)', and upload date '06/04/2019 11:18 AM AST'. The 'RPA.docx' entry has two buttons: 'EDIT' (blue) and 'REMOVE' (red). A red callout box with the text 'Click Edit' points to the 'EDIT' button. Below the table, it says 'Showing 1 to 1 of 1 entries' and there are 'Previous', '1', and 'Next' pagination links.

Filename	Description	Size	Category	Uploaded Date	Uploaded By
RPA.docx	RPA	11.5 KB	Request for Public Assistance (RPA)	06/04/2019 11:18 AM AST	Crocker, Betty

# Edit Applicant Event Profile Document

The screenshot displays the Grants Portal interface. On the left is a sidebar with navigation links: Dashboard, My Organization (Banantown (8790)), Organization Profile, Organization Personnel, Applicant Event Profile, Exploratory Calls, Recovery Scoping Meetings, Projects, Damages, Work Order Requests, Work Orders, My Tasks, Calendar, Utilities, Resources, and Intelligence. The main content area shows the 'Applicant Event Profile' section with a table containing one entry for 'RPA.docx'. An 'Edit Document' modal is open, showing fields for Filename (RPA.docx), Description (RPA), Types (All), and Category (Request for Public Assistance (RPA)). A red bracket groups the first three fields, and a red callout points to the 'SAVE CHANGES' button.


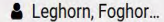
**Step 1: Edit information**


**Step 2: Click Save Changes**



# Remove Documents

## Portal









### Applicant Event Profile

Manage Documents

4332DR-TX (4332DR) / Glenville - PDMG0009 - 4332DR (4332DR - 9) / **Manage Documents**

Search...

?

	Filename	Description	Size	Category	Uploaded Date	Uploaded By
<div> EDIT</div> <div> REMOVE</div>	Applicant Cost Summary.docx	Historical Cost summary	18.1 KB	Applicant Provided SOW/Cost Estimate	08/08/2018 09:27 AM CDT	Leghorn, Foghorn
<div> EDIT</div> <div> REMOVE</div>	Glenville PDMG009 Pay Policy.docx	Payroll Policy	102.2 KB	Force Account Labor Pay Policy	06/30/2018 08:22 AM CDT	Leghorn, Foghorn
<div> EDIT</div> <div> REMOVE</div>	Facilities Maint Report.docx	Facilities Maint Report	11.1 KB	Maintenance Record	05/23/2018 04:18 PM CDT	Lanneau, Peter

Showing 10

Previous

1

Next

Click **Remove** to Delete document

# Delete Document Confirmation Pop-Up Box

The screenshot displays the Grants Portal interface. On the left is a dark sidebar with navigation links: Dashboard, My Organization (Bananatown (8790)), Organization Profile, Organization Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Projects, Damages, Work Order Requests, Work Orders, My Tasks, Calendar, Utilities, Resources, and Intelligence. The main content area is titled 'Applicant Event Profiles' and shows a table of documents. A white pop-up box titled 'Confirm Delete' is overlaid on the table, asking 'Are you sure you would like to remove this document?'. The pop-up has two buttons: 'YES' (blue) and 'NO' (grey). A red arrow points from the 'YES' button to a callout box that says 'Click Yes to Delete document'. The table in the background has columns for Filename, Description, Size, Category, and Upload Date. It contains one entry: 'RPA.docx' with description 'RPA', size '11.5 KB', category 'Request for Public Assistance (RPA)', and upload date '06/04'. Above the table are buttons for 'EDIT' and 'REMOVE'.

Grants Portal

Dashboard

My Organization  
Bananatown (8790)

Applicant Event Profiles

4337DR-FL (4337DR) Bananatown (8790) / Man

Confirm Delete

Are you sure you would like to remove this document?

YES NO

Click **Yes** to Delete document

Filename	Description	Size	Category	Upload
RPA.docx	RPA	11.5 KB	Request for Public Assistance (RPA)	06/04

Showing 1 to 1 of 1 entries

# Upload Documents to Projects

These documents will eventually be attached to the Essential Elements of Information.



# Locate Event

**Grants Portal**

Step 1: Click **Applicant Event Profiles**

Step 2: Click the **Magnifying Glass**

Dashboard

My Organization  
Glenville - PDMG0009 - 4332DR  
(4332DR - 9)

My A

REQUEST PUBLIC ASSISTANCE

Filters >

All Active Applicant Event Profiles

SHOW/HIDE COLUMNS

Event #	Event Name	Recipient Region	County	Status	Process Step	# Projects	# Damages	# Work Orders	CRC Gross Cost	CRC Net Cost	Pending Cost
4332DR	4332DR-TX	Region 7	Houston County	Eligible	Pending Grant Completion	12	28	11	\$228,104.00	\$228,104.00	\$228,104.00

25 1 of 1 entries (filtered from 4 total entries)

Previous 1 Next

Organization Profile

Organization Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping

Meetings

Projects

Damages

Work Order Requests

Work Orders

My Tasks

Calendar

Utilities

Resources

# Locate Event Project

**Grants Portal**

Dashboard | My Organization | Follow-Up Meetings | Site Inspection

My Organization: Glenville - PDMG0009 - 4332DR (4332DR - 9)

Organization Profile | Organization Personnel | Applicant Event Profiles | Exploratory Calls | Recovery Scoping Meetings | Projects | Damages | Work Order Requests | Work Orders

My Tasks | Calendar | Utilities | Resources | Intelligence

**Projects** ▾

BULK ASSIGN PROJECT PO

Active | Inactive

Filters

CATEGORY: Select... STATUS: All HAS RFI: Select... HAS POLICY ISSUE?: Select...

SHOW/HIDE COLUMNS

Project #	Category	Title	Type	Process Step	# Damages
5054	G - Parks, Recreational Facilities, and Other Items	City Parks	Standard	Pending EEI Completion	3
5055	E - Buildings and Equipment	Maintenance Bldg	Standard	Pending EEI Completion	1
7446	E - Buildings and Equipment	Sheriff's Lab	Standard	Pending CRC Project Development	1
8415	C - Roads and Bridges	County Roads	Standard	Pending CRC Project Development	2

# Upload Event Project Document

The screenshot displays the Grants Portal interface. On the left is a dark sidebar with navigation links: Dashboard, My Organization (Glenville - PDMG0009 - 4332DR (4332DR - 9)), Organization Profile, Organization Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Projects, Damages, Work Order Requests, Work Orders, My Tasks, Calendar, Utilities, Resources, and Intelligence. The main content area has a header 'Grants Portal' and a user profile 'Leghorn, Fogho...'. Below the header is a list of sections: Essential Elements of Information (2 of 2 EEIs pending completion), Damage Description and Dimensions, Development Guide Answers, Scope & Cost Summary, 406 Mitigation Profile (3 of 3 are pending initial completion of the 406 Mitigation Report), Insurance Profile, EHP Profile, Documents, and Request for Information. The 'Documents' section is highlighted, and a red callout bubble points to the 'UPLOAD' button with the text 'Click Upload'.

**Grants Portal**

Leghorn, Fogho...

**Dashboard**

**My Organization**  
Glenville - PDMG0009 - 4332DR (4332DR - 9)

Organization Profile

Organization Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping Meetings

Projects

Damages

Work Order Requests

Work Orders

My Tasks

Calendar

Utilities

Resources

Intelligence

**Essential Elements of Information** >  
2 of 2 EEIs pending completion

**Damage Description and Dimensions** >

**Development Guide Answers** >

**Scope & Cost Summary** >

**406 Mitigation Profile** >  
3 of 3 are pending initial completion of the 406 Mitigation Report.

**Insurance Profile** >

**EHP Profile** >

**Documents** >

**Request for Information** >

**Click Upload**

UPLOAD DOWNLOAD MANAGE



# Upload Event Project Documents

The screenshot shows the 'Grants Portal' interface with a modal window titled 'Upload Project Documents'. The modal contains a dashed box for file upload with the text 'Drag and drop files here, or click here to select files.' and an upward arrow icon. Below this is a section titled 'Documents Pending Upload' with an information icon and text: 'To begin uploading a document, either drag and drop a file or multiple files into the area above or click the area above to upload files manually.' and a note: 'Note: You may not upload the document to the Project that matches an existing document with same document area.' At the bottom right of the modal are two buttons: 'UPLOAD PENDING DOCUMENTS' and 'CANCEL'. A red callout box points to the upload area with the text: 'Drag and drop files in the box OR click to select files to upload'.

Grants Portal

Dashboard

My Organization

Damage Description

Recovery Scoping

Meetings

Projects

Damages

Work Order Requests

Work Orders

My Tasks

Calendar

Utilities

Resources

Intelligence

EHP Profile

Documents

Request for Information

Comments

History

Upload Project Documents

Drag and drop files here, or click here to select files.

Documents Pending Upload

To begin uploading a document, either drag and drop a file or multiple files into the area above or click the area above to upload files manually.

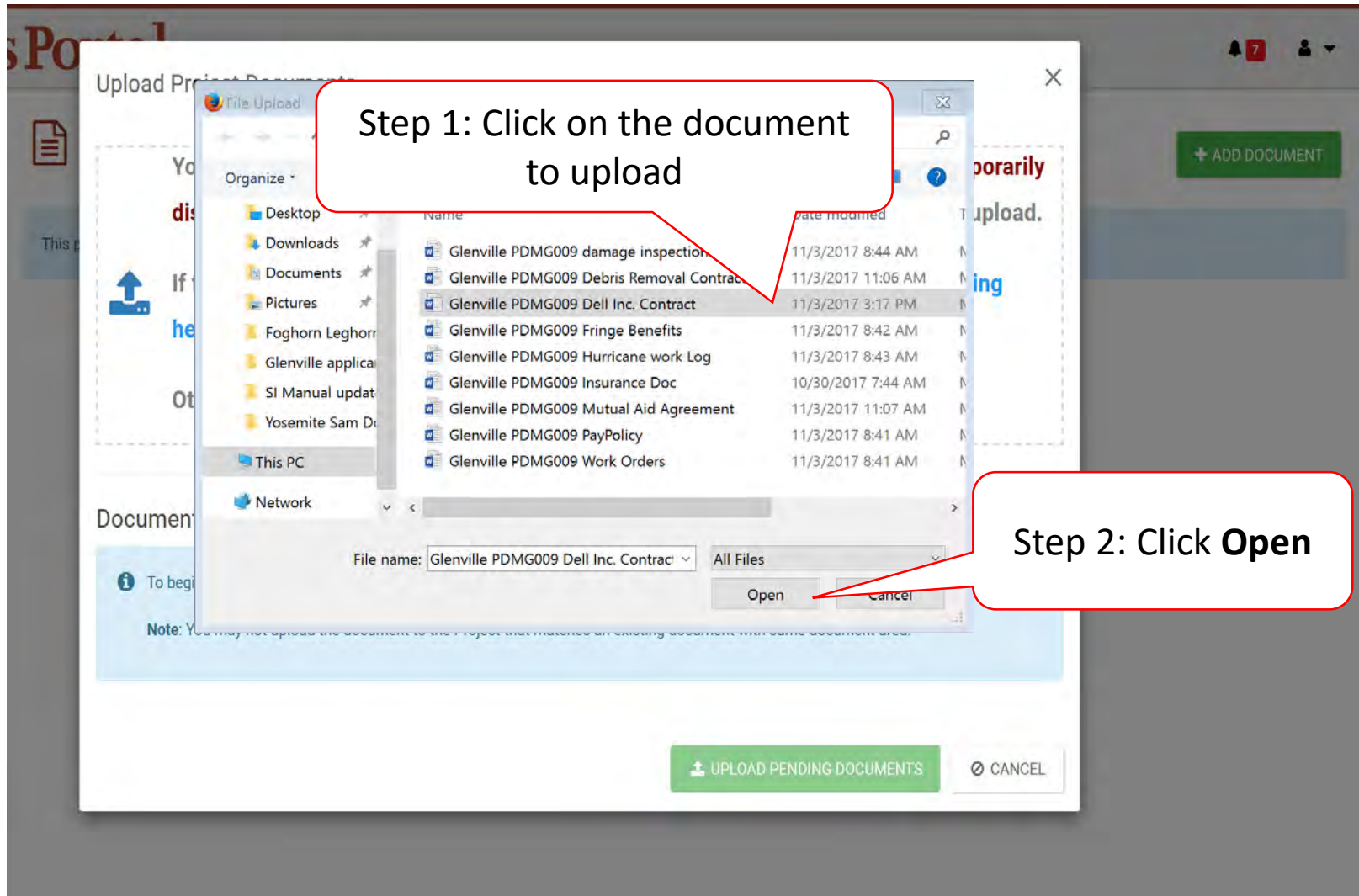
Note: You may not upload the document to the Project that matches an existing document with same document area.

UPLOAD PENDING DOCUMENTS

CANCEL




Drag and drop files in the box OR click to select files to upload

# Document Upload – Pop Up Box



# Edit Project Document Information

The screenshot shows the Grants Portal interface with a modal titled "Upload Project Documents". The modal contains a file upload area with the text "Drag and drop files here, or click here to select files." Below this is a section titled "Documents Pending Upload" which includes a search bar and a table of documents.

	Filename	Description	Size	Category
  	Pre-Disaster Photos.docx		11.4 KB	

Below the table, it says "Showing 1 to 1 of 1 entries". At the bottom right of the modal are two buttons: "UPLOAD PENDING DOCUMENTS" and "CANCEL".

A red callout box with the text "Click Edit" points to the "EDIT" button in the table.

# Document Description And Category Tag

ct Manage Document

332DR) / Glenville - PDMG0009 - 433

Process Document

⌵

⚠ CAUTION: Document will be uploaded to the **Project**.

Filename \*

Location Map of Culvert on Smith Street

Description

Identification of Smith Stree Culvert

Category Filter (Optional)

All

Category \*

⌵ Map

SAVE CANCEL

Step 1: Change document name for better description name

Step 2: Add Document Description

Step 3: Select Category (Document Type)

Step 4: Click **Save**

# Manage Documents in Projects

These documents will eventually be attached to the Essential Elements of Information.



# Locate Event

**Grants Portal**

Dashboard

My Organization  
Glenville - PDMG0009 - 4332DR  
(4332DR - 9)

My A

REQUEST PUBLIC ASSISTANCE

Filters >

All Active Applicant Event Profiles

SHOW/HIDE COLUMNS

Event #	Event Name	Recipient Region	County	Status	Process Step	# Projects	# Damages	# Work Orders	CRC Gross Cost	CRC Net Cost	Pending Cost
4332DR	4332DR-TX	Region 7	Houston County	Eligible	Pending Grant Completion	12	28	11	\$228,104.00	\$228,104.00	\$228,104.00

25

1 of 1 entries (filtered from 4 total entries)

Previous 1 Next

Organization Profile

Organization Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping

Meetings

Projects

Damages

Work Order Requests

Work Orders

My Tasks

Calendar

Utilities

Resources



# Locate Event Project

**Grants Portal**

Dashboard | My Organization | Follow-Up Meetings | Site Inspection

My Organization: Glenville - PDMG0009 - 4332DR (4332DR - 9)

Organization Profile | Organization Personnel | Applicant Event Profiles | Exploratory Calls | Recovery Scoping Meetings | Projects | Damages | Work Order Requests | Work Orders

My Tasks | Calendar | Utilities | Resources | Intelligence

**Projects** ▾

BULK ASSIGN PROJECT PO

Active Inactive

Filters

CATEGORY: Select... STATUS: All HAS RFI: Select... HAS POLICY ISSUE?: Select...

SHOW/HIDE COLUMNS

Project #	Category	Title	Type	Process Step	# Damages
5054	G - Parks, Recreational Facilities, and Other Items	City Parks	Standard	Pending EEI Completion	3
5055	E - Buildings and Equipment	Maintenance Bldg	Standard	Pending EEI Completion	1
7446	E - Buildings and Equipment	Sheriff's Lab	Standard	Pending CRC Project Development	1
8415	C - Roads and Bridges	County Roads	Standard	Pending CRC Project Development	2

# Manage Project Document

The screenshot displays the Grants Portal interface. On the left is a dark sidebar with navigation links: Dashboard, My Organization (Glenville - PDMG0009 - 4332DR (4332DR - 9)), Organization Profile, Organization Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Projects, Damages, Work Order Requests, Work Orders, My Tasks, Calendar, Utilities, Resources, and Intelligence. The main content area has a header 'Grants Portal' and a user profile 'Leghorn, Fogho...'. Below the header, there are several sections: 'Essential Elements of Information' (2 of 2 EEIs pending completion), 'Damage Description and Dimensions', 'Development Guide Answers', 'Scope & Cost Summary', '406 Mitigation Profile' (3 of 3 are pending initial completion of the 406 Mitigation Report), 'Insurance Profile', 'EHP Profile', and 'Documents'. The 'Documents' section has buttons for 'UPLOAD', 'DOWNLOAD', and 'MANAGE'. A red callout bubble points to the 'MANAGE' button with the text 'Click Manage'. At the bottom, there is a 'Request for Information' section.

**Grants Portal**

Leghorn, Fogho...

**Dashboard**

**My Organization**  
Glenville - PDMG0009 - 4332DR (4332DR - 9)

Organization Profile  
Organization Personnel  
Applicant Event Profiles  
Exploratory Calls  
Recovery Scoping Meetings  
Projects  
Damages  
Work Order Requests  
Work Orders  
My Tasks  
Calendar  
Utilities  
Resources  
Intelligence

**Essential Elements of Information** >  
2 of 2 EEIs pending completion

**Damage Description and Dimensions** >

**Development Guide Answers** >

**Scope & Cost Summary** >

**406 Mitigation Profile** >  
3 of 3 are pending initial completion of the 406 Mitigation Report.

**Insurance Profile** >

**EHP Profile** >

**Documents** >  
[UPLOAD] [DOWNLOAD] [MANAGE]

**Request for Information** >

Click **Manage**

# Edit Project Documents

The screenshot shows the Grants Portal interface. The top header includes the portal logo and the user name 'Crocker, Betty'. The left sidebar contains navigation links for Dashboard, My Organization, and various project management tools. The main content area is titled 'Project Manage Documents' and shows a table of documents. A red callout box with the text 'Click Edit' points to the 'EDIT' button for the document 'Smith Road Culvert.docx'.

**Grants Portal** Crocker, Betty

**Project Manage Documents** + ADD DOCUMENT

4337DR-FL (4337DR) / Bananatown (8790) [37584] BANANA TOWN EMP Manage Documents

Filename	Description	Size	Category	Uploaded Date	Uploaded By
<a href="#">EDIT</a> Smith Road Culvert.docx <a href="#">REMOVE</a>	Inspection conducted on June 18	11.4 KB	Photo	06/04/2019 11:48 AM AST	Crocker, Betty

10 Showing 1 to 1 of 1 entries Previous 1 Next

**Click Edit**

# Edit Project Documents Pop-Up Box

Step 1: Edit information

**Edit Document** [X]

Filename:

Description:

Types:

Category:

Click **Save Changes**

# Remove Project Documents

The screenshot shows the Grants Portal interface. The top header includes the portal logo and the user name 'Crocker, Betty'. The left sidebar contains navigation links for Dashboard, My Organization, and various project management tools. The main content area is titled 'Project Manage Documents' and displays a table of documents. A red callout box with the text 'Click Remove' points to the 'REMOVE' button for the document 'Smith Road Culvert.docx'.

**Grants Portal** Crocker, Betty

**Project Manage Documents** + ADD DOCUMENT

4337DR-FL (4337DR) / Bananatown (8790) [37584] BANANA TOWN EMP Manage Documents

Filename	Description	Size	Category	Uploaded Date	Uploaded By
<a href="#">EDIT</a> Smith Road Culvert.docx	Inspection conducted on June 18	11.4 KB	Photo	06/04/2019 11:48 AM AST	Crocker, Betty
<a href="#">REMOVE</a>					

10 Showing 1 to 1 of 1 entries Previous 1 Next

**Click Remove**

# Confirm Delete Project Documents Pop-Up Box

The screenshot displays the Grants Portal interface. A 'Confirm Delete' pop-up box is centered on the screen, asking 'Are you sure you would like to remove this document?'. The box contains two buttons: 'YES' (highlighted in blue) and 'NO'. A red callout box with the text 'Click Yes' points directly to the 'YES' button. The background interface shows the 'Project Manage Documents' section with a table of documents. The first document is 'Smith Road Culvert.docx', uploaded on 06/04/2019 11:48 AM AST by Crocker, Betty. The table has columns for Filename, Description, File Size, Document Type, Uploaded Date, and Uploaded By. A sidebar on the left contains navigation links for Dashboard, My Organization, Organization Profile, Organization Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Projects, Damages, Work Order Requests, and Work Orders. The bottom of the sidebar has sections for My Tasks, Calendar, Utilities, Resources, and Intelligence.

**Confirm Delete**

Are you sure you would like to remove this document?

**YES** **NO**

**Click Yes**

Filename	Description	File Size	Document Type	Uploaded Date	Uploaded By
Smith Road Culvert.docx	Inspection conducted on June 18	11.4 KB	General Photos/Memoes; Sketches; Photo	06/04/2019 11:48 AM AST	Crocker, Betty

Showing 1 to 1 of 1 entries



# Upload Documents To Damage Inventory

These documents will eventually be attached to the Essential Elements of Information and pertain to specific damages.



# Applicant Event Profiles

**Grants Portal**

Dashboard

My Organization  
Glenville - PDMG0009 - 4332DR  
(4332DR - 9)

My Applicant Event Profiles

REQUEST PUBLIC ASSISTANCE

Filters >

All Active Applicant Event Profiles

SHOW/HIDE COLUMNS

Event #	Event Name	Recipient Region	County	Status	Process Step	# Projects	# Damages	# Work Orders	CRC Gross Cost	CRC Net Cost	Pending Cost
4332DR	4332DR-TX	Region 7	Houston County	Eligible	Pending Grant Completion	12	28	11	\$228,104.00	\$228,104.00	\$228,104.00

25

1 entries (filtered from 1 total entries)

Previous 1 Next

Organization Profile

Organization Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping Meetings

Projects

Damages

Work Order Requests

Work Orders

My Tasks

Calendar

Utilities

Resources

# Applicant Event Profile Damage Inventory

**Portal**

Step 1: Expand the **Damage Inventory** bar

Contacts > Locations > Damage Inventory ▾

Active Inactive PAAP

ALL ACTIVE ▾

Search... ?

SHOW/HIDE COLUMNS


Step 2: Click **Options**  
Select **View Damage Details**

Damage #	Category	Name	Damage Description	Applicant Priority	Damage Survey Complete?
				High	Yes
				High	Yes
				High	Yes
27641	C	COUNTY ROAD 35	200LF WASHOUT	High	Yes
27643	G	ROBERTS PARK	DAMAGES TO PLAYGROUND EQUIPMENT	High	Yes
				High	Yes

Options menu for the first row:

- View Damage Details
- View Damage Survey Answers

# Damage Details Documents Bar

 **Grants Portal**

Crocker, Betty ▾

Dashboard

My Organization  
Bananatown (8790)

Organization Profile

Organization Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping Meetings

Projects

Damages

Work Order Requests

Work Orders

My Tasks

Calendar

Utilities

Resources

Intelligence

CATEGORY

B - Emergency Protective Measures

EVENT

4337DR-FL (4337DR)

PROJECT

[\[37584\] BANANA TOWN EMP](#)

NAME

Emergency Protective Measures

LOCATION

1019 Production Row SW Darien, Florida 31305

STATUS

Active

SECTOR

—

Additional Information

▸

Damage Survey Answers

▸

DDD, Scope, & Cost

▸

EHP Profile

▸  
⚠ This damage has completed the EHP Damage Survey but is still pending completion of the EHP Report.

Documents

▸

⬆️ UPLOAD

⬇️ DOWNLOAD ▾

⚙️ MANAGE

Click **Upload**

# Upload Damage Documents

**Grants Portal**

Dashboard

My Organization  
Banantown (8790)

- Organization Profile
- Organization Personnel
- Applicant Event Profiles
- Exploratory Calls
- Recovery Scoping Meetings
- Projects
- Damages
- Work Order Requests
- Work Orders

My Tasks

Calendar

Utilities

Resources

Intelligence

Upload Damage Documents

Drag and drop files here, or click here to select files.

Documents Pending Upload

To begin uploading a document, either drag and drop a file or multiple files into the area above or click the area above to manually select files.

Note: You may not upload the document to the Damage that matches an existing document with same document name.

UPLOAD PENDING DOCUMENTS CANCEL

Drag and drop files OR click to select files to upload

# Select Damage Document Upload – Pop Up

The screenshot shows the Grants Portal interface with a sidebar on the left containing navigation links like Dashboard, My Organization, Organization Profile, and My Tasks. The main content area displays the 'Upload Damage Documents' pop-up. A file selection dialog is open, showing the contents of the 'SI Demo Items' folder on the Desktop. The dialog lists various files, including Word documents, JPG files, and an Adobe Acrobat document. A red callout box points to the 'Open' button in the dialog.

Step 1: Click to select the document to upload




Name	Date modified	Type	Size
406 Mitigation Serv	10/18/2017 8:09 AM	Microsoft Word Doc...	
Applicant Cost Summary	10/20/2017 7:58 AM	Microsoft Word Doc...	
Cat C - Road-Low Water Crossing_406_SI Manu...	10/17/2017 4:46 PM	JPG File	
Cat C - Road-Low Water Crossing_SI Manual_Pa...	10/17/2017 4:46 PM	JPG File	
Cat C - Road-Low Water Crossing_SI Manual_Pa...	10/17/2017 4:46 PM	JPG File	
Cat C - Road-Low Water Crossing_SI Manual_Pa...	10/17/2017 4:46 PM	JPG File	
Cat C - Road-Low Water Crossing_SI Manual_Pa...	10/17/2017 4:46 PM	JPG File	
Cat C - Road-Low Water Crossing_SI Manual_Pa...	10/17/2017 4:46 PM	JPG File	
Charter and Bylaws	4/28/2018 7:26 AM	Microsoft Word Doc...	
Contract	4/28/2018 7:26 AM	Microsoft Word Doc...	
Debris Management Plan	4/28/2018 7:26 AM	Microsoft Word Doc...	
DI#89973 DR4332 TX WO#9290 SI Inspection R...	10/17/2017 4:45 PM	Adobe Acrobat Docu...	
DR4332 TX Location	10/28/2017 2:10 PM	JPG File	
Glenville Pay Policy	5/25/2018 2:43 PM	Microsoft Word Doc...	
Maint Report	10/18/2017 8:09 AM	Microsoft Word Doc...	

Step 2: Click **Open**



# Edit Damage Document Information

The screenshot displays the Grants Portal interface with a modal window titled "Upload Damage Documents". The modal contains a file upload area with the text "Drag and drop files here, or click here to select files." Below this is a section titled "Documents Pending Upload" which includes a search bar and a table of documents.

	Filename	Description	Size	Category
  EDIT  REMOVE	Timesheets.docx		11.3 KB	

Below the table, it says "Showing 1 to 1 of 1 entries". At the bottom of the modal are two buttons: "UPLOAD PENDING DOCUMENTS" and "CANCEL".

A red callout bubble points to the "EDIT" button with the text "Click Edit".

# Add Document Description & Category Tag

The screenshot displays the 'Grants Portal' interface. A modal window titled 'Process Document' is open, showing a form for adding a document. The form includes fields for 'Filename', 'Description', 'Category Filter (Optional)', and 'Category'. A yellow caution box at the top of the modal states: 'CAUTION: Document will be uploaded to the Damage.' The 'Filename' field contains 'Timesheets.docx', the 'Description' field contains 'Timesheets for Road Crew for June', the 'Category Filter' is set to 'All', and the 'Category' dropdown is open, showing '× Force Account Labor Payroll / Timesheets'. At the bottom of the modal are 'SAVE' and 'CANCEL' buttons. Three red callout boxes with white text provide instructions: 'Step 1: Add Document Description' points to the 'Description' field; 'Step 2: Select Document Category' points to the 'Category' dropdown; and 'Step 3: Click Save' points to the 'SAVE' button. The background shows the portal's sidebar with options like 'Dashboard', 'My Organization', 'Exploratory Calls', 'Recovery Scoping Meetings', 'Projects', 'Damages', 'Work Order Requests', 'Work Orders', 'My Tasks', 'Calendar', 'Utilities', 'Resources', and 'Intelligence'. The main content area shows a table with columns 'CATEGORY', 'NAME', and 'SECTOR', and a section for 'Additional Information' with links to 'Damage Survey Answers' and 'EHP Profile'.

Step 1: Add Document Description

Step 2: Select Document Category

Step 3: Click **Save**

# Save Uploaded Document

The screenshot shows the 'Grants Portal' interface with a modal titled 'Upload Damage Documents'. The modal contains a dashed box for file upload with the text 'Drag and drop files here, or click here to select files.' Below this is a section titled 'Documents Pending Upload' with a search bar and a table. The table has columns for 'Filename', 'Description', 'Size', and 'Category'. One document is listed: 'Timesheets.docx' with a description 'Timesheets for Road Crew for June', size '11.3 KB', and category 'Force Account Labor Payroll / Timesheets'. At the bottom of the modal are two buttons: 'UPLOAD PENDING DOCUMENTS' and 'CANCEL'. Two callout boxes provide instructions: 'Step 1: Continue to add documents by click and drag or selecting files' points to the upload area, and 'Step 2: Click Upload Pending Documents' points to the green button.

Step 1: Continue to add documents by click and drag or selecting files

Upload Damage Documents

Drag and drop files here, or click here to select files.

Documents Pending Upload

		Filename	Description	Size	Category
✓	<a href="#">EDIT</a> <a href="#">REMOVE</a>	Timesheets.docx	Timesheets for Road Crew for June	11.3 KB	Force Account Labor Payroll / Timesheets

Showing 1 to 1 of 1 entries

[Previous](#) [1](#) [Next](#)

[UPLOAD PENDING DOCUMENTS](#) [CANCEL](#)

Step 2: Click **Upload Pending Documents**

# Manage Documents Uploaded to Damage Inventory



# Applicant Event Profiles

**Grants Portal**

Dashboard

My Organization  
Glenville - PDMG0009 - 4332DR  
(4332DR - 9)

My Applicant Event Profiles

REQUEST PUBLIC ASSISTANCE

Filters >

All Active Applicant Event Profiles

SHOW/HIDE COLUMNS

Event #	Event Name	Recipient Region	County	Status	Process Step	# Projects	# Damages	# Work Orders	CRC Gross Cost	CRC Net Cost	Pending Cost
4332DR	4332DR-TX	Region 7	Houston County	Eligible	Pending Grant Completion	12	28	11	\$228,104.00	\$228,104.00	\$228,104.00

25

1 entries (filtered from 1 total entries)

Previous 1 Next

Organization Profile

Organization Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping Meetings

Projects

Damages

Work Order Requests

Work Orders

My Tasks

Calendar

Utilities

Resources

# Applicant Event Profile Damage Inventory

**Portal**

Contacts > Locations > Damage Inventory ▾

Step 1: Expand the **Damage Inventory** bar

Active Inactive PAAP

ALL ACTIVE ▾

Search... ?

SHOW/HIDE COLUMNS

Damage #	Category	Name	Damage Description	Applicant Priority	Damage Survey Complete?
				High	Yes
				High	Yes
				High	Yes
27641	C	COUNTY ROAD 35	200LF WASHOUT	High	Yes
27643	G	ROBERTS PARK	DAMAGES TO PLAYGROUND EQUIPMENT	High	Yes
			DAMAGES TO THE MAIN OFFICE COMPLEX	High	Yes

Step 2: Click **Options**  
Select **View Damage Details**


OPTIONS ▾


View Damage Details


View Damage Survey Answers








# Damage Details Documents Bar

 Grants Portal

 Dashboard

 My Organization  
Bananatown (8790)

- Organization Profile
- Organization Personnel
- Applicant Event Profiles
- Exploratory Calls
- Recovery Scoping Meetings
- Projects
- Damages
- Work Order Requests
- Work Orders
-  My Tasks
-  Calendar
-  Utilities
-  Resources
-  Intelligence

CATEGORY

B - Emergency Protective Measures

EVENT

4337DR-FL (4337DR)

PROJECT

[\[37584\] BANANA TOWN EMP](#)

NAME

Emergency Protective Measures

LOCATION


1019 Production Row SW Darien, Florida 31305


STATUS


Active



SECTOR


-


 Additional Information >


 Damage Survey Answers >


 DDD, Scope, & Cost >

 EHP Profile >  
 This damage has completed the EHP Damage Survey but is still pending completion of the EHP Report.

 Documents >

 UPLOAD

 DOWNLOAD

 MANAGE

Click Manage

Crocker, Betty

CATEGORY B - Emergency Protective Measures

EVENT 4337DR-FL (4337DR)


PROJECT [\[37584\] BANANA TOWN EMP](#)


NAME Emergency Protective Measures


LOCATION 1019 Production Row SW Darien, Florida 31305


STATUS Active


SECTOR -


 Additional Information >


 Damage Survey Answers >


 DDD, Scope, & Cost >


 EHP Profile >

 This damage has completed the EHP Damage Survey but is still pending completion of the EHP Report.

 Documents >

 UPLOAD

 DOWNLOAD

 MANAGE

164

# Edit Damage Inventory Document

The screenshot shows the Grants Portal interface. The top navigation bar includes the 'Grants Portal' logo and the user name 'Crocker, Betty'. The left sidebar contains a menu with options like 'Dashboard', 'My Organization', 'Organization Profile', 'Organization Personnel', 'Applicant Event Profiles', 'Exploratory Calls', 'Recovery Scoping Meetings', 'Projects', 'Damages', 'Work Order Requests', 'Work Orders', 'My Tasks', 'Calendar', 'Utilities', 'Resources', and 'Intelligence'. The main content area is titled 'Damage Details Manage Damage Documents'. It features a breadcrumb trail: '4337DR-FL (4337DR) / Bananatown (8790) / [37584] BANANA TOWN EMP / [145163] Emergency Protective Measures / Documents'. Below the breadcrumb is a search bar. A table lists documents with columns: 'Filename', 'Description', 'Size', 'Category', 'Uploaded Date', and 'Uploaded By'. The table contains one entry: 'Timesheets.docx', 'Timesheets for Road Crew for June', '11.3 KB', 'Force Account Labor Payroll / Timesheets', '06/04/2019 12:08 PM AST', and 'Crocker, Betty'. Each row has 'EDIT' and 'REMOVE' buttons. A red callout box points to the 'EDIT' button with the text: 'Click **Edit** to edit document information'. At the bottom of the table, it says 'Showing 1 to 1 of 1 entries' and 'Previous 1 Next'.

**Grants Portal**

Crocker, Betty

**Damage Details** Manage Damage Documents

+ ADD DOCUMENT GO BACK

4337DR-FL (4337DR) / Bananatown (8790) / [37584] BANANA TOWN EMP / [145163] Emergency Protective Measures / Documents

Search

Filename	Description	Size	Category	Uploaded Date	Uploaded By
<a href="#">EDIT</a> Timesheets.docx	Timesheets for Road Crew for June	11.3 KB	Force Account Labor Payroll / Timesheets	06/04/2019 12:08 PM AST	Crocker, Betty
<a href="#">REMOVE</a>					

10

Showing 1 to 1 of 1 entries

Previous 1 Next

Click **Edit** to edit document information

# Edit Damage Inventory Document

The screenshot shows the 'Grants Portal' interface with a sidebar on the left containing navigation links like 'Dashboard', 'My Organization', 'Organization Profile', 'Organization Person', 'Applicant Event Profile', 'Exploratory Calls', 'Recovery Scoping Meetings', 'Projects', 'Damages', 'Work Order Requests', 'Work Orders', 'My Tasks', 'Calendar', 'Utilities', 'Resources', and 'Intelligence'. The main content area displays a 'Damage' section with a table containing one entry: 'Timesheets.docx'. An 'Edit Document' modal is open over this entry. The modal has a title bar with a close button (X). Inside, there are four fields: 'Filename' (Timesheets.docx), 'Description' (Timesheets for Road Crew for June), 'Types' (All), and 'Category' (Force Account Labor Payroll / Timesheets). At the bottom right of the modal are two buttons: 'SAVE CHANGES' (blue) and 'CANCEL' (grey). A red bracket on the left side of the modal groups the four input fields, with a callout box pointing to it that says 'Step 1: Edit information'. Another red callout box points to the 'SAVE CHANGES' button, saying 'Step 2: Click Save Changes'.

**Step 1: Edit information**

**Step 2: Click Save Changes**

# Remove Damage Inventory Document

The screenshot shows the Grants Portal interface. The top navigation bar includes the portal logo and the user name 'Crocker, Betty'. The left sidebar contains a menu with options like 'Dashboard', 'My Organization', 'Organization Profile', 'Organization Personnel', 'Applicant Event Profiles', 'Exploratory Calls', 'Recovery Scoping Meetings', 'Projects', 'Damages', 'Work Order Requests', 'Work Orders', 'My Tasks', 'Calendar', 'Utilities', 'Resources', and 'Intelligence'. The main content area is titled 'Damage Details' and 'Manage Damage Documents'. It features a breadcrumb trail: '4337DR-FL (4337DR) / Bananatown (8790) / [37584] BANANA TOWN EMP / [145163] Emergency Protective Measures / Documents'. There are buttons for '+ ADD DOCUMENT' and 'GO BACK'. A search bar is present. Below is a table with columns: 'Filename', 'Description', 'Size', 'Category', 'Uploaded Date', and 'Uploaded By'. The table contains one row for 'Timesheets.docx' with a description 'Timesheets for Road Crew for June', size '11.3 KB', category 'Force Account Labor Payroll / Timesheets', and upload date '06/04/2019 12:08 PM AST' by 'Crocker, Betty'. Action buttons 'EDIT' and 'REMOVE' are shown for this document. A red arrow points from a callout box with the text 'Click Remove' to the 'REMOVE' button. The bottom of the table shows 'Showing 1 to 1 of 1 entries' and pagination controls.

**Grants Portal**

Crocker, Betty

Dashboard

My Organization  
Bananatown (8790)

Organization Profile  
Organization Personnel  
Applicant Event Profiles  
Exploratory Calls  
Recovery Scoping Meetings  
Projects  
Damages  
Work Order Requests  
Work Orders

My Tasks  
Calendar  
Utilities  
Resources  
Intelligence

## Damage Details

Manage Damage Documents

+ ADD DOCUMENT GO BACK

4337DR-FL (4337DR) / Bananatown (8790) / [37584] BANANA TOWN EMP / [145163] Emergency Protective Measures / Documents

Search...

Filename	Description	Size	Category	Uploaded Date	Uploaded By
<a href="#">EDIT</a> <a href="#">REMOVE</a>	Timesheets.docx	Timesheets for Road Crew for June	11.3 KB	Force Account Labor Payroll / Timesheets	06/04/2019 12:08 PM AST Crocker, Betty

10

Showing 1 to 1 of 1 entries

Previous 1 Next

Click Remove

# Remove Damage Inventory Document Confirmation Pop-Up Box

The screenshot displays the Grants Portal interface. On the left is a sidebar with navigation links: Dashboard, My Organization (Bananatown (8790)), Organization Profile, Organization Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Projects, Damages, Work Order Requests, Work Orders, My Tasks, Calendar, Utilities, Resources, and Intelligence. The main content area is titled 'Damage Details' and shows a table with one entry: 'Timesheets.docx' (11.3 KB) under the category 'Force Account Labor / Timesheets'. A 'Confirm Delete' pop-up box is overlaid on the table, asking 'Are you sure you would like to remove this document?' with 'YES' and 'NO' buttons. A red arrow points from a callout box labeled 'Click Yes' to the 'YES' button.

**Grants Portal**

**Damage Details**

4337DR-FL (4337DR) Bananatown (8790) [375]

Search

Filename	Description	Size	Category
Timesheets.docx	Timesheets for Road Crew for June	11.3 KB	Force Account Labor / Timesheets

Showing 1 to 1 of 1 entries

**Confirm Delete**

Are you sure you would like to remove this document?

**YES** **NO**

**Click Yes**

# Upload Documents Using Document Uploader Wizard

Documents can be uploaded on all levels using the Document Wizard.





# Locate Utilities Menu

The screenshot shows the Grants Portal interface. On the left is a dark red sidebar menu with the following items: Dashboard, My Organization (with a dropdown arrow), My Tasks (with a dropdown arrow), Calendar, Utilities (with a wrench icon), Document Uploader (with a document icon), Resources (with a book icon), and Intelligence (with an eye icon). The main content area is titled "Document Uploader" and contains a light blue informational box with text about uploading documents. Below this box are several dropdown menus for "Organization" (selected: "Glenville - PDMG0009 - 4332DR"), "Applicant Event Profile" (placeholder: "Search for event..."), "Search for project..." (disabled), and "Search for damage..." (disabled). At the bottom, it shows "Upload Destination" as "Your organization profile".

**Step 1: Click Utilities to expand**

**Step 2: Click Document Uploader**

Document Uploader

Organization: Glenville - PDMG0009 - 4332DR

Applicant Event Profile: Search for event...

Search for project...

Search for damage...

Upload Destination: Your organization profile

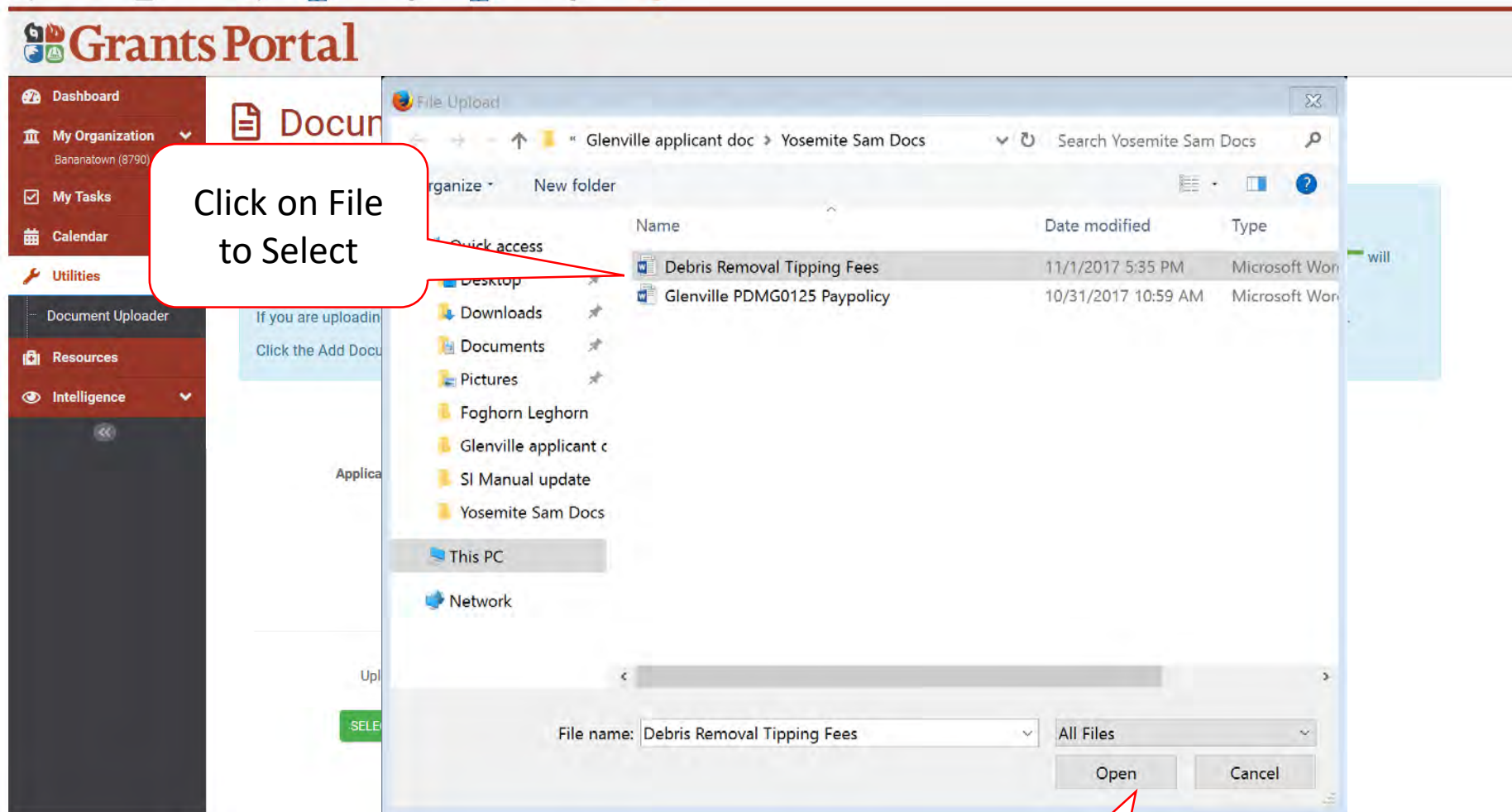
# Select Location of Document

The screenshot shows the Grants Portal interface. On the left is a sidebar with navigation links: Dashboard, My Organization (Bananatown (8790)), My Tasks, Calendar, Utilities, Document Uploader, Resources, and Intelligence. The main content area is titled 'Document Uploader'. It contains a light blue informational box with instructions: 'Use this form to quickly upload a document to the Grants Portal. To specify a destination for the document, make a selection using the controls below. The form will provide you feedback as you make selections. The arrow icon ← will indicate your selected upload destination. If you are uploading a document for a damage, it is not necessary to select a project after selecting an event profile, but you must select a damage. Click the Add Document button to complete the upload.' Below this is a form with four fields: 'Organization' (selected: Bananatown), 'Applicant Event Profile' (selected: 4337DR-FL (4337DR)), 'Project' (placeholder: Search for project...), and 'Damage' (placeholder: Search for damage...). A red bracket groups these four fields, with an arrow pointing to a callout box. Below the form, the 'Upload Destination' is displayed as 'The event profile for 4337DR-FL (4337DR) for your organization'. A green 'SELECT DOCUMENT' button is shown, with a red arrow pointing to it from a callout box. Below the button is a text input field for 'Filename'.

**Step 1: Use Drop Down Lists and select **Event** and either **Project** or **Damage** upload location or leave blank for **Organization****

**Step 2: Click **Select Document****

# Document To Be Uploaded Pop-Up Box



# Document Description And Category

**Grants Portal**

**Document Uploader**

Use this form to quickly upload a document to the Grants Portal.

To specify a destination for the document, make a selection using the controls below. The form will provide you feedback as you make selections. The arrow icon → will indicate your selected upload destination.

If you are uploading a document for a damage, it is not necessary to select a project after selecting an event profile, but you may do so to filter the damage options.

Click the Add Document button to complete the upload.

Organization: Glenville - PDMG0009 - 4332DR

Applicant Event Profile: 4332DR-TX (4332DR)

Project: Search for project...

and/or

Damage: 27638 COUNTY ROAD 56

Upload Destination: The COUNTY ROAD 56 damage for 4332DR-TX (4332DR) for your organization

**SELECT DOCUMENT**

Debris removal tipping fee.docx  
(Max Size: 100MB)

Filename: Debris removal tipping fee.docx

Description: Tipping Fees for Debris removal on County Road

Category Filter: All

Category: Select one or more categories... This field is required.













**UPLOAD DOCUMENT TO DAMAGE**

**Step 1: Enter Document Description**

**Step 2: Click on Category and Select Document Type**

**Step 3: Click Upload Document To Damage**

# Upload Additional Documents

-  Dashboard
-  My Organization   
Glenville - PDMG0009 - 4332DR  
(4332DR - 9)
-  My Tasks 
-  Calendar
-  Utilities 
-  Document Uploader
-  Resources
-  Intelligence 

## Document Uploader

Click on **Click Here** to navigate to uploaded document location



✓ Document upload complete!

[Click here](#) to navigate to the COUNTY ROAD 56 damage for 4332DR-TX (4332DR) for your organization.

[Click here](#) to upload another document.

Click on **Click Here** to upload another document

# Essential Elements of Information (EEI)

Answering  
EEI Questions





# Applicant Event Profiles

**Grants Portal**

Dashboard | My Organization | **My Applicant Event Profiles** | REQUEST PUBLIC ASSISTANCE

Organization Profile | Organization Personnel | **Applicant Event Profiles** | Exploratory Calls | Recovery Scoping Meetings | Projects | Damages | Work Order Requests | Work Orders

My Tasks | Calendar | Utilities | Resources

Filters > All Active Applicant Event Profiles

Event #	Event Name	Recipient Region	County	Status	Process Step	# Projects	# Damages	# Work Orders	CRC Gross Cost	CRC Net Cost	Pending Cost
4332DR	4332DR-TX	Region 7	Houston County	Eligible	Pending Grant Completion	12	28	11	\$228,104.00	\$228,104.00	\$228,104.00

25 | 1 entries (filtered from 1 total entries) | Previous 1 Next

**Step 1: Click Applicant Event Profiles**

**Step 2: Click the Magnifying Glass**

# Locate Event Project

**Grants Portal**

Dashboard | My Organization | Follow-Up Meetings | Site Inspection

My Organization: Glenville - PDMG0009 - 4332DR (4332DR - 9)

Organization Profile | Organization Personnel | Applicant Event Profiles | Exploratory Calls | Recovery Scoping Meetings | Projects | Damages | Work Order Requests | Work Orders

My Tasks | Calendar | Utilities | Resources | Intelligence

**Projects** ▼

BULK ASSIGN PROJECT PO

Active | Inactive

Filters

CATEGORY: Select... STATUS: All HAS RFI: Select... HAS POLICY ISSUE?: Select...

SHOW/HIDE COLUMNS

Project #	Category	Title	Type	Process Step	# Damages
5054	G - Parks, Recreational Facilities, and Other Items	City Parks	Standard	Pending EEI Completion	3
5055	E - Buildings and Equipment	Maintenance Bldg	Standard	Pending EEI Completion	1
7446	E - Buildings and Equipment	Sheriff's Lab	Standard	Pending CRC Project Development	1
8415	C - Roads and Bridges	County Roads	Standard	Pending CRC Project Development	2

# Manage Project Essential Elements Of Information (EEI) Answers

The screenshot displays the Grants Portal interface. At the top, the 'Grants Portal' logo is on the left, and the user 'Crocker, Betty' is on the right. The left sidebar contains navigation links: Dashboard, My Organization (Banatatown (8790)), Organization Profile, Organization Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Projects, Damages, Work Order Requests, Work Orders, My Tasks, Calendar, Utilities, Resources, and Intelligence. The main content area shows project details: % COST SHARE is 75.00%, and the ACTIVITY COMPLETION DEADLINE is March 10, 2019, with a 'Request Extension' link. Below this, there are sections for SECTOR, Stats / Summary, Contacts, Damage Inventory, Essential Elements of Information (with a warning that 2 of 3 EEIs are pending completion), Damage Description and Dimensions, Development Guide Answers, and Scope & Cost Summary. A red callout box with the text 'Click Manage EEI Answers' points to the 'MANAGE EEI ANSWERS' button located next to the Essential Elements of Information section.

**Grants Portal** Crocker, Betty

**Dashboard** % COST SHARE 75.00%

**My Organization** Banatatown (8790) ACTIVITY COMPLETION DEADLINE March 10, 2019  
[Request Extension](#)

SECTOR --

Stats / Summary >

Contacts >

Damage Inventory >

Essential Elements of Information >  
⚠ 2 of 3 EEIs pending completion

MANAGE CONTACTS

MANAGE EEI ANSWERS

Damage Description and Dimensions >

? Development Guide Answers >

\$ Scope & Cost Summary >

**Click Manage EEI Answers**

# Answer EEI Questions

**Grants Portal**

Dashboard

My Organization  
Banatatown (8790)

Organization Profile  
Organization Personnel  
Applicant Event Profiles  
Exploratory Calls  
Recovery Scoping Meetings  
Projects  
Damages  
Work Order Requests  
Work Orders

My Tasks  
Calendar  
Utilities  
Resources  
Intelligence

2. Submit required documentation from the EEI Questions you answered.  
3. Submit the EEI to the PDMG for their review.

**Manage Essential Elements of Information**

**Project Brief Description**

No Project Brief Description have been provided.

**Provide EEI Answers and Required Documents**

Completed Lane - Category B - Version 4 *Pending Applicant Response* [Submit to FEMA](#)

Completed Lane - Category B - Version 4

Applicant 2/28 Questions 0/4 Documents

EXPAND ALL COLLAPSE ALL SAVE

1 Was the work required to lessen an immediate threat to public health and safety or improve property that existed and was damaged as a direct result of the incident? ☒ Yes ☐ No

2 Does the Applicant wish to participate in Small Project Self-Certification of completed work? [4 documents required](#) ☒ Yes ☐ No

Was the work performed by:

2.1 Force account labor/Applicant's own employees? ☐ Yes ☐ No

2.2 Contract? ☐ Yes ☐ No

Step 1: Click to select EEI and ensure it says **"Applicant"**

Step 2: Click **Yes or NO**

# Identify Required Documents

**Grants Portal** Crocker, Betty

**Dashboard** **My Organization** Banatown (8790)

**Organization Profile**  
**Organization Personnel**  
**Applicant Event Profiles**  
**Exploratory Calls**  
**Recovery Scoping Meetings**  
**Projects**  
**Damages**  
**Work Order Requests**  
**Work Orders**  
**My Tasks**  
**Calendar**  
**Utilities**  
**Resources**  
**Intelligence**

## Manage Essential Elements of Information

### Project Brief Description

No Project Brief Description have been provided.

### Provide EEI Answers and Required Documents

Completed Lane - Category B - Version 4 Pending Applicant Response Submit to FEMA

EEI Questions 2/28 Required Documents 0/4

**1** Was the work required to lessen an immediate threat to public health and safety or improve property that is damaged and was caused by a disaster? Yes No

**2** Does the Applicant wish to participate in Small Project Self-Certification of completed work? 4 documents required Yes No

Was the work performed by:

2.1 Force account labor/Applicant's own employees? Yes No

2.2 Contract? Yes No

2.3 Rented/leased/purchased equipment? Yes No


2.4 Mutual Aid? Yes No



**Documents Required**

- Activity / Locations Listing
- Cost Summary Records
- Subrecipient Certification
- Acknowledgement
- General Insurance Documents



# Save Answers To EEI Questions

**Grants Portal**

 Crocker, Betty

Dashboard

My Organization  
Bananatown (8790)

Organization Profile

Organization Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping Meetings

Projects

Damages

Work Order Requests

Work Orders

My Tasks

Calendar

Utilities

Resources

Intelligence

Manage Essential Elements of Information

Project Brief Description

No Project Brief Description have been provided.

Provide EEI Answers and Required Documents

Completed Lane - Category B - Version 4

Pending Applicant Response

Submit to FEMA

Click Save

EEI Questions 2/28

Required Documents 0/4

Changes Pending Save


EXPAND ALL

COLLAPSE ALL

SAVE


1 Was the work required to lessen an immediate threat to public health and safety or improve property that existed and was damaged as a direct result of the incident?

☒ Yes ☐ No


2 Does the Applicant wish to participate in Small Project Self-Certification of completed work?  4 documents required

☒ Yes ☐ No

Was the work performed by:

2.1 Force account labor/Applicant's own employees?  2 documents required

☒ Yes ☐ No

2.1.1 Force account labor/Applicant's own employees?  5 documents required


☒ Yes ☐ No



Regular hours the Applicant is claiming

Overtime hours the Applicant is claiming



# Answer Additional EEI Questions



 Crocker, Betty

Dashboard

My Organization

Bananatown (8790)

Organization Profile

Organization Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping Meetings

Projects

Damages

Work Order Requests

Work Orders

My Tasks

Calendar

Utilities

Resources

Intelligence

## Manage Essential Elements of Information

Project Brief Description

No Project Brief Description have been provided.

Provide EEI Answers and Required Documents

Completed Lane - Category B - Version 4

Pending Applicant Response

Submit to FEMA

EEI Questions 2/28

Required Documents 0/4

Changes Pending Save

EXPAND ALL

COLLAPSE ALL

SAVE

1 Was the work required to lessen an immediate threat to public health and safety or improve property that existed and was damaged as a direct result of the incident?

Yes No

2 Does the Applicant wish to participate in Small Project Self-Certification of completed work?

4 documents required

Yes No

Was the work performed by:

2.1 Force account labor/Applicant's own employees?

2 documents required

Yes No

2.1.1 Force account labor/Applicant's own employees?

5 documents required

Yes No

Regular hours the Applicant is claiming

125

Overtime hours the Applicant is claiming

125

Click to select additional EEI Questions

# Essential Elements of Information (EEI)

Reviewing  
Answers to EEI  
Questions



# Applicant Event Profiles

The screenshot shows the 'Grants Portal' interface. The top navigation bar includes a logo, the text 'Grants Portal', a notification bell with a red '7', and a user profile 'Leghorn, Fogho...'. A left sidebar contains a menu with items like 'Dashboard', 'My Organization', 'Applicant Event Profiles', 'Exploratory Calls', 'Recovery Scoping Meetings', 'Projects', 'Damages', 'Work Order Requests', 'Work Orders', 'My Tasks', 'Calendar', 'Utilities', and 'Resources'. The main content area is titled 'My Applicant Event Profiles' and features a search bar, a filter dropdown set to 'All Active Applicant Event Profiles', and a table of event profiles. A red callout box points to the 'Applicant Event Profiles' menu item with the text 'Step 1: Click Applicant Event Profiles'. Another red callout box points to a magnifying glass icon in the first row of the table with the text 'Step 2: Click the Magnifying Glass'.

**Grants Portal**

Dashboard

My Organization  
Glenville - PDMG0009 - 4332DR  
(4332DR - 9)

My Applicant Event Profiles

REQUEST PUBLIC ASSISTANCE

Filters >

All Active Applicant Event Profiles

SHOW/HIDE COLUMNS

Event #	Event Name	Recipient Region	County	Status	Process Step	# Projects	# Damages	# Work Orders	CRC Gross Cost	CRC Net Cost	Pending Cost
4332DR	4332DR-TX	Region 7	Houston County	Eligible	Pending Grant Completion	12	28	11	\$228,104.00	\$228,104.00	\$228,104.00

25

1 entries (filtered from 1 total entries)

Previous 1 Next

Step 1: Click **Applicant Event Profiles**

Step 2: Click the **Magnifying Glass**

# Locate Event Project

**Grants Portal**

Dashboard | My Organization | Follow-Up Meetings | Site Inspection

My Organization: Glenville - PDMG0009 - 4332DR (4332DR - 9)

Organization Profile | Organization Personnel | Applicant Event Profiles | Exploratory Calls | Recovery Scoping Meetings | Projects | Damages | Work Order Requests | Work Orders

My Tasks | Calendar | Utilities | Resources | Intelligence

**Projects** ▾

BULK ASSIGN PROJECT PO

Active Inactive

Filters

CATEGORY Select... STATUS All HAS RFI Select... HAS POLICY ISSUE? Select...

SHOW/HIDE COLUMNS

Project #	Category	Title	Type	Process Step	# Damages
5054	G - Parks, Recreational Facilities, and Other Items	City Parks	Standard	Pending EEI Completion	3
5055	E - Buildings and Equipment	Maintenance Bldg	Standard	Pending EEI Completion	1
7446	E - Buildings and Equipment	Sheriff's Lab	Standard	Pending CRC Project Development	1
8415	C - Roads and Bridges	County Roads	Standard	Pending CRC Project Development	2

# Review Project Essential Elements Of Information (EEI) Answers

**Grants Portal**

Dashboard | My Organization (Banatatown (8790))

Organization Profile | Organization Personnel | Applicant Event Profiles | Exploratory Calls | Recovery Scoping Meetings | Projects | Damages | Work Order Requests | Work Orders

My Tasks | Calendar | Utilities | Resources | Intelligence

Contacts >

Damage Inventory >

**Essential Elements of Information** 2 of 3 EEIs pending completion

Project Brief Description

This project has no brief description.

EEI List | EEI Questions | Required Documents

Filters

STATUS: Select... PROCESS STEP: Select...

	Name	Version	Status	Process Step	Question Status	Document Status	Created By	Created On	Last Action By	Last Action On
OPTIONS	Completed Lane - Category C	3	Open	Pending Applicant Response	19 / 19	7 / 17	BLACK, STARLENE M.	05/14/2019 08:28 PM AST	BLACK, STARLENE M.	05/14/2019 08:28 PM AST



# Review Project Essential Elements Of Information (EEI) Answers

**Grants Portal** 🔔 👤 Crocker, Betty

**Dashboard** **Damage Inventory**

**My Organization**  
Banatatown (8790)

- Organization Profile
- Organization Personnel
- Applicant Event Profiles
- Exploratory Calls
- Recovery Scoping Meetings
- Projects
- Damages
- Work Order Requests
- Work Orders

**Essential Elements of Information** ⚙️ MANAGE EEI ANSWERS

⚠️ 2 of 3 EEIs pending completion

**Project Brief Description**

*This project has no brief description.*

**EEI List** **EEI Questions** **Required Documents**

**Filters**

**STATUS**

**Click Options then select View EEI Details**

	Name	Version	Status	Process Step	Question Status	Document Status	Created By	Created On	Last Action By	Last Action On
⚙️ <b>OPTIONS</b>	Completed Lane -	3	Open	Pending Applicant Response	19 / 19	7 / 17	BLACK, STARLENE M.	05/14/2019 08:28 PM AST	BLACK, STARLENE M.	05/14/2019 08:28 PM AST
🔍 View EEI Details	administrative	3	Complete	EEI Accepted by PDMG	1 / 1		Williamson, Ebony S.	02/22/2019 08:27 AM AST	Williamson, Ebony S.	02/22/2019 08:34 AM AST
⚙️ Manage EEI	Lane -	2	Open	Pending PDMG Initial	12 / 12	3 / 3	Williamson, Ebony S.	02/22/2019 08:27 AM AST		
➔ Submit to FEMA										



# Review Project Essential Elements Of Information (EEI) Answers

The screenshot displays the Grants Portal interface. At the top, the 'Grants Portal' logo is on the left, and a user profile for 'Crocker, Betty' is on the right. Below the logo is a navigation menu with options like 'Dashboard', 'My Organization', 'Organization Profile', 'Organization Personnel', 'Applicant Event Profiles', 'Exploratory Calls', 'Recovery Scoping Meetings', 'Projects', 'Damages', 'Work Order Requests', and 'Work Orders'. The main content area shows project details for 'Completed Lane - Category C'. A red callout bubble points to the 'Questions' tab, with the text 'Click Questions then review answers'. Another red callout bubble points to the 'MANAGE EEI ANSWERS' button, with the text 'If answers are incorrect, click Manage EEI Answers'. The project details include: NAME: Completed Lane - Category C, PROJECT: [43315] Collaspe Bridge, PROJECT TYPE: Standard, APPLICANT: Bananatown (8790), EVENT: 4337DR-FL (4337DR), STATUS: Open, and PROCESS STEP: Pending Applicant Response. The 'Questions' section shows a list of questions, with the first one being 'Does the Applicant wish to participate in Small Project Self-Certification of completed work?'. The answer is 'Yes, 4 documents required'. Below this, a section titled 'Was the work performed by:' shows a question '1.1 Force account labor/Applicant's own employees?' with the answer 'Yes, 2 documents required'.

**Grants Portal**

Dashboard My Organization Bananatown (8790)

Organization Profile Organization Personnel Applicant Event Profiles Exploratory Calls Recovery Scoping Meetings Projects Damages Work Order Requests Work Orders

My Tasks Calendar Utilities Resources Intelligence

**Project** Completed Lane - Category C

4337DR-FL (4337DR) Bananatown (8790) [43315] Collaspe Bridge EEI

**General Information** v3

NAME Completed Lane - Category C

PROJECT [43315] Collaspe Bridge

PROJECT TYPE Standard

APPLICANT Bananatown (8790)

EVENT 4337DR-FL (4337DR)

STATUS Open

PROCESS STEP Pending Applicant Response

Click **Questions** then review answers

MANAGE EEI ANSWERS

1 Does the Applicant wish to participate in Small Project Self-Certification of completed work? Yes, 4 documents required

Was the work performed by:

1.1 Force account labor/Applicant's own employees? Yes, 2 documents required

If answers are incorrect, click **Manage EEI Answers**

# Essential Elements of Information (EEI) Documents

Upload  
Required  
Documents



# Applicant Event Profiles

**Grants Portal**

Dashboard | My Organization | **My Applicant Event Profiles** | REQUEST PUBLIC ASSISTANCE

Organization Profile | Organization Personnel | **Applicant Event Profiles** | Exploratory Calls | Recovery Scoping Meetings | Projects | Damages | Work Order Requests

Filters > | All Active Applicant Event Profiles | SHOW/HIDE COLUMNS


Event #	Event Name	Recipient Region	County	Status	Process Step	# Projects	# Damages	# Work Orders	CRC Gross Cost	CRC Net Cost	Pending Cost
4332DR	4332DR-TX	Region 7	Houston County	Eligible	Pending Grant Completion	12	28	11	\$228,104.00	\$228,104.00	\$228,104.00



25 | Showing 1 to | Previous 1 Next

**Step 1: Click Applicant Event Profiles**

**Step 2: Click Magnifying Glass**

# Applicant Event PA Requests Profile



 Crocker, Betty

Dashboard

My Organization

Organization Profile

Organization Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping Meetings

Projects

Damages

Work Order Requests

Work Orders

My Tasks

Calendar

Utilities

Resources


Intelligence

Applicant Event Profile

4337DR-FL (4337DR) Bananatown (8790)

OPTIONS -

REPORTS -



This Applicant is pending grant completion.

General Information

Event Information

FEMA PA CODE

8790

NAME

Bananatown

TYPE

County Government

SECTOR

--

STATUS

Eligible

RPA DECISION DATE

03/02/2018 02:47 PM AST

RSM COMPLETION DATE

02/22/2019 08:30 AM AST

DAMAGE INVENTORY DEADLINE

02/17/2020

PROCESS STEP

Pending Grant Completion  
As of February 22nd, 2019 8:26 AM AST

JOB #

4337DR

EVENT NAME

4337DR-FL

EVENT TYPE

Disaster

INCIDENT TYPE

Other

INCIDENT LEVEL

1

INCIDENT START DATE

September 4, 2017

INCIDENT END DATE

Ongoing

DECLARATION DATE

September 10, 2017

DECLARED COUNTIES

Bradford County - September 9th, 2017

FIXED COST OFFER DECLARATION-WIDE DEADLINE

September 10, 2018

Stats/Summary

Contacts

Locations

Scroll down to Projects bar

# Locate Event Project

**Grants Portal** 7 Leghorn, Fo

**Dashboard** **Follow-Up Me** **Site Inspection**

**My Organization**  
Glenville - PDMG0009 - 4332DR  
(4332DR - 9)

Organization Profile  
Organization Personnel  
Applicant Event Profiles  
Exploratory Calls  
Recovery Scoping Meetings  
**Projects**  
Damages  
Work Order Requests  
Work Orders

**My Tasks** **Calendar** **Utilities** **Resources** **Intelligence**

**Projects** **BULK ASSIGN PROJECT PO**

**Active** **Inactive**

**Filters**

**CATEGORY**  **STATUS**  **HAS RFI**  **HAS POLICY ISSUE?**

**SHOW/HIDE COLUMNS**

Project #	Category	Title	Type	Process Step	# Damages
5054	G - Parks, Recreational Facilities, and Other Items	City Parks	Standard	Pending EEI Completion	3
5055	E - Buildings and Equipment	Maintenance Bldg	Standard	Pending EEI Completion	1
7446	E - Buildings and Equipment	Sheriff's Lab	Standard	Pending CRC Project Development	1
8415	C - Roads and Bridges	County Roads	Standard	Pending CRC Project Development	2

**Step 1: Click to expand the **Projects** bar**

**Step 2: Click the **Magnifying Glass****

# Locate Essential Elements Of Information (EEI) Required Documents

The screenshot displays the Grants Portal interface. On the left is a dark sidebar with navigation links: Dashboard, My Organization (Bananatown (8790)), Organization Profile, Organization Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Projects, Damages, Work Order Requests, Work Orders, My Tasks, Calendar, Utilities, and Resources. The main content area has a top header with the Grants Portal logo and user information (Crocker, Betty). Below the header, there's a section for 'Essential Elements of Information' with a warning '1 of 1 EEI pending completion'. The 'Project Brief Description' section shows a message: 'This project has no brief description.' Below this, there are three tabs: 'EEI List', 'EEI Questions', and 'Required Documents'. The 'Required Documents' tab is selected and highlighted with a red box. A red callout bubble points to this tab with the text 'Click to expand Required Documents tab'. Below the tabs, there's a list of documents, including 'Completed Lane - Category B - Version 4' with a status of '0 / 17'. Other sections visible include 'Damage Inventory', 'Damage Description and Dimensions', 'Scope & Cost Summary', and 'Insurance Profile'.

**Grants Portal**

Dashboard

**My Organization**  
Bananatown (8790)

Organization Profile  
Organization Personnel  
Applicant Event Profiles  
Exploratory Calls  
Recovery Scoping Meetings  
Projects  
Damages  
Work Order Requests  
Work Orders

☒ My Tasks  
Calendar  
Utilities  
Resources

Damage Inventory

Essential Elements of Information  
1 of 1 EEI pending completion

Project Brief Description

This project has no brief description.

EEI List EEI Questions **Required Documents**

Completed Lane - Category B - Version 4 0 / 17

Damage Description and Dimensions

Scope & Cost Summary

Insurance Profile

MANAGE EEI ANSWERS

HELP

Click to expand  
**Required Documents** tab



# Attach Essential Elements Of Information (EEI) Required Documents

**Grants Portal**

Dashboard | My Organization (Bananatown (8790)) | Organization Profile | Organization Personnel | Applicant Event Profiles | Exploratory Calls | Recovery Scoping Meetings | Projects | Damages | Work Order Requests | Work Orders | My Tasks | Calendar | Utilities | Resources

Essential Elements of Information

1 of 1 EEI pending completion

Project Brief Description

This project has no brief description.

EEI List | EEI Questions | **Required Documents**

Completed Lane - Category B - Version 4 (0 / 17)

[2] Does the Applicant wish to participate in Small Project Self-Certification of completed work? (0 / 14)

[2.1] Work was performed by Force account labor/Applicant's own employees? (0 / 10)

[2.1.1] Force account labor/Applicant's own employees? (0 / 5)

- Force Account Labor Payroll / Timesheets (+ Add | + Add)
- Force Account Labor Pay Policy (+ Add | + Add)
- Force Account Fringe Benefit Calculation (+ Add | + Add)
- Force Account Labor Summary (+ Add | + Add)
- Force Account Labor Record (+ Add | + Add)

[2.1.2] Applicant's own equipment? (0 / 3)

- Force Account Equipment Summary (+ Add | + Add)
- Force Account Equipment Rate Costs (+ Add | + Add)
- Force Account Equipment Record (+ Add | + Add)
- Force Account Work Order / Activity Log (+ Add | + Add)
- Force Account Historical Cost Summary (+ Add | + Add)

Activity / Locations Listing (+ Add | + Add)

Cost Summary Records (+ Add | + Add)

Step 1: Click the arrow to expanded all required documents

Step 2: Click Add

# Attach Already Uploaded Document

Attach Procurement Policy

Drag and drop files here, or click here to select files.

Selected Documents to Attach

Search...

	Filename	Description	Size	Category
✓	Procurement document.docx	Procurement Policy	11.4 KB	Procurement Policy

Showing 1 to 1 of 1 entries

Available Documents to Attach

Source: All

Search...

SHOW/HIDE COLUMNS

	Source	Filename	Description	Category	Size	Uploaded Date	Uploaded By
+ ATTACH	Organization Profile	4407CA.jpg	Procurement Documents	50 Percent Rule Calculation; Contract Costs Summary; Contract Document; Force Account Equipment Summary; Force Account Fringe Benefit Calculation; Force Account Labor Payroll / Timesheets; Force Account Materials Invoices/Receipts; Maintenance Record; Map; Photo; Procurement Policy; Site Inspection Report	759.7 KB	01/29/2019 05:14 PM AST	Doe, Jane
+ ATTACH	Standard Lane - Category E	Maint Record.docx	Facility Maintenance Records	Contract Document; Force Account Labor Pay Policy; Maintenance Record; Procurement Policy	11.2 KB	06/06/2018 12:18 PM AST	Leghorn, Foghorn

Showing 1 to 2 of 2 entries (filtered from 8 total entries)

ATTACH SELECTED CANCEL

Step 1: If Document already uploaded with the proper Category, Click **Attach**

Step 2: Click **Attach Selected**

# Upload New Document

Attach Procurement Policy

Drag and drop files here, or click here to select files.

Selected Documents to Attach

Description	Size	Category
Procurement Policy	11.4 KB	Procurement Policy

Previous 1 Next

Available Documents to Attach

Source: All Category: Procurement Policy

Search: ?

SHOW/HIDE COLUMNS

	Source	Filename	Description	Category	Size	Uploaded Date	Uploaded By
+ ATTACH	Organization Profile	DR 4407CA.jpg	Procurement Documents	50 Percent Rule Calculation; Contract Costs Summary; Contract Document; Force Account Equipment Summary; Force Account Fringe Benefit Calculation; Force Account Labor Payroll / Timesheets; Force Account Materials Invoices/Receipts; Maintenance Record; Map; Photo; Procurement Policy; Site Inspection Report	759.7 KB	01/29/2019 05:14 PM AST	Doe, Jane
+ ATTACH	Standard Lane - Category E	Maint Record.docx	Facility Maintenance Records	Contract Document; Force Account Labor Pay Policy; Maintenance Record; Procurement Policy	11.2 KB	06/06/2018 12:18 PM AST	Leghorn, Foghorn

Showing 1 to 2 of 2 entries (filtered from 8 total entries)

Previous 1 Next

ATTACH SELECTED CANCEL

# Upload New Document – Pop-Up Box

The screenshot shows the Grants Portal interface with a sidebar on the left containing navigation links like Dashboard, My Organization, Organization Profile, and My Tasks. The main content area displays a 'Project Brief Description' and a list of 'Essential Elements'. A 'File Upload' dialog box is open, showing the 'This PC > Desktop > Glenville' path. The dialog lists files: 'Pre-Disaster Photos', 'RPA', and 'Timesheets'. The 'Timesheets' file is selected. A red callout points to the 'Timesheets' file with the text 'Step 1: Click to select file'. Another red callout points to the 'Save' button with the text 'Step 2: Click Save'.

Attach Force Account Labor Payroll / Timesheets

You are currently in a manual document selection mode and **drag and drop is temporarily disabled**. If the document selection window is open

File Upload

This PC > Desktop > Glenville

Search Glenville

Organize New folder

Name	Date modified	Type	Size
Glenville			
Grants Manager			
L0871 Maximizir			
This PC			
3D Objects			
Pre-Disaster Photos	6/4/2019 11:40 AM	Microsoft Word D...	12 KB
RPA	6/4/2019 10:24 AM	Microsoft Word D...	12 KB
Timesheets	6/4/2019 12:00 PM	Microsoft Word D...	12 KB

Step 1: Click to select file

Step 2: Click **Save**

File name: Timesheets

All Files

Open Cancel



# Selected Document – Pop Up Box

The screenshot displays the Grants Portal interface. On the left is a sidebar with navigation links: Dashboard, My Organization (Barnabrown (9790)), Organization Profile, Organization Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Projects, Damages, Work Order Requests, Work Orders, My Tasks, Calendar, Utilities, Resources, and Intelligence. The main content area shows the 'Project Brief Description' tab, indicating 'This project has no brief description.' Below this is a tree view of project components, including 'Completed Lane - Category B - Version 4' and various sub-items like 'Force Account Labor Payroll' and 'Force Account Labor Payroll / Timesheets'. A pop-up box titled 'Attach Force Account Labor Payroll / Timesheets' is open. It features a file upload area with the text 'Drag and drop files here, or click here to select files.' Below this is a section titled 'Selected Documents to Attach' with a search bar and a table. The table has columns: Filename, Description, Size, and Category. It contains one entry: 'Timesheets.docx' (11.3 KB) under the category 'Force Account Labor Payroll / Timesheets'. Below the selected documents is a section titled 'Available Documents to Attach' with a 'Source' dropdown set to 'All' and a 'Category' dropdown set to 'Force Account Labor Payroll / Timesheets'. It also has a search bar and a 'SHOW/HIDE COLUMNS' button. The table below has columns: Source, Filename, Description, Category, Size, Uploaded Date, and Uploaded By. It contains two entries: 'Damage #145163' (Timesheets for Road Crew for June, 11.3 KB, uploaded 06/04/2019) and 'Organization Profile' (General Insurance Expires 12-31-2020.jpg, 606.4 KB, uploaded 05/16/2019). At the bottom of the pop-up box, there is a red callout bubble with the text 'Click Attached Selected' pointing to a green button labeled 'ATTACH SELECTED' and a grey button labeled 'CANCEL'.

Grants Portal

Dashboard

My Organization  
Barnabrown (9790)

Organization Profile

Organization Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping Meetings

Projects

Damages

Work Order Requests

Work Orders

My Tasks

Calendar

Utilities

Resources

Intelligence

Essential Elements of Information

1 of 1 EEI pending completion

Project Brief Description

This project has no brief description.

EEI List EEI Questions Required Documents

Completed Lane - Category B - Version 4

[2] Does the Applicant wish to participate in

[2.1] Work was performed by Force account labor/contractor

[2.1.1] Force account labor/contractor

[2.1.2] Applicant's own equipment?

[14] Emergency Operations Center work was

[14.2] Is the Applicant requesting costs

[14.3] Is the Applicant requesting costs

Damage Description and Dimensions

Scope & Cost Summary

Insurance Profile

Attach Force Account Labor Payroll / Timesheets

Drag and drop files here, or click here to select files.

Selected Documents to Attach

Search...

Filename	Description	Size	Category
Timesheets.docx		11.3 KB	Force Account Labor Payroll / Timesheets

Showing 1 to 1 of 1 entries

Available Documents to Attach

Source: All

Category: Force Account Labor Payroll / Timesheets

Search...

SHOW/HIDE COLUMNS

Source	Filename	Description	Category	Size	Uploaded Date	Uploaded By
+ ATTACH	Damage #145163	Timesheets for Road Crew for June	Force Account Labor Payroll / Timesheets	11.3 KB	06/04/2019 12:08 PM AST	Crocker, Betty
+ ATTACH	Organization Profile	General Insurance Expires 12-31-2020.jpg	Contract Costs Summary; Contract Invoices; Contractor Estimate; Force Account Equipment Rate Costs; Force Account Equipment Summary; Force Account Labor Pay Policy; Force Account Labor Payroll / Timesheets; Force Account Work Order / Activity Log; Maintenance Record; Photo; Procurement Policy	606.4 KB	05/16/2019 09:31 AM AST	Crocker, Betty

Showing 1 to 2 of 2 entries (filtered from 5 total entries)

Click Attached Selected

ATTACH SELECTED CANCEL

# Remove Documents from EEI

Dashboard

My Organization  
Banantown (8790)

Organization Profile

Organization Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping Meetings

Projects

Damages

Work Order Requests

Work Orders

My Tasks

Calendar

Utilities

Resources

Intelligence

[1.1.1] Force account labor/Applicant's own employees? 0 / 2

- Force Account Labor Summary (+ Add | + Add)
- Force Account Labor Record (+ Add | + Add)

[1.1.2] Applicant's own equipment? 0 / 3

- Force Account Equipment Summary (+ Add | + Add)
- Force Account Equipment Rate Costs (+ Add | + Add)
- Force Account Equipment Record (+ Add | + Add)
- Force Account Work Order / Activity Log (+ Add | + Add)
- Force Account Historical Cost Summary (+ Add | + Add)

[1.2] Work was performed by Contract 3 / 5

- Contract Work Summary (+ Add | + Add)
  - Contract Scope of Work and Summary.png (X Remove)
- Contract Document (+ Add | + Add)
- Contract Invoices (+ Add | + Add) (1 comment)
- Procurement Policy (+ Add | + Add)
  - General Insurance Expires 12-31-2020.jpg (X Remove)
- Contract Bid / Plus Selection Process (+ Add | + Add)

Activity / Locations Listing (+ Add | + Add)

- Koala.jpg (X Remove)

Cost Summary Records (+ Add | + Add) (1 comment)

Subrecipient Certification Acknowledgement (+ Add | + Add) (1 comment)

General Insurance Documents (+ Add | + Add)

- Koala.jpg (X Remove)

[2] Roads are included on the project 0 / 1

- Activity / Locations Listing (+ Add | + Add)

Damage Description and Dimensions >



# Essential Elements of Information (EEI)

Add  
Comments



# Add Comment To EEI

**Grants Portal**

Dashboard

My Organization  
Bananatown (\$790)

- Organization Profile
- Organization Personnel
- Applicant Event Profiles
- Exploratory Calls
- Recovery Scoping Meetings
- Projects
- Damages
- Work Order Requests
- Work Orders

My Tasks

Calendar

Utilities

Resources

Intelligence

[1.1.1] Force account labor/Applicant's own employees? 0 / 2

- Force Account Labor Summary (+ Add | + Add)
- Force Account Labor Record (+ Add | + Add)

[1.1.2] Applicant's own equipment? 0 / 3

- Force Account Equipment Summary (+ Add | + Add)
- Force Account Equipment Rate Costs (+ Add | + Add)
- Force Account Equipment Record (+ Add | + Add)
- Force Account Work Order / Activity Log (+ Add | + Add)
- Force Account Historical Cost Summary (+ Add | + Add)

[1.2] Work was performed by Contract 3 / 5

- Contract Work Summary (+ Add | + Add)
- Contract Scope of Work and Summary.png (X Remove)
- Contract Document (+ Add | + Add)
- Contract Invoices (+ Add | + Add) (1 comment)
- Procurement Policy (+ Add | + Add)
- General Insurance Expires 12-31-2020.jpg (X Remove)
- Contract Bid / Plus Selection Process (+ Add | + Add)
- Activity / Locations Listing (+ Add | + Add)
- Koala.jpg (X Remove)
- Cost Summary Records (+ Add | + Add) (1 comment)
- Subrecipient Certification Acknowledgement (+ Add | + Add) (1 comment)
- General Insurance Documents (+ Add | + Add)
- Koala.jpg (X Remove)

[2] Roads are included on the project 0 / 1

- Activity / Locations Listing (+ Add | + Add)

Damage Description and Dimensions

Click Add

# Add Comments to EEI

**Portal** 🔔 2 👤 Sam, Yosemite

---

**Damage Inventory** >

---

**Essential Elements of Information** ▾ ⚙️ MANAGE EEI ANSWERS

⚠️ 1 of 2 EEIs pending completion

### Project Brief Description

*ℹ️ FEMA has not provided a brief description of what this project includes.*

EEI List   EEI Questions   Required Documents 🔗 HELP

- Completed Lane - Category E - Version 1 1/1
  - [8] Equipment facilities were damaged 1/1
    - [8.1] Force Account Equipment was damaged 1/1
      - ✓ Damaged Force Account Equipment Summary + Add 📄 | + Add 💬
        - Damaged Equipment summary.docx (✖ Remove)
- Direct Administrative Cost - Version 1

**Click +Add 💬**

---

**Damage Description and Dimensions** >

---

**\$ Scope & Cost Summary** >

---

**Assessment Profile** ▾

# Add Comment to EEI Question Pop-Up Box

The screenshot displays the Grants Portal interface with a sidebar on the left containing navigation links: Dashboard, My Organization (Bananatown (8790)), Organization Profile, Organization Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Projects, Damages, Work Order Requests, Work Orders, My Tasks, Calendar, Utilities, Resources, and Intelligence. The main content area shows a list of items, including 'Force Account Equipme', 'Force Account Work Order /', 'Force Account Historical Co', '[1.2] Work was performed by Contr', 'Contract Work Sum', 'Document', 'Contract Invoices', 'Procurement Policy', 'General Insurance Expires 12-31-2020.jpg', 'Contract Bid / Plus Selection Process', 'Activity / Locations Listing', 'Koala.jpg', 'Cost Summary Records', 'Subrecipient Certification Acknowledgement', 'General Insurance Documents', and '[2] Roads are included on the project'. A 'Damage Description and Dimensions' section is visible at the bottom.

The 'Add Comment' pop-up box is open, showing the following steps:

- Step 1: Type Comment**: A text input field labeled 'Comment \*' is shown.
- Step 2: Select Type of Comment**: Two radio buttons are displayed: 'Document Unavailable Reason' and 'General Comment'.
- Step 3: Click Save**: A green 'SAVE' button and a grey 'CLOSE' button are shown at the bottom right of the pop-up box.

# Verified Attached Comment

The screenshot displays the Grants Portal interface. The top header includes the "Grants Portal" logo and a user profile for "Crocker, Betty". The left sidebar contains navigation menus for "My Organization" (Banarantown (8790)) and "My Tasks". The main content area shows a hierarchical list of tasks. Two callouts highlight specific features:

- Note number of Comments Added:** A red callout bubble points to the "(1 comment)" text next to the "Contract Invoices" task.
- Click on Comment to review:** A red callout bubble points to the comment icon (speech bubble) next to the "Subrecipient Certification Acknowledgement" task.

The task list includes sections like "[1.1.1] Force account labor/Applicant's own employees?", "[1.1.2] Applicant's own equipment?", "[1.2] Work was performed by Contract", and "[2] Roads are included on the project". Each task entry shows a status icon, a title, and options to add or remove items.

# View/Edit or Remove EEI Comment Pop-Up Box

The screenshot shows a 'Comments' pop-up window. At the top, a note states: 'Note: Comments cannot be Removed or Edit after 24 hours of entry'. Below this, a section titled 'Document Unavailable Reasons' contains a message: 'This document category has no Document Unavailable Reasons.' The main part of the window is a table with columns: 'Comment', 'Created On', and 'Created By'. A callout 'Step1: Click Options' points to the 'OPTIONS' dropdown in the first row. The dropdown menu is open, showing 'Edit' and 'Remove' options. A callout 'Step 2: Click Edit or Remove' points to the 'Remove' option. Another callout 'View Comment' points to the 'Comment' cell of the first row. At the bottom right, there is a 'GO BACK' button.

Comments

Note: Comments cannot be Removed or Edit after 24 hours of entry

Document Unavailable Reasons

This document category has no Document Unavailable Reasons.

Step1: Click Options

Comment	Created On	Created By
All damaged equipment did not have any salvage	08/11/2018 08:48 PM CDT	Sam, Yosemite

Step 2: Click Edit or Remove

View Comment

GO BACK



# Confirm Uploaded Documents

The screenshot displays the Grants Portal interface. The top header includes the "Grants Portal" logo and a user profile for "Crocker, Betty". The left sidebar contains navigation menus for "My Organization" (Banarantown (8790)) and "My Tasks". The main content area shows a hierarchical list of documents under various categories. A red arrow points from a text box to a green checkmark icon next to the "Koala.jpg" document under the "General Insurance Documents" category.

**Grants Portal**

Dashboard

**My Organization**  
Banarantown (8790)

- Organization Profile
- Organization Personnel
- Applicant Event Profiles
- Exploratory Calls
- Recovery Scoping Meetings
- Projects
- Damages
- Work Order Requests
- Work Orders

**My Tasks**

**Calendar**

**Utilities**

**Resources**

**Intelligence**

**[1.1.1] Force account labor/Applicant's own employees? 0 / 2**

- Force Account Labor Summary (+ Add | + Add)
- Force Account Labor Record (+ Add | + Add)

**[1.1.2] Applicant's own equipment? 0 / 3**

- Force Account Equipment Summary (+ Add | + Add)
- Force Account Equipment Rate Costs (+ Add | + Add)
- Force Account Equipment Record (+ Add | + Add)
- Force Account Work Order / Activity Log (+ Add | + Add)
- Force Account Historical Cost Summary (+ Add | + Add)

**[1.2] Work was performed by Contract 3 / 5**

- Contract Work Summary (+ Add | + Add)
- Contract Scope of Work and Summary.png (X Remove)
- Contract Document (+ Add | + Add)
- Contract Invoices (+ Add | + Add) (1 comment)
- Procurement Policy (+ Add | + Add)
- General Insurance Expires 12-31-2020.jpg (X Remove)
- Contract Bid / Plus Selection Process (+ Add | + Add)
- Activity / Locations Listing (+ Add | + Add)
- Koala.jpg (X Remove)
- Cost Summary Records (+ Add | + Add) (1 comment)
- Subrecipient Certification Acknowledgement (+ Add | + Add) (1 comment)
- General Insurance Documents (+ Add | + Add)
- Koala.jpg (X Remove)

**[2] Roadwork included on the project 0 / 1**

- Activity Locations Listing (+ Add | + Add)

**Damage Description and Dir**

Green Check confirms documents are attached

# Confirm Uploading Documents

**Portal**

Damage Inventory >

Essential Elements of Information 1 of 2 EEIs pending completion MANAGE EEI ANSWERS

### Project Brief Description

FEMA has not provided a brief description of what this project includes.

EEI List   EEI Questions   **Required Documents** ? HELP

- Completed Lane - Category E - Version 1 **1 / 1**
  - [8] Equipment facilities were damaged **1 / 1**
    - [8.1] Force Account Equipment was damaged **1 / 1**
      - ✓ Damaged Force Account Equipment Summary (+ Add | + Add (1 comment))
        - Damaged Equipment summary.docx (✕ Remove)
- Direct Administrative ... Version 1

Green Checks confirms documents are attached

# Submit to EEI Back to FEMA

The screenshot shows the 'Grants Portal' interface. The top navigation bar includes the portal logo, a notification bell with a red '7', and the user name 'Leghorn, Fogho...'. The left sidebar contains a 'Dashboard' button and a 'My Organization' section with a list of links: Organization Profile, Organization Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Projects, Damages, Work Order Requests, and Work Orders. Below these are 'My Tasks', 'Calendar', 'Utilities', 'Resources', and 'Intelligence'. The main content area is titled 'Project Manage EEIs' and includes a breadcrumb trail: '4332DR-TX (4332DR) / Glenville - PDMG0009 - 4332DR (4332DR - 9) / [12371] Water Treatment Facility / Manage EEIs'. A 'GO BACK' button is in the top right. A blue informational box contains a message about reviewing EEIs and a list of three steps: 1. Answer EEI questions, 2. Submit required documentation, and 3. Submit the EEI to FEMA. Below this is a 'Manage Essential Elements of Information' section with a 'Project Brief Description' box that says 'No Project Brief Description have been provided.' The 'Provide EEI Answers and Required Documents' section shows a dropdown menu set to 'Completed Lane - Category E - Version 1' and a status of 'Pending Applicant Response'. At the bottom, progress bars show 'EEI Questions 19/43' and 'Required Documents 2/7'. A blue 'Submit to FEMA' button is located at the bottom right, highlighted by a red speech bubble with the text 'Click Submit To FEMA'. 'EXPAND ALL' and 'COLLAPSE ALL' buttons are also present.

**Grants Portal**

Dashboard

My Organization

Glenville - PDMG0009 - 4332DR (4332DR - 9)

4332DR-TX (4332DR) / Glenville - PDMG0009 - 4332DR (4332DR - 9) / [12371] Water Treatment Facility / **Manage EEIs**

GO BACK

**Project Manage EEIs**

**Please Review the EEI's included for this Project.** If additional EEI's are needed, click the **Add EEI** button in the top-right corner of the page.

To process EEIs in an efficient manner, we recommend the following order of operations:

1. Answer EEI questions to the best of your ability.
2. Submit required documentation from the EEI Questions you answered.
3. Submit the EEI to FEMA for their review.

**Manage Essential Elements of Information**

**Project Brief Description**

No Project Brief Description have been provided.

**Provide EEI Answers and Required Documents**

Completed Lane - Category E - Version 1 Pending Applicant Response

EEI Questions 19/43 Required Documents 2/7

EXPAND ALL COLLAPSE ALL

**Click Submit To FEMA**

# Submit to FEMA – Pop up

**Portal**

Essential EEI

1 of 2 EEIs p

Project Brief

FEMA has

EEI List

Completed

Submitted to A

Direct Administrative Cost - Version 1 >

EEI Accepted by FEMA on 01/20/2018 11:40 AM CST by L

Damage Description and Dimensions >

MANAGE EEI ANSWERS

SUBMIT TO FEMA

### Submit EEI

You are about to submit this EEI to FEMA.

Comment

**SUBMIT** CANCEL

Click **Submit**

# Identify Tasks to Complete



# Identify Tasks to Complete

**Grants Portal**

**My Organization Profile**  
Bananatown (8790)

**General Information**

STATE/TRIBE/TERRITORY	Florida	IS ACTIVE?	Yes
LEVEL 2	Bananatown	FEMA PA CODE	8790
TYPE	County Government	DUNS NUMBER	987654321
EIN NUMBER	—		

**Personnel** > MANAGE

**Locations** > MANAGE

**Counties with Facility** > MANAGE

**Insurance Profile** > UPLOAD INSURANCE DOCUMENTS HELP

**Applicant Event Profiles** >

**My Tasks** >

**Calendar**

**Utilities** >

**Resources**

**Intelligence** >



# Review Task to Complete

**Grants Portal**

Dashboard | My Organization (Banatown (8790)) | Organization Profile | Organization Personnel | Applicant Event Profiles | Exploratory Calls | Recovery Scoping Meetings | Projects | Damages | Work Order Requests | Work Orders | **My Tasks** | Calendar | Utilities | Resources | Intelligence

☒ My Tasks

For any incomplete active tasks assigned to you, a **REVIEW** button or similar will be displayed. Clicking the button will direct you to the location in Grants Portal to complete the task.

Filters > My Active Incomplete Tasks

Search...

Personnel	Type	Description	Start Date	Age	Deadline	Last Action	Note
<b>REVIEW</b> Crocker, Betty	Submit EEI to FEMA for Review	Submit EEI - Completed Lane - Category B on [37584] BANANA TOWN EMP on Bananatown (8790) on 4337DR-FL (4337DR) for FEMA to Review	06/04/2019 12:45 PM AST	0d 3h	06/07/2019		

Showing 1 to 1 of 1 entries (filtered from 5 total entries)

Previous 1 Next

**Click Review**

# Locating Tasks Without Bell Notification

**Grants Portal**

Dashboard  
My Organization  
Banantown (8790)  
My Tasks

☒ My Tasks

For any incomplete active tasks assigned to you, a [REVIEW](#) button or similar will be displayed. Clicking the button will direct you to the location in Grants Portal to complete the task.

Filters

Search

My Active Incomplete Tasks

SHOW/HIDE COLUMNS

	Personnel	Type	Description	Start Date	Age	Deadline	Last Action	Note
<a href="#">REVIEW</a>	Crocker, Betty	Submit EEI to FEMA for Review	Submit EEI - Completed Lane - Category B on [37584] BANANA TOWN EMP on Bananatown (8790) on 4337DR-FL (4337DR) for FEMA to Review	06/04/2019 12:45 PM AST	0d 3h	06/07/2019		

Showing 1 to 1 of 1 entries (filtered from 5 total entries)

Previous 1 Next

**Step 1: Click My Tasks to expand then click Tasks**

**Step 2: Click Review**

# Sign Damage Inventory



# Applicant Event Profiles

**Grants Portal**

Dashboard

My Organization  
Glenville - PDMG0009 - 4332DR  
(4332DR - 9)

My Applicant Event Profiles

REQUEST PUBLIC ASSISTANCE

Filters >

All Active Applicant Event Profiles

SHOW/HIDE COLUMNS

Event #	Event Name	Recipient Region	County	Status	Process Step	# Projects	# Damages	# Work Orders	CRC Gross Cost	CRC Net Cost	Pending Cost
4332DR	4332DR-TX	Region 7	Houston County	Eligible	Pending Grant Completion	12	28	11	\$228,104.00	\$228,104.00	\$228,104.00

25

1 entries (filtered from 1 total entries)

Previous 1 Next

Organization Profile

Organization Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping Meetings

Projects

Damages

Work Order Requests

Work Orders

My Tasks

Calendar

Utilities

Resources

# Sign Damage Inventory

**Step 1: Click Options**

**Grants Portal**

Dashboard

My Organization  
Bananatown (8790)

Organization Profile

Organization Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping Meetings

Projects

Damages

Work Order Requests

Work Orders

My Tasks

Calendar

Utilities

Resources

Intelligence

**Applicant Event Profile**  
4337DR-FL (4337DR) / Bananatown (8790)

**This Applicant is pending grant completion.**

**General Information**

FEMA PA CODE	8790
NAME	Bananatown
TYPE	County Government
SECTOR	--
STATUS	Eligible
RPA DECISION DATE	03/02/2018 02:47 PM AST
RSM COMPLETION DATE	02/22/2019 08:30 AM AST
DAMAGE INVENTORY DEADLINE	02/17/2020
PROCESS STEP	Pending Grant Completion As of February 22nd, 2019 8:26 AM AST

**Event Information**

INCIDENT TYPE	Other
INCIDENT LEVEL	1
INCIDENT START DATE	September 4, 2017
INCIDENT END DATE	Ongoing
DECLARATION DATE	September 10, 2017
DECLARED COUNTIES	Bradford County - September 9th, 2017
FIXED COST OFFER DECLARATION- WIDE DEADLINE	September 10, 2018

**Step 2: Click Sign Damage Inventory**

# Review Damage Inventory

Portal



Applicant Event Profile Glenville - PDMG0009 - 4332DR - 4332DR-TX

SUBMIT

CANCEL

Please review and sign

Scroll Down while  
Reviewing Damage  
Inventory

Search

SHOW/HIDE COLUMNS

Damage #	Event	Project	Category	Name	Damage Description	Location
27641	4332DR-TX	Unassigned	C	COUNTY ROAD 95	200LF WASHOUT	1258 OLD RIVER ROAD, AGFA, Georgia 26589
89975	4332DR-TX	Unassigned	G	South End Park	Playground mulch, softball field and 1,000 FT of gravel walking trail washed out by floods. Benches, playground equipment covered with muck, fences blown over	13001 Center Lake Dr, Austin, Texas 78753
108148	4332DR-TX	Unassigned	E	Police Vehicles	5 police interceptors vehicles was submerged in 10 Foot of flood water.	Asutin , Texas
124491	4332DR-TX	Unassigned	E	Police State	Roof damage to the police station. Water damage to three offices.	904 E Braker Ln, Austin , Texas 78753



# Sign Damage Inventory

## Portal

TX	Ballfield					BACK BRANCH, AGFA, Georgia 26589
126597	4332DR- TX	[18088] DAC	Z	DAC		Unknown
27640	4332DR- TX	[19116] County Road 35	C	COUNTY ROAD 35	250LF WASHOUT	1258 OLD RIVER ROAD, AGFA, Georgia 26589
89973	4332DR- TX	[19185] Pump Station	F	Buda WWTP	3 pumps inoperable, control/sensor panel submersed in 5 FT of flood water, downed power lines high winds	30.34, -97.69

25 Showing 1 to 25 of 26 entries

Previous12Next

Sign Document

Click To Sign

SIGNATURESignature here

CLICK TO SIGN

DATE08/11/2018

SUBMIT

CANCEL

# Add Signature

**Portal**

**Sign Damage Inventory**

**⚠ This is your final Damage Inventory**

As we informed you during the Recovery Scoping Meeting (RSM), you are required by regulation to identify and report disaster-related damage to FEMA within 60 days of the RSM. When you are ready, please sign this list below to indicate that you have identified all disaster related damages.

**Step 1: Type Name**

Print Name \* YosemiteSam

**Step 2: Select Font**

Signature Style \* Arizonia

*YosemiteSam*

**Step 3: Enter Password**

Enter Password \* .....

**Step 4: Click Sign**

**SIGN** **CANCEL**

**SIGNATURE** Signature here **DATE** 11/21/2017

**SUBMIT** **CANCEL**

# Submit Signed Damage Inventory

## Portal

Sam, Yosemite

Georgia 01772

91175	4332DR-TX	Unassigned	E	Fire Station #9	10000sf 2 story, no basement. 5 dorm rooms with 1-2 ft standing flood water for 1 day. Draywall, carpet, bed, chair and desk. 5 windows damage and Parking lot lights.	1611 Headway Cir Bldg 2 Austin, Texas 78754
91207	4332DR-TX	Unassigned	G	Walnut Metro Park	10 acre park with asphalt road and parking lots. 2 mile 12ft wide asphalt side walk around the parks perimeter. 700LF of chain linked fence damage. 20ea 15ft high light poles down, 100SF vinyl canopy over the playground torn.	12138 N Lamar Blvd Austin, Texas 78753
96855	4332DR-TX	[9143] Parks debris removal	A	Parks Debris removal	Force account vegetative debris removal from city parks, as well as the removal of hazardous limbs and trees.	11000 N Interstate Hwy 35 Austin, Texas 78753

25 Showing 1 to 15 of 15 entries

Previous1Next

Sign Document

SIGNATURE

YosemiteSam

CLICK TO SIGN

DATE

11/21/2017

Click **Submit**

SUBMIT

CANCEL

# Late Damage Inventory Submission



# Applicant Event Profiles

**Grants Portal**

Dashboard | My Organization | **My Applicant Event Profiles** | REQUEST PUBLIC ASSISTANCE

Organization Profile | Organization Personnel | **Applicant Event Profiles** | Exploratory Calls | Recovery Scoping Meetings | Projects | Damages | Work Order Requests | Work Orders

My Tasks | Calendar | Utilities | Resources

**Filters** | Search... | Applicant Event Profiles | SHOW/HIDE COLUMNS

Event #	Event Name	Recipient Region	County	Status	Process Step	# Projects	# Damages	# Work Orders	CRC Gross Cost	CRC Net Cost	Pending Cost
4332DR	4332DR-TX	Region 7	Houston County	Eligible	Pending Grant Completion	12	28	11	\$228,104.00	\$228,104.00	\$228,104.00

Showing 1 to 1 of 1 entries (filtered from 4 total entries)

# Applicant Event Profile

**Grants Portal**

Dashboard | My Organization | AABERGIN (00-154465657)

**Applicant Event Profile**

PDM Training (PACRM-PDM-TRAIN) | AABERGIN (00-154465657)

OPTIONS - | REPORTS -

**General Information** Late Submission

FEMA PA CODE	00-154465657
NAME	AABERGIN
TYPE	City or Township Government
SECTOR	—
RECIPIENT REGION	The Region of the Century
STATUS	Eligible
RPA DECISION DATE	07/19/2017 11:15 AM AST
RSM COMPLETION DATE	09/11/2017 01:15 PM AST
DAMAGE INVENTORY DEADLINE	03/20/2019
PROCESS STEP	Pending Grant Completion <small>As of September 11th, 2017 1:14 PM AST</small>

**Event Information**

JOB #	PACRM-PDM-TRAIN
EVENT NAME	PDM Training
EVENT TYPE	Disaster
INCIDENT TYPE	Hurricane
INCIDENT LEVEL	3
INCIDENT START DATE	May 1, 2018
INCIDENT END DATE	Ongoing
DECLARATION DATE	December 14, 2016
DECLARED COUNTIES	Baldwin County - December 11th, 2016
FIXED COST OFFER DECLARATION-WIDE DEADLINE	December 14, 2017


Stats/Summary > | Contacts > | Locations > | Damage Inventory >


**Click Manage**


MANAGE





# Manage Damage Inventory


 **Grants Portal**


 Dashboard


 **My Organization**  
AABERGIN (00-154465657)


 Organization Profile


 Organization Personnel


 Applicant Event Profiles


 Exploratory Calls


 Recovery Scoping Meetings


 Projects


 Damages


 Work Order Requests

 Work Orders


 **My Tasks**


 **Calendar**


 Utilities


 **Applicant Event Profile**


**Manage Damage Inventory**


 IMPORT


 **ADD DAMAGE**


 GO BACK


 PDM Training (PACRM-PDM-TRAIN)


 AABERGIN (00-154465657)







 **Manage Damage Inventory**

 **Damage Inventory**

 Search...



 SHOW/HIDE COLUMNS

	Damage #	Category	Name	Damage Description	% Work Complete	Applicant Priority	Damage Survey Complete?
 EDIT  REMOVE	23027	A	31-90 Day PAAP Debris Removal	The applicant hauled all debris to the burn site within 30 days of the incident period. The debris i...(Show More)	0%	High	Yes
 EDIT  REMOVE	23028	A	1- 30 Day PAAP Debris Removal	Debris removal and disposal (vegetative) from numerous locations throughout city. The work was compl...(Show More)	100%	Urgent	Yes
 EDIT  REMOVE	23029	B	Police, Fire and Operations Departments-EPM	City of Thomasville utilized its Police, Fire, and Operations Departments to perform Emergency Prote...(Show More)	100%	Low	Yes

Click Add **Damage**

# Select Damage Type Pop-Up Box

The screenshot shows the Grants Portal interface. A red callout box points to the 'Select Standard Damage' text. A white pop-up box titled 'What type of Damage do you want to create?' is open, displaying three options: STANDARD DAMAGE, DIRECT ADMINISTRATIVE COSTS AND SMC, and EMERGENCY WORK DONATED RESOURCES. The background shows the 'Damage Inventory' table with columns for Damage #, Category, and Name.

**Select Standard Damage**

What type of **Damage** do you want to create?

- STANDARD DAMAGE**  
Damages that are categories A, B, C, D, E, F, or G.
- DIRECT ADMINISTRATIVE COSTS AND SMC**  
For the reimbursement of Category Z- Directed Administrative Costs (DAC)
- EMERGENCY WORK DONATED RESOURCES**  
Category B damages to capture the credit of emergency work donated resource costs.

**Damage Inventory**

Damage #	Category	Name
27637	C	COUNTY ROAD 35
27638	C	COUNTY ROAD 35
27640	C	COUNTY ROAD 35

# Add Damage Information

Step 2: Click **Save**

**Grants Portal**

Dashboard

My Organization AABERGIN (00-154465657)

Applicant Event Profile Manage Damage Inventory

PDM Training (PACRM-PDM-TRAIN) / AABERGIN (00-154465657) / Manage Damage Inventory

**⚠️ This damage will be submitted past the 60-day deadline to identify and report damages to FEMA for this event. It will require FEMA Review.**

You can monitor the status of this damage and other damages' late entry reviews through the 'Submitted Late' tab in the damage inventory section on the Applicant Profile.

General Information ▾

Category

Name

Reason For Late Submission

**SAVE** **CANCEL**

Step 1: Enter General Information, Damage Information, Location Information, and Work Information

# Add Damage Information After Signed Inventory

**Portal**

**Applicant Event Profile** Manage Damage Inventory

4332DR-TX (4332DR) / Glenville - PDMG0125 - 4332DR (4332DR - 125) / **Manage Damage Inventory**

**Step 2: Click Save**

**SAVE** **CANCEL**

**⚠️ This damage will be submitted after the applicant has signed the damage inventory. It will require FEMA Review.**

You can monitor the status of this damage and other damages' late entry reviews through the 'Submitted Late' tab in the damage inventory section on the Applicant Event Profile.

General Information ▾

Category

Name

Reason For Late Submission

**Step 1: Enter General Information, Damage Information, Location Information, and Work Information**

# Sign Project Damage Description and Dimension (DDD)

Must have the  
correct roles to  
perform this task





# Locate Tasks

Step 1:  
Click **Bell**

Step 1: Click  
**My Tasks** then  
select **Tasks**

My Tasks

any incomplete active tasks assigned to you, a **REVIEW** button or similar will be displayed. Clicking the button will direct you to the location in Grants Portal to complete the task.

Filters >

My Active Incomplete Tasks

Search...

SHOW/HIDE COLUMNS

Personnel	Type	Description	Start Date	Age	Deadline	Last Action	Note
<b>REVIEW</b> Leghorn, Foghorn	Applicant Sign DDD	Pending Applicant DDD Approval for [7446] Sheriff's Lab on Glenville - PDMG0009 - 4332DR (4332DR - 9) on 4332DR-TX (4332DR)	11/03/2017 06:14 PM CDT	0d 0h	11/10/2017		

25 1 to 1 of 1 entries (filtered from 16 total entries)

Previous 1 Next

Step 2: Click **Review** next to  
the project needing signature



# Project Details Damage Description & Dimensions

**Grants Portal**

**Dashboard**

**My Organization**  
AABERGIN (00-154465657)

**Project**  
4332DR-TX (4332DR) / Glenville - PDMG0009 - 4332DR (4332DR - 9)  
[19185] Pump Station

**General Information v0**

<b>PROJECT #</b>	19185	<b>APPLICANT</b>	Glenville - PDMG0009 - 4332DR (4332DR - 9)
<b>CATEGORY</b>	F - Utilities	<b>EVENT</b>	4332DR-TX (4332DR)
<b>TITLE</b>	Pump Station	<b>RECIPIENT REGION</b>	Region 7
<b>TYPE</b>	Standard		
<b>STATUS</b>	Active		
<b>PROCESS STEP</b>	Pending Applicant DDD Approval <small>As of April 20th, 2018 2:07 PM CDT</small>		
<b>% COST SHARE</b>	75.00%		

**Stats / Summary >**

**Contacts >**

**Scroll down to Damage Description and Dimensions bar**

# Review Damage Description & Dimensions (DDD)

Step 1: Expand the Damage Description & Dimensions bar

The screenshot displays the Grants Portal interface. The top navigation bar includes the 'Grants Portal' logo, a 'Dashboard' button, and a user profile for 'Leghorn, Foghor...'. A left sidebar contains navigation links for 'My Organization' (AABERGIN (00-154465657)), 'Organization Profile', 'Organization Personnel', 'Applicant Event Profiles', 'Exploratory Calls', 'Recovery Scoping Meetings', 'Projects', 'Damages', 'Work Order Requests', 'Work Orders', 'My Tasks', and 'Calendar'. The main content area is titled 'Damage Description and Dimensions' and shows details for 'The Disaster #4332DR', which occurred between 8/23/2017 and --, caused by 'Damage #89973; Buda WWTP'. The 'General Facility Information' section lists: Facility Type: Water storage and delivery, Facility: MUD, Facility Description: 3 pump housed facility, Approx. Year Built: 1980, and Location Description: 11000 Lamar Blvd. The 'General Damage Information' section lists: Date Damaged: 8/26/2017 and Cause of Damage: Overland flooding due to torrential rain fall from the event. The 'Facility Damage' section lists: Pumps, 3 each of General Motors storm-water pump, the pump was pushed beyond capacity due to torrential rain fall from the event, which cause overland flooding, 0% work completed. A bottom navigation bar includes a 'Development Guide Answers' link and a 'Scopes & Cost Summary' link.

Grants Portal

Dashboard

My Organization  
AABERGIN (00-154465657)

Organization Profile

Organization Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping Meetings

Projects

Damages

Work Order Requests

Work Orders

My Tasks

Calendar

Utilization

Damage Description and Dimensions

The Disaster #4332DR, which occurred between 8/23/2017 and --, caused:

Damage #89973; Buda WWTP

General Facility Information:

- Facility Type: Water storage and delivery
- Facility: MUD
- Facility Description: 3 pump housed facility
- Approx. Year Built: 1980
- Location Description: 11000 Lamar Blvd

General Damage Information:

- Date Damaged: 8/26/2017
- Cause of Damage: Overland flooding due to torrential rain fall from the event

Facility Damage:

- Pumps, 3 each of General Motors storm-water pump, the pump was pushed beyond capacity due to torrential rain fall from the event, which cause overland flooding, 0% work completed.

Development Guide Answers

Scopes & Cost Summary

Step 2:  
Review DDD

# Project Details

The screenshot shows the 'Grants Portal' interface. At the top, there's a navigation bar with 'Dashboard' and 'My Organization' (AABERGIN (00-154465657)). The main header is 'Project' with a brief description: '4332DR-TX (4332DR) - Glenville - PDMG0009 - 4332DR (4332DR - 9) [19185] Pump Station'. Below this are four buttons: 'SIGN DDD' (green), 'SEND BACK' (orange), 'DOWNLOAD PROJECT REPORT' (blue), and 'SUBSCRIBE' (blue). A callout bubble points to the 'SEND BACK' button with the text 'Click Send Back if changes are needed'. On the left is a sidebar menu with options like 'Organization Profile', 'Organization Personnel', 'Applicant Event Profiles', 'Exploratory Calls', 'Recovery Scoping Meetings', 'Projects', 'Damages', 'Work Order Requests', and 'Work Orders'. The main content area is titled 'General Information v0' and contains a table of project details. A second callout bubble points to the 'SIGN DDD' button with the text 'Click Sign DDD to approve'. At the bottom, there are two expandable sections: 'Stats / Summary' and 'Contacts'.

**Grants Portal**

**Dashboard**

**My Organization**  
AABERGIN (00-154465657)

**Project**  
4332DR-TX (4332DR) - Glenville - PDMG0009 - 4332DR (4332DR - 9)  
[19185] Pump Station

**General Information v0**

<b>PROJECT #</b>	19185	<b>APPLICANT</b>	Glenville - PDMG0009 - 4332DR (4332DR - 9)
<b>CATEGORY</b>	F - Utilities	<b>EVENT</b>	4332DR-TX (4332DR)
<b>TITLE</b>	Pump Station	<b>RECIPIENT REGION</b>	Region 7
<b>TYPE</b>	Standard		
<b>STATUS</b>	Active		
<b>PROCESS STEP</b>	Pending Applicant DDD Approval <i>As of April 20th, 2018 2:07 PM CDT</i>		
<b>% COST SHARE</b>	75.00%		

**Stats / Summary** >

**Contacts** >

**Callouts:**

- Click **Send Back** if changes are needed
- Click **Sign DDD** to approve

# Project Signature

The screenshot displays the Grants Portal interface. The top header features the 'Grants Portal' logo on the left and a user profile 'Leghorn, Foghor...' on the right. A left-hand navigation menu includes options like 'Dashboard', 'My Organization', 'Organization Profile', 'Organization Personnel', 'Applicant Event Profiles', 'Exploratory Calls', 'Recovery Scoping Meetings', 'Projects', 'Damages', 'Work Order Requests', 'Work Orders', 'My Tasks', and 'Calendar'. The main content area is titled 'Damage #89973; Buda WWTP'. It contains sections for 'General Facility Information' (listing facility type, MUD, description, year built, and location), 'General Damage Information' (listing date damaged and cause of damage), and 'Facility Damage' (listing pumps). At the bottom, there is a 'Sign Document' section with a 'SIGNATURE' field containing the text 'Signature here' and a 'DATE' field with '07/06/2018'. A yellow button labeled 'CLICK TO SIGN' is positioned below the signature field. A red speech bubble with the text 'Click on Click to Sign' points to this button. The page number '233' is visible in the bottom right corner.

**Grants Portal**

Dashboard

**My Organization**  
AABERGIN (00-154465657)

- Organization Profile
- Organization Personnel
- Applicant Event Profiles
- Exploratory Calls
- Recovery Scoping Meetings
- Projects
- Damages
- Work Order Requests
- Work Orders

☒ My Tasks

☐ Calendar

☐ Utilization

**Damage #89973; Buda WWTP**

**General Facility Information:**

- **Facility Type:** Water storage and delivery
- **Facility:** MUD
- **Facility Description:** 3 pump housed facility
- **Approx. Year Built:** 1980
- **Location Description:** 11000 Lamar Blvd

**General Damage Information:**

- **Date Damaged:** 8/26/2017
- **Cause of Damage:** Overland flooding due to torrential rain fall from the event

**Facility Damage:**

- Pumps, 3 each of General Motors storm-water pump to torrential rain fall from the event, which cause overland flooding , 0% work completed.

**Sign Document**

**SIGNATURE** Signature here

**DATE** 07/06/2018

**CLICK TO SIGN**

Click on Click to Sign

233

# Enter Signature & Style

**Portal**

Damage #8

Genera

Sign Document

Print Name \* foghornleghorn

Signature Style \* Allura

*foghornleghorn*

Enter Password \* .....

→ SIGN CANCEL

Facility Damage:

■ Pumps, 3 each of General Motors storm-water pump, the pump was pushed beyond capacity due to torrential rain fall f vent, which cause overland flooding , 0% work completed.

↓ Sign Document

SIGNATURE Signature here

DATE 07/06/2018

CLICK TO SIGN

**Step 1: Type Name**

**Step 2: Select Signature Font Style**

**Step 3: Enter Password**

**Step 4: Click Sign**



# Submit Signed Project

The screenshot displays the Grants Portal interface. The top header includes the 'Grants Portal' logo and a user profile for 'Leghorn, Foghor...'. The left sidebar contains navigation links: Dashboard, My Organization (AABERGIN (00-154465657)), Organization Profile, Organization Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Projects, Damages, Work Order Requests, Work Orders, My Tasks, Calendar, Utilities, Resources, and Intelligence. The main content area shows project details:

- Facility: MUD
- Facility Description: 3 pump housed facility
- Approx. Year Built: 1980
- Location Description: 11000 Lamar Blvd

General Damage Information:

- Date Damaged: 8/26/2017
- Cause of Damage: Overland flooding due to torrential rain fall from the event

Facility Damage:

- Pumps, 3 each of General Motors storm-water pump, the pump was pushed beyond capacity due to torrential rain fall from the event, which cause overland flooding , 0% work completed.

Below the form is a 'Sign Document' section with a signature field (containing 'faghornleghorn'), a date field (07/06/2018), and a 'CLICK TO SIGN' button. A red callout bubble with the text 'Click Submit' points to a green 'SUBMIT' button at the bottom right, next to a grey 'CANCEL' button.



# Confirm Signed Project Submittal

The screenshot shows a web portal interface. A modal dialog box titled "Confirm Submit" is centered on the screen. It contains the text: "Are you sure you want to submit? Please ensure you have reviewed the Damage Description and Dimensions information on this page." Below this text are two buttons: a blue "YES" button and a white "NO" button. A red callout bubble points to the "YES" button with the text "Click Yes".

In the background, the portal shows a form with the following fields:

- Facility: MUD
- Facility Description: 3 pur
- Approx. Year Built: 1980
- Location Description: 110

General Damage Information:

- Date Damaged: 8/26/201
- Cause of Damage: Overland flooding due to torrential rain fall from the event

Facility Damage:

- Pumps, 3 each of General Motors storm-water pump, the pump was push

Sign Document

SIGNATURE *foghornleghorn* DATE 07/06/2018

CLICK TO SIGN

SUBMIT

# Sign Project Scope and Cost

Must have the proper roles to perform this task



# My Tasks

**Grants Portal**

Dashboard  
My Organization  
AABERGIN (00-154465657)  
My Tasks

Tasks  
RFIs  
Workflow Items  
Determination Memos  
Essential Elements of Information  
Calendar  
Utilities  
Resources  
Intelligence

☒ My Tasks

☒ My Tasks

For any incomplete active tasks assigned to you, a **REVIEW** button or similar will be displayed. Clicking the button will direct you to the location in Grants Portal to complete the task.

Filters > My Active Incomplete Tasks

Search...

	Personnel	Type	Description	Start Date	Age	Deadline	Last Action	Note
<b>REVIEW</b>	Sam, Yosemite	Submit EEI to FEMA for Review	Submit EEI - Direct Administrative Cost on [8132] Damaged Roads on Glenville - PDMG0125 - 4332DR (4332DR - 125) on 4332DR-TX (4332DR) for FEMA to Review	11/02/2017 06:03 PM CDT	6d 21h	11/05/2017		
<b>REVIEW</b>	Sam, Yosemite	Applicant Sign DDD/Scope/Cost	Pending Applicant DDD / Scope / Cost Approval for [9103] Emergency Protective Measures on Glenville - PDMG0125 - 4332DR (4332DR - 125) on 4332DR-TX (4332DR)	11/09/2017 02:09 PM CST	0d 0h	11/16/2017		

25 Showing 1 to 2 of 2 entries (filtered from 11 total entries)

Previous 1 Next

Step 2: Click **Review** next to the Project you need to sign

# Project Details

**Grants Portal**

**Dashboard**

**My Organization**  
AABERGIN (00-154465657)

- Organization Profile
- Organization Personnel
- Applicant Event Profiles
- Exploratory Calls
- Recovery Scoping Meetings
- Projects
- Damages
- Work Order Requests
- Work Orders

**My Tasks**

**Calendar**

**Project**

4332DR-TX (4332DR) / Glenville - PDMG0125 - 4332DR (4332DR - 125)  
[8132] Damaged Roads

**SIGN SCOPE & COST** **SEND BACK** **DOWNLOAD PROJECT REPORT** **SUBSCRIBE**

**⚠ This project is pending Applicant Scope & Cost Approval.**

The scope and cost must be approved and signed by the Applicant.

Policy Issues: **Mitigation (1)**

**General Information** **v0**

<b>PROJECT #</b>	8132	<b>APPLICANT</b>	Glenville - PDMG0125 - 4332DR (4332DR - 125)
<b>CATEGORY</b>	C - Roads and Bridges	<b>EVENT</b>	4332DR-TX (4332DR)
<b>TITLE</b>	Damaged Roads	<b>RECIPIENT REGION</b>	Region 7
<b>TYPE</b>	Standard		
<b>STATUS</b>	Active		
<b>PROCESS STEP</b>	Pending Applicant Scope & Cost Approval As of April 20th, 2018 3:06 PM CDT		

**Scroll Down to Scope & Cost Summary bar**

# Review Project Scope

**Grants Portal**

**Dashboard**

**My Organization**  
AABERGIN (00-154465657)

- Organization Profile
- Organization Personnel
- Applicant Event Profiles
- Exploratory Calls
- Recovery Scoping Meetings
- Projects
- Damages
- Work Order Requests
- Work Orders

☒ **My Tasks**

☐ **Calendar**

**Essential Elements of Information**

**Damage Description and Dimensions**

**\$ Scope & Cost Summary**

**Scope** Cost


**Expand Scope & Cost Summary bar**

**Review Scope**

**Police, Fire and Operations Department**

The City Police Department was directing traffic around 20 flooded streets, downed trees, and traffic-controlled intersections without power. The City Fire Department went on 51 disaster-related calls to ensure the safety of the city residents to assist with emergency evacuations. The City Operations Department worked at the Waste Water Treatment Plant and 10 lift stations by emergency pumping due to loss of power in order to prevent flooding to improved property.

# Review Project Cost Summary

 Grants Portal

Dashboard

My Organization

AABERGIN (00-154465657)

Organization Profile

Organization Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping Meetings

Projects

Damages

Work Order Requests

Work Orders

My Tasks

Calendar

Utilities

Essential Elements of Information

Damage Description and Dimensions

Scope & Cost Summary

Scope

Cost

Code	Quantity	Unit	Total Cost	Section
9007 (Labor)	3000	Hour	\$120,000.00	Completed
9008 (Equipment)	1	Lump Sum	\$190,000.00	Completed
9009 (Material)	20	Each	\$3,600.00	Completed

10 Showing 1 to 3 of 3 entries

Previous

1

Next

CRC GROSS COST

\$313,600.00

TOTAL INSURANCE REDUCTIONS

\$0.00

CRC NET COST

\$313,600.00

FEDERAL SHARE (75.00%)


\$235,200.00

NON-FEDERAL SHARE (25.00%)



\$78,400.00





# Sign Project





## Grants Portal


1Diaz, Cameron ...


Dashboard


My Organization  
AABERGIN (00-154465657)


Organization Profile


Organization Personnel


Applicant Event Profiles


Exploratory Calls


Recovery Scoping Meetings


Projects


Damages


Work Order Requests


Work Orders


My Tasks

Calendar

Utilities





Resources


Intelligence



## Project

4332DR-TX (4332DR) / Glenville - PDMG0125 - 4332DR (4332DR - 125)  
[8132] Damaged Roads



**This project is pending Applicant Scope & Cost Approval.**  
The scope and cost must be approved and signed by the Applicant.

Policy Issues: Mitigation (1)

### General Information v0

PROJECT #	8132	APPLICANT	Glenville - PDMG0125 - 4332DR (4332DR - 125)
CATEGORY	C - Roads and Bridges	EVENT	4332DR-TX (4332DR)
TITLE	Damaged Roads	RECIPIENT REGION	Region 7
TYPE	Standard		
STATUS	Active		
PROCESS STEP	Pending Applicant Scope & Cost Approval <small>As of April 20th, 2018 3:06 PM CDT</small>		

Click **Sign Scope & Cost**

# Applicant DDD Scope & Cost Approval

Portal

2

Sam, Yosemite

i

Applicant DDD / Scope / Cost Approval

Emergency Protective Measures

SUBMIT

CANCEL

Please review and sign

i

General Information

10

PROJECT #

9103

PROJECT TYPE

Work Completed / Fully Documented

PROJECT CATEGORY

B - Emergency Protective Measures

APPLICANT

Glenville - PDMG0125 - 4332DR (4332DR - 125)

PROJECT TITLE

Emergency Protective Measures

EVENT

4332DR-TX (4332DR)

☰

Damage Description and Dimensions

The Disaster #4332DR, which occurred between 8/23/2017 and 8/28/2017, caused:

Damage # 30713; Emergency Protective Measures (Police, Fire and Operations Departments-EPM)

During the incident period of 8/23/2017 through 8/28/2017, Hurricane Harvey created an immediate threat to the health and safety of the general public requiring emergency response and protective measures.

- Provided Police blocking flooded streets and downed power lines for public health and safety at multiple city street from 8/26/2017 to 9/9/2017.
- Provided Evacuation and Sheltering for emergency evacuations throughout the flooded area at city wide from 8/26/2017 to 9/9/2017.
- Provided Flood Fighting for emergency pumping due to power loss at Glenville Waste Water Treatment Plant and 10 lift stations from 8/26/2017 to 9/9/2017.

📄

Scope

30713

Police, Fire and Operations Department

The City Police Department was directing traffic around 20 flooded streets, downed trees, and traffic-controlled intersections without power. The City Fire Department went on 51 disaster-related calls to ensure the safety of the city residents to assist with emergency evacuations. The City Operations Department worked at the Waste Water Treatment Plant and 10 lift stations by emergency pumping due to loss of power in order to prevent flooding to improved property.

Scroll down to the Sign Document bar

# Applicant DDD Scope & Cost Approval

## Portal

🔔 2 👤 Sam, Yosemite ▾

### 🔑 Subgrant Conditions

- As described in 2 CFR, Part 200 § 200.333, financial records, supporting documents, statistical records and all other non-Federal entity records pertinent to a Federal award must be retained for a period of three (3) years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the Federal awarding agency or pass-through entity in the case of a sub-recipient. Federal awarding agencies and pass-through entities must not impose any other record retention requirements upon non-Federal entities. Exceptions, Part 200.333, (a) – (f), (1), (2). All records relative to this Project Worksheet are subject to examination and audit by the State, FEMA and the Comptroller General of the United States and must reflect work related to disaster-specific costs.

### 📄 Insurance

There are no additional insurance information on **Emergency Protective Measures**.

### 🔧 Mitigation

There are no additional mitigation information on **Emergency Protective Measures**.

### 🌳 Environmental Historical Preservation

Is this project compliant with EHP laws and orders? Yes

#### EHP Conditions

- Any change to the approved scope of work will require re-evaluation for compliance with NEPA and other Laws and Executive Orders.
- This review does not address all federal, state and local requirements. Acceptance of federal funding requires recipient to comply with all federal, state and local laws. Failure to obtain all appropriate federal, state and local environmental permits and clearances may jeopardize funding.
- If ground disturbing activities occur during construction, applicant will monitor ground disturbance and if any potential archaeological resources are discovered, will immediately cease construction in that area and notify the State and FEMA.
- This project is STADEX exempt

#### EHP Additional Information

There are no additional environmental historical preservation information on **Emergency Protective Measures**.

### 📄 Sign Document

SIGNATURE Signature here

DATE 11/09/2017

🖋️ CLICK TO SIGN

Click To Sign

# Sign Project DDD Scope & Cost Pop Up Box

Sign Document

Print Name \* YosemiteSam

Signature Style \* Arizonia

YosemiteSam

Enter Password \* .....

→ SIGN CANCEL

Insurance

There are no additional insurance information on Emergency Protective Measures.

Mitigation

There are no additional mitigation information on Emergency Protective Measures.

Step 1: Type Name

Step 2: Select Signature Font Style

Step 3: Enter Password

Step 4: Click **Sign**

# Submit Signed Project

## Portal



- If ground disturbing activities occur during construction, applicant will monitor ground disturbance and if any potential archaeological resources are discovered, will immediately cease construction in that area and notify the State and FEMA.
- This project is STADEX exempt

### EHP Additional Information

There are no additional environmental historical preservation information on **Emergency Protective Measures**.

#### ↓ Sign Document

SIGNATURE

*Yosemite Sam*

DATE

11/09/2017



CLICK TO SIGN

Click **Submit**

 SUBMIT

 CANCEL

# Submit Signed Project Pop-Up Box

**Portal**

• If ground distur  
immediately o  
• This project is

**EHP Additiona**

There are no addit

**Confirm Submit**

Are you sure you want to submit? Please ensure you have reviewed the Damage Description and Dimensions and Scope and Cost information on this page.

**YES** **NO**

**Click Yes**

↓ Sign Document

**SIGNATURE** Yosemite Sam

**DATE** 11/09/2017

CLICK TO SIGN

**SUBMIT** **CANCEL**



# Create Your Own Scope Of Work & Cost For Work To Be Completed



# Applicant Event Profiles

**Grants Portal**

Dashboard

My Organization  
Glenville - PDMG0009 - 4332DR  
(4332DR - 9)

My Applicant Event Profiles

REQUEST PUBLIC ASSISTANCE

Filters >

Active Applicant Event Profiles

SHOW/HIDE COLUMNS

Event #	Event Name	Recipient Region	County	Status	Process Step	# Projects	# Damages	# Work Orders	CRC Gross Cost	CRC Net Cost	Pending Cost
4332DR	4332DR-TX	Region 7	Houston County	Eligible	Pending Grant Completion	12	28	11	\$228,104.00	\$228,104.00	\$228,104.00

Showing 1 to 1 of 1 entries (filtered from 4 total entries)

Previous 1 Next

Step 1: Click **Applicant Event Profiles**

Step 2: Click **Magnifying Glass**

# Locate Event Project

**Grants Portal**

Dashboard | My Organization | Follow-Up Meeting | Site Inspection

My Organization: Glenville - PDMG0009 - 4332DR (4332DR - 9)

Organization Profile | Organization Personnel | Applicant Event Profiles | Exploratory Calls | Recovery Scoping Meetings | **Projects** | Damages | Work Order Requests | Work Orders

My Tasks | Calendar | Utilities | Resources | Intelligence

**Step 1: Scroll down and click on arrow to expand the **Projects** bar**

**Step 2: Click the **Magnifying Glass****


**Filters**


**CATEGORY** Select... **STATUS** All **HAS RFI** Select... **HAS POLICY ISSUE?** Select...


**SHOW/HIDE COLUMNS**

Project #	Category	Title	Type	Process Step	# Damages
5054	G - Parks, Recreational Facilities, and Other Items	City Parks	Standard	Pending EEI Completion	3
5055	E - Buildings and Equipment	Maintenance Bldg	Standard	Pending EEI Completion	1
7446	E - Buildings and Equipment	Sheriff's Lab	Standard	Pending CRC Project Development	1
8415	C - Roads and Bridges	County Roads	Standard	Pending CRC Project Development	2

# Project Details



 Dashboard

 My Organization  
AABERGIN (00-154465657)

Organization Profile

Organization Personnel

Applicant Event Profiles

Exploratory Calls


Recovery Scoping Meetings


Projects


Damages


Work Order Requests


Work Orders


 My Tasks

 Calendar

 Utilities

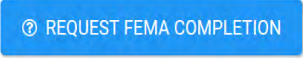
 Resources


 Intelligence

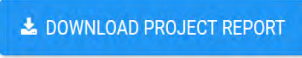



## Project


4332DR-TX (4332DR)  
/ Glenville - PDMG0009 - 4332DR (4332DR - 9) / [17536] Roberts Park Ballfield

 REQUEST FEMA COMPLETION

 SUBMIT FOR VALIDATION

 DOWNLOAD PROJECT REPORT

 SUBSCRIBE

 This project is pending **Scope & Cost Completion by Applicant.**

The Scope & Cost can be completed in the Scope & Cost Summary section below. Once it is completed, submit the Scope & Cost to FEMA for validation using the button above.

If you need help, you can request FEMA completes the development of the Scope & Cost through the 'Request FEMA Completion' button found above or in the same summary section below.

If the Scope & Cost is intended to be developed by FEMA, the PDMG will need to be contacted and they can rework the project.

[View Scope & Cost](#)

### General Information v0

PROJECT #	17536	APPLICANT	Glenville - PDMG0009 - 4332DR (4332DR - 9)
CATEGORY	G - Parks, Recreational Facilities, and Other Items		
TITLE	Roberts Park Ballfield	EVENT	4332DR-TX (4332DR)
TYPE	Standard	RECIPIENT REGION	Region 7
STATUS	Active		

Scroll Down to **Scope & Cost Summary** bar

# Scope & Cost Summary Bar

The screenshot displays the Grants Portal interface. On the left is a sidebar with navigation links: Dashboard, My Organization (AABERGIN (00-154465657)), Organization Profile, Organization Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Projects, Damages, Work Order Requests, Work Orders, My Tasks, Calendar, Utilities, Resources, and Intelligence. The main content area has a top bar with 'Essential Elements of Information' and 'Damage Description and Dimensions'. Below this is the 'Scope & Cost Summary' section, which includes a dropdown menu, a button labeled '\$ COMPLETE SCOPE & COST', and a yellow informational banner with the text 'If you need FEMA to complete the development of the Scope & Cost it can be requested by clicking the following button:' and a 'REQUEST FEMA COMPLETION' button. Below the banner are tabs for 'Scope' and 'Cost'. The 'Scope' tab is active, showing a message: 'Sorry, no damages on Sheriff's Lab have a scope.' and buttons for '+ ADD INTRO' and '+ ADD ADDITIONAL INFO'.

**Step 1: Expand Scope & Cost Summary bar**

**Step 2: Click Complete Scope & Cost**

# Manage Scope & Cost

**Portal**

Leghorn, Fogho...

**Manage Scope & Cost**

DAMAGE INCOMPLETE ✕[GO BACK](#)

P

Click **Scope** tab

for each damage's Scope & Cost below. Once all damages are complete and you are ready to submit to FEMA for validation, click the "Go Back" button.

89099 CONTENTS

DDD Preview

ScopeCostDocuments

Damage #89099; Contents

Contents (built in 1985) is a(n) 2 story Sheriffs office described as 24000SF Brick building with a flat roof and a basement, located at 10001 N Capital of Texas Hwy, Austin TX. 78759 (30.390077 -97.737362). The following components were damaged by Overland flooding on 8/28/2017:

- Contents, 27 each of Dell XPS Desktop Computers, water damaged due to overland flooding, 0% work completed.
- Contents, 27 each of Dell XPS 27 Monitors, water damaged due to overland flooding, 0% work completed.



# Add Project Scope

Portal

Leghorn, Fogho...

Manage Scope & Cost

DAMAGE INCOMPLETE ✕

GO BACK

Please ensure you **Save** your work and click the "Complete..." button for each damage's Scope & Cost below. Once all damages are complete and you are ready to submit to FEMA for validation, click the "Go Back" button.

89099 CONTENTS

DDD Preview Scope Cost Documents

✓ COMPLETE THIS SCOPE

89099 Contents

Click **Add Scope**

+ ADD SCOPE

# Enter Scope Of Work

**Portal** Leghorn, Fo

**Contents** [EDIT HEADER](#)

89099

**SAVE SCOPE**

- Replace 27 each Dell XPS Desktop Computers.
- Replace 27 each of Dell Ultra Sharp U2718Q 4K Monitors.
- Replace 27 each of Microsoft Surface Keyboard and mouse combination.
- Remove Replace 27 each of 3 drawer work desk with aluminum metal top, 5 FT long x 3 FT wide x 2 FT high.
- Remove and Replace 27 each of Standing work station.
- Replace 27 each of HP laser jet Enterprise M652n.
- Replace 27 each of My Back Posture perfect 5 leg rolling chair.

**Step 1: Enter Scope of Work**

**Step 2: Click Save Scope**

# Review/Edit Scope Of Work

**Portal**

89099 CONTENTS

DDD **Preview** Scope Cost Documents

Click **Complete This Scope**

✓ COMPLETE THIS SCOPE

89099 Contents

Click **Edit Scope** if any changes or additions are needed

EDIT HEADER

EDIT SCOPE

- Replace 27 each Dell XPS Desktop Computers.
- Replace 27 each of Dell Ultra Sharp U2718Q 4K Monitors.
- Replace 27 each of Microsoft Surface Keyboard and mouse combination.
- Remove Replace 27 each of 3 drawer work desk with aluminum metal top, 5 FT long x 3 FT wide x 2 FT high.
- Remove and Replace 27 each of Standing work station.
- Replace 27 each of HP laser jet Enterprise M652n.
- Replace 27 each of My Back Posture perfect 5 leg rolling chair.

# Rework/Edit Completed Scope of Work

Portal

Leghorn, Fogho...

Manage Scope & Cost

DAMAGE COMPLETE ✓ [GO BACK](#)

Please ensure you **Save** your work and click the "Complete..." button for each damage's Scope & Cost below. Once all damages are complete and you are ready to submit to FEMA for validation, click the "Go Back" button.

89099 CONTENTS

DDD Preview

Scope

Cost

Documents

SCOPE COMPLETE ✓ [UNLOCK FOR REWORK](#)

89099 Contents

Replace 27 each Dell XPS Desktop Computers.

Replace 27 each of Dell Ultra Sharp U2718Q 4K Monitors.

Replace 27 each of Microsoft Surface Keyboard and mouse combination.

Remove Replace 27 each of 3 drawer work desk with aluminum metal top, 5 FT long x 3 FT wide x 2 FT high.

Remove and Replace 27 each of Standing work station.

Replace 27 each of HP laser jet Enterprise M652n.

Replace 27 each of My Back Posture perfect 5 leg rolling chair.

Click **Unlock For Rework** to Edit the Scope of Work

# Add Project Cost

Portal Leghorn, Fogho...

DDD **Preview** Scope **Cost** Documents ✓ COMPLETE AND LOCK

Work Completed Permanent Items ▾ \$0.00 + ADD COST ▾

Work To Be Completed Permanent Items ▾ \$0.00 + ADD COST ▾

Description	Cost Code	Estimate Type	Qty	Units	Unit Price	City Adj Factor	Total Cost
No data available							

10 ▾ Showing 0 to 0 of 0 entries

Work Completed Non-Permanent Items ▾ \$0.00 + ADD COST ▾

Work To Be Completed Non-Permanent Items ▾ \$0.00 + ADD COST ▾

GROSS COST **\$0.00**  
COST SHARE **75.00%**

[Back to top of cost](#)

**Step 1: Click Cost tab**

**Step 2: Click Add Cost on the appropriate bar**

**Step 3: Select Cost Source**

- RSMeans Online
- FEMA's CEF
- FEMA Cost Codes
- FEMA Equipment Rates
- Applicant Provided Costs
- Contract/Vendor Costs
- State DOT Rates
- Other (specify)

# Enter Cost Information Pop-Up Box

The screenshot shows a web application interface with a pop-up box titled "Add a Contract/Vendor Costs item" with a "Permanent" lock icon. The background shows a "Portal" header and a table with columns for "Work To Be Completed Permanent Items" and "Work Completed Non-Permanent Items". The pop-up box contains the following fields and values:

- Cost Code:** 9001 (Contract)
- Description \*:** Dell Inc.
- Quantity \*:** 1.00
- Unit \*:** Lump Sum (Lump Sum)
- Unit Price \*:** 148500.00
- City Adjustment Factor \*:** 1.00
- Total Cost:** \$148500.00

At the bottom of the pop-up box are two buttons: "ADD ITEM" (green) and "CANCEL" (grey). Seven red callout boxes with white text provide instructions for each step:

- Step 1: Select FEMA Cost Code** (points to the Cost Code dropdown)
- Step 2: Enter the Cost Description** (points to the Description field)
- Step 3: Enter Quantity** (points to the Quantity field)
- Step 4: Select Unit** (points to the Unit dropdown)
- Step 5: Enter Unit Price** (points to the Unit Price field)
- Step 6: Enter City Adjustment Factor (if applicable)** (points to the City Adjustment Factor field)
- Step 7: Click Add Item** (points to the ADD ITEM button)

On the right side of the background interface, there is a table with columns for "GROSS COST" and "COST SHARE". The table shows a total of \$0.00 and a cost share of 75.00%.



# Edit/Remove Cost Line Item

**Portal** Leghorn, Fogho.

DDD **Preview** Scope **Cost** Documents ✓ COMPLETE AND LOCK

Work Completed Permanent Items ▾ \$0.00 + ADD COST ▾

Work To Be Completed Permanent Items ▾ \$193,104.00 + ADD COST ▾

**Step 1: Click Options**

**Step 2: Click Edit or Remove Cost**

	Description	Cost Code	Estimate Type	Qty	Units	Unit Price	City Adj Factor	Total Cost
⚙️ OPTIONS ▾	Dell Inc.	9001	Contract/Vendor Costs	1	Lump Sum	\$148,500.00	1	\$148,500.00
⚙️ OPTIONS ▾	Office Plus Inc	9001	Contract/Vendor Costs	1	Lump Sum	\$44,604.00	1	\$44,604.00

TOTAL: \$193,104.00

Previous 1 Next

Work Com...ent Items ▾ \$0.00 + ADD COST ▾

Work Com...ent Items ▾ \$0.00 + ADD COST ▾

GROSS COST **\$193,104.00**

COST SHARE **75.00%**

[⚡ Back to top of cost](#)

# Complete Scope And Cost

**Portal**

Leghorn, Fogho.

89099 CONTENTS

DDD PreviewScopeCostDocuments

Click **Complete And Lock**

✓ COMPLETE AND LOCK

Work Completed Permanent Items

\$0.00 + ADD COST

Work To Be Completed Permanent Items

\$193,104.00 + ADD COST

SHOW/HIDE COLUMNS

	Description	Cost Code	Estimate Type	Qty	Units	Unit Price	City Adj Factor	Total Cost
OPTIONS	Dell Inc.	9001	Contract/Vendor Costs	1	Lump Sum	\$148,500.00	1	\$148,500.00
OPTIONS	Office Plus Inc	9001	Contract/Vendor Costs	1	Lump Sum	\$44,604.00	1	\$44,604.00

TOTAL: \$193,104.00

10 Showing 1 to 2 of 2 entries

Previous1Next

Work Completed Non-Permanent Items

\$0.00 + ADD COST

Work To Be Completed Non-Permanent Items

\$0.00 + ADD COST

GROSS COST \$193,104.00

# Manage Scope & Cost

Portal

Leghorn, Fogho.

## Manage Scope & Cost

DAMAGE INCOMPLETE ✕

GO BACK

Please ensure you **Save** your work and click the "Complete..." button for each damage's Scope & Cost below. Once all damages are complete and you

Click **Unlock For Rework** to make any changes

89099 CONTENTS

DDD Preview

Scope

Cost

Documents

COST COMPLETE ✓

UNLOCK FOR REWORK

Work Completed Permanent Items

\$0.00

Work To Be Completed Permanent Items

\$193,104.00

SHOW/HIDE COLUMNS

	Description	Cost Code	Estimate Type	Qty	Units	Unit Price	City Adj Factor	Total Cost
	Dell Inc.	9001	Contract/Vendor Costs	1	Lump Sum	\$148,500.00	1	\$148,500.00
	Office Plus Inc	9001	Contract/Vendor Costs	1	Lump Sum	\$44,604.00	1	\$44,604.00

TOTAL: \$193,104.00

10 Showing 1 to 2 of 2 entries

Previous 1 Next

# Return to Project

# Portal

Leghorn, Fogho.

Manage Scope & Cost

DAMAGE INCOMPLETE ✕ [GO BACK](#)

Please ensure you **Save** your work and click the "Complete..." button for each damage's Scope & Cost below. Once all damages are complete and you are ready to submit to FEMA for validation, click the "Go Back" button.

89099 CONTENTS

DDD Preview Scope **Cost** Documents

COST COMPLETE ✓ [UNLOCK FOR REWORK](#)

Work Completed Permanent Items ▾

\$0.00

Work To Be Completed Permanent Items ▾

\$193,104.00

SHOW/HIDE COLUMNS

	Description ▾	Cost Code ▾	Estimate Type ▾	Qty ▾	Units ▾	Unit Price ▾	City Adj Factor ▾	Total Cost ▾
	Dell Inc.	9001	Contract/Vendor Costs	1	Lump Sum	\$148,500.00	1	\$148,500.00
	Office Plus Inc	9001	Contract/Vendor Costs	1	Lump Sum	\$44,604.00	1	\$44,604.00

TOTAL: \$193,104.00

10 ▾ Showing 1 to 2 of 2 entries

Previous



1


Next

Click **Go Back**

# Submit Scope and Cost to FEMA

## Portal


7



### Project

4332DR-TX (4332DR)  
/ Glenville - PDMG0009 - 4332DR (4332DR - 9) / [17536] Roberts Park Ballfield

[REQUEST FEMA COMPLETION](#)[SUBMIT FOR VALIDATION](#)[DOWNLOAD PROJECT REPORT](#)[SUBSCRIBE](#)

 This project is pending **Scope & Cost Completion**

The Scope & Cost can be completed in the Scope & Cost Summary section below. If you need help, you can request FEMA completes the development of the Scope & Cost. If the Scope & Cost is intended to be developed by FEMA, the PDMG will need to be contacted and they can rework the project.

[View Scope & Cost](#)

Click **Submit For Validation**

### General Information v0

PROJECT #	17536	APPLICANT	Glenville - PDMG0009 - 4332DR (4332DR - 9)
CATEGORY	G - Parks, Recreational Facilities, and Other Items	EVENT	4332DR-TX (4332DR)
TITLE	Roberts Park Ballfield	RECIPIENT REGION	Region 7
TYPE	Standard		
STATUS	Active		

# Confirm Submit For Validation Pop-Up Box

**Portal**

**Project**  
4332DR-TX (4332DR)  
Glenville - PDMG0009

**Submit For Validation?**

Are you sure you want to submit the project's Scope & Cost to FEMA for validation?

You will no longer be able to modify the Scope & Cost for this project.

**YES** **NO**

**Click Yes**

**General Information** v0

<b>PROJECT #</b>	17536	<b>APPLICANT</b>	Glenville - PDMG0009 - 4332DR (4332DR - 9)
<b>CATEGORY</b>	G - Parks, Recreational Facilities, and Other Items	<b>EVENT</b>	4332DR-TX (4332DR)
<b>TITLE</b>	Roberts Park Ballfield	<b>RECIPIENT REGION</b>	Region 7
<b>TYPE</b>	Standard		
<b>STATUS</b>	Active		



# Subscribing To Projects



When you want  
email notification  
on certain projects.

# My Projects

Step 1: Expand My Organization

The screenshot shows the 'Grants Portal' interface. The left sidebar contains a menu with items: Organization Profile, Organization Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Projects, Damages, Work Order Requests, Work Orders, My Tasks, Calendar, Utilities, Resources, and Intelligence. The 'My Organization' section is expanded, showing 'Glenville - PDMC0009 - 4332DR (4332DR - 9)'. The 'My Projects' section is active, displaying a table of projects. A red callout box points to the 'My Organization' link in the sidebar, labeled 'Step 1: Expand My Organization'. Another red callout box points to the 'Projects' link in the sidebar, labeled 'Step 2: Click Projects'. A third red callout box points to the magnifying glass icon in the project list, labeled 'Step 3: Click Magnifying glass to select a project'.

**Grants Portal**

Dashboard

**My Organization**  
Glenville - PDMC0009 - 4332DR  
(4332DR - 9)

**My Projects**

Filters > **Filters Applied**

Projects Active for PA

SHOW/HIDE COLUMNS

Project #	EMMIE P/W #	Category	Title	Type	Process Step	Activity Completion Deadline	# Damages	# EEI Documents Required	Total 406 HMP Cost	CRC Net Cost	% Co
12371		E - Buildings and Equipment	Water Treatment Facility	Standard	Pending EEI Completion	02/25/2019	1	3 / 17			75.00
12903		B - Emergency Protective	Police and Fire Emergency	Work Completed / Fully	Pending EEI Completion	02/25/2018	3	0 / 14			75.00
5055		C - Roads and Bridges	County Road 35	Standard	Pending EEI Completion	02/25/2019	1	3 / 3			75.00
		A - Debris Removal	City Wide Debris Removal	Expedited	Pending EEI Completion	02/25/2018	1	2 / 8			75.00

# Subscribe to a Project

The screenshot shows the Grants Portal interface. The top navigation bar includes the 'Grants Portal' logo, a notification bell with a red '1', and the user profile 'Crocker, Betty'. The left sidebar contains a 'Dashboard' menu and a 'My Organization' section for 'Bananatown (8790)' with various sub-links. The main content area is titled 'Project' and shows details for project '4337DR-FL (4337DR)' under 'Bananatown (8790)'. A yellow banner indicates the project is pending EEl Completion. A callout box points to the 'OPTIONS' dropdown menu, which includes 'Comment', 'Subscribe', and 'Request Project Title Change'. Below the banner, the 'General Information' section lists project details.

**Grants Portal**

Dashboard

My Organization  
Bananatown (8790)

Organization Profile

Organization Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping Meetings

Projects

Damages

Work Order Requests

Work Orders

My Tasks

Calendar

Utilities

Resources

Intelligence

**Project**

4337DR-FL (4337DR) | Bananatown (8790) | **[43315] Collaspe Bridge**

**⚠ This project is pending EEl Completion.**

This is the 1st time this project has been in Pending EEl Completion.

[View Project EEl's](#)

**Click Options and select Subscribe**

**OPTIONS**

- Comment
- Subscribe
- Request Project Title Change

**REPORTS**

**General Information**

PROJECT #	43315	APPLICANT	Bananatown (8790)
CATEGORY	C - Roads and Bridges	EVENT	4337DR-FL (4337DR)
TITLE	Collaspe Bridge		
TYPE	Standard		
STATUS	Active		
PROCESS STEP	Pending EEl Completion <small>As of February 22nd, 2019 8:28 AM AST</small>		
% COST SHARE	75.00%		
ACTIVITY COMPLETION DEADLINE	March 10, 2019		

# Subscription Notification Setting

**Step 1: Click to select Notification action**

**Step 2: Click Subscribe**

Grants Portal will notify you via email when any action selected occur

**Grants Portal**

**Dashboard**

**My Organization**  
Banantown (8790)

Organization Profile  
Organization Person  
Applicant Event Profiles  
Exploratory Calls  
Recovery Scoping Meetings  
Projects  
Damages  
Work Order Requests  
Work Orders

☒ My Tasks  
☒ Calendar  
☒ Utilities  
☒ Resources  
☒ Intelligence

**Add Subscription**

- ☒ Status Changes
- ☒ Process Step Changes
- ☐ Comment Added
- ☒ Document Added
- ☐ RFI Status Updates

**SUBSCRIBE** **CANCEL**

**General Information** v0

PROJECT #	43315
CATEGORY	C - Roads and
TITLE	Collaspe Bridge
TYPE	Standard
STATUS	Active
PROCESS STEP	Pending EEL Completion As of February 22nd, 2019 8:28 AM AST
% COST SHARE	75.00%
ACTIVITY COMPLETION DEADLINE	March 10, 2019

APPLICANT  
EVENT

# Modify Subscription

**Grants Portal**

Dashboard | My Organization (Bananatown (8790)) | Project

4337DR-FL (4337DR) / Bananatown (8790) / [43315] Collaspe Bridge

**Options:**

- Comment
- Modify Subscription**
- Request Project Title Change

**Project Information:**

- PROJECT #** 43315
- CATEGORY** C - Roads and Bridges
- TITLE** Collaspe Bridge
- TYPE** Standard
- STATUS** Active
- PROCESS STEP** Pending EEI Completion  
*As of February 22nd, 2019 8:28 AM AST*
- % COST SHARE** 75.00%
- ACTIVITY COMPLETION DEADLINE** March 10, 2019

**General Information:**

- APPLICANT** Bananatown (8790)
- EVENT** 4337DR-FL (4337DR)



# Modify or Unsubscribe Pop-Up Box

**Step 1: Click to check/uncheck Subscription setting**

**Step 2: Click Unsubscribe to remove notifications**

**Step 2: Click Modify to change notifications**

**Modify Subscription**

- ☒ Status Changes
- ☒ Process Step Changes
- ☐ Comment Added
- ☒ Document Added
- ☐ RFI Status Updates

**UNSUBSCRIBE** **MODIFY** **CANCEL**

**Grants Portal**

**General Information**

PROJECT #	43315
CATEGORY	C - Roads and Bridges
TITLE	Collaspe Bridge
TYPE	Standard
STATUS	Active
PROCESS STEP	Pending EEI Completion As of February 22nd, 2019 8:28 AM AST
% COST SHARE	75.00%
ACTIVITY COMPLETION DEADLINE	March 10, 2019



# Unsubscribe Confirmation Pop-Up Box

The screenshot displays the Grants Portal interface. On the left is a sidebar with navigation links: Dashboard, My Organization (Bananatown (8790)), Organization Profile, Organization Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Projects, Damages, Work Order Requests, Work Orders, My Tasks, Calendar, Utilities, Resources, and Intelligence. The main content area is titled 'Project' and shows details for project 43315, 'Collaspe Bridge'. A warning message states: 'This project is pending EEI Completion. This is the 1st time this project has been in Pending EEI Completion. View Project EEIs'. Below this is a 'General Information' section with the following details:

Field	Value
PROJECT #	43315
CATEGORY	C - Roads and Bridges
TITLE	Collaspe Bridge
TYPE	Standard
STATUS	Active
PROCESS STEP	Pending EEI Completion <small>As of February 22nd, 2019 8:28 AM AST</small>
% COST SHARE	75.00%
ACTIVITY COMPLETION DEADLINE	March 10, 2019

An 'Unsubscribe' pop-up box is overlaid on the right side of the screen. It contains the text: 'Are you sure you want to unsubscribe Crocker, Betty from all subscription events on [43315] Collaspe Bridge?'. At the bottom of the pop-up are two buttons: a red 'UNSUBSCRIBE' button and a grey 'CANCEL' button. A red callout bubble points to the 'UNSUBSCRIBE' button with the text 'Click Unsubscribe'.

# Request For Information (RFI)



# My Tasks

The screenshot shows the 'Grants Portal' interface. The left sidebar contains navigation links: Dashboard, My Organization (Bananatown (8790)), My Tasks, Tasks, RFIs, Workflow Items, Determination Memos, Essential Elements of Information, Calendar, Utilities, Resources, and Intelligence. The main content area is titled 'My Tasks' and includes a blue informational banner about incomplete tasks. Below this is a table of active incomplete tasks. Two red callout boxes provide instructions: 'Step 1: Click My Tasks and select Tasks' points to the 'My Tasks' link in the sidebar, and 'Step 2: Click Review to select the RFI' points to the 'REVIEW' button in the first task row. A third callout box, 'Step 1: Click Notification Bell', points to the notification bell icon in the top right corner.

**Step 1: Click Notification Bell**

**Step 1: Click My Tasks and select Tasks**

**Step 2: Click Review to select the RFI**

**Grants Portal**

Dashboard

My Organization  
Bananatown (8790)

My Tasks

Tasks

RFIs

Workflow Items

Determination Memos

Essential Elements of Information

Calendar

Utilities

Resources

Intelligence

For any incomplete active tasks assigned to you, a **REVIEW** button or similar will be displayed. Clicking the button will direct you to the location in Grants Portal to complete the task.

Filters >

My Active Incomplete Tasks

Search...

SHOW/HIDE COLUMNS

	Personnel	Type	Description	Start Date	Age	Deadline	Last Action	Note
<b>REVIEW</b>	Leghorn,	Applicant Provide	Pending Applicant Response for RFI-PRJ-135 for [7446]	11/09/2017	0d 0h	11/24/2017		
	Foghorn	Project RFI	Sheriff's Lab on Glenville - PDMG0009 - 4332DR	03:55 PM CST				
		Response	(4332DR - 9) on 4332DR-TX (4332DR)					

25

Showing 1 to 1 of 1 entries (filtered from 22 total entries)

Previous 1 Next

# Request For Information

Portal

Leghorn, Foghor...

Request for Information RFI-PRJ-152

COMMENT

SUBMIT RFI RESPONSE

The Federal Emergency Management Agency (FEMA) has reviewed the documentation you provided to support your disaster damage. Upon review of the information you have provided, some additional information or clarification is requested. The detailed request is described below.

Please **respond to this request** as soon as possible, but no later than 9 days of receipt of this letter, to ensure continued processing of this subgrant.

General Information

RFI #RFI-PRJ-152

DEADLINE05/05/2018

STATUSPending Applicant Response

EVENT4332DR-TX (4332DR)

RECIPIENT REGIONRegion 7

APPLICANTGlenville - PDMG0009 - 4332DR (4332DR - 9)

PROJECT[18088] DAC

Additional Information ▾

Provide FA Labor documents.

Contacts >



Note: The deadline to respond to the RFI

Step 1: Expand **Additional Information** bar


Step 2: Scroll Down to **Line Items** bar


# Upload Documents For RFI Request

## Portal

 7  Leghorn, Foghor..

Provide FA Labor documents.

 Contacts >

 Line Items ▾

UPLOAD LINE DOCUMENT

RECORD LINE RESPONSE

SHOW/HIDE COLUMNS


Line Item #	Type	Reason	# Documents	Response	Response	# Responses
<div>OPTIONS ▾</div> 1	Force Account	Please Provide FA Labor Documents	1			0

10 ▾ Showing 1 to 1 of 1 entries


Previous


1

Next

 Documents >

UPLOAD LINE DOCUMENT

 Discussion >

 Comments >

ADD COMMENT

Step 1: Expand  
Line Items bar

Step 2: Click Upload Line  
Document

# Select RFI Specific Line Item

**Portal**

PROJECT [18088] DAC

Additional Information ▾

Provide FA Labor documents.

Contacts >

Line Items ▾

UPLOAD LINE DOCUMENT RECORD LINE RESPONSE

SHOW/HIDE COLUMNS

Line Item #	Type	Reason	# Documents	Response	Response By	Responded On	PDMG Verification Date	CRC Verification Date	# Responses
1	Force	Please Provide	1						0
	Account	FA Labor Documents							

Options ▾

- Upload RFI Line Document
- Record RFI Line Response
- View RFI Line Documents
- View RFI Line Responses
- Start Discussion

Documents >

Previous 1 Next

UPLOAD LINE DOCUMENT

Discussion ▾

**Step 1: Expand Line Items bar**

**Step 2: Click Options**

**Step 3: Click Upload RFI Line Document**




# Line Item RFI Document Upload-Pop up

Portal

Upload RFI Line Item Documents



Line Item #1 - Force Account

 Drag and drop a file here, or click here to select a file.

Documents Pending Upload

**i** To begin uploading a document, either drag and drop a file into the area above or click the area above to upload a file manually.

**Note:** You may not upload the document to the RFI that matches an existing document with the same line item.

 UPLOAD PENDING DOCUMENTS  CANCEL

Documents >

Previous 1 Next

RECORD LINE RESPONSE

SHOW/HIDE COLUMNS

on Date CRC Verification

UPLOAD LINE DOCUMENT

# Line Item RFI Document Information

**Portal**

Additional Information ▾

Provide FA Labor documents.

Contacts >

Line Items ▾

Line Item #	Type
1	Force Account

10 Showing 1 to 1 of 1 entries

Documents >

Discussion >

### Process Document

**⚠ CAUTION:** Document will be uploaded to the **Project RFI**.

This document has been uploaded to other locations within the system. As a result, document categories have been pre-populated based on the existing document categories assigned for the other locations.

**Note:** Any changes to the document category selection here will automatically be reflected for other locations this document has been uploaded to within the Grants Manager / Grants Portal.

Filename  
Glenville PDMG0009 Force Account Pay Policy.docx

Description  
Employee pay and benefit policy

Category Filter (Optional)  
All

Category \*  
x Force Account Labor Pay Policy

**SAVE** **CANCEL**

**Step 1: Add Document Description**

**Step 2: Click Save**

[18088] DAC

Leghorn, Fogh

LINE RESPONSE

DE COLUMNS

PDMG Verification Date CRC Verification Date # Responses

0

Previous 1 Next

**UPLOAD LINE DOCUMENT**

# Line Item RFI Document Pending Upload

The screenshot shows a web application interface with a modal window titled "Upload RFI Line Item Documents". The modal is for "Line Item #1 - Force Account". It features a dashed box for file upload with the text "Drag and drop a file here, or click here to select a file." and an upward arrow icon. Below this is a section titled "Documents Pending Upload" with a search bar and a table of pending documents. The table has columns for "Filename", "Description", "Size", and "Category". One document is listed: "Glenville PDMG0009 Force Account Pay Policy.docx" with a size of "102.2 KB" and category "Force Account Labor Policy". To the left of the filename are "EDIT" and "REMOVE" buttons. At the bottom of the modal are "UPLOAD PENDING DOCUMENTS" and "CANCEL" buttons. Three callouts provide instructions: one for the upload area, one for the "EDIT" and "REMOVE" buttons, and one for the "UPLOAD PENDING DOCUMENTS" button.

Upload RFI Line Item Documents

Line Item #1 - Force Account

Drag and drop a file here, or click here to select a file.

Documents Pending Upload

Search...

	Filename	Description	Size	Category
<a href="#">EDIT</a> <a href="#">REMOVE</a>	Glenville PDMG0009 Force Account Pay Policy.docx	Employee pay and benefit policy	102.2 KB	Force Account Labor Policy

Showing 1 to 1 of 1 entries

Previous 1 Next

UPLOAD PENDING DOCUMENTS CANCEL

Click or Drag and Drop to upload additional documents

Click **Upload Pending Documents**

**Edit or Remove** uploaded document, if necessary

# Confirm Line Document Upload

**Portal** 7 Leghorn, Foghorn...

Line Items ▼

**Step 3: Scroll to the top of the page**

UPLOAD LINE DOCUMENT RECORD LINE RESPONSE

SHOW/HIDE COLUMNS

Line Item #	Type	Reason	# Documents	Response	Response By	Responded On	PDMG Verification Date	CRC Verification Date	# Responses
1	Force Account	Please Provide FA Labor	1						0

10 Show

Previous 1 Next

**Step 1: Expand the Documents bar**

Documents ▼

UPLOAD LINE DOCUMENT

Filters

LINE ITEM TYPE Select...

Search...

SHOW/HIDE COLUMNS

Line Item #	Line Item Type	Filename	Description	Size	Category	Uploaded Date	Uploaded By
1	Force Account	Glenville PDMG0009 Force Account Pay Policy.docx	Employee pay and benefit policy	102.2 KB	Force Account Labor Pay Policy		Leghorn, Foghorn



10 Showing 1 to 1 of 1 entries

Previous 1 Next

**Step 2: Confirm Uploaded Document**

# Submit RFI Response

Portal

 7  Leghorn, Foghor...

## Request for Information RFI-PRJ-152

 COMMENT

 SUBMIT RFI RESPONSE



The Federal Emergency Management Agency (FEMA) has reviewed the documentation you provided to support your disaster damage. Upon review of the information, clarification is requested. The detailed request is described below.

Please **respond to this request** as soon as possible, but no later than 9 days of receipt of this letter, to ensure continued processing of this subgrant.

**Click Submit RFI  
Response**

### General Information

**RFI #** RFI-PRJ-152

**EVENT** 4332DR-TX (4332DR)

**DEADLINE** 05/05/2018

**RECIPIENT REGION** Region 7

**STATUS** Pending Applicant Response

**APPLICANT** [Glenville - PDMG0009 - 4332DR \(4332DR - 9\)](#)

**PROJECT** [\[18088\] DAC](#)

#### Additional Information ▾

Provide FA Labor documents.

#### Contacts >

# Submit RFI Response Pop-Up Box

**Portal**

**i Request for Information**

The Federal Emergency Management Agency (FEMA) has received your request for information. A clarification is requested. The detailed request is available in the 'Request Details' section. Please **respond to this request** as soon as possible.

**General Information**

RFI #	DEADLINE	STATUS	PROJECT
4332DR-TX (4332DR)	05/05/2018	Pending Applicant Response	[18088] DAC

**Submit RFI Response** [X]

Are you sure you want to **Submit RFI Response**?

Reason

**YES** **NO**

**Click Yes**

**COMMENT** **SUBMIT RFI RESPONSE**

Review of the information you have provided, some additional information or clarification is requested. The detailed request is available in the 'Request Details' section. Please respond to this request as soon as possible.

**Additional Information** ▾

Provide FA Labor documents.

**Contacts** >





# Respond to a Request For Information (RFI)


Documents  
Not Available




# Record Line Response


**Portal**

**7** Leghorn, Foghor...

 Additional Information ▾


Provide FA Labor documents.


 Contacts >

 Line Items ▾

UPLOAD LINE DOCUMENT


RECORD LINE RESPONSE

 SHOW/HIDE COLUMNS


Line Item #	Type	Reason	# Documents	Response	Response By	Responded On	PDMG Verification Date	CRC Verification Date	# Responses
<div> OPTIONS ▾</div> 1	Force Account	Please Provide FA Labor Documents	1						0

10 ▾ Showing 1 to 1 of 1 entries

Previous1Next

 Documents >

UPLOAD LINE DOCUMENT

 Discussion >

# Add Line Response

The screenshot shows a 'Record Line Response' modal window. The 'Line Item' dropdown is set to '#1 - Force Account'. The 'Response' text area is empty. Below the text area, a 'Responses' section shows a message: 'This line item has no responses.' At the bottom right of the modal are two buttons: a green 'SAVE' button and a grey 'GO BACK' button. Three red callout boxes with white text and arrows point to these elements: 'Step 1: Select Line Item' points to the dropdown, 'Step 2: Type Response' points to the text area, and 'Step 3: Click Save' points to the 'SAVE' button.

Portal

Record Line Response

Line Item #1 - Force Account

Response

Responses

This line item has no responses.

SAVE GO BACK



Step 1: Select Line Item

Step 2: Type Response

Step 3: Click Save

# Confirm Line Response

## Portal

  Leghorn, Fogho...

Additional Information ▾

Need procurement procedures/bid documents for contract.

Contacts >

Line Items ▾

UPLOAD LINE DOCUMENTRECORD LINE RESPONSE

SHOW/HIDE COLUMNS

Line Item #	Type	Reason	# Documents	Response	Response By	Responded On	PDMG Verification Date	CRC Verification Date	# Responses
1	Procurement	Missing bid procedure documents	1	Procurement documents are unavailable due to the destruction of our record archives by the event.	Leghorn, Foghorn	11/09/2017 05:09 PM CST			1

10 ▾ Showing 1 to 1 of 1 entries

Previous1Next

Confirm Line Response in the response column

# Edit Line Response

## Portal

1 Leghorn, Fogho..

Additional Information ▾

Need procurement procedures/bid documents for contract.

Contacts >

Line Items ▾

UPLOAD LINE DOCUMENTRECORD LINE RESPONSE

SHOW/HIDE COLUMNS

	Documents	Response	Response By	Responded On	PDMG Verification Date	CRC Verification Date	# Responses
<div>OPTIONS ▾ 1</div> <div><div>Upload RFI Line Document</div><div>Edit RFI Line Response</div><div>Remove RFI Line Response</div><div>View RFI Line Documents</div><div>View RFI Line Responses</div><div>Start Discussion</div></div>	Procurement	Missi		17 05:09			1

Showing 1 to 1 of 1 entries

Previous1Next

Step 1: Click **Options**

Step 2: Click **Edit RFI Line Response**

# Edit Line Response – Pop Up

**Portal**

Additional Info

Need procurement p

Contacts >

Line Items v

OPTIONS v

10 Showing 1 to 1 of 1 entries

Previous 1 Next

**Edit Response**

Line Item #1 - Procurement

Response

Procurement documents are unavailable due to the destruction of our record archives by the event.

**Responses**

Response	Response By	Responded On
Procurement documents are unavailable due to the destruction of our record archives by the event.	Leghorn, Foghorn	11/09/2017 05:09 PM CST

10 Showing 1 to 1 of 1 entries

Previous 1 Next

**SAVE** **GO BACK**

**Step 1: Click to edit response**

**Step 2: Click Save**

LOAD LINE DOCUMENT

RECORD LINE RESPONSE

SHOW/HIDE COLUMNS

CRC Verification Date # Responses

1

Previous 1 Next



# Remove Line Response

**Portal** 🔔 1 👤 Leghorn, Fogho..

☰ Additional Information ▾

Need procurement procedures/bid documents for contract.

👤 Contacts >

☰ Line Items ▾ 📄 UPLOAD LINE DOCUMENT 💬 RECORD LINE RESPONSE

👁️ SHOW/HIDE COLUMNS

Line Item #	Type	Reason	# Documents	Response	Response By	Responded On	PDMG Verification Date	CRC Verification Date	# Responses
1	Procurement	Missing bid procedure documents	1	Procurement documents are unavailable due to the destruction of	Leghorn, Foghorn	11/09/2017 05:09 PM CST			1

**Step 1: Click Options**

**Step 2: Click Remove RFI Line Response**

🔧 OPTIONS ▾

- 📄 Upload RFI Line Document
- 💬 Edit RFI Line Response
- ✖ Remove RFI Line Response
- 📄 View RFI Line Documents
- 💬 View RFI Line Responses
- 💬 Start Discussion

10 ▾ Showing 1 to 1 of 1 entries

Previous 1 Next

# Remove Line Response Pop-Up Box

**Remove Response**

Are you sure you wish to remove this response on line item #1?

Response: Procurement documents are unavailable due to the destruction of our record archives by the event.

Response By: Leghorn, Foghorn

Responded On: November 9, 2017

**REMOVE** **GO BACK**



**Click Remove**

Line Item #	Type	Reason	# Documents	Response	Responded On	PDMG Verification Date	CRC Verification Date	# Responses
1	Procurement	Missing bid procedure documents	1	Procurement documents are unavailable due to the destruction of our record archives by the event.	09/2017 05:09 CST			1

Showing 1 to 1 of 1 entries

# Submit Line Response

## Portal

 1  Leghorn, Fogho...

Additional Information ▾

Need procurement procedures/bid documents for contract.

Contacts >

Line Items ▾

UPLOAD LINE DOCUMENT RECORD LINE RESPONSE

SHOW/HIDE COLUMNS



Line Item #	Type	Reason	# Documents	Response	Response By	Responded On	PDMG Verification Date	CRC Verification Date	# Responses
<div>OPTIONS ▾</div> 1	Procurement	Missing bid procedure documents	1	Procurement documents are unavailable due to the destruction of our record archives by the event.	Leghorn, Foghorn	11/09/2017 05:09 PM CST			1


10 ▾ Showing 1 to 1 of 1 entries

Previous 1 Next

# Submit RFI Response


Portal

 7  Leghorn, Foghor...

 Request for Information RFI-PRJ-152

COMMENT

SUBMIT RFI RESPONSE

 The Federal Emergency Management Agency (FEMA) has reviewed the documentation you provided to support your disaster damage. Upon review of the information, clarification is requested. The detailed request is described below.  
  
Please [respond to this request](#) as soon as possible, but no later than 9 days of receipt of this letter, to ensure continued processing of this subgrant.

Click **Submit RFI Response**

General Information

RFI #	RFI-PRJ-152	EVENT	4332DR-TX (4332DR)
DEADLINE	05/05/2018	RECIPIENT REGION	Region 7
STATUS	Pending Applicant Response	APPLICANT	<a href="#">Glenville - PDMG0009 - 4332DR (4332DR - 9)</a>
		PROJECT	<a href="#">[18088] DAC</a>

Additional Information

Provide FA Labor documents.

Contacts

# Submit RFI Response Pop-Up Box

Portal

Request for Information

Are you sure you want to Submit RFI Response?

Reason

YES NO

Click Yes

General Information

RFI # 4332DR-TX (4332DR)

DEADLINE 03/03/2016

STATUS Pending Applicant Response

PROJECT [18088] DAC

Additional Information

Provide FA Labor documents.

Contacts

# Sign Recovery Transition Meeting (RTM)





# Locate Pending RTM Approval

**Grants Portal**


**My Organization**  
Bananatown (8790)

**My Applicant Event Profiles**

Filters > Search...

All Active Applicant Event Profiles

SHOW/HIDE COLUMNS

Event #	Event Name	Status	Process Step	# Projects	# Damages	# Work Orders
 4337DR	4337DR-FL	Eligible	Pending Grant Completion	3	22	0


25 Show 1 to 1 of 1 entries

Previous 1 Next



**Step 1: Click Applicant Event Profile**

**Step 2: Click Magnifying Glass**


# Applicant Event Profile




## Grants Portal




**Dashboard**


**My Organization**  
Bananatown (8790)





### Applicant Event Profile

4337DR-FL (4337DR) / **Bananatown (8790)**


 OPTIONS ▾

 REPORTS ▾



 **Georgia Department of Public Health is pending **Recovery Transition Meeting** approval.**

The Recovery Transition Meeting, submitted on Friday, November 3rd, 2017 at 2:36 PM CST, must be approved and signed by the Applicant.

 [Review RTM information or Sign RTM Report](#)

#### General Information Late Submission

<b>FEMA PA CODE</b>	000-US4NX-00	<b>JOB #</b>	4284DR
<b>NAME</b>	Georgia Department of Public Health	<b>EVENT NAME</b>	4284DR-GA
<b>TYPE</b>	State Government	<b>EVENT TYPE</b>	Disaster
<b>STATUS</b>	Eligible	<b>INCIDENT TYPE</b>	Hurricane
<b>RPA DECISION DATE</b>	11/28/2016 10:38 am CST	<b>INCIDENT LEVEL</b>	3
<b>RSM COMPLETION DATE</b>	12/5/2016 2:30 pm CST	<b>INCIDENT START DATE</b>	October 4, 2016
<b>DAMAGE INVENTORY DEADLINE</b>	02/03/2017	<b>INCIDENT END DATE</b>	October 15, 2016
<b>PROCESS STEP</b>	Pending Applicant RTM Approval	<b>DECLARATION DATE</b>	October 9, 2016

**Click Review RTM or Sign RTM Report**

# Review RTM Information Tabs

**Portal** Oz, Memmet ▾

Recovery Transition Meeting ▾ SIGN RTM

Conducted on 11/3/2017 at 2:00 pm CDT

[Recovery Transition Meeting](#) [RTM Checklist](#) [Notes](#) [Schedule History](#)

**Conducted RTM Information**

<b>RTM DATE</b>	11/9/2017 2:51 PM CDT	<b>ADDRESS</b>	2 Peachtree Street 15 Floor
<b>RTM ADDTL. INFO</b>	—	<b>ADDRESS 2</b>	—
<b>LOCATION ADDTL. INFO</b>	Conference Ca	<b>CITY</b>	Atlanta
		<b>STATE</b>	—
		<b>ZIP</b>	30303

**Attendees ▾**

**Site Inspection Work Orders >**

**Projects >**

Click each tab to review information

# Sign RTM

## Portal

Oz, Memmet ▾

Recovery Transition Meeting ▾  
Conducted on 11/3/2017 at 2:00 pm CDT

SIGN RTM

Recovery Transition Meeting

RTM Checklist

Notes

Schedule History

### Conducted RTM Information

RTM DATE	11/9/2017 2:57 PM CST	ADDRESS	2 Peachtree Street 15 Floor
RTM ADDTL. INFO	--	ADDRESS 2	--
LOCATION ADDTL. INFO	Conference Call - 1-800-320-4330 Pin 572056#	CITY	Atlanta
		STATE	--
		ZIP	30303

Attendees ▾

Site Inspection Work Orders >

Projects >

Click **Sign RTM**

# Review RTM and Certify

## Portal

👤 Oz, Memmet ▾

### Sign Recovery Transition Meeting

 SUBMIT

 CANCEL

Please review and sign

The PDMG for Georgia Department of Public Health conducted an RTM on 11/03/2017. The RTM checklist specifies the material that was discussed during the meeting. As a reminder:

- The Applicant must maintain complete records and cost documentation for all approved work for at least three years from the date the Applicant's grant is officially closed. The Recipient may require Applicants to maintain records for longer.
- In accordance with §206.206 of 44CFR, Applicants may appeal any determination related to an application for or the provision of Federal assistance, but must do so within 60 days from receipt of the determination.
- All work must comply with provisions of the Clean Water Act, Clear Air Act, Resource Conservation and Recovery Act, Endangered Species Act, Fish and Wildlife Coordination Act, the National Historic Preservation Act, and related Federal statutes and associated State, Tribal and local laws, codes, ordinances and other statutes.

Any questions regarding Public Assistance, changes to the Approved Scope of Work, Improved or Alternate Projects, 406 Hazard Mitigation, and/or major cost overruns that require prior approval from FEMA, please contact:

*No Recipient POC Assigned*

### Certification

To the best of my knowledge and understanding, Project Worksheets have been written for all known damages and for all known sites and demolition-related projects. I have also read and understand the important time lines and will comply with Federal, State, and local statutes and ordinances in completing disaster-related work under the Public Assistance grant. In addition, I have been provided a copy of the D.1 Project Worksheet Report.

SIGNATURE

Signature here

 CLICK TO SIGN

DATE

11/09/2017

Click on  
Click To Sign



# RTM Signature – Pop Up Box

Portal

Sign Recovery Transition Meeting

Print Name \*

Signature Style \* Allura

Example: allura

Enter Password \*

→ SIGN CANCEL

Step 1: Type Name

Step 2: Select Signature Font Style

Step 3: Type Password

Step 4: Click Sign

Please review

The PDMD for Georgia De

- The Applicant must
- for longer.
- In accordance with
- All work must com

Federal statutes and assistance stan

Any questions regarding Public Assistance,

No Recipient POC Assigned

Certification

To the best of my knowledge and understanding, Project Worksheets have been written for all known damages and for all other disaster-related costs claimed under the Public Assistance Program for this disaster. Exceptions may include inundated or inaccessible sites and demolition-related projects. I have also read and understand the important time lines noted above and will comply with Federal, State, and local statutes and ordinances in completing disaster-related work under the Public Assistance grant. In addition, I have been provided a copy of the D.1 Project Worksheet Report.

SIGNATURE Signature here

CLICK TO SIGN


DATE 11/09/2017

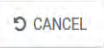
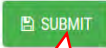


# Submit Signed RTM

**Portal**

Oz, Memmet

 **Sign Recovery Transition Meeting**



Please review and sign

The PDMG for Georgia Department of Public Health conducted an RTM on 11/03/2017. The RTM checklist specifies the material that was discussed during the meeting. As a reminder:

- The Applicant must maintain complete records and cost documentation for all approved work for at least three years from the date the Applicant's grant is officially closed. The Recipient may require Applicants to maintain records for longer.
- In accordance with §206.206 of 44CFR, Applicants may appeal any determination related to an application for or the provision of Federal assistance, but must do so within 60 days from receipt of the determination.
- All work must comply with provisions of the Clean Water Act, Clear Air Act, Resource Conservation and Recovery Act, Endangered Species Act, Fish and Wildlife Coordination Act, the National Historic Preservation Act, and related Federal statutes and associated State, Tribal and local laws, codes, ordinances and other statutes.


Any questions regarding Public Assistance, changes to the Approved Scope of Work, Improved or Alternate Projects, 406 Hazard Mitigation, and/or major cost overruns that require prior approval from FEMA, please contact:


*No Recipient POC Assigned*

**Certification**

To the best of my knowledge and understanding, Project Worksheets have been written for all known damages and for all other disaster-related costs claimed under the Public Assistance Program for this disaster. Exceptions may include inundated or inaccessible sites and demolition-related projects. I have also read and understand the important time lines noted above and will comply with Federal, State, and local statutes and ordinances in completing disaster-related work under the Public Assistance grant. In addition, I have been provided a copy of the D.1 Project Worksheet Report.

**SIGNATURE**





**DATE**

11/09/2017

**Click Submit**

# Add Tiles to Dashboard



# Add Event

The screenshot shows the 'Grants Portal' interface. The left sidebar contains a navigation menu with items: Dashboard, My Organization (Bananatown (8790)), Organization Profile, Organization Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Projects, Damages, Work Order Requests, Work Orders, My Tasks, and Calendar. The main content area is titled 'My Applicant Event Profiles' and features a search bar, a filter dropdown set to 'All Active Applicant Event Profiles', and a table of event profiles. A red callout box points to the 'Applicant Event Profiles' menu item with the text 'Click Applicant Event Profiles'. Another red callout box points to a magnifying glass icon in the first row of the table with the text 'Click magnifying glass on Event'. The table has columns: Event #, Event Name, Status, Process Step, # Projects, # Damages, and # Work Orders. The first row contains the data: 4337DR, 4337DR-FL, Eligible, Pending Grant Completion, 3, 22, 0. Below the table, it says 'Showing 1 to 1 of 1 entries' and includes 'Previous' and 'Next' navigation links.

**Grants Portal**

**My Applicant Event Profiles**

Filters >

All Active Applicant Event Profiles

SHOW/HIDE COLUMNS

Event #	Event Name	Status	Process Step	# Projects	# Damages	# Work Orders
4337DR	4337DR-FL	Eligible	Pending Grant Completion	3	22	0


Showing 1 to 1 of 1 entries



Previous 1 Next


Click **Applicant Event Profiles**


Click magnifying glass on Event

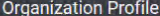
# Add Event

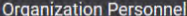
 **Grants Portal**

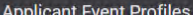
 

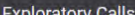
 Dashboard

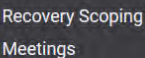
 My Organization  
Bananatown (8790)


 Organization Profile


 Organization Personnel

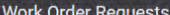
 Applicant Event Profiles


 Exploratory Calls


 Recovery Scoping Meetings


 Projects


 Damages


 Work Order Requests


 Work Orders


 My Tasks


 Calendar


 Utilities

 **Applicant Event Profile**  
4337DR-FL (4337DR) / Bananatown (8790)

 OPTIONS

 REPORTS



 This Applicant is **pending grant completion.**

**General Information**

<b>FEMA PA CODE</b>	8790
<b>NAME</b>	Bananatown
<b>TYPE</b>	County Government
<b>SECTOR</b>	—
<b>STATUS</b>	Eligible
<b>RPA DECISION DATE</b>	03/02/2018 02:47 PM AST
<b>RSM COMPLETION DATE</b>	02/22/2019 08:30 AM AST

**Event Information**

<b>JOB #</b>	4337DR
<b>EVENT NAME</b>	4337DR-FL
<b>EVENT TYPE</b>	Disaster
<b>INCIDENT TYPE</b>	Other
<b>INCIDENT LEVEL</b>	1
<b>INCIDENT START DATE</b>	September 4, 2017
<b>INCIDENT END DATE</b>	Ongoing

Click **Yellow Star**

# Locate New Tile

**Grants Portal**

**Dashboard**

**My Organization**  
Bananatown (8790)

**Applicant Event Profile**

**Click Dashboard**

**General Information**

<b>FEMA PA CODE</b>	8790
<b>NAME</b>	Bananatown
<b>TYPE</b>	County Government
<b>SECTOR</b>	—
<b>STATUS</b>	Eligible
<b>RPA DECISION DATE</b>	03/02/2018 02:47 PM AST
<b>RSM COMPLETION DATE</b>	02/22/2019 08:30 AM AST

**Event Information**

<b>JOB #</b>	4337DR
<b>EVENT NAME</b>	4337DR-FL
<b>EVENT TYPE</b>	Disaster
<b>INCIDENT TYPE</b>	Other
<b>INCIDENT LEVEL</b>	1
<b>INCIDENT START DATE</b>	September 4, 2017
<b>INCIDENT END DATE</b>	Ongoing

# Locate New Tile

The screenshot displays the Grants Portal interface. At the top, the header includes the portal logo, the text "Grants Portal", and user navigation icons (notifications, a red "1", and a profile icon). A left sidebar contains a menu with the following items: "Dashboard", "My Organization" (with a sub-item "Bananatown (8790)"), "Organization Profile", "Organization Personnel", "Applicant Event Profiles", "Exploratory Calls", "Recovery Scoping Meetings", "Projects", "Damages", "Work Order Requests", "Work Orders", "My Tasks" (with a dropdown arrow), and "Calendar". The main content area features a tile titled "Applicant Event Profile" for "Bananatown". The tile displays the following information: "Event: 4337DR-FL (4337DR)", "Eligibility Status: Pending", "Process Step: Pending Grant Completion", "# of Damages: 22", and "# of Projects: 3". A red callout box with a pointer to the tile contains the text: "Click on tile to go to **Applicant Event Profile**".

**Grants Portal**

**Dashboard**

**My Organization**  
Bananatown (8790)

- Organization Profile
- Organization Personnel
- Applicant Event Profiles
- Exploratory Calls
- Recovery Scoping Meetings
- Projects
- Damages
- Work Order Requests
- Work Orders

☒ **My Tasks**

**Calendar**

**Applicant Event Profile**  
Bananatown

Event: 4337DR-FL (4337DR)  
Eligibility Status: Pending  
Process Step: Pending Grant Completion  
# of Damages: 22  
# of Projects: 3

Click on tile to go to **Applicant Event Profile**



# Remove Tile

The screenshot displays the Grants Portal interface. The top header features the 'Grants Portal' logo and navigation icons. The left sidebar contains a menu with 'Dashboard', 'My Organization', 'My Tasks', 'Calendar', 'Utilities', 'Resources', 'Intelligence', and 'Widgets'. The main content area shows a tile titled 'Applicant Event Profile' for 'Bananatown'. The tile details include: Event: 4337DR-FL (4337DR), Eligibility Status: Pending, Process Step: Pending Grant Completion, # of Damages: 22, and # of Projects: 3. A red callout box points to a white 'X' icon in the top right corner of the tile, with the text 'Click on white X on tile'.

**Grants Portal**

**Dashboard**

- My Organization (Bananatown (8790))
- My Tasks
- Calendar
- Utilities
- Resources

**Intelligence**

Widgets

**Applicant Event Profile**

**Bananatown**

**Event:** 4337DR-FL (4337DR)

**Eligibility Status:** Pending

**Process Step:** Pending Grant Completion

**# of Damages:** 22

**# of Projects:** 3

Click on white X on tile

# Widgets

Items on your dashboard that are shortcuts and help track information about your grant.



# Add Widgets

The screenshot shows the Grants Portal interface. At the top, the header includes the Grants Portal logo and navigation icons. A left sidebar contains menu items: Dashboard, My Organization (Bananatown (8790)), My Tasks, Calendar, Utilities, Resources, and Intelligence. The Intelligence menu item is highlighted with a red callout box that contains the text: "Click on Intelligence and select Widgets". The main content area displays a green informational message: "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."

**Grants Portal**

**Dashboard**

**My Organization** ▼  
Bananatown (8790)

**My Tasks** ▼

**Calendar**

**Utilities** ▼

**Resources**

**Intelligence**

**Widgets**

**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.

Click on  
**Intelligence** and  
select **Widgets**

# Select Widget

The screenshot shows the Grants Portal interface. On the left is a dark sidebar with navigation links: Dashboard, My Organization (Bananatown (8790)), My Tasks, Calendar, Utilities, Resources, and Intelligence. The main content area is titled 'widgets' and features a search bar and a table of available widgets. Each widget row includes a preview image, a green '+ ADD TO DASHBOARD' button, the widget name, a description, and its size. A red callout bubble points to the '+ ADD TO DASHBOARD' button for the 'Project Status Table Work Completed/Fully Documented' widget.

Preview	Name	Description	Sizes
	Applicant Status Column Chart	Showing applicant statuses.	3x1, 4x2
	Applicant Status Table	Showing applicant statuses.	3x2
	Damage Summary Column Chart	Showing damage summary	2x2
	Damages Line Chart	Showing Damage creation timeline	2x2
	Event Cost Summary Chart	Showing event cost summary	2x1
	Outstanding Items	Showing outstanding items	2x1
	Project Location Status Column Chart	Showing project location and status.	2x2, 4x2
	Project Status Table Standard/Specialized	Showing project statuses for Standard/Specialized lanes.	4x2
	Project Status Table Work Completed/Fully Documented	Showing project statuses for Work Completed/Fully Documented lanes.	4x2

Click on **Add to Dashboard**

# Select Criteria for Widget To Track

[illegible]

# Locate Widget on Dashboard

The screenshot shows the Grants Portal interface. On the left is a dark sidebar with navigation links: Dashboard, My Organization (Bananatown (8790)), My Tasks, Calendar, Utilities, Resources, Intelligence, and Widgets. The main area is titled 'widgets' and contains a table of available widgets. A red callout box with the text 'Click on Dashboard' points to the 'Dashboard' link in the sidebar.

	Description	Sizes
<a href="#">+ ADD TO DASHBOARD</a>	Status Column Chart	Showing applicant statuses. 3x1, 4x2
<a href="#">+ ADD TO DASHBOARD</a>	Status Table	Showing applicant statuses. 3x2
<a href="#">+ ADD TO DASHBOARD</a>	Damage Summary Column Chart	Showing damage summary 2x2
<a href="#">+ ADD TO DASHBOARD</a>	Damages Line Chart	Showing Damage creation timeline 2x2
<a href="#">+ ADD TO DASHBOARD</a>	Event Cost Summary Chart	Showing event cost summary 2x1
<a href="#">+ ADD TO DASHBOARD</a>	Outstanding Items	Showing outstanding items 2x1
<a href="#">+ ADD TO DASHBOARD</a>	Project Location Status Column Chart	Showing project location and status. 2x2, 4x2
<a href="#">+ ADD TO DASHBOARD</a>	Project Status Table Standard/Specialized	Showing project statuses for Standard/Specialized lanes. 4x2
<a href="#">+ ADD TO DASHBOARD</a>	Project Status Table Work Completed/Fully Documented	Showing project statuses for Work Completed/Fully Documented lanes. 4x2



# Locate Widget on Dashboard

The screenshot displays the Grants Portal dashboard. On the left is a dark red sidebar with navigation links: Dashboard, My Organization (Bananatown (8790)), My Tasks, Calendar, Utilities, Resources, Intelligence, and Widgets. The main content area is titled 'Compl. Work / Fully Doc. Project Status' and 'My Org on 4337DR'. It contains a table with project status data. A red callout bubble points to the '1' in the 'EEI' column of the 'Pending Step' row, with the text 'Click on any item'.

	Projects Created	Formulation	EEI	DDD Scope & Cost	QA Review	Ins. / Mit. Reviews	EHP Review	JFO Review Proj.	Recip. Review Proj.	Appl. Signed Proj.
Compl. Step	1	1	0	0	0	0	0	0	0	0
Pending Step		0	1	0	0	0	0	0	0	0
Overdue			0	0	0	0	0	0	0	0
With RFI				0	0	0	0			

Click on any item

# Help, Feedback, Release Notes, and Sign Out



# Locate Help Information

The screenshot shows the 'Grants Portal' interface. The top navigation bar includes the portal logo and a user menu. The left sidebar contains a list of navigation items. The main content area displays the 'My Organization Profile' for 'Bananatown (8790)', including general information and management sections for Personnel, Locations, and Counties with Facility. A red callout bubble with the text 'Click on Name and Select Help' points to the 'Help' option in the user menu.

**Grants Portal**

**My Organization Profile**  
Bananatown (8790)

**General Information**

STATE/TRIBE/TERRITORY	Florida
LEVEL 2	Bananatown
TYPE	County Government
EIN NUMBER	—

**Personnel** > **MANAGE**

**Locations** > **MANAGE**

**Counties with Facility** > **MANAGE**

**User Menu:**

- Sign Out
- My Profile
- Feedback
- Help**
- About
- Release Notes

**Left Sidebar:**

- Dashboard
- My Organization (Bananatown (8790))
- Organization Profile
- Organization Personnel
- Applicant Event Profiles
- Exploratory Calls
- Recovery Scoping Meetings
- Projects
- Damages
- Work Order Requests
- Work Orders
- My Tasks
- Calendar
- Utilities

# Locate Help Information

The screenshot shows the Grants Portal interface. On the left is a dark sidebar with navigation links: Dashboard, My Organization (Bananatown (8790)), Organization Profile, Organization Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Projects, Damages, Work Order Requests, Work Orders, My Tasks, and Calendar. The main content area is titled 'My Organization' and 'General Information' for 'Bananatown (8790)'. It includes fields for STATE/TRIBE/TERRITORY, LEVEL 2, TYPE, and EIN NUMBER. Below these are expandable sections for Personnel, Locations, and Counties with Facility. A white modal window titled 'Help with Grants Portal' is overlaid on the right. It contains contact information for Call Support ((866) 337-8448) and Email Support (FEMA-PA-Grants@fema.dhs.gov), along with hotline hours. At the bottom of the modal are two buttons: 'REQUEST ASSISTANCE FOR CURRENT PAGE' and 'CLOSE'. A red callout bubble points to the 'REQUEST ASSISTANCE FOR CURRENT PAGE' button with the text 'Click Request Assistance for Current Page'.

**Grants Portal**

**Dashboard**

**My Organization**  
Bananatown (8790)

Organization Profile

Organization Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping Meetings

Projects

Damages

Work Order Requests

Work Orders

**My Tasks**

**Calendar**

**My Organization**  
Bananatown (8790)

**General Information**

STATE/TRIBE/TERRITORY

LEVEL 2

TYPE

EIN NUMBER

Personnel >

Locations >

Counties with Facility >

**Help with Grants Portal**

**Call Support**

(866) 337-8448

National Hotline Hours of Operation: 8:00 AM - 7:00 PM ET, Monday through Friday  
Puerto Rico Hotline Hours of Operation: 8:30 AM - 5:00 PM AST, Monday through Friday

**Email Support**

[FEMA-PA-Grants@fema.dhs.gov](mailto:FEMA-PA-Grants@fema.dhs.gov)

**REQUEST ASSISTANCE FOR CURRENT PAGE**

**CLOSE**

**Click Request Assistance for Current Page**

# Instructions For Provide Feedback

The screenshot shows the Grants Portal interface. On the left is a dark sidebar with navigation links: Dashboard, My Organization (Bananatown (8790)), Organization Profile, Organization Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Projects, Damages, Work Order Requests, Work Orders, My Tasks, and Calendar. The main content area is partially obscured by a white modal window titled "Instructions for change requests." with a close button (X) in the top right corner. The modal contains the following text:

All non-FEMA employees that are experiencing an issue with or have identified an opportunity for improvement in the new CRM tool should email their suggestion to [FEMA-PA-Grants@fema.dhs.gov](mailto:FEMA-PA-Grants@fema.dhs.gov)

Once you have submitted your change request, the support team will review the submission for completeness and impacts, and the work stream leads will adjudicate the recommendation, and implement agreed upon solutions.

Not all requested changes will be made immediately or will be approved. Critical changes (those must be addressed immediately to complete the mission) will be addressed first.

At the bottom right of the modal is a button labeled "CLOSE" with a small icon. A red callout bubble points to this button with the text "Click Close".



# Release Notes – Changes to Grants Portal

The screenshot shows the Grants Portal interface. The top navigation bar includes the Grants Portal logo, a notification bell, and a user profile icon. The left sidebar contains a menu with options: Dashboard, My Organization (selected), Organization Profile, Organization Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Projects, Damages, Work Order Requests, Work Orders, My Tasks, and Calendar. The main content area displays the 'My Organization Profile' for 'Bananatown (8790)'. Under the 'General Information' section, the following details are listed: STATE/TRIBE/TERRITORY: Florida, LEVEL 2: Bananatown, TYPE: County Government, and EIN NUMBER: -. Below this, there are three expandable sections: Personnel, Locations, and Counties with Facility, each with a 'MANAGE' button. A user menu is open in the top right corner, showing options: Sign Out, My Profile, Feedback, Help, About, and Release Notes. A red callout bubble points to the 'Release Notes' link with the text: 'Click on Name and Select Release Notes'.

**Grants Portal**

**My Organization Profile**  
Bananatown (8790)

**General Information**

STATE/TRIBE/TERRITORY	Florida
LEVEL 2	Bananatown
TYPE	County Government
EIN NUMBER	—

**Personnel** > **MANAGE**

**Locations** > **MANAGE**

**Counties with Facility** > **MANAGE**

**User Menu:** Sign Out, My Profile, Feedback, Help, About, **Release Notes**

**Callout:** Click on Name and Select **Release Notes**



# Release Notes Pop-Up Box

The screenshot shows the Grants Portal interface. On the left is a sidebar with navigation links: Dashboard, My Organization (Bananatown (8790)), Organization Profile, Organization Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Projects, Damages, Work Order Requests, Work Orders, My Tasks, and Calendar. The main content area displays the 'Release Notes' pop-up box for 'Release 5 Sprint 14', which was deployed on 06/01/2019. The release notes include:

- Grants Portal
  - Retirement of Puerto Rico and USVI Custom Workflow
    - Rerouted the Projects in the existing "Sector-Based Alternative Procedures" process flow to the Standard lane process flow and implemented related functionality to ensure concurrence with Grants Manager.
    - Retired the "Sector-based Alternative Procedures" Project type and removed the term from all drop downs, filters, configurations, and tasks.
  - State-Led PA
    - Added the ability for State PDMG to create projects, answer Essential Elements of Information (EEl)s, manage answers in the Project Development guide, route projects through each of the lanes and perform final PDMG Project Review, now allowing new state-led events in Portal.
    - Changed the name of EEl process steps to 'Pending PDMG Initial Submission', 'Pending PDMG Review' and 'EEl Accepted by PDMG'.
    - Added Amendment functionality for the State PDMG and State PAGS.
    - Added Fixed Cost Offer review process for the State PDMG, State PD TFL, and State PAGS.
    - Ability for State PDMG to identify Intended Scope in the Project Development Guide.
  - PDMG Project Assignments

A red callout box with the text "Click **Close** at the bottom of screen or the **X** at the top of screen" points to the 'X' close button in the top right corner of the Release Notes pop-up box.

# Sign Out of Grants Portal

The screenshot shows the 'Grants Portal' interface. The main header includes the portal logo and a user profile dropdown menu. The left sidebar contains navigation links for Dashboard, My Organization, and various organizational sections. The main content area displays the 'My Organization Profile' for 'Bananatown (8790)', including general information and sections for Personnel, Locations, and Counties with Facility. A red callout box highlights the 'Sign Out' option in the user profile dropdown menu.

**Grants Portal**

**My Organization Profile**  
Bananatown (8790)

**General Information**

STATE/TRIBE/TERRITORY	Florida	IS ACTIVE?	Yes
LEVEL 2	Bananatown	FEMA PA CODE	8790
TYPE	County Government		
EIN NUMBER	—		

**Personnel** > **MANAGE**

**Locations** > **MANAGE**

**Counties with Facility** > **MANAGE**

**Sign Out**

Click on Name and Select **Sign Out**

# Grants Portal Hotline for Assistance:

**(866) 337-8448**

