



Grants Portal

Applicant

User Manual



Version 5.1 – June 10, 2019

Table of Contents

- Creating a Password for a new account.....4
- Create User Account – Add Personnel.....15
- Manage User Accounts.....21
- Organization Profile Facility Locations.....25
- Register Organization from Recipient Invitation.....30
- Submit Request for Public Assistance (RPA).....39
- Private Non-Profit Submit Request for Public Assistance (RPA).....48
- Small Business Administration (SBA).....68
- Damage Inventory Template.....74
- Damage Inventory Add Single Damage88
- Edit Damage Inventory94
- Upload Documents99
- Upload Insurance Documents in Organization Profile.....101
- Upload Documents in Organization Profile108
- Manage Uploaded Document in Organization Profile116
- Upload Documents in Applicant Event Profile.....122
- Manage Documents in Applicant Event Profile129
- Upload Documents to Projects136
- Manage Documents in Projects144
- Upload Documents to Damage Inventory.....152

Table of Contents

- Manage Documents in Damage Inventory.....162
- Upload Documents Using Document Uploader Wizard169
- Essential Elements of Information (EEI) Answering Questions.....175
- Essential Elements of Information (EEI) Uploading Documents.....189
- Essential Elements of Information (EEI) Add Comments200
- Identify Tasks to Complete210
- Sign Damage Inventory214
- Late Damage Inventory Submission.....221
- Sign Project Damage Description and Dimension (DDD).....228
- Sign Projects Scope and Cost237
- Create Your Own Scope of Work & Cost for Work to be Completed248
- Subscribing to Projects266
- Request For Information (RFI)273
- Respond to a Request For Information (RFI) – Documents Not Available.....284
- Sign Recovery Transition Meeting (RTM).....295
- Add Tiles to Dashboard.....303
- Help, Feedback, Release Notes and Sign Out.....315

Creating Password for a New Account



Applicant Receives Access Email

From: 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

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

<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.

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.

Step 1:
Type New
Password

Step 2:
Click **Next**

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

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-soms>.

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 left is the logo and the text "Grants Portal". Below this is a navigation bar with "Dashboard" selected. A sidebar on the left contains a list of menu items: "My Organization" (with a dropdown arrow and "Bananatown (8790)" below it), "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), "Calendar", "Utilities" (with a dropdown arrow), "Resources", and "Intelligence" (with a dropdown arrow). A double-left arrow is at the bottom of the sidebar. The main content area features a green informational box with the heading "Your dashboard has no tiles!" and a paragraph explaining that the dashboard is a place for important data and that clicking a star icon creates a tile for that data.

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


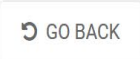




Add Personnel




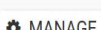
Portal 


Manage Personnel



Click Create 

Q Search...  

	Last Name	First Name	Middle Initial	Roles	Emails	Phones
	Doe	Jane		Alternate PA Coordinator Authorized Representative	58720Jane@PDMG0009.gov, Work	(555) 555-555 , Work (Cell)
	Doe	John		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 5 of 5 entries

 **1** 

Complete Personnel Information

Assign Personnel

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:

Mobile Phone: 202-555-1234

Username *: ecoyote@glenville.gov

+ CREATE GO BACK

SHOW/HIDE COLUMNS

Phones

(555) 555-555, Work (Cell)

(832) 393-9079, Work (Desk)

1 Next

SAVE CANCEL

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

10 Showing 1 to 6 of 6 entries [Previous](#) [1](#) [Next](#)

Click Manage

Organization Roles

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 \(4332DR - 9\)](#) >

MANAGE

Click **Manage**

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

The screenshot displays the 'Edit Roles for Crocker, Betty' window. It is divided into three main sections: Assigned Roles, Permissions Preview, and a bottom section with 'SAVE' and 'CANCEL' buttons.

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

Table of Roles:

Role	Assigned To	Created	Last Modified
Primary PA Coordinator	Crocker, Betty	04/15/2019 09:40 AM AST	04/15/2019 09:40 AM AST
Project POC	Crocker, Betty	05/15/2019 09:40 AM AST	05/15/2019 09:40 AM AST

10 Showing 1 to 6 of 6 entries

Manage User Accounts



Organization Profile - Manage User Accounts

Step 1: Click Organization Personnel

Step 2: Click magnifying glass

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)		

Organization Profile - Manage User Accounts

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**

USER INFORMATION:

NAME	Crunch, Captian	USERNAME	captian	EDIT
TITLE	City Admin	STATUS	Active	
ORG PERSONNEL STATUS	Active	DELETED?	No	
		LOGIN	--	
		PASSWORD LAST SET	5/16/2019 9:05 am	SEND TEMPORARY PASSWORD
		SECURITY QUESTION RESET REQUIRED?	No	REQUIRE SECURITY QUESTION RESET

Contact Info [MANAGE](#)

Roles [MANAGE](#)

System Roles

Organization Roles Bananatown (8790) [MANAGE](#)

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

The screenshot displays the 'Edit Roles for Crocker, Betty' window. It is divided into three main sections: 'Assigned Roles', 'Permissions Preview', and a 'SAVE' button.

Assigned Roles:

- APPLICANT ROLES:** Primary PA Coordinator, Alternate PA Coordinator, Authorized Representative, Project POC (all checked).
- ADMINISTRATIVE ROLES:** Account Manager, Personnel Manager (checked); Organization Admin, Read-Only Access (unchecked).

Permissions Preview:

- ORGANIZATION:** Create Requests for Public Assistance (RPAs) (checked), Edit Organization Details (unchecked), Manage Locations (checked), Manage Organization Counties List (unchecked), Manage Documents (checked), Manage Staff (checked).
- PERSONNEL:** Send Password Reset (unchecked), View Login History (checked), Lock Account (unchecked), Disable Account (unchecked), Edit Personnel Record (unchecked), Manage Contact Info (checked), Manage Organization Roles (unchecked), Create New Staff (checked).
- DAMAGE INVENTORY:** Edit (checked), Manage Documents (checked).
- PROJECT:** Sign DDD (checked), Sign Scope & Cost (checked).

APPLICANT: Create Comment (checked), Create Discussion (checked), Reply to Discussion (checked), Manage Damage Inventory (checked), Manage Documents (checked).

At the bottom right, there is a green 'SAVE' button and a grey 'CANCEL' button.

The background shows a table of roles with columns for Role, Assigned To, and Date Assigned. The first row shows 'Primary PA Coordinator' assigned to 'Crocker, Betty' on '04/15/2019 09:40 AM AST'. The second row shows 'Project POC' assigned to 'Crocker, Betty' on '05/15/2019 09:40 AM AST'.

Organization Profile

Facility
Locations



Add Locations to Profile

The screenshot shows the 'My Organization Profile' page in the Grants Portal. The page is titled 'Banantown (8790)' and includes a 'General Information' section with the following details:

STATE/TRIBE/TERRITORY	Florida	IS ACTIVE?	Yes
LEVEL 2	Banantown	FEMA PA CODE	8790
		DUNS NUMBER	987654321

Below the information section, there are several expandable sections: 'Locations', 'Counties with Facility', 'Insurance Profile', 'Applicant Event Profiles', and 'Documents'. Each section has a 'MANAGE' button. The 'Locations' section is highlighted with a red callout box.

Three callout boxes provide instructions:

- Step 1: Click My Organization** (points to the 'My Organization' dropdown menu)
- Step 2: Click Organization Profile** (points to the 'Organization Profile' link in the left sidebar)
- Step 3: Click Manage on Location bar** (points to the 'MANAGE' button on the 'Locations' bar)

Add Locations

Grants Portal

My Organization Profile Manage Locations

Bananatown (8790) / Manage Locations

Search... ?

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

Click ADD

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

10

Showing 1 to 1 of 1 entries

Previous 1 Next

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

Enter Facility Location Pop-up Box

Add Location [X]

Address * 123 Main Street

Building / Suite

Bananatown

Alaska

23842

Anchorage, Municipality of [X] ▾

Primary Location ?

SAVE CANCEL

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?
EDIT	123 Main St.		Houston				Yes
EDIT REMOVE	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

1 Basic Information 2 Contact Info 3 Locations 4

← PREV **NEXT** →

Primary Contact Info		Alternate Contact Info	
FIRST NAME *	<input type="text" value="John"/>	FIRST NAME	<input type="text"/>
LAST NAME *	<input type="text" value="Smith"/>	LAST NAME	<input type="text"/>
TITLE *	<input type="text"/>	TITLE *	<input type="text"/>
PHONE NUMBER *	<input type="text" value="(940) 555-1234"/>	PHONE NUMBER	<input type="text"/>
EMAIL *	<input type="text" value="test@test.ga.gov"/>	EMAIL	<input type="text"/>

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

Info

3 Locations

4 Facilities

5 Complete Access Req

← PREV

NEXT →

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

Step 2: Click **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 Barrow County

Verify Information



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

REQUESTING ORGANIZATION	Georgia Emergency Management Agency
NAME	Test, City of
TYPE	City or Township Government

Click **Next**

Submit Information



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>]

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

<https://pagrants.fema.gov>

Submit Request For Public Assistance (RPA)



My Organization Dashboard

Portal

🔔 3 👤 Sam, Yosemite ▾

⚠️ 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 Start2 General Info3 Contacts4 Addresses5 Other Info6 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

Portal

🔔 3 👤 Sam, Yosemite ▾

✍ 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

📝 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: --

← PREV | **NEXT** → | ↺ CANCEL

Step 1: Select Primary Contact

Step 2: Select Alternate Contact

Step 3: Click Next

Verify/Change Primary Location & Mailing Address

✍ 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

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

← 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

📝 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

← PREV **NEXT →** ↻ CANCEL

Step 1: Enter Additional information/ Comments

Step 2: Click **Next**

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 left is the logo with the text "Grants Portal". Below it is 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, Calendar, Utilities, Resources, and Intelligence. The main content area is titled "Request Public Assistance" and contains a light blue box with 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

← PREV **NEXT** → CANCEL

Step 1: Select Primary Contact

Step 2: Select Alternate Contact

Step 3: Click Next

Verify/Change Primary Location & Mailing Address

Request Public Assistance

1 Info > 2 Info > 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

Address 1309 Rutherford Lane

City Austin

State Texas

Zip 78753

County Travis County

Mailing Address

Address 1309 Rutherford Lane

City Austin

State Texas

Zip 78753

County Travis County

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

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

Step 3: Click **Next**

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

FEMA and State personnel will use this questionnaire to determine the eligibility of specific facilities of an approved Private Non-Profit (PNP) organization (See 44 CFR 206.221). Owners of critical facilities (i.e., power, water (including providing by an irrigation organization or facility, if it is not provided solely for irrigation purposes), sewer, wastewater treatment, communications and emergency medical care) can apply directly to FEMA for assistance for emergency work (debris removal and emergency protective measures) and permanent work (repair, restore or replace a damaged facility). Owners of non-critical facilities can apply directly to FEMA for assistance for emergency work, but must first apply to the U.S. Small Business Administration (SBA) for assistance for permanent work. If the owner of a non-critical facility does not qualify for an SBA loan or the cost to repair the damaged facility exceeds the SBA loan amount, the owner may apply to FEMA for assistance.

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](#)

← PREVIOUS 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

Search... ?

Filename	Description	Size	Category	Uploaded Date	Uploaded By
No data available					

5

Showing 0 to 0 of 0 entries

Click Upload New

Add PNP Required Document

Click **Select Document**

Add Document ✕

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

SELECT DOCUMENT (Max Size: 100MB)

Filename

Description

Types

Category

Upload PNP Required Document

Add Document

CAUTION

SELECT DOCUMENT

File Upload

This PC > Desktop > 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 reads: "⚠ CAUTION: Document will be uploaded to the **Organization Profile**." Below this is a green "SELECT DOCUMENT" button. The form fields are: "Deed.docx" (with "(Max Size: 100MB)" below it), "Filename" (input field containing "Deed.docx"), "Description" (input field containing "Deed"), "Types" (dropdown menu showing "All"), and "Category" (input field containing "x General Documents"). A second yellow warning banner at the bottom reads: "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, home addresses, or other similar information." At the bottom right are two buttons: a blue "✓ ADD DOCUMENT" button and a grey "⊘ CANCEL" button. Three red callout boxes with white text and red borders point to specific parts of the form: "Step 1: Review Information" points to the filename and description fields; "Step 2: Select Category Document Type" points to the category field; and "Step 3: Add Document" points to the "ADD DOCUMENT" button. A red note at the bottom left of the callout boxes says: "Note: Multiple Category types can be added".

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, home addresses, or other similar information.

✓ ADD DOCUMENT ⊘ CANCEL

Step 1: Review Information

Step 2: Select Category Document Type

Note: Multiple Category types can be added

Step 3: Add Document

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

Showing 0 to 0 of 0 entries

Previous Next

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

3 Contacts 4 Addresses 5 PNP Info 6 Justification 7 Other Info 8 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: peterl@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**

The screenshot shows the Grants Portal interface. The top navigation bar includes the logo, the user name 'Crocker, Betty', and a 'MANAGE' button. 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 shows a breadcrumb trail: 'Personnel > Locations > Counties with Facility > Insurance Profile > Applicant Event Profiles'. A 'Filters' section is visible with a 'STATUS' dropdown set to 'All'. Below the filters is a search bar and a table of Applicant Event Profiles. The table has columns for Job #, Name, Status, Process Step, PDMGs Assigned, # Projects, # Damages, and # Work Orders. The first row shows Job # 4337DR, Name 4337DR-FL, Status Eligible, Process Step Pending Grant Completion, PDMGs Assigned *Avila, Joseph D., # Projects 3, # Damages 22, and # Work Orders 0. A magnifying glass icon is positioned over the first row of the table. At the bottom of the main content area, there are 'Documents >' and buttons for 'UPLOAD', 'DOWNLOAD', and '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

FEMA 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

going

gust 25, 2017

ouston County - August 24th, 2017

Scroll down to PNP
Information Bar

Stats/Summary >

PNP Information Bar

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**

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

EHP Profile >

Documents > **MANAGE**

Comments > **+ ADD COMMENT**

Manage Event PA Request SBA Documents

Portal Uchiha, Sasuke...

Applicant Event Profiles PNP Information Manage Applicant Event Profiles SBA Loan + ADD DOCUMENT

Documents

This Applicant Event Profile has no documents.

Click **Add Document**

Add SBA Document

Portal

Uchiha, Sasuke...

Applic Documents

This Applicant Event Profile

SBA Loan

+ ADD DOCUMENT

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 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 (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.

✓ ADD DOCUMENT CANCEL

Click Select Document

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
Pair City Museum SBA Loan Letter	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 NFHLMAP	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

Step 1: Select Document

Step 2: Click Open

Upload SBA Loan Document

The screenshot shows a web portal interface with a modal window titled "Add Document". The modal contains a yellow warning box at the top with a triangle icon and the text: "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." Below this, the document name "Pair City Museum SBA Loan Letter.docx" is displayed with a "(Max Size: 100MB)" note. There are input fields for "Name" (containing the same document name) and "Description" (containing "SBA Determination letter for DR4332TX"). A "Types" dropdown menu is set to "PNP Information" and a "Category" dropdown is set to "SBA Loan Documentation". At the bottom, there is a red warning box: "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." Two buttons are at the bottom right: a blue "ADD DOCUMENT" button with a checkmark and a grey "CANCEL" button. A green "+ ADD DOCUMENT" button is visible in the background on the right. Two red callout boxes with white text and red borders point to the "Description" field and the "ADD DOCUMENT" button.

Step 1: Add document description

Step 2: Click **Add Document**

Edit Uploaded Document

The screenshot displays the Grants Portal interface. At the top left is the 'Grants Portal' logo. A navigation sidebar on the left includes 'Dashboard', 'My Organization' (Pair City Museum), 'Organization Profile', 'Organization Personnel', 'Applicant Event Profiles', 'Projects', 'Damages', 'Work Orders', 'My Tasks', and 'Calendar'. The main header area contains 'Applicant Event Profiles PNP Information Manage Applicant Event' and a '+ ADD DOCUMENT' button. A search bar is present with the instruction 'Click Edit to change document description and name'. Below the search bar is a table of documents with columns for 'Filename', 'Description', 'Size', 'Category', 'Uploaded Date', and 'Uploaded By'. One document is listed: 'Pair City Museum SBA Loan Letter.docx' with a description 'SBA Loan determination letter for event DR4332TX', size '47.2 KB', category 'SBA Loan Documentation', and uploaded by 'Uchiha, Sasuke'. Action buttons 'EDIT' and 'REMOVE' are shown for this document. A callout box points to the 'REMOVE' button with the instruction 'Click Remove to delete Document'. Another callout box points to the top right user icon with the instruction 'Click page icon to go back to Event Profile page'. The bottom of the page shows 'Showing 1 to 1 of 1 entries' and pagination controls.

Click page icon to go back to Event Profile page

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

Click **Remove** to delete Document

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		Uchiha, Sasuke

Showing 1 to 1 of 1 entries

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

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

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

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

SBA Loan Documentation

	Filename	Description	Size	Category	Uploaded Date	Uploaded By
<input type="button" value="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

Confirm SBA Loan Information Questions

Step 1: Expand PNP Information bar

Step 2: Click SBA Loan tab

Step 3: Expand SBA Loan Information

Portal Uchiha, Sasuke

PNP Information SBA Loan

SBA Loan Information

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

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 | Leghorn, Fogho...

My Organization Profile | DOWNLOAD | EDIT | ☆

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

Step 2: Click **Applicant Event Profiles**

Manage Damage Inventory

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 >

⚙️ 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

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

- Download Template
- Upload Spreadsheet
- View Imports

Click Import then select Download Template

Damage Inventory

Search... ?

SHOW/HIDE COLUMNS

	Damage #	Category	Name	D		Cause of Damage	Location
EDIT REMOVE	27637	C	COUNTY ROAD 65	2	County Roads	Flood	1258 OLD RIVER ROAD, AGFA, Georgia 26589
EDIT REMOVE	27638	C	COUNTY ROAD 56	400LF WASHOUT	[8415] County Roads	Flood	1258 OLD RIVER ROAD, AGFA, Georgia 26589
EDIT REMOVE	27640	C	COUNTY ROAD 35	250LF WASHOUT	[19116] County Road 35	Flood	1258 OLD RIVER ROAD, AGFA, Georgia 26589
EDIT REMOVE	27641	C	COUNTY ROAD 95	200LF WASHOUT	Unassigned	Flood	1258 OLD RIVER ROAD, AGFA, Georgia 26589
EDIT REMOVE	27642	G	ROBERTS PARK	DAMAGES TO PLAYGROUND EQUIPMENT	[5054] City Parks	Flood	1954 POSSUM BACK BRANCH, AGFA, Georgia 26589
EDIT REMOVE	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 🔔 7 👤 Leghorn, Foghor...

Applicant Event Profile Manage
4332DR-TX (4332DR) / Glenville - PDMG0009 - 4332DR (4332DR - 9) / Max

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:

2	Disaster Number:	4332DR					Program Delivery Manager (PDMG) Name:	PDMG0125			
3	Applicant Name:	Glenville - PDMG0125 - 4332DR (4332DR - 125)				Program Delivery Manager (PDMG) Phone:	(555) 555-555				
4	Applicant FIPS:	4332DR - 125				Program Delivery Manager (PDMG) Email:	PDMG0125@fema.gov				
5	Applicant Point of Contact Name:	Doe, John									
6	Applicant Point of Contact Phone:	(555) 555-555									
7	Applicant Point of Contact Email:	58922John@PDMG0125.gov									
8	Category	Name of damage/facility	Address 1	Address 2	City	State	Zip	Latitude	Longitude	Describe Dam	
9											
10											
11											
12											
13											
14											
15											
16											

Damage Inventory Lists

Click **Enable Editing**

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

- Download Template
- Upload Spreadsheet
- View Imports

Click Import and select Upload Spreadsheet

Damage Inventory

Search... ?

SHOW/HIDE COLUMNS

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

Select Damage Inventory Spreadsheet

Portal

Applicant Event Profile

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

Damage Inventory

Search...

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

File Upload

« Docu... » 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 updat

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 Inventory Template with Errors

s Portal

Step 1: Verify Errors or Warnings

TOTAL RECORDS IMPORTED 1

RECORDS WITH ERRORS 1 (1)

NEW DAMAGE RECORDS 0

RECORDS WITH WARNINGS 0

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

Step 2: Click Cancel Import

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

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

Cancel Import

Portal

! Import Data

Results

TOTAL RECORDS IMPORTED: 1 (1)

NEW DAMAGE RECORDS: 0

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 GO BACK

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 Damage

Import Damage Inventory Template With No Errors

! 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.

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

COMMIT IMPORT

CANCEL IMPORT

Step 1: Check Errors & Warnings

Step 2: Click Commit Import

Records

SHOW RECORDS All

Search... ?

SHOW/HIDE COLUMNS

Commit Import Pop-Up Box

Portal

! Import D

Results

TOTAL RECORDS IMP

NEW DAMAGE RE

COMMIT IMPORT

GO BACK

Your import file is ready to commit and contains no warnings. Review the details and click Commit to process this import.

COMMIT IMPORT

CANCEL IMPORT

If for any reason you do not want to commit this import, you can click Cancel. The original uploaded file has been preserved and may be re-submitted.

Records

SHOW RECORDS All

Search...

SHOW/HIDE COLUMNS

Click Commit Import

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

Grants Portal Crocker, Betty

Dashboard

My Organization Bananatown (8790)

My Applicant Event Profiles

Filters > All Active Applicant Event Profiles

Search...

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



- 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 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 <i>As of September 15th, 2017 1:55 PM CDT</i>	DECLARATION DATE	August 26, 2017
		DECLARED COUNTIES	Houston County - August 24th, 2017

 Stats/Summary >

 Contacts >  MANAGE

 Locations >  MANAGE

 Damage Inventory >  MANAGE

 Exploratory Call Information >

Scroll down to Damage Inventory Bar

Click Manage

Add A Single Damage

Click Add Damage

Damage Inventory

Search... ?

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

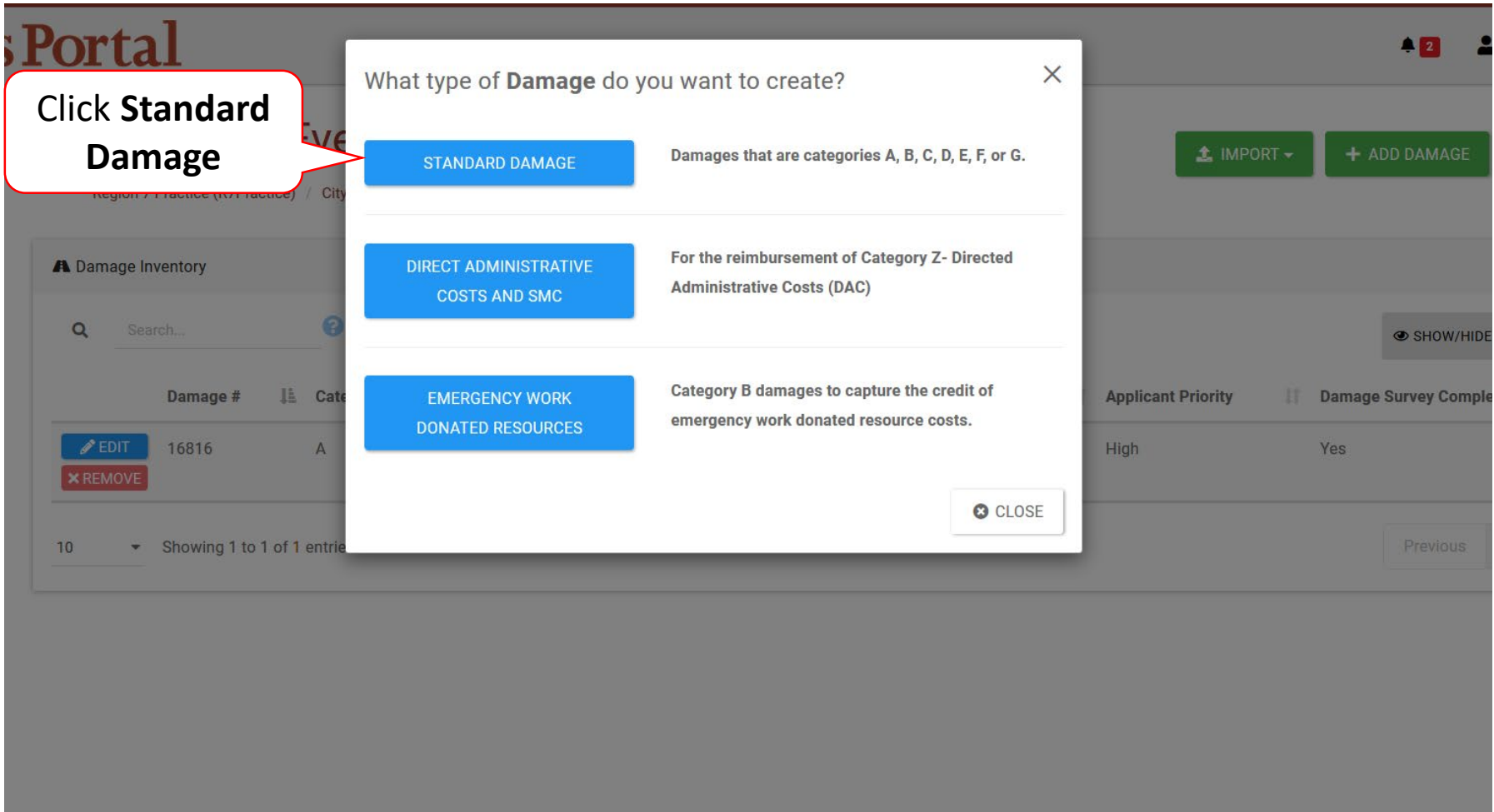
What type of **Damage** do you want to create? ✕

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

My Organization Bananatown (8790) **Applicant Event Profile** **Manage Damage Inventory** 4337DR-FL (4337DR) / Bananatown (8790) / Manage Damage Inventory SAVE CANCEL

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...

SAVE

Step 2:
Click **Save**

Step 1:
Complete
Information

Edit Damage Inventory



Applicant Event Profiles

Grants Portal Crocker, Betty

Dashboard

My Organization
Bananatown (8790)

My Applicant Event Profiles

Filters > All Active Applicant Event Profiles

Search...

SHOW/HIDE COLUMNS

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

25 Previous 1 Next

1 to 1 of 1 entries

Step 1: Click Applicant Event Profiles

Step 2: Click Magnifying glass

- 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 Inventory Bar

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 >


 MANAGE


Scroll down to **Damage Inventory Bar**


 Locations >

 MANAGE

Click **Manage**

 Damage Inventory >

 MANAGE




















 Exploratory Call Information >

Edit Damage Inventory

Damage Inventory

🔍 Search... 

 SHOW/HIDE COLUMNS

	Damage # 	Category 	Name 	Damage Description 	Project 	Cause of Damage 	Location 
 EDIT 	27637	C	COUNTY ROAD 65	250LF WASHOUT	[8415] County Roads	Flood	1258 OLD RIVER ROAD, AGFA, Georgia 26589
 EDIT 	27638	C	COUNTY ROAD 35	400LF WASHOUT	[8415] County Roads	Flood	1258 OLD RIVER ROAD, AGFA, Georgia 26589
 EDIT 	27640	C	COUNTY ROAD 35	250LF WASHOUT	[19116] County Road 35	Flood	1258 OLD RIVER ROAD, AGFA, Georgia 26589
 EDIT 	27641	C	COUNTY ROAD 95	200LF WASHOUT	Unassigned	Flood	1258 OLD RIVER ROAD, AGFA, Georgia 26589
 EDIT 	27642	G	ROBERTS PARK	DAMAGES TO PLAYGROUND EQUIPMENT	[5054] City Parks	Flood	1954 POSSUM BACK BRANCH, AGFA, Georgia 26589
 EDIT 	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 - PDMG0009 - 4332DR (4332DR - 9) / Manage Damage Inventory

Leghorn, Foghor...

SAVE CANCEL

Step 2: Click Save

Step 1: Edit Information

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

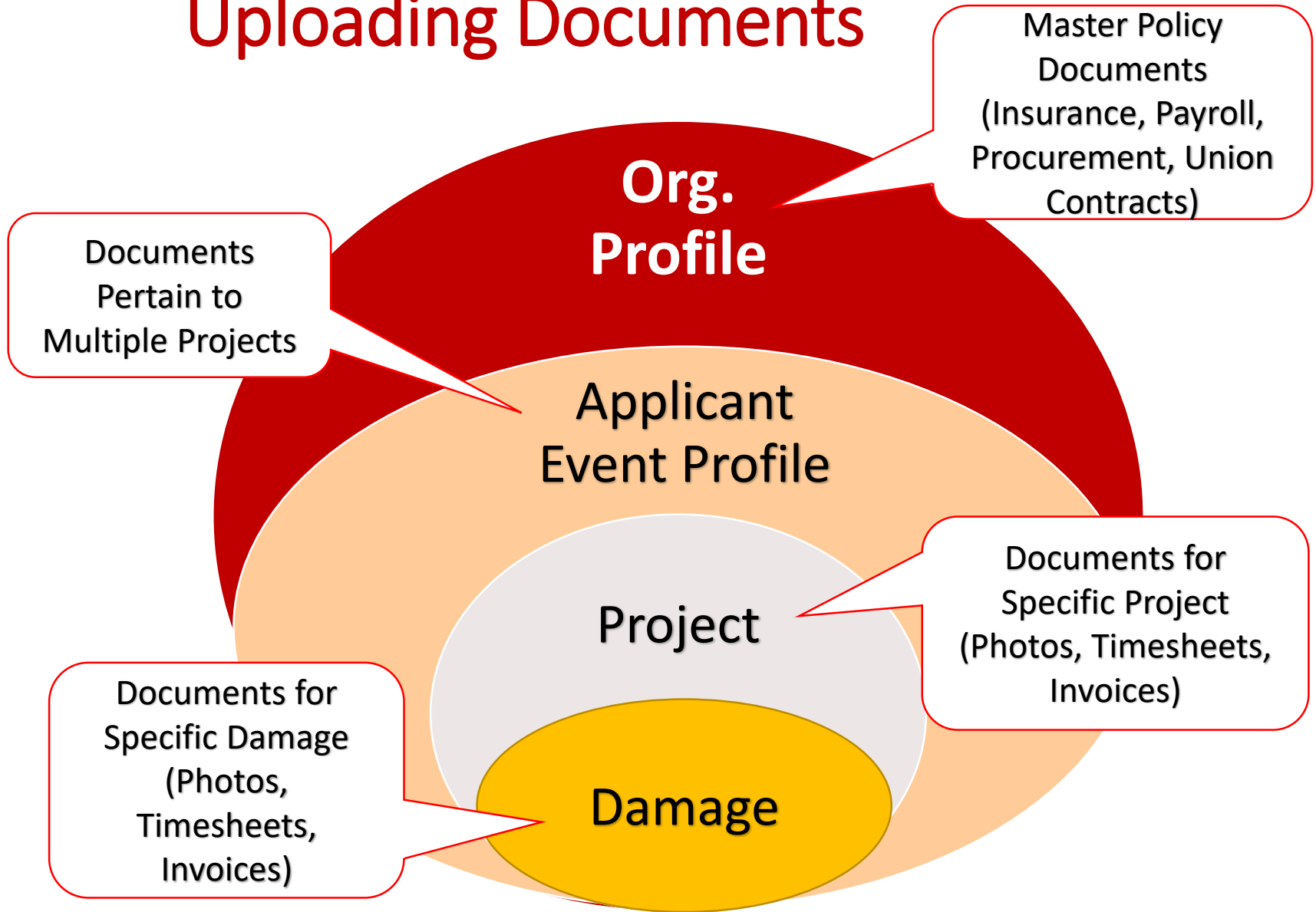
Labor Type: Force Account and Contract

Priority: Medium

Upload Documents



Uploading Documents



Upload Insurance Documents in Organization Profile



Upload Insurance Document

Step 1: Click **My Organization**

The screenshot shows the Grants Portal interface. At the top left is the 'Grants Portal' logo. At the top right, the user 'Crocker, Betty' is logged in. A navigation menu on the left includes '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 'My Organization Profile' for 'Banatown (8790)'. It features a 'General Information' table with the following data:

IS ACTIVE?	Yes
FEMA PA CODE	8790
DUNS NUMBER	987654321

Below the table are sections for 'Personnel', 'Locations', 'Counties with Facility', and 'Insurance Profile'. The 'Insurance Profile' section contains an 'UPLOAD INSURANCE DOCUMENTS' button and a 'HELP' link. A 'DOWNLOAD' button and a star icon are also visible in the top right of the profile area.

Step 2: Click **Organization Profile**

Step 3: Click **Upload Insurance Document**

Upload Insurance Document

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

Click and drag document or click to add file

Select Insurance Document – Pop-Up Box


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
Glenville PDMG009 Insurance Doc	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 'Upload Insurance Documents' modal in the Grants Portal. The modal is titled 'Upload Insurance Documents' and has a close button (X) in the top right corner. Below the title is a dashed box containing a blue 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. A table lists the pending documents:

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

Below the table, it says 'Showing 1 to 1 of 1 entries' with 'Previous', '1', and 'Next' navigation buttons. At the bottom of the modal are two buttons: 'UPLOAD PENDING DOCUMENTS' (green) and 'CANCEL' (white). A red callout box with the text 'Click Edit' points to the 'EDIT' button in the table.

Add Document Description & Category Type

The screenshot shows the 'Process Document' form in the Grants Portal. The form includes a 'CAUTION' message, a 'Filename' field with 'Insurance policy.docx', a 'Description' field, and a 'Category' dropdown menu. The dropdown menu is open, showing options like 'General Insurance Documents', 'Insurance Certificate', 'Insurance Policy', 'Insurance Settlement', 'Insurance Worksheet', and 'Proof of Insurance'. The 'Insurance Policy' option is highlighted. Three callouts 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.

Grants Portal

Dashboard

My Organization

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

Personnel >

Locations >

My Tasks

Applicant Event Profiles >

UPLOAD INSURANCE

Step 1: Write description of document

Step 2: Click the Category box

Step 3: Click to select document category type

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

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

The screenshot displays the Grants Portal interface. At the top left is the 'Grants Portal' logo. The top right shows a notification bell with '7' and a user profile for 'Leghorn, Fogho...'. A left sidebar contains navigation 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, and Work Orders. Below the sidebar are My Tasks, Calendar, Utilities, and Resources. The main content area is titled 'RECIPIENT REGION Region 7' and lists several cards: Organization Profile (with a 'MANAGE' button), Locations, Counties with Facility, Insurance Profile (with 'UPLOAD INSURANCE DOCUMENTS' and 'HELP' buttons), Applicant Event Profiles (with 'REQUEST PUBLIC ASSISTANCE' button), Documents (with 'UPLOAD', 'DOWNLOAD', and 'MANAGE' buttons), and Action Log.

Step 1: Click
Organization Profile

Step 2: Click
Upload

Upload Insurance Document

Grants Portal

Dashboard

My Organization
Banatown (8790)

My Orga
Banatown (8790)

Organization Profile

Organization Personnel

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

Click and drag document or click to add file

Select Insurance Document – Pop-Up Box

The screenshot shows the 'Grants Portal' interface with a sidebar on the left containing navigation options like 'Dashboard', 'My Organization', 'Organization Profile', etc. The main content area is partially obscured by two overlapping windows. The top window is titled 'Upload Insurance Documents' and contains a dashed box with an upload icon and text: 'You a...', 'disab...', 'If the...', 'here', 'Other...'. Below this is a 'Documents F...' section. The bottom window is a 'File Upload' dialog box showing a file list. A red callout box points to the file 'Glenville PDMG009 Insurance Doc' with the text 'Step 1: Select the document to upload'. Another red callout box points to the 'Open' button at the bottom of the dialog with the text 'Step 2: Click Open'.

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
Glenville PDMG009 Insurance Doc	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

Add Document Description & Category Type

The screenshot shows the 'Grants Portal' interface with a modal window titled 'Upload Organization Profile Documents'. The modal contains a dashed box for file upload and a table of documents pending upload. A red callout bubble points to the 'EDIT' button for the document 'Payroll Policy.docx'.

Upload Organization Profile Documents

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

Documents Pending Upload

Filename	Description	Size	Category
General Insurance 12-31-2020.jpg			
Insurance policy			
Payroll Policy.docx		11.4 KB	

Showing 1 to 1 of 1 entries

Click Edit

UPLOAD PENDING DOCUMENTS CANCEL

Add Document Description & Category Type

The screenshot shows the 'Grants Portal' interface with a 'Process Document' modal open. The modal contains a caution message, a 'Filename' field with 'Payroll Policy.docx', a 'Description' field, a 'Category Filter (Optional)' dropdown set to 'All', and a 'Category' dropdown with 'pay' entered. A list of categories is shown below, with 'Force Account Labor Pay Policy' selected. Three callouts provide instructions: 'Step 1: Write description of document' points to the description field; 'Step 2: Begin typing type of document in the Category box' points to the category dropdown; and 'Step 3: Click to select document category type' points to the selected category in the 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

Add Document Description & Category Type

The screenshot shows the 'Grants Portal' interface with a 'Process Document' modal open. The modal contains the following elements:

- 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
- Buttons**: SAVE and CANCEL

A red callout box points to the 'SAVE' button with the text '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

	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 shows the Grants Portal interface. At the top left is the 'Grants Portal' logo. At the top right, there is a notification bell with the number '7' and a user profile icon for 'Leghorn, Fogho...'. Below the header is a navigation bar with 'Dashboard' and 'My Organization' (selected). Under 'My Organization', the user's name and organization ID are listed: 'Glenville - PDMG0009 - 4332DR (4332DR - 9)'. A left sidebar contains a list of menu items: 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 contains several rows of information: 'Locations', 'Counties with Facility', 'Insurance Profile', 'Applicant Event Profiles', and 'Documents'. The 'Documents' row includes buttons for 'UPLOAD', 'DOWNLOAD', and 'MANAGE'. A red callout box labeled 'Step 1: Click Organization Profile' points to the 'Organization Profile' menu item. Another red callout box labeled 'Step 2: Click Manage' points to the 'MANAGE' button in the 'Documents' row.

Step 1: Click
Organization Profile

Step 2: Click
Manage

Edit Document Name

🔍 Search... ?

👁 SHOW/HIDE COLUMNS

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

Click Edit

10 ▾

Showing 1 to 3 of 3 entries

Edit Name

The screenshot shows a 'Portal' interface with a 'Manage Documents' section. An 'Edit Document' modal is open, displaying the following information:

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

At the bottom of the modal are two buttons: 'SAVE CHANGES' and 'CANCEL'. A red bracket on the right side of the modal groups the Filename, Description, and Types fields. A callout box labeled 'Step 1: Edit information' points to this bracketed area. Another callout box labeled 'Step 2: Click Save Changes' points to the 'SAVE CHANGES' button.

Remove Documents

Grants Portal Crocker, Betty

Dashboard | **My Organization** (Bananatown (8790)) | **My Organization Profile** **Manage Documents** + ADD DOCUMENT GO BACK

Bananatown (8790) / Manage Documents

Search...

	Filename	Description	Size	Category	Uploaded Date	By
EDIT REMOVE	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
EDIT REMOVE	Insurance policy.docx		11.4 KB	Insurance Policy	05/29/2019 10:25 PM AST	Crocker, Betty

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 navigation sidebar with items like Dashboard, My Organization, Organization Profile, etc. The main content area is titled 'My Organization' and 'Manage Documents'. It displays a table of documents with columns for Filename, Description, Size, and Category. Two documents are visible: 'General Insurance Expires 12-31-2020.jpg' and 'Insurance policy.docx'. A 'Confirm Delete' pop-up box is overlaid on the table, asking for confirmation to remove a document. The pop-up has 'YES' and 'NO' buttons. A red callout box points to the 'YES' button with the text 'Click Yes'.

Filename	Description	Size	Category
EDIT REMOVE	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
EDIT REMOVE	Insurance policy.docx	11.4 KB	Summary; Force Account Labor Pay Policy; Force Account Labor / Timesheets; Force Account Work Order / Activity

Upload Documents In Applicant Event

These documents apply only to one event.



Add Documents To An Event

Step 1: Click Applicant Event Profiles

Step 2: Click the Magnifying Glass

Grants Portal

7 Leghorn, Fogho...

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 to 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

Applicant Event Profile Document

The screenshot displays the Grants Portal interface. At the top left is the 'Grants Portal' logo. The top right shows a notification bell with a red '7' and a user profile for 'Leghorn, Fogho...'. A secondary navigation bar contains 'Projects' and a 'BULK ASSIGN PROJECT FOCUS' button. The main left sidebar lists navigation options: Dashboard, My Organization (Glenville - PDMG0009 - 4332DR), 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 features a vertical list of menu items: Projects, 406 Mitigation Profile, Insurance Profile, EHP Profile, Documents, Comments, Request for Information, Sample Drawdown Testing, and Discussion. The 'Documents' item is highlighted and includes an 'UPLOAD' button, a 'DOWNLOAD' dropdown, and a 'MANAGE' button. A red callout box with the text 'Click Upload' points to the 'UPLOAD' button. The 'Comments' item has 'EXPORT TO CSV' and 'ADD COMMENT' buttons. The 'Discussion' item has a 'START A DISCUSSION' button.

Applicant Event Profile Document Upload – Pop Up

Portal

Applicant Event Profile

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

Search...

Filename	Added Date
EDIT Glenville PDMG009 Pay Poli	0/2018 08:22 AM CDT
REMOVE	
EDIT Maint Report.docx	3/2018 04:18 PM CDT
REMOVE	

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

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 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

The image shows a web portal interface with a sidebar on the left containing navigation items like 'Admin', 'Grants Manager', and 'Grants Portal'. A 'File Upload' dialog box is open, displaying the file explorer for the 'Glenville' folder on the desktop. A file named 'RPA' (Microsoft Word Document, 12 KB) is selected. A callout box with a red border and white background points to the file with the text 'Step 1: Click to select document'. Below the file list, the 'Open' button is highlighted, with another callout box pointing to it containing the text 'Step 2: Click Open'. The background shows a blurred 'Upload Applicant Event Profile Documents' pop-up window with a dashed box for file selection and 'DOCUMENTS' and 'CANCEL' buttons.

Edit Document Information

The screenshot displays the Grants Portal interface with a modal window titled "Upload Applicant Event Profile Documents". The modal contains a file upload area with a dashed border and a blue arrow icon, with the text "Drag and drop files here, or click here to select files." Below this is a section titled "Documents Pending Upload" featuring a search bar and a table of documents. The table has columns for "Filename", "Description", "Size", and "Category". A single document, "RPA.docx", is listed with a size of "11.5 KB". To the left of the document name are a yellow warning icon and two buttons: "EDIT" (blue) and "REMOVE" (red). A red callout box with a white background and a red border points to the "EDIT" button, containing the text "Click Edit". At the bottom of the modal are two buttons: "UPLOAD PENDING DOCUMENTS" (green) and "CANCEL" (white).

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

406 Mitigation Prof

Insurance Profile

EHP Profile

Documents

Comments

Request for Informa

Discus




History

Upload Applicant Event Profile Documents

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

Documents Pending Upload

Search...

	Filename	Description	Size	Category
  EDIT  REMOVE	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 displays the Grants Portal interface with a 'Process Document' pop-up box. The pop-up box contains a caution message, input fields for 'Filename *', 'Description', 'Category Filter (Optional)', and 'Category *', and 'SAVE' and 'CANCEL' buttons. 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.

Step 1: Type description

Step 2: Click to select type of document

Step 3: Click Save

Process Document

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

Filename *
RPA.docx

Description

Category Filter (Optional)
All

Category *
Select...

SAVE **CANCEL**

Manage Documents In Applicant Event

These documents apply only to one event.



Locate Documents Uploaded To An Event

Step 1: Click Applicant Event Profiles

Step 2: Click the Magnifying Glass

Grants Portal

7 Leghorn, Fogho...

Dashboard

My Organization
Glennville - 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 to 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

Manage Applicant Event Profile Document

The screenshot displays the Grants Portal interface. At the top left is the 'Grants Portal' logo. The top right shows a notification bell with a red '7' and a user profile for 'Leghorn, Fogho...'. A dark sidebar on the left contains navigation items: Dashboard, My Organization (Glenville - PDMG0009 - 4332DR), 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 various profile and document sections: Projects, 406 Mitigation Profile, Insurance Profile (with a ? HELP button), EHP Profile, Documents (with UPLOAD, DOWNLOAD, and MANAGE buttons), Comments (with EXPORT TO CSV and ADD COMMENT buttons), Request for Information, Sample Drawdown Testing, and Discussion (with a + START A DISCUSSION button). A red callout box with the text 'Click Manage' points to the MANAGE button in the Documents section.

Edit Upload Document Information

Grants Portal Crocker, Betty

Dashboard | **My Organization** (Bananatown (8790)) | **Applicant Event Profile** Manage Documents

4337DR-FL (4337DR) / Bananatown (8790) / Manage Documents + ADD DOCUMENT

Search...

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

10 | Showing 1 to 1 of 1 entries | Previous 1 Next

Click Edit

Edit Applicant Event Profile Document

The screenshot displays the Grants Portal interface. On the left, a sidebar menu includes 'Dashboard', 'My Organization', 'Applicant Event Profile', and 'My Tasks'. The main content area shows a list of documents with 'RPA.docx' selected. An 'Edit Document' modal is open, containing the following fields:

- Filename: RPA.docx
- Description: RPA
- Types: All
- Category: × Request for Public Assistance (RPA)

At the bottom of the modal are two buttons: 'SAVE CHANGES' and 'CANCEL'. A red callout box labeled 'Step 1: Edit information' points to the form fields. Another red callout box labeled 'Step 2: Click Save Changes' points to the 'SAVE CHANGES' button.

Remove Documents

Portal 🔔 7 👤 Leghorn, Foghor...

Applicant Event Profile Manage Documents + ADD DOCUMENT

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

🔍 Search... ?

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

10 Showing

Previous 1 Next

Click **Remove** to Delete document

Delete Document Confirmation Pop-Up Box

The screenshot shows the Grants Portal interface. A confirmation pop-up box is displayed over the document list. The pop-up contains the following text:

Confirm Delete

Are you sure you would like to remove this document?

YES NO

The background interface shows a document list with the following columns: Filename, Description, Size, Category, and Upload Date. The document listed is RPA.docx, 11.5 KB, Request for Public Assistance (RPA), uploaded on 06/04. Below the document list, there are 'EDIT' and 'REMOVE' buttons. A red callout box points to the 'YES' button in the pop-up with the text: Click **Yes** to Delete document

Upload Documents to Projects

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



Locate Event

Step 1: Click Applicant Event Profiles

Step 2: Click the Magnifying Glass

Grants Portal

Dashboard

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

My A

REQUEST PUBLIC ASSISTANCE

Filters >

All Active Applicant Event Profiles

Search...

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 | 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

Projects ▼

Active Inactive

Filters

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

SEARCH

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

Grants Portal 🔔 7 👤 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 Event Project Documents

Grants Portal

Dashboard

My Organization

Damage Description

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

Upload Project Documents

File Upload

Step 1: Click on the document to upload

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

File name: Glenville PDMG009 Dell Inc. Contract

All Files

Open Cancel

Step 2: Click **Open**

+ ADD DOCUMENT

UPLOAD PENDING DOCUMENTS

CANCEL

Edit Project Document Information

The screenshot shows the Grants Portal interface with a modal window titled "Upload Project Documents". The modal has a close button (X) in the top right corner. Below the title is a dashed box containing 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. A table lists the pending documents:

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

Below the table, it says "Showing 1 to 1 of 1 entries" and has "Previous", "1", and "Next" buttons. At the bottom right of the modal are "UPLOAD PENDING DOCUMENTS" and "CANCEL" buttons. 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 2: Add Document Description

Step 1: Change document name for better description name

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

Step 1: Click Applicant Event Profiles

Step 2: Click the Magnifying Glass

Grants Portal

Dashboard

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

My A

REQUEST PUBLIC ASSISTANCE

Filters >

All Active Applicant Event Profiles

SEARCH... ?

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

Locate Event Project


The screenshot displays the Grants Portal interface. At the top left, the 'Grants Portal' logo is visible. The navigation menu on the left includes 'Dashboard', 'My Organization', 'Organization Profile', 'Organization Personnel', 'Applicant Event Profiles', 'Exploratory Calls', 'Recovery Scoping Meetings', 'Projects', 'Damages', 'Work Order Requests', and 'Work Orders'. The 'Projects' section is expanded, showing a 'Projects' dropdown menu. A red callout box points to the 'Projects' dropdown menu with the text: 'Step 1: Scroll down and click on arrow to expand the Projects bar'. Below the 'Projects' dropdown, there are filter options for 'Active' and 'Inactive'. A 'Filters' section contains three dropdown menus: 'CATEGORY' (Select...), 'STATUS' (All), and 'HAS RFI' (Select...). Below these filters, there is a search bar and a 'SHOW/HIDE COLUMNS' button. A table of event projects is displayed below the filters. A red callout box points to the search bar with the text: 'Step 2: Click the Magnifying Glass'. The table has columns for 'Project #', 'Category', 'Title', 'Type', 'Process Step', and '# Damages'. The table contains four rows of data.

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

Step 2: Click the Magnifying Glass

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

 🔔 7 👤 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

 Crocker, Betty

Dashboard | **My Organization** (Bananatown (8790)) | **Project Manage Documents** + ADD DOCUMENT

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

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

10 Previous 1 Next

Showing 1 to 1 of 1 entries

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

 Crocker, Betty

Dashboard | **My Organization** (Banatatown (8790)) | **Project Manage Documents** + ADD DOCUMENT

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

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

10 Previous 1 Next

Showing 1 to 1 of 1 entries

Click Remove

Confirm Delete Project Documents Pop-Up Box

The screenshot displays the Grants Portal interface. A pop-up box titled "Confirm Delete" is centered on the screen, asking "Are you sure you would like to remove this document?". Below the question are two buttons: "YES" (highlighted in blue) and "NO". A red callout box with the text "Click Yes" points to the "YES" button. The background shows a "Project Manage Documents" table with columns for "Filename", "Description", "Size", "Category", "Uploaded Date", and "Uploaded By". A single document is listed: "Smith Road Culvert.docx" with a size of "11.4 KB" and an upload date of "06/04/2019 11:48 AM AST". The "REMOVE" button for this document is highlighted in red.

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

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

Step 1: Click Applicant Event Profiles

Step 2: Click the Magnifying Glass

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

Applicant Event Profile Damage Inventory

Portal

2 Leghorn, Fogho

Contacts >

MANAGE

Locations >

MANAGE

Damage Inventory ▾

MANAGE

Active Inactive PAAP

ALL ACTIVE ▾

Search...

SHOW/HIDE COLUMNS

Damage # Category Name Damage Description Applicant Priority Damage Survey Complete?

Step 2: Click Options
Select View Damage Details

OPTIONS ▾			COUNTY ROAD 250LF WASHOUT 35	High	Yes
OPTIONS ▾	27641	C	COUNTY ROAD 200LF WASHOUT 95	High	Yes
OPTIONS ▾			ROBERTS PARK DAMAGES TO PLAYGROUND EQUIPMENT	High	Yes
OPTIONS ▾	27643	G	ROBERTS PARK DAMAGES TO THE MAIN OFFICE COMPLEX	High	Yes

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)
NAME	Emergency Protective Measures	PROJECT	[37584] BANANA TOWN EMP
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
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

Crocker, Betty

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 select files manually.

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

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 options like Dashboard, My Organization, Organization Profile, and My Tasks. The main content area is partially obscured by a white 'Upload Damage Documents' pop-up window. Overlaid on this is a Windows-style 'File Upload' dialog box showing a file explorer view of the 'SI Demo Items' folder on the Desktop. The file list contains various documents and images. A red callout box with the text 'Step 1: Click to select the document to upload' points to a file named 'Cat C - Road-Low Water Crossing_SI Manual_Pa...'. Another red callout box with the text 'Step 2: Click Open' points to the 'Open' button at the bottom right of the dialog box.




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 includes a file upload area with a dashed border and a blue arrow icon, accompanied by 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". A single entry is shown: "Timesheets.docx" with a size of "11.3 KB". To the left of this entry are a yellow warning icon and two buttons: "EDIT" (blue) and "REMOVE" (red). A red callout box with the text "Click Edit" points to the "EDIT" button. At the bottom of the modal are two buttons: "UPLOAD PENDING DOCUMENTS" (green) and "CANCEL" (white).

	Filename	Description	Size	Category
  EDIT  REMOVE	Timesheets.docx		11.3 KB	

Showing 1 to 1 of 1 entries

Previous 1 Next

UPLOAD PENDING DOCUMENTS CANCEL

Add Document Description & Category Tag

The screenshot shows the 'Grants Portal' interface with a 'Process Document' modal open. The modal contains a yellow warning box at the top: 'CAUTION: Document will be uploaded to the Damage.' Below this, there are three input fields: 'Filename *' with the value 'Timesheets.docx', 'Description' with the value 'Timesheets for Road Crew for June', and 'Category Filter (Optional)' with a dropdown menu set to 'All'. At the bottom of the modal, there is a 'Category *' field with a tag that reads 'x Force Account Labor Payroll / Timesheets'. Two buttons are at the bottom right: a blue 'SAVE' button and a grey 'CANCEL' button. Three red callout boxes with white text and red borders point to the description field, the category tag, and the 'SAVE' button respectively.

Step 1: Add Document Description

Step 2: Select Document Category

Step 3: Click **Save**

Save Uploaded Document

The screenshot shows the 'Upload Damage Documents' modal window in the Grants Portal. A red callout bubble on the left points to the file upload area, containing the text: 'Step 1: Continue to add documents by click and drag or selecting files'. The upload area includes 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 table titled 'Documents Pending Upload' with a search bar and a table of one document. A second red callout bubble at the bottom right points to a green button labeled 'UPLOAD PENDING DOCUMENTS', with the text: 'Step 2: Click Upload Pending Documents'.

Grants Portal

Dashboard

My Profile

Organizations

Applications

Explorations

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

Search...

	Filename	Description	Size	Category
✓ EDIT REMOVE	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 1: Continue to add documents by click and drag or selecting files

Step 2: Click Upload Pending Documents

Manage Documents Uploaded to Damage Inventory



Applicant Event Profiles

Step 1: Click Applicant Event Profiles

Step 2: Click the Magnifying Glass

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

Applicant Event Profile Damage Inventory

Portal

2 Leghorn, Fogho

Contacts >

MANAGE

Locations >

MANAGE

Damage Inventory ▾

MANAGE

Active Inactive PAAP

ALL ACTIVE ▾

Search... ?

SHOW/HIDE COLUMNS

Damage # Category Name Damage Description Applicant Priority Damage Survey Complete?

Step 2: Click Options
Select View Damage Details

OPTIONS ▾			COUNTY ROAD 250LF WASHOUT 35	High	Yes
OPTIONS ▾	27641	C	COUNTY ROAD 200LF WASHOUT 95	High	Yes
OPTIONS ▾			ROBERTS PARK DAMAGES TO PLAYGROUND EQUIPMENT	High	Yes
OPTIONS ▾	27643	G	ROBERTS PARK DAMAGES TO THE MAIN OFFICE COMPLEX	High	Yes

Damage Details Documents Bar

Grants Portal Crocker, Betty

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

- Organization Profile
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- 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)
NAME	Emergency Protective Measures	PROJECT	[37584] BANANA TOWN EMP
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

Edit Damage Inventory Document

The screenshot shows the Grants Portal interface. At the top left is the logo and the text "Grants Portal". On the top right, the user name "Crocker, Betty" is displayed. A left sidebar contains navigation options: 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 Manage Damage Documents". Below the title is a breadcrumb trail: "4337DR-FL (4337DR) / Bananatown (8790) / [37584] BANANA TOWN EMP / [145163] Emergency Protective Measures / Documents". There are two buttons: "+ ADD DOCUMENT" and "GO BACK". A search bar is present with the text "Search...". Below the search bar is a table 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". The "EDIT" button for this entry is highlighted with a red callout box containing the text "Click Edit to edit document information". Below the table is a dropdown menu set to "10" and the text "Showing 1 to 1 of 1 entries". At the bottom right of the table area are "Previous", "1", and "Next" buttons.

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
EDIT REMOVE 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 **Edit** to edit document information

Edit Damage Inventory Document

The screenshot shows the 'Grants Portal' interface with a 'Damage' section. An 'Edit Document' modal window is open, containing the following fields:

- Filename: Timesheets.docx
- Description: Timesheets for Road Crew for June
- Types: All
- Category: * Force Account Labor Payroll / Timesheets

At the bottom of the modal are two buttons: 'SAVE CHANGES' and 'CANCEL'.

Step 1: Edit information is indicated by a red bracket pointing to the form fields.

Step 2: Click Save Changes is indicated by a red arrow pointing to the 'SAVE CHANGES' button.

Remove 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 items 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'. There are two buttons: '+ 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 size of 11.3 KB, category 'Force Account Labor Payroll / Timesheets', and uploaded on '06/04/2019 12:08 PM AST' by 'Crocker, Betty'. Each row has 'EDIT' and 'REMOVE' buttons. A red callout box with the text 'Click Remove' points to the 'REMOVE' button. Below the table is a pagination control showing 'Showing 1 to 1 of 1 entries' and 'Previous 1 Next'.

Click Remove

Remove Damage Inventory Document Confirmation Pop-Up Box

The screenshot displays the Grants Portal interface. The main content area is titled "Damage Details" and shows a table with one entry:

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

Below the table, there are "EDIT" and "REMOVE" buttons. A "Confirm Delete" pop-up box is overlaid on the table, containing the text "Are you sure you would like to remove this document?" and two buttons: "YES" (highlighted in blue) and "NO". A red callout box points to the "YES" button with the text "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. The top navigation bar includes the Grants Portal logo and a notification bell with the number 7. The left sidebar contains a menu with the following items: Dashboard, My Organization (with a dropdown arrow), My Tasks (with a dropdown arrow), Calendar, Utilities (with a dropdown arrow), Document Uploader, Resources, and Intelligence. The main content area is titled "Document Uploader" and features a light blue informational box. Below this box are several dropdown menus: "Organization" (selected: "Glenville - PDMG0009 - 4332DR"), "Applicant Event Profile" (placeholder: "Search for event..."), "Search for project..." (disabled), and "Search for damage..." (disabled). A green arrow points to the Organization dropdown. At the bottom, a table 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

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 must select a damage.

Click the Add Document button to complete the upload.

Organization: Bananatown

Applicant Event Profile: 4337DR-FL (4337DR)

Project: Search for project...

Damage: Search for damage...

Upload Destination: The event profile for 4337DR-FL (4337DR) for your organization

SELECT DOCUMENT (Max Size: 100MB)

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

The screenshot shows the Grants Portal interface with a 'File Upload' pop-up box. The pop-up box displays a list of files, with 'Debris Removal Tipping Fees' selected. A red callout bubble points to the file name with the text 'Click on File to Select'. Another red callout bubble points to the 'Open' button with the text 'Click Open'.

Click on File to Select

Name	Date modified	Type
Debris Removal Tipping Fees	11/1/2017 5:35 PM	Microsoft Word
Glenville PDMG0125 Paypolicy	10/31/2017 10:59 AM	Microsoft Word

Click Open

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 🔔 7 👤 Leghorn, Fogho...

Dashboard 🏠 My Applicant Event Profiles REQUEST PUBLIC ASSISTANCE ★

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

Filters ▶ All Active Applicant Event Profiles 🔒 ⚙️ 🔍 ⬇️ ★

Organization Profile
Organization Personnel
Applicant Event Profiles Search... 👁️ SHOW/HIDE COLUMNS
Exploratory Calls
Recovery Scoping Meetings
Projects
Damages
Work Order Requests
Work Orders

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 4 total entries) Previous 1 Next

My Tasks ▼
Calendar
Utilities ▼
Resources

Step 1: Click **Applicant Event Profiles**

Step 2: Click the **Magnifying Glass**

Locate Event Project

Grants Portal

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 [v] BULK ASSIGN PROJECT PO

Active Inactive

Filters

CATEGORY Select... **STATUS** All [v]
HAS RFI Select... **HAS POLICY ISSUE?** Select...

SEARCH [magnifying glass icon]

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

SHOW/HIDE COLUMNS

Manage Project Essential Elements Of Information (EEI) Answers

The screenshot displays the Grants Portal interface for a user named Betty Crocker. The main content area shows project details for Bananatown (8790). Key information includes a 75.00% cost share, an activity completion deadline of March 10, 2019, and a 'Request Extension' link. The 'SECTOR' is listed as '--'. A navigation sidebar on the left includes options like 'My Organization', 'Organization Profile', 'Applicant Event Profiles', 'Projects', 'Damages', 'Work Order Requests', 'Work Orders', 'My Tasks', 'Calendar', 'Utilities', 'Resources', and 'Intelligence'. The main content area features several sections: '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 a gear icon labeled 'MANAGE EEI ANSWERS' located in the 'Essential Elements of Information' section.

Click Manage EEI Answers

Answer EEI Questions

Grants Portal

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

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

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 2: Click Yes or NO

Identify Required Documents

Grants Portal 🔔 🧑 Crocker, Betty

Dashboard | **Manage Essential Elements of Information**

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 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 is damaged and w...ent? 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 🔔 1 👤 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

Regular hours the Applicant is claiming

Overtime hours the Applicant is claimina

Answer Additional EEI Questions

Grants Portal 🔔 1 👤 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? Yes No ? 4 documents required

Was the work performed by:

- 2.1 Force account labor/Applicant's own employees? Yes No ^ 2 documents required
- 2.1.1 Force account labor/Applicant's own employees? Yes No ? ^ 5 documents required

Regular hours the Applicant is claiming

Overtime hours the Applicant is claimina

Essential Elements of Information (EEI)

Reviewing
Answers to EEI
Questions



Applicant Event Profiles

Step 1: Click Applicant Event Profiles

Step 2: Click the Magnifying Glass

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

Locate Event Project

Grants Portal

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 ▼

Active Inactive

Filters

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

SEARCH

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 🔔 1 👤 Crocker, Betty ▾

Dashboard ⚙️ MANAGE CONTACTS

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 ▾

Contacts ▸

Damage Inventory ▸

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

Project Brief Description

i This project has no brief description.

EEI List | EEI Questions | Required Documents

Filters

STATUS **PROCESS STEP**

	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 🔔 1 👤 Crocker, Betty

Dashboard 🏠 Damage Inventory >

My Organization Bananatown (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

	Name	Version	Status	Process Step	Question Status	Document Status	Created By	Created On	Last Action By	Last Action On
⚙️ OPTIONS	Completed Lane - 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
🔍 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 - C	2	Open	Pending PDMG Initial Submittal	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 left is the 'Grants Portal' logo. The top right shows a notification bell with '1' and the user name 'Crocker, Betty'. A left sidebar contains navigation options: Dashboard, My Organization (Bananatown (8790)), Organization Profile, Organization Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Projects, Damages, Work Order Requests, and Work Orders. Below the sidebar, the main content area shows 'Project Completed Lane - Category C' with a breadcrumb trail: 4337DR-FL (4337DR) / Bananatown (8790) / [43315] Collaspe Bridge / EEI. A 'SUBMIT TO FEMA' button is visible. Below this is the 'General Information' section with the following details:

NAME	Completed Lane - Category C
PROJECT	[43315] Collaspe Bridge
PROJECT TYPE	Standard
APPLICANT	Bananatown (8790)
EVENT	4337DR-FL (4337DR)
STATUS	Open
PROCESS STEP	Per Applicant Response at May 14th, 2019 8:28 PM AST

Below the general information is a 'Questions' section. The first question is: '1 Does the Applicant wish to participate in Small Project Self-Certification of completed work?' with a status of 'Yes, 4 documents required'. Underneath, it asks 'Was the work performed by:' followed by a sub-question '1.1 Force account labor/Applicant's own employees?' with a status of 'Yes, 2 documents required'. A 'MANAGE EEI ANSWERS' button is located in the top right of the questions section.

Click **Questions** then review answers

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

Essential Elements of Information (EEI) Documents

Upload
Required
Documents



Applicant Event Profiles

Grants Portal 🔔 7 👤 Leghorn, Fogho...

Dashboard [REQUEST PUBLIC ASSISTANCE](#) ★

My Organization 🏠 My Applicant Event Profiles
Glenville - PDMG0009 - 4332DR
(4332DR - 9)

Applicant Event Profiles 🔍 All Active Applicant Event Profiles

Filters 🔍 Search... ⚙️ 📄 ⚙️ ⚙️ ⚙️ ⭐

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

Grants Portal 🔔 1 👤 Crocker, Betty ▾

Dashboard **My Organization** **Applicant Event Profile** ⚙️ OPTIONS - 📄 REPORTS - ☆

Bananatown (8790) / 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 <small>As of February 22nd, 2019 8:26 AM AST</small>

Event Information

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

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

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

Stats/Summary >
Contacts >
Locations >

Scroll down to
Projects bar

Locate Event Project

Grants Portal

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

SEARCH

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

Locate Essential Elements Of Information (EEI) Required Documents

The screenshot displays 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 such as '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', and 'Resources'. The main content area shows a 'Damage Inventory' section with a 'Damage Description and Dimensions' entry. Below this, the 'Essential Elements of Information' section is visible, featuring a 'Project Brief Description' and a 'Required Documents' tab. A callout box with a red border and pointer highlights the 'Required Documents' tab, containing the text: 'Click to expand Required Documents tab'. Other tabs include 'EEI List' and 'EEI Questions'. A 'MANAGE EEI ANSWERS' button is located in the top right corner of the EEI section.

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

MANAGE EEI ANSWERS

HELP

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
✓ EDIT REMOVE	Procurement document.docx	Procurement Policy	11.4 KB	Procurement Policy

Showing 1 to 1 of 1 entries

Available Documents to Attach

Source: All

Search...

	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

Step 1: Click and drop new files or click to add from menu

Upload New Document – Pop-Up Box

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

Name	Date modified	Type	Size
Glenville			
Grants Manager			
L0871 Maximizin			
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
<input checked="" type="checkbox"/> Timesheets	6/4/2019 12:00 PM	Microsoft Word D...	12 KB

File name: Timesheets

All Files

Open Cancel

Step 1: Click to select file

Step 2: Click **Save**

Selected Document – Pop Up Box

The screenshot shows the Grants Portal interface with a pop-up window for attaching documents. The pop-up window is titled "Attach Force Account Labor Payroll / Timesheets" and contains a search bar, a table of "Selected Documents to Attach", and a table of "Available Documents to Attach". A red callout box points to the "+ ATTACH SELECTED" button.

Attach Force Account Labor Payroll / Timesheets

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

Selected Documents to Attach

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

Source	Filename	Description	Category	Size	Uploaded Date	Uploaded By
+ ATTACH	Damage #145163	Timesheets.docx	Timesheets for Road Crew for June	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

The screenshot displays the Grants Portal interface. On the left is a navigation sidebar with sections: 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 hierarchical tree of documents under the heading 'Damage Description and Dimensions'. A red callout box with the text 'Click Remove' points to the 'Contract Scope of Work and Summary.png' document, which has a red 'Remove' icon next to it. Other documents in the list include 'Force Account Labor Summary', 'Force Account Labor Record', 'Applicant's own equipment?', 'Force Account Equipment Summary', 'Force Account Equipment Rate Costs', 'Force Account Equipment Record', 'Force Account Work Order / Activity Log', 'Force Account Historical Cost Summary', 'Work was performed by Contract', 'Contract Work Summary', 'Contract 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', and 'General Insurance Documents'. The bottom of the page shows a breadcrumb trail: 'Damage Description and Dimensions >'. The top right corner shows the user name 'Crocker, Betty'.

Essential Elements of Information (EEI)

Add
Comments



Add Comment To EEI

The screenshot displays the Grants Portal interface. On the left is a navigation sidebar with sections: 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 hierarchical tree view of project tasks. The tasks are grouped into sections: [1.1.1] Force account labor/Applicant's own employees? (0/2), [1.1.2] Applicant's own equipment? (0/3), [1.2] Work was performed by Contract (3/5), and [2] Roads are included on the project (0/1). Each task has an 'Add' button and a comment icon. A red callout box with the text 'Click Add' points to the 'Add' button next to the 'Activity / Locations Listing' task under the '[2] Roads are included on the project' section. At the bottom of the page, there is a 'Damage Description and Dimensions' section.

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 >

🏠 400 Mitigation Profile >

Add Comment to EEI Question Pop-Up Box

The screenshot displays the Grants Portal interface with a sidebar on the left containing navigation items like Dashboard, My Organization, Organization Profile, and My Tasks. The main content area shows a tree view of project items. A white 'Add Comment' pop-up box is overlaid on the right side of the screen. The pop-up contains a text input field for the comment, a question 'What is the purpose of this comment?' with two radio button options: 'Document Unavailable Reason' and 'General Comment', and two buttons at the bottom: a green 'SAVE' button and a white 'CLOSE' button. Three red callout boxes with white text provide instructions: 'Step 1: Type Comment' points to the text input field, 'Step 2: Select Type of Comment' points to the radio button options, and 'Step 3: Click Save' points to the green 'SAVE' button.

Step 1: Type Comment

Step 2: Select Type of Comment

Step 3: Click Save

Verified Attached Comment

Grants Portal 🔔 1 👤 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 Description and Dimensions ▶

- [1.1.1] Force account labor/Applicant's own employees? 0 / 2
 - Force Account Labor Summary + + +
 - Force Account Labor Record + + +
- [1.1.2] Applicant's own equipment? 0 / 3
 - Force Account Equipment Summary + + +
 - Force Account Equipment Rate Costs + + +
 - Force Account Equipment Record + + +
 - Force Account Work Order / Activity Log + + +
 - Force Account Historical Cost Summary + + +
- [1.2] Work was performed by Contract 3 / 5
 - Contract Work Summary + + +
 - Contract Scope of Work and Summary.png ✗ Remove
 - Contract Document + + + (1 comment)
 - Contract Invoices + + + (1 comment)
 - Procurement Policy + + +
 - General Insurance Expires 12-31-2020.jpg ✗ Remove
 - Contract Bid / Plus Selection Process + + +
- Activity / Locations Listing + + +
 - Koala.jpg ✗ Remove
 - Cost Summary Records + + + (1 comment)
 - Subrecipient Certification Acknowledgement + + + (1 comment)
 - General Insurance Documents + + +
 - Koala.jpg ✗ Remove
- [2] Roads are included on the project 0 / 1
 - Activity / Locations Listing + + +

Note number of Comments Added

Click on Comment to review

View/Edit or Remove EEI Comment Pop-Up Box

The screenshot displays 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 light blue message box says: 'This document category has no Document Unavailable Reasons.' The main content is a table with columns: 'Comment', 'Created On', and 'Created By'. A single row is visible with the comment 'All damaged equipment did not have any salvage', created on '08/11/2018 08:48 PM CDT', by 'Sam, Yosemite'. An 'OPTIONS' dropdown menu is open for the first row, showing 'Edit' and 'Remove' options. Navigation buttons 'Previous', '1', and 'Next' are at the bottom, along with a 'GO BACK' button.

Comments [X]

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

Document Unavailable Reasons

This document category has no Document Unavailable Reasons.

Step 1: 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

Previous 1 Next

GO BACK

Confirm Uploaded Documents

The screenshot displays the Grants Portal interface. On the left is a navigation sidebar with sections: 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 hierarchical list of tasks and documents. A red arrow points from a text box at the bottom to a green checkmark icon next to the document 'Koala.jpg' under the task 'General Insurance Documents'.

Grants Portal 🔔 1 👤 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

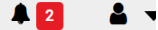
Task List:

- [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 (Remove)
 - Contract Document (+ Add | + Add)
 - Contract Invoices (+ Add | + Add) (1 comment)
 - Procurement Policy (+ Add | + Add)
 - General Insurance Expires 12-31-2020.jpg (Remove)
 - Contract Bid / Plus Selection Process (+ Add | + Add)
- Activity / Locations Listing (+ Add | + Add)
 - Koala.jpg (Remove)
 - Cost Summary Records (+ Add | + Add) (1 comment)
 - Subrecipient Certification Acknowledgement (+ Add | + Add) (1 comment)
 - General Insurance Documents (+ Add | + Add)
 - Koala.jpg (Remove)
- [2] Road... included on the project (0/1)
 - Activ... Locations Listing (+ Add | + Add)

Green Check confirms documents are attached

Confirm Uploading Documents

Portal



Damage Inventory >

Essential Elements of Information ▾

MANAGE EEI ANSWERS

1 of 2 EEIs pending completion

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

Damage Description a

Submit to EEI Back to FEMA

Grants Portal 🔔 7 👤 Leghorn, Fogho...

Dashboard **Project Manage EEIs** ↶ GO BACK

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

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 E - Version 1 Pending Applicant Response

Submit to FEMA

EEI Questions **19/43** Required Documents **2/7** EXPAND ALL COLLAPSE ALL

Click Submit To FEMA

Submit to FEMA – Pop up

The image shows a web portal interface with a 'Submit EEI' pop-up dialog box. The dialog box has a title bar with a close button (X) and contains the following text:

Submit EEI

You are about to submit this EEI to FEMA.

Comment

Below the comment field are two buttons: a blue 'SUBMIT' button and a white 'CANCEL' button with a grey border.

A red callout bubble with a white background and a red border points to the 'SUBMIT' button, containing the text: **Click Submit**

The background of the portal is dimmed and shows various elements including a 'Portal' header, a notification bell with '2', a 'MANAGE EEI ANSWERS' button, a 'SUBMIT TO FEMA' button, and several project entries such as 'Essential E...', 'Project Bri...', 'Completed', 'Direct Administrative Cost - Version 1', and 'Damage Description and Dimensions'.

Identify Tasks to Complete



Identify Tasks to Complete

Grants Portal

Dashboard

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

Click Notification Bell

Notification Bell icon

Crocker, Betty

DOWNLOAD EDIT

Review Task to Complete

Grants Portal 🔔 1 👤 Crocker, Betty ▾

Dashboard ☑️ My Tasks

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 ▾

Filters ▾ My Active Incomplete Tasks ▾ ⚙️ 🔍 ⬇️ ⭐

🔍 Search... 👁️ SHOW/HIDE COLUMNS

	Personnel	Type	Description	Start Date	Age	Deadline	Last Action	Note
☑️ REVIEW	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

The screenshot shows the Grants Portal interface. The top navigation bar includes the logo, 'Grants Portal', and the user name 'Crocker, Betty'. The left sidebar contains a menu with 'My Tasks' selected. A callout box points to the 'My Tasks' menu item with the text: 'Step 1: Click My Tasks to expand then click Tasks'. Another callout box points to the 'REVIEW' button in the task list with the text: 'Step 2: Click Review'.

Grants Portal 🔔 1 👤 Crocker, Betty

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... ?

	Personnel	Type	Description	Start Date	Age	Deadline	Last Action	Note
REVIEW	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

Sign Damage Inventory



Applicant Event Profiles

Step 1: Click Applicant Event Profiles

Step 2: Click the Magnifying Glass

Grants Portal

7 Leghorn, Fogho...

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 4 total entries)

Previous 1 Next

My Tasks

Calendar

Utilities

Resources

Sign Damage Inventory

Step 1: Click Options

Step 2: Click Sign Damage Inventory

Grants Portal

Dashboard

My Organization
Bananatown (8790)

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 <i>As of February 22nd, 2019 8:26 AM AST</i>

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

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

Options

- Comment
- Sign Damage Inventory

Reports

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  **7** 



	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 Previous 1 2 Next

 Sign Document

Click To Sign

SIGNATURE  **CLICK TO SIGN** **DATE** 08/11/2018

 **SUBMIT**  **CANCEL**

Add Signature

Portal

Sam, Yosemite

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.

Print Name * YosemiteSam

Signature Style * Arizonia

YosemiteSam

Enter Password *

→ SIGN CANCEL

SIGNATURE Signature here DATE 11/21/2017

SUBMIT CANCEL

Step 1: Type Name

Step 2: Select Font

Step 3: Enter Password

Step 4: Click Sign

Submit Signed Damage Inventory

Portal

 2  Sam, Yosemite

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

Previous 1 Next

Sign Document

SIGNATURE

Yosemite Sam

 CLICK TO SIGN

DATE

11/21/2017

Click **Submit**

 SUBMIT

 CANCEL

Late Damage Inventory Submission



Applicant Event Profiles

Grants Portal 🔔 7 👤 Leghorn, Fogho...

Dashboard [REQUEST PUBLIC ASSISTANCE](#) ★

My Organization 🏠 My Applicant Event Profiles

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

Filters Applicant Event Profiles ⌵ 🗄 ⚙️ 🔍 📄 ★

Search...

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

- 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

Grants Portal 🔔 1 👤 Diaz, Cameron

Dashboard **My Organization** **Applicant Event Profile** OPTIONS REPORTS ★

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

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 >

MANAGE

Click Manage

Manage Damage Inventory

Click Add Damage

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

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

IMPORT ADD DAMAGE GO BACK

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

Select Damage Type Pop-Up Box

The screenshot displays the Grants Portal interface. A red callout box with the text "Select Standard Damage" points to the "STANDARD DAMAGE" button in a pop-up dialog. The dialog is titled "What type of Damage do you want to create?" and contains three options:

- 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.

The background shows a "Damage Inventory" table with columns for "Damage #", "Category", and "Name". The table contains three rows of data:

Damage #	Category	Name
27637	C	COUNTY ROAD 35
27638	C	COUNTY ROAD 35 400LF WASHOUT
27640	C	COUNTY ROAD 35 250LF WASHOUT

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 Step 2: Click **Save**

 **Applicant Event Profile** Manage Damage Inventory

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

⚠ 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	<input type="text" value="Select..."/>
Name	<input type="text"/>
Reason For Late Submission	<input type="text"/>

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**

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

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 Active Incomplete Tasks

Filters >

Search...

SHOW/HIDE COLUMNS

Personnel	Type	Description	Start Date	Age	Deadline	Last Action	Note
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

Project Details Damage Description & Dimensions

The screenshot displays the Grants Portal interface. At the top, the 'Grants Portal' logo is on the left, and notification icons (7 and 1) and user profile icons are on the right. A dark red navigation bar contains 'Dashboard', 'My Organization' (with a dropdown arrow), and 'Project' (with a briefcase icon). Below 'My Organization', the user's name 'AABERGIN (00-154465657)' is shown. The 'Project' section shows the breadcrumb '4332DR-TX (4332DR) / Glenville - PDMG0009 - 4332DR (4332DR - 9) / [19185] Pump Station'. To the right of the project title are buttons for 'SIGN DDD', 'SEND BACK', 'DOWNLOAD PROJECT REPORT', 'SUBSCRIBE', and 'REPORTS'. The main content area is titled 'General Information' with a 'v0' version indicator. It lists project details: PROJECT # 19185, APPLICANT Glenville - PDMG0009 - 4332DR (4332DR - 9), CATEGORY F - Utilities, EVENT 4332DR-TX (4332DR), TITLE Pump Station, RECIPIENT REGION Region 7, TYPE Standard, STATUS Active, PROCESS STEP Pending Applicant DDD Approval (dated April 20th, 2018 2:07 PM CDT), and % COST SHARE 75.00%. A red callout box with a pointer to the bottom of the page contains the text 'Scroll down to Damage Description and Dimensions bar'. The bottom of the page shows navigation links for '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

PROJECT #	19185	APPLICANT	Glenville - PDMG0009 - 4332DR (4332DR - 9)
CATEGORY	F - Utilities	EVENT	4332DR-TX (4332DR)
TITLE	Pump Station	RECIPIENT REGION	Region 7
TYPE	Standard		
STATUS	Active		
PROCESS STEP	Pending Applicant DDD Approval <i>As of April 20th, 2018 2:07 PM CDT</i>		
% COST SHARE	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 shows the Grants Portal interface. The top navigation bar includes the 'Grants Portal' logo, a notification bell with a red '7', and the user name 'Leghorn, Foghor...'. The left sidebar contains navigation options: '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', and 'Calendar'. The main content area is titled 'Damage Description and Dimensions' and displays the following information:

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.

At the bottom of the page, there are links for '? Development Guide Answers >' and '< Scope & Cost Summary >'. A red callout box with the text 'Step 2: Review DDD' points to the main content area.

Project Details

Click **Send Back**
if changes are
needed

Grants Portal

Dashboard

My Organization
AABERGIN (00-154465657)

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

General Information v0

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

SIGN DDD **SEND BACK** **DOWNLOAD PROJECT REPORT** **SUBSCRIBE**

Click Sign DDD to approve

Click Send Back if changes are needed

Stats / Summary >

Contacts >

Project Signature

The screenshot displays the Grants Portal interface. On the left is a navigation sidebar with options: 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, and Calendar. The main content area is titled "Damage #89973; Buda WWTP" and contains the following information:

- 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.

At the bottom, there is a "Sign Document" section with a "SIGNATURE" field containing the text "Signature here" and a "DATE" field containing "07/06/2018". A yellow button labeled "CLICK TO SIGN" is positioned below the signature field. A red callout box with the text "Click on Click to Sign" points to this button.

Enter Signature & Style

The screenshot shows a 'Sign Document' form with the following fields and steps:

- Step 1: Type Name**: The 'Print Name *' field contains the text 'foghornleghorn'.
- Step 2: Select Signature Font Style**: The 'Signature Style *' dropdown menu is set to 'Allura'.
- Step 3: Enter Password**: The 'Enter Password *' field is filled with ten dots.
- Step 4: Click Sign**: A green button with a right-pointing arrow and the text 'SIGN' is highlighted.

Below the form, the 'Facility Damage:' section contains a list item: '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.'

At the bottom of the page, there is a 'SIGNATURE' field with the placeholder text 'Signature here' and a 'DATE' field with the value '07/06/2018'. A yellow button with a pencil icon and the text 'CLICK TO SIGN' is positioned below the signature field.

Submit Signed Project

The screenshot displays the Grants Portal interface. At the top left is the 'Grants Portal' logo. The top right shows a notification bell with a red '7' and a user profile for 'Leghorn, Foghor...'. A left-hand navigation menu includes 'Dashboard', 'My Organization' (with a dropdown arrow and ID 'AABERGIN (00-154465657)'), 'Organization Profile', 'Organization Personnel', 'Applicant Event Profiles', 'Exploratory Calls', 'Recovery Scoping Meetings', 'Projects', 'Damages', 'Work Order Requests', 'Work Orders', 'My Tasks' (checked), 'Calendar', 'Utilities', 'Resources', and 'Intelligence' (with a dropdown arrow). 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.

The 'Sign Document' section shows a signature field with the signature 'faghornleghorn' and a date field with '07/06/2018'. Below the signature is a yellow button labeled 'CLICK TO SIGN'. A red callout box with the text 'Click Submit' points to a green 'SUBMIT' button and a grey 'CANCEL' button at the bottom right of the page.

Confirm Signed Project Submittal

Confirm Submit

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

Click Yes

Portal

- 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 on the event, which cause overland flooding , 0% work completed.

↓ Sign Document

SIGNATURE *foghornleghorn* **DATE** 07/06/2018


CLICK TO SIGN

Sign Project Scope and Cost

Must have the
proper roles to
perform this
task



My Tasks

 Grants Portal 🔔 1 👤

Dashboard

My Organization ▼
AABERGIN (00-154465657)

My Tasks ▼

- Tasks
- RFIs
- Workflow Items
- Determination Memos
- Essential Elements of Information

Calendar

Utilities ▼

Resources

Intelligence ▼

⏪

☑ My Tasks

i 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

Q Search... SHOW/HIDE COLUMNS

	Personnel	Type	Description	Start Date	Age	Deadline	Last Action	Note
REVIEW	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		
REVIEW	Sam, Yosemite	Applicant Sign	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)

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

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 <i>As of April 20th, 2018 3:06 PM CDT</i>		

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
- Utilities

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
30713

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


🔔 👤


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

The screenshot shows the Grants Portal interface. At the top, the 'Grants Portal' logo is on the left, and a user profile for 'Diaz, Cameron' is on the right. A navigation menu on the left includes 'Dashboard', 'My Organization' (AABERGIN 00-154465657), and various organizational sections. The main content area is titled 'Project' and shows the project details: '4332DR-TX (4332DR) / Glenville - PDMG0125 - 4332DR (4332DR - 125) / [8132] Damaged Roads'. A yellow warning banner states: 'This project is pending Applicant Scope & Cost Approval. The scope and cost must be approved and signed by the Applicant.' A red callout box points to the 'SIGN SCOPE & COST' button with the text 'Click Sign Scope & Cost'. Below the banner, there are sections for 'Policy Issues: Mitigation (1)', 'General Information v0', and a list of project details including Project #, Category, Title, Type, Status, Applicant, Event, Recipient Region, and Process Step.

Grants Portal 🔔 1 👤 Diaz, Cameron ...

Dashboard

My Organization (AABERGIN 00-154465657)

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.

Click Sign Scope & Cost

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 <i>As of April 20th, 2018 3:06 PM CDT</i>		

Applicant DDD Scope & Cost Approval

Please review and sign

General Information

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.

Scroll down to the Sign Document bar

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.

Applicant DDD Scope & Cost Approval

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

The image shows a 'Sign Document' pop-up box with the following fields and callouts:

- Print Name ***: A text input field containing 'YosemiteSam'. A callout box labeled 'Step 1: Type Name' points to this field.
- Signature Style ***: A dropdown menu with 'Arizona' selected. A callout box labeled 'Step 2: Select Signature Font Style' points to this dropdown.
- Enter Password ***: A password input field with 12 dots. A callout box labeled 'Step 3: Enter Password' points to this field.
- Signature Preview**: A preview of the signature 'Yosemite Sam' in a cursive font.
- Buttons**: A green '→ SIGN' button and a grey '↺ CANCEL' button. A callout box labeled 'Step 4: Click Sign' points to the 'SIGN' button.

The background of the page is dimmed and shows sections for 'Insurance' and 'Mitigation', both with a message: 'There are no additional insurance information on Emergency Protective Measures.' and 'There are no additional mitigation information on Emergency Protective Measures.' respectively.

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

The image shows a web portal interface with a 'Confirm Submit' pop-up box. The pop-up box contains the following text:

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.

At the bottom of the pop-up box, there are two buttons: a blue 'YES' button and a white 'NO' button. A red callout box with the text 'Click Yes' points to the 'YES' button.

The background interface includes a 'Portal' header, a notification bell with a '2' badge, a user profile icon, and a document signing section. The signing section shows a 'SIGNATURE' field with the signature 'Yosemite Sam', a 'DATE' field with '11/09/2017', and a 'CLICK TO SIGN' button. At the bottom right of the page, there are 'SUBMIT' and 'CANCEL' buttons.

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



Applicant Event Profiles

Step 1: Click Applicant Event Profiles

Step 2: Click Magnifying Glass

Grants Portal

Dashboard

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

My Applicant Event Profiles

REQUEST PUBLIC ASSISTANCE

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

Locate Event Project

Grants Portal

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

SEARCH

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

Project

4332DR-TX (4332DR)
/ Glennville - 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	Glennville - 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

Grants Portal

Dashboard

Essential Elements of Information >

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

Damage Description and Dimensions >

\$ Scope & Cost Summary ▾

\$ COMPLETE SCOPE & COST

If you need FEMA to complete the development of the Scope & Cost it can be requested by clicking the following button: [REQUEST FEMA COMPLETION](#)

Scope Cost

+ ADD INTRO

Sorry, no damages on **Sheriff's Lab** have a scope.

+ 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



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 Scope Cost Documents

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](#)

i 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

[+ ADD SCOPE](#)

Click **Add Scope**

Enter Scope Of Work

89099 Contents EDIT HEADER

Step 2: Click 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

Review/Edit Scope Of Work

Portal Leghorn, Fogho...

89099 CONTENTS

DDD **Preview** Scope Cost Documents

[COMPLETE THIS SCOPE](#)

89099 Contents

[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

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

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

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.

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
- SHOW/F
- 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

Step 1: Select FEMA Cost Code

Step 2: Enter the Cost Description

Step 3: Enter Quantity

Step 4: Select Unit

Step 5: Enter Unit Price

Step 6: Enter City Adjustment Factor (if applicable)

Step 7: Click Add Item

Portal

89099 CONTENTS

Add a Contract/Vendor Costs item Permanent

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

→ ADD ITEM CANCEL

COMPLETE AND LOCK

\$0.00 + ADD COST

\$0.00 + ADD COST

SHOW/HIDE COLUMNS

TOTAL: \$0.00

Previous Next

Work To Be Completed Permanent Items

Work Completed Non-Permanent Items

Work To Be Completed Non-Permanent Items

GROSS COST \$0.00

COST SHARE 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

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

Showing 1 to 2 of 2 entries

Step 2: Click Edit or Remove Cost

Work Com... \$0.00 + ADD COST

Work Com... \$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 **Preview** Scope **Cost** Documents

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 Previous 1 Next

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

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

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.

Click Go Back

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

Submit Scope and Cost to FEMA

Portal



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 S

FEMA for validation using the button above. on 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](#)

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

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		

Subscribing To Projects



When you want
email notification
on certain projects.

My Projects

Step 1: Expand My Organization

The screenshot shows the 'My Projects' page in the Grants Portal. The page header includes the 'Grants Portal' logo, a notification bell with a red '7', and the user name 'Leghorn, Fogho...'. A left sidebar contains navigation options: Dashboard, My Organization (expanded), Organization Profile, Organization Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Projects, Damages, Work Order Requests, and Work Orders. The 'My Organization' dropdown is open, showing 'Glenville - PDMG0009 - 4332DR (4332DR - 9)'. The main content area features a 'Filters Applied' section with a search bar and a dropdown menu set to 'Projects Active for PA'. Below this is a table of projects with columns for Project #, EMMIE P/W #, Category, Title, Type, Process Step, Activity Completion Deadline, # Damages, # EEI Documents Required, Total 406 HMP Cost, CRC Net Cost, and % Co. Three projects are listed, each with a magnifying glass icon in the Project # column. A callout box points to the 'Projects' menu item in the sidebar, labeled 'Step 2: Click Projects'. Another callout box points to the magnifying glass icon for project 12903, labeled 'Step 3: Click Magnifying glass to select a project'. A third callout box points to the 'My Organization' dropdown menu, labeled 'Step 1: Expand My Organization'.

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

Step 2: Click Projects

Step 3: Click Magnifying glass to select a project

Subscribe to a Project

The screenshot shows the Grants Portal interface. At the top, the 'Grants Portal' logo is on the left, and a notification bell with '1' and a user profile for 'Crocker, Betty' are on the right. Below the header, there's a navigation bar with 'Dashboard' and 'My Organization' (Bananatown (8790)). The main content area is titled 'Project' and shows the project ID '4337DR-FL (4337DR) / Bananatown (8790) / [43315] Collaspe Bridge'. A yellow warning banner 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 the 'General Information' section with the following details:

PROJECT #	43315	APPLICANT	Bananatown (8790)
CATEGORY	C - Roads and Bridges	EVENT	4337DR-FL (4337DR)
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		

On the right side of the project page, there are two buttons: 'OPTIONS' and 'REPORTS'. The 'OPTIONS' button is open, showing a dropdown menu with three items: 'Comment', 'Subscribe', and 'Request Project Title Change'. A red callout box points to the 'Subscribe' option with the text: 'Click Options and select Subscribe'.

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
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

Add Subscription

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

SUBSCRIBE **CANCEL**

General Information

PROJECT #	43315	APPLICANT	B
CATEGORY	C - Roads and	EVENT	4
TITLE	Collaspe Bridge		
TYPE	Standard		
STATUS	Active		
PROCESS STEP	Pending EEI Completion <i>As of February 22nd, 2019 8:28 AM AST</i>		
% COST SHARE	75.00%		
ACTIVITY COMPLETION DEADLINE	March 10, 2019		

Modify Subscription

The screenshot shows 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 'Dashboard' and 'My Organization' (Bananatown (8790)). The main content area is titled 'Project' and shows details for project 4337DR-FL (4337DR) under Bananatown (8790) with the title 'Collaspe Bridge'. A yellow warning banner 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:

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

An 'OPTIONS' dropdown menu is open, showing three options: 'Comment', 'Modify Subscription', and 'Request Project Title Change'. A red callout box points to the 'Modify Subscription' option with the text: 'Click Options then select Modify Subscription'.

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

Grants Portal

Modify Subscription X

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

X UNSUBSCRIBE MODIFY CANCEL

General Information VO

PROJECT #	43315	APPLICANT	E
CATEGORY	C - Roads and P		4
TITLE	Collaspe Brid		
TYPE	Standard		
STATUS	Active		
PROCESS STEP	Pending EEI Comp		
	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 navigation sidebar with options like Dashboard, My Organization, Organization Profile, and My Tasks. The main content area shows a 'Project' page for project 43315, titled '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'. A 'General Information' table is visible below.

PROPERTY	VALUE	PROPERTY	VALUE
PROJECT #	43315	APPLICANT	Ba
CATEGORY	C - Roads and Bridges	EVENT	43
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 page, containing the text: 'Are you sure you want to unsubscribe Crocker, Betty from all subscription events on [43315] Collaspe Bridge?'. It features two buttons: a red 'UNSUBSCRIBE' button and a white 'CANCEL' button. A red callout box with a white background and black text points to the 'UNSUBSCRIBE' button, containing the text 'Click Unsubscribe'.

Request For Information (RFI)



My Tasks

Step 1: Click Notification **Bell**

Step 1: Click **My Tasks** and select **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...

SHOW/HIDE COLUMNS

	Personnel	Type	Description	Start Date	Age	Deadline	Last Action	Note
REVIEW	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)					

Showing 1 to 1 of 1 entries (filtered from 22 total entries)

Previous 1 Next

Step 2: Click **Review** to select the RFI

Request For Information

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 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.

Note: The deadline to respond to the RFI

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

Step 1: Expand **Additional Information** bar

☰ Additional Information ▾

Provide FA Labor documents.

Step 2: Scroll Down to **Line Items** bar

👤 Contacts >

Upload Documents For RFI Request

Portal

🔔 7 👤 Leghorn, Foghor..

Provide FA Labor documents.

Step 1: Expand
Line Items bar

👤 Contacts >

☰ Line Items ▾

📄 UPLOAD LINE DOCUMENT

💬 RECORD LINE RESPONSE

👁️ SHOW/HIDE COLUMNS

Line Item #	Type	Reason	# Documents	Response	Response	# Responses
1	Force Account	Please Provide FA Labor Documents	1			0

Step 2: Click Upload Line Document

10 Showing 1 to 1 of 1 entries

Previous 1 Next

📄 Documents >

📄 UPLOAD LINE DOCUMENT

💬 Discussion >

👤 Comments >

+ ADD COMMENT

Select RFI Specific Line Item

☰ 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 ||

⚙️ OPTIONS ▾	1	Force	Please Provide	1						0
📄 Upload RFI Line Document		Account	FA Labor							
💬 Record RFI Line Response			Documents							

- 📄 View RFI Line Documents
- 💬 View RFI Line Responses
- 💬 Start Discussion

📄 Documents >

📄 UPLOAD LINE DOCUMENT

Step 1: Expand Line Items bar

Step 2: Click Options

Step 3: Click Upload RFI Line Document

Line Item RFI Document Upload-Pop up

The screenshot displays a web application interface with a modal window titled "Upload RFI Line Item Documents". The modal is centered on the screen, overlaying a blurred background of the application's main content. The modal's header includes the title "Upload RFI Line Item Documents" and a sub-header "Line Item #1 - Force Account". Below this is a large dashed rectangular area containing a blue upload icon and the text "Drag and drop a file here, or click here to select a file." A red speech bubble callout points to this area with the text "Drag and drop a file, or click to box to select a file". Underneath the upload area is a section titled "Documents Pending Upload" which contains an information icon and a paragraph: "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." Below this is a "Note" in a light blue box: "Note: You may not upload the document to the RFI that matches an existing document with the same line item." At the bottom of the modal are two buttons: a green "UPLOAD PENDING DOCUMENTS" button and a white "CANCEL" button with a grey border. The background application shows a sidebar with a "Documents" menu item, a top navigation bar with a notification bell icon showing "7", and a main content area with a table of documents. One document is visible with columns for "Record Line Response", "Show/Hide Columns", "On Date", and "CRC Verification". A "Previous" button and a page number "1" are also visible in the background.

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

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

Line Item RFI Document Information

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

Portal

Additional Information

Provide FA Labor documents.

Contacts

Line Items

Line Item # Type

1 Force Account

Options

10 Showing 1 to 1 of 1 entries

Documents

Discussion

Process Document

Leghorn, Fogh

[18088] DAC

LINE RESPONSE

DE COLUMNS

PDMG Verification Date CRC Verification Date # Responses

0

Previous 1 Next

UPLOAD LINE DOCUMENT

Line Item RFI Document Pending Upload

Portal

7 Leghorn, Foghorn

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
EDIT REMOVE	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](#)

[LOAD LINE DOCUMENT](#) [RECORD LINE RESPONSE](#)

[SHOW/HIDE COLUMNS](#)

CRC Verification Date # Responses

[DISCUSSION](#)

[UPLOAD LINE DOCUMENT](#)

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 UPLOAD LINE DOCUMENT RECORD LINE RESPONSE

Step 3: Scroll to the top of the page

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

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

  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

The image shows a web portal interface with a 'Submit RFI Response' pop-up box. The pop-up box has a title bar with a close button (X) and contains the following text:

Submit RFI Response

Are you sure you want to Submit RFI Response?

Reason

YES NO

A red callout box with a white background and a red border points to the 'YES' button, containing the text 'Click Yes'.

The background of the portal is dimmed and shows the following information:

- Portal
- Request for Information
- General Information
- RFI # 4332DR-TX (4332DR)
- DEADLINE 05/05/2018
- STATUS Pending Applicant Response
- Region 7
- Glennville - PDMG0009 - 4332DR (4332DR - 9)
- PROJECT [18088] DAC
- 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
⚙️ OPTIONS ▾ 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 >

Click Record Line Response

Add Line Response

The screenshot displays a web portal interface with a modal window titled "Record Line Response". The modal contains a dropdown menu for "Line Item" with the selected option "#1 - Force Account", and a large text area for "Response". Below the text area is a "Responses" section with a message: "This line item has no responses." At the bottom of the modal are two buttons: a green "SAVE" button and a white "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. The background shows a sidebar with navigation options like "Additional Info", "Contacts", "Line Items", and "Documents", and a main content area with a table header including "CRC Verification Date" and "# Responses".

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

Additional Info

Provide FA Labor do

Contacts >

Line Items >

OPTIONS 1

Documents

Showing 1 to 1 of 1 entries

Documents >

Discussion >

LOAD LINE DOCUMENT RECORD LINE RESPONSE

SHOW/HIDE COLUMNS

CRC Verification Date || # Responses ||

0

Previous 1 Next

UPLOAD LINE DOCUMENT

Leghorn, Fogh

Confirm 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
🔧 OPTIONS ▾ 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

Confirm Line Response in the response column

Edit Line Response

☰ Additional Information ▾

Need procurement procedures/bid documents for contract.

👤 Contacts >

☰ Line Items ▾

📄 UPLOAD LINE DOCUMENT

💬 RECORD LINE RESPONSE

👁️ SHOW/HIDE COLUMNS

Step 1: Click **Options**

Documents || Response || Response By || Responded On || PDGM Verification Date || CRC Verification Date || # Responses ||

- ⚙️ OPTIONS ▾ 1
- 📄 Upload RFI Line Document
- 💬 Edit RFI Line Response
- ✖ Remove RFI Line Response
- 📄 View RFI Line Documents
- 💬 View RFI Line Responses
- 🗨 Start Discussion

Step 2: Click **Edit RFI Line Response**

10 ▾ Showing 1 to 1 of 1 entries

Previous 1 Next

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

10 Showing 1 to 1 of 1 entries

Previous 1 Next

Leghorn, Fogl

LOAD LINE DOCUMENT

RECORD LINE RESPONSE

SHOW/HIDE COLUMNS

CRC Verification Date || # Responses ||

1

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.

Step 1: Click to edit response

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 2: Click Save

Remove Line Response

☰ Additional Information ▾

Need procurement procedures/bid documents for contract.

👤 Contacts >

☰ Line Items ▾

📄 UPLOAD LINE DOCUMENT

💬 RECORD LINE RESPONSE

👁️ SHOW/HIDE COLUMNS

Step 1: Click Options

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

- ⚙️ OPTIONS ▾
- 📄 Upload RFI Line Document
- 💬 Edit RFI Line Response
- ✖️ Remove RFI Line Response
- 📄 View RFI Line Documents
- 💬 View RFI Line Responses
- 🗨️ Start Discussion

Step 2: Click Remove RFI Line Response

10 ▾ Showing 1 to 1 of 1 entries

Previous 1 Next

Remove Line Response Pop-Up Box

The screenshot displays a web portal interface with a 'Remove Response' pop-up dialog box. The dialog box contains the following text:

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

Buttons: **REMOVE** (red), GO BACK

The background shows a table with the following columns: Line Item #, Type, Reason, # Documents, Response, Res, Responded On, PDMG Verification Date, CRC Verification Date, # Responses.

Line Item #	Type	Reason	# Documents	Response	Res	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


Additional UI elements include: 'Additional Information', 'Need procurement procedures/bid documents', 'Contacts', 'Line Items', 'UPLOAD LINE DOCUMENT', 'RECORD LINE RESPONSE', 'SHOW/HIDE COLUMNS', 'Showing 1 to 1 of 1 entries', 'Previous', '1', 'Next'.

A red callout box with the text 'Click Remove' points to the 'REMOVE' button in the dialog box.

Submit Line Response


Portal


  Leghorn, Fogho...

 Additional Information ▾

Need procurement procedures/bid documents for contract.


Scroll to the top of
the page

 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
-------------	------	--------	-------------	----------	-------------	--------------	------------------------	-----------------------	-------------

 OPTIONS ▾	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

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

The image shows a web portal interface with a 'Submit RFI Response' pop-up box. The pop-up has a title bar with a close button (X) and contains the following text:

Submit RFI Response

Are you sure you want to Submit RFI Response?

Reason

YES NO

A red callout box with a white background and a red border points to the 'YES' button, containing the text 'Click Yes'.

The background shows a 'Request for Information' page with a 'SUBMIT RFI RESPONSE' button and a 'General Information' section with the following details:

RFI #	4332DR-TX (4332DR)
DEADLINE	05/05/2016
STATUS	Pending Applicant Response
PROJECT	[18088] DAC

Sign Recovery Transition Meeting (RTM)



Locate Pending RTM Approval

Step 1: Click Applicant Event Profile

Step 2: Click Magnifying Glass

Grants Portal

Dashboard

My Organization
Bananatown (8790)

My Applicant Event Profiles

Filters >

All Active Applicant Event Profiles


SEARCH/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

Applicant Event Profile

🔔 1 👤 ▾

DashboardMy Organization ▾Bananatown (8790)Applicant Event Profile4337DR-FL (4337DR) / Bananatown (8790)⚙️ OPTIONS ▾📄 REPORTS ▾★

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

⚠️ 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

FEMA PA CODE	000-US4NX-00	JOB #	4284DR
NAME	Georgia Department of Public Health	EVENT NAME	4284DR-GA
TYPE	State Government	EVENT TYPE	Disaster
STATUS	Eligible	INCIDENT TYPE	Hurricane
RPA DECISION DATE	11/28/2016 10:38 am CST	INCIDENT LEVEL	3
RSM COMPLETION DATE	12/5/2016 2:30 pm CST	INCIDENT START DATE	October 4, 2016
DAMAGE INVENTORY DEADLINE	02/03/2017	INCIDENT END DATE	October 15, 2016
PROCESS STEP	Pending Applicant RTM Approval	DECLARATION DATE	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

RTM DATE	11/9/2017 2:51 PM CDT	ADDRESS	2 Peachtree Street 15 Floor
RTM ADDTL. INFO	--	ADDRESS 2	--
LOCATION ADDTL. INFO	Conference Ca	CITY	Atlanta
		STATE	--
		ZIP	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

[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

 SIGN RTM

Review RTM and Certify

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 sites 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 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.

Click on
Click To Sign

SIGNATURE

Signature here

CLICK TO SIGN

DATE

11/09/2017

RTM Signature – Pop Up Box

The image shows a screenshot of a web portal with a 'Sign Recovery Transition Meeting' pop-up box. The pop-up box contains the following fields and options:

- Print Name ***: A text input field.
- Signature Style ***: A dropdown menu with 'Allura' selected. Below it is an example of the signature style: *Example: allura*.
- Enter Password ***: A text input field.
- Buttons**: A green 'SIGN' button and a white 'CANCEL' button.

Four red callout boxes with white text and red borders point to these elements:

- Step 1: Type Name** points to the 'Print Name' field.
- Step 2: Select Signature Font Style** points to the 'Signature Style' dropdown.
- Step 3: Type Password** points to the 'Enter Password' field.
- Step 4: Click Sign** points to the green 'SIGN' button.

The background of the portal shows a 'Portal' header, a user profile 'Oz, Memmet', and a 'Sign Rec' section with a 'Please review' message. At the bottom, there is a 'Certification' section with a text area and a 'CLICK TO SIGN' button, and a 'SIGNATURE' field with the text 'Signature here' and a 'DATE' field with the value '11/09/2017'.

Submit Signed RTM

✎ Sign Recovery Transition Meeting

Please review and sign

Click **Submit**

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

Memmet Oz

DATE

11/09/2017

Add Tiles to Dashboard



Add Event

The screenshot shows the Grants Portal interface. The main heading is "My Applicant Event Profiles". A sidebar on the left contains a menu with items like "Organization Profile", "Applicant Event Profiles", and "My Tasks". A table displays event data with columns for Event #, Event Name, Status, Process Step, # Projects, # Damages, and # Work Orders. A magnifying glass icon is present in the first row of the table. Two callout boxes provide instructions: one pointing to the "Applicant Event Profiles" menu item and another pointing to the magnifying glass icon.

Click Applicant Event Profiles

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

Click magnifying glass on Event

Add Event

Grants Portal 🔔 1 👤

Dashboard

My Organization ▼
Bananatown (8790)

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

OPTIONS ▼ **REPORTS** ▼ ★

Organization Profile

Organization Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping Meetings

Projects

Damages

Work Order Requests

Work Orders

My Tasks ▼

Calendar

Utilities ▼

⚠️ This Applicant is pending grant completion.

General Information		Event Information	
FEMA PA CODE	8790	JOB #	4337DR
NAME	Bananatown	EVENT NAME	4337DR-FL
TYPE	County Government	EVENT TYPE	Disaster
SECTOR	--	INCIDENT TYPE	Other
STATUS	Eligible	INCIDENT LEVEL	1
RPA DECISION DATE	03/02/2018 02:47 PM AST	INCIDENT START DATE	September 4, 2017
RSM COMPLETION DATE	02/22/2019 08:30 AM AST	INCIDENT END DATE	Ongoing

Click Yellow Star

Locate New Tile

Grants Portal

Dashboard

My Organization
Bananatown (8790)

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

Click Dashboard

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

Event Information

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

Locate New Tile

The screenshot displays the Grants Portal interface. At the top, the header includes the Grants Portal logo and navigation icons. A left sidebar contains a menu with items like Dashboard, My Organization, Organization Profile, and My Tasks. The main content area features a tile titled 'Applicant Event Profile' for 'Bananatown'. This tile lists details such as '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. 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 main content area features 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 white 'X' icon is located in the top right corner of the tile. A red callout box with the text 'Click on white X on tile' points to this icon.

Grants Portal

Dashboard

My Organization (Bananatown (8790))

My Tasks

Calendar

Utilities

Resources

Intelligence

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 left is the logo and the text "Grants Portal". On the right side of the header are notification and user icons. A dark red sidebar on the left contains menu items: Dashboard, My Organization (Bananatown (8790)), My Tasks, Calendar, Utilities, Resources, and Intelligence. The Intelligence menu is expanded, showing a "Widgets" option. A red callout box points to the "Widgets" option with the text: "Click on Intelligence and select Widgets".

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.










Click on **Intelligence** and select **Widgets**

Select Widget

Grants Portal

widgets

Search...

Preview	Name	Description	Sizes
 + ADD TO DASHBOARD	Applicant Status Column Chart	Showing applicant statuses.	3x1, 4x2
 + ADD TO DASHBOARD	Applicant Status Table	Showing applicant statuses.	3x2
 + ADD TO DASHBOARD	Damage Summary Column Chart	Showing damage summary	2x2
 + ADD TO DASHBOARD	Damages Line Chart	Showing Damage creation timeline	2x2
 + ADD TO DASHBOARD	Event Cost Summary Chart	Showing event cost summary	2x1
 + ADD TO DASHBOARD	Outstanding Items	Showing outstanding items	2x1
 + ADD TO DASHBOARD	Project Location Status Column Chart	Showing project location and status.	2x2, 4x2
 + ADD TO DASHBOARD	Project Status Table Standard/Specialized	Showing project statuses for Standard/Specialized lanes.	4x2
 + ADD TO DASHBOARD	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

The screenshot shows the Grants Portal interface. On the left is a navigation sidebar with options like Dashboard, My Organization, My Tasks, Calendar, Utilities, Resources, and Intelligence. The main area displays a list of widgets, each with an 'ADD TO DASHBOARD' button. A modal dialog titled 'Add Widget - Project Status Table Work Completed/Fully Documented' is open, showing a dropdown for 'Event' with '4337DR-FL (4337DR)' selected and a dropdown for 'Size' with '4x2 (default)' selected. At the bottom of the modal are '+ ADD' and 'CANCEL' buttons.

Step 1: Click to select Event

Step 2: Click **Add**

Locate Widget on Dashboard

The screenshot shows the Grants Portal dashboard. On the left is a dark red sidebar menu with the following items: Dashboard, My Organization (Bananatown (8790)), My Tasks, Calendar, Utilities, Resources, Intelligence, and Widgets. The main content 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' menu item in the sidebar.

	Description	Sizes
+ ADD TO DASHBOARD	Status Column Chart	Showing applicant statuses. 3x1, 4x2
+ ADD TO DASHBOARD	Status Table	Showing applicant statuses. 3x2
+ ADD TO DASHBOARD	Damage Summary Column Chart	Showing damage summary 2x2
+ ADD TO DASHBOARD	Damages Line Chart	Showing Damage creation timeline 2x2
+ ADD TO DASHBOARD	Event Cost Summary Chart	Showing event cost summary 2x1
+ ADD TO DASHBOARD	Outstanding Items	Showing outstanding items 2x1
+ ADD TO DASHBOARD	Project Location Status Column Chart	Showing project location and status. 2x2, 4x2
+ ADD TO DASHBOARD	Project Status Table Standard/Specialized	Showing project statuses for Standard/Specialized lanes. 4x2
+ ADD TO DASHBOARD	Project Status Table Work Completed/Fully Documented	Showing project statuses for Work Completed/Fully Documented lanes. 4x2

Locate Widget on Dashboard

The screenshot shows the Grants Portal dashboard. The top navigation bar includes the Grants Portal logo and user profile icons. The left sidebar contains navigation options: Dashboard, My Organization (Bananatown (8790)), My Tasks, Calendar, Utilities, Resources, and Intelligence. The main content area displays a widget titled "Compl. Work / Fully Doc. Project Status" for "My Org on 4337DR".

	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			

A red callout box with the text "Click on any item" points to the 'EEI' column in the table.

Help, Feedback, Release Notes, and Sign Out



Locate Help Information

The screenshot shows the Grants Portal interface. At the top left is the 'Grants Portal' logo. Below it is a navigation menu with 'Dashboard' and 'My Organization' (selected). The main content area is titled 'My Organization Profile' for 'Banatown (8790)'. Under 'General Information', there are fields for 'STATE/TRIBE/TERRITORY' (Florida), 'LEVEL 2' (Banatown), 'TYPE' (County Government), and 'EIN NUMBER' (--). Below this are three sections: 'Personnel', 'Locations', and 'Counties with Facility', each with a 'MANAGE' button. On the right, a user profile dropdown menu is open, showing options: 'Sign Out', 'My Profile', 'Feedback', 'Help', 'About', and 'Release Notes'. A red callout box with the text 'Click on Name and Select Help' points to the 'Help' option in this menu.

Locate Help Information

The screenshot shows the Grants Portal interface. A modal window titled "Help with Grants Portal" is open, displaying contact information for call and email support. A red callout bubble points to the "REQUEST ASSISTANCE FOR CURRENT PAGE" button.

Grants Portal

Dashboard

My Organization
Bananatown (8790)

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

REQUEST ASSISTANCE FOR CURRENT PAGE

CLOSE

Click Request Assistance for Current Page

Instructions For Provide Feedback

The screenshot shows a web application interface for a Grants Portal. A modal window is open in the center, 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

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 'x' icon. A red callout bubble points to this button with the text "Click Close".

The background interface includes a sidebar with navigation 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.

Release Notes – Changes to Grants Portal

The screenshot shows the Grants Portal interface. At the top left is the 'Grants Portal' logo. A navigation menu on the left includes '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', 'Calendar', and 'Utilities'. The main content area is titled 'My Organization Profile' for 'Bananatown (8790)'. Under 'General Information', it lists: STATE/TRIBE/TERRITORY: Florida; LEVEL 2: Bananatown; TYPE: County Government; EIN NUMBER: --. Below this are three sections: 'Personnel', 'Locations', and 'Counties with Facility', each with a 'MANAGE' button. A user menu in the top right contains 'Sign Out', 'My Profile', 'Feedback', 'Help', 'About', and 'Release Notes'. A red callout box points to the 'Release Notes' menu item with the text: 'Click on Name and Select Release Notes'.

Release Notes Pop-Up Box

The screenshot displays the Grants Portal interface with a 'Release Notes' pop-up box. The pop-up box has a title bar with 'Release Notes' and a close button (X) in the top right corner. Below the title bar, there is a dropdown menu for 'Release' currently set to 'Release 5 Sprint 14'. The main content of the pop-up box is a list of release notes for 'Release 5 Sprint 14', which was deployed on 06/01/2019. The notes are organized into a bulleted list with sub-sections: Grants Portal, Retirement of Puerto Rico and USVI Custom Workflow, State-Led PA, and PDMG Project Assignments. A red callout box with a pointer to the close button (X) contains the text: 'Click **Close** at the bottom of screen or the **X** at the top of screen'.

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

WNLO

Release Notes

Release Release 5 Sprint 14

Release 5 Sprint 14 ^

Deployed On 06/01/2019

- Grants Portal
 - Retirement of Puerto Rico and USVI Custom Workflow
 - Retouted 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

Click **Close** at the bottom of screen or the **X** at the top of screen

Sign Out of Grants Portal

The screenshot shows the Grants Portal interface. The main content area displays the 'My Organization Profile' for 'Banatown (8790)'. The profile information includes:

- STATE/TRIBE/TERRITORY: Florida
- LEVEL 2: Banatown
- TYPE: County Government
- EIN NUMBER: --
- IS ACTIVE?: Yes
- FEMA PA CODE: 8790

Below the profile information, there are three sections for management:

- Personnel > (MANAGE)
- Locations > (MANAGE)
- Counties with Facility > (MANAGE)

A red callout box with the text 'Click on Name and Select Sign Out' points to the user profile dropdown menu in the top right corner. The dropdown menu contains the following options:

- Sign Out
- My Profile
- Feedback
- Help
- About
- Release Notes

Grants Portal Hotline for Assistance:

(866) 337-8448

