



Grants Portal

Applicant

User Manual

Version 5.1 – June 10, 2019



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Creating Password for a New Account



Applicant Receives Access Email

From: support@pagrants.fema.gov [mailto:support@pagrants.fema.gov]

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

Grants Portal

Privacy Notice

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

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

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

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

REJECT **ACCEPT**

Click Accept

Attention Pop Up Box

ATTENTION



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

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

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

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

REJECT

ACCEPT

Click **Accept**

Dashboard


The screenshot shows the Grants Portal interface. At the top left is the logo and the text "Grants Portal". Below this is a navigation bar with "Dashboard" selected. Underneath is a section for "My Organization" for "Bananatown (8790)". A vertical sidebar on the left contains various menu items: Organization Profile, Organization Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Projects, Damages, Work Order Requests, Work Orders, My Tasks, Calendar, Utilities, Resources, and Intelligence. The main content area features a green informational box with the text: "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


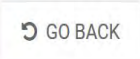



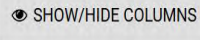
Add Personnel





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

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

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

At the bottom of the form, there are two buttons: a green "SAVE" button and a grey "CANCEL" button. A red callout box points to the "SAVE" button with the text "Step 2: Click Save". Another red callout box points to the form fields with the text "Step 1: Complete Information".

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

Portal

Leghorn, Fogho...

Manage Personnel

RE-SEND INVITE

EDIT

GO BACK

General Information

NAME Coyote , Wile

TITLE Vice Mayor

PRIMARY ORG [Glenville - PDMG0009 - 4332DR \(4332DR - 9\)](#)

PERSONNEL STATUS Available

User Information

USERNAME [ecoyote@glenville.gov](#) [EDIT](#)

ACCOUNT STATUS Active [DISABLE ACCOUNT](#)

ACCOUNT LOCKED? No [LOCK ACCOUNT](#)

LAST LOGIN --

PASSWORD LAST SET 10/28/2017 8:33 am

Contact Info >

MANAGE

Roles ▾

System Roles >

Organization Roles [Glenville - PDMG0009 - 4332DR \(4332DR - 9\)](#) >

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. On the left, under 'Assigned Roles', there are two sections: 'APPLICANT ROLES' and 'ADMINISTRATIVE ROLES'. The 'APPLICANT ROLES' section includes 'Primary PA Coordinator', 'Alternate PA Coordinator', 'Authorized Representative', and 'Project POC', all with checked boxes and question mark icons. The 'ADMINISTRATIVE ROLES' section includes 'Account Manager', 'Personnel Manager', 'Organization Admin', and 'Read-Only Access', with 'Account Manager' and 'Personnel Manager' checked. A red callout points to the question mark icons, stating 'Place mouse over “?” for definition of role'. The 'Permissions Preview' section is divided into three columns: 'ORGANIZATION', 'PERSONNEL', and 'APPLICANT'. Each column lists various permissions with green checkmarks (indicating they are granted) or red X marks (indicating they are not). A red callout points to the green checkmarks, stating 'Green check will allow personnel to perform those functions'. At the bottom right of the window, there is a green 'SAVE' button and a grey 'CANCEL' button. A red callout points to the 'SAVE' button, stating 'Step 2: Click Save'. On the left side of the main interface, a red callout points to a small box, stating 'Step 1: Click the Box'. The background shows the 'Grants Portal' dashboard with a sidebar menu and a user profile for Betty Crocker.

Manage User Accounts



Organization Profile - Manage User Accounts

Grants Portal Crocker, Betty

Dashboard

My Organization
Bananatown (8790)

My Organization Personnel

Filters > All Active Organization Personnel

Search:

| 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

The screenshot shows the Grants Portal interface. The top navigation bar includes the 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 displays the profile for 'Crunch, Captian' with fields for NAME, USERNAME, TITLE, STATUS, and ORG PERSONNEL STATUS. A red callout box points to a dropdown arrow next to the 'Roles' section, with the text 'Step 1: Click arrow to open Roles bar'. Below this, the 'Roles' section is expanded to show 'Organization Roles Bananatown (8790)'. A second red callout box points to a 'MANAGE' button next to this section, with the text 'Step 2: Click Manage'. At the bottom, a table lists the assigned roles for the user.

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

Grant/Edit Roles

Place mouse over “?”
for definition of role

Green check will
allow personnel to
perform those
functions

Step 1: Click
the **Box**

Step 2: Click
Save

Grants Portal

Dashboard

My Organization
Banahacovyn (8790)

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

Contact Info

Roles

System Roles

Organization Roles

Role

Account

Edit Roles for Crocker, Betty

Assigned Roles

APPLICANT ROLES

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

ADMINISTRATIVE ROLES

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

Permissions Preview

ORGANIZATION

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

PERSONNEL

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

APPLICANT

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

DAMAGE INVENTORY

- Edit
- Manage Documents

PROJECT

- Sign DDD
- Sign Scope & Cost

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

Showing 1 to 6 of 6 entries

Organization Profile

Facility
Locations



Add Locations to Profile

The screenshot shows the 'Grants Portal' interface. At the top left is the 'Grants Portal' logo and a 'Dashboard' button. The user is logged in as 'Crocker, Betty'. The main heading is 'My Organization Profile' for 'Banatatown (8790)'. A left sidebar contains a menu with items like '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 'General Information' and displays the following details:

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

Below the information are several sections, each with a 'MANAGE' button:

- Locations > (MANAGE)
- Counties with Facility >
- Insurance Profile > (UPLOAD INSURANCE DOCUMENTS, HELP)
- Applicant Event Profiles >
- Documents > (UPLOAD, DOWNLOAD, MANAGE)

Three callout boxes provide instructions:

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

Add Locations

The screenshot shows the Grants Portal interface. The main header is "Grants Portal" with a user profile icon in the top right. The left sidebar contains 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. The main content area is titled "My Organization Profile Manage Locations" for "Bananatown (8790)". It features a search bar, a table of locations, and action buttons: "+ ADD", "SAVE", and "CANCEL". A red callout box with the text "Click ADD" points to the "+ ADD" button. The table has columns for Address, Suite/Apt, City, State, Zip Code, County, and IS Primary?. One entry is visible: 345 Banana Road, Bananatown, 32654, Yes. Below the table is a pagination control showing "Showing 1 to 1 of 1 entries" and "Previous 1 Next".

Click ADD

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

Showing 1 to 1 of 1 entries

Enter Facility Location Pop-up Box

Add Location [Close]

Address * 123 Main Street

Building / Suite

Bananatown

Alaska

23842

Anchorage, Municipality of [X] [Dropdown]

Primary Location [Help]

SAVE [CANCEL]

Step 1: Enter Address

Step 2: Click Save

Save Location

Portal Leghorn, Fogho...

Manage Locations

+ ADD SAVE CANCEL

Search... ? SHOW/HIDE COLUMNS

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

10 ▼ Previous 1 Next

Showing 1 to 2 of 2 entries

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 <small>*Only if different</small> |
|------------------|---|
| ADDRESS 1 * | ADDRESS 1 |
| ADDRESS 2 | ADDRESS 2 |
| CITY * | CITY |
| STATE * | STATE |
| ZIP CODE * | ZIP CODE |
| COUNTY * | COUNTY |

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 | Berrow 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



Grants Portal

ZIP CODE 30067


ZIP CODE -

COUNTY Dougherty County

COUNTY -

Counties with Facility

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

 SUBMIT

Click **Submit**

Confirmation of Submittal

Your access request has been submitted!

You will be contacted once your request has been approved.

Email Confirmation of Submittal

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

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 or Government
FEMA PA Code
Is PNP? No

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

Start Request Public Assistance Process

✍ Request Public Assistance

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

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

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

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

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

← PREV **NEXT** → ↻ CANCEL

Click **Next**

General Information

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 CHANGE

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

Mailing Address CHANGE

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

← PREV **NEXT** → ↻ CANCEL

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

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

Step 3: Click **Next**

Other Information/Comments

Portal

🔔 3 👤 Sam, Yosemite ▾

✎ Request Public Assistance

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

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

Comments

Limit 500 characters

← PREV **NEXT** → ↻ CANCEL

Step 1: Enter Additional information/ Comments

Step 2: Click **Next**

Review Request

Portal

Request Public Assistance

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

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**

← PREV **NEXT** → ○ CANCEL

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**

The image shows a modal window titled "Add Document" with a close button (X) in the top right corner. A yellow caution banner at the top reads: "CAUTION: Document will be uploaded to the **Organization Profile**." Below the banner is a green button labeled "SELECT DOCUMENT" with the text "(Max Size: 100MB)" to its right. A red callout bubble points to this button with the text "Click Select Document". The form contains the following fields:

- Filename:
- Description:
- Types: (dropdown menu)
- Category:

At the bottom right of the modal are two buttons: a blue "ADD DOCUMENT" button with a checkmark icon, and a grey "CANCEL" button with a close icon.

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

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: **General Documents**

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

ADD DOCUMENT **CANCEL**

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

Step 1: Review Information

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

Step 3: Add Document

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: peter@stpeter.org
Phone: (512) 589-6532

Alternate Contact

Name: Wings, Angelic
Title: Administrator
Email: angelicw@stpeter.org
Phone: (512) 589-6533

Primary Location

Address: 1309 Rutherford Lane
City: Austin
State: Texas
Zip: 78753
County: Travis County

Step 1: Review Information

Who may use the facility? Open to the public
Is there a fee to use the facility? No
Was the facility in use at the time of the disaster? Yes
Did the facility sustain damage as a direct result of the disaster? Yes
What type of assistance is being requested? Public Assistance
Does the PNP organization own the facility? Yes
Proof of Ownership • [Deed.docx](#)
Does the PNP organization have the legal responsibility to repair the facility? Yes
Proof of Legal Responsibility • [Deed.docx](#)
Is the facility insured? Yes
Copy of Insurance Policy • [Insurance Policy.docx](#)
Additional information or comments --

Additional Documentation

Charter and/or By-Laws • [Charter and Bylaws.docx](#)
Accreditation • [Church Accreditation.docx](#)
Tax Exemption Certificate • [Tax Exempt Cert.docx](#)

Justification

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

Other Info

Comments --

Justification

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

← PREV **SUBMIT** ✓ CANCEL

Step 2: Click **Submit**

Congratulations Screen

Request Public Assistance

Congratulations! Your Request for Public Assistance has been successfully processed and has been submitted to your Recipient Organization for review. Once reviewed by your Recipient Organization it will then be submitted onward to be processed by FEMA.

Over the next several days you will receive additional information on the status of your Request for Public Assistance eligibility review. If your organization is deemed eligible for Public Assistance, you will be assigned a Program Delivery Manager (PDMG) who will serve as your single point of contact for FEMA's Public Assistance program. The PDMG will call you to briefly discuss your disaster damages and set up a face-to-face meeting called the Recovery Scoping Meeting. This meeting is designed to discuss in detail your damages and documentation needed to support your claim.

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

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

Small Business Administration (SBA)

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



Applicant Event Profiles

Step 1: Click **My Organization**

The screenshot shows the Grants Portal interface. The top navigation bar includes 'Dashboard', 'My Organization', 'Personnel', 'Locations', 'Counties with Facility', 'Insurance Profile', and 'Applicant Event Profiles'. The left sidebar contains various menu items such as 'Organization Profile', 'Organization Personnel', 'Applicant Event Profiles', 'Exploratory Calls', 'Recovery Scoping Meetings', 'Projects', 'Damages', 'Work Order Requests', 'Work Orders', 'My Tasks', 'Calendar', 'Utilities', 'Resources', and 'Intelligence'. The main content area displays the 'Applicant Event Profiles' section with a filter dropdown set to 'All'. Below the filter is a search bar and a table of 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 page, there are buttons for 'Documents', '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

The screenshot shows a web portal interface with a dark red header bar containing the word "Portal" in a serif font. Below the header is a light gray navigation bar with a dropdown menu labeled "PNP Information". The dropdown menu is open, showing several options: "PNP Information", "SBA Loan" (highlighted with a blue underline), "SBA Loan Information", "SBA Loan Documents", and "SBA Loan History". To the right of the "SBA Loan Documents" option is a "MANAGE" button with a gear icon. Below the navigation bar are several content sections, each with a left-side icon and a right-side "MANAGE" button. The sections are: "EHP Profile" (tree icon), "Documents" (document icon), and "Comments" (comment icon). Three red callout boxes with white text and red borders point to specific elements: "Step 1: Click to expand bar" points to the "PNP Information" dropdown; "Step 2: Click SBA Loan Tab" points to the "SBA Loan" tab; and "Step 3: Click Manage on SBA Loan Documents" points to the "MANAGE" button next to "SBA Loan Documents".

Portal

Step 1: Click to expand bar

PNP Information

PNP Information SBA Loan

Step 2: Click **SBA Loan Tab**

SBA Loan Information >

SBA Loan Documents > **MANAGE**

SBA Loan History >

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

EHP Profile >

Documents > **MANAGE**

Comments > **+ ADD COMMENT**

Manage Event PA Request SBA Documents

The screenshot shows a web portal interface. At the top left, the word "Portal" is displayed in a large, dark font. In the top right corner, a user profile icon is shown next to the name "Uchiha, Sasuke...". Below the header, there is a navigation bar with several menu items: "Applicant Event Profiles", "PNP Information", "Manage Applicant Event Profiles", and "SBA Loan". A green button with a white plus sign and the text "+ ADD DOCUMENT" is positioned to the right of the navigation bar. Below the navigation bar, the word "Documents" is displayed. A light blue banner contains the text "This Applicant Event Profile has no documents.".

Click **Add Document**

Add SBA Document

Portal

Uchiha, Sasuke...

Documents

Applic

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

Category

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

✓ 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 |
| TX 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, there is a form with the following fields: "Pair City Museum SBA Loan Letter.docx" (with a "(Max Size: 100MB)" note), a "Name" field containing the same filename, a "Description" field containing "SBA Determination letter for DR4332TX", a "Types" dropdown menu set to "PNP Information", and a "Category" field set to "SBA Loan Documentation". At the bottom of the modal is another yellow warning box with a triangle icon and the text: "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." At the bottom right of the modal are two buttons: a blue "ADD DOCUMENT" button with a checkmark icon and a grey "CANCEL" button with an 'X' icon. A red speech bubble on the left points to the "Description" field with the text "Step 1: Add document description". A red speech bubble on the right points to the "ADD DOCUMENT" button with the text "Step 2: Click Add Document".

Uchiha, Sasuke...

es 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**.

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

Pair City Museum SBA Loan Letter.docx

Description: SBA Determination letter for DR4332TX

Types: PNP Information

Category: SBA Loan Documentation

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

ADD DOCUMENT CANCEL

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' (with 'Pair City Museum' selected), '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'. This document has 'EDIT' and 'REMOVE' buttons. A dropdown menu shows '10' items. At the bottom, it says 'Showing 1 to 1 of 1 entries' and has 'Previous', '1', and 'Next' navigation buttons. Three red callout boxes provide instructions: one pointing to the top-left page icon, one pointing to the 'EDIT' button, and one pointing to the 'REMOVE' button.

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 |

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**

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

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 UPLOAD SBA LOAN

| | Filename | Description | Size | Category | Uploaded Date | Uploaded By |
|--------------------------|---------------------------------------|--|---------|------------------------|---------------|----------------|
| x 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

Previous 1 Next

SAVE CANCEL

Confirm SBA Loan Information Questions

The screenshot shows a web portal interface with the following elements:

- Header:** "Portal" on the left and "Uchiha, Sasuke" on the right.
- PNP Information Section:** A dropdown menu labeled "PNP Information" is expanded to show "PNP Information" and "SBA Loan" tabs. The "SBA Loan" tab is selected.
- SBA Loan Information Section:** A dropdown menu labeled "SBA Loan Information" is expanded to show a list of questions with status indicators:
 - 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 Section:** A dropdown menu labeled "SBA Loan Documents" is expanded to show a table of documents. A "MANAGE" button is visible in the top right corner of this section.

| 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

My Organization

Organization Profile

Organization Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping

Meetings

Projects

Damages

Work Order Requests

Work Orders

My Tasks

Calendar


Utilities

Resources




Intelligence

Step 2: Click **Applicant Event Profiles**

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 >

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

Step 2: Click **Manage**

Download Damage Inventory Template

Portal 🔔 7 👤 Leghorn, Foghor...

Applicant Event Profile Manage Damage Inventory

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

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

- Download Template
- Upload Spreadsheet
- View Imports

Damage Inventory

Search... SHOW/HIDE COLUMNS

| | Damage # | Category | Name | D | | Cause of Damage | Location |
|--|----------|----------|----------------|------------------------------------|------------------------|-----------------|--|
| EDIT REMOVE | 27637 | C | COUNTY ROAD 65 | 2 | nty 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 |

Click Import then select Download Template

Download Damage Inventory Template Pop-Up Box

Step 1: Click Open With

Opening Grants Manager Damage Import Template - Glenville - PDMG0125 - 4332DR (4332DR - 125).xlsx

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.

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 |

Enable Editing

The screenshot shows the Microsoft Excel interface with a 'Protected View' warning bar. A red callout box highlights the 'Enable Editing' button. The spreadsheet contains a form for disaster information and a table for damage inventory.

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

| Category | Name of damage/facility | Address 1 | Address 2 | City | State | Zip | Latitude | Longitude | Describe Dam |
|----------|-------------------------|-----------|-----------|------|-------|-----|----------|-----------|--------------|
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

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

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

- Download Template
- Upload Spreadsheet
- View Imports

SHOW/HIDE COLUMNS

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

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 Inventory Spreadsheet

Portal

Applicant Event Profile M

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

Search Glenville applicant doc

Organize New folder

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

Documents
Pictures
Foghorn Leghorn
PDMG Manuals
PRINT THESE
SI Manual 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

Do you wish to cancel and discard this import?

The results below will be saved for later viewing.

CANCEL IMPORT GO BACK

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

Click **Cancel Import**

Records

SHOW RECORDS All

Search... ?

SHOW/HIDE COLUMNS

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

Commit Import

Do you wish to commit the changes in this import?

This may take several minutes depending on the number of changes.

COMMIT IMPORT GO BACK

Click Commit Import

Portal

! Import D

Results

TOTAL RECORDS IMP

NEW DAMAGE RE

COMMIT IMPORT

CANCEL IMPORT

Records

SHOW RECORDS All

Search...


SHOW/HIDE COLUMNS

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**

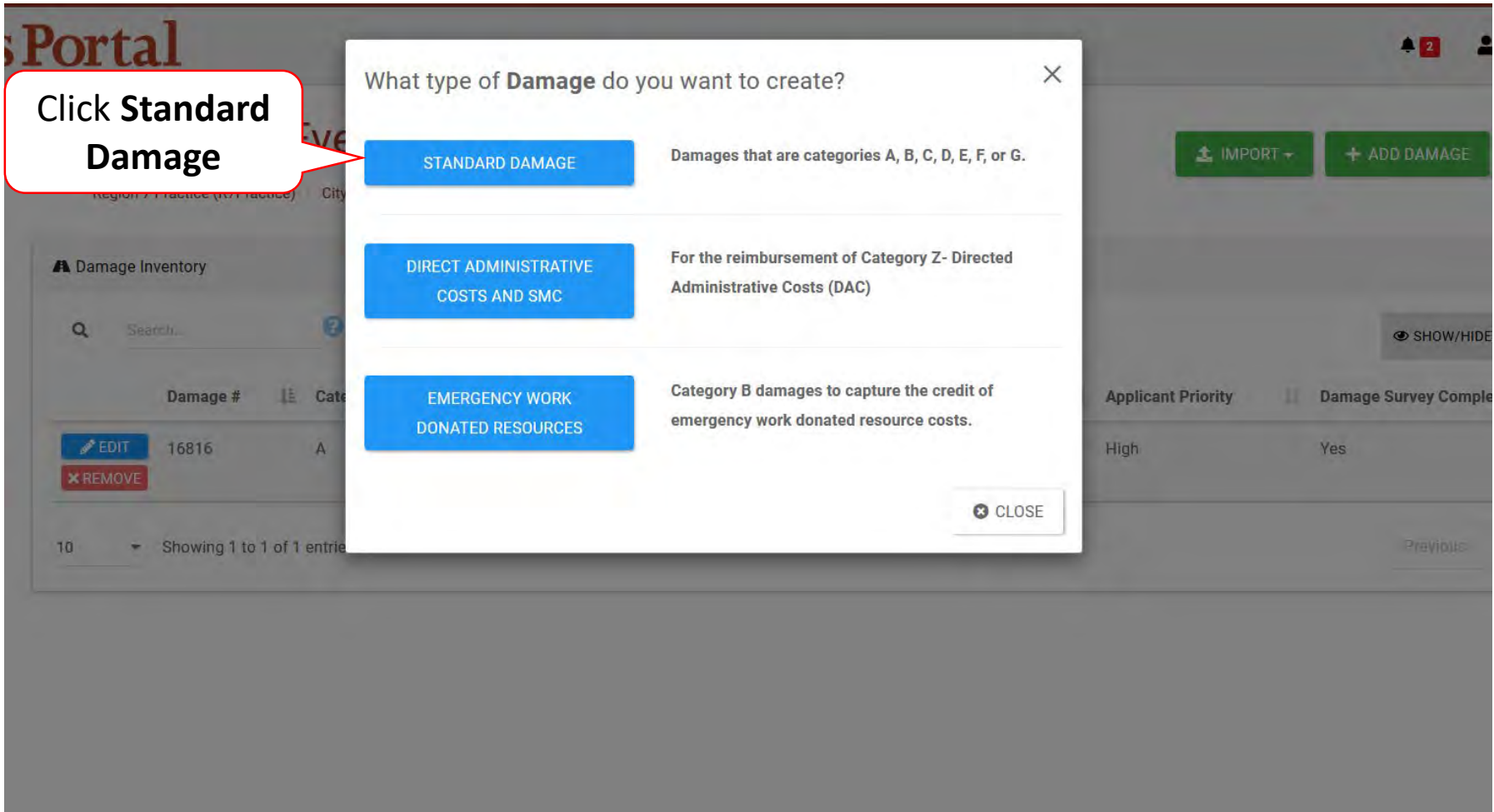
What type of **Damage** do you want to create? ✕

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

Dashboard My Organization Bananastown (8790) Applicant Event Profile Manage Damage Inventory

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

General Information

Category: Select...
Name: _____

Damage Information

Damage Description: _____
Cause of Damage: Select...
Prior PA Grant?

Location Information

Location: Address Latitude/Longitude Map

Street Address: _____
Building / Suite: _____
City: _____
Florida: _____
Zipcode: _____

Work Information

% Work Complete: _____
Approximate Cost: _____
Labor Type: Select...
Applicant Priority: Select...

Step 2: Click Save

Step 1: Complete Information

SAVE CANCEL

SAVE

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...

| 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



Damage Inventory Bar



Portal 


| | | | |
|----------------------------------|---|----------------------------|------------------------------------|
| RPA DECISION DATE | 8/29/2017 7:14 pm CDT | INCIDENT LEVEL | 1 |
| RSM COMPLETION DATE | 9/15/2017 3:15 pm CDT | INCIDENT START DATE | August 23, 2017 |
| DAMAGE INVENTORY DEADLINE | 11/14/2017 | INCIDENT END DATE | August 28, 2017 |
| PROCESS STEP | Pending Grant Completion <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**

Edit Damage Inventory

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 35 | 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 |

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

General Information

Category: E - Buildings and Equipment

Name: Spark

Damage Information

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

Cause of Damage: Hurricane

Prior PA Grant?

Location Information

Location: Address Latitude/Longitude Map

1609 Rutherford Lane

Building / Suite

Austin

Texas

Texas

78753

Repair Information

% Work Complete: 10

Approximate Cost: \$90,000.00

Labor Type: Force Account and Contract

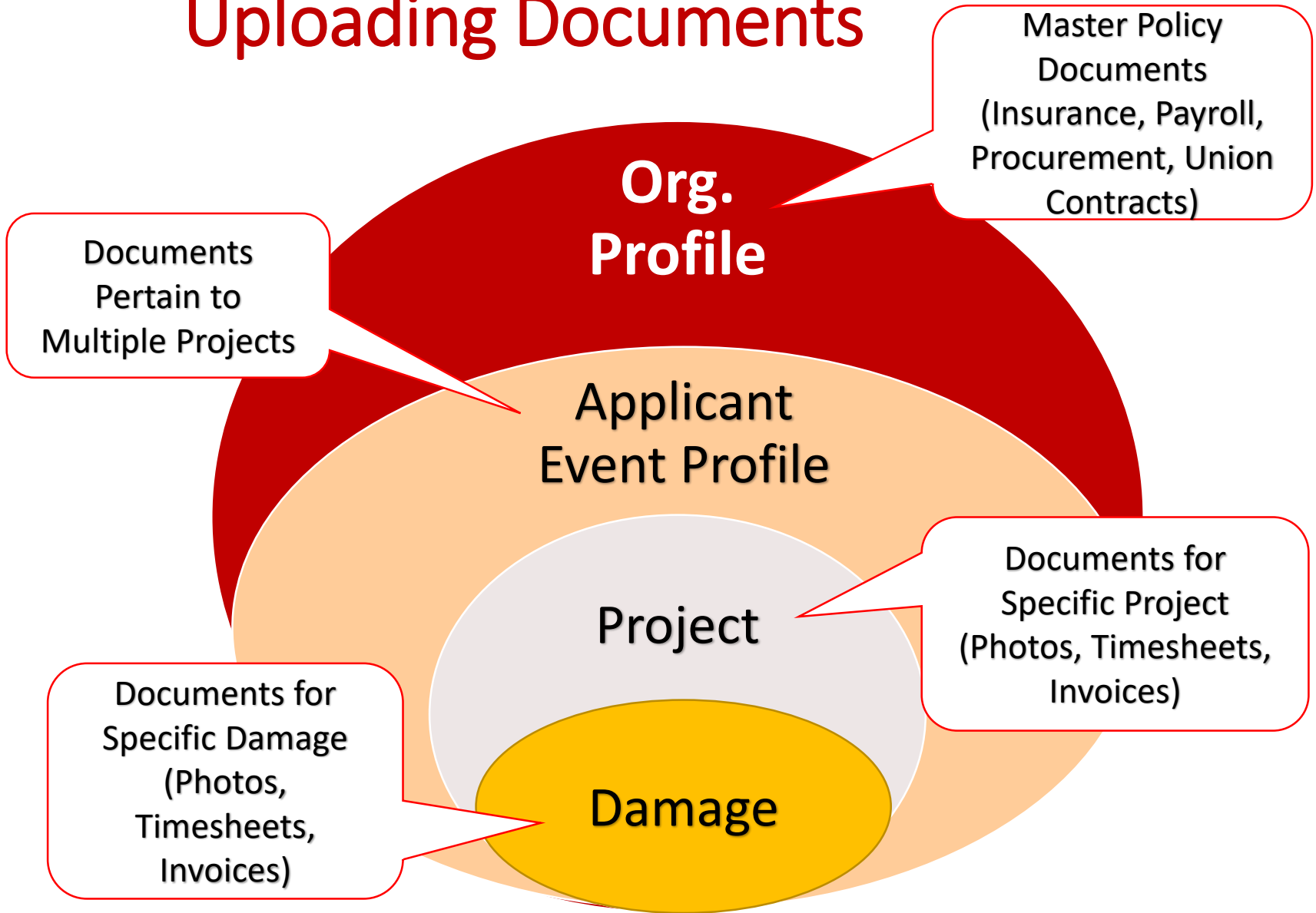
Priority: Medium

Step 1: Edit Information

Upload Documents



Uploading Documents



Upload Insurance Documents in Organization Profile



Upload Insurance Document

Step 1: Click **My Organization**

The screenshot shows the Grants Portal interface. At the top, the logo 'Grants Portal' is on the left, and the user name 'Crocker, Betty' is on the right. Below the logo is a navigation bar with 'Dashboard' and 'My Organization' (selected). The 'My Organization' section shows 'Banatown (8790)'. A left sidebar contains various menu items, with 'Organization Profile' highlighted. The main content area is titled 'My Organization Profile' and includes a 'General Information' table with fields like 'IS ACTIVE?', 'FEMA PA CODE', and 'DUNS NUMBER'. Below this are sections for 'Personnel', 'Locations', 'Counties with Facility', and 'Insurance Profile'. The 'Insurance Profile' section has a button labeled 'UPLOAD INSURANCE DOCUMENTS'.

Step 2: Click **Organization Profile**

Step 3: Click **Upload Insurance Document**

Upload Insurance Document

Grants Portal

Dashboard

My Organization
Banatown (8790)

Organization Profile

Organization Personnel

General Information

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 'File Upload' dialog box. The dialog box shows a list of files in a folder named 'Glenville applica... > Foghorn Leghorn'. The file 'Glenville PDMG009 Insurance Doc' is highlighted. A red callout box with the text 'Step 1: Select the document to upload' points to this file. Below the list, the 'File name' field contains 'Glenville PDMG009 Insurance Doc' and the file type is set to 'All Files'. The 'Open' button is highlighted, and a red callout box with the text 'Step 2: Click Open' points to it.

| 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 'Upload Insurance Documents' modal window in the Grants Portal. The modal has a title bar with a close button (X). 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 |
|---|-----------------------|-------------|---------|----------|
|  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' modal in the Grants Portal. The modal contains a yellow caution box at the top, followed by input fields for 'Filename *', 'Description', and 'Category *'. The 'Category *' dropdown menu is open, showing a list of options: 'Select...', 'General Insurance Documents', 'Insurance Certificate', 'Insurance Policy', 'Insurance Settlement', 'Insurance Worksheet', and 'Proof of Insurance'. The 'Insurance Policy' option is highlighted in blue. Three red callout boxes provide instructions: 'Step 1: Write description of document' points to the Description field; 'Step 2: Click the Category box' points to the Category dropdown; and 'Step 3: Click to select document category type' points to the 'Insurance Policy' option in the dropdown.

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

UPLOAD INSURANCE

Applicant Event Profiles

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 |
|---|-----------------------|--------------------------|---------|------------------|
| ✓ | 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

Grants Portal Leghorn, Fogho...

Dashboard

RECIPIENT REGION Region 7

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

Organization Profile **MANAGE**

Organization Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping Meetings

Projects

Damages

Work Order Requests

Work Orders

My Tasks

Calendar

Utilities

Resources

Locations **MANAGE**

Counties with Facility **MANAGE**

Insurance Profile **UPLOAD INSURANCE DOCUMENTS** **HELP**

Applicant Event Profiles **REQUEST PUBLIC ASSISTANCE**

Documents **UPLOAD** **DOWNLOAD** **MANAGE**

Action Log

Step 1: Click Organization Profile

Step 2: Click Upload

Upload Insurance Document

Grants Portal

Dashboard

My Organization
Banatown (8790)

Organization Profile

Organization Personnel

General Information

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 a 'Upload Insurance Documents' pop-up box. This box contains a 'File Upload' dialog window. The dialog window shows a list of files in a folder named 'Foghorn Leghorn'. The file 'Glenville PDMG009 Insurance Doc' is highlighted. A red callout box with the text 'Step 1: Select the document to upload' points to this file. At the bottom of the dialog, the 'File name' field contains 'Glenville PDMG009 Insurance Doc' and the file type is set to 'All Files'. The 'Open' button is highlighted, with a red callout box containing the text 'Step 2: Click Open' pointing to it.

| 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

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 | | 11.4 KB | |

Showing 1 to 1 of 1 entries

UPLOAD PENDING DOCUMENTS CANCEL

Click Edit

Add Document Description & Category Type

The screenshot shows the 'Process Document' modal in the Grants Portal. The modal contains a caution message, a filename field with 'Payroll Policy.docx', a description field, a category filter 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 points to the description field, Step 2 points to the category dropdown, and Step 3 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

Grants Portal

Dashboard

My Organization
Bananatown (8790)

Organization Profile

Organization Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping Meetings

Projects

Damages

Work Order Requests

Work Orders

My Tasks

Calendar

Utilities

Resources

Intelligence

My Organization Profile
Bananatown (8790) Manage Documents

Search

| Filename | Description |
|--|---------------------------------------|
| EDIT General Insurance Expires | REMOVE 12-31-2020.jpg |
| EDIT Insurance policy.docx | REMOVE |

10

Showing 1 to 2 of 2 entries

Process Document

CAUTION: Document will be uploaded to the Organization profile.

Filename *
Payroll Policy.docx

Description
Fire Department Payroll Policy

Category Filter (Optional)
All

Category *
* Force Account Labor Pay Policy

[SAVE](#) [CANCEL](#)

Click **Save**

Add Insurance Documents

Step 1: Repeat uploading any additional documents

Upload Organization Profile Documents

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

Documents Pending Upload

| | 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. The user is logged in as 'Leghorn, Fogho...'. The dashboard is for 'Region 7'. The 'My Organization' section is active, showing details for 'Glenville - PDMG0009 - 4332DR (4332DR - 9)'. A sidebar on the left contains navigation options: Organization Profile, Organization Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Projects, Damages, Work Order Requests, and Work Orders. The main content area lists various organizational components, each with a 'MANAGE' button. The 'Documents' row is highlighted, showing 'UPLOAD', 'DOWNLOAD', and 'MANAGE' buttons. A red callout box points to the 'Organization Profile' menu item, and another red callout box points to the 'MANAGE' button in the 'Documents' row.

Step 1: Click
Organization Profile

Step 2: Click
Manage

Edit Document Name

Portal 🔔 7 👤 Leghorn, Foghor...

 My Organization Profile Manage Documents [+ ADD DOCUMENT](#) [GO BACK](#)

Glenville - PDMG0009 - 4332DR (4332DR - 9) [Manage Documents](#)

🔍 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 |

10 Previous 1 Next

Showing 1 to 3 of 3 entries

Click **Edit**

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: x 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. A red arrow points from the 'SAVE CHANGES' button to a callout box labeled 'Step 2: Click Save Changes'.

Remove Documents

The screenshot shows the Grants Portal interface. The main header includes the logo and the user name 'Crocker, Betty'. The left sidebar contains navigation options like 'Dashboard', 'My Organization', 'Organization Profile', etc. The main content area is titled 'My Organization Profile Manage Documents' and shows a table of documents. A red callout box with the text 'Click Remove' points to the 'REMOVE' button for the document 'Insurance policy.docx'.

| Filename | Description | Size | Category | Uploaded Date | Uploaded 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 |

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 contains a table of documents. A white 'Confirm Delete' pop-up box is overlaid on the table, asking 'Are you sure you would like to remove this document?'. The pop-up has two buttons: 'YES' (highlighted in blue) and 'NO'. A red callout bubble 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 Summary; Force Account Labor Pay Policy; Force Account Labor / Timesheets; Force Account Work Order / Activity |
| EDIT REMOVE | Insurance policy.docx | 11.4 KB | Insurance Policy |

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
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

Applicant Event Profile Document

The screenshot displays the Grants Portal interface. At the top left, the logo for Grants Portal is visible. The top right shows a notification bell with a red '7' and a user profile for 'Leghorn, Fogho...'. Below the header, a navigation sidebar on the left includes 'Dashboard', 'My Organization' (with sub-items like Organization Profile, Personnel, etc.), 'My Tasks', 'Calendar', 'Utilities', and 'Resources'. The main content area lists various profile sections: 'Projects', '406 Mitigation Profile', 'Insurance Profile', 'EHP Profile', 'Documents', 'Comments', 'Request for Information', 'Sample Drawdown Testing', and 'Discussion'. The 'Documents' section is highlighted, showing an 'UPLOAD' button in green, a 'DOWNLOAD' button, and a 'MANAGE' button. A red callout box with the text 'Click Upload' points to the green 'UPLOAD' button. Other buttons like 'EXPORT TO CSV', 'ADD COMMENT', and 'START A DISCUSSION' are also visible.

Applicant Event Profile Document Upload – Pop Up

Portal

Applicant Event Profile

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

Search...

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

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 'PDMG Instructor'. A 'File Upload' dialog box is open, displaying the file explorer for 'This PC > Desktop > Glenville'. 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 that says 'Step 2: Click **Open**'. In the background, an 'Upload Applicant Event Profile Documents' pop-up window is visible, showing a dashed box for file selection and buttons for 'DOCUMENTS' and 'CANCEL'.

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. The table has columns for "Filename", "Description", "Size", and "Category". A single row is visible with the filename "RPA.docx" and a size of "11.5 KB". To the left of the filename are a yellow warning triangle icon and two buttons: a blue "EDIT" button and a red "REMOVE" button. A red callout box with the text "Click Edit" points to the "EDIT" button. At the bottom of the modal, there are two buttons: a green "UPLOAD PENDING DOCUMENTS" button and a grey "CANCEL" button. The background shows the Grants Portal navigation menu and a list of documents.

| | Filename | Description | Size | Category |
|---|----------|-------------|---------|----------|
|    | RPA.docx | | 11.5 KB | |

Showing 1 to 1 of 1 entries

Previous 1 Next

UPLOAD PENDING DOCUMENTS CANCEL

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

Grants Portal 🔔 7 👤 Leghorn, Fogho...

Dashboard [REQUEST PUBLIC ASSISTANCE](#) ★

My Organization 🏛️ **My Applicant Event Profiles**

Glennville - PDMG0009 - 4332DR (4332DR - 9)

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

Filters > All Active Applicant Event Profiles 📄 ⚙️ 🔍 📄 ★

SHOW/HIDE COLUMNS

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

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

Step 1: Click Applicant Event Profiles

Step 2: Click the Magnifying Glass

Manage Applicant Event Profile Document

The screenshot displays the Grants Portal interface. At the top left is the 'Grants Portal' logo. The top right shows a notification bell with a '7' and a user profile for 'Leghorn, Fogho...'. A navigation menu on the left includes 'Dashboard', 'My Organization' (with sub-items like Organization Profile, Personnel, etc.), 'My Tasks', 'Calendar', 'Utilities', and 'Resources'. The main content area lists various profile and document sections: 'Projects', '406 Mitigation Profile', 'Insurance Profile', 'EHP Profile', 'Documents', 'Comments', 'Request for Information', 'Sample Drawdown Testing', and 'Discussion'. The 'Documents' section is expanded, showing 'UPLOAD', 'DOWNLOAD', and 'MANAGE' buttons. A red callout box with the text 'Click Manage' points to the 'MANAGE' button. Other buttons like 'EXPORT TO CSV', 'ADD COMMENT', and 'START A DISCUSSION' are also visible.

Edit Upload Document Information

The screenshot shows the Grants Portal interface. The top navigation bar includes the 'Grants Portal' logo and the user name 'Crocker, Betty'. The main content area is titled 'Applicant Event Profile Manage Documents'. A sidebar on the left contains various navigation options, including 'My Organization', 'Organization Profile', and 'My Tasks'. The main area displays a table of documents with the following columns: Filename, Description, Size, Category, Uploaded Date, and Uploaded By. A single document is listed: 'RPA.docx' with a description of 'RPA', a size of '11.5 KB', and a category of 'Request for Public Assistance (RPA)'. The 'EDIT' button for this document is highlighted with a red callout box containing the text 'Click Edit'. Other buttons like 'REMOVE' and 'ADD DOCUMENT' are also visible.

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

Edit Applicant Event Profile Document

The screenshot shows the 'Grants Portal' interface. On the left is a navigation sidebar with options like 'Dashboard', 'My Organization', 'Applicant Event Profile', and 'My Tasks'. The main content area displays an 'Applicant Event Profile' for 'Banantown (8790)'. A modal window titled 'Edit Document' 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'. Two red callout boxes provide instructions:

- Step 1: Edit information** - A bracket points to the four input fields.
- Step 2: Click Save Changes** - A callout 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 Previous 1 Next

Showing

Click **Remove** to Delete document

Delete Document Confirmation Pop-Up Box

The screenshot displays the Grants Portal interface. On the left is a navigation sidebar with categories like 'My Organization', 'Applicant Event Profiles', and 'My Tasks'. The main content area shows a document titled 'RPA.docx' with a 'REMOVE' button. A white confirmation dialog box is overlaid on the screen, asking 'Are you sure you would like to remove this document?' with 'YES' and 'NO' buttons. A red callout box points to the 'YES' button with the text 'Click Yes to Delete document'.

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

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

7 Leghorn, Fogho...

Dashboard

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

My A

REQUEST PUBLIC ASSISTANCE

Filters >

All Active Applicant Event Profiles

SHOW/HIDE COLUMNS

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

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

Previous 1 Next

Organization Profile

Organization Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping

Meetings

Projects

Damages

Work Order Requests

Work Orders

My Tasks

Calendar

Utilities

Resources

Locate Event Project

Grants Portal

Dashboard | My Organization | 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

Follow-Up Me | Site Inspection

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 ▶
📄 UPLOAD 📄 DOWNLOAD ⚙️ MANAGE

Request for Information ▶

Click Upload

Upload Event Project Documents

Grants Portal

Dashboard

My Organization

Damage Description

Recovery Scoping

Meetings

Projects

Damages

Work Order Requests

Work Orders

My Tasks

Calendar

Utilities

Resources

Intelligence

EHP Profile

Documents

Request for Information

Comments

History

Upload Project Documents

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

Documents Pending Upload

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

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

UPLOAD PENDING DOCUMENTS CANCEL

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

Document Upload – Pop Up Box

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




Open Cancel

Step 2: Click **Open**

UPLOAD PENDING DOCUMENTS CANCEL

Edit Project Document Information

The screenshot displays the Grants Portal interface with a modal window titled "Upload Project Documents". The modal includes a file upload area with a dashed border and a blue upload icon, containing 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 row is visible with the filename "Pre-Disaster Photos.docx" and a size of "11.4 KB". To the left of the filename 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" (grey).

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

Document Description And Category Tag

The image shows a 'Process Document' dialog box with the following fields and options:

- 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
- Buttons**: SAVE, CANCEL

Four callout boxes provide instructions:

- Step 1:** Change document name for better description name (points to the Filename field)
- Step 2:** Add Document Description (points to the Description field)
- Step 3:** Select Category (Document Type) (points to the Category field)
- Step 4:** Click **Save** (points to the SAVE button)

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

7 Leghorn, Fogho...

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

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

The screenshot displays the Grants Portal interface. On the left is a dark navigation sidebar with various menu items. The main content area shows a 'Projects' dropdown menu, filter options for Category, Status, Has RFI, and Has Policy Issue, and a table of project records. Two red callout boxes provide instructions: 'Step 1: Scroll down and click on arrow to expand the Projects bar' and 'Step 2: Click the Magnifying Glass'.

Grants Portal Leghorn, Fo

Dashboard Follow-Up Me Site Inspection

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

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

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 |

Manage Project 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 left-hand navigation menu includes 'Dashboard', 'My Organization' (with sub-items like Organization Profile, Personnel, etc.), 'My Tasks', 'Calendar', 'Utilities', 'Resources', and 'Intelligence'. The main content area consists of several horizontal panels, each with an icon and a title, such as 'Essential Elements of Information', 'Damage Description and Dimensions', 'Development Guide Answers', 'Scope & Cost Summary', '406 Mitigation Profile', 'Insurance Profile', 'EHP Profile', 'Documents', and 'Request for Information'. The 'Documents' panel is highlighted and contains three buttons: 'UPLOAD', 'DOWNLOAD', and 'MANAGE'. A red speech bubble with the text 'Click Manage' points to the 'MANAGE' button.

Edit Project Documents

The screenshot shows the Grants Portal interface. At the top left is the logo and 'Grants Portal' text. The user 'Crocker, Betty' is logged in at the top right. A sidebar on the left contains navigation options like 'Dashboard', 'My Organization', 'Organization Profile', etc. The main content area is titled 'Project Manage Documents' and shows a table of documents. A red callout box with the text 'Click Edit' points to the 'EDIT' button for the document 'Smith Road Culvert.docx'.

| 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 |

Showing 1 to 1 of 1 entries

Edit Project Documents Pop-Up Box

Step 1: Edit information

Edit Document [X]

Filename:

Description:

Types:

Category:

Click **Save Changes**

Remove Project Documents

The screenshot shows the Grants Portal interface. The top navigation bar includes the logo and the user name 'Crocker, Betty'. The left sidebar contains a menu with items like 'Dashboard', 'My Organization', 'Organization Profile', 'Applicant Event Profiles', 'Exploratory Calls', 'Recovery Scoping Meetings', 'Projects', 'Damages', 'Work Order Requests', 'Work Orders', 'My Tasks', 'Calendar', 'Utilities', 'Resources', and 'Intelligence'. The main content area is titled 'Project Manage Documents' and shows a table of documents. The table has columns for 'Filename', 'Description', 'Size', 'Category', 'Uploaded Date', and 'Uploaded By'. One document is listed: 'Smith Road Culvert.docx' with a description 'Inspection conducted on June 18', size '11.4 KB', category 'Photo', and uploaded date '06/04/2019 11:48 AM AST' by 'Crocker, Betty'. Below the table, there is a dropdown menu set to '10' and a pagination control showing 'Showing 1 to 1 of 1 entries' with 'Previous', '1', and 'Next' buttons. A red callout box with the text 'Click Remove' points to the 'REMOVE' button in the table row.

| 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 | | | | | |

Showing 1 to 1 of 1 entries

Previous 1 Next

Click Remove

Confirm Delete Project Documents Pop-Up Box

The screenshot shows 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 table of project documents with columns for filename, description, size, type, upload date, and user.

| Filename | Description | Size | Type | Uploaded Date | Uploaded By |
|-------------------------|---------------------------------|---------|---|-------------------------|----------------|
| Smith Road Culvert.docx | Inspection conducted on June 18 | 11.4 KB | General Photos/Measurements/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

The screenshot displays the Grants Portal interface. At the top left is the 'Grants Portal' logo. The top right shows the user '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, Work Orders, My Tasks, Calendar, Utilities, Resources, and Intelligence. The main content area shows details for a damage event:

| | | | |
|-----------------|--|----------------|-------------------------|
| 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 | - | | |

Below the details are several expandable sections: Additional Information, Damage Survey Answers, DDD, Scope, & Cost, EHP Profile (with a warning: 'This damage has completed the EHP Damage Survey but is still pending completion of the EHP Report.'), and Documents. The Documents section at the bottom right features a green 'UPLOAD' button, a 'DOWNLOAD' dropdown, and a 'MANAGE' button. A red callout box with the text 'Click Upload' points to the green 'UPLOAD' button.

Upload Damage Documents

Grants Portal

Dashboard

My Organization
Banantown (8790)

Organization Profile

Organization Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping Meetings

Projects

Damages

Work Order Requests

Work Orders

My Tasks

Calendar

Utilities

Resources

Intelligence

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 displays 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 shows a form for uploading documents. A white pop-up window titled 'Upload Damage Documents' is open, and a 'File Upload' dialog box is overlaid on it. The dialog box shows the file explorer path 'This PC > Desktop > SI Demo Items' and a list of files. A red callout box with the text 'Step 1: Click to select the document to upload' points to the file list. Another red callout box with the text 'Step 2: Click Open' points to the 'Open' button at the bottom 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 the entry 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" (grey).

| | 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' dialog box open. The dialog box contains the following fields and options:

- CAUTION:** Document will be uploaded to the **Damage**.
- Filename ***: Timesheets.docx
- Description**: Timesheets for Road Crew for June
- Category Filter (Optional)**: All
- Category ***: Force Account Labor Payroll / Timesheets
- Buttons**: SAVE, CANCEL

Three callout boxes with red borders and white backgrounds provide instructions:

- Step 1: Add Document Description**: Points to the Description field.
- Step 2: Select Document Category**: Points to the Category dropdown menu.
- Step 3: Click Save**: Points to the SAVE button.

Save Uploaded Document

The screenshot shows the 'Upload Damage Documents' modal window. A callout box on the left points to the drag-and-drop area, and another callout box at the bottom right points to the 'Upload Pending Documents' button.

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

Upload Damage Documents

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

Documents Pending Upload

| | | Filename | Description | Size | Category |
|---|---|-----------------|-----------------------------------|---------|--|
| ✓ | 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 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

View Damage Details

View Damage Survey Answers

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

The screenshot displays the Grants Portal interface. At the top left is the 'Grants Portal' logo. The top right shows the user '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, Work Orders, My Tasks, Calendar, Utilities, Resources, and Intelligence. The main content area shows details for a damage record:

- CATEGORY:** B - Emergency Protective Measures
- EVENT:** 4337DR-FL (4337DR)
- PROJECT:** [37584] BANANA TOWN EMP
- NAME:** Emergency Protective Measures
- LOCATION:** 1019 Production Row SW Darien, Florida 31305
- STATUS:** Active
- SECTOR:** -

Below the details are several expandable sections: 'Additional Information', 'Damage Survey Answers', 'DDD, Scope, & Cost', 'EHP Profile' (with a warning: 'This damage has completed the EHP Damage Survey but is still pending completion of the EHP Report.'), and 'Documents'. The 'Documents' section at the bottom right includes buttons for 'UPLOAD', 'DOWNLOAD', and 'MANAGE'. A red callout box with the text 'Click Manage' points to the 'MANAGE' button.

Edit Damage Inventory Document

The screenshot shows the Grants Portal interface. The top navigation bar includes the 'Grants Portal' logo and the user name 'Crocker, Betty'. The left sidebar contains a menu with 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' and includes a search bar and a table of documents. A red callout box points to the 'EDIT' button in the first row of the table.

Grants Portal Crocker, Betty

Damage Details Manage Damage Documents

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 |

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

Annotations include:

- A red callout box labeled 'Step 1: Edit information' pointing to the form fields.
- A red callout box labeled 'Step 2: Click Save Changes' pointing to the 'SAVE CHANGES' button.

The background interface includes a sidebar with 'My Organization' (Bananatown (8790)), 'My Tasks', 'Calendar', 'Utilities', 'Resources', and 'Intelligence'. The main content area shows a table with one entry: 'Timesheets.docx' with 'EDIT' and 'REMOVE' buttons. A pagination control shows 'Showing 1 to 1 of 1 entries'.

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 main content area is titled 'Damage Details Manage Damage Documents'. A breadcrumb trail shows the path: 4337DR-FL (4337DR) / Bananatown (8790) / [37584] BANANA TOWN EMP / [145163] Emergency Protective Measures / Documents. A search bar is present above a table of documents. The table has columns for Filename, Description, Size, Category, Uploaded Date, and Uploaded By. One document is listed: 'Timesheets.docx' with a description of 'Timesheets for Road Crew for June', a size of 11.3 KB, and a category of 'Force Account Labor Payroll / Timesheets'. It was uploaded on 06/04/2019 12:08 PM AST by Crocker, Betty. A red callout box with the text 'Click Remove' points to the 'REMOVE' button in the action column for this document. The left sidebar contains various navigation options, and the bottom right shows pagination controls.

Grants Portal Crocker, Betty

Damage Details Manage Damage Documents [+ ADD DOCUMENT](#) [GO BACK](#)

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

Search...

| Filename | Description | Size | Category | Uploaded Date | Uploaded By | |
|--|-----------------|-----------------------------------|----------|--|-------------------------|----------------|
| 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 Remove

Remove Damage Inventory Document 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 is titled 'Damage Details' and shows a table with one entry: 'Timesheets.docx' (11.3 KB) under the category 'Force Account Labor / Timesheets'. A 'REMOVE' button is visible next to this entry. A white '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 with the text 'Click Yes' points to the 'YES' button.

Upload Documents Using Document Uploader Wizard

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



Locate Utilities Menu

Grants Portal

Dashboard
My Organization
Glenville - PDMG0009 - 4332DR
(4332DR - 9)
My Tasks
Calendar
Utilities

Document Uploader
Resources
Intelligence

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

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.

Select Location of Document

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 dialog box open. The dialog box is titled "File Upload" and shows the contents of the "Yosemite Sam Docs" folder. Two files are listed:

| 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 |


A red callout bubble points to the "Debris Removal Tipping Fees" file with the text "Click on File to Select". Another red callout bubble points to the "Open" button at the bottom of the dialog with the text "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:

Applicant Event Profile:

Project:

and/or

Damage:

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:

Description:

Category Filter:

Category: 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

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

The screenshot shows the Grants Portal interface. On the left is a dark navigation menu with items like 'Dashboard', 'My Organization', 'Organization Profile', 'Projects', and 'My Tasks'. The main content area has a 'Projects' dropdown menu expanded, showing 'Active' and 'Inactive' tabs. Below this are filter fields for 'CATEGORY', 'STATUS', 'HAS RFI', and 'HAS POLICY ISSUE?'. A table below the filters lists projects with columns for Project #, Category, Title, Type, Process Step, and # Damages. Two red callout boxes provide instructions: 'Step 1: Scroll down and click on arrow to expand the Projects bar' pointing to the 'Projects' dropdown, and 'Step 2: Click the Magnifying Glass' pointing to the search icon in the table header.

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 Essential Elements Of Information (EEI) Answers

Grants Portal Crocker, Betty

Dashboard % COST SHARE: 75.00%

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

SECTOR: --

- Stats / Summary
- Contacts MANAGE CONTACTS
- Damage Inventory
- Essential Elements of Information** MANAGE EEI ANSWERS
⚠ 2 of 3 EEIs pending completion
- Damage Description and Dimensions
- Development Guide Answers
- Scope & Cost Summary

Left Sidebar: 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

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
2/28 Questions 0/4 Documents

Step 2: Click Yes or NO

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

2.2 Contract? Yes No

Identify Required Documents

Grants Portal 🔔 🧑 Crocker, Betty

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

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 is damaged and w...? 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

The screenshot shows the Grants Portal interface. The main heading is "Manage Essential Elements of Information". Under "Project Brief Description", a message states "No Project Brief Description have been provided." The "Provide EEI Answers and Required Documents" section shows a dropdown menu for "Completed Lane - Category B - Version 4" and a status of "Pending Applicant Response". A "Submit to FEMA" button is visible. Below this, there are tabs for "EEI Questions 2/28" and "Required Documents 0/4". A warning icon indicates "Changes Pending Save". There are buttons for "EXPAND ALL", "COLLAPSE ALL", and "SAVE". The "SAVE" button is highlighted with a red callout box containing the text "Click Save".

Project Brief Description

No Project Brief Description have been provided.

Provide EEI Answers and Required Documents

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

EEI Questions 2/28 Required Documents 0/4 ⚠ Changes Pending Save [EXPAND ALL](#) [COLLAPSE ALL](#) [SAVE](#)

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

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

Was the work performed by:

2.1 Force account labor/Applicant's own employees? [2 documents required](#) Yes No

2.1.1 Force account labor/Applicant's own employees? [5 documents required](#) Yes No

Regular hours the Applicant is claiming

Overtime hours the Applicant is claiming

Answer Additional EEI Questions

The screenshot shows the Grants Portal interface. The main heading is "Manage Essential Elements of Information". Under "Project Brief Description", there is a message: "No Project Brief Description have been provided." The "Provide EEI Answers and Required Documents" section shows a dropdown menu for "Completed Lane - Category B - Version 4" with a callout box pointing to it that says "Click to select additional EEI Questions". The status is "Pending Applicant Response" and there is a "Submit to FEMA" button. Progress indicators show "EEI Questions 2/28" and "Required Documents 0/4". A warning "Changes Pending Save" is visible. The questions listed are:

- 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: 125
 - Overtime hours the Applicant is claiming: 125

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

My Tasks | Calendar | Utilities | Resources | Intelligence

Follow-Up Me | Site Inspection

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

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 the 'Essential Elements of Information' section, which is currently collapsed. A red callout box with a white background and black text points to the 'Essential Elements of Information' header, containing the text: "Click to expand Essential Elements of Information bar". Below this, there is a 'Project Brief Description' section with a message: "This project has no brief description." Further down, there are tabs for 'EEI List', 'EEI Questions', and 'Required Documents'. Below the tabs are filter dropdowns for 'STATUS' and 'PROCESS STEP'. At the bottom, a table displays EEI data with columns for Name, Version, Status, Process Step, Question Status, Document Status, Created By, Created On, Last Action By, and Last Action On.

| | 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 Banatatown (8790)

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

Essential Elements of Information ⚙️ MANAGE EEI ANSWERS

⚠️ 2 of 3 EEIs pending completion

Project Brief Description

📘 This project has no brief description.

[EEI List](#) | [EEI Questions](#) | [Required Documents](#)

Filters

STATUS

| | 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 - | 2 | Open | Pending PDMG Initial | 12 / 12 | 3 / 3 | Williamson, Ebony S. | 02/22/2019 08:27 AM AST | | |
| ➔ Submit to FEMA | | | | | | | | | | |

Review Project Essential Elements Of Information (EEI) Answers

The screenshot displays the Grants Portal interface for a project titled "Project Completed Lane - Category C". The breadcrumb trail is "4337DR-FL (4337DR) / Bananatown (8790) / [43315] Collaspe Bridge / EEI". The main content area shows "General Information v3" 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:** Pending Applicant Response (started May 14th, 2019 8:28 PM AST)

Navigation buttons include "SUBMIT TO FEMA", "OPTIONS", and "GO BACK". A left sidebar lists navigation options such as "My Organization", "Organization Profile", "My Tasks", "Calendar", "Utilities", "Resources", and "Intelligence".

At the bottom, the "Questions" section is visible, containing the following question:

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

Was the work performed by:

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

Annotations on the screenshot include:

- A red callout box pointing to the "Questions" dropdown menu with the text: "Click Questions then review answers".
- A red callout box pointing to the "MANAGE EEI ANSWERS" button with the text: "If answers are incorrect, click Manage EEI Answers".

Essential Elements of Information (EEI) Documents

Upload
Required
Documents



Applicant Event Profiles

Grants Portal

Dashboard

My Organization
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 |

Showing 1 to 25

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 ⚙️ OPTIONS - 📄 REPORTS - ☆

My Organization
Bananatown (8790) 4337DR-FL (4337DR) | Bananatown (8790)

Applicant Event Profile

⚠️ 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 |

📄 Stats/Summary ▸

👤 Contacts ▸

📍 Locations ▸

Scroll down to Projects bar

Locate Event Project

Grants Portal

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

My Tasks | Calendar | Utilities | Resources | Intelligence

Follow-Up Me | Site Inspection

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 |

Step 1: Click to expand the Projects bar

Step 2: Click the Magnifying Glass

Locate Essential Elements Of Information (EEI) Required Documents

The screenshot displays the Grants Portal interface. On the left is a dark sidebar with navigation 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, and Resources. The main content area shows a 'Damage Inventory' section with a sub-section for 'Essential Elements of Information' (1 of 1 EEI pending completion). Below this is a 'Project Brief Description' section with a message: 'This project has no brief description.' A tabbed interface below the description shows 'EEI List', 'EEI Questions', and 'Required Documents' (which is highlighted and pointed to by a red callout box). Below the tabs is a list of items, including 'Completed Lane - Category B - Version 4' with a '0 / 17' indicator. On the right side of the main content area, there is a 'MANAGE EEI ANSWERS' button and a 'HELP' button.

Grants Portal

Dashboard

My Organization
Bananatown (8790)

Organization Profile

Organization Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping Meetings

Projects

Damages

Work Order Requests

Work Orders

My Tasks

Calendar

Utilities

Resources

Damage Inventory >

Essential Elements of Information >
1 of 1 EEI pending completion

Project Brief Description

This project has no brief description.

EEI List EEI Questions **Required Documents**

Completed Lane - Category B - Version 4 0 / 17

MANAGE EEI ANSWERS

HELP

Click to expand
Required Documents tab

Attach Essential Elements Of Information (EEI) Required Documents

Grants Portal

Dashboard

My Organization
Bananatown (8790)

Organization Profile

Organization Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping Meetings

Projects

Damages

Work Order Requests

Work Orders

My Tasks

Calendar

Utilities

Resources

Essential Elements of Information

1 of 1 EEI pending completion

Project Brief Description

This project has no brief description.

EEI List EEI Questions **Required Documents**

Completed Lane - Category B - Version 4 0 / 17

- [2] Does the Applicant wish to participate in Small Project Self-Certification of completed work? 0 / 14
 - [2.1] Work was performed by Force account labor/Applicant's own employees? 0 / 10
 - [2.1.1] Force account labor/Applicant's own employees? 0 / 5
 - Force Account Labor Payroll / Timesheets (+ Add | + Add)
 - Force Account Labor Pay Policy (+ Add | + Add)
 - Force Account Fringe Benefit Calculation (+ Add | + Add)
 - Force Account Labor Summary (+ Add | + Add)
 - Force Account Labor Record (+ Add | + Add)
 - [2.1.2] Applicant's own equipment? 0 / 3
 - Force Account Equipment Summary (+ Add | + Add)
 - Force Account Equipment Rate Costs (+ Add | + Add)
 - Force Account Equipment Record (+ Add | + Add)
 - Force Account Work Order / Activity Log (+ Add | + Add)
 - Force Account Historical Cost Summary (+ Add | + Add)
 - Activity / Locations Listing (+ Add | + Add)
 - Cost Summary Records (+ Add | + Add)

Step 1: Click the arrow to expanded all required documents

Step 2: Click Add

Attach Already Uploaded Document

Attach Procurement Policy

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

Selected Documents to Attach

| | Filename | Description | Size | Category |
|-------------------------------------|---------------------------|--------------------|---------|--------------------|
| <input checked="" type="checkbox"/> | Procurement document.docx | Procurement Policy | 11.4 KB | Procurement Policy |

Showing 1 to 1 of 1 entries

Available Documents to Attach

Source: All

| | Source | Filename | Description | Category | Size | Uploaded Date | Uploaded By |
|-------------------------------------|----------------------------|-------------------|------------------------------|--|----------|-------------------------|------------------|
| <input checked="" type="checkbox"/> | 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 |
| <input checked="" type="checkbox"/> | 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 |

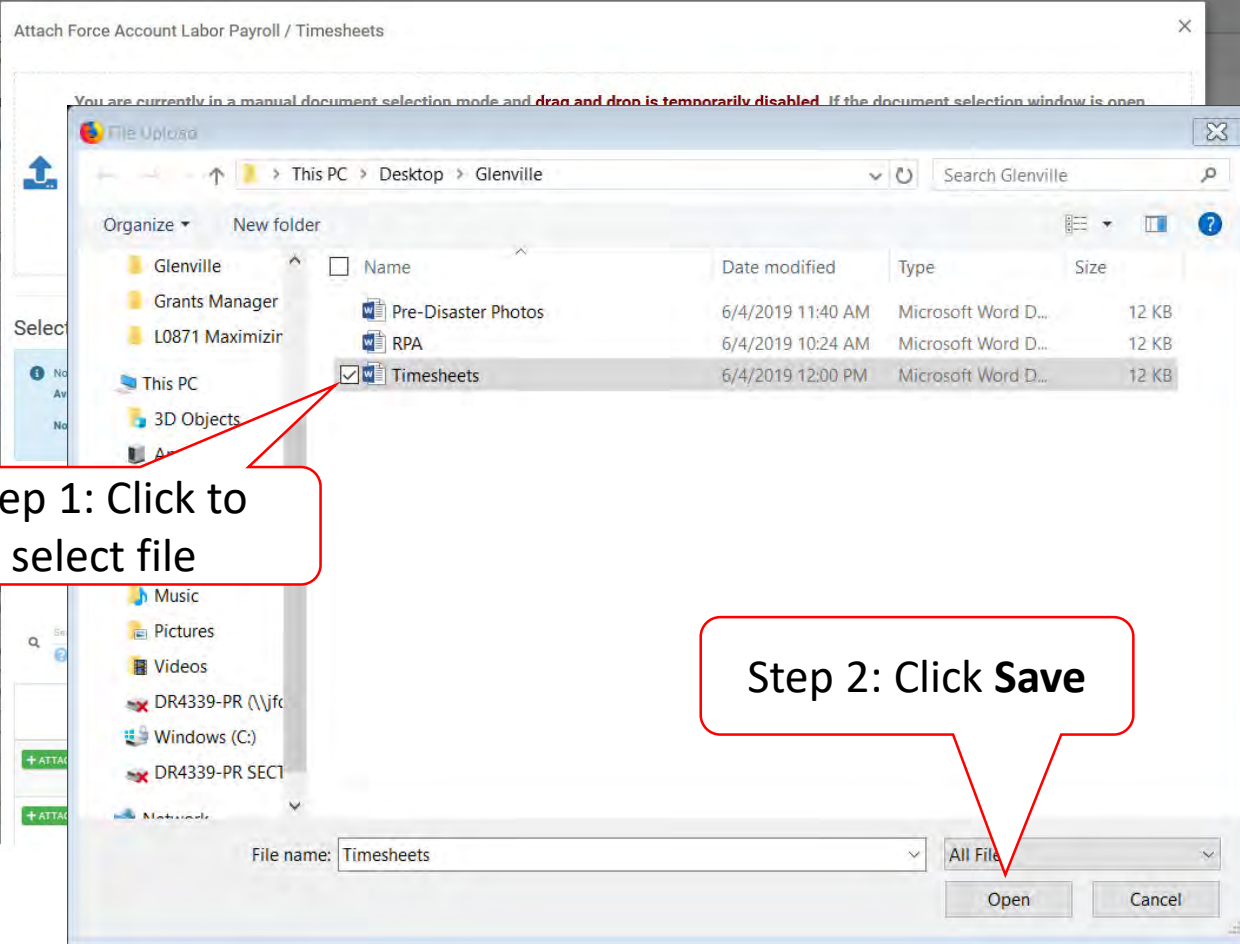
Showing 1 to 2 of 2 entries (filtered from 8 total entries)

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



Step 1: Click to select file

Step 2: Click **Save**

Selected Document – Pop Up Box

The screenshot displays the Grants Portal interface with a pop-up window for attaching documents. The pop-up is titled "Attach Force Account Labor Payroll / Timesheets".

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 for Road Crew for June | Force Account Labor Payroll / Timesheets | 11.3 KB | 06/04/2019 12:08 PM AST | Crocker, Betty |
| + ATTACH | Organization Profile 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 'Contract Work Summary' folder, the document 'Contract Scope of Work and Summary.png' is highlighted with a red callout box containing the text 'Click Remove'. Other documents in the list include '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 top right of the page 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, and Work Orders. Below these are My Tasks, Calendar, Utilities, Resources, and Intelligence. The main content area shows a hierarchical tree view of project tasks. The tree includes sections like [1.1.1] Force account labor/Applicant's own employees?, [1.1.2] Applicant's own equipment?, [1.2] Work was performed by Contract, and [2] Roads are included on the project. Each task has associated sub-items with '+ Add' and '+ Add Comment' buttons. A red callout box with the text 'Click Add' points to the '+ Add' button for the 'Activity / Locations Listing' task under the '[2] Roads are included on the project' section. At the bottom of the main area, 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

📘 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

Damage Description and Dimensions >

Scope & Cost Summary >

Log Milestones Profile >

Add Comment to EEI Question Pop-Up Box

Step 1: Type Comment

Step 2: Select Type of Comment

Step 3: Click Save

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

labor/App
Labor Su
Labor Re
own equip
Force Account Equipme
Force Account Equipme
Force Account Equipme
Force Account Work Order /
Force Account Historical Co
[1.2] Work was performed by Contr
Contract Work Sum
Document (+
Contract Invoices (+ Add
Procurement Policy (+ Add | + Add
General Insurance Expires 12-31-2020.jpg (X Remove)
Contract Bid / Plus Selection Process (+ Add | + Add
Activity / Locations Listing (+ Add | + Add
Koala.jpg (X Remove)
Cost Summary Records (+ Add | + Add) (1 comment)
Subrecipient Certification Acknowledgement (+ Add | + Add) (1 comment)
General Insurance Documents (+ Add | + Add)
Koala.jpg (X Remove)
[2] Roads are included on the project 0/1
Activity / Locations Listing (+ Add | + Add)

Damage Description and Dimensions >

Add Comment

Comment *

What is the purpose of this comment?

Document Unavailable Reason

General Comment

SAVE **CLOSE**

Verified Attached Comment

The screenshot displays the Grants Portal interface. The top navigation bar includes the 'Grants Portal' logo and a user profile for 'Crocker, Betty'. A left sidebar contains navigation menus for 'Dashboard', 'My Organization' (Bananatown (8790)), and 'My Tasks'. The main content area shows a hierarchical tree view of project tasks. Two callout boxes are present: one pointing to a task with '(1 comment)' and another pointing to a task with '(1 comment)'. The bottom of the screen shows a 'Damage Description and Dimensions' section.

Note number of Comments Added

Click on Comment to review

View/Edit or Remove EEI Comment Pop-Up Box

The screenshot shows a 'Comments' pop-up window with a close button (X) in the top right corner. The window title is 'Comments'. Below the title, it says 'Document Unavailable Reasons'. A light blue message box states: 'This document category has no Document Unavailable Reasons.' Below this is a table with columns: 'Comment', 'Created On', and 'Created By'. The table contains one row with the following data:

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

Below the table, there are 'Previous', '1', and 'Next' navigation buttons, and a 'GO BACK' button at the bottom right. The 'OPTIONS' menu for the first row is open, showing 'Edit' and 'Remove' options.

Annotations in red boxes provide the following instructions:

- Note: Comments cannot be Removed or Edit after 24 hours of entry** (pointing to the top of the pop-up)
- Step 1: Click Options** (pointing to the 'OPTIONS' dropdown)
- View Comment** (pointing to the first row of the table)
- Step 2: Click Edit or Remove** (pointing to the 'Edit' and 'Remove' options)

Confirm Uploaded Documents

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 navigation options such as "Dashboard", "My Organization", "My Tasks", "Calendar", "Utilities", "Resources", and "Intelligence". The main content area displays a hierarchical list of tasks and documents. A red arrow points from a text box to a green checkmark icon next to a document entry.

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

[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

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

Damage Description and Dir...

Green Check confirms documents are attached

Confirm Uploading Documents

Portal 🔔 2

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 💬) (1 comment)
 - [Damaged Equipment summary.docx](#) (✖ Remove)
- Direct Administrative ... Version 1

Green Checks confirms documents are attached

Submit to EEI Back to FEMA

The screenshot shows the 'Grants Portal' interface. At the top, the 'Grants Portal' logo is on the left, and a notification bell with a red '7' and a user profile for 'Leghorn, Fogho...' are on the right. Below the header is a navigation bar with 'Dashboard' and 'My Organization' (Glenville - PDMG0009 - 4332DR (4332DR - 9)). The main content area is titled 'Project Manage EEIs' and includes a breadcrumb trail: '4332DR-TX (4332DR) / Glenville - PDMG0009 - 4332DR (4332DR - 9) / [12371] Water Treatment Facility / Manage EEIs'. A blue informational banner contains the following text: 'Please Review the EEI's included for this Project. If additional EEI's are needed, click the Add EEI button in the top-right corner of the page. To process EEIs in an efficient manner, we recommend the following order of operations: 1. Answer EEI questions to the best of your ability. 2. Submit required documentation from the EEI Questions you answered. 3. Submit the EEI to FEMA for their review.' Below this is a section for 'Manage Essential Elements of Information' with a 'Project Brief Description' field that is currently empty. The 'Provide EEI Answers and Required Documents' section shows a dropdown menu set to 'Completed Lane - Category E - Version 1' with a 'Pending Applicant Response' status. A blue 'Submit to FEMA' button is located at the bottom right of this section. A red callout bubble with the text 'Click Submit To FEMA' points to this button. At the bottom of the page, there are statistics for 'EEI Questions: 19/43' and 'Required Documents: 2/7', along with 'EXPAND ALL' and 'COLLAPSE ALL' buttons.

Submit to FEMA – Pop up

The image shows a screenshot of 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.', and 'Comment'. Below the text is a large text input field. At the bottom of the dialog box 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 black text points to the 'SUBMIT' button, containing the text 'Click **Submit**'. The background of the portal is dimmed and shows various elements like 'Essential E...', '1 of 2 EEIs p...', 'Project Brie...', 'FEMA has...', 'EEI List', 'Completed', 'Submitted to A...', 'Direct Administrative Cost - Version 1 >', 'EEI Accepted by FEMA on 01/20/2018 11:40 AM CST by L...', and 'Damage Description and Dimensions >'. There are also navigation buttons like 'MANAGE EEI ANSWERS' and 'SUBMIT TO FEMA' visible in the background.

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 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

DOWNLOAD EDIT

Notification Bell

Crocker, Betty

Review Task to Complete

The screenshot shows the Grants Portal interface. The top header includes the 'Grants Portal' logo and the user name 'Crocker, Betty'. A left sidebar contains navigation options like 'Dashboard', 'My Organization', and 'My Tasks'. The main content area is titled 'My Tasks' and features a table of active incomplete tasks. A blue callout box with the text 'Click Review' points to a 'REVIEW' button on the first task row.

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 > My Active Incomplete Tasks

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

Click Review

Locating Tasks Without Bell Notification

The screenshot shows the Grants Portal interface. The top navigation bar includes the logo, the text 'Grants Portal', and the user name 'Crocker, Betty'. A left sidebar contains a menu with items like 'Dashboard', 'My Organization', 'My Tasks', 'Tasks', 'RFIs', 'Workflow Items', 'Determination Memos', 'Essential Elements of Information', 'Calendar', 'Utilities', 'Resources', and 'Intelligence'. The main content area is titled 'My Tasks' and features a blue information banner at the top. Below this is a search bar and a table of tasks. A red callout box points to the 'My Tasks' menu item in the sidebar, and another red callout box points to the 'REVIEW' button in the task table.

Step 1: Click My Tasks to expand then click Tasks

Step 2: Click Review

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.

My Active Incomplete Tasks

| | 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

| 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 |

Sign Damage Inventory

The screenshot shows the Grants Portal interface. At the top left is the 'Grants Portal' logo. Below it is a navigation menu with 'Dashboard', 'My Organization', and a list of categories including 'Organization Profile', 'Organization Personnel', 'Applicant Event Profiles', 'Exploratory Calls', 'Recovery Scoping Meetings', 'Projects', 'Damages', 'Work Order Requests', and 'Work Orders'. The 'My Organization' section is expanded to show 'Bananatown (8790)'. The main header area displays 'Applicant Event Profile' for '4337DR-FL (4337DR) / Bananatown (8790)'. A blue banner contains a warning: 'This Applicant is pending grant completion.' Below this are two columns: 'General Information' and 'Event Information'. A red callout box labeled 'Step 1: Click Options' points to the 'OPTIONS' dropdown menu in the top right, which has a sub-menu open showing 'Comment' and 'Sign Damage Inventory'. Another red callout box labeled 'Step 2: Click Sign Damage Inventory' points to the 'Sign Damage Inventory' option in the sub-menu.

Step 1: Click Options

Step 2: Click Sign Damage Inventory

Grants Portal

Dashboard

My Organization
Bananatown (8790)

Organization Profile

Organization Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping Meetings

Projects

Damages

Work Order Requests

Work Orders

My Tasks

Calendar

Utilities

Resources

Intelligence

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

This Applicant is pending grant completion.

General Information

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

OPTIONS

- Comment
- Sign Damage Inventory

Review Damage Inventory

Portal



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

SUBMIT

CANCEL

Please review and sign



Scroll Down while
Reviewing Damage
Inventory

Search


SHOW/HIDE COLUMNS


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

Sign Damage Inventory

Portal  


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

25  Showing 1 to 25 of 26 entries Previous 1 2 Next

 Sign Document



SIGNATURE

Signature here

 **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

CLICK TO SIGN 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 *YosemiteSam* 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)

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

My Tasks
Calendar
Utilities
Resources

Filters > 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

Applicant Event Profile

Grants Portal Diaz, Cameron

Applicant Event Profile OPTIONS - REPORTS -

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

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)

Applicant Event Profile Manage Damage Inventory

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

Damage Inventory

Search... SHOW/HIDE COLUMNS

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

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 a pop-up window titled "What type of Damage do you want to create?". The pop-up window contains three options, each with a blue button and a description:

- 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 the "Damage Inventory" table with columns for "Damage #", "Category", and "Name".

| Damage # | Category | Name |
|----------|----------|------------------------------|
| 27637 | C | COUNTY ROAD 35 250LF WASHOUT |
| 27638 | C | COUNTY ROAD 35 250LF 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**

SAVE **CANCEL**

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

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

General Information ▾

| | |
|----------------------------|-----------|
| Category | Select... |
| Name | |
| Reason For Late Submission | |

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

Sign Project Damage Description and Dimension (DDD)

Must have the
correct roles to
perform this task



Locate Tasks

Step 1:
Click **Bell**

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

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 shows the Grants Portal interface. At the top, the 'Grants Portal' logo is on the left, and notification icons are on the right. A dark sidebar on the left 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 'Project' and shows the breadcrumb '4332DR-TX (4332DR) / Glenville - PDMG0009 - 4332DR (4332DR - 9) [19185] Pump Station'. Action buttons include SIGN DDD, SEND BACK, DOWNLOAD PROJECT REPORT, SUBSCRIBE, and REPORTS. The 'General Information' section displays the following 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 <small>As of April 20th, 2018 2:07 PM CDT</small> | | |
| % COST SHARE | 75.00% | | |

Below the information are tabs for 'Stats / Summary' and 'Contacts'. A red callout box with a pointer indicates to scroll down to the 'Damage Description and Dimensions' bar.

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.

? Development Guide Answers >

← Scope & Cost Summary >

Step 2:
Review DDD

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% | | |

Buttons: SIGN DDD, SEND BACK, DOWNLOAD PROJECT REPORT, SUBSCRIBE

Callout: Click **Sign DDD** to approve

Stats / Summary >

Contacts >

Project Signature

The screenshot displays the Grants Portal interface. The top header includes the portal logo and the user name 'Leghorn, Foghor...'. A left sidebar contains navigation 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', and 'Calendar'. The main content area shows details for 'Damage #89973; Buda WWTP'. It is divided into three sections: 'General Facility Information', 'General Damage Information', and 'Facility Damage'. The 'General Facility Information' section lists: Facility Type: Water storage and delivery; Facility: MUD; Facility Description: 3 pump housed facility; Approx. Year Built: 1980; Location Description: 11000 Lamar Blvd. The 'General Damage Information' section lists: Date Damaged: 8/26/2017; Cause of Damage: Overland flooding due to torrential rain fall from the event. The 'Facility Damage' section lists: Pumps, 3 each of General Motors storm-water pump... to torrential rain fall from the event, which cause overland flooding, 0% work completed. At the bottom of the page, there is a 'Sign Document' section with a 'SIGNATURE' field containing the text 'Signature here' and a 'DATE' field containing '07/06/2018'. Below the signature field is a yellow button with a pencil icon and the text 'CLICK TO SIGN'. A red callout bubble points to this button with the text 'Click on Click to Sign'.

Grants Portal

Dashboard

My Organization
AABERGIN (00-154465657)

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

My Tasks

Calendar

Utilization

Damage #89973; Buda WWTP

General Facility Information:

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

General Damage Information:

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

Facility Damage:

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

Sign Document

SIGNATURE Signature here

DATE 07/06/2018

CLICK TO SIGN

Click on Click to Sign

Enter Signature & Style

Step 1: Type Name

Step 2: Select Signature Font Style

Step 3: Enter Password

Step 4: Click Sign

Portal
Sign Document
Damage #8
Genera
Print Name * foghornleghorn
Signature Style * Allura
foghornleghorn
Enter Password * ●●●●●●●●
→ SIGN CANCEL
Facility Damage:
Pumps, 3 each of General Motors storm-water pump, the pump was pushed beyond capacity due to torrential rain fall f... vent, which cause overland flooding , 0% work completed.
Sign Document
SIGNATURE Signature here DATE 07/06/2018
CLICK TO SIGN

Submit Signed Project

The screenshot displays the Grants Portal interface. At the top left, the logo and text 'Grants Portal' are visible. The user's name 'Leghorn, Foghor...' is shown in the top right corner. A left-hand navigation menu includes options like 'Dashboard', 'My Organization', 'Organization Profile', 'Organization Personnel', 'Applicant Event Profiles', 'Exploratory Calls', 'Recovery Scoping Meetings', 'Projects', 'Damages', 'Work Order Requests', 'Work Orders', 'My Tasks', 'Calendar', 'Utilities', 'Resources', and 'Intelligence'. The main content area shows project details for a facility named 'MUD', including its description, location, and damage information. A 'Sign Document' section is active, showing a signature field with the name 'faghornleghorn' and a date field set to '07/06/2018'. Below the signature field is a yellow button labeled 'CLICK TO SIGN'. A red callout box with the text 'Click Submit' points to a green 'SUBMIT' button located at the bottom right of the page, next to a grey 'CANCEL' button.

Grants Portal

Leghorn, Foghor...

Dashboard

My Organization
AABERGIN (00-154465657)

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

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.

Sign Document

SIGNATURE *faghornleghorn* DATE 07/06/2018

CLICK TO SIGN

Click Submit

SUBMIT CANCEL

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 pumps
- Approx. Year Built: 1980
- Location Description: 1100

General Damage Information:

- Date Damaged: 8/26/2018
- 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 out of the event, which cause overland flooding , 0% work completed.

↓ Sign Document

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

CLICK TO SIGN

SUBMIT

Sign Project Scope and Cost

Must have the
proper roles to
perform this
task



My Tasks

Grants Portal

Dashboard
My Organization (AABERGIN (00-154465657))
My Tasks

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

My Tasks

My Tasks

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

Filters > My Active Incomplete Tasks

Search...

| | Personnel | Type | Description | Start Date | Age | Deadline | Last Action | Note |
|---------------|---------------|-------------------------------|--|----------------------------|--------|------------|-------------|------|
| 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)

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

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

The screenshot displays the Grants Portal interface. At the top, the 'Grants Portal' logo is visible on the left, and a notification bell with a red '1' and a user profile icon are on the right. A dark sidebar on the left 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 features a breadcrumb trail: Essential Elements of Information > Damage Description and Dimensions > Scope & Cost Summary. Below this, there are two tabs: 'Scope' (selected) and 'Cost'. A red callout box points to the 'Scope & Cost Summary' breadcrumb with the text 'Expand Scope & Cost Summary bar'. Another red callout box points to the main content area with the text 'Review Scope'. The main content area shows a project entry for 'Police, Fire and Operations Department' with ID 30713. The description reads: 'The City Police Department was directing traffic around 20 flooded streets, downed trees, and traffic-controlled intersections without power. The City Fire Department went on 51 disaster-related calls to ensure the safety of the city residents to assist with emergency evacuations. The City Operations Department worked at the Waste Water Treatment Plant and 10 lift stations by emergency pumping due to loss of power in order to prevent flooding to improved property.'

Review Project Cost Summary

Grants Portal

Dashboard

My Organization
AABERGIN (00-154465657)

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

My Tasks

Calendar

Utilities

Essential Elements of Information >

Damage Description and Dimensions >

Scope & Cost Summary ▾

Scope **Cost**

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

10 ▾ Showing 1 to 3 of 3 entries

Previous 1 Next

CRC GROSS COST **\$313,600.00**

TOTAL INSURANCE REDUCTIONS **\$0.00**

CRC NET COST **\$313,600.00**

FEDERAL SHARE (75.00%) \$235,200.00

NON-FEDERAL SHARE (25.00%) \$78,400.00

Sign Project

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 '1' and a user profile for 'Diaz, Cameron ...'. A 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, and Work Orders. Below the sidebar, the main content area features a 'Project' header with a briefcase icon and the project details: '4332DR-TX (4332DR) / Glenville - PDMG0125 - 4332DR (4332DR - 125) / [B132] Damaged Roads'. A yellow banner contains a warning icon and the text: 'This project is pending Applicant Scope & Cost Approval. The scope and cost must be approved and signed by the Applicant.' Above this banner are four buttons: 'SIGN SCOPE & COST' (green), 'SEND BACK' (orange), 'DOWNLOAD PROJECT REPORT' (blue), and 'SUBSCRIBE' (blue). A red callout box points to the 'SIGN SCOPE & COST' button with the text 'Click Sign Scope & Cost'. Below the banner, there is a 'Policy Issues' section with a 'Mitigation (1)' tag. The 'General Information' section (marked with a 'v0' icon) lists project details: PROJECT # 8132, CATEGORY C - Roads and Bridges, TITLE Damaged Roads, TYPE Standard, STATUS Active, APPLICANT Glenville - PDMG0125 - 4332DR (4332DR - 125), EVENT 4332DR-TX (4332DR), and RECIPIENT REGION Region 7. At the bottom, the 'PROCESS STEP' is 'Pending Applicant Scope & Cost Approval' with a timestamp 'As of April 20th, 2018 3:06 PM CDT'.

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 ▾
Resources
Intelligence ▾

Project

4332DR-TX (4332DR) / Glenville - PDMG0125 - 4332DR (4332DR - 125)
/ [B132] 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
As of April 20th, 2018 3:06 PM CDT

Applicant DDD Scope & Cost Approval

Portal

Sam, Yosemite

Applicant DDD / Scope / Cost Approval Emergency Protective Measures

SUBMIT CANCEL

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

Portal

🔔 2 👤 Sam, Yosimite ▾

🔍 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 window with the following fields and steps:

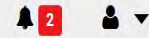
- Step 1: Type Name**: The 'Print Name *' field contains the text 'YosemiteSam'.
- Step 2: Select Signature Font Style**: The 'Signature Style *' dropdown menu is set to 'Arizonia', and a preview shows the name 'Yosemite Sam' in a cursive font.
- Step 3: Enter Password**: The 'Enter Password *' field is filled with ten black dots.
- Step 4: Click Sign**: A green button with a right-pointing arrow and the text 'SIGN' is highlighted.

At the bottom right of the pop-up, there is a 'CANCEL' button with a circular arrow icon.

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

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 screenshot of a web portal interface. At the top left, the word "Portal" is displayed in a large, dark red font. In the top right corner, there is a notification bell icon with a red square containing the number "2", and a user profile icon with a dropdown arrow. A white pop-up box titled "Confirm Submit" is centered on the screen. The text inside the box reads: "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." Below the text are two buttons: a blue "YES" button and a white "NO" button with a grey border. 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. On the left side, there is a section titled "EHP Additional" with a list of bullet points: "• If ground distu...", "immediately o...", and "• This project is...". Below this is a blue button that says "There are no addit...". In the center, there is a "Sign Document" section with a signature field labeled "SIGNATURE" containing the text "Yosemite Sam" and a date field labeled "DATE" containing "11/09/2017". Below the signature field is a yellow button with a pencil icon and the text "CLICK TO SIGN". At the bottom right of the portal, there are two buttons: a green "SUBMIT" button and a grey "CANCEL" button.

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 🔔 7 👤 Leghorn, Fogho...

Dashboard REQUEST PUBLIC ASSISTANCE ★

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

Filters Active Applicant Event Profiles 🔒 ⚙️ 🔍 📄 ★

SHOW/HIDE COLUMNS

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

25 Showing 1 to 1 of 1 entries (filtered from 4 total entries) Previous 1 Next

Locate Event Project

Grants Portal

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

My Tasks | Calendar | Utilities | Resources | Intelligence

Follow-Up Me | Site Inspection

Projects ▾

Active Inactive

Filters

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

SEARCH [magnifying glass icon]

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

Step 2: Click **Save Scope**

EDIT HEADER

B I U S TIMES NEW ROMAN 24 **A** **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
- 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

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

Previous 1 Next

Work Com... nent Items \$0.00 + ADD COST

Work Com... nent Items \$0.00 + ADD COST

GROSS COST \$193,104.00
COST SHARE 75.00%

[Back to top of cost](#)

Step 1: Click Options

Step 2: Click Edit or Remove 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

Portal

Leghorn, Fogho.

Manage Scope & Cost

DAMAGE INCOMPLETE ✕

GO BACK

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

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

89099 CONTENTS

DDD Preview Scope **Cost** Documents

COST COMPLETE ✓

UNLOCK FOR REWORK

Work Completed Permanent Items

\$0.00

Work To Be Completed Permanent Items

\$193,104.00

SHOW/HIDE COLUMNS

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

TOTAL: \$193,104.00

10 Showing 1 to 2 of 2 entries

Previous 1 Next

Return to Project

Portal

Leghorn, Fogho.

Manage Scope & Cost

DAMAGE INCOMPLETE x 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 🔔 7 👤

Project 📁 🔄 REQUEST FEMA COMPLETION ➔ SUBMIT FOR VALIDATION 📄 DOWNLOAD PROJECT REPORT 📧 SUBSCRIBE

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

⚠️ This project is pending Scope & Cost Completion

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

[View Scope & Cost](#)

Click Submit For Validation

General Information v0

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

Confirm Submit For Validation Pop-Up Box

Portal

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

Submit For Validation?

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

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

YES **NO**

Click Yes

General Information v0

| | | | |
|------------------|---|-------------------------|--|
| 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 includes a sidebar with navigation options, a top navigation bar, and a main content area with a table of projects. Three callouts are present: 'Step 1: Expand My Organization' points to the 'My Organization' dropdown menu; 'Step 2: Click Projects' points to the 'Projects' menu item in the sidebar; and 'Step 3: Click Magnifying glass to select a project' points to the magnifying glass icon in the first row of the project table.

Grants Portal | Leghorn, Fogho...

Dashboard | **My Organization** | **My Projects**

Glennville - PDMC0009 - 4332DR (4332DR - 9)

Filters > **Filters Applied** | Projects Active for PA | SHOW/HIDE COLUMNS

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

Step 2: Click Projects

Step 3: Click Magnifying glass to select a project

Subscribe to a Project

The screenshot displays the Grants Portal interface. At the top, the 'Grants Portal' logo is on the left, and the user's name 'Crocker, Betty' is on the right. Below the logo, there is a navigation menu with 'Dashboard' and 'My Organization' (Bananatown (8790)). The main content area is titled 'Project' and shows details for project 43315, 'Collaspe Bridge', under event 4337DR-FL (4337DR). 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 <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
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

Add Subscription

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

SUBSCRIBE **CANCEL**

General Information v0

| | | | |
|------------------------------|--|-----------|---|
| 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 left is the 'Grants Portal' logo. The user is logged in as 'Crocker, Betty'. The main 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 'My Organization' section is expanded, showing 'Bananatown (8790)'. The main content area is titled 'Project' and shows the project details for '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 | | |

A red callout box with the text 'Click Options then select Modify Subscription' points to the 'OPTIONS' menu in the top right corner. The 'OPTIONS' menu is open, showing three items: 'Comment', 'Modify Subscription', and 'Request Project Title Change'.

Modify or Unsubscribe Pop-Up Box

Step 1: Click to check/uncheck Subscription setting

Step 2: Click Unsubscribe to remove notifications

Step 2: Click Modify to change notifications

Modify Subscription

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

UNSUBSCRIBE **MODIFY** **CANCEL**

General Information

| | | | |
|------------------------------|---------------------------------------|-----------|--|
| PROJECT # | 43315 | APPLICANT | |
| CATEGORY | C - Roads and P | | |
| 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.' Below this is a 'General Information' section with the following details:

| | | | |
|------------------------------|--|-----------|----|
| 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' confirmation pop-up box is overlaid on the project page. The pop-up contains the text: 'Are you sure you want to unsubscribe Crocker, Betty from all subscription events on [43315] Collaspe Bridge?'. At the bottom of the pop-up are two buttons: a red 'UNSUBSCRIBE' button and a grey 'CANCEL' button. A red callout 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) | | | | | |

25

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

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 |
| | | ccount | FA Labor | | | | | | | |
| | | | Documents | | | | | | | |

- Upload RFI Line Document
- Record RFI Line Response

- 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 overlaid on a background page that shows a table with columns for "on Date" and "CRC Verification".

At the top of the modal, the title "Upload RFI Line Item Documents" is displayed. Below the title, the text "Line Item #1 - Force Account" is shown. The main area of the modal features a large dashed rectangular box containing a blue upload icon (an arrow pointing up from a document) 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, containing the text "Drag and drop a file, or click to box to select a file".

Below the dashed box, the section "Documents Pending Upload" is visible. It contains an information icon (i) followed by the text: "To begin uploading a document, either drag and drop a file into the area above or click the area above to upload a file manually." Below this is a note: "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, there are two buttons: a green button labeled "UPLOAD PENDING DOCUMENTS" with a small upload icon, and a white button labeled "CANCEL" with a close icon.

In the background, a table is partially visible with the following text: "on Date", "CRC Verification", "Previous", "1", "Next", and "RECORD LINE RESPON".

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

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

| | 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

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

Click or Drag and Drop to upload additional documents

Click Upload Pending Documents

Edit or Remove uploaded document, if necessary

Confirm Line Document Upload

Portal 7 Leghorn, Foghor...

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

 7  Leghorn, Foghor...

Request for Information RFI-PRJ-152

 COMMENT

 SUBMIT RFI RESPONSE



The Federal Emergency Management Agency (FEMA) has reviewed the documentation you provided to support your disaster damage. Upon review of the information, clarification is requested. The detailed request is described below.

Please **respond to this request** as soon as possible, but no later than 9 days of receipt of this letter, to ensure continued processing of this subgrant.

**Click Submit RFI
Response**

General Information

RFI # RFI-PRJ-152

EVENT 4332DR-TX (4332DR)

DEADLINE 05/05/2018

RECIPIENT REGION Region 7

STATUS Pending Applicant Response

APPLICANT [Glenville - PDMG0009 - 4332DR \(4332DR - 9\)](#)

PROJECT [\[18088\] DAC](#)

Additional Information

Provide FA Labor documents.

Contacts

Submit RFI Response Pop-Up Box

The image shows a screenshot of a web portal interface. A central pop-up window titled "Submit RFI Response" is displayed. The pop-up contains the following elements:

- A close button (X) in the top right corner.
- A confirmation question: "Are you sure you want to Submit RFI Response?"
- A text input field labeled "Reason".
- Two buttons at the bottom: a blue "YES" button and a white "NO" button.

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

The background portal interface includes:

- A header with the word "Portal" on the left and a user profile "Leghorn, Foghor.." on the right.
- A main heading "Request for Inf" (partially visible).
- A blue "COMMENT" button and a green "SUBMIT RFI RESPONSE" button.
- A warning icon and text: "The Federal Emergency Management Agency clarification is requested. The detailed re... Please respond to this request as soon a..."
- A section titled "General Information" with a table of details:

| RFI # | 4332DR-TX (4332DR) |
|----------|----------------------------|
| DEADLINE | 05/05/2018 |
| STATUS | Pending Applicant Response |

Additional information sections are visible at the bottom:

- "Additional Information" with a dropdown arrow and the text "Provide FA Labor documents."
- "Contacts" with a right-pointing arrow.

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 |
|-------------|---------------|-----------------------------------|-------------|----------|-------------|--------------|------------------------|-----------------------|-------------|
| 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 "Line Item" dropdown menu with "#1 - Force Account" selected, a "Response" text area, and a "Responses" section with a message: "This line item has no responses." At the bottom of the modal are "SAVE" and "GO BACK" buttons. Three red callout boxes provide instructions: "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 "Additional Info", "Contacts", and "Line Items" sections, 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 >

Documents

Showing 1 to 1 of 1 entries

Documents >

Discussion >

7 Leghorn, Fogh

LOAD LINE DOCUMENT RECORD LINE RESPONSE

SHOW/HIDE COLUMNS

CRC Verification Date # Responses

0

Previous 1 Next

UPLOAD LINE DOCUMENT

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

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

Portal

Additional Information ▾

Need procurement procedures/bid documents

Contacts ▸

Line Items ▾

UPLOAD LINE DOCUMENT RECORD LINE RESPONSE

SHOW/HIDE COLUMNS

Remove Response

Are you sure you wish to remove this response on line item #1?

Response Procurement documents are unavailable due to the destruction of our record archives by the event.

Response By Leghorn, Foghorn

Responded On November 9, 2017

REMOVE GO BACK

| Line Item # | Type | Reason | # Documents | Response | Responded On | PDMG Verification Date | CRC Verification Date | # Responses |
|-------------|-------------|---------------------------------|-------------|---|----------------------|------------------------|-----------------------|-------------|
| 1 | Procurement | Missing bid procedure documents | 1 | Procurement documents are unavailable due to the destruction of our record archives by the event. | 11/09/2017 05:09 CST | | | 1 |



Showing 1 to 1 of 1 entries


Previous 1 Next

Click Remove

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

i 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

Below the text area are two buttons: a blue 'YES' button and a white 'NO' button. A red callout box with a white background and black text points to the 'YES' button, containing the text 'Click Yes'.

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

- Portal header with a notification bell icon showing '7' and a user profile for 'Leghorn, Fogh'.
- A section titled 'Request for Information' with a blue 'COMMENT' button and a green 'SUBMIT RFI RESPONSE' button.
- A warning icon and text: 'The Federal Emergency Management Agency... clarification is requested. The detailed re... Please **respond to this request** as soon as...'.
- A 'General Information' section with a table of details:

| | |
|----------|--|
| RFI # | 4332DR-TX (4332DR) |
| DEADLINE | 09/09/2016 |
| STATUS | Pending Applicant Response |
| PROJECT | Glenville - PDMG0009 - 4332DR (4332DR - 9) [18088] DAC |

At the bottom, there is an 'Additional Information' section with a dropdown arrow and the text 'Provide FA Labor documents.', and a 'Contacts' section with a right-pointing arrow.

Sign Recovery Transition Meeting (RTM)



Locate Pending RTM Approval

Grants Portal

My Applicant Event Profiles

Filters > All Active Applicant Event Profiles


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

25 Show 1 to 1 of 1 entries Previous 1 Next

Step 1: Click Applicant Event Profile

Step 2: Click Magnifying Glass

Applicant Event Profile

 **Grants Portal** 🔔 1 👤

Dashboard | **My Organization** Bananatown (8790) | **Applicant Event Profile** ⚙️ OPTIONS ▾ | 📄 REPORTS ▾ | ☆

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

⚠️ 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**



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 web portal interface with a pop-up box titled "Sign Recovery Transition Meeting". 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 a preview of the signature style: *Example: allura*.
- Enter Password ***: A text input field.
- Buttons**: A green "SIGN" button and a grey "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 "SIGN" button.

The background of the portal shows a "Sign Rec" section with a pencil icon and a "Please review" section with a list of bullet points. At the bottom, there is a "Certification" section with a paragraph of text and a signature line with the text "SIGNATURE Signature here" and a "CLICK TO SIGN" button. The date "DATE 11/09/2017" is also visible.

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 lists event profiles with columns for Event #, Event Name, Status, Process Step, # Projects, # Damages, and # Work Orders. A magnifying glass icon is on the first row of the table. A dropdown menu at the top right shows "All Active Applicant Event Profiles".

Click Applicant Event Profiles

Click magnifying glass on Event

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

Add Event

 **Grants Portal** 🔔 1 👤

Dashboard

My Organization ↳
Bananatown (8790)

Applicant Event Profile ⚙️ OPTIONS ▾ 📄 REPORTS ▾ ⭐

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 |

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 |

Click Yellow Star

My Tasks ▾

Calendar

Utilities ▾

Locate New Tile

Grants Portal

Dashboard

My Organization
Bananatown (8790)

Applicant Event Profile

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 left, the logo for Grants Portal is visible. The main navigation menu on the left includes: Dashboard, My Organization (Bananatown (8790)), Organization Profile, Organization Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Projects, Damages, Work Order Requests, Work Orders, My Tasks, and Calendar. A central tile titled "Applicant Event Profile" for "Bananatown" is highlighted. This tile contains the following information: Event: 4337DR-FL (4337DR), Eligibility Status: Pending, Process Step: Pending Grant Completion, # of Damages: 22, and # of Projects: 3. A red callout box with a pointer to the tile contains the text: "Click on tile to go to Applicant Event Profile".

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 shows the Grants Portal interface. On the left is a navigation sidebar with items: Dashboard, My Organization (Bananatown (8790)), My Tasks, Calendar, Utilities, Resources, and Intelligence. The main content area displays a tile titled 'Applicant Event Profile' for 'Bananatown'. The tile contains the following information:

- Event: 4337DR-FL (4337DR)
- Eligibility Status: Pending
- Process Step: Pending Grant Completion
- # of Damages: 22
- # of Projects: 3

A callout box with a red border points to a small white 'X' icon in the top right corner of the tile, with the text 'Click on white X on tile' inside the box.

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, Intelligence, and Widgets. A green callout box in the center contains an information icon and the text "Your dashboard has no tiles!". Below this, it explains that the dashboard is made of tiles and that clicking a star icon creates a tile. A red callout bubble points to the "Intelligence" menu item, containing 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 |
|---|--|---|----------|
|  | Applicant Status Column Chart | Showing applicant statuses. | 3x1, 4x2 |
|  | Applicant Status Table | Showing applicant statuses. | 3x2 |
|  | Damage Summary Column Chart | Showing damage summary | 2x2 |
|  | Damages Line Chart | Showing Damage creation timeline | 2x2 |
|  | Event Cost Summary Chart | Showing event cost summary | 2x1 |
|  | Outstanding Items | Showing outstanding items | 2x1 |
|  | Project Location Status Column Chart | Showing project location and status. | 2x2, 4x2 |
|  | Project Status Table Standard/Specialized | Showing project statuses for Standard/Specialized lanes. | 4x2 |
|  | Project Status Table Work Completed/Fully Documented | Showing project statuses for Work Completed/Fully Documented lanes. | 4x2 |

Click on **Add to Dashboard**

Locate Widget on Dashboard

The screenshot shows the Grants Portal dashboard. On the left is a dark red sidebar menu with 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

Grants Portal

Dashboard

My Organization **Bananatown (8790)**

My Tasks

Calendar

Utilities

Resources

Intelligence

Widgets

Compl. Work / Fully Doc. Project Status

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 | 0 |
| Overdue | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| With RFI | | | | 0 | 0 | 0 | 0 | | | |

Click on any item

Help, Feedback, Release Notes, and Sign Out



Locate Help Information

The screenshot shows the Grants Portal interface. At the top left is the 'Grants Portal' logo. Below it is a navigation menu with options like 'Dashboard', 'My Organization', 'Organization Profile', 'Organization Personnel', 'Applicant Event Profiles', 'Exploratory Calls', 'Recovery Scoping Meetings', 'Projects', 'Damages', 'Work Order Requests', 'Work Orders', 'My Tasks', 'Calendar', and 'Utilities'. The main content area is titled 'My Organization Profile' for 'Banatown (8790)'. It displays 'General Information' with 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. In the top right corner, there is a user profile dropdown menu with 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.

Click on Name and Select Help

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 blue button labeled "REQUEST ASSISTANCE FOR CURRENT PAGE" is highlighted, with a red callout box pointing to it containing the text "Click Request Assistance for Current Page".

Grants Portal

Dashboard

My Organization
Bananatown (8790)

Organization Profile

Organization Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping Meetings

Projects

Damages

Work Order Requests

Work Orders

My Tasks

Calendar

My Organization
Bananatown (8790)

General Information

STATE/TRIBE/TERRITORY

LEVEL 2

TYPE

EIN NUMBER

Personnel >

Locations >

Counties with Facility >

Help with Grants Portal

Call Support

(866) 337-8448

National Hotline Hours of Operation: 8:00 AM - 7:00 PM ET, Monday through Friday
Puerto Rico Hotline Hours of Operation: 8:30 AM - 5:00 PM AST, Monday through Friday

Email Support

FEMA-PA-Grants@fema.dhs.gov

REQUEST ASSISTANCE FOR CURRENT PAGE **CLOSE**

Click Request Assistance for Current Page

Instructions For Provide Feedback

The screenshot shows the Grants Portal interface. A modal window titled "Instructions for change requests." is open, displaying the following text:

Instructions for change requests.

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.

A "CLOSE" button is located in the bottom right corner of the modal window. A red callout box with the text "Click Close" points to this button.

Release Notes – Changes to Grants Portal

Grants Portal

My Organization Profile
Bananatown (8790)

General Information

| | |
|-----------------------|-------------------|
| STATE/TRIBE/TERRITORY | Florida |
| LEVEL 2 | Bananatown |
| TYPE | County Government |
| EIN NUMBER | – |

Personnel > MANAGE

Locations > MANAGE

Counties with Facility > MANAGE

Sign Out
My Profile
Feedback
Help
About
Release Notes

Click on Name and Select **Release Notes**

Release Notes Pop-Up Box

The screenshot shows 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 is a dropdown menu for 'Release' with 'Release 5 Sprint 14' selected. The main content of the pop-up box is a list of release notes for 'Release 5 Sprint 14', which is deployed on 06/01/2019. The notes are organized into a bulleted list with sub-headers: 'Grants Portal', 'Retirement of Puerto Rico and USVI Custom Workflow', 'State-Led PA', and 'PDMG Project Assignments'. A red callout box with a white background and a red border points to the close button (X) and contains the text: 'Click **Close** at the bottom of screen or the **X** at the top of screen'.

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
 - Rerouted the Projects in the existing "Sector-Based Alternative Procedures" process flow to the Standard lane process flow and implemented related functionality to ensure concurrence with Grants Manager.
 - Retired the "Sector-based Alternative Procedures" Project type and removed the term from all drop downs, filters, configurations, and tasks.
 - State-Led PA
 - Added the ability for State PDMG to create projects, answer Essential Elements of Information (EEl)s, manage answers in the Project Development guide, route projects through each of the lanes and perform final PDMG Project Review, now allowing new state-led events in Portal.
 - Changed the name of EEl process steps to 'Pending PDMG Initial Submission', 'Pending PDMG Review' and 'EEl Accepted by PDMG'.
 - Added Amendment functionality for the State PDMG and State PAGS.
 - Added Fixed Cost Offer review process for the State PDMG, State PD TFL, and State PAGS.
 - Ability for State PDMG to identify Intended Scope in the Project Development Guide.
- PDMG Project Assignments

Sign Out of Grants Portal

Grants Portal

My Organization Profile
Bananatown (8790)

General Information

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

Personnel > MANAGE

Locations > MANAGE

Counties with Facility > MANAGE

Click on Name and Select Sign Out

Grants Portal Hotline for Assistance:

(866) 337-8448

