



Grants Portal

Applicant

User Manual

Version 5.1 – June 10, 2019



Table of Contents

• Creating a Password for a new account.....	4
• Create User Account – Add Personnel.....	15
• Manage User Accounts.....	21
• Organization Profile Facility Locations.....	25
• Register Organization from Recipient Invitation.....	30
• Submit Request for Public Assistance (RPA).....	39
• Private Non-Profit Submit Request for Public Assistance (RPA).....	48
• Small Business Administration (SBA).....	68
• Damage Inventory Template.....	74
• Damage Inventory Add Single Damage	88
• Edit Damage Inventory	94
• Upload Documents	99
• Upload Insurance Documents in Organization Profile.....	101
• Upload Documents in Organization Profile	108
• Manage Uploaded Document in Organization Profile	116
• Upload Documents in Applicant Event Profile.....	122
• Manage Documents in Applicant Event Profile	129
• Upload Documents to Projects	136
• Manage Documents in Projects	144
• Upload Documents to Damage Inventory.....	152

Table of Contents

• Manage Documents in Damage Inventory.....	162
• Upload Documents Using Document Uploader Wizard	169
• Essential Elements of Information (EEI) Answering Questions.....	175
• Essential Elements of Information (EEI) Uploading Documents.....	189
• Essential Elements of Information (EEI) Add Comments	200
• Identify Tasks to Complete	210
• Sign Damage Inventory	214
• Late Damage Inventory Submission.....	221
• Sign Project Damage Description and Dimension (DDD).....	228
• Sign Projects Scope and Cost	237
• Create Your Own Scope of Work & Cost for Work to be Completed	248
• Subscribing to Projects	266
• Request For Information (RFI)	273
• Respond to a Request For Information (RFI) – Documents Not Available.....	284
• Sign Recovery Transition Meeting (RTM).....	295
• Add Tiles to Dashboard.....	303
• Help, Feedback, Release Notes and Sign Out.....	315

Creating Password for a New Account



Applicant Receives Access Email

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

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

Subject: FEMA PA Notification – Org Account Request Approved

Hello Sherry,

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

Username: comanager@subrecipientcountyga.com

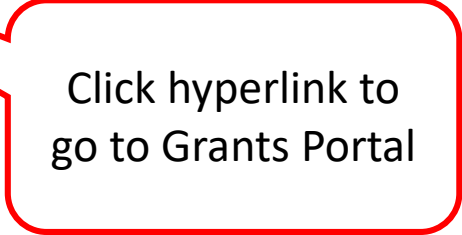
Password: LJE1kAvc!%

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

-FEMA PA Support Team

FEMA-PA-Support@FEMA.DHS.Gov

<https://pagrants.fema.gov>



Click hyperlink to
go to Grants Portal

Password Wizard



Welcome to the Grants Portal!

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

1 Start

2 Password

3 Security Question

4 Finalize Account

← PREV

NEXT →

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

Click **Next**

Create New Password



Welcome to the Grants Portal!

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

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

1 Start 2 Password 3 Security Question 4 Finalize Account

← PREV NEXT →

USERNAME
maureen

CHOOSE A PASSWORD
.....
Weak

RE-ENTER YOUR PASSWORD
.....

Password Tips

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

Create Security Question

Almost done!

Now create a security question in case you forget your password

1 Start

2 Password

3 Security Question

4 Finalize Account

← PREV

NEXT →

SECURITY QUESTION

What was your childhood nickname?

SECURITY ANSWER

RE-ENTER YOUR SECURITY ANSWER

Step 1: Select Security Question and Answer

Step 2: Click **Next**

Review Information



Let's review

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

Step 1:
Review
Information

1 Start 2 Password 3 Security Question 4 Finalize Account

← PREV NEXT →

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

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

SUBMIT

Step 2: Click
Submit

Congratulations Screen



Congratulations!

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

RETURN TO LOGIN SCREEN

Click **Return to Login Screen**

Re-Login to Grants Portal



Sign in to Your Account

USERNAME

[Forgot your username](#)

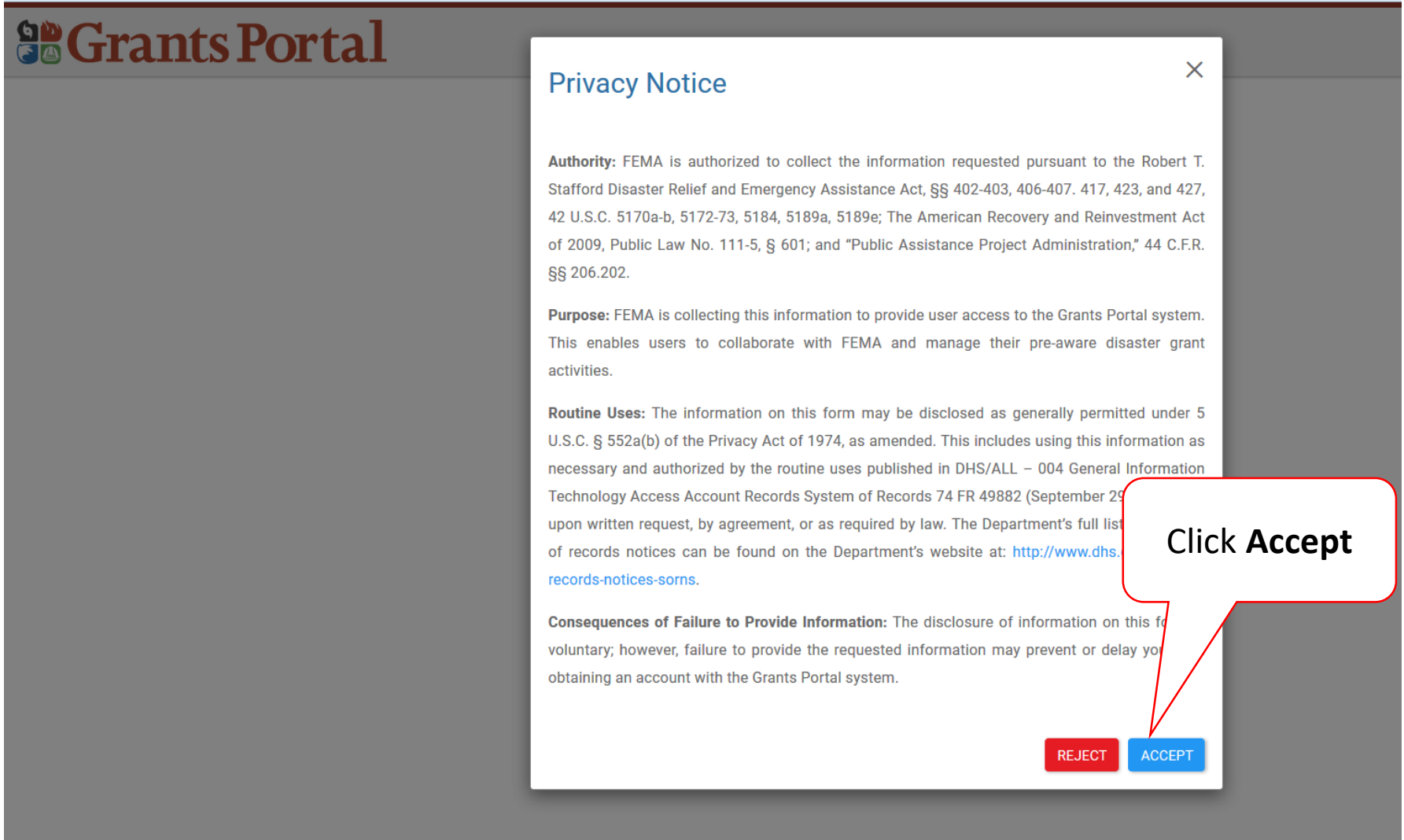
PASSWORD

[Forgot your password](#)

SIGN IN

Enter User Name
and NEW Password

Privacy Notice Pop-Up



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

Grants Portal

Privacy Notice

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

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

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

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

REJECT **ACCEPT**

Click **Accept**

Attention Pop Up Box

ATTENTION



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

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

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

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

REJECT

ACCEPT

Click **Accept**

Dashboard

The screenshot shows the Grants Portal interface. At the top is a header bar with the Grants Portal logo and name. Below the header is a sidebar menu with the following items: Dashboard, My Organization (Bananatown (8790)), Organization Profile, Organization Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Projects, Damages, Work Order Requests, Work Orders, My Tasks, Calendar, Utilities, Resources, and Intelligence. The main content area displays a message: "Your dashboard has no tiles!" with an information icon. Below this message, it states: "The Dashboard is a great place to put the Grants Portal data that you care about the most." and "The Dashboard is made up of tiles that display the most important info about a particular item or set of items in the system." It also mentions: "Any time you find data that you want to keep track of, click '☆' at the top of the page or section - a tile will be created for that particular data."

Grants Portal

Dashboard

My Organization ▼
Bananatown (8790)

- 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 ▼

Your dashboard has no tiles!

The **Dashboard** is a great place to put the Grants Portal data that you care about the most.

The Dashboard is made up of tiles that display the most *important* info about a particular item or set of items in the system.

Any time you find data that you want to keep track of, click "☆" at the top of the page or section - a tile will be created for that particular data.

Create User Accounts

Add Personnel



Add Personnel

Portal





Manage Personnel

Click **Create**

+ CREATE

GO BACK

 Search... 

SHOW/HIDE COLUMNS

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

Previous

1

Next

Complete Personnel Information

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

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

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

Step 1: Complete Information

Step 2: Click **Save**

Provide Roles to Personnel

Portal

Leghorn, Fogho...

Manage Personnel

+ CREATE

GO BACK

Q Search... ?

SHOW/HIDE COLUMNS

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

10

Showing 1 to 6 of 6 entries

Previous

1

Next

Click **Manage**

Organization Roles

Portal

Leghorn, Fogho...

Manage Personnel

RE-SEND INVITE

EDIT

GO BACK

General Information

NAME Coyote , Wile

TITLE Vice Mayor

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

PERSONNEL STATUS Available

User Information

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

ACCOUNT STATUS Active [DISABLE ACCOUNT](#)

ACCOUNT LOCKED? No [LOCK ACCOUNT](#)

LAST LOGIN --

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

Contact Info >

MANAGE

Roles ▾

System Roles >

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

MANAGE

Click **Manage**

Grant/Edit Roles

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

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

Step 1: Click the Box

Step 2: Click Save

Green check will allow personnel to perform those functions

Step 1: Click the Box

Step 2: Click Save

SAVE **CANCEL**

Showing 1 to 6 of 6 entries

Previous 1 Next

Manage User Accounts



Organization Profile - Manage User Accounts

Grants Portal Crocker, Betty

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)		

Step 1: Click **Organization Personnel**

Step 2: Click magnifying glass

Organization Profile - Manage User Accounts

The screenshot shows the Grants Portal interface. On the left is a sidebar with navigation links: Dashboard, My Organization (Bananatown (8790)), Organization Profile, Organization Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Projects, Damages, Work Order Requests, Work Orders, My Tasks, Calendar, Utilities, Resources, and Intelligence. The main content area displays the Organization Profile for Bananatown (8790). At the top, it shows the user's name (Crunch, Captian), username (captian), and a blue 'EDIT' button. Below this, it shows the title (City Admin), status (Active), and a dropdown for 'ORG PERSONNEL STATUS' (Active). A red callout box points to the 'Roles' dropdown menu with the text 'Step 1: Click arrow to open Roles bar'. Below the 'Roles' dropdown, there are sections for 'Contact Info' and 'System Roles'. The 'System Roles' section has a 'MANAGE' button. Below this, there is a section for 'Organization Roles Bananatown (8790)' with a 'MANAGE' button. A red callout box points to this 'MANAGE' button with the text 'Step 2: Click Manage'. At the bottom, there is a table showing 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

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

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

Step 1: Click the Box

Step 2: Click Save

Green check will allow personnel to perform those functions

Place mouse over "?" for definition of role

SAVE **CANCEL**

Role	Assigned To	Created By	Created Date
Primary PA Coordinator	Crocker, Betty	betGood, Johnny	04/16/2019 03:21 PM AST
Project POC	Crocker, Betty		05/15/2019 09:40 AM AST

Showing 1 to 6 of 6 entries

Previous 1 Next

Organization Profile

Facility Locations



Add Locations to Profile

The screenshot shows the 'Grants Portal' interface. The top navigation bar includes 'Dashboard' and 'My Organization' (selected). The left sidebar lists various menu items, with 'Organization Profile' highlighted. The main content area is titled 'My Organization Profile' and displays general information for 'Bananatown (8790)'. Three callout boxes provide instructions:

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

The 'General Information' section includes the following details:

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

The 'Locations' bar at the bottom of the main content area has a 'MANAGE' button. Other bars include 'Counties with Facility', 'Insurance Profile', 'Applicant Event Profiles', and 'Documents'.

Add Locations

Grants Portal

Dashboard

My Organization Bananatown (8790)

My Organization Profile **Manage Locations**

Bananatown (8790) / Manage Locations

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

Search... ?

SHOW/HIDE COLUMNS

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

10

Showing 1 to 1 of 1 entries

Previous 1 Next

My Tasks

Calendar

Utilities

Enter Facility Location Pop-up Box

Grants Portal

Dashboard

My Organization
Bananatown (8790)

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

My Tasks

Calendar

Utilities

Add Location

Address *

123 Main Street

Building / Suite

Bananatown

Alaska

23842

Anchorage, Municipality of

☐ Primary Location ?

SAVE **CANCEL**

Step 1: Enter Address

Step 2: Click Save

Save Location

Portal Leghorn, Fogho...

Manage Locations

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

Search... ?

Click Save

SHOW/HIDE COLUMNS

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

10

Showing 1 to 2 of 2 entries

Previous 1 Next

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

FIRST NAME *

John

LAST NAME *

Smith

TITLE *

PHONE NUMBER *

(940) 555-1234

EMAIL *

test@test.ga.gov

Alternate Contact Info

FIRST NAME

LAST NAME

TITLE *

PHONE NUMBER

EMAIL

Step 1: Enter
Contact
Information

Step 2: Click
Next

Enter Location Information



on > 2 Contact Info > 3 Locations > 4 Facilities > 5 C

← PREV NEXT →

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

Step 1: Enter
Primary
Location
Information

Step 2:
Click **Next**

Add Applicable Counties with Facilities

Grants Portal

Info 3 Locations 4 Facilities 5 Complete Access Req

← PREV NEXT →

Counties where a Facility exists

County

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

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

Step 2: Click **Next**

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



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

 Sam, Yosemite ▾

 Your parent organization has been assigned as the primary Grantee for one or more disasters and you may submit a Request for Public Assistance (RPA) to FEMA's Public Assistance program.

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

Document Help

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

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

Organization

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

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

Start Request Public Assistance Process

Portal

🔔 3 👤 Sam, Yosemite ▼

✎ Request Public Assistance

1 Start

2 General Info

3 Contacts

4 Addresses

5 Other Info

6 Submit

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

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

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

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

← PREV

NEXT →

↺ CANCEL

Click **Next**

General Information

Request Public Assistance

1 Start

2 General Info

3 Contacts

4 Addresses

5 Other Info

6 Submit

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

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

← PREV

NEXT →

↺ CANCEL

Step 1:
Select Event

Step 2: Select
Yes or No

Step 3:
Click **Next**

Primary/Alternate Contact Information

Portal

🔔 3 👤 Sam, Yosimite ▾

📝 Request Public Assistance

1 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

Portal

🔔 3 👤 Sam, Yosemite ▾

✎ Request Public Assistance

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

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

Primary Location CHANGE

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

Mailing Address CHANGE

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

← PREV **NEXT →** ↻ CANCEL

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

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

Step 3: Click **Next**

Other Information/Comments

Portal

🔔 3 👤 Sam, Yosemite ▼

✎ Request Public Assistance

Start

2 General Info

3 Contacts

4 Addresses

5 Other Info

6 Submit

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

Comments

Limit 500 characters

← PREV

NEXT →

↺ CANCEL

Step 1: Enter
Additional
information/
Comments

Step 2:
Click **Next**

Review Request

Portal

Request Public Assistance

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

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

General Info

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

Primary Contact

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

Primary Location

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

Mailing Address

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

Other Info

Comments	--
----------	----

← PREV **SUBMIT ✓** CANCEL

Step 1: Review
Information

Step 2: Click
Submit

Congratulations Screen



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.

- 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

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



Private Non-Profit Request for Public Assistance

Request Public Assistance

1 Start

2 General Info

3 Contacts

4 Addresses

5 PNP Info

6 Justification

7 Other Info

8 Submit

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

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

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

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

← PREV

NEXT →

↺ CANCEL

Click
Next

General Information

Request Public Assistance

1 Start

2 General Info

3 Contacts

4 Addresses

5 PNP Info

6 Justification

7 Other Info

8 Submit

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

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

← PREV

NEXT →

⌀ CANCEL

Step 1:
Select **Event**

Step 2: Select
Yes or No

Step 3:
Click **Next**

Primary And Alternate Contact Information

Request Public Assistance

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

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

Primary Contact

Name: Lanneau, Peter

Title: Bishop

Email: peterl@stpeter.org

Phone: (512) 589-6532

Alternate Contact

Name: Wings, Angelic

Title: Administrator

Email: angelicw@stpeter.org

Phone: (512) 589-6533

Step 1: Select Primary Contact

Step 2: Select Alternate Contact

Step 3: Click **Next**

← PREV **NEXT** CANCEL

Verify/Change Primary Location & Mailing Address

Request Public Assistance

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

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

Primary Location CHANGE

Address 1309 Rutherford Lane

City Austin

State Texas

Zip 78753

County Travis County

Mailing Address CHANGE

Address 1309 Rutherford Lane

City Austin

State Texas

Zip 78753

County Travis County

← PREV **NEXT** → CANCEL

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

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

Step 3: Click **Next**

2

Contacts

4

Addresses

3

PNP Info

1

Justification

7

Other Info

6

Submit

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](#)

PREV

NEXT

CANCEL

Enter PNP Information

Step 1: Enter and answer questions

Step 2: Click the blue items to attach required document

Step 3: Click **Next**

Attaching PNP Required Documents

nt

e

ts

▼

▼

▼

▼

▼

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

Select...

Q Search... ?

Filename	Description	Size	Category	Uploaded Date	Uploaded By
No data available					

5

Showing 0 to 0 of 0 entries

Previous

Next

Click **Upload New**

UPLOAD NEW

ATTACH SELECTED

CANCEL

Add PNP Required Document

Click **Select Document**

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

Add Document [Close X]

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

SELECT DOCUMENT (Max Size: 100MB)

Filename

Description

Types

Category

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

What type of assistance is being requested?

Upload PNP Required Document

Add Document

CAUTION

SELECT DOCUMENT

File Upload

This PC > Desktop > SI Demo Items

Search SI Demo Items

Organize New folder

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

File name: All Files

Open Cancel

Step 1: Click Select Document

Step 2: Click Open

Add Document

The screenshot shows a web portal titled 'ts Portal' with a modal window titled 'Add Document'. The modal contains a yellow warning box at the top: 'CAUTION: Document will be uploaded to the Organization Profile.' Below this is a green 'SELECT DOCUMENT' button. To its right, the filename 'Deed.docx' is displayed with '(Max Size: 100MB)' below it. The form has three main sections: 'Filename' with a text input containing 'Deed.docx', 'Description' with a text input containing 'Deed', and 'Types' with a dropdown menu set to 'All'. Below these is a 'Category' section with a button labeled 'x General Documents'. A second yellow warning box is at the bottom, titled 'Personally identifiable information (PII) WARNING', with text about the Privacy Act of 1974. At the bottom right are two buttons: 'ADD DOCUMENT' (blue with a checkmark) and 'CANCEL' (grey with an 'X').

ts Portal

Add Document

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

Step 1: Review Information

SELECT DOCUMENT

Deed.docx
(Max Size: 100MB)

Filename: Deed.docx

Description: Deed

Types: All

Category: x General Documents

Step 2: Select Category Document Type

Note: Multiple Category types can be added

Personally identifiable information (PII) WARNING

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

Step 3: Add Document

✓ ADD DOCUMENT

✕ CANCEL

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

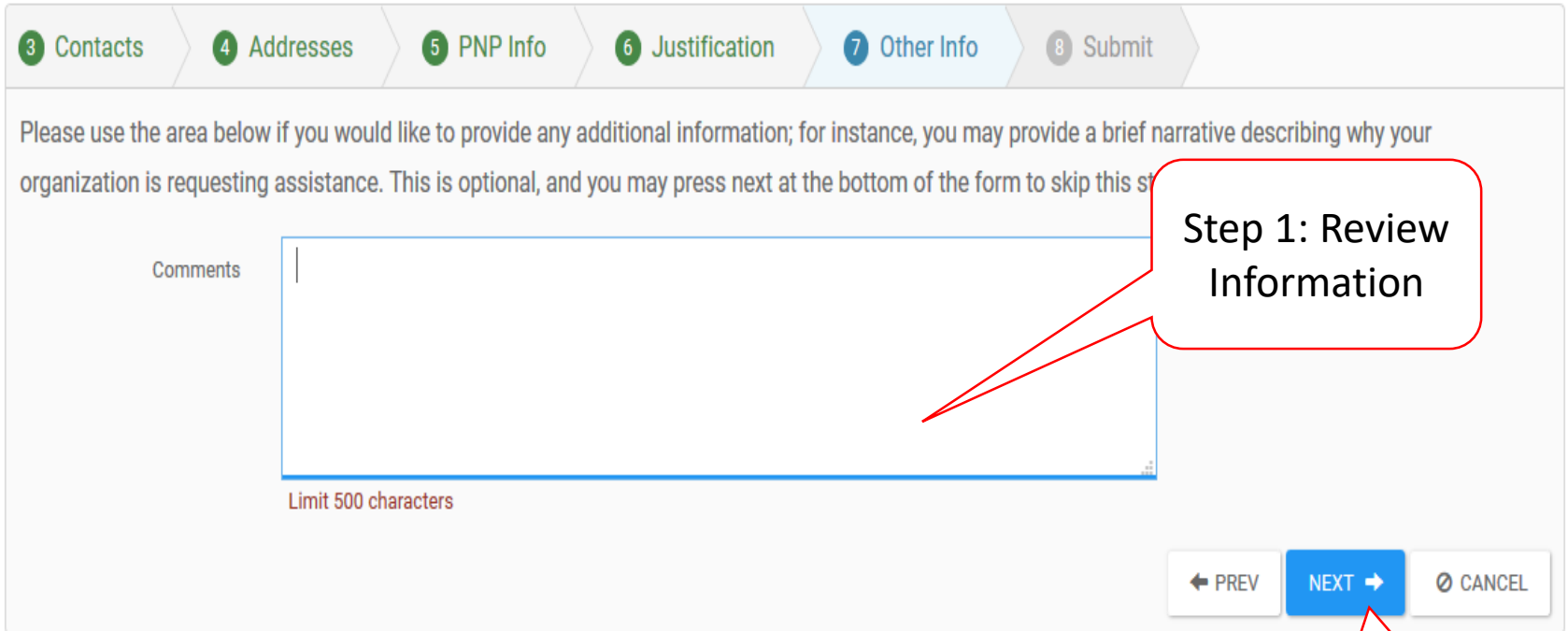
Previous Next

UPLOAD NEW **ATTACH SELECTED** **CANCEL**

Click Attach Selected

Other Information/Comments

Request Public Assistance



The form is titled 'Request Public Assistance' and is part of a multi-step process. The steps are: 3 Contacts, 4 Addresses, 5 PNP Info, 6 Justification, 7 Other Info (current step), and 8 Submit. The 'Other Info' step is highlighted in blue. Below the step indicators, there is a text area for 'Comments' with a placeholder text: '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.' The text area is labeled 'Comments' and has a 'Limit 500 characters' warning. At the bottom right, there are three buttons: 'PREV' (disabled), 'NEXT' (active), and 'CANCEL' (disabled).

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

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

Comments

Limit 500 characters

← PREV NEXT → CANCEL

Step 1: Review
Information

Step 2: Click
Next

Review Request

Request Public Assistance

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

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

General Info

Applicant St. Peter Church

Event 4332DR-TX (4332DR)

Participated in PDA? Yes

Primary Contact

Name Lanneau, Peter

Title Bishop

Email peterl@stpeter.org

Phone (512) 589-6532

Alternate Contact

Name Wings, Angelic

Title Administrator

Email angelicw@stpeter.org

Phone (512) 589-6533

Primary Location

Address 1309 Rutherford Lane

City Austin

State Texas

Zip 78753

County Travis County

Step 1: Review
Information

Who may use the facility? Open to the public

Is there a fee to use the facility? No

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

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

What type of assistance is being requested? Public Assistance

Does the PNP organization own the facility? Yes

Proof of Ownership • [Deed.docx](#)

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

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

Is the facility insured? Yes

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

Additional information or comments --

Additional Documentation

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

Accreditation • [Church Accreditation.docx](#)

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

Justification

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

Other Info

Comments --

Justification

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

← PREV **SUBMIT** ✓ CANCEL

Step 2: Click **Submit**

Congratulations Screen

Request Public Assistance

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

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

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

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

Small Business Administration (SBA)

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



Applicant Event Profiles

Step 1: Click **My Organization**

Grants Portal

Crocker, Betty

Dashboard

My Organization **Bananatown (8790)**

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

Personnel > MANAGE

Locations > MANAGE

Counties with Facility >

Insurance Profile > UPLOAD INSURANCE DOCUMENTS HELP

Applicant Event Profiles ▾

Filters

STATUS All

Search...

SHOW/HIDE COLUMNS

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

10 Showing 4 entries

Previous 1 Next

Documents > UPLOAD DOWNLOAD MANAGE

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

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

Applicant Event Profile

Portal



Applicant Event Profile

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

REPORTS



General Information

Late Submission

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

Scroll down to PNP
Information Bar

going

August 25, 2017

Houston County - August 24th, 2017

Stats/Summary >

PNP Information Bar

The screenshot shows a web interface with a top navigation bar labeled "Portal" on the left and a user profile icon on the right. Below the navigation bar is a section titled "PNP Information" with a dropdown arrow. Under this section, there are two tabs: "PNP Information" and "SBA Loan". The "SBA Loan" tab is selected and highlighted with a blue underline. Below the tabs, there are three main sections: "SBA Loan Information", "SBA Loan Documents", and "SBA Loan History". Each section has a right-hand button: "MANAGE" for "SBA Loan Documents" and "ADD COMMENT" for "Comments". Three red callout boxes with arrows point to specific elements: the first points to the "PNP Information" dropdown, the second points to the "SBA Loan" tab, and the third points to the "MANAGE" button for "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

Portal

Uchiha, Sasuke...

Applicant Event Profiles PNP Information Manage Applicant Event Profiles SBA Loan

Documents

+ ADD DOCUMENT

This Applicant Event Profile has no documents.

Click **Add Document**

Add SBA Document

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

Add Document

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

SELECT DOCUMENT (Max Size: 100MB)

Filename

Description

Types **PNP Information**

Category **SBA Loan Documentation**

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

✓ ADD DOCUMENT **⌕ CANCEL**

Select SBA Document

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

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

Step 1: Select Document

Step 2: Click Open

Upload SBA Loan Document

The screenshot shows a web portal interface with a modal titled "Add Document". The modal contains a caution message, a file upload section, a description field, type and category dropdowns, a PII warning, and "Add Document" and "Cancel" buttons. Two red callout boxes provide instructions: "Step 1: Add document description" points to the description field, and "Step 2: Click Add Document" points to the "ADD DOCUMENT" button.

Step 1: Add document description

Step 2: Click 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

Edit Uploaded Document

Grants Portal

Click page icon to go back to Event Profile page

Dashboard

My Organization

Pair City Museum

Organization Profile

Organization Personnel

Applicant Event Profiles

Projects

Damages

Work Orders

My Tasks

Calendar

Applicant Event Profiles PNP Information Manage Applicant Event

+ ADD DOCUMENT

Profiles SBA Loan Documents

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

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

10

Showing 1 to 1 of 1 entries

Previous 1 Next

Click **Remove** to delete Document

SBA Loan Determination

Portal

Applicant Event Profile Pair City Museum - 4332DR

 SBA Loan Determination is pending for Pair City Museum

[Make an SBA Loan Determination](#)

Click **Make an SBA Loan Determination**

Event

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

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

NAME Pair City Museum

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

PNP TYPE Museum **Not Critical**

STATUS Eligible

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

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

EVENT TYPE Disaster

INCIDENT TYPE Hurricane

INCIDENT LEVEL 1

INCIDENT START DATE August 23, 2017

INCIDENT END DATE Ongoing

DECLARATION DATE August 25, 2017

DECLARED COUNTIES Houston County - August 24th, 2017

SBA Loan Determination Questions

SBA Loan Questionnaire

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

☒ Yes ☐ No

Has an SBA Loan application been submitted?

☒ Yes ☐ No

Has a response been received on the SBA Loan application?

☒ Yes ☐ No

Was the SBA Loan approved?

☒ Yes ☐ No

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

☐ Yes ☒ No

Step 1: Answer ALL Questions

UPLOAD SBA LOAN

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

Showing 1 to 1 of 1 entries

Step 2: Save

Previous1Next

SAVE

CANCEL

PROCESS STEP

Pending RSM Completion

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

INCIDENT END DATE

Ongoing

Confirm SBA Loan Information Questions

Portal Uchiha, Sasuke

Step 1: Expand PNP Information bar

PNP Information **SBA Loan**

Step 2: Click SBA Loan tab

SBA Loan Information

- Will permanent work projects (Categories C-G) be 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**

Step 3: Expand SBA Loan Information

SBA Loan Documents MANAGE

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

Showing 1 to 1 of 1 entries

Previous 1 Next

Damage Inventory Template



Applicant Event Profiles

Step 1: Click **My Organization**

Grants Portal

Dashboard | **My Organization** | My Organization Profile

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

DOWNLOAD | EDIT

General Information

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

Personnel > MANAGE

Locations > MANAGE

County > MANAGE

Insurance Profile > UPLOAD INSURANCE DOCUMENTS ? HELP

Step 2: Click **Applicant Event Profiles**

Manage Damage Inventory

Portal

RPA DECISION DATE

8/29/2017 7:14 pm CDT

RSM COMPLETION DATE

9/15/2017 3:15 pm CDT

DAMAGE INVENTORY DEADLINE

11/14/2017

PROCESS STEP

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

INCIDENT LEVEL

1

INCIDENT START DATE

August 23, 2017

INCIDENT END DATE

August 28, 2017

DECLARATION DATE

August 26, 2017

DECLARED COUNTIES

Houston County - August 24th, 2017

Stats/Summary

Contacts >

MANAGE

Locations >

MANAGE

Damage Inventory >

MANAGE

Exploratory Call Information >

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

Step 2: Click
Manage

Download Damage Inventory Template

Portal

Leghorn, Foghor...

 **Applicant Event Profile** Manage Damage Inventory

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

IMPORT

Download Template

Upload Spreadsheet

View Imports

ADD DAMAGE

GO BACK

Damage Inventory

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

Portal 7 Leghorn, Foghor...

Applicant Event Profile Man
4332DR-TX (4332DR) / Glenville - PDMG0009 - 4332DR (4332DR - 9) / Ma

Step 1: Click Open With

Opening Grants Manager Damage Import Template - Glenville - PDMG0...

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

What should Firefox do with this file?

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

☐ **Save File**

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

Step 2: Click OK

Table:

	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

Table:

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

Enable Editing

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

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

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

G4 Program Delivery Manager (PDMG) Email:

Disaster Number:	4332DR				Program Delivery Manager (PDMG) Name:	PDMG0125			
Applicant Name:	Glenville - PDMG0125 - 4332DR (4332DR - 125)				Program Delivery Manager (PDMG) Phone:	(555) 555-555			
Applicant FIPS:	4332DR - 125				Program Delivery Manager (PDMG) Email:	PDMG0125@fema.gov			
Applicant Point of Contact Name:	Doe, John								
Applicant Point of Contact Phone:	(555) 555-555								
Applicant Point of Contact Email:	58922John@PDMG0125.gov								
Category	Name of damage/facility	Address 1	Address 2	City	State	Zip	Latitude	Longitude	Describe Damage
▼	▼	▼	▼	▼	▼	▼	▼	▼	▼

Damage Inventory Lists

Complete Damage Inventory Template & Save

M12

✕

✓

fx

1	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	
2			Disaster Number:	4332DR			Program Delivery Manager (PDMG) Name:	PDMG0125										
3			Applicant Name:	Glenville - PDMG0125 - 4332DR (4332DR - 125)			Program Delivery Manager (PDMG) Phone:	(555) 555-555										
4			Applicant FIPS:	4332DR - 125			Program Delivery Manager (PDMG) Email:	PDMG0125@fema.gov										
5			Applicant Point of Contact Name:	Doe, John														
6			Applicant Point of Contact Phone:	(555) 555-555														
7			Applicant Point of Contact Email:	58922John@PDMG0125.gov														
8			Category	Name of damage/facility	Address 1	Address 2	City	State	Zip	Latitude	Longitude	Describe Damage	Primary Cause of Damage	Approx. Cost	% Work Complete	Labor Type	Has received PA grant(s) on this facility in a past?	Applicant priority
9		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	
10																		
11																		
12																		
13																		
14																		
15																		
16																		
17																		
18																		
19																		
20																		

Damage Inventory

Lists

+

DO NOT CHANGE TEMPLATE OR SKIP LINES

Upload Damage Inventory Spreadsheet

Portal

 7  Leghorn, Foghor...

 **Applicant Event Profile** Manage Damage Inventory

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

IMPORT

ADD DAMAGE

GO BACK

Download Template

Upload Spreadsheet

View Imports

Damage Inventory

Search... ?

SHOW/HIDE COLUMNS

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

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

Select Damage Inventory Spreadsheet

Portal

Applicant Event Profile

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

Damage Inventory

Search...

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

File Upload

« Docu... » Glenville applicant doc

Search Glenville applicant doc

Organize New folder

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

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

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

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

Step 1: Click on the saved template

Step 2: Click Open

	Damage #	Category	Name				
	27637	C	COUNTY ROAD 65				
	27638	C	COUNTY ROAD 56				
	27640	C	COUNTY ROAD 35				
	27641	C	COUNTY ROAD 95				
	27642	G	ROBERTS PARK				
	27643	G	ROBERTS PARK	DAMAGES TO THE MAIN OFFICE COMPLEX	[5054] City Parks	Flood	26589
							1954 POSSUM BACK BRANCH, AGFA, Georgia 26589

Damage Inventory Template with Errors

Portal

TOTAL RECORDS IMPORTED1

RECORDS WITH ERRORS1 (1)

NEW DAMAGE RECORDS0

RECORDS WITH WARNINGS0

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

CANCEL IMPORT

Records

Search...

SHOW/HIDE COLUMNS

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

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

Step 1: Verify Errors or Warnings

Step 2: Click Cancel Import

Cancel Import

Portal

! Import Data

Do you wish to cancel and discard this import?

The results below will be saved for later viewing.

CANCEL IMPORT **GO BACK**

Click Cancel Import

Results

TOTAL RECORDS IMPORTED: 1 (1)

NEW DAMAGE RECORDS: 0

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

CANCEL IMPORT

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 IMPORTED1

RECORDS WITH ERRORS0

NEW DAMAGE RECORDS1

RECORDS WITH WARNINGS0

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

COMMIT IMPORT

CANCEL IMPORT

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

Step 2: Click **Commit Import**

Step 1: Check Errors & Warnings

Step 2: Click **Commit Import**

Records

SHOW RECORDS

All

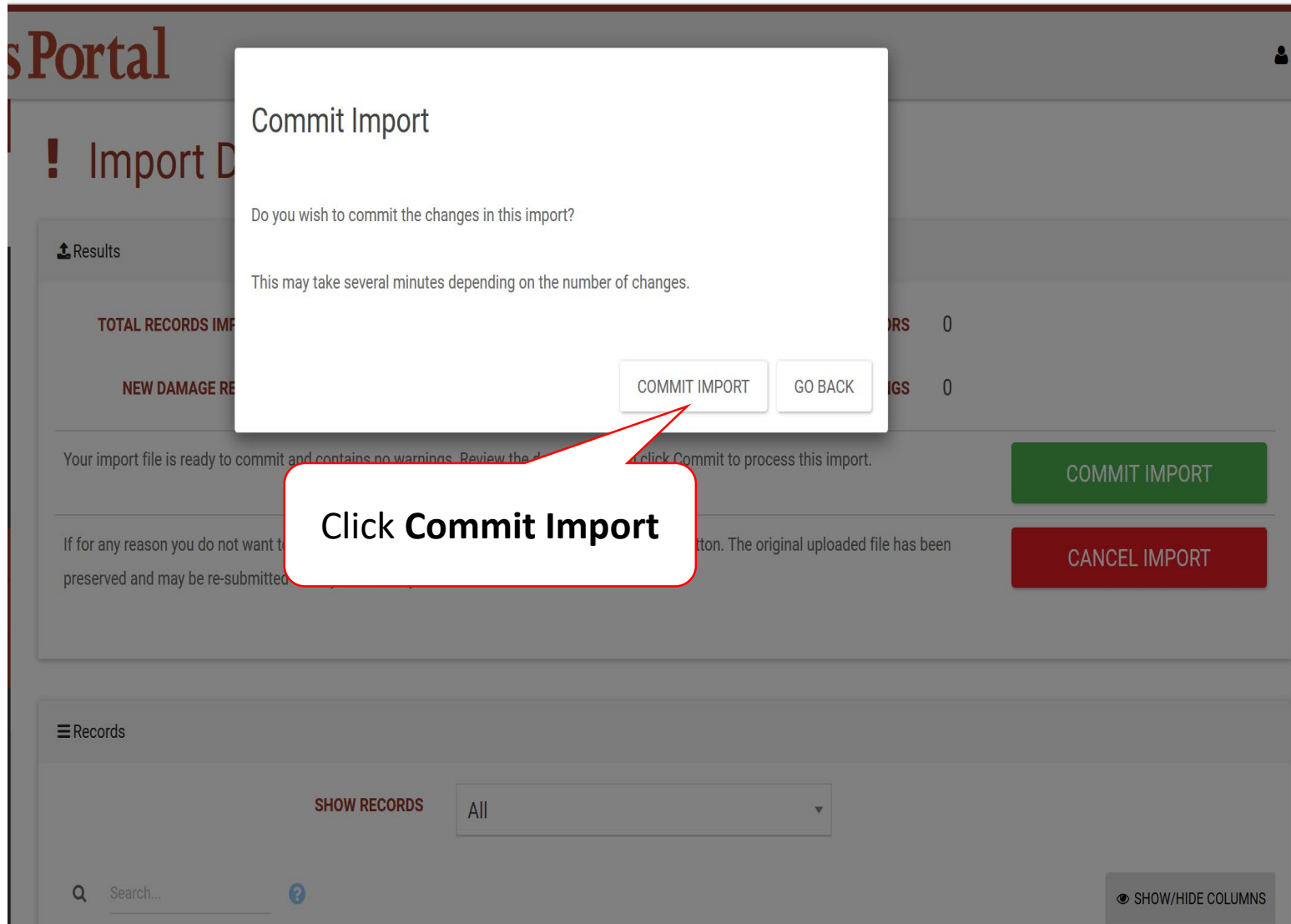
Q Search...

?

SHOW/HIDE COLUMNS

85

Commit Import Pop-Up Box



Damage Inventory Template Upload Log

Portal



Import Damage Inventory Glenville -

PDMG0125 - 4332DR

DOWNLOAD TEMPLATE

UPLOAD SPREADSHEET

GO BACK

Uploaded Damage Inventory

Import History



Search...



SHOW/HIDE COLUMNS

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

Damage Inventory

Add Single
Damage



Applicant Event Profiles

Grants Portal Crocker, Betty

My Applicant Event Profiles

Step 1: Click Applicant Event Profiles

Filters > All Active Applicant Event Profiles

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

25 1 to 1 of 1 entries

Step 2: Click Magnifying glass

My Organization: Bananatown (8790)

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

Manage 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 >

Scroll down to **Damage Inventory Bar**

 Locations >

 **Damage Inventory** >

 Exploratory Call Information >

 MANAGE

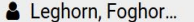
 MANAGE

Click **Manage**

 MANAGE

Add A Single Damage

Portal



 **Applicant Event Profile** Manage Damage Inventory

IMPORT

ADD DAMAGE

GO BACK

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

Damage Inventory

Search... ?

W/HIDE COLUMNS

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

Click Add Damage

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** **Applicant Event Profile** **Manage Damage Inventory**

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

SAVE **CANCEL**

SAVE

Step 2:
Click **Save**

Step 1:
Complete
Information

Edit Damage Inventory



Applicant Event Profiles

Grants Portal Crocker, Betty

My Applicant Event Profiles

Step 1: Click Applicant Event Profiles

Filters > All Active Applicant Event Profiles

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

25 1 to 1 of 1 entries

Step 2: Click Magnifying glass

My Organization: Bananatown (8790)

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

Damage 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 >

Scroll down to **Damage Inventory Bar**

 MANAGE

 Locations >

Click **Manage**

 MANAGE

 Damage Inventory >

 MANAGE

 Exploratory Call Information >

Edit Damage Inventory

Portal

🔔 7 👤 Leghorn, Foghor...

Applicant Event Profile Manage Damage Inventory

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

📄 IMPORT ▾

+ ADD DAMAGE

↶ GO BACK

Damage Inventory

🔍 Search...



👁 SHOW/HIDE COLUMNS

	Damage #	Category	Name	Damage Description	Project	Cause of Damage	Location
 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

Step 2: Click **Save**

SAVE CANCEL

General Information

Category: E - Buildings and Equipment

Name: Spark

Damage Information

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

Cause of Damage: Hurricane

Prior PA Grant? ☐

Location Information

Location: Address Latitude/Longitude Map

1609 Rutherford Lane

Building / Suite

Austin

Texas

Texas

78753

Repair Information

% Work Complete: 10

Approximate Cost: \$90,000.00

Labor Type: Force Account and Contract

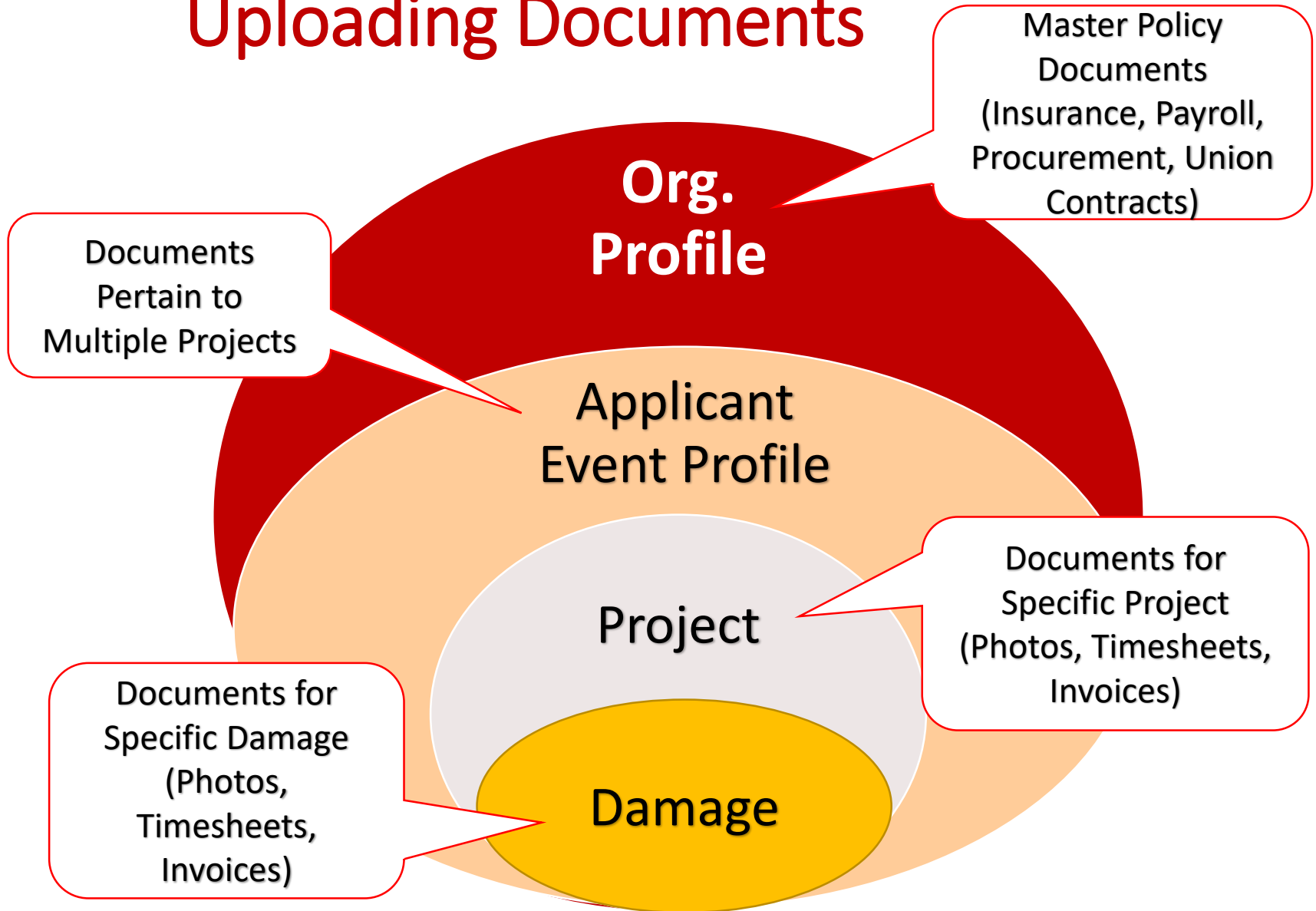
Priority: Medium

Step 1: Edit Information

Upload Documents



Uploading Documents



Upload Insurance Documents in Organization Profile



Upload Insurance Document

Step 1: Click **My Organization**

Step 2: Click **Organization Profile**

Step 3: Click **Upload Insurance Document**

Grants Portal Crocker, Betty

Dashboard **My Organization Profile** DOWNLOAD

My Organization Bananatown (8790)

Organization Profile General Information

STATE/TERRITORY	IS ACTIVE?	Yes
FEDERAL AGENCY	FEDERAL PA CODE	8790
DUNS NUMBER	DUNS NUMBER	987654321

Personnel > MANAGE

Locations > MANAGE

Counties with Facility >

Insurance Profile > UPLOAD INSURANCE DOCUMENTS ? HELP

Applicant Event Profiles >

My Tasks Calendar Utilities Resources Intelligence

Upload Insurance Document

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

Grants Portal

Dashboard

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

Step 1: Select the document to upload

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

Step 2: Click Open

Add Document Description & Category Type

The screenshot shows the 'Grants Portal' interface with a modal titled 'Upload Insurance Documents'. The modal has a close button (X) in the top right corner. Below the title is a dashed box with an upload icon and the text 'Drag and drop files here, or click here to select files.' Below this is a section titled 'Documents Pending Upload' with a search bar. 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'. At the bottom of the modal are two buttons: 'UPLOAD PENDING DOCUMENTS' (green) and 'CANCEL' (white). A red callout bubble points to the 'EDIT' button with the text 'Click Edit'.

Add Document Description & Category Type

The screenshot shows the 'Grants Portal' interface with a 'Process Document' modal open. The modal contains a caution message, input fields for 'Filename', 'Description', and 'Category', and a dropdown menu for category selection. 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 menu.

Step 1: Write description of document

Step 2: Click the Category box

Step 3: Click to select document category type

Process Document

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

Filename *
Insurance policy.docx

Description

Category *
Select...

- General Insurance Documents
- Insurance Certificate
- Insurance Policy**
- Insurance Settlement
- Insurance Worksheet
- Proof of Insurance

IS ACTIVE? Yes

PERSONNEL

LOCATIONS

UPLOAD INSURANCE

Applicant Event Profiles

Add Insurance Documents

Grants Portal

Upload Insurance Documents

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

Documents Pending Upload

Search...

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

10 Showing 1 to 1 of 1 entries

Previous 1 Next

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

Repeat uploading if additional documents

Click Upload Pending Document

Upload Documents in Organization Profile

These documents apply across multiple events.



Upload Organization Documents

The screenshot displays the Grants Portal interface. The top header includes the 'Grants Portal' logo and a user profile for 'Leghorn, Fogho...'. The left sidebar contains navigation links: Dashboard, My Organization (selected), Organization Profile, Organization Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Projects, Damages, Work Order Requests, Work Orders, My Tasks, Calendar, Utilities, and Resources. The main content area shows the 'RECIPIENT REGION' as 'Region 7'. A callout box labeled 'Step 1: Click Organization Profile' points to the 'Organization Profile' link in the sidebar. Below this, the 'Documents' section is highlighted, with a callout box labeled 'Step 2: Click Upload' pointing to the 'UPLOAD' button. Other sections visible include 'Locations', 'Counties with Facility', 'Insurance Profile', 'Applicant Event Profiles', and 'Action Log'.

Step 1: Click Organization Profile

Step 2: Click Upload

Upload Insurance Document

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

Grants Portal

Dashboard

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

Step 1: Select the document to upload

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

Step 2: Click Open

Add Document Description & Category Type

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

Upload Organization Profile Documents

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

Documents Pending Upload

Search...

		Filename	Description	Size	Category
⚠	EDIT	REMOVE	Payroll Policy.docx	11.4 KB	

Showing 1 to 1 of 1 entries

Previous 1 Next

UPLOAD PENDING DOCUMENTS CANCEL

Click Edit

Add Document Description & Category Type

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

Step 1: Write description of document

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

Step 3: Click to select document category type

Process Document

CAUTION: Document will be uploaded to the Organization profile.

Filename *
Payroll Policy.docx

Description

Category Filter (Optional)
All

Category *
pay

- Force Account Labor Pay Policy
- Force Account Labor Payroll / Timesheets

Add Document Description & Category Type

The screenshot displays the Grants Portal interface. On the left is a sidebar with navigation links: Dashboard, My Organization (Bananatown (8790)), Organization Profile, Organization Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Projects, Damages, Work Order Requests, Work Orders, My Tasks, Calendar, Utilities, Resources, and Intelligence. The main content area shows the 'My Organization Profile' for Bananatown (8790) with a 'Manage Documents' link. Below this is a table of documents:

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

Below the table, it indicates 'Showing 1 to 2 of 2 entries'.

A 'Process Document' modal is open in the foreground. It contains a yellow caution box with the text: **CAUTION: Document will be uploaded to the Organization profile.**

The modal includes the following fields:

- Filename ***: A text input field containing 'Payroll Policy.docx'.
- Description**: A text input field containing 'Fire Department Payroll Policy'.
- Category Filter (Optional)**: A dropdown menu currently set to 'All'.
- Category ***: A dropdown menu currently set to '× Force Account Labor Pay Policy'.

At the bottom right of the modal are two buttons: **SAVE** (with a save icon) and **CANCEL** (with a cancel icon).

A red callout bubble with the text **Click Save** points to the **SAVE** button.

Add Insurance Documents

Step 1: Repeat uploading any additional documents

Upload Organization Profile Documents

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

Documents Pending Upload

Search...

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

Showing 1 to 1 of 1 entries

Previous 1 Next

UPLOAD PENDING DOCUMENTS CANCEL

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

Manage Uploaded Documents in Organization Profile



Manage Organization Uploaded Documents

The screenshot displays the Grants Portal interface. The top header includes the 'Grants Portal' logo and a user profile for 'Leghorn, Fogho...'. The left sidebar contains navigation links: Dashboard, My Organization (selected), Organization Profile, Organization Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Projects, Damages, Work Order Requests, Work Orders, My Tasks, Calendar, Utilities, and Resources. The main content area shows the 'RECIPIENT REGION' as 'Region 7'. A callout box labeled 'Step 1: Click Organization Profile' points to the 'Organization Profile' link in the sidebar. Another callout box labeled 'Step 2: Click Manage' points to the 'MANAGE' button in the 'Documents' section. The 'Documents' section includes buttons for 'UPLOAD', 'DOWNLOAD', and 'MANAGE'.

Grants Portal

Dashboard

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

Organization Profile

Organization Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping Meetings

Projects

Damages

Work Order Requests

Work Orders

My Tasks ▼

Calendar

Utilities ▼

Resources

RECIPIENT REGION Region 7

Step 1: Click Organization Profile

MANAGE

Locations >

MANAGE

Counties with Facility >

MANAGE

Insurance Profile >

UPLOAD INSURANCE DOCUMENTS ? HELP

Applicant Event Profiles >

REQUEST PUBLIC ASSISTANCE

Documents >

UPLOAD DOWNLOAD ▼ MANAGE

Action Log >

Step 2: Click Manage

Edit Document Name

Portal

 7  Leghorn, Foghor...

 **My Organization Profile** Manage Documents

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

 ADD DOCUMENT

 GO BACK

 Search... 

 SHOW/HIDE COLUMNS

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

10

Showing 1 to 3 of 3 entries

Previous

1

Next

Click **Edit**

Edit Name

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

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

At the bottom of the modal are two buttons: "SAVE CHANGES" (blue) and "CANCEL" (grey). A red bracket groups the first three fields, and a callout box points to them with the text "Step 1: Edit information". A red arrow points to the "SAVE CHANGES" button, and a callout box points to it with the text "Step 2: Click Save Changes".

Remove Documents



Grants Portal

Crocker, Betty ▾

Dashboard

My Organization ▾
Bananatown (8790)

Organization Profile

Organization Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping Meetings

Projects

Damages

Work Order Requests

Work Orders

My Tasks ▾

Calendar

Utilities ▾

Resources

Intelligence ▾

My Organization Profile

Manage Documents

Bananatown (8790) / Manage Documents

Search... ?

SHOW/HIDE COLUMNS

	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

10 ▾

Showing 1 to 2 of 2

Previous 1 Next

Click **Remove**

Delete Confirmation Pop-Up Box

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

Grants Portal

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

Search...

Filename	Description	Size	Category
EDIT REMOVE 12-31-2020.jpg	General Insurance Expires	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	Insurance policy.docx	11.4 KB	Maintenance Record; Photo; Procurement Policy

Showing 1 to 2 of 2 entries

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

YES **NO**

Click Yes

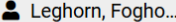
Upload Documents In Applicant Event

These documents apply only to one event.



Add Documents To An Event

 **Grants Portal**

 Dashboard

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

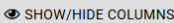
 **My Applicant Event Profiles**

 Filters >

Step 1: Click Applicant Event Profiles

All Active Applicant Event Profiles     



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

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

Previous 1 Next

Step 2: Click the Magnifying Glass

 My Tasks 

 Calendar

 Utilities 

 Resources

Applicant Event Profile Document

Grants Portal

Dashboard

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

Organization Profile

Organization Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping Meetings

Projects

Damages

Work Order Requests

Work Orders

My Tasks

Calendar

Utilities

Resources

Projects

406 Mitigation Profile

Insurance Profile

EHP Profile

Documents

Comments

Request for Information

Sample Drawdown Testing

Discussion

BULK ASSIGN PROJECT FOCUS

LEGHORN, FOGHO...

7

HELP

EXPORT TO CSV

ADD COMMENT

START A DISCUSSION

Click Upload

Applicant Event Profile Document Upload – Pop Up

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

Portal

Applicant Event

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

Search...

Filename

EDIT Glenville PDMG009 Pay Poli

REMOVE

EDIT Maint Report.docx

REMOVE

10

Showing 1 to 2 of 2 entries

Upload Applicant Event Profile Documents

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

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

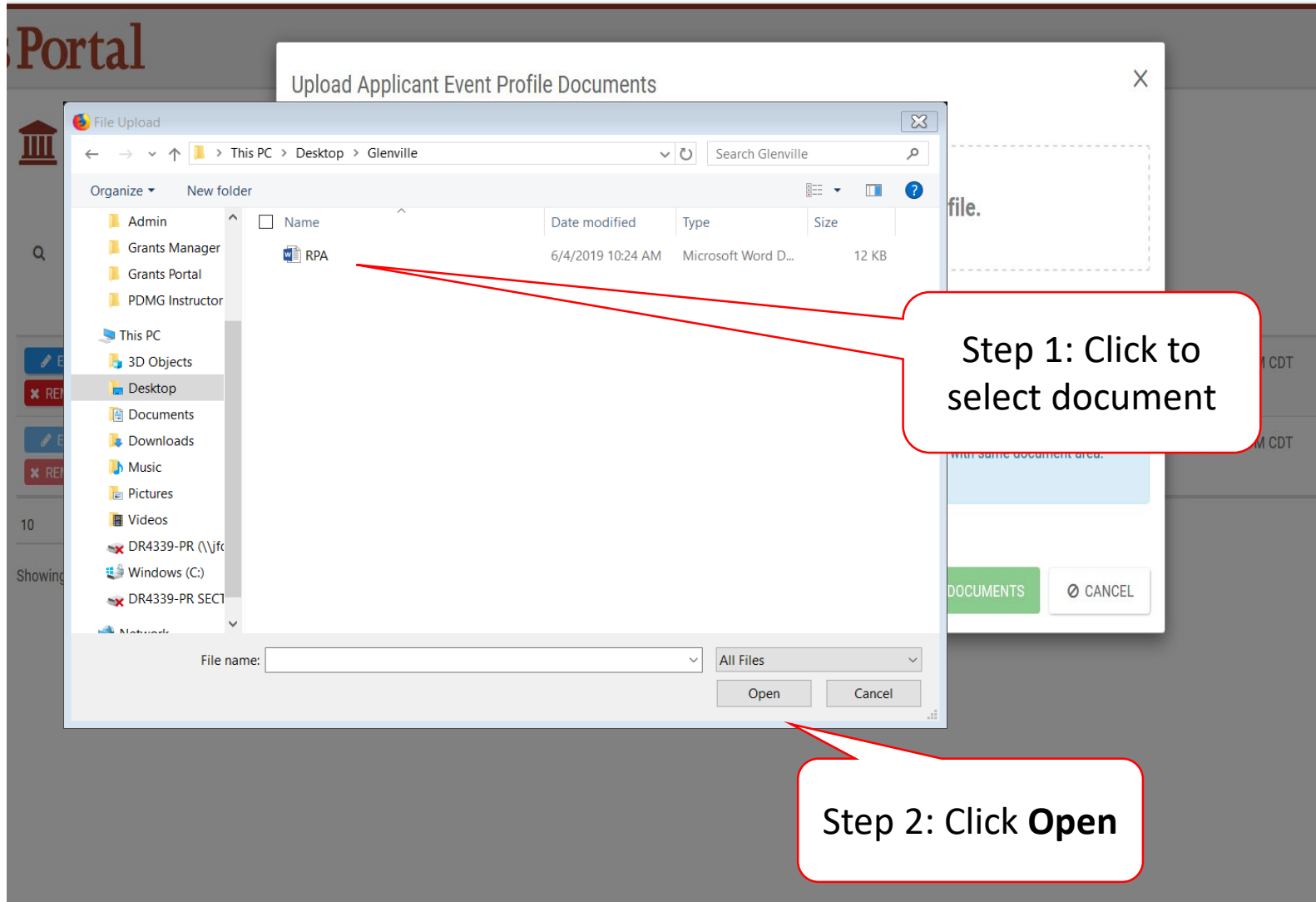
Documents Pending Upload

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

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

UPLOAD PENDING DOCUMENTS CANCEL

Document Upload – Pop Up



Edit Document Information

Grants Portal

Dashboard

My Organization
Bananatown (8790)

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

My Tasks

Calendar

Utilities

Resources

Intelligence

406 Mitigation Profile

Insurance Profile

EHP Profile

Documents

Comments

Request for Information

Discussion

History

Upload Applicant Event Profile Documents

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

Documents Pending Upload

Search...

		Filename	Description	Size	Category
⚠	EDIT REMOVE	RPA.docx		11.5 KB	

Showing 1 to 1 of 1 entries

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

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

Click Edit

Edit Document Information – Pop Up Box

The screenshot displays the Grants Portal interface. On the left is a dark sidebar with navigation links: Dashboard, My Organization (Bananatown (8790)), Organization Profile, Organization Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Projects, Damages, Work Order Requests, Work Orders, My Tasks, Calendar, Utilities, Resources, and Intelligence. The main content area shows a breadcrumb trail: 406 Mitigation Profile > EHP Profile > Documents >. Overlaid on this is a white 'Process Document' pop-up box. The box contains a yellow caution banner with the text: 'CAUTION: Document will be uploaded to the Applicant event profile.' Below the banner are four input fields: 'Filename *' (containing 'RPA.docx'), 'Description' (empty), 'Category Filter (Optional)' (a dropdown menu set to 'All'), and 'Category *' (a dropdown menu with 'Select...' visible). At the bottom right of the box are two buttons: a blue 'SAVE' button and a grey 'CANCEL' button. Three red callout boxes with white text 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

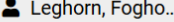
Manage Documents In Applicant Event

These documents
apply only to one
event.



Locate Documents Uploaded To An Event

 **Grants Portal**

 Dashboard

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

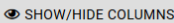
 **My Applicant Event Profiles**

 Filters >

Step 1: Click Applicant Event Profiles

All Active Applicant Event Profiles     



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

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

Previous 1 Next

Step 2: Click the Magnifying Glass

 My Tasks 

 Calendar

 Utilities 

 Resources

Manage Applicant Event Profile Document

The screenshot displays the Grants Portal interface. The top header features the 'Grants Portal' logo on the left and a user profile 'Leghorn, Fogho...' with a notification bell icon on the right. A left sidebar contains navigation links: Dashboard, My Organization (Glenville - PDMG0009 - 4332DR), Organization Profile, Organization Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Projects, Damages, Work Order Requests, Work Orders, My Tasks, Calendar, Utilities, and Resources. The main content area lists various profile and document sections: Projects, 406 Mitigation Profile, Insurance Profile, 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.

Grants Portal

Leghorn, Fogho...

7

BULK ASSIGN PROJECT FOCUS

Projects

406 Mitigation Profile

Insurance Profile

EHP Profile

Documents

UPLOAD

DOWNLOAD

MANAGE

Comments

EXPORT TO CSV

ADD COMMENT

Request for Information

Sample Drawdown Testing

Discussion

START A DISCUSSION

Click **Manage**

Edit Upload Document Information

 **Grants Portal**

Crocker, Betty ▾

Dashboard

My Organization ▾
Bananatown (8790)

Applicant Event Profile Manage Documents

+ ADD DOCUMENT

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

Search... ?

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

10 ▾

Showing 1 to 1 of 1 entries

Previous 1 Next

Click Edit

My Tasks ▾
Calendar
Utilities ▾
Resources
Intelligence ▾

Edit Applicant Event Profile Document

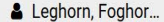
The screenshot shows the 'Grants Portal' interface with a sidebar menu on the left. The 'Applicant Event Profile' option is highlighted. A modal window titled 'Edit Document' is open, displaying fields for 'Filename' (RPA.docx), 'Description' (RPA), 'Types' (All), and 'Category' (Request for Public Assistance (RPA)). A red bracket groups the first three fields, with a callout box stating 'Step 1: Edit information'. A red arrow points from the 'SAVE CHANGES' button to a callout box stating 'Step 2: Click Save Changes'.

Step 1: Edit information

Step 2: Click Save Changes

Remove Documents

Portal



Applicant Event Profile

Manage Documents

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

 Search... 

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

10

Showing

Previous

1

Next

Click **Remove** to
Delete document

Delete Document Confirmation Pop-Up Box

The screenshot displays the Grants Portal interface. On the left is a dark sidebar with navigation links: Dashboard, My Organization (Bananatown (8790)), Organization Profile, Organization Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Projects, Damages, Work Order Requests, Work Orders, My Tasks, Calendar, Utilities, Resources, and Intelligence. The main content area is titled 'Applicant Event Profiles' and shows a breadcrumb trail: 4337DR-FL (4337DR) / Bananatown (8790) / Main. Below this is a search bar and a table of documents. The table has columns for Filename, Description, Size, Category, and Upload Date. One document is listed: RPA.docx, RPA, 11.5 KB, Request for Public Assistance (RPA), 06/04. Above the document row are 'EDIT' and 'REMOVE' buttons. A white pop-up box titled 'Confirm Delete' is overlaid on the right side of the screen, asking 'Are you sure you would like to remove this document?' with 'YES' and 'NO' buttons. A red arrow points from the 'YES' button to a callout box that says 'Click Yes to Delete document'.

Grants Portal

Dashboard

My Organization
Bananatown (8790)

Applicant Event Profiles

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

Search...

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

EDIT REMOVE

10

Showing 1 to 1 of 1 entries

Confirm Delete

Are you sure you would like to remove this document?

YES NO

Click **Yes** to Delete document

Upload Documents to Projects

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



Locate Event

Grants Portal

Step 1: Click **Applicant Event Profiles**

Step 2: Click the **Magnifying Glass**

Dashboard

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

My A

REQUEST PUBLIC ASSISTANCE

Filters >

All Active Applicant Event Profiles

SHOW/HIDE COLUMNS

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

25

1 of 1 entries (filtered from 4 total entries)

Previous 1 Next

Organization Profile

Organization Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping

Meetings

Projects

Damages

Work Order Requests

Work Orders

My Tasks

Calendar

Utilities

Resources

Locate Event Project

Grants Portal 7 Leghorn, Fo

Dashboard Follow-Up Me Site Inspection

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

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

My Tasks
Calendar
Utilities
Resources
Intelligence

Projects BULK ASSIGN PROJECT PO

Active **Inactive**

Filters

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

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

Step 2: Click the **Magnifying Glass**

SHOW/HIDE COLUMNS

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

Upload Event Project Document

The screenshot displays the Grants Portal interface. At the top, the header includes the Grants Portal logo, a notification bell with a red '7', and the user name 'Leghorn, Fogho...'. The left sidebar contains a navigation menu with items: Dashboard, My Organization (selected), Organization Profile, Organization Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Projects, Damages, Work Order Requests, Work Orders, My Tasks (checked), Calendar, Utilities, Resources, and Intelligence. The main content area lists several sections: Essential Elements of Information (with a warning: 2 of 2 EEs pending completion), Damage Description and Dimensions, Development Guide Answers, Scope & Cost Summary, 406 Mitigation Profile (with a warning: 3 of 3 are pending initial completion of the 406 Mitigation Report), Insurance Profile, EHP Profile, Documents, and Request for Information. The Documents section is highlighted, showing an 'UPLOAD' button (green with an upload icon), a 'DOWNLOAD' button (grey with a download icon), and a 'MANAGE' button (grey with a gear icon). A red callout bubble points to the 'UPLOAD' button with the text 'Click Upload'.

Grants Portal

Dashboard

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

Organization Profile

Organization Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping Meetings

Projects

Damages

Work Order Requests

Work Orders

My Tasks ▼

Calendar

Utilities ▼

Resources

Intelligence ▼

Essential Elements of Information >
⚠ 2 of 2 EEs pending completion

Damage Description and Dimensions >

? Development Guide Answers >

\$ Scope & Cost Summary >

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

📄 Insurance Profile >

🌲 EHP Profile >

📁 Documents >

📄 Request for Information >

Click Upload

📄 UPLOAD 📄 DOWNLOAD ⚙ MANAGE

Upload Event Project Documents

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

Grants Portal

Dashboard

My Organization

Damage Description

Recovery Scoping

Meetings

Projects

Damages

Work Order Requests

Work Orders

My Tasks

Calendar

Utilities

Resources

Intelligence

EHP Profile

Documents

Request for Information

Comments

History

Upload Project Documents

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

Documents Pending Upload

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

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

UPLOAD PENDING DOCUMENTS

CANCEL

Document Upload – Pop Up Box

Upload Project Documents

File Upload

Step 1: Click on the document to upload

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

File name: Glenville PDMG009 Dell Inc. Contract

Open Cancel

Step 2: Click **Open**

Document

To begin

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

UPLOAD PENDING DOCUMENTS CANCEL

Edit Project Document Information

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

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

Below the table, it says "Showing 1 to 1 of 1 entries". At the bottom right of the modal are buttons for "UPLOAD PENDING DOCUMENTS" and "CANCEL". A red callout box with the text "Click Edit" points to the "EDIT" button in the table.

Document Description And Category Tag

ct Manage Document

332DR) / Glenville - PDMG0009 - 433

Step 2: Add Document Description

Process Document



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

Filename *

Location Map of Culvert on Smith Street

Step 1: Change document name for better description name

Description

Identification of Smith Stree Culvert

Category Filter (Optional)

All

Step 3: Select Category (Document Type)

Category *

× Map

SAVE

CANCEL

Step 4: Click **Save**

Manage Documents in Projects

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



Locate Event

Grants Portal

Dashboard My Organization My A

Step 1: Click **Applicant Event Profiles**

REQUEST PUBLIC ASSISTANCE

Filters > All Active Applicant Event Profiles

Search...

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

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

Previous 1 Next

Step 2: Click the **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

Locate Event Project

Grants Portal

Dashboard | Follow-Up Meeting | Site Inspection

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

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

My Tasks
Calendar
Utilities
Resources
Intelligence

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

 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 EELs pending completion

 Damage Description and Dimensions 

 Development Guide Answers 

 Scope & Cost Summary 

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

 Insurance Profile 

 EHP Profile 

 Documents 

 UPLOAD  DOWNLOAD  MANAGE

 Request for Information 

Click **Manage**

Edit Project Documents

 **Grants Portal**

Crocker, Betty

Dashboard

My Organization
Bananatown (8790)

 **Project** Manage Documents

+ ADD DOCUMENT

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

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

10

Showing 1 to 1 of 1 entries

Previous 1 Next

Click Edit

Edit Project Documents Pop-Up Box

Step 1: Edit
information

Edit Document [X]

Filename:

Description:

Types:

Category:

Click **Save
Changes**

Remove Project Documents

The screenshot shows the Grants Portal interface. The top header includes the portal logo and the user name 'Crocker, Betty'. The left sidebar contains navigation links such as 'Dashboard', 'My Organization', 'Organization Profile', 'Applicant Event Profiles', 'Exploratory Calls', 'Recovery Scoping Meetings', 'Projects', 'Damages', 'Work Order Requests', 'Work Orders', 'My Tasks', 'Calendar', 'Utilities', 'Resources', and 'Intelligence'. The main content area is titled 'Project Manage Documents' and shows a breadcrumb trail: '4337DR-FL (4337DR) / Bananatown (8790) / [37584] BANANA TOWN EMP / Manage Documents'. A green '+ ADD DOCUMENT' button is in the top right. A table lists documents with columns: Filename, Description, Size, Category, Uploaded Date, and Uploaded By. One document is listed: 'Smith Road Culvert.docx' with description 'Inspection conducted on June 18', size '11.4 KB', category 'Photo', and upload date '06/04/2019 11:48 AM AST' by 'Crocker, Betty'. Below the table, a dropdown menu is set to '10' and the text 'Showing 1 to 1 of 1 entries' is displayed. A red callout box with the text 'Click Remove' points to the 'REMOVE' button in the document's action column. Pagination controls show 'Previous', '1', and 'Next'.

Grants Portal

Crocker, Betty

Dashboard

My Organization Bananatown (8790)

Project Manage Documents

+ ADD DOCUMENT

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

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

10

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 the "Project Manage Documents" page for organization "Banantown (8790)". A table lists documents, with the first entry "Smith Road Culvert.docx" having an "EDIT" button and a red "REMOVE" button. The table headers are "Filename", "Description", "Size", "Category", "Uploaded Date", and "Uploaded By". The page also includes a sidebar with navigation links like "Dashboard", "My Organization", "Organization Profile", and "My Tasks".

Grants Portal

Project Manage Documents

4337DR-FL (4337DR) / Banantown (8790) / [375]

Confirm Delete

Are you sure you would like to remove this document?

YES **NO**

Click Yes

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

Showing 1 to 1 of 1 entries

Upload Documents To Damage Inventory

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



Applicant Event Profiles

 **Grants Portal**

 7  Leghorn, Fogho...

 Dashboard

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

 **My Applicant Event Profiles**

 REQUEST PUBLIC ASSISTANCE 

 Filters >

 SHOW/HIDE COLUMNS

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

25   1 entries (filtered from 1 total entries)

Previous 1 Next

 My Tasks ▼

 Calendar

 Utilities ▼

 Resources

Step 1: Click **Applicant Event Profiles**

Step 2: Click the **Magnifying Glass**

Applicant Event Profile Damage Inventory

Portal

Contacts > Locations > Damage Inventory ▾

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

Active Inactive PAAP

ALL ACTIVE ▾

Search... ?

SHOW/HIDE COLUMNS

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

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

Options menu for row 27641:

- View Damage Details
- View Damage Survey Answers

Grants Portal

Crocker, Betty

Dashboard

My Organization

Bananatown (8790)

Organization Profile

Organization Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping Meetings

Projects

Damages

Work Order Requests

Work Orders

My Tasks

Calendar

Utilities

Resources

Intelligence

CATEGORY

B - Emergency Protective Measures

EVENT

4337DR-FL (4337DR)

PROJECT

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

NAME

Emergency Protective Measures

LOCATION

1019 Production Row SW Darien, Florida 31305

STATUS

Active

SECTOR

--

Additional Information

Damage Survey Answers

DDD, Scope, & Cost

EHP Profile

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

Documents

Click Upload

UPLOAD

DOWNLOAD

MANAGE

Upload Damage 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

Intelligence

Upload Damage Documents

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

Documents Pending Upload

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

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

UPLOAD PENDING DOCUMENTS CANCEL

Drag and drop files OR click to select files to upload

Select Damage Document Upload – Pop Up

The screenshot shows the Grants Portal interface with a sidebar on the left containing navigation links like Dashboard, My Organization, Organization Profile, Projects, Damages, Work Order Requests, Work Orders, My Tasks, Calendar, Utilities, Resources, and Intelligence. The main content area displays the 'Upload Damage Documents' pop-up. Overlaid on this is a 'File Upload' dialog box showing the 'This PC > Desktop > SI Demo Items' path. The dialog lists various files with columns for Name, Date modified, Type, and Size. A red callout points to the 'Desktop' folder in the left sidebar of the file explorer. Another red callout points to the 'Open' button at the bottom right of the file upload dialog.

Step 1: Click to select the document to upload

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

Step 2: Click **Open**

Edit Damage Document Information

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

Upload Damage Documents

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

Documents Pending Upload

Search...

		Filename	Description	Size	Category
⚠	EDIT REMOVE	Timesheets.docx		11.3 KB	

Showing 1 to 1 of 1 entries

Previous 1 Next

UPLOAD PENDING DOCUMENTS CANCEL

Click Edit

Add Document Description & Category Tag

The screenshot shows the 'Grants Portal' interface with a 'Process Document' modal open. The modal contains a caution message, input fields for 'Filename', 'Description', and 'Category', and 'SAVE' and 'CANCEL' buttons. Three red callout boxes provide step-by-step instructions:

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

Grants Portal

Process Document

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

SAVE **CANCEL**

Save Uploaded Document

The screenshot shows the 'Grants Portal' interface with a modal window titled 'Upload Damage Documents'. The modal has a dashed box for file upload with the text 'Drag and drop files here, or click here to select files.' and an upward arrow icon. Below this is a table titled 'Documents Pending Upload' with a search bar and a table of documents. A green button 'UPLOAD PENDING DOCUMENTS' and a 'CANCEL' button are at the bottom right of the modal. Two callout boxes provide instructions: 'Step 1: Continue to add documents by click and drag or selecting files' points to the upload area, and 'Step 2: Click Upload Pending Documents' points to the green button.

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

Upload Damage Documents

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

Documents Pending Upload

		Filename	Description	Size	Category
✓	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

 Grants Portal

 7  Leghorn, Fogho...

 Dashboard

 My Organization 

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

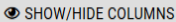
 My Applicant Event Profiles

 Filters >



All Active Applicant Event Profiles     



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

25   1 entries (filtered from 1 total entries)

Previous 1 Next

Step 1: Click **Applicant Event Profiles**

Step 2: Click the **Magnifying Glass**

 My Tasks 

 Calendar

 Utilities 

 Resources

Applicant Event Profile Damage Inventory

Portal

Contacts > MANAGE

Locations > MANAGE

Damage Inventory ▾ MANAGE

Active Inactive PAAP

ALL ACTIVE ▾

Search... ?

SHOW/HIDE COLUMNS

Step 1: Expand the Damage Inventory bar

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

Damage #	Category	Name	Damage Description	Applicant Priority	Damage Survey Complete?
				High	Yes
				High	Yes
				High	Yes
27641	C	COUNTY ROAD 35	250LF WASHOUT	High	Yes
27641	C	COUNTY ROAD 95	200LF WASHOUT	High	Yes
		ROBERTS PARK	DAMAGES TO PLAYGROUND EQUIPMENT	High	Yes
27643	G	ROBERTS PARK	DAMAGES TO THE MAIN OFFICE COMPLEX	High	Yes

OPTIONS ▾

- View Damage Details
- View Damage Survey Answers

Damage Details Documents Bar

 Grants Portal

 Crocker, Betty ▾

Dashboard

My Organization ▾
Bananatown (8790)

Organization Profile

Organization Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping Meetings

Projects

Damages

Work Order Requests

Work Orders

My Tasks ▾

Calendar

Utilities ▾

Resources

Intelligence ▾

CATEGORY

B - Emergency Protective Measures

EVENT

4337DR-FL (4337DR)

PROJECT

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

NAME

Emergency Protective Measures

LOCATION

1019 Production Row SW Darien, Florida 31305

STATUS

Active

SECTOR

-

 Additional Information ▸

 Damage Survey Answers ▸

 DDD, Scope, & Cost ▸

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

 Documents ▸

 UPLOAD

 DOWNLOAD ▾

 MANAGE

Click Manage

164

Edit Damage Inventory Document

 Grants Portal

Crocker, Betty

Dashboard

My Organization
Bananatown (8790)

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

My Tasks
Calendar
Utilities
Resources
Intelligence

 **Damage Details** Manage Damage Documents

+ ADD DOCUMENT

GO BACK

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

Search...

	Filename	Description	Size	Category	Uploaded Date	Uploaded By
 EDIT	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
 REMOVE						

10

Showing 1 to 1 of 1 entries

Previous 1 Next

Click **Edit** to edit document information

Edit Damage Inventory Document

The screenshot shows the 'Grants Portal' interface with a sidebar on the left containing navigation links like 'Dashboard', 'My Organization', 'Organization Profile', 'Applicant Event Profile', 'Exploratory Calls', 'Recovery Scoping Meetings', 'Projects', 'Damages', 'Work Order Requests', 'Work Orders', 'My Tasks', 'Calendar', 'Utilities', 'Resources', and 'Intelligence'. The main content area displays a 'Damage' section with a table of documents. A modal window titled 'Edit Document' is open, allowing editing of a document named 'Timesheets.docx'. The modal contains fields for 'Filename', 'Description', 'Types', and 'Category'. A red bracket groups the first three fields, and a red callout points to the 'SAVE CHANGES' button.

Step 1: Edit information

Filename: Timesheets.docx

Description: Timesheets for Road Crew for June

Types: All

Category: * Force Account Labor Payroll / Timesheets

Step 2: Click Save Changes

Remove Damage Inventory Document

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

Grants Portal

Crocker, Betty

Dashboard

My Organization Bananatown (8790)

Organization Profile

Organization Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping Meetings

Projects

Damages

Work Order Requests

Work Orders

My Tasks

Calendar

Utilities

Resources

Intelligence

Damage Details Manage Damage Documents

+ ADD DOCUMENT GO BACK

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

Search...

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

Showing 1 to 1 of 1 entries

Previous 1 Next

Click Remove

Remove Damage Inventory Document Confirmation Pop-Up Box

The screenshot displays the Grants Portal interface. On the left is a sidebar with navigation links: Dashboard, My Organization (Bananatown (8790)), Organization Profile, Organization Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Projects, Damages, Work Order Requests, Work Orders, My Tasks, Calendar, Utilities, Resources, and Intelligence. The main content area is titled 'Damage Details' and shows a breadcrumb trail: 4337DR-FL (4337DR) / Bananatown (8790) / [375]. Below this is a search bar and a table with columns: Filename, Description, Size, and Category. The table contains one entry: 'Timesheets.docx' with description 'Timesheets for Road Crew for June', size '11.3 KB', and category 'Force Account Labor / Timesheets'. Above this entry are 'EDIT' and 'REMOVE' buttons. A 'Confirm Delete' pop-up box is overlaid on the table, asking 'Are you sure you would like to remove this document?' with 'YES' and 'NO' buttons. A red arrow points from a callout box labeled 'Click Yes' to the 'YES' button.

Grants Portal

Damage Details

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

Search...

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

Showing 1 to 1 of 1 entries

Confirm Delete

Are you sure you would like to remove this document?

[YES](#) [NO](#)

Click Yes

Upload Documents Using Document Uploader Wizard

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



Locate Utilities Menu

Grants Portal

Document Uploader

Step 1: Click Utilities to expand

Step 2: Click Document Uploader

Organization: Glenville - PDMG0009 - 4332DR

Applicant Event Profile: Search for event...

Search for project...

Search for damage...

Upload Destination: Your organization profile

Select Location of Document

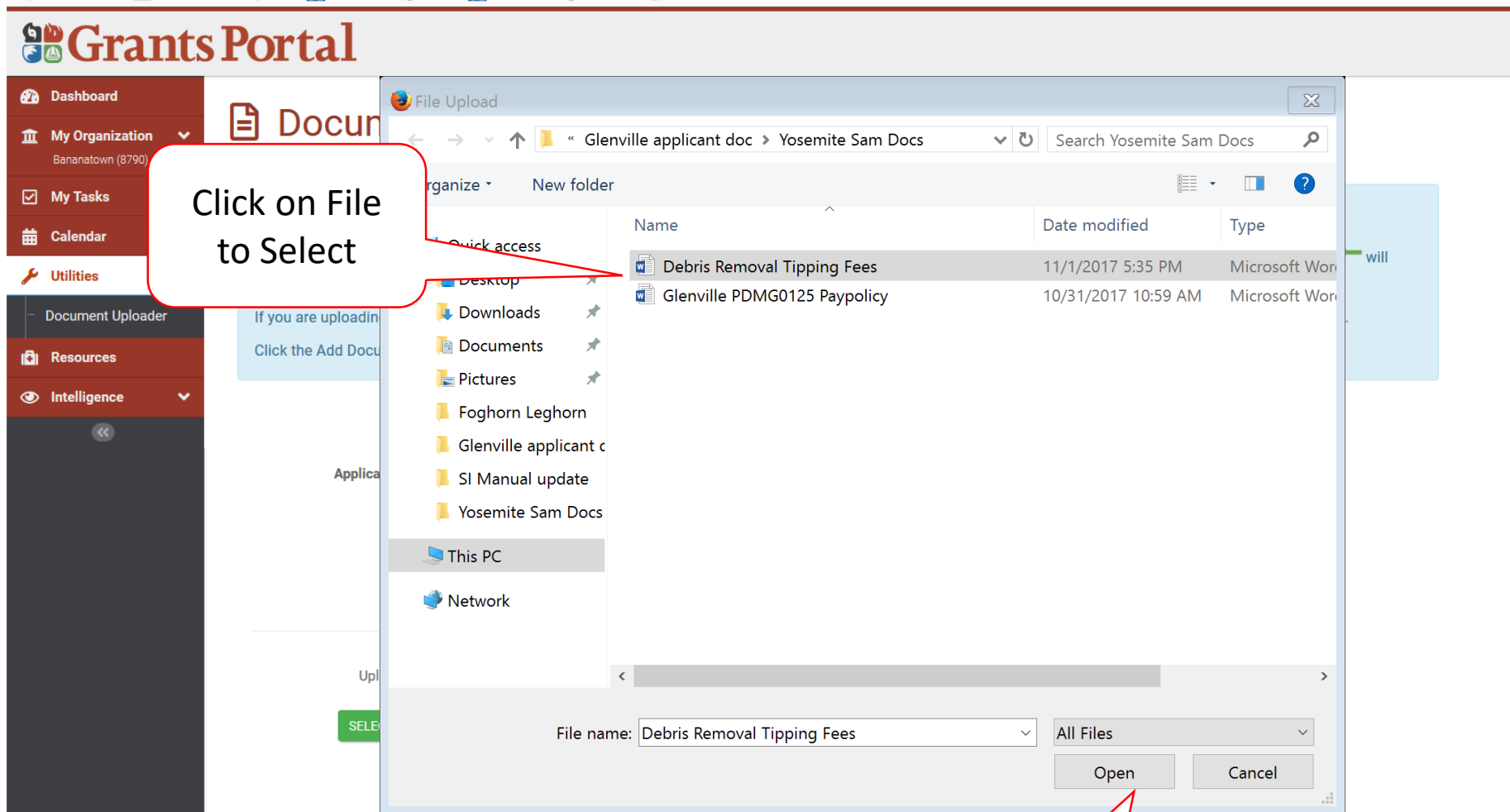
The screenshot shows the Grants Portal interface. On the left is a sidebar with navigation links: Dashboard, My Organization (Bananatown (8790)), My Tasks, Calendar, Utilities, Document Uploader, Resources, and Intelligence. The main content area is titled 'Document Uploader'. A light blue informational box contains instructions: 'Use this form to quickly upload a document to the Grants Portal. To specify a destination for the document, make a selection using the controls below. The form will provide you feedback as you make selections. The arrow icon ← will indicate your selected upload destination. If you are uploading a document for a damage, it is not necessary to select a project after selecting an event profile, b Click the Add Document button to complete the upload.'

Below the instructions are four input fields: 'Organization' (pre-filled with 'Bananatown'), 'Applicant Event Profile' (pre-filled with '4337DR-FL (4337DR)'), 'Project' (placeholder 'Search for project...'), and 'Damage' (placeholder 'Search for damage...'). A red bracket groups these four fields, with an arrow pointing to a callout box. The callout box contains the text: 'Step 1: Use Drop Down Lists and select **Event** and either **Project** or **Damage** upload location or leave blank for **Organization**'. Below these fields, the 'Upload Destination' is displayed as 'The event profile for 4337DR-FL (4337DR) for your organization'. A green button labeled 'SELECT DOCUMENT' is positioned above a text input field for 'Filename'. A red arrow points from a callout box to this button. The callout box contains the text: 'Step 2: Click **Select Document**'.

Step 2: Click
Select Document

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

Document To Be Uploaded Pop-Up Box



Document Description And Category

Grants Portal

Dashboard

My Organization
Glenville - PDMG0009 - 4332DR
(4332DR - 0)

My Tasks

Calendar

Utilities

Document Uploader

Resources

Intelligence

Document Uploader

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

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

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

Click the Add Document button to complete the upload.

Organization

Glenville - PDMG0009 - 4332DR

Applicant Event Profile

4332DR-TX (4332DR)

Project

Search for project...

and/or

Damage

27638 COUNTY ROAD 56

Upload Destination

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

SELECT DOCUMENT

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

Filename

Debris removal tipping fee.docx

Description

Tipping Fees for Debris removal on County Road

Category Filter

All

Category

Select one or more categories...

This field is required.

✓ UPLOAD DOCUMENT TO DAMAGE

Step 1: Enter Document Description

Step 2: Click on Category and Select Document Type

Step 3: Click Upload Document To Damage

173

Upload Additional Documents

 Dashboard

 My Organization ▼

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

 My Tasks ▼

 Calendar

 Utilities ▼

Document Uploader

 Resources

 Intelligence ▼



Document Uploader

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



✓ Document upload complete!

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

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

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

Essential Elements of Information (EEI)

Answering
EEI Questions



Applicant Event Profiles

 **Grants Portal**

  Leghorn, Fogho...

 Dashboard

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

 My Applicant Event Profiles

 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 entries (filtered from 1 total entries)

Previous 1 Next

Step 1: Click **Applicant Event Profiles**

Step 2: Click the **Magnifying Glass**

 My Tasks 
 Calendar
 Utilities 
 Resources

Locate Event Project

Grants Portal 7 Leghorn, Fo

Dashboard Follow-Up Me Site Inspection

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

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

My Tasks Calendar Utilities Resources Intelligence

Projects BULK ASSIGN PROJECT PO

Active **Inactive**

Filters

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

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

Step 2: Click the Magnifying Glass

SHOW/HIDE COLUMNS

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

Manage Project Essential Elements Of Information (EEI) Answers

The screenshot displays the Grants Portal interface. At the top, the 'Grants Portal' logo is on the left, and the user 'Crocker, Betty' is on the right. Below the header, the 'Dashboard' section shows the '% COST SHARE' as 75.00%. The 'My Organization' section, for 'Banantown (8790)', displays the 'ACTIVITY COMPLETION DEADLINE' as 'March 10, 2019' with a 'Request Extension' link. The 'SECTOR' is listed as '--'. A sidebar on the left contains navigation links: 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 lists several sections: 'Stats / Summary', 'Contacts', 'Damage Inventory', 'Essential Elements of Information' (with a warning '2 of 3 EEIs pending completion'), 'Damage Description and Dimensions', 'Development Guide Answers', and 'Scope & Cost Summary'. A red callout box with the text 'Click Manage EEI Answers' points to the 'MANAGE EEI ANSWERS' button located next to the 'Essential Elements of Information' section.

Grants Portal Crocker, Betty

Dashboard % COST SHARE 75.00%

My Organization Banantown (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](#)

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

Answer EEI Questions

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

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

Manage Essential Elements of Information

Project Brief Description

No Project Brief Description have been provided.

Provide EEI Answers and Required Documents

Completed Lane - Category B - Version 4 Pending Applicant Response

Completed Lane - Category B - Version 4

Applicant 2/28 Questions 0/4 Documents

EXPAND ALL COLLAPSE ALL SAVE

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

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

Was the work performed by:

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

2.2 Contract? ☐ Yes ☐ No

Submit to FEMA

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

Step 2: Click Yes or NO

Identify Required Documents

 **Grants Portal**

 Dashboard

 **My Organization**
Banatown (8790)

 Organization Profile

 Organization Personnel

 Applicant Event Profiles

 Exploratory Calls

 Recovery Scoping Meetings

 Projects

 Damages

 Work Order Requests

 Work Orders

 **My Tasks**

 Calendar

 Utilities

 Resources

 Intelligence

 **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

EEI Questions 2/28 Required Documents 0/4

1 Was the work required to lessen an immediate threat to public health and safety or improve property that existed and was damaged by the disaster?

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

4 documents required

Was the work performed by:

2.1 Force account labor/Applicant's own employees?

2.2 Contract?

2.3 Rented/leased/purchased equipment?

2.4 Mutual Aid?

Changes Pending Save EXPAND ALL COLLAPSE ALL SAVE

Documents Required

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

Yes No

Yes No

Yes No

Yes No

Yes No

Yes No

Yes No

Yes No

Hover mouse over green box to identify required documents

Documents Required

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

180

Save Answers To EEI Questions

 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

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

EEI Questions 2/28 Required Documents 0/4

Changes Pending Save

EXPAND ALL

COLLAPSE ALL

SAVE

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

☒ Yes ☐ No

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

☒ Yes ☐ No

Was the work performed by:

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

☒ Yes ☐ No

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

☒ Yes ☐ No

Regular hours the Applicant is claiming 125

Overtime hours the Applicant is claiming 125

Click Save

Submit to FEMA

SAVE

Changes Pending Save

EXPAND ALL

COLLAPSE ALL

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

☒ Yes ☐ No

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

☒ Yes ☐ No

Was the work performed by:

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

☒ Yes ☐ No

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

☒ Yes ☐ No

Regular hours the Applicant is claiming 125

Overtime hours the Applicant is claiming 125

Answer Additional EEI Questions

 **Grants Portal**

🔔 1

Crocker, Betty ▾

Dashboard

My Organization ▾
Bananatown (8790)

Organization Profile

Organization Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping Meetings

Projects

Damages

Work Order Requests

Work Orders

My Tasks ▾

Calendar

Utilities ▾

Resources

Intelligence ▾

⏪

Manage Essential Elements of Information

Project Brief Description

No Project Brief Description have been provided.

Provide EEI Answers and Required Documents

Completed Lane - Category B - Version 4 ▾ Pending Applicant Response

Submit to FEMA

EEI Questions 2/28

Required Documents 0/4

⚠ Changes Pending Save

+ EXPAND ALL

- COLLAPSE ALL

💾 SAVE

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

☒ Yes ☐ No

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

☒ Yes ☐ No

Was the work performed by:

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

☒ Yes ☐ No

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

☒ Yes ☐ No

Regular hours the Applicant is claiming

125

Overtime hours the Applicant is claiming

125

Click to select additional EEI Questions

Essential Elements of Information (EEI)

Reviewing
Answers to EEI
Questions



Applicant Event Profiles

 Grants Portal

 7  Leghorn, Fogho...

 Dashboard

 My Organization 

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

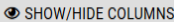
 My Applicant Event Profiles

 Filters >



All Active Applicant Event Profiles     



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

25  1  1 entries (filtered from 4 total entries)

Previous 1 Next

 My Tasks 

 Calendar

 Utilities 

 Resources

Step 1: Click **Applicant Event Profiles**

Step 2: Click the **Magnifying Glass**

Locate Event Project

Grants Portal

Dashboard | Follow-Up Meeting | Site Inspection

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

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

My Tasks
Calendar
Utilities
Resources
Intelligence

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

Projects ▼

BULK ASSIGN PROJECT PO

Active Inactive

Filters

CATEGORY Select... **STATUS** All

HAS RFI Select... **HAS POLICY ISSUE?** Select...

Search

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

SHOW/HIDE COLUMNS

Review Project Essential Elements Of Information (EEI) Answers

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

Contacts

Damage Inventory

Essential Elements of Information
2 of 3 EEIs pending completion

Project Brief Description

This project has no brief description.

EEI List | EEI Questions | Required Documents

Filters

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

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

Review Project Essential Elements Of Information (EEI) Answers

Grants Portal

Dashboard | Damage Inventory >

My Organization
Banatatown (8790)

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

Essential Elements of Information MANAGE EEI ANSWERS

⚠ 2 of 3 EEIs pending completion

Project Brief Description

This project has no brief description.

EEI List | EEI Questions | Required Documents

Filters

STATUS

Click Options then select View EEI Details

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

Review Project Essential Elements Of Information (EEI) Answers

The screenshot displays the Grants Portal interface. At the top, the 'Grants Portal' logo is on the left, and a user profile for 'Crocker, Betty' is on the right. Below the logo is a navigation menu with 'Dashboard' and 'My Organization' (Bananatown (8790)). The main header area shows 'Project Completed Lane - Category C' with a 'SUBMIT TO FEMA' button and 'OPTIONS' and 'GO BACK' buttons. The breadcrumb trail is '4337DR-FL (4337DR) / Bananatown (8790) / [43315] Collaspe Bridge / EEI'. The 'General Information' section lists project details: NAME (Completed Lane - Category C), PROJECT ([43315] Collaspe Bridge), PROJECT TYPE (Standard), APPLICANT (Bananatown (8790)), EVENT (4337DR-FL (4337DR)), STATUS (Open), and PROCESS STEP (Pending Applicant Response). A red callout bubble points to the 'Questions' dropdown menu, stating 'Click Questions then review answers'. Below this, the 'Questions' section shows a list of questions, including 'Does the Applicant wish to participate in Small Project Self-Certification of completed work?' and 'Was the work performed by:'. A red callout bubble points to the 'MANAGE EEI ANSWERS' button, stating 'If answers are incorrect, click Manage EEI Answers'.

Grants Portal

Dashboard My Organization Bananatown (8790)

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

My Tasks
Calendar
Utilities
Resources
Intelligence

Project Completed Lane - Category C

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

→ SUBMIT TO FEMA OPTIONS GO BACK

General Information v3

NAME Completed Lane - Category C

PROJECT [43315] Collaspe Bridge

PROJECT TYPE Standard

APPLICANT Bananatown (8790)

EVENT 4337DR-FL (4337DR)

STATUS Open

PROCESS STEP Pending Applicant Response

Click **Questions** then review answers

Questions MANAGE EEI ANSWERS

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

Was the work performed by:

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

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

Essential Elements of Information (EEI) Documents

Upload
Required
Documents



Applicant Event Profiles

Grants Portal

Dashboard

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

My Applicant Event Profiles

REQUEST PUBLIC ASSISTANCE

Filters >

Search...

All Active Applicant Event Profiles

SHOW/HIDE COLUMNS

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

25 Showing 1 to

Previous 1 Next

Step 1: Click Applicant Event Profiles

Step 2: Click Magnifying Glass

Applicant Event PA Requests Profile



 Crocker, Betty

Dashboard

My Organization

Organization Profile

Organization Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping Meetings

Projects

Damages

Work Order Requests

Work Orders

My Tasks

Calendar

Utilities

Resources

Intelligence

Applicant Event Profile

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

OPTIONS

REPORTS

☆

This Applicant is pending grant completion.

General Information

FEMA PA CODE

8790

NAME

Bananatown

TYPE

County Government

SECTOR

—

STATUS

Eligible

RPA DECISION DATE

03/02/2018 02:47 PM AST

RSM COMPLETION DATE

02/22/2019 08:30 AM AST

DAMAGE INVENTORY DEADLINE

02/17/2020

PROCESS STEP

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

Event Information

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 | 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

Follow-Up Meeting | Site Inspection

Projects ▼

BULK ASSIGN PROJECT PO

Active | Inactive

Filters

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

Search

SHOW/HIDE COLUMNS

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

Locate Essential Elements Of Information (EEI) Required Documents

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

Grants Portal

Dashboard

My Organization
Bananatown (8790)

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

☒ My Tasks
Calendar
Utilities
Resources

Damage Inventory

Essential Elements of Information
1 of 1 EEI pending completion

Project Brief Description
This project has no brief description.

EEI List EEI Questions **Required Documents**

Completed Lane - Category B - Version 4 0 / 17

Damage Description and Dimensions

Scope & Cost Summary

Insurance Profile

MANAGE EEI ANSWERS

? HELP

Click to expand
Required Documents tab

Attach Essential Elements Of Information (EEI) Required Documents

Grants Portal

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

Essential Elements of Information

1 of 1 EEI pending completion

Project Brief Description

This project has no brief description.

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

Completed Lane - Category B - Version 4 0 / 17

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

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

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

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

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

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

Activity / Locations Listing (+ Add | + Add)

Cost Summary Records (+ Add | + Add)

Step 1: Click the arrow to expanded all required documents

Step 2: Click Add

Attach Already Uploaded Document

Attach Procurement Policy

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

Selected Documents to Attach

Search...

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

Showing 1 to 1 of 1 entries

Previous 1 Next

Available Documents to Attach

Source All

Search...

SHOW/HIDE COLUMNS

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

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

Previous 1 Next

[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

SourceAll

CategoryProcurement Policy

Search...

SHOW/HIDE COLUMNS

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

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

Previous 1 Next

ATTACH SELECTED

CANCEL

Upload New Document – Pop-Up Box

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

Attach Force Account Labor Payroll / Timesheets

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

File Upload

This PC > Desktop > Glenville

Search Glenville

Organize New folder

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

Step 1: Click to select file

Step 2: Click **Save**

File name: Timesheets

All Files

Open Cancel

Selected Document – Pop Up Box

The screenshot displays the Grants Portal interface. On the left is a sidebar with navigation links: Dashboard, My Organization (Barnetown (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 the 'Project Brief Description' tab, indicating 'This project has no brief description.' Below this is a tree view of project elements, including 'Completed Lane - Category B - Version 4' and various sub-items like 'Force Account Labor Payroll' and 'Force Account Labor Payroll / Timesheets'.

A pop-up box titled 'Attach Force Account Labor Payroll / Timesheets' is open. It features a dashed box for file upload with the text 'Drag and drop files here, or click here to select files.' Below this is a section titled 'Selected Documents to Attach' with a search bar and a table. The table has columns: Filename, Description, Size, and Category. It contains one entry: 'Timesheets.docx' (11.3 KB) under the category 'Force Account Labor Payroll / Timesheets'. Below the table is a 'Showing 1 to 1 of 1 entries' indicator and 'Previous', '1', 'Next' navigation buttons.

Below the 'Selected Documents to Attach' section is a section titled 'Available Documents to Attach'. It includes a 'Source' dropdown set to 'All' and a 'Category' dropdown set to 'Force Account Labor Payroll / Timesheets'. There is a search bar and a 'SHOW/HIDE COLUMNS' button. Below this is a table with columns: Source, Filename, Description, Category, Size, Uploaded Date, and Uploaded By. It contains two entries:

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

Below the table is a 'Showing 1 to 2 of 2 entries (filtered from 5 total entries)' indicator and 'Previous', '1', 'Next' navigation buttons. At the bottom right of the pop-up box are two buttons: 'ATTACH SELECTED' and 'CANCEL'.

A red callout box with the text 'Click Attached Selected' points to the 'ATTACH SELECTED' button.

Remove Documents from EEI

The screenshot displays the Grants Portal interface. On the left is a sidebar with navigation links: Dashboard, My Organization (Bananatown (\$790)), Organization Profile, Organization Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Projects, Damages, Work Order Requests, Work Orders, My Tasks, Calendar, Utilities, Resources, and Intelligence. The main content area shows a hierarchical list of documents under the heading '[1.1.1] Force account labor/Applicant's own employees? 0 / 2'. The list includes items like 'Force Account Labor Summary', 'Force Account Labor Record', 'Force Account Equipment Summary', 'Force Account Equipment Rate Costs', 'Force Account Equipment Record', 'Force Account Work Order / Activity Log', and 'Force Account Historical Cost Summary'. A red callout box with the text 'Click Remove' points to the 'Contract Scope of Work and Summary.png' document, which has a red 'Remove' button next to it. Other documents in the list also have 'Add' buttons. At the bottom, there is a section titled 'Damage Description and Dimensions'.

Grants Portal

Dashboard

My Organization
Bananatown (\$790)

Organization Profile

Organization Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping Meetings

Projects

Damages

Work Order Requests

Work Orders

My Tasks

Calendar

Utilities

Resources

Intelligence

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

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

Click Remove

Damage Description and Dimensions

Essential Elements of Information (EEI)

Add
Comments



Add Comment To EEI

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

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

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

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

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

[1.2] Work was performed by Contract 3 / 5

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

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

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

Damage Description and Dimensions >

Click Add

Add Comments to EEI

Portal 🔔 2 👤 Sam, Yosemite

Damage Inventory >

Essential Elements of Information ▾ ⚙️ MANAGE EEI ANSWERS

⚠️ 1 of 2 EEIs pending completion

Project Brief Description

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

EEI List EEI Questions Required Documents 🔗 HELP

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

Damage Description and Dimensions >

\$ Scope & Cost Summary >

400 Mission Profile ▾

Click **+Add** 💬

Add Comment to EEI Question Pop-Up Box

The screenshot displays the Grants Portal interface. On the left is a dark sidebar with navigation links: Dashboard, My Organization (Bananatown (8790)), Organization Profile, Organization Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Projects, Damages, Work Order Requests, Work Orders, My Tasks, Calendar, Utilities, Resources, and Intelligence. The main content area shows a tree view of project documents, including folders like 'Force Account Equipme...', 'Force Account Work Order /', 'Force Account Historical Co...', and '[1.2] Work was performed by Contr...'. A white 'Add Comment' pop-up box is overlaid on the right. It contains a text input field labeled 'Comment *', a question 'What is the purpose of this comment?' with two radio button options: 'Document Unavailable Reason' and 'General Comment', and two buttons at the bottom: a green 'SAVE' button and a grey 'CLOSE' button. Three red callout boxes with white text provide instructions: 'Step 1: Type Comment' points to the text input field, 'Step 2: Select Type of Comment' points to the radio button options, and 'Step 3: Click Save' points to the green 'SAVE' button.

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

Step 1: Type Comment

Step 2: Select Type of Comment

Step 3: Click Save

Add Comment

Comment *

What is the purpose of this comment?

☐ Document Unavailable Reason

☐ General Comment

SAVE

CLOSE

Damage Description and Dimensions >

Verified Attached Comment

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

Task List:

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

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

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

Callouts:

- Note number of Comments Added
- Click on Comment to review

Footer: Damage Description and Dimensions >

View/Edit or Remove EEI Comment Pop-Up Box

The screenshot shows a 'Comments' pop-up box with a close button (X) in the top right corner. A note at the top states: 'Note: Comments cannot be Removed or Edit after 24 hours of entry'. Below this, a section titled 'Document Unavailable Reasons' contains a message: 'This document category has no Document Unavailable Reasons.' The main content is a table with columns: 'Comment', 'Created On', and 'Created By'. A red callout box labeled 'Step1: Click Options' points to the 'OPTIONS' dropdown menu in the first row. Another red callout box labeled 'View Comment' points to the 'Created On' column header. A third red callout box labeled 'Step 2: Click Edit or Remove' points to the 'Edit' and 'Remove' options in the dropdown menu. The table has one row with the comment 'All damaged equipment did not have any salvage', created on '08/11/2018 08:48 PM CDT', by 'Sam, Yosemite'. At the bottom right, there are 'Previous', '1', and 'Next' buttons, and a 'GO BACK' button.

Comments

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

Document Unavailable Reasons

This document category has no Document Unavailable Reasons.

Step1: Click Options

View Comment

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

Step 2: Click Edit or Remove

Previous 1 Next

GO BACK

Confirm Uploaded Documents

The screenshot displays the Grants Portal interface. The top header shows the portal logo and the user's name, Betty Crocker. The left sidebar contains navigation menus for 'My Organization' (Banantown (8790)) and 'My Tasks'. The main content area lists various documents under different categories, each with a green checkmark indicating successful upload. A red arrow points from a text box at the bottom to the green checkmark next to the 'Koala.jpg' document.

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

[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] Roadwork included on the project 0 / 1

- Activity Locations Listing (+ Add | + Add)

Damage Description and Dir

Green Check confirms documents are attached

Confirm Uploading Documents

Portal

Damage Inventory >

Essential Elements of Information ▾

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 ListEEI QuestionsRequired DocumentsHELP

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

Damage Description a

Green Checks confirms documents are attached

Submit to EEI Back to FEMA

**Grants Portal**

7  Leghorn, Fogho...

 Dashboard

 My Organization 

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

 **Project** Manage EEIs

 GO BACK

 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 



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

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

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

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

 **Manage Essential Elements of Information**

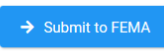
Project Brief Description

No Project Brief Description have been provided.

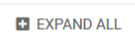
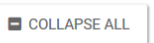
Provide EEI Answers and Required Documents

Completed Lane - Category E - Version 1 

Pending Applicant Response

 Submit to FEMA

EEI Questions **19/43** Required Documents **2/7**

 EXPAND ALL  COLLAPSE ALL

Click **Submit To FEMA**

Submit to FEMA – Pop up

Portal

Essential EEI

1 of 2 EEIs p

Project Brief

FEMA has

EEI List

Completed

Submitted to A

Direct Administrative Cost - Version 1 >

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

Damage Description and Dimensions >

MANAGE EEI ANSWERS

SUBMIT TO FEMA

Submit EEI

You are about to submit this EEI to FEMA.

Comment

SUBMIT **CANCEL**

Click Submit

Identify Tasks to Complete



Identify Tasks to Complete

Grants Portal

Dashboard

My Organization Profile
Bananatown (8790)

General Information

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

Personnel > [MANAGE](#)

Locations > [MANAGE](#)

Counties with Facility > [MANAGE](#)

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

Applicant Event Profiles >

My Tasks

Calendar

Utilities

Resources

Intelligence

Review Task to Complete

 **Grants Portal**

  Crocker, Betty

 Dashboard

 **My Organization**
Bananatown (8790)

Organization Profile

Organization Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping Meetings

Projects

Damages

Work Order Requests

Work Orders

 **My Tasks**

 Calendar

 Utilities

 Resources

 Intelligence

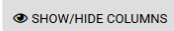
 **My Tasks**

 For any incomplete active tasks assigned to you, a  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
	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		

25

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

Previous 1 Next

Click Review

Locating Tasks Without Bell Notification

Grants Portal

Dashboard | My Organization (Banantown (8790)) | My Tasks

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

Filters

Search...

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

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

Previous 1 Next

Step 1: Click My Tasks to expand then click Tasks

Step 2: Click Review

Sign Damage Inventory



Applicant Event Profiles

 **Grants Portal**

 7  Leghorn, Fogho...

 Dashboard

 My Organization 

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

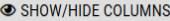
 My Applicant Event Profiles

 Filters >



All Active Applicant Event Profiles     



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

25   1 entries (filtered from 1 total entries)

Previous 1 Next

Step 1: Click **Applicant Event Profiles**

Step 2: Click the **Magnifying Glass**

 My Tasks 

 Calendar

 Utilities 

 Resources

Sign Damage Inventory

Step 1: Click Options

Grants Portal

Dashboard

My Organization
Bananatown (8790)

Organization Profile

Organization Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping Meetings

Projects

Damages

Work Order Requests

Work Orders

My Tasks

Calendar

Utilities

Resources

Intelligence

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

This Applicant is pending grant completion.

General Information

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

Step 2: Click Sign Damage Inventory

Review Damage Inventory

Portal



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

 SUBMIT

 CANCEL

Please review and sign

Scroll Down while
Reviewing Damage
Inventory



Search...



 SHOW/HIDE COLUMNS

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

Sign Damage Inventory

Portal

7

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

25

Showing 1 to 25 of 26 entries

Previous

1

2

Next

 Sign Document

SIGNATURE

Signature here

 CLICK TO SIGN

DATE

08/11/2018

 SUBMIT

 CANCEL

Add Signature

Portal

Sign Damage Inventory

⚠ This is your final Damage Inventory

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

Print Name * YosemiteSam

Signature Style * Arizonia

YosemiteSam

Enter Password *

Step 1: Type Name

Step 2: Select Font

Step 3: Enter Password

Step 4: Click Sign

SIGN **CANCEL**

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

SUBMIT **CANCEL**

Submit Signed Damage Inventory

Portal

 2  Sam, Yosemite ▾

Georgia 31172

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

Dashboard

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

My Applicant Event Profiles

REQUEST PUBLIC ASSISTANCE

Filters >

Search...

Applicant Event Profiles

SHOW/HIDE COLUMNS

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

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

Previous 1 Next

My Tasks

Calendar

Utilities

Resources

Applicant Event Profile



1Diaz, Cameron

Dashboard

My Organization

AABERGIN (00-154465657)

Organization Profile

Organization Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping Meetings

Projects

Damages

Work Order Requests

Work Orders

My Tasks

Calendar

Utilities

Resources

Intelligence

 Applicant Event Profile

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

OPTIONS

REPORTS

General Information

Late Submission

FEDERAL PA CODE00-154465657

NAMEAABERGIN

TYPECity or Township Government

SECTOR--

RECIPIENT REGIONThe Region of the Century

STATUSEligible

RPA DECISION DATE07/19/2017 11:15 AM AST

RSM COMPLETION DATE09/11/2017 01:15 PM AST

DAMAGE INVENTORY DEADLINE03/20/2019

PROCESS STEP

Pending Grant Completion

As of September 11th, 2017 1:14 PM AST

Event Information

JOB #PACRM-PDM-TRAIN

EVENT NAMEPDM Training

EVENT TYPEDisaster

INCIDENT TYPEHurricane

INCIDENT LEVEL3

INCIDENT START DATEMay 1, 2018

INCIDENT END DATEOngoing

DECLARATION DATEDecember 14, 2016

DECLARED COUNTIESBaldwin County - December 11th, 2016

FIXED COST OFFER DECLARATION-WIDE DEADLINEDecember 14, 2017

Stats/Summary

Contacts

Locations

Damage Inventory

MANAGE

Click Manage

Manage Damage Inventory

 **Grants Portal**

 Dashboard

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

 Organization Profile

 Organization Personnel

 Applicant Event Profiles

 Exploratory Calls

 Recovery Scoping Meetings

 Projects

 Damages

 Work Order Requests

 Work Orders

 **My Tasks** 

 **Calendar**

 **Utilities** 

 **Applicant Event Profile** Manage Damage Inventory

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

 IMPORT 

 **ADD DAMAGE**

 GO BACK

 **Damage Inventory**

 Search... 

 SHOW/HIDE COLUMNS

	Damage #	Category	Name	Damage Description	% Work Complete	Applicant Priority	Damage Survey Complete?
 EDIT 	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 	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 	23029	B	Police, Fire and Operations Departments-EPM	City of Thomasville utilized its Police, Fire, and Operations Departments to perform Emergency Prote...(Show More)	100%	Low	Yes

Click Add Damage

Select Damage Type Pop-Up Box

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

Select Standard Damage

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

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

Damage Inventory

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

Add Damage Information

Step 2: Click **Save**

Grants Portal

Dashboard

My Organization ▾
AABERGIN (00-154465657)

Applicant Event Profile Manage Damage Inventory

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

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

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

General Information ▾

Category

Name

Reason For Late Submission

SAVE **CANCEL**

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

Add Damage Information After Signed Inventory

Portal

Step 2: Click **Save**

 2 

 **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**

My Tasks

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

Filters >

My Active Incomplete Tasks



Search...



SHOW/HIDE COLUMNS

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

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

Previous 1 Next

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

Project Details Damage Description & Dimensions

Grants Portal

Dashboard

My Organization AABERGIN (00-154465657)

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

General Information v0

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 As of April 20th, 2018 2:07 PM CDT		
% COST SHARE	75.00%		

Stats / Summary >

Contacts >

Scroll down to Damage Description and Dimensions bar

Review Damage Description & Dimensions (DDD)

Step 1: Expand the Damage Description & Dimensions bar

Step 2: Review DDD

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

Damage Description and Dimensions

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

Damage #89973; Buda WWTP

General Facility Information:

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

General Damage Information:

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

Facility Damage:

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

? Development Guide Answers

Scene & Cost Summary

Project Details

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 icon are on the right. Below the header, there's a 'Dashboard' button and a 'My Organization' dropdown menu showing 'AABERGIN (00-154465657)'. The main content area is titled 'Project' with a briefcase icon. Below this, it shows the project path: '4332DR-TX (4332DR) / Glenville - PDMG0009 - 4332DR (4332DR - 9) / [19185] Pump Station'. To the right of the project title are four buttons: 'SIGN DDD' (green), 'SEND BACK' (orange), 'DOWNLOAD PROJECT REPORT' (blue), and 'SUBSCRIBE' (blue). A red callout bubble points to the 'SEND BACK' button with the text 'Click Send Back if changes are needed'. Below the buttons is the 'General Information v0' section. It contains a table of project details: PROJECT # 19185, CATEGORY F - Utilities, TITLE Pump Station, TYPE Standard, STATUS Active, PROCESS STEP Pending Applicant DDD Approval (As of April 20th, 2018 2:07 PM CDT), and % COST SHARE 75.00%. To the right of this table, the APPLICANT is 'Glenville - PDMG0009 - 4332DR (4332DR - 9)' and the EVENT is '4332DR-TX (4332DR)'. Below the event, the RECIPIENT REGION is 'Region 7'. A red callout bubble points to the 'SIGN DDD' button with the text 'Click Sign DDD to approve'. On the left side of the page, there's a sidebar with a list of navigation items: Organization Profile, Organization Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Projects, Damages, Work Order Requests, Work Orders, My Tasks, and Calendar. The 'My Tasks' and 'Calendar' items have dropdown arrows.

Grants Portal

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 As of April 20th, 2018 2:07 PM CDT		
% COST SHARE	75.00%		

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

Callouts:

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

Navigation: 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

Project Signature

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 ▼

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

Portal

Sign Document

Print Name * foghornleghorn

Signature Style * Allura

foghornleghorn

Enter Password * ●●●●●●●●

→ SIGN CANCEL

Facility Damage:

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

↓ Sign Document

SIGNATURE Signature here

DATE 07/06/2018

CLICK TO SIGN

Step 1: Type Name

Step 2: Select Signature Font Style

Step 3: Enter Password

Step 4: Click Sign

Submit Signed Project

 Grants Portal

 7  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

foghornleghorn

DATE

07/06/2018

CLICK TO SIGN

Click Submit

SUBMIT

CANCEL

Confirm Signed Project Submittal

Portal

■ Facility: MUD

■ Facility Description: 3 pur

■ Approx. Year Built: 1980

■ Location Description: 110

General Damage Information:

■ Date Damaged: 8/26/201

■ Cause of Damage: Overland flooding due to torrential rain fall from the event

Facility Damage:

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

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

YES **NO**

Click Yes

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

Filters >

Search...

My Active Incomplete Tasks

SHOW/HIDE COLUMNS

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

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

Previous1Next

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

Project Details

 Grants Portal

 Dashboard

 My Organization
AABERGIN (00-154465657)

Organization Profile

Organization Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping Meetings

Projects

Damages

Work Order Requests

Work Orders

 My Tasks

 Calendar

 Utilization

 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

CATEGORY

C - Roads and Bridges

TITLE

Damaged Roads

TYPE

Standard

STATUS

Active

PROCESS STEP

Pending Applicant Scope & Cost Approval
As of April 20th, 2018 3:06 PM CDT

APPLICANT

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

EVENT

4332DR-TX (4332DR)

RECIPIENT REGION

Region 7

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

Review Project Scope

Grants Portal

Dashboard

My Organization
AABERGIN (00-154465657)

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

Essential Elements of Information

Damage Description and Dimensions

Scope & Cost Summary

Scope Cost

Expand Scope & Cost Summary bar

Review Scope

Police, Fire and Operations Department
30713

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

Review Project Cost Summary

 **Grants Portal**

 Dashboard

 **My Organization** 

AABERGIN (00-154465657)

Organization Profile

Organization Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping Meetings

Projects

Damages

Work Order Requests

Work Orders

 **My Tasks** 

 **Calendar**

 Utilities 

 Essential Elements of Information 

 Damage Description and Dimensions 

 **Scope & Cost Summary** 

Scope

Cost

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

10  Showing 1 to 3 of 3 entries

Previous

1

Next

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

TOTAL INSURANCE REDUCTIONS **\$0.00**

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

 FEDERAL SHARE (75.00%) **\$235,200.00**

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

Sign Project

 **Grants Portal**

 **1**  Diaz, Cameron ...

 **Dashboard**

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

 Organization Profile

 Organization Personnel

 Applicant Event Profiles

 Exploratory Calls

 Recovery Scoping Meetings

 **Projects**

 Damages

 Work Order Requests

 Work Orders

 **My Tasks** 

 Calendar

 Utilities 

 Resources

 Intelligence 



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

 **SIGN SCOPE & COST**

 **SEND BACK**

 **DOWNLOAD PROJECT REPORT**

 **SUBSCRIBE**

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

Click Sign Scope & Cost

Policy Issues: **Mitigation (1)**

General Information **v0**

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

Applicant DDD Scope & Cost Approval

Portal

2 Sam, Yosemite

i Applicant DDD / Scope / Cost Approval Emergency Protective Measures

SUBMIT

CANCEL

Please review and sign

i General Information

10

PROJECT # 9103

PROJECT TYPE Work Completed / Fully Documented

PROJECT CATEGORY B - Emergency Protective Measures

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

PROJECT TITLE Emergency Protective Measures

EVENT 4332DR-TX (4332DR)

Damage Description and Dimensions

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

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

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

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

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, Yosemite ▾

🔑 Subgrant Conditions

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

📄 Insurance

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

🔧 Mitigation

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

🌳 Environmental Historical Preservation

Is this project compliant with EHP laws and orders? Yes

EHP Conditions

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

EHP Additional Information

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

📄 Sign Document

SIGNATURE Signature here

DATE 11/09/2017

🖋️ CLICK TO SIGN

Click To Sign

Sign Project DDD Scope & Cost Pop Up Box

Sign Document

Print Name * YosemiteSam

Signature Style * Arizonia

YosemiteSam

Enter Password *

→ SIGN CANCEL

Insurance

There are no additional insurance information on Emergency Protective Measures.

Mitigation

There are no additional mitigation information on Emergency Protective Measures.

Step 1: Type Name

Step 2: Select Signature Font Style

Step 3: Enter Password

Step 4: Click **Sign**

Submit Signed Project

Portal



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

EHP Additional Information

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

↓ Sign Document

SIGNATURE

Yosemite Sam

DATE

11/09/2017



CLICK TO SIGN

Click **Submit**

 SUBMIT

 CANCEL

Submit Signed Project Pop-Up Box

Portal

• If ground distur
immediately o
• This project is

EHP Additiona

There are no additi

Confirm Submit

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

YES **NO**

Click **Yes**

↓ Sign Document

SIGNATURE *Yosemite Sam*

DATE 11/09/2017

CLICK TO SIGN

SUBMIT **CANCEL**

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



Applicant Event Profiles

Grants Portal

Dashboard

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

My Applicant Event Profiles

REQUEST PUBLIC ASSISTANCE

Active Applicant Event Profiles

SHOW/HIDE COLUMNS

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

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

Previous 1 Next

Step 1: Click **Applicant Event Profiles**

Step 2: Click **Magnifying Glass**

Locate Event Project

Grants Portal

Dashboard | Follow-Up Meeting | Site Inspection

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

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

My Tasks
Calendar
Utilities
Resources
Intelligence

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

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

Step 2: Click the Magnifying Glass

Project Details



 Dashboard

 My Organization
AABERGIN (00-154465657)

Organization Profile

Organization Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping Meetings

Projects

Damages

Work Order Requests

Work Orders

 My Tasks

 Calendar

 Utilities

 Resources

 Intelligence



Project

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

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

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

The Scope & Cost can be completed in the Scope & Cost Summary section below. Once it is completed, submit the Scope & Cost to FEMA for validation using the button above.
If you need help, you can request FEMA completes the development of the Scope & Cost through the 'Request FEMA Completion' button found above or in the same summary section below.
If the Scope & Cost is intended to be developed by FEMA, the PDMG will need to be contacted and they can rework the project.

[View Scope & Cost](#)

General Information v0

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

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

Scope & Cost Summary Bar

The screenshot displays the Grants Portal interface. The top navigation bar includes the 'Grants Portal' logo and user icons. The left sidebar contains a 'My Organization' section with a list of items: Organization Profile, Organization Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Projects, Damages, Work Order Requests, and Work Orders. Below this is a 'My Tasks' section with links to Calendar, Utilities, Resources, and Intelligence. The main content area is titled 'Essential Elements of Information' and includes a 'Damage Description and Dimensions' section. The 'Scope & Cost Summary' bar is highlighted, showing a dropdown menu with 'Scope' and 'Cost' options. A yellow banner below the bar contains the text: 'If you need FEMA to complete the development of the Scope & Cost it can be requested by clicking the following button:' followed by a blue button labeled 'REQUEST FEMA COMPLETION'. A red callout box points to the 'Scope & Cost Summary' bar with the text: 'Step 1: Expand Scope & Cost Summary bar'. Another red callout box points to the 'REQUEST FEMA COMPLETION' button with the text: 'Step 2: Click Complete Scope & Cost'. The bottom of the page shows a light blue message box stating: 'Sorry, no damages on Sheriff's Lab have a scope.' and a '+ ADD ADDITIONAL INFO' link.

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](#)

 P

Click **Scope** tab

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

89099 CONTENTS

DDD Preview

ScopeCostDocuments

Damage #89099; Contents

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

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

Add Project Scope

Portal

Leghorn, Fogho...

Manage Scope & Cost

DAMAGE INCOMPLETE ✕

GO BACK

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

89099 CONTENTS

DDD Preview Scope Cost Documents

✓ COMPLETE THIS SCOPE

89099 Contents

Click **Add Scope**

+ ADD SCOPE

Enter Scope Of Work

89099 Contents

Step 2: Click **Save Scope**

[EDIT HEADER](#)

 **B** *I* U ~~S~~ [Link](#) [Unlink](#) A 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

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.

EDIT HEADER

EDIT SCOPE

Click **Complete This Scope**

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

Rework/Edit Completed Scope of Work

Portal

Leghorn, Fogho...

Manage Scope & Cost

DAMAGE COMPLETE ✓[GO BACK](#)

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

89099 CONTENTS

DDD

Preview

Scope

Cost

Documents

SCOPE COMPLETE ✓[UNLOCK FOR REWORK](#)

89099 Contents

Replace 27 each Dell XPS Desktop Computers.

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

Replace 27 each of Microsoft Surface Keyboard and mouse combination.

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

Remove and Replace 27 each of Standing work station.

Replace 27 each of HP laser jet Enterprise M652n.

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

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

Add Project Cost

Portal Leghorn, Fogho...

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

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

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

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

10 ▾ Showing 0 to 0 of 0 entries

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

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

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

[Back to top of cost](#)

Step 1: Click **Cost** tab

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

Step 3: Select **Cost Source**

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

Enter Cost Information Pop-Up Box

The image shows a software interface for adding costs. A central pop-up box titled 'Add a Contract/Vendor Costs item' is open. It contains several input fields: 'Cost Code' (a dropdown menu showing '9001 (Contract)'), 'Description *' (a text box with 'Dell Inc.'), 'Quantity *' (a text box with '1.00'), 'Unit *' (a dropdown menu showing 'Lump Sum (Lump Sum)'), 'Unit Price *' (a text box with '148500.00'), and 'City Adjustment Factor *' (a text box with '1.00'). At the bottom of the pop-up, it shows 'Total Cost' as '\$148500.00' and has two buttons: 'ADD ITEM' and 'CANCEL'. Seven red callout boxes with white text provide numbered steps: Step 1 points to the Cost Code dropdown; Step 2 points to the Description text box; Step 3 points to the Quantity text box; Step 4 points to the Unit dropdown; Step 5 points to the Unit Price text box; Step 6 points to the City Adjustment Factor text box; and Step 7 points to the ADD ITEM button. The background is a blurred view of the main application interface, showing a 'Portal' header and various cost-related sections.

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

Edit/Remove Cost Line Item

Portal Leghorn, Fogho.

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

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

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

Step 1: Click Options

SHOW/HIDE COLUMNS

Description	Cost Code	Estimate Type	Qty	Units	Unit Price	City Adj Factor	Total Cost
ONS ▾ 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

Step 2: Click Edit or Remove Cost

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

GROSS COST **\$193,104.00**

COST SHARE **75.00%**

[Back to top of cost](#)

Complete Scope And Cost

Portal

Leghorn, Fogho.

89099 CONTENTS

DDD PreviewScopeCostDocuments

Click **Complete And Lock**

✓ COMPLETE AND LOCK

Work Completed Permanent Items

\$0.00

+ ADD COST

Work To Be Completed Permanent Items

\$193,104.00

+ ADD COST

SHOW/HIDE COLUMNS

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

TOTAL: \$193,104.00

10 Showing 1 to 2 of 2 entries

Previous1Next

Work Completed Non-Permanent Items

\$0.00

+ ADD COST

Work To Be Completed Non-Permanent Items

\$0.00

+ ADD COST

GROSS COST \$193,104.00

Manage Scope & Cost

Portal

Leghorn, Fogho.

Manage Scope & Cost

DAMAGE INCOMPLETE ✕

GO BACK

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

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

89099 CONTENTS

DDD Preview

Scope

Cost

Documents

COST COMPLETE ✓

UNLOCK FOR REWORK

Work Completed Permanent Items ▾

\$0.00

Work To Be Completed Permanent Items ▾

\$193,104.00

SHOW/HIDE COLUMNS

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

TOTAL: \$193,104.00

10 Showing 1 to 2 of 2 entries

Previous 1 Next

Return to Project

Portal

Leghorn, Fogho.

Manage Scope & Cost

DAMAGE INCOMPLETE ✕ [GO BACK](#)

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

89099 CONTENTS

DDD Preview Scope **Cost** Documents

COST COMPLETE ✓ [UNLOCK FOR REWORK](#)

Work Completed Permanent Items ▾

\$0.00

Work To Be Completed Permanent Items ▾

\$193,104.00

SHOW/HIDE COLUMNS

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

TOTAL: \$193,104.00

10 ▾ Showing 1 to 2 of 2 entries

Previous

1

Next

Click **Go Back**

Submit Scope and Cost to FEMA

Portal



7



▼

Project

4332DR-TX (4332DR)

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

⌚ REQUEST FEMA COMPLETION

→ SUBMIT FOR VALIDATION

📄 DOWNLOAD PROJECT REPORT

📧 SUBSCRIBE

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

The Scope & Cost can be completed in the Scope & Cost Summary section below. If you need help, you can request FEMA completes the development of the Scope & Cost Summary section below.

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

 [View Scope & Cost](#)

Click **Submit For Validation**

General Information

v0

PROJECT #

17536

CATEGORY

G - Parks, Recreational Facilities, and Other Items

TITLE

Roberts Park Ballfield

TYPE

Standard

STATUS

Active

APPLICANT

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

EVENT

4332DR-TX (4332DR)

RECIPIENT REGION

Region 7

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

My Projects

Filters > **Filters Applied**

Projects Active for PA

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

Step 3: Click Magnifying glass to select a project

Step 2: Click Projects

Subscribe to a Project

The screenshot shows the Grants Portal interface. At the top, the 'Grants Portal' logo is on the left, and a user profile for 'Crocker, Betty' is on the right. Below the logo, a sidebar contains navigation links: Dashboard, My Organization (Bananatown (8790)), Organization Profile, Organization Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Projects, Damages, Work Order Requests, and Work Orders. The main content area is titled 'Project' and shows the breadcrumb '4337DR-FL (4337DR) / Bananatown (8790) / [43315] Collaspe Bridge'. A yellow banner contains a warning icon and the text 'This project is pending EEI Completion. This is the 1st time this project has been in Pending EEI Completion. View Project EEIs'. A red callout bubble points to the 'Options' menu, which includes 'Comment', 'Subscribe', and 'Request Project Title Change'. Below the banner, the 'General Information' section displays project details: PROJECT # 43315, CATEGORY C - Roads and Bridges, TITLE Collaspe Bridge, TYPE Standard, STATUS Active, PROCESS STEP Pending EEI Completion (As of February 22nd, 2019 8:28 AM AST), % COST SHARE 75.00%, and ACTIVITY COMPLETION DEADLINE March 10, 2019. The 'APPLICANT' is Bananatown (8790) and the 'EVENT' is 4337DR-FL (4337DR).

Grants Portal

Dashboard

My Organization
Bananatown (8790)

Organization Profile

Organization Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping Meetings

Projects

Damages

Work Order Requests

Work Orders

My Tasks

Calendar

Utilities

Resources

Intelligence

Project

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

Warning: This project is pending **EEI Completion**.
This is the 1st time this project has been in Pending EEI Completion.
[View Project EEIs](#)

Options:

- Comment
- Subscribe
- Request Project Title Change

General Information

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

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

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

APPLICANT
EVENT

Modify Subscription

The screenshot shows the Grants Portal interface. At the top, the 'Grants Portal' logo is on the left, and a user profile 'Crocker, Betty' with a notification bell is on the right. A dark sidebar on the left contains navigation links: Dashboard, My Organization (selected), Organization Profile, Organization Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Projects, Damages, Work Order Requests, Work Orders, My Tasks, Calendar, Utilities, Resources, and Intelligence. 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 a version indicator 'v0'. It lists: PROJECT # 43315, CATEGORY C - Roads and Bridges, TITLE Collaspe Bridge, TYPE Standard, STATUS Active, PROCESS STEP Pending EEI Completion (As of February 22nd, 2019 8:28 AM AST), % COST SHARE 75.00%, and ACTIVITY COMPLETION DEADLINE March 10, 2019. On the right, it shows APPLICANT Bananatown (8790) and EVENT 4337DR-FL (4337DR). A red callout box points to the 'OPTIONS' menu, which contains 'Comment', 'Modify Subscription' (highlighted), and 'Request Project Title Change'.

Grants Portal

Dashboard | **My Organization** | Project

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

Options:

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

General Information v0

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 As of February 22nd, 2019 8:28 AM AST		
% COST SHARE	75.00%		
ACTIVITY COMPLETION DEADLINE	March 10, 2019 Request Extension		

Modify or Unsubscribe Pop-Up Box

Step 1: Click to check/uncheck Subscription setting

Step 2: Click Unsubscribe to remove notifications

Step 2: Click Modify to change notifications

Grants Portal

Modify Subscription X

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

X UNSUBSCRIBE MODIFY CANCEL

General Information v0

PROJECT #	43315	APPLICANT	E
CATEGORY	C - Roads and B		4
TITLE	Collaspe Bric		
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 sidebar with navigation links: Dashboard, My Organization (Bananatown (8790)), Organization Profile, Organization Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Projects, Damages, Work Order Requests, Work Orders, My Tasks, Calendar, Utilities, Resources, and Intelligence. The main content area is titled 'Project' and shows details for project 43315, 'Collaspe Bridge', under applicant 'Crocker, Betty'. A warning message states: 'This project is pending EEI Completion. This is the 1st time this project has been in Pending EEI Completion. View Project EEIs'. Below this is a 'General Information' section with the following details:

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

An 'Unsubscribe' pop-up box is overlaid on the right side of the screen. It contains the text: 'Are you sure you want to unsubscribe Crocker, Betty from all subscription events on [43315] Collaspe Bridge?'. At the bottom of the pop-up are two buttons: a red 'UNSUBSCRIBE' button and a grey 'CANCEL' button. A red callout bubble points to the 'UNSUBSCRIBE' button with the text 'Click Unsubscribe'.

Request For Information (RFI)



My Tasks

The screenshot shows the Grants Portal interface. The left sidebar contains navigation links: Dashboard, My Organization (Bananatown (8790)), My Tasks, Tasks, RFIs, Workflow Items, Determination Memos, Essential Elements of Information, Calendar, Utilities, Resources, and Intelligence. The main content area is titled 'My Tasks' and includes a blue informational banner about incomplete active tasks. Below this is a table of tasks. Annotations highlight the 'My Tasks' link in the sidebar and the 'REVIEW' button in the task table.

Step 1: Click Notification Bell

Step 1: Click My Tasks and select Tasks

Step 2: Click Review to select the RFI

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	Leghorn, Foghorn	Applicant Provide Project RFI Response	Pending Applicant Response for RFI-PRJ-135 for [7446] Sheriff's Lab on Glenville - PDMG0009 - 4332DR (4332DR - 9) on 4332DR-TX (4332DR)	11/09/2017 03:55 PM CST	0d 0h	11/24/2017		

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

Previous 1 Next

Request For Information

Portal

 7  Leghorn, Foghor...

 Request for Information RFI-PRJ-152

COMMENT

SUBMIT RFI RESPONSE



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

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

Note: The deadline to respond to the RFI

General Information

RFI #RFI-PRJ-152

DEADLINE05/05/2018

STATUSPending Applicant Response

EVENT4332DR-TX (4332DR)

RECIPIENT REGIONRegion 7

APPLICANTGlenville - 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

Portal 7 Leghorn, Foghor...

PROJECT [18088] DAC

Additional Information ▾

Provide FA Labor documents.

Contacts >

Line Items ▾ UPLOAD LINE DOCUMENT RECORD LINE RESPONSE SHOW/HIDE COLUMNS

Line Item #	Type	Reason	# Documents	Response	Response By	Responded On	PDMG Verification Date	CRC Verification Date	# Responses
1	Force	Please Provide	1						0
	Account	FA Labor Documents							

Options:

- Upload RFI Line Document
- Record RFI Line Response
- View RFI Line Documents
- View RFI Line Responses
- Start Discussion

Documents > UPLOAD LINE DOCUMENT

Discussion ▾

Step 1: Expand Line Items bar

Step 2: Click Options

Step 3: Click Upload RFI Line Document

Line Item RFI Document Upload-Pop up

Portal

Upload RFI Line Item Documents

Line Item #1 - Force Account

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

Documents Pending Upload

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

Note: You may not upload the document to the RFI that matches an existing document with the same line item.

 UPLOAD PENDING DOCUMENTS  CANCEL

Documents >

Previous 1 Next

 UPLOAD LINE DOCUMENT

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

Line Item RFI Document Information

Portal

Additional Information ▾

Provide FA Labor documents.

Contacts >

Line Items ▾

Line Item #	Type
1	Force Account

10 ▾ Showing 1 to 1 of 1 entries

Documents >

Discussion >

Process Document

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

This document has been uploaded to other locations within the system. As a result, document categories have been pre-populated based on the existing document categories assigned for the other locations.

Note: Any changes to the document category selection here will automatically be reflected for other locations this document has been uploaded to within the Grants Manager / Grants Portal.

Filename
Glenville PDMG0009 Force Account Pay Policy.docx

Description
Employee pay and benefit policy

Category Filter (Optional)
All

Category *
× Force Account Labor Pay Policy

SAVE **CANCEL**

Step 1: Add Document Description

Step 2: Click Save

[18088] DAC

Leghorn, Fogh

PDMG Verification Date CRC Verification Date # Responses

0

Previous 1 Next

UPLOAD LINE DOCUMENT

Line Item RFI Document Pending Upload

The screenshot shows a web application interface with a modal window titled "Upload RFI Line Item Documents". The modal has a close button (X) in the top right corner. Below the title, it displays "Line Item #1 - Force Account". A large dashed box with an upload icon and the text "Drag and drop a file here, or click here to select a file." is present. Below this is a section titled "Documents Pending Upload" with a search bar. A table lists pending documents, and at the bottom are buttons for "UPLOAD PENDING DOCUMENTS" and "CANCEL".

Click or Drag and Drop to upload additional documents

Edit or Remove uploaded document, if necessary

	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

Click Upload Pending Documents

Confirm Line Document Upload

Portal 7 Leghorn, Foghorn...

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	1						0

10 ▼ Show Previous 1 Next

Step 1: Expand the Documents bar

Documents ▼ UPLOAD LINE DOCUMENT

Filters

LINE ITEM TYPE Select...

Q 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

Step 3: Scroll to the top of the page

Submit RFI Response

Portal

 7  Leghorn, Foghor...

Request for Information RFI-PRJ-152

 COMMENT

 SUBMIT RFI RESPONSE



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

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

**Click Submit RFI
Response**

General Information

RFI # RFI-PRJ-152

EVENT 4332DR-TX (4332DR)

DEADLINE 05/05/2018

RECIPIENT REGION Region 7

STATUS Pending Applicant Response

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

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

 Additional Information ▾

Provide FA Labor documents.

 Contacts >

Submit RFI Response Pop-Up Box

Portal

Request for Information

Are you sure you want to **Submit RFI Response**?

Reason

YES **NO**

Click Yes

General Information

RFI # 4332DR-TX (4332DR)

DEADLINE 05/05/2018 REGION Region 7

STATUS Pending Applicant Response

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

PROJECT [18088] DAC

Additional Information

Provide FA Labor documents.

Contacts

COMMENT SUBMIT RFI RESPONSE

The Federal Emergency Management Agency has received your request for information. Please respond to this request as soon as possible.

Leghorn, Foghorn

Respond to a Request For Information (RFI)

Documents
Not Available



Record Line Response

Portal

 7  Leghorn, Foghor...

 Additional Information ▾

Provide FA Labor documents.

 Contacts >

 Line Items ▾

UPLOAD LINE DOCUMENT

RECORD LINE RESPONSE

 SHOW/HIDE COLUMNS

Line Item #	Type	Reason	# Documents	Response	Response By	Responded On	PDMG Verification Date	CRC Verification Date	# Responses
OPTIONS ▾ 1	Force Account	Please Provide FA Labor Documents	1						0

10 ▾ Showing 1 to 1 of 1 entries

Previous

1

Next

 Documents >

UPLOAD LINE DOCUMENT

 Discussion >

Click Record Line Response

Add Line Response

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 doc

Contacts >

Line Items >

Options

Documents

Showing 1 to 1 of 1 entries

Documents >

Discussion >

Leghorn, Foghe

LOAD LINE DOCUMENT

RECORD LINE RESPONSE

SHOW/HIDE COLUMNS

CRC Verification Date

Responses

0

Previous 1 Next

UPLOAD LINE DOCUMENT

Confirm Line Response

Portal

  Leghorn, Fogho...

Additional Information ▾

Need procurement procedures/bid documents for contract.

Contacts >

Line Items ▾

UPLOAD LINE DOCUMENTRECORD LINE RESPONSE

SHOW/HIDE COLUMNS

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

10 ▾ Showing 1 to 1 of 1 entries

Previous1Next

Confirm Line Response in the response column

Edit Line Response

Portal

1

Leghorn, Fogho..

 Additional Information ▾

Need procurement procedures/bid documents for contract.

 Contacts >

 Line Items ▾

UPLOAD LINE DOCUMENT

RECORD LINE RESPONSE

SHOW/HIDE COLUMNS

	Documents	Response	Response By	Responded On	PDMG Verification Date	CRC Verification Date	# Responses
OPTIONS ▾  Upload RFI Line Document  Edit RFI Line Response  Remove RFI Line Response  View RFI Line Documents  View RFI Line Responses  Start Discussion 1 <td>Procurement Missi</td> <td>pro</td> <td></td> <td>17 05:09</td> <td></td> <td></td> <td>1</td>	Procurement Missi	pro		17 05:09			1
		destruction of					
		our record					
		archives by the					
		event.					

Showing 1 to 1 of 1 entries

Previous

1

Next

Step 1: Click **Options**

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

Edit Line Response – Pop Up

Portal

Additional Info

Need procurement p

Contacts >

Line Items v

OPTIONS v

10 Showing 1 to 1 of 1 entries

Previous 1 Next

10 Showing 1 to 1 of 1 entries

Previous 1 Next

LOAD LINE DOCUMENT

RECORD LINE RESPONSE

SHOW/HIDE COLUMNS

CRC Verification Date # Responses

1

Previous 1 Next

Leghorn, Fogl

Edit Response

Line Item #1 - Procurement

Response

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

Responses

Response	Response By	Responded On
Procurement documents are unavailable due to the destruction of our record archives by the event.	Leghorn, Foghorn	11/09/2017 05:09 PM CST

10 Showing 1 to 1 of 1 entries

Previous 1 Next

SAVE **GO BACK**

Step 1: Click to edit response

Step 2: Click Save

Remove Line Response

Portal

1 Leghorn, Fogho..

Additional Information ▾

Need procurement procedures/bid documents for contract.

Contacts >

Line Items ▾

Step 1: Click Options

UPLOAD LINE DOCUMENT

RECORD LINE RESPONSE

SHOW/HIDE COLUMNS

Line Item #	Type	Reason	# Documents	Response	Response By	Responded On	PDMG Verification Date	CRC Verification Date	# Responses
1	Procurement	Missing bid procedure documents	1	Procurement documents are unavailable due to the destruction of	Leghorn, Foghorn	11/09/2017 05:09 PM CST			1

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

Showing 1 to 1 of 1 entries

Previous

1

Next

Remove Line Response Pop-Up Box

Remove Response

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

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

Response By: Leghorn, Foghorn

Responded On: November 9, 2017

REMOVE **GO BACK**

Click Remove

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

Showing 1 to 1 of 1 entries

Submit Line Response

Portal

1 Leghorn, Fogho...

Additional Information ▾

Need procurement procedures/bid documents for contract.

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

1

procedure

documents

Procurement

documents are

unavailable due

to the

destruction of

our record

archives by the

event.

Leghorn,

Foghorn

11/09/2017 05:09

PM CST

1

10

Showing 1 to 1 of 1 entries

Previous

1

Next

Submit RFI Response

Portal

 7  Leghorn, Foghor...

 Request for Information RFI-PRJ-152

COMMENT

SUBMIT RFI RESPONSE

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

Please [respond to this request](#) as soon as possible, but no later than 9 days of receipt of this letter, to ensure continued processing of this subgrant.

Click **Submit RFI Response**

General Information

RFI #	RFI-PRJ-152	EVENT	4332DR-TX (4332DR)
DEADLINE	05/05/2018	RECIPIENT REGION	Region 7
STATUS	Pending Applicant Response	APPLICANT	Glenville - PDMG0009 - 4332DR (4332DR - 9)
		PROJECT	[18088] DAC

Additional Information

Provide FA Labor documents.

Contacts

Submit RFI Response Pop-Up Box

Portal

i Request for Information

7 Leghorn, Foghorn

COMMENT **SUBMIT RFI RESPONSE**

Submit RFI Response X

Are you sure you want to **Submit RFI Response**?

Reason

YES **NO**

Click Yes

General Information

RFI # 4332DR-TX (4332DR)

DEADLINE 03/03/2016

STATUS Pending Applicant Response

REGION Region 7

PROJECT Glenville - PDMG0009 - 4332DR (4332DR - 9) [18088] DAC

Additional Information ▾

Provide FA Labor documents.

Contacts >

Sign Recovery Transition Meeting (RTM)



Locate Pending RTM Approval

Grants Portal

Dashboard

My Organization
Bananatown (8790)

My Applicant Event Profiles

Filters >

All Active Applicant Event Profiles

SHOW/HIDE COLUMNS

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

25 Show 1 to 1 of 1 entries

Previous 1 Next

Step 1: Click Applicant Event Profile

Step 2: Click Magnifying Glass

Applicant Event Profile

**Grants Portal**



Dashboard

**My Organization** ▼
Bananatown (8790)

**Applicant Event Profile**

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](#)

Organization Profile

Organization Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping Meetings

Projects

Damages

Work Order Requests

Work Orders

My Tasks ▼

Calendar

Utilities

General Information

Late Submission

Click Review RTM or Sign RTM Report

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

Review RTM Information Tabs

Portal

Oz, Memmet ▾

Recovery Transition Meeting ▾
Conducted on 11/3/2017 at 2:00 pm CDT

SIGN RTM

Recovery Transition Meeting

RTM Checklist

Notes

Schedule History

Conducted RTM Information

RTM DATE

11/9/2017 2:51 PM CST

RTM ADDTL. INFO

--

LOCATION ADDTL. INFO

Conference Ca

ADDRESS

2 Peachtree Street 15 Floor

ADDRESS 2

--

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

SIGN RTM

Recovery Transition Meeting

RTM Checklist

Notes

Schedule History

Conducted RTM Information

RTM DATE

11/9/2017 2:57 PM CST

RTM ADDTL. INFO

--

LOCATION ADDTL. INFO

Conference Call - 1-800-320-4330 Pin 572056#

ADDRESS

2 Peachtree Street 15 Floor

ADDRESS 2

--

CITY

Atlanta

STATE

--

ZIP

30303

Attendees ▾

Site Inspection Work Orders >

Projects >

Click Sign RTM

Review RTM and Certify

Portal

👤 Oz, Memmet ▾

Sign Recovery Transition Meeting

 SUBMIT

 CANCEL

Please review and sign

The PDMG for Georgia Department of Public Health conducted an RTM on 11/03/2017. The RTM checklist specifies the material that was discussed during the meeting. As a reminder:

- The Applicant must maintain complete records and cost documentation for all approved work for at least three years from the date the Applicant's grant is officially closed. The Recipient may require Applicants to maintain records for longer.
- In accordance with §206.206 of 44CFR, Applicants may appeal any determination related to an application for or the provision of Federal assistance, but must do so within 60 days from receipt of the determination.
- All work must comply with provisions of the Clean Water Act, Clear Air Act, Resource Conservation and Recovery Act, Endangered Species Act, Fish and Wildlife Coordination Act, the National Historic Preservation Act, and related Federal statutes and associated State, Tribal and local laws, codes, ordinances and other statutes.

Any questions regarding Public Assistance, changes to the Approved Scope of Work, Improved or Alternate Projects, 406 Hazard Mitigation, and/or major cost overruns that require prior approval from FEMA, please contact:

No Recipient POC Assigned

Certification

To the best of my knowledge and understanding, Project Worksheets have been written for all known damages and for all known sites and demolition-related projects. I have also read and understand the important time lines and will comply with Federal, State, and local statutes and ordinances in completing disaster-related work under the Public Assistance grant. In addition, I have been provided a copy of the D.1 Project Worksheet Report.

SIGNATURE

Signature here

 CLICK TO SIGN

DATE

11/09/2017

Click on
Click To Sign

RTM Signature – Pop Up Box

Portal

Sign Recovery Transition Meeting

Oz, Memmet

Step 1: Type Name

Print Name *

Signature Style * Allura

Step 2: Select Signature Font Style

Example: allura

Enter Password *

Step 3: Type Password

→ SIGN

↺ CANCEL

Step 4: Click Sign

Please review

The PDMG for Georgia De

- The Applicant must
- for longer.
- In accordance with
- All work must com

Federal statutes and associated stan

Any questions regarding Public Assistance,

No Recipient POC Assigned

Certification

To the best of my knowledge and understanding, Project Worksheets have been written for all known damages and for all other disaster-related costs claimed under the Public Assistance Program for this disaster. Exceptions may include inundated or inaccessible sites and demolition-related projects. I have also read and understand the important time lines noted above and will comply with Federal, State, and local statutes and ordinances in completing disaster-related work under the Public Assistance grant. In addition, I have been provided a copy of the D.1 Project Worksheet Report.

SIGNATURE Signature here

CLICK TO SIGN

DATE 11/09/2017

Submit Signed RTM

Portal

Oz, Memmet ▾

Sign Recovery Transition Meeting

 SUBMIT

 CANCEL

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

 CLICK TO SIGN

DATE

11/09/2017

Add Tiles to Dashboard



Add Event

The screenshot shows the 'Grants Portal' interface. The left sidebar contains a 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, and Utilities. The main content area is titled 'My Applicant Event Profiles' and features a search bar, a filter dropdown set to 'All Active Applicant Event Profiles', and a table of event profiles. A red callout box points to the 'Applicant Event Profiles' menu item with the text 'Click Applicant Event Profiles'. Another red callout box points to a magnifying glass icon in the first row of the table with the text 'Click magnifying glass on Event'. The table has columns: Event #, Event Name, Status, Process Step, # Projects, # Damages, and # Work Orders. The first row contains the data: 4337DR, 4337DR-FL, Eligible, Pending Grant Completion, 3, 22, 0. Below the table, it says 'Showing 1 to 1 of 1 entries' and has pagination controls for 'Previous', '1', and 'Next'.

Grants Portal

My 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

Showing 1 to 1 of 1 entries

Previous 1 Next

Add Event

 **Grants Portal**

 **1** 

 Dashboard

 **My Organization** ▼
Bananatown (8790)

 Organization Profile

 Organization Personnel

 Applicant Event Profiles

 Exploratory Calls

 Recovery Scoping Meetings

 Projects

 Damages

 Work Order Requests

 Work Orders

 **My Tasks** ▼

 **Calendar**

 Utilities ▼

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

 OPTIONS ▼

 REPORTS ▼



 This Applicant is **pending grant completion.**

General Information

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**

Locate New Tile

Grants Portal

Dashboard

My Organization
Bananatown (8790)

Applicant Event Profile

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

! This Application is in Progress.

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

My Tasks

Calendar

Utilities

Locate New Tile

The screenshot displays the Grants Portal interface. At the top, the header includes the portal logo and navigation icons. A left sidebar contains a menu with options like Dashboard, My Organization, and various organizational profiles. The main content area features a tile titled 'Applicant Event Profile' for 'Bananatown'. This tile lists specific details: Event (4337DR-FL (4337DR)), Eligibility Status (Pending), Process Step (Pending Grant Completion), # of Damages (22), and # of Projects (3). A red callout box with an arrow points to this tile, containing the text: 'Click on tile to go to **Applicant Event Profile**'.

Grants Portal

Dashboard

My Organization ▼
Bananatown (8790)

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

☒ **My Tasks** ▼

Calendar

Applicant Event Profile
Bananatown

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

Click on tile to go to **Applicant Event Profile**

Remove Tile

The screenshot displays the Grants Portal interface. The top header features the 'Grants Portal' logo on the left and notification, help, and user icons on the right. A left sidebar contains a menu with 'Dashboard', 'My Organization', 'My Tasks', 'Calendar', 'Utilities', 'Resources', and 'Intelligence'. The main content area shows a tile titled 'Applicant Event Profile' for 'Bananatown'. The tile details include: 'Event: 4337DR-FL (4337DR)', 'Eligibility Status: Pending', 'Process Step: Pending Grant Completion', '# of Damages: 22', and '# of Projects: 3'. A red callout box points to a small white 'X' icon in the top right corner of the tile, with the text 'Click on white X on tile'.

Grants Portal

Dashboard

- My Organization (Bananatown (8790))
- My Tasks
- Calendar
- Utilities
- Resources

Intelligence

Widgets

Applicant Event Profile

Bananatown

Event: 4337DR-FL (4337DR)

Eligibility Status: Pending

Process Step: Pending Grant Completion

of Damages: 22

of Projects: 3

Click on white X on tile

Widgets

Items on your dashboard that are shortcuts and help track information about your grant.



Add Widgets

The screenshot shows the Grants Portal interface. At the top is a header bar with the 'Grants Portal' logo on the left and notification and user icons on the right. Below the header is a dark red sidebar menu containing the following items: 'Dashboard', 'My Organization' (with a dropdown arrow and 'Bananatown (8790)' below it), 'My Tasks' (with a dropdown arrow), 'Calendar', 'Utilities' (with a dropdown arrow), 'Resources', and 'Intelligence' (with a dropdown arrow). The 'Intelligence' item is highlighted in a lighter shade. Below the sidebar, the main content area is visible, showing 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.' A red callout box with a white border points from the 'Intelligence' menu item to the 'Widgets' option in the sub-menu that appears below it. The callout box contains the text: 'Click on Intelligence and select Widgets'.

Grants Portal

Dashboard

My Organization ▼
Bananatown (8790)

My Tasks ▼

Calendar

Utilities ▼

Resources

Intelligence ▼

Widgets

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.

Select Widget

Grants Portal

widgets

Search...

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

Click on **Add to Dashboard**

Select Criteria for Widget To Track

The screenshot shows the 'Grants Portal' interface. On the left is a sidebar with navigation links: Dashboard, My Organization (Bananatown (8790)), My Tasks, Calendar, Utilities, Resources, and Intelligence. The main area is titled 'Widgets' and contains a list of widget options, each with a thumbnail and an 'ADD TO DASHBOARD' button. A modal window titled 'Add Widget - Project Status Table Work Completed/Fully Documented' is open in the center. It has a close button (X) in the top right. Inside the modal, there are two dropdown menus: 'Event' with the selected value '4337DR-FL (4337DR)' and 'Size' with the selected value '4x2 (default)'. At the bottom right of the modal are two buttons: a green '+ ADD' button and a white 'CANCEL' button with a grey border. A red speech bubble points to the 'Event' dropdown with the text 'Step 1: Click to select Event'. Another red speech bubble points to the '+ ADD' button with the text 'Step 2: Click Add'.

Grants Portal

Widgets

Search...

Event

4337DR-FL (4337DR)

Size

4x2 (default)

+ ADD

CANCEL

Step 1: Click to select Event

Step 2: Click Add

ADD TO DASHBOARD

ADD TO DASHBOARD

ADD TO DASHBOARD

ADD TO DASHBOARD

ADD TO DASHBOARD

ADD TO DASHBOARD

ADD TO DASHBOARD

Damages Line Chart

Event Cost Summary Chart

Outstanding Items

Project Location

Project Status Table Standard/Specialized

Project Status Table Work Completed/Fully Documented

Showing damage creation times

Showing event cost summary

Showing outstanding items

Showing project location and status

Showing project statuses for Standard/Specialized

Showing project statuses for Work Completed/Fully Documented

Locate Widget on Dashboard

Grants Portal

widgets

Click on Dashboard

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

Locate Widget on Dashboard

The screenshot displays the Grants Portal dashboard. The top header features the 'Grants Portal' logo and user navigation icons. The left sidebar contains a menu with options: Dashboard, My Organization (Bananatown (8790)), My Tasks, Calendar, Utilities, Resources, Intelligence, and Widgets. The main content area is titled 'Compl. Work / Fully Doc. Project Status' and 'My Org on 4337DR'. It contains a table with project status data. A red callout bubble points to the '1' in the 'EEI' column of the 'Pending Step' row, with the text 'Click on any item'.

	Projects Created	Formulation	EEI	DDD Scope & Cost	QA Review	Ins. / Mit. Reviews	EHP Review	JFO Review Proj.	Recip. Review Proj.	Appl. Signed Proj.
Compl. Step	1	1	0	0	0	0	0	0	0	0
Pending Step		0	1	0	0	0	0	0	0	0
Overdue			0	0	0	0	0	0	0	0
With RFI			0	0	0	0				

Click on any item

Help, Feedback, Release Notes, and Sign Out



Locate Help Information

The screenshot shows the Grants Portal interface. The top header includes the portal logo and a user profile dropdown menu. The left sidebar contains navigation links for various organizational functions. The main content area displays the 'My Organization Profile' for 'Bananatown (8790)', including general information such as state, level, type, and EIN number. Below this, there are sections for Personnel, Locations, and Counties with Facility, each with a 'MANAGE' button. A red callout box with the text 'Click on Name and Select Help' points to the 'Help' option in the user profile dropdown menu.

Grants Portal

My Organization Profile
Bananatown (8790)

General Information

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

Personnel > **MANAGE**

Locations > **MANAGE**

Counties with Facility > **MANAGE**

User Menu:

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

Callout: Click on Name and Select **Help**

Locate Help Information

The screenshot shows the Grants Portal interface. On the left is a dark sidebar with navigation links: Dashboard, My Organization (selected), Organization Profile, Organization Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Projects, Damages, Work Order Requests, Work Orders, My Tasks, and Calendar. The main content area is titled 'My Organization' for 'Bananatown (8790)' and shows 'General Information' with fields for STATE/TRIBE/TERRITORY, LEVEL 2, TYPE, and EIN NUMBER. A modal window titled 'Help with Grants Portal' is open in the center, containing contact information for Call Support ((866) 337-8448) and Email Support (FEMA-PA-Grants@fema.dhs.gov), along with operational hours. At the bottom of the modal are two buttons: 'REQUEST ASSISTANCE FOR CURRENT PAGE' and 'CLOSE'. A red callout bubble points to the 'REQUEST ASSISTANCE FOR CURRENT PAGE' button with the text 'Click Request Assistance for Current Page'.

Grants Portal

Dashboard

My Organization
Bananatown (8790)

Organization Profile

Organization Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping Meetings

Projects

Damages

Work Order Requests

Work Orders

My Tasks

Calendar

My Organization
Bananatown (8790)

General Information

STATE/TRIBE/TERRITORY

LEVEL 2

TYPE

EIN NUMBER

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. On the left is a dark sidebar with navigation links: Dashboard, My Organization (Bananatown (8790)), Organization Profile, Organization Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Projects, Damages, Work Order Requests, Work Orders, My Tasks, and Calendar. The main content area is partially obscured by a white modal window titled "Instructions for change requests." with a close button (X) in the top right corner. The modal contains the following text:

All non-FEMA employees that are experiencing an issue with or have identified an opportunity for improvement in the new CRM tool should email their suggestion to FEMA-PA-Grants@fema.dhs.gov

Once you have submitted your change request, the support team will review the submission for completeness and impacts, and the work stream leads will adjudicate the recommendation, and implement agreed upon solutions.

Not all requested changes will be made immediately or will be approved. Critical changes (those must be addressed immediately to complete the mission) will be addressed first.

At the bottom right of the modal is a button labeled "CLOSE" with a small icon. A red callout bubble points to this button with the text "Click Close".

Release Notes – Changes to Grants Portal

The screenshot shows the Grants Portal interface. The top header includes the portal logo and a user profile dropdown menu. The left sidebar contains navigation links for various organizational functions. The main content area displays the 'My Organization Profile' for 'Bananatown (8790)', including general information such as state, level, type, and EIN number. Below this, there are sections for Personnel, Locations, and Counties with Facility, each with a 'MANAGE' button. A red callout box highlights the 'Release Notes' option in the user menu, with the text 'Click on Name and Select Release Notes'.

Grants Portal

My Organization Profile
Bananatown (8790)

General Information

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

Personnel > **MANAGE**

Locations > **MANAGE**

Counties with Facility > **MANAGE**

User Menu: Sign Out, My Profile, Feedback, Help, About, **Release Notes**

Callout: Click on Name and Select **Release Notes**

Release Notes Pop-Up Box

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

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

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

Sign Out of Grants Portal

The screenshot shows the 'Grants Portal' interface. The top navigation bar includes the portal logo, a notification bell, and a user profile icon. The left sidebar contains a 'Dashboard' menu with options like '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 'Bananatown (8790)'. It displays 'General Information' with fields for 'STATE/TRIBE/TERRITORY' (Florida), 'LEVEL 2' (Bananatown), 'TYPE' (County Government), and 'EIN NUMBER' (—). To the right, it shows 'IS ACTIVE?' (Yes) and 'FEMA PA CODE' (8790). Below this is a table with sections: 'Personnel' (1 item), 'Locations' (1 item), and 'Counties with Facility' (1 item), each with a 'MANAGE' button. A red callout box points to the user profile icon in the top right, with the text 'Click on Name and Select Sign Out'. The user profile dropdown menu is open, showing options: 'Sign Out', 'My Profile', 'Feedback', 'Help', 'About', and 'Release Notes'.

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**

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

Grants Portal Hotline for Assistance:

(866) 337-8448

