

Grants Portal

Applicant

User Manual

Version 5.1 – June 10, 2019



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Creating Password for a New Account



Applicant Receives Access Email

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

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

Subject: FEMA PA Notification – Org Account Request Approved

Hello Sherry,

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

Username: comanager@subrecipientcountyga.com

Password: LJE1kAvc!%

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

-FEMA PA Support Team

FEMA-PA-Support@FEMA.DHS.Gov

<https://pagrants.fema.gov>



Click hyperlink to go to Grants Portal

Password Wizard

Welcome to the Grants Portal!

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

1 Start 2 Password 3 Security Question 4 Finalize Account

← PREV

NEXT →

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

Click **Next**

Create New Password

Welcome to the Grants Portal!

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

1 Start 2 Password 3 Security Question 4 Finalize Account

← PREV NEXT →

USERNAME

maureen

CHOOSE A PASSWORD

.....

Weak

RE-ENTER YOUR PASSWORD

.....

Password Tips

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

Step 1: Type New Password

Step 2: Click Next

Create Security Question

Almost done!

Now create a security question in case you forget your password

1 Start 2 Password 3 Security Question 4 Finalize Account

← PREV NEXT →

SECURITY QUESTION

What was your childhood nickname?

SECURITY ANSWER

RE-ENTER YOUR SECURITY ANSWER

Step 1: Select Security Question and Answer

Step 2: Click **Next**

Review Information

Let's review

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


Step 1:
Review
Information

1 Start 2 Password 3 Security Question 4 Finalize Account

← PREV NEXT →

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

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

 SUBMIT

Step 2: Click
Submit

Congratulations Screen

Congratulations!

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

RETURN TO LOGIN SCREEN

Click **Return to Login Screen**

Re-Login to Grants Portal



Sign in to Your Account

USERNAME

[Forgot your username](#)

PASSWORD

[Forgot your password](#)

SIGN IN

Enter User Name
and NEW Password

Privacy Notice Pop-Up

The screenshot shows the Grants Portal interface with a Privacy Notice pop-up window. The pop-up has a title bar with 'Privacy Notice' and a close button (X). The main content of the pop-up is as follows:

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.

At the bottom right of the pop-up, there are two buttons: a red 'REJECT' button and a blue 'ACCEPT' button. A red callout bubble with the text 'Click Accept' points to the 'ACCEPT' button.

Attention Pop Up Box

ATTENTION



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

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

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

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

REJECT

ACCEPT

Click **Accept**

Dashboard

The screenshot shows the Grants Portal interface. At the top left is the logo and the text "Grants Portal". Below this is a navigation bar with "Dashboard" selected. Underneath is a "My Organization" section for "Bananatown (8790)". A vertical sidebar on the left contains a list of menu items: Organization Profile, Organization Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Projects, Damages, Work Order Requests, and Work Orders. Below these are several expandable sections: My Tasks, Calendar, Utilities, Resources, and Intelligence. The main content area features a large green informational box with the heading "Your dashboard has no tiles!". The text inside the box explains that the dashboard is designed for important data and that users can create tiles by clicking a star icon on any data point.

Grants Portal

Dashboard

My Organization
Bananatown (8790)

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

My Tasks

Calendar

Utilities

Resources

Intelligence

i Your dashboard has no tiles!

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

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


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

Create User Accounts


Add Personnel


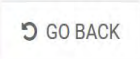



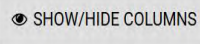
Add Personnel



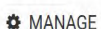

Portal 





Manage Personnel

Click Create 

Q Search...  

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

10  Showing 1 to 5 of 5 entries   

Complete Personnel Information

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

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

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

Provide Roles to Personnel

Portal 👤 Leghorn, Fogho...

Manage Personnel

[+ CREATE](#) [GO BACK](#)

🔍 Search... [?](#) [SHOW/HIDE COLUMNS](#)

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

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

Click Manage

Organization Roles

Portal

Leghorn, Fogho...

Manage Personnel

RE-SEND INVITE

EDIT

GO BACK

General Information

NAME Coyote , Wile

TITLE Vice Mayor

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

PERSONNEL STATUS Available

User Information

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

ACCOUNT STATUS Active [DISABLE ACCOUNT](#)

ACCOUNT LOCKED? No [LOCK ACCOUNT](#)

LAST LOGIN --

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

Contact Info >

MANAGE

Roles ▾

System Roles >

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

MANAGE

Click **Manage**

Grant/Edit Roles

Place mouse over “?”
for definition of role

Green check will
allow personnel to
perform those
functions

Step 1: Click
the **Box**

Step 2: Click
Save

The screenshot displays the 'Edit Roles for Crocker, Betty' window. On the left, under 'Assigned Roles', there are two sections: 'APPLICANT ROLES' and 'ADMINISTRATIVE ROLES'. The 'APPLICANT ROLES' section includes 'Primary PA Coordinator', 'Alternate PA Coordinator', 'Authorized Representative', and 'Project POC', all with checked boxes and question mark icons. The 'ADMINISTRATIVE ROLES' section includes 'Account Manager' and 'Personnel Manager' (checked with question marks), and 'Organization Admin' and 'Read-Only Access' (unchecked with question marks). The 'Permissions Preview' section is divided into three columns: 'ORGANIZATION', 'PERSONNEL', and 'APPLICANT'. Each item is preceded by a green checkmark (indicating permission) or a red X (indicating no permission). The 'PERSONNEL' column includes 'Send Password Reset' (red X), 'View Login History' (green check), 'Lock Account' (red X), 'Disable Account' (red X), 'Edit Personnel Record' (red X), 'Manage Contact Info' (green check), 'Manage Organization Roles' (red X), and 'Create New Staff' (green check). The 'PERSONNEL' column also has a 'MANAGE' button. The 'APPLICANT' column includes 'Create Comment', 'Create Discussion', 'Reply to Discussion', 'Manage Damage Inventory', and 'Manage Documents', all with green checkmarks. The 'PERSONNEL' column also has a 'MANAGE' button. At the bottom right, there are 'SAVE' and 'CANCEL' buttons. A table at the bottom shows assigned roles for Betty Crocker: Primary PA Coordinator, Project POC, and another Primary PA Coordinator.

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

Manage User Accounts



Organization Profile - Manage User Accounts

Grants Portal Crocker, Betty

Dashboard

My Organization
Bananatown (8790)

My Organization Personnel

Filters > All Active Organization Personnel

Search:

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

SHOW/HIDE COLUMNS

Organization Profile - Manage User Accounts

Grants Portal Crocker, Betty

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

Organization Profile

Organization Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping Meetings

Projects

Damages

Work Order Requests

Work Orders

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

NAME: Crunch, Captian **USERNAME:** captian [EDIT](#)

TITLE: City Admin **STATUS:** Active

ORG PERSONNEL STATUS: Active

SECURITY QUESTION RESET REQUIRED?: No [REQUIRE SECURITY QUESTION RESET](#)

PASSWORD LAST SET: 5/16/2019 9:05 am [SEND TEMPORARY PASSWORD](#)

Contact Info [MANAGE](#)

Roles [MANAGE](#)

System Roles

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

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

Organization Profile

Facility
Locations



Add Locations to Profile

The screenshot shows the 'Grants Portal' interface. The top navigation bar includes 'Dashboard', 'My Organization', and 'Bananatown (8790)'. The main content area is titled 'My Organization Profile' and contains a 'General Information' section with fields for 'STATE/TRIBE/TERRITORY' (Florida), 'LEVEL 2' (Bananatown), 'IS ACTIVE?' (Yes), 'FEMA PA CODE' (8790), and 'DUNS NUMBER' (987654321). A left sidebar lists various menu items, with 'Organization Profile' highlighted. A 'Locations' bar is visible with a 'MANAGE' button. A 'Documents' bar at the bottom has 'UPLOAD', 'DOWNLOAD', and 'MANAGE' buttons.

Step 1: Click My Organization

Step 2: Click Organization Profile

Step 3: Click Manage on Location bar

Add Locations

The screenshot shows the Grants Portal interface. The main header is "Grants Portal" with a user profile icon. The left sidebar contains navigation items: Dashboard, My Organization (Bananatown (8790)), Organization Profile, Organization Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Projects, Damages, Work Order Requests, Work Orders, My Tasks, and Calendar. The main content area is titled "My Organization Profile Manage Locations" for "Bananatown (8790)". It features a search bar, a table of locations, and action buttons (+ ADD, SAVE, CANCEL). A red callout box with the text "Click ADD" points to the + ADD button. The table has columns for Address, Suite/Apt, City, State, Zip Code, County, and IS Primary?. One entry is visible: 345 Banana Road, Bananatown, 32654, Yes. The page shows "Showing 1 to 1 of 1 entries" and pagination controls (Previous, 1, Next).

Click ADD

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

Enter Facility Location Pop-up Box

Add Location [X]

Address * 123 Main Street

Building / Suite

Bananatown

Alaska

23842

Anchorage, Municipality of [X] [v]

Primary Location ?

SAVE CANCEL

Step 2: Click **Save**

Save Location

Portal Leghorn, Fogho...

Manage Locations

+ ADD SAVE CANCEL

Search... ?

SHOW/HIDE COLUMNS

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

10

Showing 1 to 2 of 2 entries

Previous 1 Next

Click Save

Register Organization from Recipient Invitation



Organization Information from Recipient Invitation

Let's register your organization!

Please follow along in the wizard below.

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

REQUESTING ORGANIZATION Georgia Emergency Management Agency

NAME *

TYPE *

DUNS NUMBER

Step 2:
Click **Next**

Step 1: Enter
DUNS Number

Enter Contact Information

1 Basic Information 2 Contact Info 3 Locations 4

← PREV **NEXT** →

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

Step 1: Enter Contact Information

Step 2: Click Next

Enter Location Information

on / **2** Contact Info **3** Locations **4** Facilities **5** C

← PREV **NEXT** →

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

Step 1: Enter Primary Location Information

Step 2: Click Next

Add Applicable Counties with Facilities

Info **3** Locations **4** Facilities **5** Complete Access Req

← PREV

NEXT →

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

Step 2: Click
Next

Counties where a Facility exists

PS.

County

+ ADD

Appling County

+ ADD

Atkinson County

+ ADD

Bacon County

+ ADD

Baker County

+ ADD

Baldwin County

+ ADD

Banks County

+ ADD

Borrow County

Verify Information

3 Locations 4 Facilities 5 Complete Access Request ← PREV NEXT →

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

Organization Information

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

Click **Next**

Submit Information



ZIP CODE 30067

ZIP CODE -

COUNTY Dougherty County

COUNTY -

Counties with Facility

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

 SUBMIT

Click **Submit**

Confirmation of Submittal

Your access request has been submitted!

You will be contacted once your request has been approved.

Email Confirmation of Submittal

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

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

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

Hello Sherry,

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

-FEMA PA Support Team

FEMA-PA-Support@FEMA.DHS.Gov

<https://pagrants.fema.gov>

Submit Request For Public Assistance (RPA)



My Organization Dashboard

Portal

🔔 3 👤 Sam, Yosemite ▾

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

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

🔍 Document Help

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

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

Organization

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

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

Start Request Public Assistance Process

📄 Request Public Assistance

1 Start2 General Info3 Contacts4 Addresses5 Other Info6 Submit

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

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

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

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

← PREVNEXT →↻ CANCEL

Click **Next**

General Information

Portal

🔔 3 👤 Sam, Yosemite ▾

✎ Request Public Assistance

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

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

Applicant Troy, City of

FEMA PA Code --

DUNS # 938474

Event Colorado State EOC (CO-EOC)

Participated in PDA? No

← PREV NEXT → CANCEL

Step 1:
Select Event

Step 2: Select
Yes or No

Step 3:
Click **Next**

Primary/Alternate Contact Information

📝 Request Public Assistance

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

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

Primary Contact

Name: Stapleton, Maureen

Title: Executive Administrative Assistant

Email: maureen.stapleton@troycity.gov

Phone: (212) 948-5755

Alternate Contact

Name: Choose Contact...

Title: --

Email: --

Phone: --

← PREV **NEXT** → ↺ CANCEL

Step 1: Select Primary Contact

Step 2: Select Alternate Contact

Step 3: Click Next

Verify/Change Primary Location & Mailing Address

✎ Request Public Assistance

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

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

Primary Location CHANGE

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

Mailing Address CHANGE

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

← PREV **NEXT** → ↻ CANCEL

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

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

Step 3: Click **Next**

Other Information/Comments

Portal

🔔 3 👤 Sam, Yosemite ▾

✎ Request Public Assistance

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

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

Comments

Limit 500 characters

← PREV **NEXT** → ↻ CANCEL

Step 1: Enter Additional information/ Comments

Step 2: Click **Next**

Review Request

Portal

Request Public Assistance

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

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

General Info

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

Primary Contact

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

Primary Location

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

Mailing Address

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

Other Info

Comments	—
----------	---

← PREV **SUBMIT** ✓ CANCEL →

Step 1: Review Information

Step 2: Click Submit

Congratulations Screen

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

Resources

Intelligence

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.

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

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

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

Primary Contact

Name: Lanneau, Peter

Title: Bishop

Email: peterl@stpeter.org

Phone: (512) 589-6532

Alternate Contact

Name: Wings, Angelic

Title: Administrator

Email: angelicw@stpeter.org

Phone: (512) 589-6533

← PREV **NEXT** CANCEL

Step 1: Select Primary Contact

Step 2: Select Alternate Contact

Step 3: Click Next

Verify/Change Primary Location & Mailing Address

Request Public Assistance

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

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

Primary Location

Address 1309 Rutherford Lane

City Austin

State Texas

Zip 78753

County Travis County

Mailing Address

Address 1309 Rutherford Lane

City Austin

State Texas

Zip 78753

County Travis County

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

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

Step 3: Click **Next**

← PREV **NEXT** → ○ CANCEL

Contacts | Addresses | **PNP Info** | Justification | Other Info | 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

Attach Proof of Ownership

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

Selected Documents to Attach

No Proof of Ownership documents selected.

Available Documents to Attach

Category:

Search:

Filename	Description	Size	Category	Uploaded Date	Uploaded By
No data available					

Showing 0 to 0 of 0 entries

Click Upload New

Add PNP Required Document

The image shows a web application interface with a modal window titled "Add Document". At the top right of the modal is a close button (X). Below the title is a yellow caution banner with a warning icon and the text: "CAUTION: Document will be uploaded to the **Organization Profile**." Below the banner is a green button labeled "SELECT DOCUMENT" with the text "(Max Size: 100MB)" to its right. A red callout bubble with the text "Click **Select Document**" points to this button. Below the button are four input fields: "Filename" (text input), "Description" (text input), "Types" (dropdown menu with "All" selected), and "Category" (text input with the placeholder "Please select a category..."). At the bottom right of the modal are two buttons: a blue "ADD DOCUMENT" button with a checkmark icon and a grey "CANCEL" button with a close icon. The background shows a partially visible form with a question: "Did the facility sustain damage as a direct result of the disaster?" with radio buttons for "Yes" and "No", and another question: "What type of assistance is being requested?" with a dropdown menu showing "FEMA Public Assistance".

Upload PNP Required Document

Add Document

CAUTION

SELECT DOCUMENT

File Upload

This PC > Desktop > SI Demo Items

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

File name: All Files

Open **Cancel**

Step 1: Click Select Document

Step 2: Click Open

Add Document

ts Portal

Add Document ✕

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

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

Filename: Deed.docx

Description: Deed

Types: All

Category: **General Documents**

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 masked or redacted prior to uploading this file. This includes social security numbers (SSN), birth dates, financial account numbers, or other similar information.

ADD DOCUMENT **CANCEL**

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

Step 1: Review Information

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

Step 3: Add Document

Attach Document

Attach Proof of Ownership

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

Selected Documents to Attach

DEED.DOCX ✕

Available Documents to Attach

Search... ? Category Select...

Filename	Description	Size	Category	Uploaded Date	Uploaded By
No data available					

5

Showing 0 to 0 of 0 entries

Previous Next

UPLOAD NEW ATTACH SELECTED CANCEL

Click **Attach Selected**

Other Information/Comments

Request Public Assistance

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

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

Comments

Limit 500 characters

← PREV **NEXT** → ⌫ CANCEL

Step 1: Review Information

Step 2: Click Next

Review Request

Request Public Assistance

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

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

General Info

Applicant: St. Peter Church
Event: 4332DR-TX (4332DR)
Participated in PDA? Yes

Primary Contact

Name: Lanneau, Peter
Title: Bishop
Email: peter@stpeter.org
Phone: (512) 589-6532

Alternate Contact

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

Primary Location

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

Step 1: Review Information

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

Additional Documentation

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

Justification

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

Other Info

Comments --

Justification

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

← PREV **SUBMIT** ✓ CANCEL

Step 2: Click **Submit**

Congratulations Screen

Request Public Assistance

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

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

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

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

Small Business Administration (SBA)

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



Applicant Event Profiles

Step 1: Click **My Organization**

The screenshot shows the Grants Portal interface. The top navigation bar includes 'Dashboard', 'My Organization', 'Personnel', 'Locations', 'Counties with Facility', 'Insurance Profile', and 'Applicant Event Profiles'. The left sidebar contains various menu items, with 'My Organization' selected. The 'Applicant Event Profiles' section is expanded, showing a filter for 'STATUS' set to 'All'. A table of event profiles is displayed, with the first row highlighted. A magnifying glass icon is visible next to the first row of the table.

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

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

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

Applicant Event Profile

Portal



Applicant Event Profile

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

REPORTS



General Information Late Submission

FEMA PA CODE 00-867

NAME Pair City Museum

TYPE Nonprofit with 501C3 IRS Status PNP

PNP TYPE Museum Not Critical

STATUS Eligible

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

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

Event Information

JOB # 4332DR

EVENT NAME 4332DR-TX

EVENT TYPE Disaster

INCIDENT TYPE Hurricane

INCIDENT LEVEL 1

INCIDENT START DATE August 23, 2017

going

gust 25, 2017

ouston County - August 24th, 2017

Scroll down to PNP
Information Bar

Stats/Summary >

PNP Information Bar

The screenshot shows a web portal interface with a dark red header bar containing the word "Portal" in a serif font. Below the header is a navigation bar with a dropdown menu labeled "PNP Information". The dropdown menu is open, showing three tabs: "PNP Information", "SBA Loan", and "SBA Loan Documents". The "SBA Loan" tab is selected and highlighted with a blue underline. Below the tabs are three main menu items: "SBA Loan Information", "SBA Loan Documents", and "SBA Loan History". The "SBA Loan Documents" item has a gear icon and a "MANAGE" button next to it. Below these are three more menu items: "EHP Profile", "Documents", and "Comments". The "Documents" and "Comments" items also have gear icons and "MANAGE" or "ADD COMMENT" buttons respectively. Three red callout boxes with white text and red borders 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

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

Click **Add Document**

Add SBA Document

Portal

Uchiha, Sasuke...

Documents

Applic

SBA Loan

+ ADD DOCUMENT

Add Document

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

SELECT DOCUMENT (Max Size: 100MB)

Filename

Description

Types

Category

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

✓ ADD DOCUMENT ⌕ CANCEL

Click Select Document

Select SBA Document

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

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

Step 1: Select Document

Step 2: Click Open

Upload SBA Loan Document

The screenshot shows a web portal interface with a modal window titled "Add Document". The modal contains a yellow warning box at the top with a triangle icon and the text: "CAUTION: Document will be uploaded to the Applicant Event Profile. If this document needs to be uploaded to the organization and is not specific to this event, then please upload the document to the Organization Profile." Below this, the document name "Pair City Museum SBA Loan Letter.docx" is displayed with a "(Max Size: 100MB)" note. There are input fields for "Filename" (containing the same document name) and "Description" (containing "SBA Determination letter for DR4332TX"). A "Types" dropdown menu is set to "PNP Information" and a "Category" dropdown is set to "SBA Loan Documentation". At the bottom of the modal is another yellow warning box with a triangle icon and the text: "Personally identifiable information (PII) WARNING. In accordance with the Privacy Act of 1974, 5 U.S.C. § 552a, Please ensure that any sensitive personally identifiable information has been removed or redacted prior to uploading this file. This includes social security numbers (SSN), birth dates, financial information, home addresses, or other similar information." At the bottom right of the modal are two buttons: a blue "ADD DOCUMENT" button with a checkmark icon and a grey "CANCEL" button with an 'X' icon. A red speech bubble on the left points to the "Description" field with the text "Step 1: Add document description". A red speech bubble on the right points to the "ADD DOCUMENT" button with the text "Step 2: Click Add Document".

Uchiha, Sasuke...

es SBA Loan

+ ADD DOCUMENT

Add Document

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

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

Pair City Museum SBA Loan Letter.docx

Description: SBA Determination letter for DR4332TX

Types: PNP Information

Category: SBA Loan Documentation

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

ADD DOCUMENT CANCEL

Step 1: Add document description

Step 2: Click **Add Document**

Edit Uploaded Document

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

Click page icon to go back to Event Profile page

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

Click **Remove** to delete Document

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

SBA Loan Determination

Portal

Applicant Event Profile Pair City Museum - 4332DR

⚠ SBA Loan Determination is pending for Pair City Museum

[Make an SBA Loan Determination](#)

Click **Make an SBA Loan Determination**

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

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

NAME Pair City Museum

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

PNP TYPE Museum **Not Critical**

STATUS Eligible

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

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

Event

EVENT TYPE Disaster

INCIDENT TYPE Hurricane

INCIDENT LEVEL 1

INCIDENT START DATE August 23, 2017

INCIDENT END DATE Ongoing

DECLARATION DATE August 25, 2017

DECLARED COUNTIES Houston County - August 24th, 2017

SBA Loan Determination Questions

SBA Loan Questionnaire

Will permanent work projects (Categories C-G) be requested? Yes No

Has an SBA Loan application been submitted? Yes No

Has a response been received on the SBA Loan application? Yes No

Was the SBA Loan approved? Yes No

Does the SBA Loan cover the full cost of the permanent work costs? Yes No

Step 1: Answer ALL Questions

SBA Loan Documentation UPLOAD SBA LOAN

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

Showing 1 to 1 of 1 entries

Step 2: Save Previous 1 Next SAVE CANCEL

Confirm SBA Loan Information Questions

Step 1: Expand PNP Information bar

Step 2: Click SBA Loan tab

Step 3: Expand SBA Loan Information

Portal Uchiha, Sasuke

PNP Information SBA Loan

SBA Loan Information

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

SBA Loan Documents MANAGE

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

Showing 1 to 1 of 1 entries Previous 1 Next

Damage Inventory Template



Applicant Event Profiles

Step 1: Click **My Organization**

Grants Portal Leghorn, Fogho...

My Organization Profile DOWNLOAD EDIT

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

General Information

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

Personnel > MANAGE

Locations > MANAGE

County > MANAGE

Insurance Profile > UPLOAD INSURANCE DOCUMENTS HELP

My Organization

Organization Profile

Organization Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping

Meetings

Projects

Damages

Work Order Requests

Work Orders

My Tasks

Calendar


Utilities

Resources




Intelligence

Step 2: Click **Applicant Event Profiles**

Manage Damage Inventory

Portal 

RPA DECISION DATE	8/29/2017 7:14 pm CDT	INCIDENT LEVEL	1
RSM COMPLETION DATE	9/15/2017 3:15 pm CDT	INCIDENT START DATE	August 23, 2017
DAMAGE INVENTORY DEADLINE	11/14/2017	INCIDENT END DATE	August 28, 2017
PROCESS STEP	Pending Grant Completion <i>As of September 15th, 2017 1:55 PM CDT</i>	DECLARATION DATE	August 26, 2017
		DECLARED COUNTIES	Houston County - August 24th, 2017

- Stats/Summary
- Contacts >  MANAGE
- Locations >  MANAGE
- Damage Inventory >**  MANAGE
- Exploratory Call Information >

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

Step 2: Click **Manage**

Download Damage Inventory Template

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

- Download Template
- Upload Spreadsheet
- View Imports

Click Import then select Download Template

Damage Inventory

Search... ? SHOW/HIDE COLUMNS

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

Download Damage Inventory Template Pop-Up Box

Step 1: Click Open With

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

You have chosen to open:

...emplate - Glenville - PDMG0125 - 4332DR (4332DR - 125).xlsx

which is: Microsoft Excel Worksheet

from: <https://grantsportal-demo-site.azurewebsites.net>

What should Firefox do with this file?

Open with Microsoft Excel (default)

Save File

Do this automatically for files like this from now on.

Step 2: Click OK

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

Enable Editing

The screenshot shows the Microsoft Excel interface with a 'Protected View' warning. The warning message reads: 'PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View.' A yellow bar at the bottom of the warning contains the text 'Enable Editing' and a button labeled 'Enable Editing'. A red callout box with a white border points to this button, containing the text 'Click Enable Editing'.

The spreadsheet data is as follows:

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

Complete Damage Inventory Template & Save

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

Complete each column then save on your computer

DO NOT CHANGE TEMPLATE OR SKIP LINES

Upload Damage Inventory Spreadsheet

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

- Download Template
- Upload Spreadsheet
- View Imports

SHOW/HIDE COLUMNS

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

Damage Inventory

Search...

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

Select Damage Inventory Spreadsheet

Portal

Applicant Event Profile

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

Damage Inventory

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

File Upload

« Docu... » Glenville applicant doc

Search Glenville applicant doc

Organize New folder

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

Documents
Pictures
Foghorn Leghorn
PDMG Manuals
PRINT THESE
SI Manual updat

This PC

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

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

Step 1: Click on the saved template

Step 2: Click Open

Damage Inventory Template with Errors

s Portal

Step 1: Verify Errors or Warnings

TOTAL RECORDS IMPORTED 1

RECORDS WITH ERRORS 1 (1)

NEW DAMAGE RECORDS 0

RECORDS WITH WARNINGS 0

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

CANCEL IMPORT

Step 2: Click Cancel Import

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

Search...

SHOW/HIDE COLUMNS

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

Cancel Import

Portal

! Import Data

Results

TOTAL RECORDS IMPORTED: 1 (1)

NEW DAMAGE RECORDS: 0

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

CANCEL IMPORT GO BACK

CANCEL IMPORT

Records

SHOW RECORDS All

Search... ?

SHOW/HIDE COLUMNS

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

Import Damage Inventory Template With No Errors

! Import Damage Inventory

Results

TOTAL RECORDS IMPORTED	1	RECORDS WITH ERRORS	0
NEW DAMAGE RECORDS	1	RECORDS WITH WARNINGS	0

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

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

COMMIT IMPORT

CANCEL IMPORT

Step 1: Check Errors & Warnings

Step 2: Click Commit Import

Records

SHOW RECORDS All

Search... ?

SHOW/HIDE COLUMNS

Commit Import Pop-Up Box

Commit Import

Do you wish to commit the changes in this import?

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

COMMIT IMPORT GO BACK

Click Commit Import

Portal

! Import D

Results

TOTAL RECORDS IMP

NEW DAMAGE RE

RS 0

IGS 0

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

COMMIT IMPORT

CANCEL IMPORT

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

Records

SHOW RECORDS All

Search...

SHOW/HIDE COLUMNS

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

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


1 to 1 of 1 entries

Previous 1 Next


Step 1: Click Applicant Event Profiles



Step 2: Click Magnifying glass



Manage Damage Inventory



Portal 


RPA DECISION DATE	8/29/2017 7:14 pm CDT	INCIDENT LEVEL	1
RSM COMPLETION DATE	9/15/2017 3:15 pm CDT	INCIDENT START DATE	August 23, 2017
DAMAGE INVENTORY DEADLINE	11/14/2017	INCIDENT END DATE	August 28, 2017
PROCESS STEP	Pending Grant Completion <i>As of September 15th, 2017 1:55 PM CDT</i>	DECLARATION DATE	August 26, 2017
		DECLARED COUNTIES	Houston County - August 24th, 2017

 Stats/Summary >

 Contacts >  MANAGE

 Locations >  MANAGE

 Damage Inventory >  MANAGE

 Exploratory Call Information >

Scroll down to Damage Inventory Bar

Click Manage

Add A Single Damage

Click Add Damage

Damage Inventory

Search

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

Select Damage Type

Click **Standard Damage**

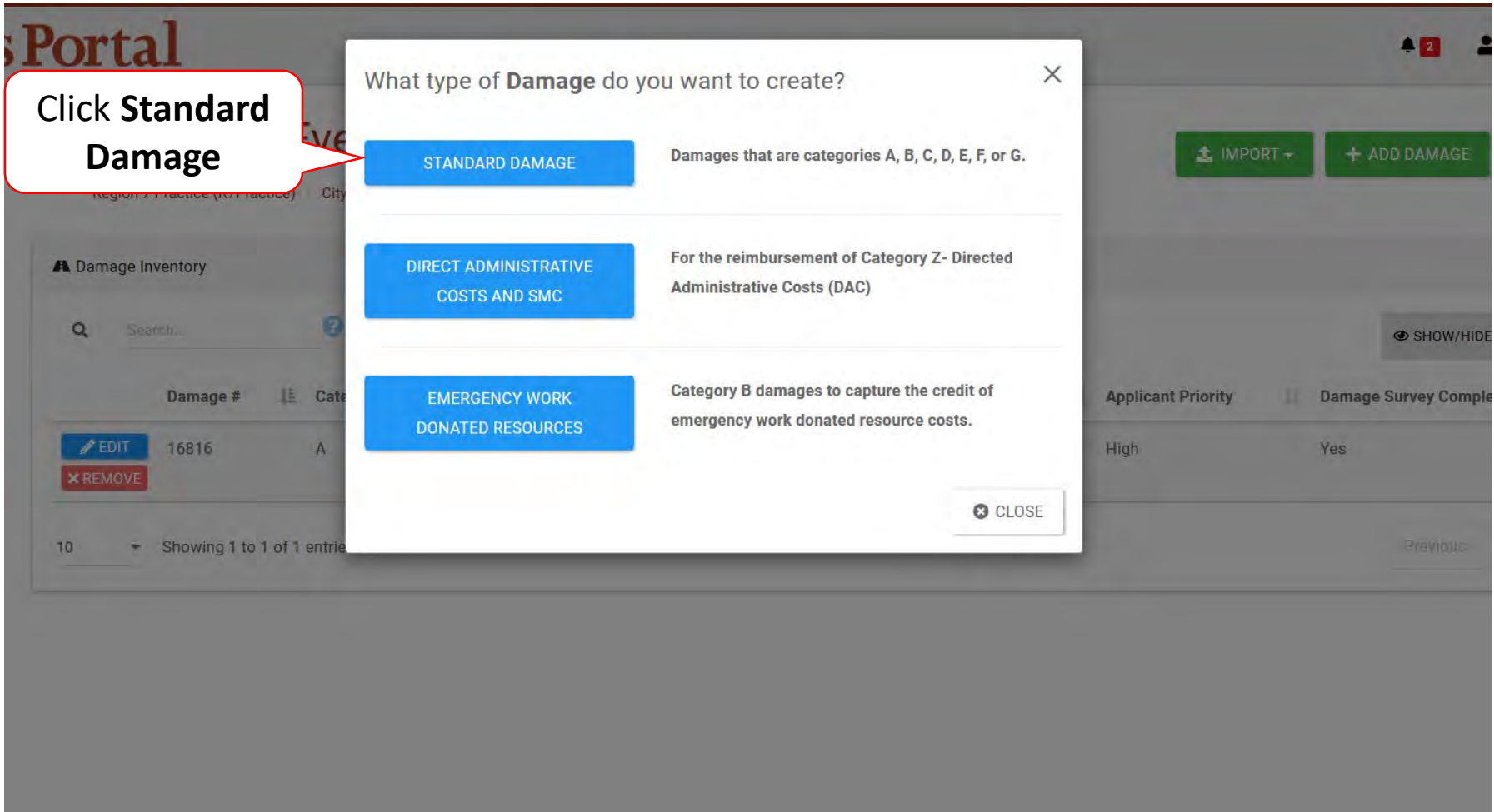
What type of **Damage** do you want to create? ✕

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

DIRECT ADMINISTRATIVE COSTS AND SMC For the reimbursement of Category Z- Directed Administrative Costs (DAC)

EMERGENCY WORK DONATED RESOURCES Category B damages to capture the credit of emergency work donated resource costs.

✕ CLOSE



Add Damaged Site Information

Grants Portal Crocker, Betty

Dashboard My Organization Bananatown (8790) 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...

Step 1: Complete Information

Step 2: Click Save

SAVE CANCEL

Edit Damage Inventory



Applicant Event Profiles

Grants Portal Crocker, Betty

Dashboard

My Organization
Bananatown (8790)

My Applicant Event Profiles

Filters > All Active Applicant Event Profiles

Search...

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


25 1 to 1 of 1 entries Previous 1 Next

Step 1: Click Applicant Event Profiles


Step 2: Click Magnifying glass



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



Damage Inventory Bar



Portal 


RPA DECISION DATE	8/29/2017 7:14 pm CDT	INCIDENT LEVEL	1
RSM COMPLETION DATE	9/15/2017 3:15 pm CDT	INCIDENT START DATE	August 23, 2017
DAMAGE INVENTORY DEADLINE	11/14/2017	INCIDENT END DATE	August 28, 2017
PROCESS STEP	Pending Grant Completion <i>As of September 15th, 2017 1:55 PM CDT</i>	DECLARATION DATE	August 26, 2017
		DECLARED COUNTIES	Houston County - August 24th, 2017

 Stats/Summary >

 Contacts >  MANAGE

 Locations >  MANAGE

 Damage Inventory >  MANAGE

 Exploratory Call Information >

Scroll down to **Damage Inventory Bar**













Click **Manage**

Edit Damage Inventory

Damage Inventory

🔍 Search...

👁️ SHOW/HIDE COLUMNS

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

Click Edit

Edit Damage Information

Portal

Applicant Event Profile Manage Damage Inventory

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

Leghorn, Foghor...

SAVE CANCEL

Step 2: Click Save

General Information

Category: E - Buildings and Equipment

Name: Spark

Damage Information

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

Cause of Damage: Hurricane

Prior PA Grant?

Location Information

Location

Address	Latitude/Longitude	Map
1609 Rutherford Lane		
Building / Suite		
Austin		
Texas		
Texas		
78753		

Repair Information

% Work Complete: 10

Approximate Cost: \$90,000.00

Labor Type: Force Account and Contract

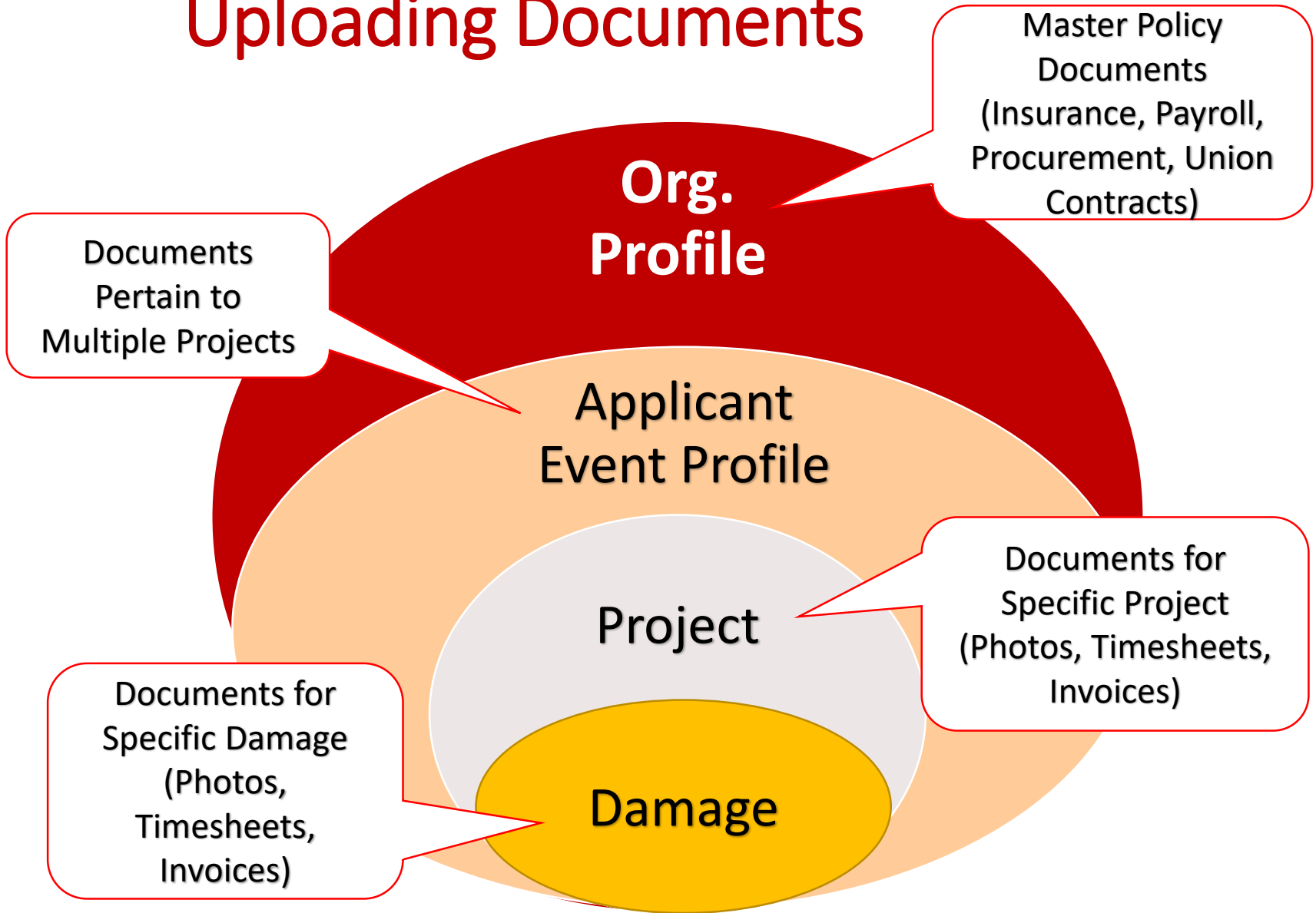
Priority: Medium

Step 1: Edit Information

Upload Documents



Uploading Documents



Upload Insurance Documents in Organization Profile



Upload Insurance Document

Step 1: Click **My Organization**

Grants Portal Crocker, Betty

Dashboard

My Organization Bananatown (8790)

My Organization Profile Bananatown (8790)

General Information

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

Personnel > [MANAGE](#)

Locations > [MANAGE](#)

Counties with Facility >

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

Applicant Event Profiles >

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

Step 2: Click **Organization Profile**

Step 3: Click **Upload Insurance Document**

Upload Insurance Document

Grants Portal

Dashboard

My Organization
Banatown (8790)

Organization Profile

Organization Personnel

Work Orders

My Tasks

Calendar

Utilities

Resources

Intelligence

My Orga
Banatown (8790)

General Informati

Locations >

Counties with Facility >

Insurance Profile >

Applicant Event Profiles >

54321

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

UPLOAD IN

Click and drag document or click to add file


Select Insurance Document – Pop-Up Box

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

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

Add Document Description & Category Type

The screenshot displays the 'Upload Insurance Documents' modal window. At the top, there 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' with 'Previous', '1', and 'Next' navigation buttons. At the bottom of the modal are two buttons: 'UPLOAD PENDING DOCUMENTS' and 'CANCEL'. A red callout box with the text 'Click Edit' points to the 'EDIT' button in the table.

Add Document Description & Category Type

The screenshot shows the 'Grants Portal' interface with a 'Process Document' modal open. The modal contains a yellow warning box, a 'Filename' field with 'Insurance policy.docx', a 'Description' field, and a 'Category' dropdown menu. The dropdown menu is open, showing options like 'General Insurance Documents', 'Insurance Certificate', 'Insurance Policy' (highlighted), 'Insurance Settlement', 'Insurance Worksheet', and 'Proof of Insurance'. Three 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.

Step 1: Write description of document

Step 2: Click the Category box

Step 3: Click to select document category type

Add Insurance Documents

Grants Portal

Upload Insurance Documents

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

Documents Pending Upload

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

Showing 1 to 1 of 1 entries

UPLOAD PENDING DOCUMENTS CANCEL

Repeat uploading if additional documents

Click Upload Pending Document

Upload Documents in Organization Profile

These documents apply across multiple events.



Upload Organization Documents

Grants Portal

Dashboard

RECIPIENT REGION Region 7

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

Organization Profile **MANAGE**

Organization Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping Meetings

Projects

Damages

Work Order Requests

Work Orders

My Tasks

Calendar

Utilities

Resources

Locations **MANAGE**

Counties with Facility **MANAGE**

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

Applicant Event Profiles **REQUEST PUBLIC ASSISTANCE**

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

Action Log

Step 1: Click Organization Profile

Step 2: Click Upload

Upload Insurance Document

Grants Portal

Dashboard

My Organization
Banatown (8790)

Organization Profile

Organization Personnel

General Information

Documents Pending Upload

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

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

UPLOAD PENDING DOCUMENTS CANCEL

Click and drag document or click to add file

Select Insurance Document – Pop-Up Box

The screenshot shows the 'Grants Portal' interface with a sidebar on the left containing navigation options like 'Dashboard', 'My Organization', 'Organization Profile', etc. The main content area is partially obscured by a 'Upload Insurance Documents' pop-up box. This box contains a 'File Upload' dialog window. The dialog window shows a list of files in a folder named 'Foghorn Leghorn'. The file 'Glenville PDMG009 Insurance Doc' is highlighted. A red callout box points to this file with the text 'Step 1: Select the document to upload'. At the bottom of the dialog, the 'File name' field contains 'Glenville PDMG009 Insurance Doc' and the file type is set to 'All Files'. The 'Open' button is highlighted, with a red callout box pointing to it containing the text 'Step 2: Click Open'.

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

Add Document Description & Category Type

Upload Organization Profile Documents

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

Documents Pending Upload

Filename	Description	Size	Category
Payroll Policy.docx		11.4 KB	

Showing 1 to 1 of 1 entries

UPLOAD PENDING DOCUMENTS CANCEL

Click Edit

Add Document Description & Category Type

The screenshot shows the 'Process Document' modal in the Grants Portal. The modal contains a caution message, a filename field with 'Payroll Policy.docx', a description field, a category filter dropdown set to 'All', and a category dropdown with 'pay' entered. A list of categories is shown below, with 'Force Account Labor Pay Policy' selected. Three callouts provide instructions: Step 1 points to the description field, Step 2 points to the category dropdown, and Step 3 points to the selected category in the list.

Step 1: Write description of document

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

Step 3: Click to select document category type

Add Document Description & Category Type

Grants Portal

Dashboard

My Organization
Bananatown (8790)

My Organization Profile
Bananatown (8790) Manage Documents

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

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

Showing 1 to 2 of 2 entries

Process Document

CAUTION: Document will be uploaded to the Organization profile.

Filename *
Payroll Policy.docx

Description
Fire Department Payroll Policy

Category Filter (Optional)
All

Category *
* Force Account Labor Pay Policy

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

Click Save

Add Insurance Documents

Step 1: Repeat uploading any additional documents

Upload Organization Profile Documents

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

Documents Pending Upload

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

Showing 1 to 1 of 1 entries

Previous 1 Next

UPLOAD PENDING DOCUMENTS CANCEL

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

Manage Uploaded Documents in Organization Profile



Manage Organization Uploaded Documents


The screenshot shows the Grants Portal interface. At the top, the 'Grants Portal' logo is on the left, and a user profile 'Leghorn, Fogho...' is on the right. Below the logo is a 'Dashboard' button. The main content area is titled 'RECIPIENT REGION Region 7'. On the left, a sidebar menu lists various options: 'My Organization' (selected), 'Organization Profile', 'Organization Personnel', 'Applicant Event Profiles', 'Exploratory Calls', 'Recovery Scoping Meetings', 'Projects', 'Damages', 'Work Order Requests', and 'Work Orders'. Below these are 'My Tasks', 'Calendar', 'Utilities', and 'Resources'. The main content area displays several rows of information, each with a 'MANAGE' button. The 'Documents' row is highlighted, showing 'UPLOAD', 'DOWNLOAD', and 'MANAGE' buttons. A red callout box points to the 'Organization Profile' menu item, and another red callout box points to the 'MANAGE' button in the 'Documents' row.

Step 1: Click
Organization Profile

Step 2: Click
Manage

Edit Document Name

Portal 🔔 7 👤 Leghorn, Foghor...

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

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

🔍 Search... 👁️ SHOW/HIDE COLUMNS

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

10 Previous 1 Next

Showing 1 to 3 of 3 entries

Click **Edit**

Edit Name

The screenshot shows a 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" (highlighted in blue) and "CANCEL".

Annotations on the image:

- A red bracket groups the Filename, Description, and Types 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".

Remove Documents

Grants Portal Crocker, Betty

Dashboard | **My Organization Profile** Manage Documents

Bananatown (8790) / Manage Documents

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

Showing 1 to 2 of 2

Previous 1 Next

Click Remove

Delete Confirmation Pop-Up Box

The screenshot shows the Grants Portal interface. The main content area is titled "My Organization" for "Bananatown (8790)". It features a "Manage Documents" section with a search bar and a table of documents. A "Confirm Delete" pop-up box is overlaid on the table, asking "Are you sure you would like to remove this document?". The pop-up has two buttons: "YES" (highlighted in blue) and "NO". A red callout bubble points to the "YES" button with the text "Click Yes".

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

Upload Documents In Applicant Event

These documents apply only to one event.



Add Documents To An Event

Grants Portal 🔔 7 👤 Leghorn, Fogho...

Dashboard [REQUEST PUBLIC ASSISTANCE](#) ★

My Organization **My Applicant Event Profiles**

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

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

Filters > All Active Applicant Event Profiles

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

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

Step 1: Click Applicant Event Profiles

Step 2: Click the Magnifying Glass

Applicant Event Profile Document

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

Applicant Event Profile Document Upload – Pop Up

Portal

Applicant Event Profile

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

Search...

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

Showing 1 to 2 of 2 entries

Upload Applicant Event Profile Documents

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

Documents Pending Upload

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

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

UPLOAD PENDING DOCUMENTS CANCEL

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

Document Upload – Pop Up

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

Edit Document Information

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

Grants Portal

Dashboard

My Organization
Bananatown (8790)

Organization Profile

Organization Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping Meetings

Projects

Damages

Work Order Requests

Work Orders

My Tasks

Calendar

Utilities

Resources

Intelligence

406 Mitigation Prof

Insurance Profile

EHP Profile

Documents

Comments

Request for Informa

Discus




History

Upload Applicant Event Profile Documents

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

Documents Pending Upload

Search...

	Filename	Description	Size	Category
  	RPA.docx		11.5 KB	

Showing 1 to 1 of 1 entries

Previous 1 Next

UPLOAD PENDING DOCUMENTS CANCEL

Click Edit

Edit Document Information – Pop Up Box

The screenshot displays the Grants Portal interface with a 'Process Document' pop-up box. The pop-up box contains a caution message, input fields for 'Filename *', 'Description', 'Category Filter (Optional)', and 'Category *', and 'SAVE' and 'CANCEL' buttons. Three red callout boxes provide instructions: 'Step 1: Type description' points to the Description field, 'Step 2: Click to select type of document' points to the Category dropdown, and 'Step 3: Click Save' points to the SAVE button.

Step 1: Type description

Step 2: Click to select type of document

Step 3: Click Save

Process Document

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

Filename *
RPA.docx

Description

Category Filter (Optional)
All

Category *
Select...

SAVE **CANCEL**

Manage Documents In Applicant Event

These documents apply only to one event.



Locate Documents Uploaded To An Event

Grants Portal 🔔 7 👤 Leghorn, Fogho...

Dashboard [REQUEST PUBLIC ASSISTANCE](#) ★

My Organization **My Applicant Event Profiles**

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

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

Filters > All Active Applicant Event Profiles

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

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

Step 1: Click Applicant Event Profiles

Step 2: Click the Magnifying Glass

Manage Applicant Event Profile Document

The screenshot displays the Grants Portal interface. At the top left is the 'Grants Portal' logo. The top right shows a notification bell with a red '7' and a user profile for 'Leghorn, Fogho...'. Below the header is a navigation menu with 'Dashboard' and 'My Organization' (Glenville - PDMG0009 - 4332DR (4332DR - 9)). A sidebar on the left lists various menu items, including 'Organization Profile', 'Applicant Event Profiles', and 'Documents'. The main content area shows a list of profile categories: 'Projects', '406 Mitigation Profile', 'Insurance Profile', 'EHP Profile', 'Documents', 'Comments', 'Request for Information', 'Sample Drawdown Testing', and 'Discussion'. The 'Documents' category is expanded, showing 'UPLOAD', 'DOWNLOAD', and 'MANAGE' buttons. A red callout box with the text 'Click Manage' points to the 'MANAGE' button. Other buttons like 'EXPORT TO CSV', 'ADD COMMENT', and 'START A DISCUSSION' are also visible.

Edit Upload Document Information

The screenshot shows the Grants Portal interface. At the top left is the 'Grants Portal' logo. The user is logged in as 'Crocker, Betty'. The main navigation menu on the left includes 'Dashboard', 'My Organization', 'Organization Profile', 'Organization Personnel', 'Applicant Event Profiles', 'Exploratory Calls', 'Recovery Scoping Meetings', 'Projects', 'Damages', 'Work Order Requests', and 'Work Orders'. The 'My Organization' section is expanded to show 'Bananatown (8790)'. The main content area is titled 'Applicant Event Profile Manage Documents' and shows a breadcrumb trail: '4337DR-FL (4337DR) / Bananatown (8790) / Manage Documents'. A search bar is present. Below it is a table of documents with columns for 'Filename', 'Description', 'Size', 'Category', 'Uploaded Date', and 'Uploaded By'. One document is listed: 'RPA.docx' with description 'RPA', size '11.5 KB', category 'Request for Public Assistance (RPA)', and uploaded date '06/04/2019 11:18 AM AST' by 'Crocker, Betty'. The 'EDIT' button is highlighted with a red callout box containing the text 'Click Edit'. There are also 'REMOVE' and 'ADD DOCUMENT' buttons. The bottom of the page shows 'Showing 1 to 1 of 1 entries' and pagination controls.

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

Edit Applicant Event Profile Document


The screenshot displays the 'Grants Portal' interface. On the left, a navigation menu includes 'Dashboard', 'My Organization' (Banantown (8790)), and 'Applicant Event Profile'. The main content area shows a table with one entry for 'RPA.docx', with 'EDIT' and 'REMOVE' buttons. An 'Edit Document' modal is open, containing the following fields:

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

At the bottom of the modal are 'SAVE CHANGES' and 'CANCEL' buttons. A red callout box on the left points to the modal fields with the text 'Step 1: Edit information'. Another red callout box on the right points to the 'SAVE CHANGES' button with the text 'Step 2: Click Save Changes'.

Remove Documents

Portal 🔔 7 👤 Leghorn, Foghor...

 Applicant Event Profile Manage Documents + ADD DOCUMENT

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

🔍 Search... ?

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

10 Previous 1 Next

Showing

Click **Remove** to Delete document

Delete Document Confirmation Pop-Up Box

The screenshot displays the Grants Portal interface. On the left is a navigation sidebar with categories like 'My Organization', 'Organization Profile', 'Applicant Event Profiles', 'Exploratory Calls', 'Recovery Scoping Meetings', 'Projects', 'Damages', 'Work Order Requests', 'Work Orders', 'My Tasks', 'Calendar', 'Utilities', 'Resources', and 'Intelligence'. The main content area is titled 'Applicant Event Profiles' and shows a table of documents. One document is visible: 'RPA.docx' with a size of '11.5 KB' and category 'Request for Public Assistance (RPA)'. Below the table are 'EDIT' and 'REMOVE' buttons. A white confirmation pop-up box is overlaid on the table, asking 'Confirm Delete' and 'Are you sure you would like to remove this document?'. It contains two buttons: 'YES' (highlighted in blue) and 'NO'. A red callout box with a white background and red border points to the 'YES' button, containing the text 'Click Yes to Delete document'.

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

Upload Documents to Projects

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



Locate Event

Step 1: Click Applicant Event Profiles

Step 2: Click the Magnifying Glass

Grants Portal

7 Leghorn, Fogho...

Dashboard

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

My A

REQUEST PUBLIC ASSISTANCE

Filters >

All Active Applicant Event Profiles

SHOW/HIDE COLUMNS

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

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

Previous 1 Next

Organization Profile

Organization Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping

Meetings

Projects

Damages

Work Order Requests

Work Orders

My Tasks

Calendar

Utilities

Resources

Locate Event Project

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

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

Step 2: Click the **Magnifying Glass**

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

Upload Event Project Document

Grants Portal 🔔 7 👤 Leghorn, Fogho...

Dashboard

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

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

Essential Elements of Information ▶
⚠️ 2 of 2 EEIs pending completion

Damage Description and Dimensions ▶

Development Guide Answers ▶

Scope & Cost Summary ▶

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

Insurance Profile ▶

EHP Profile ▶

Documents ▶

Request for Information ▶

Click Upload

📄 **UPLOAD** 📄 **DOWNLOAD** ⚙️ **MANAGE**

Upload Event Project Documents

Grants Portal

Dashboard

My Organization

Damage Description

Upload Project Documents

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

Documents Pending Upload

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

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

UPLOAD PENDING DOCUMENTS CANCEL

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

Document Upload – Pop Up Box

Upload Project Documents

File Upload

Step 1: Click on the document to upload

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

File name: Glenville PDMG009 Dell Inc. Contract

All Files

Open Cancel




Step 2: Click **Open**

+ ADD DOCUMENT

UPLOAD PENDING DOCUMENTS CANCEL

Edit Project Document Information

The screenshot displays the Grants Portal interface with a modal window titled "Upload Project Documents". The modal includes a dashed box for file upload with the text "Drag and drop files here, or click here to select files." Below this is a section titled "Documents Pending Upload" with a search bar and a table of documents. The table has columns for Filename, Description, Size, and Category. One document is listed: "Pre-Disaster Photos.docx" with a size of 11.4 KB. The "EDIT" button for this document is highlighted with a red callout box containing the text "Click Edit". At the bottom of the modal are buttons for "UPLOAD PENDING DOCUMENTS" and "CANCEL".

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

Document Description And Category Tag

ct Manage Document

332DR) / Glenville - PDMG0009 - 433

Process Document ✕

⚠ CAUTION: Document will be uploaded to the Project.

Filename *
Location Map of Culvert on Smith Street

Description
Identification of Smith Stree Culvert

Category Filter (Optional)
All

Category *
× Map

SAVE CANCEL

Step 2: Add Document Description

Step 1: Change document name for better description name

Step 3: Select Category (Document Type)

Step 4: Click **Save**

Manage Documents in Projects

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



Locate Event

Step 1: Click Applicant Event Profiles

Step 2: Click the Magnifying Glass

Grants Portal

Dashboard

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

My A

REQUEST PUBLIC ASSISTANCE

Filters >

All Active Applicant Event Profiles

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

My Tasks

Calendar

Utilities

Resources

Locate Event Project

The screenshot displays the Grants Portal interface. On the left is a dark navigation sidebar with various menu items. The main content area shows a 'Projects' dropdown menu expanded, with a search bar and filter options. A table of projects is visible at the bottom, with a magnifying glass icon over the first row.

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

Step 2: Click the **Magnifying Glass**

Grants Portal

Dashboard | Follow-Up Me | Site Inspection

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

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

My Tasks
Calendar
Utilities
Resources
Intelligence

Projects ▼

Active Inactive

Filters

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

SEARCH []

SHOW/HIDE COLUMNS

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

Manage Project Document

The screenshot displays the Grants Portal interface. At the top left is the 'Grants Portal' logo. The top right shows a notification bell with a red '7' and a user profile for 'Leghorn, Fogho...'. A left sidebar contains navigation options: Dashboard, My Organization (Glenville - PDMG0009 - 4332DR (4332DR - 9)), Organization Profile, Organization Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Projects, Damages, Work Order Requests, Work Orders, My Tasks, Calendar, Utilities, Resources, and Intelligence. The main content area lists several project sections: Essential Elements of Information (2 of 2 EEIs pending completion), Damage Description and Dimensions, Development Guide Answers, Scope & Cost Summary, 406 Mitigation Profile (3 of 3 are pending initial completion of the 406 Mitigation Report), Insurance Profile, EHP Profile, Documents, and Request for Information. The 'Documents' section is highlighted, and a callout box points to a 'MANAGE' button in its toolbar, with the text 'Click Manage'.

Edit Project Documents

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

Grants Portal Crocker, Betty

Project Manage Documents + ADD DOCUMENT

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

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

Showing 1 to 1 of 1 entries

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

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

Showing 1 to 1 of 1 entries

Previous 1 Next

Click Remove

Confirm Delete Project Documents Pop-Up Box

The screenshot shows the Grants Portal interface. A pop-up box titled "Confirm Delete" is centered on the screen, asking "Are you sure you would like to remove this document?". Below the question are two buttons: "YES" (highlighted in blue) and "NO". A red callout box with a white background and a red border points to the "YES" button, containing the text "Click Yes".

Grants Portal

Project Manage Documents

Are you sure you would like to remove this document?

YES **NO**

Click Yes

Filename	Download	Uploaded Date	Uploaded By
Smith Road Culvert.docx	Inspection conducted on June 18	11.4 KB	General Photos/Me /Sketches; Photo

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

Step 1: Click Applicant Event Profiles

Step 2: Click the Magnifying Glass

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

Applicant Event Profile Damage Inventory

Portal

2 Leghorn, Fogho

Contacts >

MANAGE

Locations >

MANAGE

Damage Inventory ▾

MANAGE

Active Inactive PAAP

ALL ACTIVE ▾

Search...

SHOW/HIDE COLUMNS

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

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

OPTIONS ▾

COUNTY ROAD 250LF WASHOUT
35

High Yes

OPTIONS ▾

27641 C COUNTY ROAD 200LF WASHOUT
95

High Yes

View Damage Details

View Damage Survey Answers

ROBERTS
PARK DAMAGES TO PLAYGROUND EQUIPMENT

High Yes

OPTIONS ▾

27643 G ROBERTS
PARK DAMAGES TO THE MAIN OFFICE COMPLEX

High Yes

Damage Details Documents Bar

Grants Portal Crocker, Betty ▾

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

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

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

Additional Information ▸

Damage Survey Answers ▸

DDD, Scope, & Cost ▸

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

Documents ▸ [↑ UPLOAD](#) [↓ DOWNLOAD ▾](#) [⚙ MANAGE](#)

Click **Upload**

Upload Damage Documents

Grants Portal

Dashboard

My Organization
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

Crocker, Betty

Upload Damage Documents

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

Documents Pending Upload

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

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

UPLOAD PENDING DOCUMENTS CANCEL

Drag and drop files OR click to select files to upload

Select Damage Document Upload – Pop Up

The screenshot shows the Grants Portal interface with a dark sidebar on the left containing navigation options like Dashboard, My Organization, Organization Profile, and My Tasks. The main content area is partially obscured by a white 'Upload Damage Documents' pop-up window. Overlaid on this is a Windows 'File Upload' dialog box showing the contents of a folder named 'SI Demo Items' on the Desktop. The dialog lists various files including Word documents, JPG files, and an Adobe Acrobat document. A red callout box with the text 'Step 1: Click to select the document to upload' points to the file list. Another red callout box with the text 'Step 2: Click Open' points to the 'Open' button at the bottom of the dialog.


Step 1: Click to select the document to upload

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

Step 2: Click **Open**

Edit Damage Document Information

The screenshot displays the Grants Portal interface with a modal window titled "Upload Damage Documents". The modal includes a file upload area with the instruction "Drag and drop files here, or click here to select files." Below this is a section for "Documents Pending Upload" with a search bar and a table. The table has columns for "Filename", "Description", "Size", and "Category". A single entry is shown: "Timesheets.docx" with a size of "11.3 KB". To the left of the entry are a warning icon and two buttons: "EDIT" (highlighted by a red callout) and "REMOVE". At the bottom of the modal are buttons for "UPLOAD PENDING DOCUMENTS" and "CANCEL".

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

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

Three callout boxes provide instructions for each step:

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

Save Uploaded Document

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

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

Upload Damage Documents

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

Documents Pending Upload

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

Showing 1 to 1 of 1 entries

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

[Upload Pending Documents](#) [Cancel](#)

Step 2: Click Upload Pending Documents

Manage Documents Uploaded to Damage Inventory



Applicant Event Profiles

Step 1: Click Applicant Event Profiles

Step 2: Click the Magnifying Glass

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

Applicant Event Profile Damage Inventory

Portal 🔔 2 👤 Leghorn, Fogho

🏠 Contacts > ⚙️ MANAGE

📍 Locations > ⚙️ MANAGE

🏠 Damage Inventory ▾ ⚙️ MANAGE

Active Inactive PAAP

🔽 ALL ACTIVE ▾

🔍 Search... 🔍 SHOW/HIDE COLUMNS

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

🔍 View Damage Survey Answers

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

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

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

Edit Damage Inventory Document

Grants Portal Crocker, Betty

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

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 **Edit** to edit document information

Edit Damage Inventory Document

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

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

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

Step 1: Edit information

Step 2: Click Save Changes

Remove Damage Inventory Document

The screenshot shows the Grants Portal interface. The top navigation bar includes the logo and the user name 'Crocker, Betty'. The main header area displays 'Damage Details' and 'Manage Damage Documents'. A breadcrumb trail shows the path: 4337DR-FL (4337DR) / Bananatown (8790) / [37584] BANANA TOWN EMP / [145163] Emergency Protective Measures / Documents. A search bar is present above a table of documents. The table has columns for Filename, Description, Size, Category, Uploaded Date, and Uploaded By. One document is listed: 'Timesheets.docx' with a description of 'Timesheets for Road Crew for June', a size of 11.3 KB, and an upload date of 06/04/2019 12:08 PM AST. Below the table, a dropdown menu is set to '10' and the text 'Showing 1 to 1 of 1 entries' is displayed. A red arrow points from the 'REMOVE' button in the table to a red-bordered callout box containing the text 'Click Remove'.

Grants Portal Crocker, Betty

Dashboard

My Organization Bananatown (8790)

Damage Details Manage Damage Documents

+ ADD DOCUMENT GO BACK

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

Search...

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

10

Showing 1 to 1 of 1 entries

Previous 1 Next

Click Remove

Remove Damage Inventory Document Confirmation Pop-Up Box

The screenshot displays the Grants Portal interface. On the left is a navigation sidebar with categories like 'My Organization', 'Organization Profile', 'Projects', and 'My Tasks'. The main content area is titled 'Damage Details' and shows a table with one entry: 'Timesheets.docx' (11.3 KB) under the category 'Force Account Labor / Timesheets'. A 'REMOVE' button is visible next to this entry. A white 'Confirm Delete' pop-up box is overlaid on the table, containing the text 'Are you sure you would like to remove this document?' and two buttons: 'YES' (highlighted in blue) and 'NO'. A red callout box with a white background and red border points to the 'YES' button, containing the text 'Click Yes'.

Upload Documents Using Document Uploader Wizard

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



Locate Utilities Menu

Grants Portal

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

Document Uploader
Resources
Intelligence

Step 1: Click Utilities to expand

Step 2: Click Document Uploader

Document Uploader

Organization: Glenville - PDMG0009 - 4332DR

Applicant Event Profile: Search for event...

Search for project...

Search for damage...

Upload Destination: Your organization profile

Select Location of Document

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

**Step 2: Click
Select Document**

Document To Be Uploaded Pop-Up Box

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

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


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

Document Description And Category

Grants Portal

Document Uploader

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

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

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

Click the Add Document button to complete the upload.

Organization:

Applicant Event Profile:

Project:

and/or

Damage:

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

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

Filename:

Description:

Category Filter:

Category: This field is required.

UPLOAD DOCUMENT TO DAMAGE



Step 1: Enter Document Description

Step 2: Click on Category and Select Document Type

Step 3: Click Upload Document To Damage


Upload Additional Documents

 Dashboard

 My Organization 

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



 My Tasks 

 Calendar

 Utilities 


Document Uploader

 Resources

 Intelligence 



Document Uploader

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

 Document upload complete!

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

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

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

Essential Elements of Information (EEI)

Answering
EEI Questions



Applicant Event Profiles

Step 1: Click Applicant Event Profiles

Step 2: Click the Magnifying Glass

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

Locate Event Project

The screenshot displays the Grants Portal interface. On the left is a dark navigation sidebar with various menu items. The main content area shows a 'Projects' dropdown menu expanded, with filters for Category, Status, Has RFI, and Has Policy Issue. Below the filters is a table of projects with columns for Project #, Category, Title, Type, Process Step, and # Damages. Two red callout boxes provide instructions: 'Step 1: Scroll down and click on arrow to expand the Projects bar' and 'Step 2: Click the Magnifying Glass'.

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

Step 2: Click the Magnifying Glass

Grants Portal

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

Follow-Up Me | Site Inspection

Projects

Active Inactive

Filters

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

SEARCH

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

BULK ASSIGN PROJECT PO | SHOW/HIDE COLUMNS

Manage Project Essential Elements Of Information (EEI) Answers

Grants Portal Crocker, Betty

Dashboard % COST SHARE: 75.00%

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

SECTOR: --

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

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

Click **Manage EEI Answers**

Answer EEI Questions

Grants Portal

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

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

Manage Essential Elements of Information

Project Brief Description

No Project Brief Description have been provided.

Provide EEI Answers and Required Documents

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

Completed Lane - Category B - Version 4

Applicant 2/28 Questions 0/4 Documents

EXPAND ALL COLLAPSE ALL SAVE

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

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

Was the work performed by:

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

2.2 Contract? Yes No

Step 2: Click Yes or NO

Identify Required Documents

Grants Portal | Crocker, Betty

Dashboard | My Organization (Banatown (8790))

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

My Tasks
Calendar
Utilities
Resources
Intelligence

Manage Essential Elements of Information

Project Brief Description

No Project Brief Description have been provided.

Provide EEI Answers and Required Documents

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

EEI Questions 2/28 | Required Documents 0/4

Changes Pending Save | EXPAND ALL | COLLAPSE ALL | SAVE

1 Was the work required to lessen an immediate threat to public health and safety or improve property that is damaged and w...? Yes No

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

Was the work performed by:

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

2.2 Contract? Yes No

2.3 Rented/leased/purchased equipment? Yes No

2.4 Mutual Aid? Yes No

Documents Required

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

Save Answers To EEI Questions

Grants Portal 🔔 1 👤 Crocker, Betty ▾

Dashboard **Manage Essential Elements of Information**

My Organization
Bananatown (8790)

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

Project Brief Description

No Project Brief Description have been provided.

Provide EEI Answers and Required Documents

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

EEI Questions **2/28** Required Documents **0/4** ⚠ Changes Pending Save + EXPAND ALL - COLLAPSE ALL SAVE

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

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

Was the work performed by:

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

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

Regular hours the Applicant is claiming

Overtime hours the Applicant is claiming

Answer Additional EEI Questions

Grants Portal 🔔 1 👤 Crocker, Betty ▾

Dashboard **Manage Essential Elements of Information**

My Organization
Bananatown (8790)

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

Project Brief Description

No Project Brief Description have been provided.

Provide EEI Answers and Required Documents

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

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

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

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

Was the work performed by:

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

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

Regular hours the Applicant is claiming

Overtime hours the Applicant is claiming

Essential Elements of Information (EEI)

Reviewing
Answers to EEI
Questions



Applicant Event Profiles

Step 1: Click Applicant Event Profiles

Step 2: Click the Magnifying Glass

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

Locate Event Project

Grants Portal

Dashboard | Follow-Up Me | Site Inspection

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

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

Projects ▼

Active Inactive

Filters

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

SEARCH [magnifying glass icon]

SHOW/HIDE COLUMNS

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

Review Project Essential Elements Of Information (EEI) Answers

The screenshot shows the Grants Portal interface. On the left is a navigation sidebar with options like Dashboard, My Organization, Organization Profile, etc. The main content area shows the 'Essential Elements of Information' section for a project. A red callout box highlights the 'Essential Elements of Information' header with the text: "Click to expand Essential Elements of Information bar". Below this, there is a 'Project Brief Description' section with a message: "This project has no brief description." There are tabs for 'EEI List', 'EEI Questions', and 'Required Documents'. Below the tabs are filter dropdowns for 'STATUS' and 'PROCESS STEP'. At the bottom is a table with columns: Name, Version, Status, Process Step, Question Status, Document Status, Created By, Created On, Last Action By, and Last Action On.

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

Review Project Essential Elements Of Information (EEI) Answers

Grants Portal 🔔 1 👤 Crocker, Betty

Dashboard 🏠 Damage Inventory >

My Organization Banatatown (8790)

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

Essential Elements of Information ⚙️ MANAGE EEI ANSWERS

⚠️ 2 of 3 EEIs pending completion

Project Brief Description

📘 This project has no brief description.

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

Filters

STATUS

	Name	Version	Status	Process Step	Question Status	Document Status	Created By	Created On	Last Action By	Last Action On
⚙️ OPTIONS	Completed Lane -	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 the user's name 'Crocker, Betty' is on the right. Below the logo is a navigation menu with 'Dashboard' and 'My Organization' (Bananatown (8790)). The main content area shows 'Project Completed Lane - Category C' with a breadcrumb trail: '4337DR-FL (4337DR) / Bananatown (8790) / [43315] Collaspe Bridge / EEI'. A 'SUBMIT TO FEMA' button is visible. Below this is the 'General Information' section with the following details:

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

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

Two callout boxes provide instructions: one points to the 'Questions' dropdown menu with the text 'Click Questions then review answers', and another points to the 'MANAGE EEI ANSWERS' button with the text 'If answers are incorrect, click Manage EEI Answers'.

Essential Elements of Information (EEI) Documents

Upload
Required
Documents



Applicant Event Profiles

Grants Portal

Dashboard

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

My Applicant Event Profiles

REQUEST PUBLIC ASSISTANCE

Filters >

All Active Applicant Event Profiles

SHOW/HIDE COLUMNS

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

Showing 1 to 25

Previous 1 Next

Step 1: Click Applicant Event Profiles

Step 2: Click Magnifying Glass

Applicant Event PA Requests Profile

Grants Portal 🔔 1 👤 Crocker, Betty

Dashboard ⚙️ OPTIONS - 📄 REPORTS - ☆

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

Applicant Event Profile

⚠️ This Applicant is pending grant completion.

General Information

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

Event Information

JOB #	4337DR
EVENT NAME	4337DR-FL
EVENT TYPE	Disaster
INCIDENT TYPE	Other
INCIDENT LEVEL	1
INCIDENT START DATE	September 4, 2017
INCIDENT END DATE	Ongoing
DECLARATION DATE	September 10, 2017
DECLARED COUNTIES	Bradford County - September 9th, 2017
FIXED COST OFFER DECLARATION-WIDE DEADLINE	September 10, 2018

Stats/Summary >

Contacts >

Locations >

Scroll down to
Projects bar

Locate Event Project

Step 1: Click to expand the Projects bar

Step 2: Click the Magnifying Glass

Grants Portal Leghorn, Fo

Dashboard Follow-Up Me Site Inspection

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

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

My Tasks
Calendar
Utilities
Resources
Intelligence

Projects BULK ASSIGN PROJECT PO

Active Inactive

Filters

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

SEARCH

SHOW/HIDE COLUMNS

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

Locate Essential Elements Of Information (EEI) Required Documents

The screenshot displays the Grants Portal interface. On the left is a dark sidebar with navigation options: Dashboard, My Organization (Bananatown (8790)), Organization Profile, Organization Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Projects, Damages, Work Order Requests, Work Orders, My Tasks, Calendar, Utilities, and Resources. The main content area shows a 'Damage Inventory' section with a sub-section for 'Essential Elements of Information' (1 of 1 EEI pending completion). Below this is a 'Project Brief Description' section with a message: 'This project has no brief description.' A tabbed interface below the description shows 'EEI List', 'EEI Questions', and 'Required Documents' (which is highlighted and pointed to by a red callout box). Other tabs include 'Damage Description and Dimensions', 'Scope & Cost Summary', and 'Insurance Profile'. A 'MANAGE EEI ANSWERS' button is visible on the right side of the 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

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

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

Showing 1 to 1 of 1 entries

Available Documents to Attach

Source: All

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

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

[ATTACH SELECTED](#) [CANCEL](#)

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

Step 2: Click **Attach Selected**

Upload New Document

Attach Procurement Policy

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

Selected Documents to Attach

Description	Size	Category
Procurement Policy	11.4 KB	Procurement Policy

Previous 1 Next

Available Documents to Attach

Source: All Category: Procurement Policy

Search: SHOW/HIDE COLUMNS

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

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

Previous 1 Next

ATTACH SELECTED CANCEL

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

Upload New Document – Pop-Up Box

Attach Force Account Labor Payroll / Timesheets

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

File Upload

This PC > Desktop > Glenville

Search Glenville

Name	Date modified	Type	Size
Pre-Disaster Photos	6/4/2019 11:40 AM	Microsoft Word D...	12 KB
RPA	6/4/2019 10:24 AM	Microsoft Word D...	12 KB
<input checked="" type="checkbox"/> Timesheets	6/4/2019 12:00 PM	Microsoft Word D...	12 KB

File name: Timesheets

All Files

Open Cancel

Step 1: Click to select file

Step 2: Click Save

Selected Document – Pop Up Box

Attach Force Account Labor Payroll / Timesheets

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

Selected Documents to Attach

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

Showing 1 to 1 of 1 entries

Available Documents to Attach

Source: All Category: Force Account Labor Payroll / Timesheets

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

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

Click Attached Selected

+ ATTACH SELECTED CANCEL

Remove Documents from EEI

The screenshot displays the Grants Portal interface. On the left is a navigation sidebar with sections: Dashboard, My Organization (Bananatown (8790)), Organization Profile, Organization Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Projects, Damages, Work Order Requests, Work Orders, My Tasks, Calendar, Utilities, Resources, and Intelligence. The main content area shows a hierarchical tree of documents under the heading "[1.2] Work was performed by Contract 3 / 5". The tree includes folders like "[1.1.1] Force account labor/Applicant's own employees?" and "[1.1.2] Applicant's own equipment?". A red callout box with the text "Click Remove" points to the "Contract Scope of Work and Summary.png" document, which has a red "Remove" icon next to it. At the bottom of the page, there is a tab labeled "Damage Description and Dimensions".

Essential Elements of Information (EEI)

Add
Comments



Add Comment To EEI

The screenshot displays the Grants Portal interface. On the left is a navigation sidebar with sections: Dashboard, My Organization (Bananatown (8790)), Organization Profile, Organization Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Projects, Damages, Work Order Requests, and Work Orders. Below these are My Tasks, Calendar, Utilities, Resources, and Intelligence. The main content area shows a hierarchical tree view of project tasks. The task '[2] Roads are included on the project' (0/1) is expanded, showing a sub-task 'Activity / Locations Listing' (+ Add | + Add). A red callout box with the text 'Click Add' points to the '+ Add' button for this sub-task. At the bottom of the main content area, there is a section titled '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

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

EEI List EEI Questions Required Documents 🔗 HELP

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

Damage Description and Dimensions >

Scope & Cost Summary >

Log Milestones Profile >

Add Comment to EEI Question Pop-Up Box

The screenshot displays the Grants Portal interface with an 'Add Comment' pop-up box. The pop-up box contains a text input field for the comment, a question 'What is the purpose of this comment?' with two radio button options: 'Document Unavailable Reason' and 'General Comment', and two buttons at the bottom: a green 'SAVE' button and a 'CLOSE' button. Three callout boxes 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. The background shows a sidebar with navigation options like 'Dashboard', 'My Organization', 'Organization Profile', and 'My Tasks', and a main content area with a tree view of project items.

Step 1: Type Comment

Step 2: Select Type of Comment

Step 3: Click Save

Verified Attached Comment

The screenshot displays the Grants Portal interface. The top navigation bar includes the 'Grants Portal' logo and a user profile for 'Crocker, Betty'. A left sidebar contains navigation menus for 'Dashboard', 'My Organization' (Bananatown (8790)), and 'My Tasks'. The main content area shows a hierarchical tree view of tasks and documents. Two callout boxes provide instructions:

- Note number of Comments Added**: Points to the '(1 comment)' indicator next to 'Contract Invoices'.
- Click on Comment to review**: Points to the comment icon next to 'Subrecipient Certification Acknowledgement'.

At the bottom of the interface, there is a section for 'Damage Description and Dimensions'.

View/Edit or Remove EEI Comment Pop-Up Box

The screenshot shows a 'Comments' pop-up window with a close button (X) in the top right corner. At the top, a note states: 'Note: Comments cannot be Removed or Edit after 24 hours of entry'. Below this is a section for 'Document Unavailable Reasons' with 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 single row is visible with the comment 'All damaged equipment did not have any salvage', created on '08/11/2018 08:48 PM CDT', by 'Sam, Yosemite'. An 'OPTIONS' dropdown menu is open for the first row, showing 'Edit' and 'Remove' options. At the bottom right, there are 'Previous', '1', and 'Next' navigation 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.

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

Options: Edit, Remove

Previous 1 Next

GO BACK

Step 1: Click Options

Step 2: Click Edit or Remove

View Comment

Confirm Uploaded Documents

The screenshot displays the Grants Portal interface. The top navigation bar includes the "Grants Portal" logo and the user name "Crocker, Betty". The left sidebar contains navigation options such as "Dashboard", "My Organization", "My Tasks", "Calendar", "Utilities", "Resources", and "Intelligence". The main content area shows a hierarchical list of tasks and documents. A red callout box highlights a green checkmark icon next to the document "Koala.jpg" under the task "General Insurance Documents".

Grants Portal 🔔 1 👤 Crocker, Betty

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

Task List:

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

Damage Description and Dir...

Green Check confirms documents are attached

Confirm Uploading Documents

Portal 🔔 2

Damage Inventory >

Essential Elements of Information ⌵ ⚙️ MANAGE EEI ANSWERS

⚠️ 1 of 2 EEIs pending completion

Project Brief Description

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

EEI List EEI Questions Required Documents 🔔 ? HELP

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

Damage Description a

Green Checks confirms documents are attached

Submit to EEI Back to FEMA

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

Submit to FEMA – Pop up

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

Submit EEI

You are about to submit this EEI to FEMA.

Comment

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

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

The background of the portal is dimmed and shows various elements including a 'MANAGE EEI ANSWERS' button, a 'SUBMIT TO FEMA' button, and a notification for 'EEI Accepted by FEMA on 01/20/2018 11:40 AM CST by L...'. Other visible text includes 'Portal', 'Essential E...', '1 of 2 EEIs p...', 'Project Brie...', 'FEMA has', 'EEI List', 'Completed', 'Submitted to A...', 'Direct Administrative Cost - Version 1 >', and 'Damage Description and Dimensions >'.

Identify Tasks to Complete



Identify Tasks to Complete

Grants Portal

Dashboard

My Organization Profile

Bananatown (8790)

General Information

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

Personnel > MANAGE

Locations > MANAGE

Counties with Facility > MANAGE

Insurance Profile > UPLOAD INSURANCE DOCUMENTS HELP

Applicant Event Profiles >

My Tasks

Calendar

Utilities

Resources

Intelligence

Review Task to Complete

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

Grants Portal 🔔 1 👤 Crocker, Betty

My Tasks

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

Filters > My Active Incomplete Tasks

Search:

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

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

Previous 1 Next

Click Review

Locating Tasks Without Bell Notification

Grants Portal 🔔 1 👤 Crocker, Betty

Dashboard | My Organization (Banatown (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... | My Active Incomplete Tasks | SHOW/HIDE COLUMNS

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

Showing 1 to 1 of 1 entries (filtered from 5 total entries) | Previous | 1 | Next

Step 1: Click My Tasks to expand then click Tasks

Step 2: Click Review

Sign Damage Inventory



Applicant Event Profiles

Step 1: Click Applicant Event Profiles

Step 2: Click the Magnifying Glass

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

Sign Damage Inventory

Step 1: Click Options

Step 2: Click Sign Damage Inventory

Grants Portal

Dashboard

My Organization
Bananatown (8790)

Organization Profile

Organization Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping Meetings

Projects

Damages

Work Order Requests

Work Orders

My Tasks

Calendar

Utilities

Resources

Intelligence

Applicant Event Profile

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

This Applicant is pending grant completion.

General Information

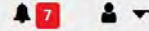
FEMA PA CODE	8790
NAME	Bananatown
TYPE	County Government
SECTOR	--
STATUS	Eligible
RPA DECISION DATE	03/02/2018 02:47 PM AST
RSM COMPLETION DATE	02/22/2019 08:30 AM AST
DAMAGE INVENTORY DEADLINE	02/17/2020
PROCESS STEP	Pending Grant Completion <i>As of February 22nd, 2019 8:26 AM AST</i>

Event Information

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

Review Damage Inventory

Portal



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

SUBMIT

CANCEL

Please review and sign



Scroll Down while
Reviewing Damage
Inventory

Search


SHOW/HIDE COLUMNS


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

Sign Damage Inventory

Portal  


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

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

 Sign Document



SIGNATURE

Signature here

 **CLICK TO SIGN**

DATE

08/11/2018

 **SUBMIT**  **CANCEL**

Add Signature

Portal

Sign Damage Inventory

⚠ This is your final Damage Inventory

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

Print Name * YosemiteSam

Signature Style * Arizonia

YosemiteSam

Enter Password * ●●●●●●●●

→ SIGN CANCEL

SIGNATURE Signature here DATE 11/21/2017

CLICK TO SIGN SUBMIT CANCEL

Step 1: Type Name

Step 2: Select Font

Step 3: Enter Password

Step 4: Click Sign

Submit Signed Damage Inventory

Portal

🔔 2 Sam, Yosemite

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

25 Showing 1 to 15 of 15 entries

Previous 1 Next

Sign Document

SIGNATURE

Yosemite Sam

CLICK TO SIGN

DATE

11/21/2017

Click **Submit**

SUBMIT

CANCEL

Late Damage Inventory Submission



Applicant Event Profiles

Grants Portal Leghorn, Fogho...

Dashboard My Organization My Applicant Event Profiles REQUEST PUBLIC ASSISTANCE

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

Filters > Applicant Event Profiles SHOW/HIDE COLUMNS

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

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

Applicant Event Profile

Grants Portal Diaz, Cameron

Applicant Event Profile OPTIONS - REPORTS -

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

General Information Late Submission

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

Event Information

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

[Stats/Summary >](#)

[Contacts >](#)

[Locations >](#)

[Damage Inventory >](#) MANAGE

Click Manage

Manage Damage Inventory

Click Add Damage

Grants Portal

Dashboard

My Organization
AABERGIN (00-154465657)

Applicant Event Profile Manage Damage Inventory

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

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

Damage Inventory

Search... [?](#) [SHOW/HIDE COLUMNS](#)

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

Select Damage Type Pop-Up Box

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

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

The background shows the "Damage Inventory" table with the following data:

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

Add Damage Information

Step 2: Click Save

Grants Portal

Dashboard

My Organization AABERGIN (00-154465657)

Applicant Event Profile Manage Damage Inventory

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

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

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

General Information ▾

Category

Name

Reason For Late Submission

SAVE CANCEL

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

Add Damage Information After Signed Inventory

Portal

Applicant Event Profile Manage Damage Inventory

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

Step 2: Click **Save**

SAVE **CANCEL**

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

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

General Information ▾

Category

Name

Reason For Late Submission

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

Sign Project Damage Description and Dimension (DDD)

Must have the
correct roles to
perform this task



Locate Tasks

Step 1:
Click **Bell**

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

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

Grants Portal

Dashboard

My Organization
AABERGIN (00-154465657)

My Tasks

Tasks

RFIs

Workflow Items

Determination Memos

Essential Elements of Information

Calendar

Utilities

Resources

Intelligence

My Active Incomplete Tasks

Filters >

Search...

SHOW/HIDE COLUMNS

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

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

Previous 1 Next

Project Details Damage Description & Dimensions

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

Stats / Summary >

Contacts >

Scroll down to Damage Description and Dimensions bar

Review Damage Description & Dimensions (DDD)

Step 1: Expand the Damage Description & Dimensions bar

The screenshot displays the Grants Portal interface. The top navigation bar includes the 'Grants Portal' logo, a notification bell with a red '7', and the user name 'Leghorn, Foghor...'. The left sidebar contains navigation options: 'Dashboard', 'My Organization' (AABERGIN (00-154465657)), 'Organization Profile', 'Organization Personnel', 'Applicant Event Profiles', 'Exploratory Calls', 'Recovery Scoping Meetings', 'Projects', 'Damages', 'Work Order Requests', 'Work Orders', 'My Tasks', 'Calendar', and 'Utilities'. The main content area is titled 'Damage Description and Dimensions' and contains the following text:

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

Damage #89973; Buda WWTP

General Facility Information:

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

General Damage Information:

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

Facility Damage:

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

At the bottom of the page, there are links for '? Development Guide Answers >' and '← Scope & Cost Summary >'. A red callout box points to the 'Step 2: Review DDD' text, which is positioned over the 'General Facility Information' section.

Step 2:
Review DDD

Project Details

Click **Send Back**
if changes are
needed

Grants Portal

Dashboard

My Organization
AABERGIN (00-154465657)

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

General Information v0

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

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

Callout: Click **Sign DDD** to approve

Stats / Summary >

Contacts >

Project Signature

The screenshot displays the Grants Portal interface. On the left is a navigation sidebar with options: Dashboard, My Organization (AABERGIN (00-154465657)), Organization Profile, Organization Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Projects, Damages, Work Order Requests, Work Orders, My Tasks, and Calendar. The main content area is titled "Damage #89973; Buda WWTP" and contains the following information:

- General Facility Information:**
 - Facility Type: Water storage and delivery
 - Facility: MUD
 - Facility Description: 3 pump housed facility
 - Approx. Year Built: 1980
 - Location Description: 11000 Lamar Blvd
- General Damage Information:**
 - Date Damaged: 8/26/2017
 - Cause of Damage: Overland flooding due to torrential rain fall from the event
- Facility Damage:**
 - Pumps, 3 each of General Motors storm-water pump... to torrential rain fall from the event, which cause overland flooding , 0% work completed.

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

Enter Signature & Style

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

- Step 1: Type Name** points to the 'Print Name *' field containing 'foghornleghorn'.
- Step 2: Select Signature Font Style** points to the 'Signature Style *' dropdown menu showing 'Allura'.
- Step 3: Enter Password** points to the 'Enter Password *' field, which is currently masked with dots.
- Step 4: Click Sign** points to the green 'SIGN' button.

Below the form, there is a 'Facility Damage:' section with a list item: 'Pumps, 3 each of General Motors storm-water pump, the pump was pushed beyond capacity due to torrential rain fall f... vent, which cause overland flooding , 0% work completed.'

At the bottom, there is a 'Sign Document' section with a 'SIGNATURE' field containing 'Signature here' and a 'DATE' field containing '07/06/2018'. A yellow button labeled 'CLICK TO SIGN' is positioned below the signature field.

Submit Signed Project

The screenshot displays the Grants Portal interface. At the top left, the logo and text 'Grants Portal' are visible. The user's name 'Leghorn, Foghor...' is shown in the top right corner. A left-hand navigation menu includes options like 'Dashboard', 'My Organization', 'Organization Profile', 'Organization Personnel', 'Applicant Event Profiles', 'Exploratory Calls', 'Recovery Scoping Meetings', 'Projects', 'Damages', 'Work Order Requests', 'Work Orders', 'My Tasks', 'Calendar', 'Utilities', 'Resources', and 'Intelligence'. The main content area shows project details for 'MUD' with a facility description of '3 pump housed facility' and a location at '11000 Lamar Blvd'. It also lists 'General Damage Information' (Date Damaged: 8/26/2017, Cause of Damage: Overland flooding) and 'Facility Damage' (Pumps, 3 each of General Motors storm-water pump). Below this is a 'Sign Document' section with a signature field containing 'faghornleghorn' and a date field with '07/06/2018'. A yellow 'CLICK TO SIGN' button is present. A red callout box with the text 'Click Submit' points to a green 'SUBMIT' button at the bottom right of the page, next to a grey 'CANCEL' button.

Confirm Signed Project Submittal

Confirm Submit

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

YES **NO**

Click Yes

Portal

- Facility: MUD
- Facility Description: 3 pumps
- Approx. Year Built: 1980
- Location Description: 1100

General Damage Information:

- Date Damaged: 8/26/2018
- Cause of Damage: Overland flooding due to torrential rain fall from the event

Facility Damage:

- Pumps, 3 each of General Motors storm-water pump, the pump was pushed out of the event, which cause overland flooding , 0% work completed.

↓ Sign Document

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

CLICK TO SIGN

SUBMIT

Sign Project Scope and Cost

Must have the
proper roles to
perform this
task



My Tasks

Grants Portal

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

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

My Tasks

My Tasks

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

Filters > My Active Incomplete Tasks

Search...

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

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

Previous 1 Next

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

Project Details

Grants Portal

Dashboard

My Organization
AABERGIN (00-154465657)

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

Project

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

[SIGN SCOPE & COST](#) [SEND BACK](#) [DOWNLOAD PROJECT REPORT](#) [SUBSCRIBE](#)

⚠ This project is pending Applicant Scope & Cost Approval.

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

Policy Issues: [Mitigation \(1\)](#)

General Information v0


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

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

Review Project Scope

The screenshot displays the Grants Portal interface. At the top left is the 'Grants Portal' logo. Below it is a navigation menu with 'Dashboard', 'My Organization' (AABERGIN (00-154465657)), and a list of menu items including 'Organization Profile', 'Organization Personnel', 'Applicant Event Profiles', 'Exploratory Calls', 'Recovery Scoping Meetings', 'Projects', 'Damages', 'Work Order Requests', 'Work Orders', 'My Tasks', and 'Calendar'. The main content area shows a breadcrumb trail: 'Essential Elements of Information >' followed by 'Damage Description and Dimensions >', and finally '\$ Scope & Cost Summary'. Below this, there are two tabs: 'Scope' (selected) and 'Cost'. A red callout box points to the 'Scope & Cost Summary' header with the text 'Expand Scope & Cost Summary bar'. Below the tabs, the project title 'Police, Fire and Operations Department' is displayed with a small ID '30713'. A red callout box points to this title with the text 'Review Scope'. The project description follows: '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** 🔔 1 👤


Dashboard

My Organization
AABERGIN (00-154465657)

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

My Tasks

 **Calendar**

 **Utilities**

Essential Elements of Information

Damage Description and Dimensions

Scope & Cost Summary

Scope **Cost**

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


10 Showing 1 to 3 of 3 entries

Previous 1 Next

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

TOTAL INSURANCE REDUCTIONS **\$0.00**

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

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

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

Sign Project

The screenshot shows the Grants Portal interface. At the top left is the 'Grants Portal' logo. On the right, there is a notification bell with a red '1' and a user profile for 'Diaz, Cameron ...'. A dark sidebar on the left contains navigation items: Dashboard, My Organization (AABERGIN 00-154465657), Organization Profile, Organization Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Projects, Damages, Work Order Requests, and Work Orders. Below the sidebar, there are sections for My Tasks, Calendar, Utilities, Resources, and Intelligence. The main content area features a 'Project' header with a briefcase icon and the project details: '4332DR-TX (4332DR) / Glenville - PDMG0125 - 4332DR (4332DR - 125) / [B132] Damaged Roads'. A yellow banner contains a warning icon and the text: 'This project is pending Applicant Scope & Cost Approval. The scope and cost must be approved and signed by the Applicant.' Above this banner are four buttons: 'SIGN SCOPE & COST' (green), 'SEND BACK' (orange), 'DOWNLOAD PROJECT REPORT' (blue), and 'SUBSCRIBE' (blue). A red callout box points to the 'SIGN SCOPE & COST' button with the text 'Click Sign Scope & Cost'. Below the banner, there is a 'Policy Issues' section with a 'Mitigation (1)' tag. The 'General Information' section (v0) lists: PROJECT # 8132, CATEGORY C - Roads and Bridges, TITLE Damaged Roads, TYPE Standard, STATUS Active, APPLICANT Glenville - PDMG0125 - 4332DR (4332DR - 125), EVENT 4332DR-TX (4332DR), RECIPIENT REGION Region 7, and PROCESS STEP Pending Applicant Scope & Cost Approval (As of April 20th, 2018 3:06 PM CDT).

Applicant DDD Scope & Cost Approval

Please review and sign

General Information

PROJECT #	9103	PROJECT TYPE	Work Completed / Fully Documented
PROJECT CATEGORY	B - Emergency Protective Measures	APPLICANT	Glenville - PDMG0125 - 4332DR (4332DR - 125)
PROJECT TITLE	Emergency Protective Measures	EVENT	4332DR-TX (4332DR)

Damage Description and Dimensions

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

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

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

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

Scroll down to the Sign Document bar

Scope

30713 Police, Fire and Operations Department

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

Applicant DDD Scope & Cost Approval

Portal

🔔 2 👤 Sam, Yosimite ▾

🔍 Subgrant Conditions

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

📄 Insurance

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

🏠 Mitigation

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

🌳 Environmental Historical Preservation

Is this project compliant with EHP laws and orders? Yes

EHP Conditions

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

EHP Additional Information

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

📄 Sign Document

SIGNATURE Signature here

DATE 11/09/2017

🖋️ [CLICK TO SIGN](#)

Click To Sign

Sign Project DDD Scope & Cost Pop Up Box

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

- Print Name ***: YosemiteSam
- Signature Style ***: Arizonia
- Enter Password ***: [Redacted]

Below the fields is a preview of the signature: *Yosemite Sam*. At the bottom right are two buttons: a green '→ SIGN' button and a white '↺ CANCEL' button.

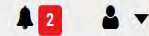
Four red callout boxes with white text and black borders point to the following elements:

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

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

Submit Signed Project

Portal



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

EHP Additional Information

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

↓ Sign Document

SIGNATURE

Yosemite Sam

DATE

11/09/2017



CLICK TO SIGN

Click **Submit**

 SUBMIT

 CANCEL

Submit Signed Project Pop-Up Box

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

Confirm Submit

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

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

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

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



Applicant Event Profiles

Step 1: Click Applicant Event Profiles

Step 2: Click Magnifying Glass

Grants Portal

7 Leghorn, Fogho...

Dashboard

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)

Locate Event Project

Grants Portal

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

My Tasks | Calendar | Utilities | Resources | Intelligence

Follow-Up Me | Site Inspection

Projects ▾

Active Inactive

Filters

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

SEARCH

SHOW/HIDE COLUMNS

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

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

Step 2: Click the **Magnifying Glass**

Project Details

Project

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

REQUEST FEMA COMPLETION

SUBMIT FOR VALIDATION

DOWNLOAD PROJECT REPORT

SUBSCRIBE

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

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

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

[View Scope & Cost](#)

General Information v0

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

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

Scope & Cost Summary Bar

Grants Portal

Dashboard

Essential Elements of Information >

My Organization
AABERGIN (00-154465657)

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

My Tasks

Calendar

Utilities

Resources

Intelligence

Damage Description and Dimensions >

\$ Scope & Cost Summary ▾

\$ COMPLETE SCOPE & COST

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

Scope Cost

+ ADD INTRO

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

+ ADD ADDITIONAL INFO

Step 1: Expand Scope & Cost Summary bar

Step 2: Click Complete Scope & Cost

Manage Scope & Cost

Portal

Leghorn, Fogho...

 Manage Scope & Cost

DAMAGE INCOMPLETE ✕

[GO BACK](#)



Click **Scope** tab

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

89099 CONTENTS

DDD

[Preview](#)

Scope

Cost

Documents

Damage #89099; Contents

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

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

Add Project Scope

Portal Leghorn, Fogho...

Manage Scope & Cost DAMAGE INCOMPLETE ✕ [GO BACK](#)

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

89099 CONTENTS

DDD [Preview](#) [Scope](#) [Cost](#) [Documents](#) [COMPLETE THIS SCOPE](#)

89099 Contents

[+ ADD SCOPE](#)

Click **Add Scope**

Enter Scope Of Work

89099 Contents EDIT HEADER

B I U S TIMES NEW ROMAN 24 **A** **SAVE SCOPE**

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

Step 2: Click **Save Scope**

Step 1: Enter Scope of Work

Review/Edit Scope Of Work

Portal Leghorn, Fogho...

89099 CONTENTS

DDD **Preview** Scope Cost Documents

COMPLETE THIS SCOPE

89099 Contents

[EDIT HEADER](#)

[EDIT SCOPE](#)

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

Rework/Edit Completed Scope of Work

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

89099 CONTENTS

DDD Preview Scope Cost Documents

SCOPE COMPLETE ✓ UNLOCK FOR REWORK

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

89099 Contents

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

Add Project Cost

Portal Leghorn, Fogho...

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

Work Completed Permanent Items \$0.00 + ADD COST

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

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

10 Showing 0 to 0 of 0 entries

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

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

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

[Back to top of cost](#)

Step 1: Click Cost tab

Step 2: Click Add Cost on the appropriate bar

Step 3: Select Cost Source

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

Enter Cost Information Pop-Up Box

Portal

89099 CONTENTS

Add a Contract/Vendor Costs item

Permanent

Cost Code

9001 (Contract)

Description *

Dell Inc.

Quantity *

1.00

Unit *

Lump Sum (Lump Sum)

Unit Price *

148500.00

City Adjustment Factor *

1.00

Total Cost

\$148500.00

ADD ITEM

CANCEL

Step 1: Select FEMA Cost Code

Step 2: Enter the Cost Description

Step 3: Enter Quantity

Step 5: Enter Unit Price

Step 4: Select Unit

Step 6: Enter City Adjustment Factor (if applicable)

Step 7: Click Add Item

COMPLETE AND LOCK

\$0.00 + ADD COST

\$0.00 + ADD COST

SHOW/HIDE COLUMNS

TOTAL: \$0.00

Previous Next

ADD COST

ADD COST

GROSS COST \$0.00

COST SHARE 75.00%

Edit/Remove Cost Line Item

Portal Leghorn, Fogho.

DDD Preview Scope Cost Documents COMPLETE AND LOCK

Work Completed Permanent Items \$0.00 + ADD COST

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

SHOW/HIDE COLUMNS

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

TOTAL: \$193,104.00

Previous 1 Next

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

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

GROSS COST \$193,104.00
COST SHARE 75.00%

[Back to top of cost](#)

Step 1: Click Options

Step 2: Click Edit or Remove Cost

Complete Scope And Cost

Portal Leghorn, Fogho

89099 CONTENTS

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

Work Completed Permanent Items \$0.00 + ADD COST

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

SHOW/HIDE COLUMNS

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

TOTAL: \$193,104.00

10 Showing 1 to 2 of 2 entries Previous 1 Next

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

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

GROSS COST \$193,104.00

Click **Complete And Lock**

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](#)

Click 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](#)

Submit Scope and Cost to FEMA

Portal 🔔 7 👤

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

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

⚠️ This project is pending Scope & Cost Completion

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

[View Scope & Cost](#)

Click Submit For Validation

General Information v0

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

Confirm Submit For Validation Pop-Up Box

Portal

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

Submit For Validation?

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

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

YES **NO**

Click Yes

General Information v0

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

Subscribing To Projects



When you want
email notification
on certain projects.

My Projects

Step 1: Expand My Organization

Grants Portal | Leghorn, Fogho...

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

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

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

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

Step 2: Click Projects

Step 3: Click Magnifying glass to select a project

Subscribe to a Project

The screenshot displays the Grants Portal interface. At the top, the 'Grants Portal' logo is on the left, and the user 'Crocker, Betty' is on the right. A navigation menu on the left includes 'Dashboard', 'My Organization', and various organizational functions. The main content area shows a project titled '[43315] Collaspe Bridge' with a warning that it is pending EEI completion. A callout box points to the 'OPTIONS' menu, which contains 'Comment', 'Subscribe', and 'Request Project Title Change'. Below this, the 'General Information' section lists project details such as project number, category, title, type, status, process step, cost share, and activity completion deadline.

Click Options and select Subscribe

OPTIONS -

- Comment
- Subscribe
- Request Project Title Change

REPORTS -

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 <small>As of February 22nd, 2019 8:28 AM AST</small>		
% COST SHARE	75.00%		
ACTIVITY COMPLETION DEADLINE	March 10, 2019		

Subscription Notification Setting

The screenshot shows the Grants Portal interface. A modal dialog titled "Add Subscription" is open, allowing users to select notification preferences. The dialog includes a list of notification types with checkboxes: Status Changes (checked), Process Step Changes (checked), Comment Added (unchecked), Document Added (checked), and RFI Status Updates (unchecked). At the bottom of the dialog are "SUBSCRIBE" and "CANCEL" buttons. A red callout box points to the "Notification" link in the left sidebar, and another red callout box points to the "SUBSCRIBE" button. A third red callout box contains text explaining the notification service.

Step 1: Click to select Notification action

Step 2: Click Subscribe

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

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

Modify Subscription

The screenshot shows the Grants Portal interface. At the top left is the 'Grants Portal' logo. The user is logged in as 'Crocker, Betty'. The main navigation menu on the left includes 'Dashboard', 'My Organization', 'Organization Profile', 'Organization Personnel', 'Applicant Event Profiles', 'Exploratory Calls', 'Recovery Scoping Meetings', 'Projects', 'Damages', 'Work Order Requests', and 'Work Orders'. The 'My Organization' section is expanded to show 'Bananatown (8790)'. The main content area is titled 'Project' and shows the project details for '4337DR-FL (4337DR) / Bananatown (8790) / [43315] Collaspe Bridge'. A yellow warning banner states: 'This project is pending EEI Completion. This is the 1st time this project has been in Pending EEI Completion. View Project EEIs'. Below this is the 'General Information' section with the following details:

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

A callout box with a red border points to the 'OPTIONS' menu, which is open and shows the following options: 'Comment', 'Modify Subscription', and 'Request Project Title Change'. The 'Modify Subscription' option is highlighted.

Modify or Unsubscribe Pop-Up Box

Step 1: Click to check/uncheck Subscription setting

Step 2: Click Unsubscribe to remove notifications

Step 2: Click Modify to change notifications

Modify Subscription

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

UNSUBSCRIBE **MODIFY** **CANCEL**

Grants Portal

My Tasks

Calendar

Utilities

Resources

Intelligence

Organization Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping Meetings

Projects

Damages

Work Order Requests

Work Orders

PROJECT # 43315

CATEGORY C - Roads and P

TITLE Collaspe Brid

TYPE Standard

STATUS Active

PROCESS STEP Pending EEI Comp
As of February 22nd, 2019 8:28 AM AST

% COST SHARE 75.00%

ACTIVITY COMPLETION DEADLINE March 10, 2019

APPLICANT

Unsubscribe Confirmation Pop-Up Box

The screenshot displays the Grants Portal interface. On the left is a navigation sidebar with options like Dashboard, My Organization, Organization Profile, and My Tasks. The main content area shows a 'Project' page for project 43315, titled 'Collaspe Bridge'. A warning message states 'This project is pending EEI Completion'. A white pop-up box is overlaid on the page, containing the text: 'Unsubscribe', 'Are you sure you want to unsubscribe Crocker, Betty from all subscription events on [43315] Collaspe Bridge?', and two buttons: 'UNSUBSCRIBE' and 'CANCEL'. A red callout box with a white background and red border points to the 'UNSUBSCRIBE' button, containing the text 'Click Unsubscribe'.

Unsubscribe

Are you sure you want to unsubscribe *Crocker, Betty* from all subscription events on [43315] **Collaspe Bridge**?

UNSUBSCRIBE **CANCEL**

Click Unsubscribe

General Information

PROJECT #	43315	APPLICANT	Ba
CATEGORY	C - Roads and Bridges	EVENT	43
TITLE	Collaspe Bridge		
TYPE	Standard		
STATUS	Active		
PROCESS STEP	Pending EEI Completion <small>As of February 22nd, 2019 8:28 AM AST</small>		
% COST SHARE	75.00%		
ACTIVITY COMPLETION DEADLINE	March 10, 2019		

Request For Information (RFI)



My Tasks

Step 1: Click Notification **Bell**

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

My Tasks

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

Filters >

My Active Incomplete Tasks

Search...

SHOW/HIDE COLUMNS

	Personnel	Type	Description	Start Date	Age	Deadline	Last Action	Note
REVIEW	Leghorn,	Applicant Provide	Pending Applicant Response for RFI-PRJ-135 for [7446]	11/09/2017	0d 0h	11/24/2017		
	Foghorn	Project RFI	Sheriff's Lab on Glenville - PDMG0009 - 4332DR	03:55 PM CST				
		Response	(4332DR - 9) on 4332DR-TX (4332DR)					

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

Previous 1 Next

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

Request For Information

Request for Information RFI-PRJ-152

[COMMENT](#) [SUBMIT RFI RESPONSE](#)

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

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

Note: The deadline to respond to the RFI

General Information

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

Step 1: Expand Additional Information bar

☰ Additional Information ▾
Provide FA Labor documents.

Step 2: Scroll Down to Line Items bar

👤 Contacts >

Upload Documents For RFI Request

Portal

7 Leghorn, Foghor.

Provide FA Labor documents.

Step 1: Expand
Line Items bar

Contacts >

Line Items ▾

UPLOAD LINE DOCUMENT

RECORD LINE RESPONSE

SHOW/HIDE COLUMNS

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

Step 2: Click Upload Line Document

10 Showing 1 to 1 of 1 entries

Previous 1 Next

Documents >

UPLOAD LINE DOCUMENT

Discussion >

Comments >

ADD COMMENT

Select RFI Specific Line Item

Additional Information ▾

Provide FA Labor documents.

Contacts >

Line Items ▾

UPLOAD LINE DOCUMENT

RECORD LINE RESPONSE

SHOW/HIDE COLUMNS

Line Item #	Type	Reason	# Documents	Response	Response By	Responded On	PDMG Verification Date	CRC Verification Date	# Responses
-------------	------	--------	-------------	----------	-------------	--------------	------------------------	-----------------------	-------------

OPTIONS ▾	1	Force	Please Provide	1					0
		ccount	FA Labor						
			Documents						

Upload RFI Line Document

Record RFI Line Response

View RFI Line Documents

View RFI Line Responses

Start Discussion

Documents >

Previous 1 Next

UPLOAD LINE DOCUMENT

Step 1: Expand Line Items bar

Step 2: Click Options

Step 3: Click Upload RFI Line Document

Line Item RFI Document Upload-Pop up

The screenshot displays a web application interface with a modal window titled "Upload RFI Line Item Documents". The modal is overlaid on a background page that is partially visible, showing a sidebar with a "Documents" menu and a main content area with a table. The table has columns for "on Date" and "CRC Verification".

The modal window contains the following elements:

- Title:** Upload RFI Line Item Documents
- Line Item:** #1 - Force Account
- Upload Area:** A dashed rectangular box containing a blue upload icon (an arrow pointing up) and the text "Drag and drop a file here, or click here to select a file." A red speech bubble points to this area with the text "Drag and drop a file, or click to box to select a file".
- Documents Pending Upload:** A section with a light blue background containing an information icon and the text: "To begin uploading a document, either drag and drop a file into the area above or click the area above to upload a file manually." Below this is a **Note:** "You may not upload the document to the RFI that matches an existing document with the same line item."
- Buttons:** At the bottom right of the modal, there are two buttons: a green button labeled "UPLOAD PENDING DOCUMENTS" with an upload icon, and a white button labeled "CANCEL" with a close icon.

Line Item RFI Document Information

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

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

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

Filename
Glenville PDMG0009 Force Account Pay Policy.docx

Description
Employee pay and benefit policy

Category Filter (Optional)
All

Category *
x Force Account Labor Pay Policy

Step 1: Add Document Description

Step 2: Click Save

SAVE CANCEL

Portal

Additional Information

Provide FA Labor documents.

Contacts

Line Items

Line Item # Type

1 Force Account

Options

Showing 1 to 1 of 1 entries

Documents

Discussion

Process Document

Leghorn, Fogh

[18088] DAC

LINE RESPONSE

DE COLUMNS

PDMG Verification Date CRC Verification Date # Responses

0

Previous 1 Next

UPLOAD LINE DOCUMENT

Line Item RFI Document Pending Upload

Upload RFI Line Item Documents

Line Item #1 - Force Account

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

Documents Pending Upload

	Filename	Description	Size	Category
EDIT REMOVE	Glenville PDMG0009 Force Account Pay Policy.docx	Employee pay and benefit policy	102.2 KB	Force Account Labor Policy

Showing 1 to 1 of 1 entries

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

Click or Drag and Drop to upload additional documents

Click **Upload Pending Documents**

Edit or Remove uploaded document, if necessary

Confirm Line Document Upload

Portal 7 Leghorn, Foghor...

Line Items UPLOAD LINE DOCUMENT RECORD LINE RESPONSE

Step 3: Scroll to the top of the page

SHOW/HIDE COLUMNS

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

10 Show Previous 1 Next

Documents UPLOAD LINE DOCUMENT

Filters

LINE ITEM TYPE

Search... SHOW/HIDE COLUMNS



Line Item #	Line Item Type	Filename	Description	Size	Category	Uploaded Date	Uploaded By
1	Force Account	Glennville PDMG0009 Force Account Pay Policy.docx	Employee pay and benefit policy	102.2 KB	Force Account Labor Pay Policy		Leghorn, Foghorn

10 Showing 1 to 1 of 1 entries Previous 1 Next

Step 2: Confirm Uploaded Document


Submit RFI Response

Portal

 7  Leghorn, Foghor...

Request for Information RFI-PRJ-152

 COMMENT

 SUBMIT RFI RESPONSE



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

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

Click Submit RFI Response

General Information

RFI # RFI-PRJ-152

EVENT 4332DR-TX (4332DR)

DEADLINE 05/05/2018

RECIPIENT REGION Region 7

STATUS Pending Applicant Response

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

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

Additional Information

Provide FA Labor documents.

Contacts

Submit RFI Response Pop-Up Box

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

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

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

The background portal interface includes:

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

RFI #	DEADLINE	STATUS	PROJECT
4332DR-TX (4332DR)	05/05/2018	Pending Applicant Response	[18088] DAC

Additional text visible in the background includes "Region 7", "Glenville - PDMG0009 - 4332DR (4332DR - 9)", and "Additional Information" with a dropdown arrow.

Respond to a Request For Information (RFI)

Documents
Not Available



Record Line Response

Portal 🔔 7 👤 Leghorn, Foghor...

☰ Additional Information ▾

Provide FA Labor documents.

👤 Contacts >

☰ Line Items ▾ [📄 UPLOAD LINE DOCUMENT](#) [💬 RECORD LINE RESPONSE](#)

[👁️ SHOW/HIDE COLUMNS](#)

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

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

📄 Documents > [📄 UPLOAD LINE DOCUMENT](#)

💬 Discussion >

Click **Record Line Response**

Add Line Response

Portal

Record Line Response

Line Item #1 - Force Account

Response

Responses

This line item has no responses.

SAVE GO BACK

Step 1: Select Line Item

Step 2: Type Response

Step 3: Click Save

Additional Info

Provide FA Labor do

Contacts >

Line Items >

OPTIONS

Documents

Showing 1 to 1 of 1 entries

Documents >

Discussion >

Leghorn, Fogh

LOAD LINE DOCUMENT RECORD LINE RESPONSE

SHOW/HIDE COLUMNS

CRC Verification Date # Responses

0

Previous 1 Next

UPLOAD LINE DOCUMENT

Confirm Line Response

Portal 🔔 1 👤 Leghorn, Fogho...

☰ Additional Information ▾

Need procurement procedures/bid documents for contract.

👤 Contacts >

☰ Line Items ▾ 📄 UPLOAD LINE DOCUMENT 🗨️ RECORD LINE RESPONSE

👁️ SHOW/HIDE COLUMNS

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

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

Confirm Line Response in the response column

Edit Line Response

☰ Additional Information ▾

Need procurement procedures/bid documents for contract.

👤 Contacts >

☰ Line Items ▾

📄 UPLOAD LINE DOCUMENT 💬 RECORD LINE RESPONSE

👁️ SHOW/HIDE COLUMNS

Step 1: Click Options

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

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

Step 2: Click Edit RFI Line Response

Procurement	Missi	17 05:09	1
pro	proc		
doc			
	destruction of		
	our record		
	archives by the		
	event.		

10 showing 1 to 1 of 1 entries

Previous 1 Next

Edit Line Response – Pop Up

Portal

Additional Info

Need procurement p

Contacts >

Line Items v

OPTIONS v

1

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

10 Showing 1 to 1 of 1 entries

Leghorn, Fogl

Edit Response

Line Item #1 - Procurement

Response

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

Step 1: Click to edit response

Responses

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

10 Showing 1 to 1 of 1 entries

Previous 1 Next

SAVE GO BACK

Step 2: Click Save

Remove Line Response

☰ Additional Information ▾

Need procurement procedures/bid documents for contract.

👤 Contacts >

☰ Line Items ▾

📄 UPLOAD LINE DOCUMENT

💬 RECORD LINE RESPONSE

👁️ SHOW/HIDE COLUMNS

Step 1: Click Options

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

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

Step 2: Click Remove RFI Line Response

10 ▾ Showing 1 to 1 of 1 entries

Previous 1 Next

Remove Line Response Pop-Up Box

Portal

Additional Information ▾

Need procurement procedures/bid documents

Contacts ▸

Line Items ▾

UPLOAD LINE DOCUMENT RECORD LINE RESPONSE

SHOW/HIDE COLUMNS

Remove Response

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

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

Response By Leghorn, Foghorn

Responded On November 9, 2017

REMOVE GO BACK

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

Showing 1 to 1 of 1 entries

Previous 1 Next

Click Remove

Submit Line Response

Portal

🔔 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 procedure documents	1	Procurement documents are unavailable due to the destruction of our record archives by the event.	Leghorn, Foghorn	11/09/2017 05:09 PM CST			1
--------------	---	-------------	---------------------------------	---	---	------------------	-------------------------	--	--	---

10 ▾ Showing 1 to 1 of 1 entries

Previous 1 Next

Submit RFI Response

Request for Information RFI-PRJ-152

[COMMENT](#) [SUBMIT RFI RESPONSE](#)

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

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

Click Submit RFI Response

General Information

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

☰ Additional Information ▾

Provide FA Labor documents.

👤 Contacts >

Submit RFI Response Pop-Up Box

The image shows a screenshot of a web portal interface. At the top left, the word "Portal" is displayed in a large, dark font. Below it, there is a section titled "Request for Information" with an information icon. A notification banner is visible, stating: "The Federal Emergency Management Agency has requested clarification is requested. The detailed response is required. Please respond to this request as soon as possible." Below the banner, there is a "General Information" section with a table of details:

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

At the top right, there is a user profile for "Leghorn, Foghorn" and a notification bell icon with the number "7". Two buttons are visible: a blue "COMMENT" button and a green "SUBMIT RFI RESPONSE" button. A white pop-up box titled "Submit RFI Response" is centered on the screen. It contains the text "Are you sure you want to Submit RFI Response?" and a text area labeled "Reason". At the bottom of the pop-up are two buttons: a blue "YES" button and a white "NO" button. A red callout box with a white background and black text points to the "YES" button, containing the text "Click Yes".

Sign Recovery Transition Meeting (RTM)




Locate Pending RTM Approval

Step 1: Click Applicant Event Profile

Step 2: Click Magnifying Glass

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

Applicant Event Profile

 **Grants Portal** 🔔 1 👤

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

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

⚠️ Georgia Department of Public Health is pending Recovery Transition Meeting approval.
The Recovery Transition Meeting, submitted on Friday, November 3rd, 2017 at 2:36 PM CST, must be approved and signed by the Applicant.

[🔗 Review RTM information or Sign RTM Report](#)

General Information Late Submission

FEMA PA CODE 000-US4NX-00	JOB # 4284DR
NAME Georgia Department of Public Health	EVENT NAME 4284DR-GA
TYPE State Government	EVENT TYPE Disaster
STATUS Eligible	INCIDENT TYPE Hurricane
RPA DECISION DATE 11/28/2016 10:38 am CST	INCIDENT LEVEL 3
RSM COMPLETION DATE 12/5/2016 2:30 pm CST	INCIDENT START DATE October 4, 2016
DAMAGE INVENTORY DEADLINE 02/03/2017	INCIDENT END DATE October 15, 2016
PROCESS STEP Pending Applicant RTM Approval	DECLARATION DATE October 9, 2016

**Click Review RTM
or Sign RTM
Report**

Review RTM Information Tabs

Portal Oz, Memmet

Recovery Transition Meeting 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 CDT	ADDRESS	2 Peachtree Street 15 Floor
RTM ADDTL. INFO	--	ADDRESS 2	--
LOCATION ADDTL. INFO	Conference Ca	CITY	Atlanta
		STATE	--
		ZIP	30303

Attendees

Site Inspection Work Orders

Projects

Click each tab to review information

Sign RTM

Portal Oz, Memmet ▾

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

[Recovery Transition Meeting](#) | [RTM Checklist](#) | [Notes](#) | [Schedule History](#)

Conducted RTM Information


RTM DATE	11/9/2017 2:57 PM CST	ADDRESS	2 Peachtree Street 15 Floor
RTM ADDTL. INFO	--	ADDRESS 2	--
LOCATION ADDTL. INFO	Conference Call - 1-800-320-4330 Pin 572056#	CITY	Atlanta
		STATE	--
		ZIP	30303

Attendees ▾

[Site Inspection Work Orders](#) >

[Projects](#) >

**Click Sign
RTM**



Review RTM and Certify

Sign Recovery Transition Meeting

SUBMIT

CANCEL

Please review and sign

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

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

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

No Recipient POC Assigned

Certification

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

Click on
Click To Sign

SIGNATURE

Signature here

CLICK TO SIGN

DATE

11/09/2017

RTM Signature – Pop Up Box

The image shows a web portal interface with a pop-up box titled "Sign Recovery Transition Meeting". The pop-up box contains the following fields and options:

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

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

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

The background of the portal shows a "Sign Rec" section with a pencil icon and a "Please review" section. At the bottom of the page, there is a "Certification" section with a text area containing a statement of understanding. Below the certification is a signature line with the text "SIGNATURE Signature here" and a "CLICK TO SIGN" button, and a date field showing "DATE 11/09/2017".

Submit Signed RTM

✎ Sign Recovery Transition Meeting

Please review and sign

Click **Submit**

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

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

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

No Recipient POC Assigned

Certification

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

SIGNATURE

Memmet Oz

DATE

11/09/2017

Add Tiles to Dashboard



Add Event

The screenshot shows the 'Grants Portal' interface. The left sidebar contains a navigation menu with items like 'Dashboard', 'My Organization', 'Organization Profile', 'Applicant Event Profiles', 'Exploratory Calls', 'Recovery Scoping Meetings', 'Projects', 'Damages', 'Work Order Requests', 'Work Orders', 'My Tasks', and 'Calendar'. The main content area is titled 'My Applicant Event Profiles' and features 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 for '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', and '0'. Below the table, it says 'Showing 1 to 1 of 1 entries' and has 'Previous' and 'Next' navigation buttons.

Click Applicant Event Profiles

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

Showing 1 to 1 of 1 entries

Previous 1 Next

Click magnifying glass on Event

Add Event

Grants Portal

Dashboard

My Organization
Bananatown (8790)

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

My Tasks
Calendar

Applicant Event Profile

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

OPTIONS
REPORTS

⚠ This Applicant is pending grant completion.

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

Click Yellow Star

Locate New Tile

Grants Portal

Dashboard

My Organization
Bananatown (8790)

Applicant Event Profile

Click Dashboard

General Information

FEMA PA CODE	8790
NAME	Bananatown
TYPE	County Government
SECTOR	--
STATUS	Eligible
RPA DECISION DATE	03/02/2018 02:47 PM AST
RSM COMPLETION DATE	02/22/2019 08:30 AM AST

Event Information

JOB #	4337DR
EVENT NAME	4337DR-FL
EVENT TYPE	Disaster
INCIDENT TYPE	Other
INCIDENT LEVEL	1
INCIDENT START DATE	September 4, 2017
INCIDENT END DATE	Ongoing

Locate New Tile

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

Applicant Event Profile

Bananatown

Event: 4337DR-FL (4337DR)

Eligibility Status: Pending

Process Step: Pending Grant Completion

of Damages: 22

of Projects: 3

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

Remove Tile

The screenshot shows the Grants Portal interface. On the left is a navigation sidebar with items: Dashboard, My Organization (Bananatown (8790)), My Tasks, Calendar, Utilities, Resources, and Intelligence. The main content area displays a tile titled 'Applicant Event Profile' for 'Bananatown'. The tile contains the following information: Event: 4337DR-FL (4337DR), Eligibility Status: Pending, Process Step: Pending Grant Completion, # of Damages: 22, and # of Projects: 3. A red callout box with the text 'Click on white X on tile' points to a small white 'X' icon in the top right corner of the tile's header.

Widgets

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



Add Widgets

The screenshot shows the Grants Portal interface. At the top left is the logo and the text "Grants Portal". On the right side of the header are notification and user icons. A dark red sidebar on the left contains menu items: Dashboard, My Organization (Bananatown (8790)), My Tasks, Calendar, Utilities, Resources, Intelligence, and Widgets. A green callout box in the center contains an information icon and the text "Your dashboard has no tiles!". Below this, it explains that the dashboard is made of tiles and that clicking a star icon creates a tile. A red callout bubble points to the "Intelligence" menu item in the sidebar, containing the text "Click on Intelligence and select Widgets".

i Your dashboard has no tiles!

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

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

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










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

Select Widget

Grants Portal

widgets

Search...

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

Click on **Add to Dashboard**

Select Criteria for Widget To Track

The screenshot shows the Grants Portal interface with a 'Widgets' sidebar on the left. A modal dialog titled 'Add Widget - Project Status Table Work Completed/Fully Documented' is open. The dialog contains 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 dialog are two buttons: a green '+ ADD' button and a grey 'CANCEL' button. A red callout box on the left contains the text 'Step 1: Click to select Event' with an arrow pointing to the Event dropdown. Another red callout box on the right contains the text 'Step 2: Click Add' with an arrow pointing to the '+ ADD' button.

Locate Widget on Dashboard

The screenshot shows the Grants Portal interface. On the left is a dark red sidebar menu with items: Dashboard, My Organization (Bananatown (8790)), My Tasks, Calendar, Utilities, Resources, Intelligence, and Widgets. The main content area is titled 'widgets' and contains a table of available widgets. A red callout box with the text 'Click on Dashboard' points to the 'Dashboard' menu item in the sidebar.

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

Locate Widget on Dashboard

The screenshot shows the Grants Portal dashboard. On the left is a navigation menu with items: 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' for 'My Org on 4337DR'. It contains a table with the following data:

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

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

Help, Feedback, Release Notes, and Sign Out



Locate Help Information

The screenshot shows the Grants Portal interface. At the top left is the 'Grants Portal' logo. Below it is a navigation menu with options: Dashboard, My Organization (Bananatown (8790)), Organization Profile, Organization Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Projects, Damages, Work Order Requests, Work Orders, My Tasks, and Calendar. The main content area is titled 'My Organization Profile' for 'Bananatown (8790)'. It displays 'General Information' with the following details: STATE/TRIBE/TERRITORY: Florida; LEVEL 2: Bananatown; TYPE: County Government; EIN NUMBER: --. Below this are three sections: Personnel, Locations, and Counties with Facility, each with a 'MANAGE' button. In the top right corner, there is a user profile dropdown menu with options: Sign Out, My Profile, Feedback, Help, About, and Release Notes. A red callout box with the text 'Click on Name and Select Help' points to the 'Help' option in this menu. A 'DOWNLOAD' button is also visible near the top right.

Locate Help Information

The screenshot shows the Grants Portal interface. A modal window titled "Help with Grants Portal" is open, displaying contact information for call and email support. A blue button labeled "REQUEST ASSISTANCE FOR CURRENT PAGE" is highlighted with a red callout box. The background shows the "My Organization" section for Bananatown (8790) with a sidebar menu on the left.

Grants Portal

Dashboard

My Organization
Bananatown (8790)

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

My Tasks
Calendar

My Organization
Bananatown (8790)

General Information

STATE/TRIBE/TERRITORY
LEVEL 2
TYPE
EIN NUMBER

Personnel >
Locations >
Counties with Facility >

Help with Grants Portal

Call Support
(866) 337-8448
National Hotline Hours of Operation: 8:00 AM - 7:00 PM ET, Monday through Friday
Puerto Rico Hotline Hours of Operation: 8:30 AM - 5:00 PM AST, Monday through Friday

Email Support
FEMA-PA-Grants@fema.dhs.gov

REQUEST ASSISTANCE FOR CURRENT PAGE **CLOSE**

Click Request Assistance for Current Page

Instructions For Provide Feedback

The screenshot shows a web application interface for a Grants Portal. On the left is a dark sidebar with navigation items: Dashboard, My Organization (Bananatown (8790)), Organization Profile, Organization Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Projects, Damages, Work Order Requests, Work Orders, My Tasks, and Calendar. 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 'x' icon. A red callout bubble with a white background and black border points to this button, containing the text "Click Close".

Release Notes – Changes to Grants Portal

Grants Portal

My Organization Profile
Bananatown (8790)

General Information

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

Personnel > MANAGE

Locations > MANAGE

Counties with Facility > MANAGE

Sign Out
My Profile
Feedback
Help
About
Release Notes

Click on Name and Select **Release Notes**

Release Notes Pop-Up Box

The screenshot shows the Grants Portal interface with a 'Release Notes' pop-up box. The pop-up has a title bar with 'Release Notes' and a close button (X) in the top right corner. Below the title bar is a 'Release' dropdown menu currently set to 'Release 5 Sprint 14'. The main content of the pop-up is a list of release notes for 'Release 5 Sprint 14', which was deployed on 06/01/2019. The notes are organized into a bulleted list under the heading 'Grants Portal'.

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

Grants Portal

My Organization Profile
Bananatown (8790)

General Information

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

Personnel > MANAGE

Locations > MANAGE

Counties with Facility > MANAGE

Click on Name and Select Sign Out

Grants Portal Hotline for Assistance:

(866) 337-8448

