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Creating Password for a New Account
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
Welcome to the Grants Portal!

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

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.

Step 1: Type New Password
Step 2: Click Next
Create Security Question

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

Step 2: Click Submit
Congratulations Screen

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

Click Return to Login Screen
Re-Login to Grants Portal

Enter User Name and NEW Password
Privacy Notice Pop-Up

Click Accept
Attention Pop Up Box

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.

Click Accept
Dashboard

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

Manage Personnel

Click Create

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Initial</th>
<th>Roles</th>
<th>Emails</th>
<th>Phones</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doe</td>
<td>Jane</td>
<td></td>
<td>Alternate PA Coordinator</td>
<td><a href="mailto:58720.Jane@PDMG0009.gov">58720.Jane@PDMG0009.gov</a>, Work</td>
<td>(555) 555-555, Work (Cell)</td>
</tr>
<tr>
<td>Doe</td>
<td>John</td>
<td></td>
<td>Authorized Representative</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Doe</td>
<td>John</td>
<td></td>
<td>Primary PA Coordinator</td>
<td><a href="mailto:59313.John@PDMG0009.gov">59313.John@PDMG0009.gov</a>, Work</td>
<td>(555) 555-555, Work (Cell)</td>
</tr>
<tr>
<td>Leghorn</td>
<td>Foghorn</td>
<td></td>
<td>Organization Admin</td>
<td><a href="mailto:foghorn.leghorn@glenville.gov">foghorn.leghorn@glenville.gov</a>, Work</td>
<td></td>
</tr>
<tr>
<td>Wayne</td>
<td>Burce</td>
<td></td>
<td>Account Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Alternate PA Coordinator</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Personnel Manager</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Showing 1 to 5 of 5 entries
Complete Personnel Information

Step 1: Complete Information

Step 2: Click Save
Provide Roles to Personnel

Click Manage
Organization Roles

Click Manage

- Name: Coyote, Wile
- Title: Vice Mayor
- Primary Org: Glenville - PDMG0009 - 4332DR (4332DR - 9)
- Personnel Status: Available
- Username: coyote@glenville.gov
- Account Status: Active
- Account Locked?: No
- Last Login: --
- Password Last Set: 10/28/2017 8:33 am
Grant/Edit Roles

Step 1: Click the Box

Step 2: Click Save

Place mouse over “?” for definition of role

Green check will allow personnel to perform those functions

20

Grants Portal

Edit Roles for Crocker, Betty

Assigned Roles

APPLICANT ROLES

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

ADMINISTRATIVE ROLES

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

Permissions Preview

PERSONAL

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

ORGANIZATION

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

APPLICANT

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

PROJECT

- Sign DOD
- Sign Scope & Cost
Manage User Accounts
Organization Profile - Manage User Accounts

Step 1: Click Organization Personnel

Step 2: Click magnifying glass
Organization Profile - Manage User Accounts

Step 1: Click arrow to open Roles bar

Step 2: Click Manage
Grant/Edit Roles

Step 1: Click the Box

Step 2: Click Save

Place mouse over “?” for definition of role

Green check will allow personnel to perform those functions
Organization Profile

Facility Locations
Add Locations to Profile

Step 1: Click My Organization

Step 2: Click Organization Profile

Step 3: Click Manage on Location bar
Add Locations

Click ADD

Grants Portal

My Organization Profile

Manage Locations

Address: 345 Banana Road
Suite/Apt: Bananatown
City: 32654
State: Yes

Click ADD
Enter Facility Location Pop-up Box

Step 1: Enter Address

Step 2: Click **Save**
Save Location

Click **Save**
Register Organization from Recipient Invitation
Organization Information from Recipient Invitation

Step 1: Enter DUNS Number

Step 2: Click Next
Enter Contact Information

Step 1: Enter Contact Information

<table>
<thead>
<tr>
<th>Primary Contact Info</th>
<th>Alternate Contact Info</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FIRST NAME</strong></td>
<td><strong>FIRST NAME</strong></td>
</tr>
<tr>
<td>John</td>
<td></td>
</tr>
<tr>
<td><strong>LAST NAME</strong></td>
<td><strong>LAST NAME</strong></td>
</tr>
<tr>
<td>Smith</td>
<td></td>
</tr>
<tr>
<td><strong>TITLE</strong></td>
<td><strong>TITLE</strong></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>PHONE NUMBER</strong></td>
<td><strong>PHONE NUMBER</strong></td>
</tr>
<tr>
<td>(940) 555-1234</td>
<td></td>
</tr>
<tr>
<td><strong>EMAIL</strong></td>
<td><strong>EMAIL</strong></td>
</tr>
<tr>
<td><a href="mailto:test@test.ga.gov">test@test.ga.gov</a></td>
<td></td>
</tr>
</tbody>
</table>

Step 2: Click Next
Enter Location Information

Step 1: Enter Primary Location Information

Step 2: Click Next
Add Applicable Counties with Facilities

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

Step 2: Click Next
Verify Information

Grants Portal

3 Locations  4 Facilities  5 Complete Access Request

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

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)
Click hyperlink “Please click here to begin RPA submission process”
Start Request Public Assistance Process

Request Public Assistance

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.

Click Next
General Information

Step 1: Select Event

Step 2: Select Yes or No

Step 3: Click Next
Primary/Alternate Contact Information

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:** —

**Steps:**
1. Select Primary Contact
2. Select Alternate Contact
3. Click **Next**
Verify/Change Primary Location & Mailing Address

Step 1: Verify Primary Location or Click Change

Step 2: Verify Mailing Address or Click Change

Step 3: Click Next
Other Information/Comments

Step 1: Enter Additional information/Comments

Step 2: Click Next
Review Request

Step 1: Review Information

Step 2: Click Submit
Congratulations Screen

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

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.

Click Next
General Information

Request Public Assistance

Step 1: Select Event

Step 2: Select Yes or No

Step 3: Click Next
Primary And Alternate Contact Information

Request Public Assistance

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

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

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

Step 1: Select Primary Contact
Step 2: Select Alternate Contact
Step 3: Click Next
Verify/Change Primary Location & Mailing Address

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

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

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

Click Upload New
Add PNP Required Document

Click Select Document

CAUTION: Document will be uploaded to the Organization Profile.

- Filename
- Description
- Types: All
- Category: Please select a category...

ADD DOCUMENT  CANCEL
Upload PNP Required Document

Step 1: Click Select Document

Step 2: Click Open
Add Document

Step 1: Review Information

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

Step 3: Add Document
Attach Document

Click Attach Selected
Other Information/Comments

Request Public Assistance

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

Comments

Limit 500 characters

Step 1: Review Information

Step 2: Click Next
Review Request

Request Public Assistance

Step 1: Review Information

Step 2: Click Submit
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.
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**

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

Step 3: Click the **Magnifier glass** to select the event
Applicant Event Profile

Scroll down to PNP Information Bar
Step 1: Click to expand bar

Step 2: Click **SBA Loan Tab**

Step 3: Click **Manage** on SBA Loan Documents
Manage Event PA Request SBA Documents

Click Add Document
Add SBA Document

Click Select Document
Select SBA Document

Step 1: Select Document

Step 2: Click Open
Upload SBA Loan Document

Step 1: Add document description

Step 2: Click Add Document
Edit Uploaded Document

Click page icon to go back to Event Profile page

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

Click **Remove** to delete Document
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.

Click Make an SBA Loan Determination
SBA Loan Determination Questions

**Step 1:** Answer ALL Questions

- 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 2:** Save

**SBA Loan Documentation**

<table>
<thead>
<tr>
<th>Filename</th>
<th>Description</th>
<th>Size</th>
<th>Category</th>
<th>Uploaded Date</th>
<th>Uploaded By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pair City Museum SBA Loan Letter.docx</td>
<td>SBA Loan determination letter for event DR4332TX</td>
<td>47.2 KB</td>
<td>SBA Loan Documentation</td>
<td></td>
<td>Uchiha, Sasuke</td>
</tr>
</tbody>
</table>

**Showing 1 to 1 of 1 entries**
Confirm SBA Loan Information Questions

Step 1: Expand PNP Information bar

Step 2: Click SBA Loan tab

Step 3: Expand SBA Loan Information
Damage Inventory Template
Applicant Event Profiles

Step 1: Click **My Organization**

Step 2: Click **Applicant Event Profiles**
Manage Damage Inventory

Step 1: Scroll down to Damage Inventory Bar

Step 2: Click Manage
Download Damage Inventory Template

Click Import then select Download Template
Download Damage Inventory Template Pop-Up Box

Step 1: Click **Open With**

Step 2: Click **OK**
Enable Editing

Click Enable Editing

<table>
<thead>
<tr>
<th>Category</th>
<th>Name of damage/facility</th>
<th>Address 1</th>
<th>Address 2</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>Latitude</th>
<th>Longitude</th>
<th>Describe Damage</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Disaster Number: 4332DR
Applicant Name: Glenville - PDMG0125 - 4332DR (4332DR - 125)
Applicant FIPS: 4332DR - 125
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

Complete each column then save on your computer

DO NOT CHANGE TEMPLATE OR SKIP LINES
Upload Damage Inventory Spreadsheet

Click **Import** and select **Upload Spreadsheet**
Select Damage Inventory Spreadsheet

Step 1: Click on the saved template

Step 2: Click Open
Damage Inventory Template with Errors

Step 1: Verify Errors or Warnings

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.
Cancel Import

Do you wish to cancel and discard this import?

The results below will be saved for later viewing.

Click Cancel Import
### Import Damage Inventory Template With No Errors

**Step 1:** Check Errors & Warnings

- **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.

**Step 2:** Click **Commit Import**
Commit Import Pop-Up Box

![Commit Import Pop-Up Box Image]

- Click **Commit Import**
### Damage Inventory Template Upload Log

#### Import History

<table>
<thead>
<tr>
<th>Uploaded Date</th>
<th>Uploaded By</th>
<th>Uploaded File</th>
<th>Processed Date</th>
<th>Processed By</th>
<th>Result File</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/30/2017 01:38 PM CDT</td>
<td>Sam, Yosemite</td>
<td><a href="#">Copy of Grants Manager Damage Import Template - Glenville - PDMG0125 - 4332DR (4332DR - 125).xlsx</a></td>
<td>10/30/2017 01:46 PM CDT</td>
<td>Sam, Yosemite</td>
<td><a href="#">Grants Manager Damage Inventory Import Result 2017-10-30.xlsx</a></td>
<td>Processed</td>
</tr>
<tr>
<td>10/30/2017 01:30 PM CDT</td>
<td>Sam, Yosemite</td>
<td><a href="#">Copy of Grants Manager Damage Import Template - Glenville - PDMG0125 - 4332DR (4332DR - 125).xlsx</a></td>
<td>10/30/2017 01:35 PM CDT</td>
<td>Sam, Yosemite</td>
<td><a href="#">Grants Manager Damage Inventory Import Result 2017-10-30.xlsx</a></td>
<td>Rejected</td>
</tr>
<tr>
<td>10/30/2017 01:20 PM CDT</td>
<td>Sam, Yosemite</td>
<td><a href="#">Copy of Grants Manager Damage Import Template - Glenville - PDMG0125 - 4332DR (4332DR - 125).xlsx</a></td>
<td>10/30/2017 01:28 PM CDT</td>
<td>Sam, Yosemite</td>
<td><a href="#">Grants Manager Damage Inventory Import Result 2017-10-30.xlsx</a></td>
<td>Rejected</td>
</tr>
<tr>
<td>09/15/2017 12:51</td>
<td>PDMG0125</td>
<td><a href="#">Copy of THOMASVILLE Damage</a></td>
<td>09/15/2017 12:52 PM</td>
<td>PDMG0125</td>
<td><a href="#">Grants Manager Damage</a></td>
<td>Processed</td>
</tr>
</tbody>
</table>
Damage Inventory

Add Single Damage
Applicant Event Profiles

Step 1: Click **Applicant Event Profiles**

Step 2: Click **Magnifying glass**
Manage Damage Inventory

Scroll down to **Damage Inventory** Bar

Click **Manage**
Add A Single Damage

Click Add Damage
Select Damage Type

Click Standard Damage

What type of Damage do you want to create?

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

CLOSE
Add Damaged Site Information

Step 1: Complete Information

Step 2: Click Save
Edit Damage Inventory
Applicant Event Profiles

Step 1: Click Applicant Event Profiles

Step 2: Click Magnifying glass
Damage Inventory Bar

Scroll down to **Damage Inventory** Bar

Click **Manage**
## Edit Damage Inventory

### Applicant Event Profile

**Manage Damage Inventory**

<table>
<thead>
<tr>
<th>Damage #</th>
<th>Category</th>
<th>Name</th>
<th>Damage Description</th>
<th>Project</th>
<th>Cause of Damage</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>27637</td>
<td>C</td>
<td>COUNTY ROAD 65</td>
<td>250LF WASHOUT</td>
<td>[8415] County Roads</td>
<td>Flood</td>
<td>1258 OLD RIVER ROAD, AGFA, Georgia 26589</td>
</tr>
<tr>
<td>27638</td>
<td>C</td>
<td>COUNTY ROAD 85</td>
<td>400LF WASHOUT</td>
<td>[8415] County Roads</td>
<td>Flood</td>
<td>1258 OLD RIVER ROAD, AGFA, Georgia 26589</td>
</tr>
<tr>
<td>27640</td>
<td>C</td>
<td>COUNTY ROAD 95</td>
<td>250LF WASHOUT</td>
<td>[19116] County Road 35</td>
<td>Flood</td>
<td>1258 OLD RIVER ROAD, AGFA, Georgia 26589</td>
</tr>
<tr>
<td>27641</td>
<td>C</td>
<td>COUNTY ROAD 95</td>
<td>200LF WASHOUT</td>
<td>Unassigned</td>
<td>Flood</td>
<td>1258 OLD RIVER ROAD, AGFA, Georgia 26589</td>
</tr>
<tr>
<td>27642</td>
<td>G</td>
<td>ROBERTS PARK</td>
<td>DAMAGES TO PLAYGROUND EQUIPMENT</td>
<td>[5054] City Parks</td>
<td>Flood</td>
<td>1954 POSSUM BACK BRANCH, AGFA, Georgia 26589</td>
</tr>
<tr>
<td>27643</td>
<td>G</td>
<td>ROBERTS PARK</td>
<td>DAMAGES TO THE MAIN OFFICE COMPLEX</td>
<td>[5054] City Parks</td>
<td>Flood</td>
<td>1954 POSSUM BACK BRANCH, AGFA, Georgia 26589</td>
</tr>
</tbody>
</table>

**Click** Edit

---

*Note: The above table is a simulated representation of an actual damage inventory management system.*
Edit Damage Information

Step 1: Edit Information

Step 2: Click Save
Upload Documents
Uploading Documents

Org. Profile
- Documents Pertain to Multiple Projects

Applicant Event Profile
- Master Policy Documents (Insurance, Payroll, Procurement, Union Contracts)

Project
- Documents for Specific Project (Photos, Timesheets, Invoices)

Damage
- Documents for Specific Damage (Photos, Timesheets, Invoices)
Upload Insurance Documents in Organization Profile
Upload Insurance Document

Step 1: Click My Organization

Step 2: Click Organization Profile

Step 3: Click Upload Insurance Document
Upload Insurance Document

Click and drag document or click to add file
Select Insurance Document – Pop-Up Box

Step 1: Select the document to upload

Step 2: Click Open
Add Document Description & Category Type

Click Edit
Add Document Description & Category Type

Step 1: Write description of document

Step 2: Click the Category box

Step 3: Click to select document category type
Add Insurance Documents

Repeat uploading if additional documents

Click **Upload Pending Document**
Upload Documents in Organization Profile

These documents apply across multiple events.
Upload Organization Documents

Step 1: Click Organization Profile

Step 2: Click Upload
Upload Insurance Document

Click and drag document or click to add file
Select Insurance Document – Pop-Up Box

Step 1: Select the document to upload

Step 2: Click Open
Add Document Description & Category Type

Click Edit
Add Document Description & Category Type

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

Click Save
Add Insurance Documents

Step 1: Repeat uploading any additional documents

Step 2: When all documents are uploaded, click **Upload Pending Document**
Manage Uploaded Documents in Organization Profile
Manage Organization Uploaded Documents

Step 1: Click Organization Profile

Step 2: Click Manage
### My Organization Profile - Manage Documents

<table>
<thead>
<tr>
<th>Document Name</th>
<th>Size</th>
<th>Category</th>
<th>Uploaded Date</th>
<th>Uploaded By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wind and Fire Policy</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Click Edit**
Edit Name

Step 1: Edit information

Step 2: Click Save Changes
## Remove Documents

### GrantPortal

#### My Organization Profile

*Manage Documents*

<table>
<thead>
<tr>
<th>Filename</th>
<th>Description</th>
<th>Size</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Insurance Expires</td>
<td>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</td>
<td>606.4 KB</td>
<td>Instructions on PDF, Excel, and Word formats.</td>
</tr>
<tr>
<td>Insurance Policy.docx</td>
<td>11.4 KB</td>
<td></td>
<td>Insurance Policy</td>
</tr>
</tbody>
</table>

To remove a document:

1. Click the **Remove** button on the right side of the file name.
2. Confirm the removal if prompted.

---

*Note: The screenshot shows a partial view of the portal with a focus on the Manage Documents section, highlighting the process to remove a document.*

*Crocker, Betty*
Delete Confirmation Pop-Up Box

Click Yes
Upload Documents In Applicant Event

These documents apply only to one event.
Add Documents To An Event

Step 1: Click **Applicant Event Profiles**

Step 2: Click the **Magnifying Glass**
Applicant Event Profile Document

Click Upload
Applicant Event Profile Document Upload – Pop Up

Drag and drop file in this box or Click to Select Document
Document Upload – Pop Up

Step 1: Click to select document

Step 2: Click Open
Edit Document Information

Click Edit
Step 1: Type description

Step 2: Click to select type of document

Step 3: Click Save
Manage Documents In Applicant Event

These documents apply only to one event.
Locate Documents Uploaded To An Event

Step 1: Click Applicant Event Profiles

Step 2: Click the Magnifying Glass
Manage Applicant Event Profile Document

Click Manage
Edit Upload Document Information

Click Edit
Edit Applicant Event Profile Document

Step 1: Edit information

Step 2: Click Save Changes
### Remove Documents

**Portal**

**Applicant Event Profile** Manage Documents

<table>
<thead>
<tr>
<th>Filename</th>
<th>Description</th>
<th>Size</th>
<th>Category</th>
<th>Uploaded Date</th>
<th>Uploaded By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant Cost Summary.docx</td>
<td>Historical Cost summary</td>
<td>18.1 KB</td>
<td>Applicant Provided SOW/Cost Estimate</td>
<td>08/08/2018 09:27 AM CDT</td>
<td>Leghorn, Foghorn</td>
</tr>
<tr>
<td>Glenville PDMG0009 Pay Policy.docx</td>
<td>Payroll Policy</td>
<td>102.2 KB</td>
<td>Force Account Labor Pay Policy</td>
<td>06/30/2018 08:22 AM CDT</td>
<td>Leghorn, Foghorn</td>
</tr>
<tr>
<td>Report.docx</td>
<td>Facilities Maint Report</td>
<td>11.1 KB</td>
<td>Maintenance Record</td>
<td>05/23/2018 04:18 PM CDT</td>
<td>Lanneau, Peter</td>
</tr>
</tbody>
</table>

Click **Remove** to Delete document
Delete Document Confirmation Pop-Up Box

Click **Yes** to Delete document
Upload Documents to Projects

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

Step 1: Click **Applicant Event Profiles**

Step 2: Click the **Magnifying Glass**
Locate Event Project

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

Step 2: Click the **Magnifying Glass**
Upload Event Project Document

Click Upload
Upload Event Project Documents

Drag and drop files in the box OR click to select files to upload
Document Upload – Pop Up Box

Step 1: Click on the document to upload

Step 2: Click Open
Edit Project Document Information

Click Edit
Step 1: Change document name for better description name

Step 2: Add Document Description

Step 3: Select Category (Document Type)

Step 4: Click Save
Manage Documents in Projects

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

Step 1: Click Applicant Event Profiles

Step 2: Click the Magnifying Glass
Locate Event Project

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

Step 2: Click the **Magnifying Glass**

<table>
<thead>
<tr>
<th>Project #</th>
<th>Category</th>
<th>Title</th>
<th>Type</th>
<th>Process Step</th>
<th># Damages</th>
</tr>
</thead>
<tbody>
<tr>
<td>5054</td>
<td>G - Parks, Recreational Facilities, and Other Items</td>
<td>City Parks</td>
<td>Standard</td>
<td>Pending EEI Completion</td>
<td>3</td>
</tr>
<tr>
<td>5055</td>
<td>E - Buildings and Equipment</td>
<td>Maintenance Bldg</td>
<td>Standard</td>
<td>Pending EEI Completion</td>
<td>1</td>
</tr>
<tr>
<td>7446</td>
<td>E - Buildings and Equipment</td>
<td>Sheriff's Lab</td>
<td>Standard</td>
<td>Pending CRC Project Development</td>
<td>1</td>
</tr>
<tr>
<td>8415</td>
<td>C - Roads and Bridges</td>
<td>County Roads</td>
<td>Standard</td>
<td>Pending CRC Project Development</td>
<td>2</td>
</tr>
</tbody>
</table>
Manage Project Document
Edit Project Documents

Click Edit
Edit Project Documents Pop-Up Box

Step 1: Edit information

Click Save Changes
Remove Project Documents

Click Remove
Confirm Delete Project Documents Pop-Up Box

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

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

Click **Upload**
Upload Damage Documents

Drag and drop files OR click to select files to upload
Select Damage Document Upload – Pop Up

Step 1: Click to select the document to upload

Step 2: Click Open
Edit Damage Document Information

Click Edit
Add Document Description & Category Tag

Step 1: Add Document Description

Step 2: Select Document Category

Step 3: Click Save
Save Uploaded Document

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

Step 2: Click Upload Pending Documents
Manage Documents Uploaded to Damage Inventory
Applicant Event Profiles

Step 1: Click Applicant Event Profiles

Step 2: Click the Magnifying Glass
### Applicant Event Profile Damage Inventory

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

2. **Step 2:** Click **Options**
   - Select **View Damage Details**
Damage Details Documents Bar

Click Manage
Edit Damage Inventory Document

Click **Edit** to edit document information
Edit Damage Inventory Document

Step 1: Edit information

Step 2: Click Save Changes
Remove Damage Inventory Document

Click Remove
Remove Damage Inventory Document Confirmation Pop-Up Box

Click Yes
Upload Documents Using Document Uploader Wizard

Documents can be uploaded on all levels using the Document Wizard.
Step 1: Click **Utilities** to expand

Step 2: Click **Document Uploader**
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
Click on File to Select

Click Open
**Document Description And Category**

1. **Step 1:** Enter Document Description
2. **Step 2:** Click on Category and Select Document Type
3. **Step 3:** Click **Upload Document To Damage**
Upload Additional Documents

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

Click on **Click Here** to navigate to uploaded document location
Essential Elements of Information (EEI)

Answering EEI Questions
Applicant Event Profiles

Step 1: Click **Applicant Event Profiles**

Step 2: Click the **Magnifying Glass**
Locate Event Project

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

Step 2: Click the **Magnifying Glass**
Manage Project Essential Elements Of Information (EEI) Answers

Click Manage EEI Answers
Answer EEI Questions

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

Step 2: Click Yes or NO
Identify Required Documents

Hover mouse over green box to identify required documents
Save Answers To EEI Questions

Click Save
Answer Additional EEI Questions

Click to select additional EEI Questions
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
Locate Event Project

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

Step 2: Click the **Magnifying Glass**
Review Project Essential Elements Of Information (EEI) Answers

Click to expand Essential Elements of Information bar
Click **Options** then select **View EEI Details**
Review Project Essential Elements Of Information (EEI) Answers

Click Questions then review answers

If answers are incorrect, click Manage EEI Answers
Essential Elements of Information (EEI) Documents

Upload Required Documents
Applicant Event Profiles

Step 1: Click Applicant Event Profiles

Step 2: Click Magnifying Glass
Applicant Event PA Requests Profile

Scroll down to Projects bar
Locate Event Project

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

Step 2: Click the **Magnifying Glass**
Locate Essential Elements Of Information (EEI) Required Documents

Click to expand Required Documents tab
Attach Essential Elements Of Information (EEI) Required Documents

Step 1: Click the arrow to expanded all required documents

Step 2: Click Add
Attach Already Uploaded Document

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

Step 2: Click Attach Selected
**Upload New Document**

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

### Available Documents to Attach

<table>
<thead>
<tr>
<th>Source</th>
<th>Filename</th>
<th>Description</th>
<th>Category</th>
<th>Size</th>
<th>Uploaded Date</th>
<th>Uploaded By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization</td>
<td>DR_D07CA.jpg</td>
<td>Procurement Documents</td>
<td></td>
<td>11.4 KB</td>
<td>01/29/2010</td>
<td>Doe_Jane</td>
</tr>
<tr>
<td>Category E</td>
<td>Maint_Record.doc</td>
<td>Facility Maintenance Records</td>
<td></td>
<td>11.2 KB</td>
<td>06/06/2018</td>
<td>Loughm. Foghorn</td>
</tr>
</tbody>
</table>
Upload New Document – Pop-Up Box

Step 1: Click to select file

Step 2: Click Save
Selected Document – Pop Up Box

![Grants Portal interface](image)

**Selected Documents to Attach**

<table>
<thead>
<tr>
<th>Filename</th>
<th>Description</th>
<th>Size</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Timesheets.docx</td>
<td></td>
<td>11.3 KB</td>
<td>Force Account Labor Payroll / Timesheets</td>
</tr>
</tbody>
</table>

**Available Documents to Attach**

- **Source:** All
- **Category:** Force Account Labor Payroll / Timesheets

- **File Name:** Timesheets.docx
  - **Description:** Timesheets for Road Damage for June
  - **Size:** 11.3 KB
- **Uploaded By:** Crocker, Betty
- **Uploaded On:** 06/12/2019 12:08 PM AST

**Click Attached Selected**
Remove Documents from EEI

Click Remove
Essential Elements of Information (EEI)
Add Comment To EEI

Click Add
Add Comments to EEI

Click +Add
Add Comment to EEI Question Pop-Up Box

Step 1: Type Comment

Step 2: Select Type of Comment

Step 3: Click Save
Verified Attached Comment

Click on Comment to review

Note number of Comments Added
View/Edit or Remove EEI Comment Pop-Up Box

Step 1: Click **Options**

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

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

Green Check confirms documents are attached
Confirm Uploading Documents

Green Checks confirms documents are attached
Click Submit To FEMA
Submit to FEMA – Pop up

Click Submit
Identify Tasks to Complete
Identify Tasks to Complete

Click Notification Bell
Review Task to Complete

Click Review
Locating Tasks Without Bell Notification

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**
Sign Damage Inventory

Step 1: Click **Options**

Step 2: Click **Sign Damage Inventory**
Scroll Down while Reviewing Damage Inventory

<table>
<thead>
<tr>
<th>Damage #</th>
<th>Event</th>
<th>Project</th>
<th>Category</th>
<th>Name</th>
<th>Damage Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>27641</td>
<td>4332DR-TX</td>
<td>Unassigned</td>
<td>C</td>
<td>COUNTY ROAD 95</td>
<td>200LF WASHOUT</td>
</tr>
<tr>
<td>89975</td>
<td>4332DR-TX</td>
<td>Unassigned</td>
<td>G</td>
<td>South End Park</td>
<td>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</td>
</tr>
<tr>
<td>108148</td>
<td>4332DR-TX</td>
<td>Unassigned</td>
<td>E</td>
<td>Police Vehicles</td>
<td>5 police interceptors vehicles was submerged in 10 Foot of flood water.</td>
</tr>
<tr>
<td>124491</td>
<td>4332DR-TX</td>
<td>Unassigned</td>
<td>E</td>
<td>Police State</td>
<td>Roof damage to the police station. Water damage to three offices.</td>
</tr>
</tbody>
</table>
### Sign Damage Inventory

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

Showing 1 to 25 of 26 entries

**Sign Document**

**SIGNATURE**

Signature here

**DATE**

08/11/2018

Click To Sign
Add Signature

Step 1: Type Name
Step 2: Select Font
Step 3: Enter Password
Step 4: Click Sign
Submit Signed Damage Inventory
Late Damage
Inventory Submission
Applicant Event Profiles

Step 1: Click Applicant Event Profiles

Step 2: Click Magnifying Glass
Applicant Event Profile

Click Manage
## Manage Damage Inventory

### Applicant Event Profile: Manage Damage Inventory

#### Damage Inventory

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

**Click Add Damage**
Select Damage Type Pop-Up Box

Select **Standard Damage**
Add Damage Information

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

Step 2: Click **Save**
Add Damage Information After Signed Inventory

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

Step 2: Click Save.

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.
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
Scroll down to Damage Description and Dimensions bar
Review Damage Description & Dimensions (DDD)

Step 1: Expand the Damage Description & Dimensions bar

Step 2: Review DDD
Project Details

Click **Send Back** if changes are needed

Click **Sign DDD** to approve
project signature

Click on
Click to Sign
Enter Signature & Style

Step 1: Type Name

Step 2: Select Signature Font Style

Step 3: Enter Password

Step 4: Click Sign
Submit Signed Project

Click Submit
Confirm Signed Project Submittal

Click Yes
Sign Project Scope and Cost

Must have the proper roles to perform this task
Step 2: Click **Review** next to the Project you need to sign
This project is pending Applicant Scope & Cost Approval.

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

**General Information**

- **Project #**: 8132
- **Category**: C - Roads and Bridges
- **Title**: Damaged Roads
- **Type**: Standard
- **Status**: Active
- **Process Step**: Pending Applicant Scope & Cost Approval

**Applicant**

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

**Event**

- **4332DR-TX (4332DR)**

**Recipient Region**

- **Region 7**

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

Expand *Scope & Cost Summary* bar

Review Scope

Police, Fire and Operations Department

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

Grants Portal

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

My Tasks
Calendar
Utility

Essential Elements of Information
Damage Description and Dimensions

Scope & Cost Summary

<table>
<thead>
<tr>
<th>Code</th>
<th>Quantity</th>
<th>Unit</th>
<th>Total Cost</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>9007 (Labor)</td>
<td>3000</td>
<td>Hour</td>
<td>$120,000.00</td>
<td>Completed</td>
</tr>
<tr>
<td>9008 (Equipment)</td>
<td>1</td>
<td>Lump Sum</td>
<td>$190,000.00</td>
<td>Completed</td>
</tr>
<tr>
<td>9009 (Material)</td>
<td>20</td>
<td>Each</td>
<td>$3,500.00</td>
<td>Completed</td>
</tr>
</tbody>
</table>

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

Showing 1 to 3 of 3 entries
Sign Project

Click **Sign Scope & Cost**
Scroll down to the Sign Document bar.
Applicant DDD Scope & Cost Approval
Sign Project DDD Scope & Cost Pop Up Box

Step 1: Type Name

Step 2: Select Signature Font Style

Step 3: Enter Password

Step 4: Click Sign
Submit Signed Project

- 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

<table>
<thead>
<tr>
<th>SIGNATURE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yosemite Sam</td>
<td>11/09/2017</td>
</tr>
</tbody>
</table>

Click Submit
Submit Signed Project Pop-Up Box

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.

Click Yes

Submit

Cancel
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**
Locate Event Project

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

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

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

---

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

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

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

Click Scope tab
Add Project Scope

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

Click Add Scope
Enter Scope Of Work

Step 1: Enter Scope of Work

Step 2: Click Save Scope
Review/Edit Scope Of Work

- Click **Complete This Scope**
- Click **Edit Scope** if any changes or additions are needed.
Rework/Edit Completed Scope of Work

Click Unlock For Rework to Edit the Scope of Work
Add Project Cost

Step 1: Click **Add Cost** tab

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

Step 3: Select Cost Source
Enter Cost Information Pop-Up Box

Step 1: Select FEMA Cost Code

Step 2: Enter the Cost Description

Step 3: Enter Quantity

Step 4: Select Unit

Step 5: Enter Unit Price

Step 6: Enter City Adjustment Factor (if applicable)

Step 7: Click Add Item
Edit/Remove Cost Line Item

Step 1: Click Options

Step 2: Click **Edit** or **Remove** Cost
Complete Scope And Cost

**Portal**

### Complete And Lock

Click **Complete And Lock**

**Work Completed Permanent Items**
- Total Cost: $0.00

**Work To Be Completed Permanent Items**
- Total Cost: $193,104.00
  - Dell Inc.: $148,500.00
  - Office Plus Inc.: $44,604.00

**Work Completed Non-Permanent Items**
- Total Cost: $0.00

**Work To Be Completed Non-Permanent Items**
- Total Cost: $0.00

**GROSS COST**: $193,104.00
Manage Scope & Cost

Click **Unlock For Rework** to make any changes
### Manage Scope & Cost

**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 FGMA for validation, click the ‘Go Back’ button.**

#### Work Completed Permanent Items

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost Code</th>
<th>Estimate Type</th>
<th>Qty</th>
<th>Units</th>
<th>Unit Price</th>
<th>City Adj Factor</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dell Inc.</td>
<td>9001</td>
<td>Contract/Vendor Costs</td>
<td>1</td>
<td>Lump Sum</td>
<td>$148,500.00</td>
<td>1</td>
<td>$148,500.00</td>
</tr>
<tr>
<td>Office Plus Inc</td>
<td>9001</td>
<td>Contract/Vendor Costs</td>
<td>1</td>
<td>Lump Sum</td>
<td>$44,604.00</td>
<td>1</td>
<td>$44,604.00</td>
</tr>
</tbody>
</table>

**Total: $193,104.00**

---

**Click Go Back**

---

**Return to Project**
Submit Scope and Cost to FEMA

Portal

Project

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 found above or in the same summary section below.

If you need help, you can request FEMA completes the development of the Scope & Cost.

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

Click Submit For Validation

General Information

PROJECT # 17536
CATEGORY G - Parks, Recreational Facilities, and Other Items
TITLE Roberts Park Ballfield
TYPE Standard
STATUS Active

APPLICANT Glenville - PDMG0009 - 4332DR (4332DR - 9)
EVENT 4332DR-TX (4332DR)
RECIPIENT REGION Region 7
Confirm Submit For Validation Pop-Up Box

Click Yes
Subscribing To Projects

When you want email notification on certain projects.
My Projects

Step 1: Expand My Organization

Step 2: Click Projects

Step 3: Click Magnifying glass to select a project
Subscribe to a Project

Click **Options** and select **Subscribe**
Subscription Notification Setting

Step 1: Click to select Notification action

Step 2: Click Subscribe

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

Click **Options** then select **Modify Subscription**
Modify or Unsubscribe Pop-Up Box

Step 1: Click to check/uncheck Subscription setting

Step 2: Click Unsubscribe to remove notifications

Step 2: Click Modify to change notifications
Unsubscribe Confirmation Pop-Up Box

Click Unsubscribe
Request For Information (RFI)
My Tasks

Step 1: Click My Tasks and select Tasks

Step 1: Click Notification Bell

Step 2: Click Review to select the RFI
Request For Information

**General Information**

<table>
<thead>
<tr>
<th>RFI #</th>
<th>RFI-PRJ-152</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event</td>
<td>4332DR-TX (4332DR)</td>
</tr>
<tr>
<td>Deadline</td>
<td>05/05/2018</td>
</tr>
<tr>
<td>Recipient Region</td>
<td>Region 7</td>
</tr>
<tr>
<td>Applicant</td>
<td>Glenville - PDMG0009 - 4332DR (4332DR - 9)</td>
</tr>
<tr>
<td>Project</td>
<td>[18088] DAC</td>
</tr>
</tbody>
</table>

Note: The deadline to respond to the RFI

**Step 1: Expand Additional Information bar**

Provided FA Labor documents.

**Step 2: Scroll Down to Line Items bar**
Upload Documents For RFI Request

Step 1: Expand Line Items bar

Step 2: Click Upload Line Document
Select RFI Specific Line Item

Step 1: Expand Line Items bar

Step 2: Click Options

Step 3: Click Upload RFI Line Document
Drag and drop a file, or click to box to select a file.

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

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

Step 1: Add Document Description

Step 2: Click Save
Line Item RFI Document Pending Upload

- Click or Drag and Drop to upload additional documents
- Edit or Remove uploaded document, if necessary
- Click Upload Pending Documents
Confirm Line Document Upload

Step 1: Expand the Documents bar

Step 2: Confirm Uploaded Document

Step 3: Scroll to the top of the page
Submit RFI Response

Click Submit RFI Response
Submit RFI Response Pop-Up Box

Click Yes
Respond to a Request For Information (RFI)

Documents
Not Available
## Record Line Response

### Portal

#### Additional Information
Provide FA Labor documents.

#### Contacts

#### Line Items

<table>
<thead>
<tr>
<th>Line Item #</th>
<th>Type</th>
<th>Reason</th>
<th># Documents</th>
<th>Response</th>
<th>Response By</th>
<th>Responded On</th>
<th>PDMG Verification Date</th>
<th>CRC Verification Date</th>
<th># Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Force Account</td>
<td>Please Provide FA Labor Documents</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>

Click **Record Line Response**

10 rows showing 1 to 1 of 1 entries.
Add Line Response

Step 1: Select Line Item

Step 2: Type Response

Step 3: Click Save
Confirm Line Response

Confirm Line Response in the response column

<table>
<thead>
<tr>
<th>Line Item #</th>
<th>Type</th>
<th>Reason</th>
<th># Documents</th>
<th>Response</th>
<th>Response By</th>
<th>Responded On</th>
<th>PDMG Verification Date</th>
<th>CRC Verification Date</th>
<th># Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Procurement</td>
<td>Missing bid procedure documents</td>
<td>1</td>
<td>Procurement documents are unavailable due to the destruction of our record archives by the event.</td>
<td>Leghorn, Foghorn</td>
<td>11/09/2017 05:09</td>
<td></td>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>
Edit Line Response

Step 1: Click **Options**

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

Additional Information

Need procurement procedures/bid documents for contract.

Contacts

Line Items

<table>
<thead>
<tr>
<th>OPTIONS</th>
<th>Procurement</th>
<th>Mission</th>
<th>RFI</th>
<th>Response</th>
<th>Response By</th>
<th>Responded On</th>
<th>PDMG Verification Date</th>
<th>CRC Verification Date</th>
<th># Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Upload RFI Line Document
- Edit RFI Line Response
- Remove RFI Line Response
- View RFI Line Documents
- View RFI Line Responses
- Start Discussion
Edit Line Response – Pop Up

Step 1: Click to edit response

Step 2: Click Save
Remove Line Response

Step 1: Click Options

Step 2: Click Remove RFI Line Response
Remove Line Response Pop-Up Box

<table>
<thead>
<tr>
<th>Line Item #</th>
<th>Type</th>
<th>Reason</th>
<th># Documents</th>
<th>Response</th>
<th>Responded On</th>
<th>PDMG Verification Date</th>
<th>CRC Verification Date</th>
<th># Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Procurement</td>
<td>Missing bid procedure documents</td>
<td>1</td>
<td>1</td>
<td>November 9, 2017</td>
<td>9/2017 05:09</td>
<td>9/2017 05:09</td>
<td>1</td>
</tr>
</tbody>
</table>

**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

**Click Remove**
Submit Line Response

Scroll to the top of the page
## Request for Information RFI-PRJ-152

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

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

### General Information

<table>
<thead>
<tr>
<th>RFI #</th>
<th>RFI-PRJ-152</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEADLINE</td>
<td>05/05/2018</td>
</tr>
<tr>
<td>STATUS</td>
<td>Pending Applicant Response</td>
</tr>
</tbody>
</table>

### Event Details

- **Event:** 4332DR-TX (4332DR)
- **Recipient Region:** Region 7
- **Applicant:** Glenville - PDMG0009 - 4332DR (4332DR - 9)
- **Project:** [18088] DAC

---

**Additional Information**

Provide FA Labor documents.

---

**Contacts**
Submit RFI Response Pop-Up Box

Click Yes
Sign Recovery Transition Meeting (RTM)
Locate Pending RTM Approval

Step 1: Click Applicant Event Profile

Step 2: Click Magnifying Glass
Applicant Event Profile

Click Review RTM or Sign RTM Report
Review RTM Information Tabs

Click each tab to review information
Sign RTM

Click Sign RTM
Review RTM and Certify

Sign Recovery Transition Meeting

Please review and sign

The PDMS 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 projects 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.

Signature here

Click on Click To Sign

DATE 11/09/2017
RTM Signature – Pop Up Box

Step 1: Type Name

Step 2: Select Signature Font Style

Step 3: Type Password

Step 4: Click Sign
Submit Signed RTM

Portal

Sign Recovery Transition Meeting

Please review and sign

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

- The Applicant must maintain complete records and cost documentation for all approved work for at least three years from the date the Applicant’s grant is officially closed. The Recipient may require Applicants to maintain records for longer.
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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: Mennoel Oz

DATE: 11/09/2017

Click Submit
Add Tiles to Dashboard
Add Event

Click Applicant Event Profiles

Click magnifying glass on Event
Add Event

Click Yellow Star
Locate New Tile

Click Dashboard
Locate New Tile

Click on tile to go to Applicant Event Profile
Remove Tile

Click on white X on tile
Widgets

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

Click on **Intelligence** and select **Widgets**
Select Widget

- Click on **Add to Dashboard**
Select Criteria for Widget To Track

Step 1: Click to select Event

Step 2: Click Add
Locate Widget on Dashboard

Click on Dashboard
Locate Widget on Dashboard

Click on any item
Help, Feedback, Release Notes, and Sign Out
Locate Help Information

Click on Name and Select Help
Locate Help Information

Click Request Assistance for Current Page
Instructions For Provide Feedback

Instructions for change requests.

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

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

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

Click Close
Release Notes – Changes to Grants Portal

Click on Name and Select Release Notes
Release Notes Pop-Up Box

Click **Close** at the bottom of screen or the **X** at the top of screen.
Sign Out of Grants Portal

Click on Name and Select **Sign Out**
Grants Portal Hotline for Assistance:

(866) 337-8448