Table of Contents

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

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

USERNAME
maureen

CHOOSE A PASSWORD
**************

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
Almost done!
Now create a security question in case you forget your password

Step 1: Select Security Question and Answer
Step 2: Click Next
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!

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

Click Return to Login Screen
Enter User Name and NEW Password
Privacy Notice Pop-Up


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 – 014 General Information Technology Access Account Records System of Records 74 FR 49882 (September 21, 2009) upon written request, by agreement, or as required by law. The Department’s full list of records notices can be found on the Department’s website at: http://www.dhs.gov/records-notices-soms.

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

Click Accept
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
### Manage Personnel

<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><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 Primary PA Coordinator</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 Alternate PA Coordinator Personnel Manager</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Showing 1 to 5 of 5 entries

[Click Create]
Complete Personnel Information

Step 1: Complete Information

Step 2: Click Save
Provide Roles to Personnel

### Manage Personnel

<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>Coyote</td>
<td>Wife</td>
<td>E</td>
<td></td>
<td><a href="mailto:ecoyote@glenville.gov">ecoyote@glenville.gov</a>, Work</td>
<td></td>
</tr>
<tr>
<td>Doe</td>
<td>Jane</td>
<td></td>
<td>Alternate PA Coordinator Authorized Representative</td>
<td><a href="mailto:56720.Jane@PDMG00009.gov">56720.Jane@PDMG00009.gov</a>, Work</td>
<td>(555) 555-555, Work (Cell)</td>
</tr>
<tr>
<td>Doe</td>
<td></td>
<td></td>
<td>Authorized Representative Primary PA Coordinator</td>
<td><a href="mailto:59313.John@PDMG00009.gov">59313.John@PDMG00009.gov</a>, Work</td>
<td>(555) 555-555, Work (Cell)</td>
</tr>
<tr>
<td>Leghorn</td>
<td>Foghorn</td>
<td></td>
<td>Organization Admin Primary PA Coordinator</td>
<td><a href="mailto:fghorn.leghorn@glenville.gov">fghorn.leghorn@glenville.gov</a>, Work</td>
<td></td>
</tr>
<tr>
<td>Wayne</td>
<td>Bruce</td>
<td></td>
<td>Account Manager Alternate PA Coordinator Personnel Manager</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

10 showing 1 to 6 of 6 entries

- Click Manage
### Manage Personnel

#### General Information
- **NAME**: Coyote, Wile
- **TITLE**: Vice Mayor
- **PRIMARY ORG**: Glenville - PDMG0009 - 4332DR (4332DR - 9)
- **PERSONNEL STATUS**: Available

#### User Information
- **USERNAME**: ecoyote@glenville.gov
- **ACCOUNT STATUS**: Active
- **ACCOUNT LOCKED?**: No
- **LAST LOGIN**: --
- **PASSWORD LAST SET**: 10/28/2017 8:33 am

#### Roles
- **System Roles**
- **Organization Roles**: Glenville - PDMG0009 - 4332DR (4332DR - 9)

---

**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
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

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
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

---

### My Organization Profile

#### Manage Locations

<table>
<thead>
<tr>
<th>Address</th>
<th>Suite/Apt</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
<th>County</th>
<th>IS Primary?</th>
</tr>
</thead>
<tbody>
<tr>
<td>345 Banana Road</td>
<td></td>
<td>Bananatown</td>
<td></td>
<td>32054</td>
<td></td>
<td>Yes</td>
</tr>
</tbody>
</table>

Click ADD

---

Showing 1 to 1 of 1 entries
Enter Facility Location Pop-up Box

Step 1: Enter Address

Step 2: Click Save
Manage Locations

Click Save

<table>
<thead>
<tr>
<th>Address</th>
<th>State/Apt</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
<th>Is Primary?</th>
</tr>
</thead>
<tbody>
<tr>
<td>123 Main St.</td>
<td></td>
<td>Houston</td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>1309 Rutherford Lane</td>
<td></td>
<td>Austin</td>
<td>Texas</td>
<td>78753</td>
<td>No</td>
</tr>
</tbody>
</table>

Showing 1 to 2 of 2 entries
Register Organization from Recipient Invitation
Organization Information from Recipient Invitation

Let's register your organization!
Please follow along in the wizard below.

Step 1: Enter DUNS Number
Step 2: Click Next
Enter Contact Information

Step 1: Enter Contact Information

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

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

Organization Information

REQUESTING ORGANIZATION
Georgia Emergency Management Agency

NAME
Test, City of

TYPE
City or Township
Government

Click Next
Submit Information

Grants Portal

ZIP CODE: 30067
COUNTY: Dougherty County

Counties with Facility
COUNTIES:
- Baldwin County,
- Bartow County, Berrien County,
- Ben Hill County,
- Dooly County,
- Douglas County,
- Dougherty County

Click Submit
Confirmation of Submittal

Your access request has been submitted!
You will be contacted once your request has been approved.
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)
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.

Click hyperlink “Please click here to begin RPA submission 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.
Request Public Assistance

1. Select Event
2. Select Yes or No
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**: *

---

**Step 1:** Select Primary Contact

**Step 2:** Select Alternate Contact

**Step 3:** Click **Next**
### Verify/Change Primary Location & Mailing Address

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

<table>
<thead>
<tr>
<th>Primary Location</th>
<th>CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>3857 Old Bloomingdale</td>
</tr>
<tr>
<td>City</td>
<td>Troy</td>
</tr>
<tr>
<td>State</td>
<td>Colorado</td>
</tr>
<tr>
<td>Zip</td>
<td>21938</td>
</tr>
<tr>
<td>County</td>
<td>San Miguel County</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Mailing Address</th>
<th>CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>3857 Old Bloomingdale</td>
</tr>
<tr>
<td>City</td>
<td>Troy</td>
</tr>
<tr>
<td>State</td>
<td>Colorado</td>
</tr>
<tr>
<td>Zip</td>
<td>21938</td>
</tr>
<tr>
<td>County</td>
<td>San Miguel County</td>
</tr>
</tbody>
</table>

#### Step 3: Click Next

Click Next to proceed with the changes.
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.

Step 1: Enter Additional information/Comments

Step 2: Click Next
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.
Private Non-Profit
Submit Request For
Public Assistance (RPA)
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

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)
Participated in PDA?: Yes

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: Wanga, Angelic
- Title: Administrator
- Email: angellcw@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

Request Public Assistance

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
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
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

CAUTION: Document will be uploaded to the Organization Profile.

Filename: Deed.docx
Description: Deed
Types: All
Category: General Documents

Warning: Sensitive personally identifiable information (PII) WARNING

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

Does the PNP organization have the legal responsibility to protect PII?
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.

Step 1: Review Information

Step 2: Click Next
Step 1: Review Information

Step 2: Click Submit
Congratulations Screen

☑️ Request Public Assistance

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

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

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

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

1. Click **My Organization**
2. Click arrow on **Applicant Event Profiles** to expand
3. Click the **Magnifier glass** to select the event

---

<table>
<thead>
<tr>
<th>Job #</th>
<th>Name</th>
<th>Status</th>
<th>Process Step</th>
<th>FEMA# Assigned</th>
<th># Projects</th>
<th># Damages</th>
<th># Work Orders</th>
</tr>
</thead>
<tbody>
<tr>
<td>40375P</td>
<td>Joseph D.</td>
<td>Pending Dose Completion</td>
<td><em>Avila, Joseph D.</em></td>
<td>3</td>
<td>22</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>
### Applicant Event Profile

**FEMA PA CODE**: 00-867

**NAME**: Pair City Museum

**TYPE**: Nonprofit with 501c3 IRS Status

**PNP TYPE**: Museum

**STATUS**: Eligible

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

**PROCESS STEP**: Pending RSM Completion

---

### Event Information

**JOB #:** 4332DR

**EVENT NAME**: 4332DR-TX

**EVENT TYPE**: Disaster

**INCIDENT TYPE**: Hurricane

**INCIDENT LEVEL**: 1

**INCIDENT START DATE**: August 23, 2017

---

[Scroll down to PNP Information Bar]
PNP Information Bar

Step 1: Click to expand bar

Step 2: Click **SBA Loan Tab**

Step 3: Click **Manage** on SBA Loan Documents
Click Add 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
Click page icon to go back to Event Profile page

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

Click **Remove** to delete Document
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.
SBA Loan Determination Questions

Step 1: Answer ALL Questions

Step 2: Save
Confirm SBA Loan Information Questions

Step 1: Expand PNP Information bar

Step 2: Click SBA Loan tab

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

Step 1: Click **My Organization**

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

<table>
<thead>
<tr>
<th>PROCESS STEP</th>
<th>Pending Grant Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>As of September 15th, 2017 1:55 PM CDT</td>
</tr>
</tbody>
</table>

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

**Step 2:** Click **Manage**
Click Import then select Download Template
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>
</table>
Complete each column then save on your computer.

DO NOT CHANGE TEMPLATE OR SKIP LINES.
Click **Import** and select **Upload 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
Step 1: Check Errors & Warnings

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

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>Copy of Grants Manager Damage Import Template - Glenville - PDMG0125 - 4332DR (4332DR - 125).xlsx</td>
<td>10/30/2017 01:46 PM CDT</td>
<td>Sam, Yosemite</td>
<td>Grants Manager Damage Inventory Import Result 2017-10-30.xlsx</td>
<td>Processed</td>
</tr>
<tr>
<td>10/30/2017 01:30 PM CDT</td>
<td>Sam, Yosemite</td>
<td>Copy of Grants Manager Damage Import Template - Glenville - PDMG0125 - 4332DR (4332DR - 125).xlsx</td>
<td>10/30/2017 01:35 PM CDT</td>
<td>Sam, Yosemite</td>
<td>Grants Manager Damage Inventory Import Result 2017-10-30.xlsx</td>
<td>Rejected</td>
</tr>
<tr>
<td>10/30/2017 01:20 PM CDT</td>
<td>Sam, Yosemite</td>
<td>Copy of Grants Manager Damage Import Template - Glenville - PDMG0125 - 4332DR (4332DR - 125).xlsx</td>
<td>10/30/2017 01:28 PM CDT</td>
<td>Sam, Yosemite</td>
<td>Grants Manager Damage Inventory Import Result 2017-10-30.xlsx</td>
<td>Rejected</td>
</tr>
<tr>
<td>09/15/2017 12:51 PM</td>
<td>PDMG0125</td>
<td>Copy of THOMASVILLE Damage</td>
<td>09/15/2017 12:52 PM</td>
<td>PDMG0125</td>
<td>Grants Manager Damage</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
Scroll down to Damage Inventory Bar

Click Manage
To add a single damage, click the "ADD DAMAGE" button.

### 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>[B415]</td>
<td>Flood</td>
<td>1259 OLD RIVER ROAD, AGFA, Georgia 26589</td>
</tr>
<tr>
<td>27638</td>
<td>C</td>
<td>COUNTY ROAD 56</td>
<td>400LF WASHOUT</td>
<td>[B415]</td>
<td>Flood</td>
<td>1259 OLD RIVER ROAD, AGFA, Georgia 26589</td>
</tr>
<tr>
<td>27640</td>
<td>C</td>
<td>COUNTY ROAD 35</td>
<td>250LF WASHOUT</td>
<td>[19116]</td>
<td>Flood</td>
<td>1259 OLD RIVER ROAD, AGFA, Georgia 26589</td>
</tr>
<tr>
<td>27641</td>
<td>C</td>
<td>COUNTY ROAD 35</td>
<td>200LF WASHOUT</td>
<td>Unassigned</td>
<td>Flood</td>
<td>1259 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>[5056]</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>[5056]</td>
<td>Flood</td>
<td>1954 POSSUM BACK BRANCH, AGFA, Georgia 26589</td>
</tr>
</tbody>
</table>
Select Damage Type

Click **Standard Damage**
Add Damaged Site Information

**Step 1:** Complete Information

<table>
<thead>
<tr>
<th>Category</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td></td>
</tr>
</tbody>
</table>

**Step 2:** Click Save

<table>
<thead>
<tr>
<th>Damage Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cause of Damage</td>
<td></td>
</tr>
<tr>
<td>Prior PA Event?</td>
<td></td>
</tr>
</tbody>
</table>

**Location Information**

<table>
<thead>
<tr>
<th>Location</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Address</td>
<td></td>
</tr>
<tr>
<td>Building / Suite</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td></td>
</tr>
<tr>
<td>Florida</td>
<td></td>
</tr>
<tr>
<td>Zipcode</td>
<td></td>
</tr>
</tbody>
</table>

**Work Information**

<table>
<thead>
<tr>
<th>% Work Complete</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approximate Cost</td>
<td></td>
</tr>
<tr>
<td>Labor Type</td>
<td>Select</td>
</tr>
<tr>
<td>Applicant Priority</td>
<td>Select</td>
</tr>
</tbody>
</table>

[Image of the Grants Portal interface with annotations indicating the steps: Step 1: Complete Information and Step 2: Click Save]
Edit Damage Inventory
Applicant Event Profiles

Step 1: Click **Applicant Event Profiles**

Step 2: Click **Magnifying glass**
Scroll down to **Damage Inventory Bar**

Click **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>[6416] 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 75</td>
<td>400LF WASHOUT</td>
<td>[6416] 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 75</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 POISSUM 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 POISSUM BACK BRANCH, AGFA, Georgia 26589</td>
</tr>
</tbody>
</table>

*Click Edit*
**Edit Damage Information**

**Step 1: Edit Information**
- **Category:** Buildings and Equipment
- **Name:** Spurt
- **Description:** 300 SF of roof damage. 30x 500 SF offices with water damage from 3FT of standing water. Office equipment damaged in three rooms.
- **Cause of Damage:** Hurricane
- **Location Information:**
  - **Address:** 1609 Rutherford Lane
  - **City:** Austin
  - **State:** Texas
  - **ZIP:**

**Step 2: Click Save**
Upload Documents
Upload Insurance Documents in Organization Profile
Step 1: Click My Organization

Step 2: Click Organization Profile

Step 3: Click 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
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

1. Click Organization Profile
2. Click Upload
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
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
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>Name</th>
<th>Category</th>
<th>Size</th>
<th>Uploaded Date</th>
<th>Uploaded By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Force Account Payroll/Timesheets/Force Account Summary</td>
<td>11.2 KB</td>
<td>05/23/2018 11:26 AM CDT</td>
<td>Laphorn, Foghorn</td>
<td></td>
</tr>
<tr>
<td>Uniform YD802-09 Pay Policy.doc</td>
<td>Employee Payroll policy</td>
<td>11.2 KB</td>
<td>08/01/2018 03:21 PM CDT</td>
<td>Laphorn, Foghorn</td>
</tr>
<tr>
<td>Insurance Policy.doc</td>
<td>Wind and Fire Policy</td>
<td>11 KB</td>
<td>05/23/2018 10:15 AM CDT</td>
<td>Laphorn, Foghorn</td>
</tr>
</tbody>
</table>

Showing 1 to 3 of 3 entries

**Click Edit**
Edit Name

Step 1: Edit information

Step 2: Click Save Changes
## 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 12-31-2020.jpg</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></td>
</tr>
<tr>
<td>Insurance policy.docx</td>
<td></td>
<td>11.4 KB</td>
<td>Insurance Policy</td>
</tr>
</tbody>
</table>

To remove a file, click the "Remove" button next to the file in the table. For example, click the "Remove" button for the "General Insurance Expires 12-31-2020.jpg" file.
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
Click **Upload**
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
Edit Document Information – Pop Up Box

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

1. **Step 1: Click Applicant Event Profiles**
   - Click on the Applicant Event Profiles tab in the Grants Portal.

2. **Step 2: Click the Magnifying Glass**
   - Use the search function to find the specific event.

---

<table>
<thead>
<tr>
<th>Event #</th>
<th>Event Name</th>
<th>Recipient Region</th>
<th>County</th>
<th>Status</th>
<th>Process Step</th>
<th># Project(s)</th>
<th># Damages</th>
<th># Work Orders</th>
<th>CRC Gross</th>
<th>CRC Net</th>
<th>Pending</th>
</tr>
</thead>
<tbody>
<tr>
<td>4323DR</td>
<td>4323DR-TX</td>
<td>Region 7</td>
<td>Houston County</td>
<td>Eligible</td>
<td>Pending Grant Completion</td>
<td>12</td>
<td>28</td>
<td>11</td>
<td>$228,104.00</td>
<td>$228,104.00</td>
<td>$228,104.00</td>
</tr>
</tbody>
</table>

---

130
Click Manage
Click Edit
Edit Applicant Event Profile Document

Step 1: Edit information

Step 2: Click Save Changes
### 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 SOH/Cost Estimate</td>
<td>08/06/2018 09:27 AM EDT</td>
<td>Lephorn, Foghorn</td>
</tr>
<tr>
<td>Glenville-PDMG099 Pay Policy.docx</td>
<td>Payroll Policy</td>
<td>102.2 KB</td>
<td>Force Account Labor Pay Policy</td>
<td>08/30/2018 09:22 AM EDT</td>
<td>Lephorn, Foghorn</td>
</tr>
<tr>
<td>Rent Report.docx</td>
<td>Facilities Maint Report</td>
<td>11.1 KB</td>
<td>Maintenance Record</td>
<td>05/25/2018 04:10 PM EDT</td>
<td>Lanneau, Peter</td>
</tr>
</tbody>
</table>

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

Confirm Delete

Are you sure you would like to remove this document?

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

Step 2: Click the **Magnifying Glass**
Click Upload
Drag and drop files in the box OR click to select files to upload.
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.
Step 1: Click Applicant Event Profiles

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
Click Manage
Edit Project Documents

![Grants Portal interface with a table showing project documents]

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

Click Edit
Edit Project Documents Pop-Up Box

Step 1: Edit information

Click Save Changes

Filename: Smith Road Culvert.docx
Description: Inspection conducted on June 18
Types: All
Category: General Photos/Maps/Sketches, Photo
### Project 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>Smith Road Culvert.docx</td>
<td>Inspection conducted on June 18</td>
<td>11.4 KB</td>
<td>Photo</td>
<td>06/04/2019 11:48 AM</td>
<td>Crockier, Betty</td>
</tr>
</tbody>
</table>

**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**
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
- Filename: Timesheets.docx
- Description: Timesheets for Road Crew for June

Step 2: Select Document Category
- Category: Force Account Labor Payroll / Timesheets

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**

<table>
<thead>
<tr>
<th>Event</th>
<th>Event Name</th>
<th>Region</th>
<th>County</th>
<th>Status</th>
<th>Process Step</th>
<th># Projects</th>
<th># Damages</th>
<th># Work Orders</th>
<th>CRC Gross</th>
<th>CRC Net</th>
<th>Pending Grant Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>4332DR</td>
<td>4332DR-TX</td>
<td>Region 7</td>
<td>Houston County</td>
<td>Eligible</td>
<td>Pending Grant Completion</td>
<td>12</td>
<td>28</td>
<td>11</td>
<td>$228,104.00</td>
<td>$228,104.00</td>
<td>$228,104.00</td>
</tr>
</tbody>
</table>
Step 1: Expand the **Damage Inventory** bar

Step 2: Click **Options**
Select **View Damage Details**
Click Manage
Click Edit to edit document information
Edit Damage Inventory Document

Step 1: Edit information

Step 2: Click Save Changes
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

**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 ![arrow](image) 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.

Click the Add Document button to complete the upload.

**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**

<table>
<thead>
<tr>
<th>Organization</th>
<th>Bananatown</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant Event Profile</td>
<td>4337DR-FL (4337DR)</td>
</tr>
<tr>
<td>Project</td>
<td>Search for project...</td>
</tr>
<tr>
<td>Damage</td>
<td>Search for damage...</td>
</tr>
</tbody>
</table>

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

(Max Size: 100MB)
Click on File to Select

Click Open
Step 1: Enter Document Description

Step 2: Click on Category and Select Document Type

Step 3: Click Upload Document To Damage
Click on **Click Here** to navigate to uploaded document location

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

Step 2: Click the **Magnifying Glass**

---

<table>
<thead>
<tr>
<th>#</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 EII 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 EII 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 Essential Elements Of Information (EEI) Answers

Click Manage EEI Answers
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

![Grants Portal](image)

**Project Brief Description**

No Project Brief Description have been provided.

**Provide EEI Answers and Required Documents**

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

**EEI Questions**

<table>
<thead>
<tr>
<th>EEI Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>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?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Does the Applicant wish to participate in Small Project Self-Certification of completed work?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Was the work performed by:**

<table>
<thead>
<tr>
<th>Sub-question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1 Force account labor/Applicant's own employees?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.1.1 Force account labor/Applicant's own employees?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Regular hours the Applicant is claiming | 125 |
| Overtime hours the Applicant is claiming | 125 |

**Submit to FEMA**
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

<table>
<thead>
<tr>
<th>Event</th>
<th>Event Name</th>
<th>Recipient</th>
<th>Region</th>
<th>County</th>
<th>Status</th>
<th>Process Step</th>
<th># Projects</th>
<th># Damages</th>
<th># Work</th>
<th>CRC Gross</th>
<th>CRC Net</th>
<th>Pending</th>
</tr>
</thead>
<tbody>
<tr>
<td>4322DR</td>
<td>4322DR-TX</td>
<td>Region 7</td>
<td>Houston County</td>
<td>Eligible</td>
<td>Pending Grant Completion</td>
<td>12</td>
<td>28</td>
<td>11</td>
<td>$228,104.00</td>
<td>$228,104.00</td>
<td>$228,104.00</td>
<td></td>
</tr>
</tbody>
</table>
**Step 1:** Scroll down and click on arrow to expand the **Projects** bar

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

---

<table>
<thead>
<tr>
<th>#</th>
<th>Project #</th>
<th>Category</th>
<th>Title</th>
<th>Type</th>
<th>Process Step</th>
<th># Damages</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>5054</td>
<td>G - Parks, Recreational Facilities, and Other Items</td>
<td>City Parks</td>
<td>Standard</td>
<td>Pending EII Completion</td>
<td>3</td>
</tr>
<tr>
<td>2</td>
<td>5055</td>
<td>E - Buildings and Equipment</td>
<td>Maintenance Bldg</td>
<td>Standard</td>
<td>Pending EII Completion</td>
<td>1</td>
</tr>
<tr>
<td>3</td>
<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>4</td>
<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>
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 Profile

This Applicant is pending grant completion.

#### General Information
- **FEMA PA Code**: 8790
- **NAME**: Delmarva
- **TYPE**: County Government
- **SECTOR**: --
- **STATUS**: Eligible
- **FPA DECISION DATE**: 03/03/2018 02:47 PM AST
- **NEW COMPLETION DATE**: 02/22/2019 08:30 AM AST
- **DAMAGE INVENTORY DEADLINE**: 02/17/2020
- **PROCESS STEP**: Pending Grant Completion

#### Event Information
- **JOB #:** 4337401
- **EVENT NAME**: 4337401-F.L.
- **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 COUNTRY**: Bradford County - September 9, 2017

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

Step 2: Click Attach Selected
Step 1: Click and drop new files or click to add from menu
Upload New Document – Pop-Up Box

Step 1: Click to select file

Step 2: Click Save
Click Attached Selected
Click Remove
Essential Elements of Information (EEI)

Add
Comments
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

Note number of Comments Added

Click on Comment to review
View/Edit or Remove EEI Comment Pop-Up Box

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

Step 1: Click Options

Step 2: Click Edit or Remove

View Comment
Green Check confirms documents are attached
Green Checks confirms documents are attached
Submit to EEI Back to FEMA

Click Submit To FEMA
Submit to FEMA – Pop up

Click Submit
Identify Tasks to Complete
Identify Tasks to Complete

Click Notification Bell

```
<table>
<thead>
<tr>
<th>General Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>STATE/TERRITORY</td>
</tr>
<tr>
<td>LEVEL 2</td>
</tr>
<tr>
<td>TYPE</td>
</tr>
<tr>
<td>EIN NUMBER</td>
</tr>
<tr>
<td>IS ACTIVE</td>
</tr>
<tr>
<td>FEMA PA CODE</td>
</tr>
<tr>
<td>DUNS NUMBER</td>
</tr>
</tbody>
</table>

```

```
Review Task to Complete

<table>
<thead>
<tr>
<th>Personnel</th>
<th>Type</th>
<th>Description</th>
<th>Start Date</th>
<th>Age</th>
<th>Deadline</th>
<th>Last Action</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crocker, Betty</td>
<td>REVIEW</td>
<td>Submit EGI to FEMA for Review</td>
<td>06/04/2019 12:45 PM</td>
<td>06/07/2019</td>
<td>03:30</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click Review
Locating Tasks Without Bell Notification

Step 1: Click **My Tasks** to expand then click **Tasks**

Step 2: Click **Review**
Sign Damage Inventory
Sign Damage Inventory

Step 1: Click Options

Step 2: Click Sign 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>

Scroll Down while Reviewing Damage Inventory
<table>
<thead>
<tr>
<th>ID</th>
<th>Location</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>126597</td>
<td>BACK BRANCH, AGFA, Georgia 26589</td>
<td></td>
</tr>
<tr>
<td>27640</td>
<td>COUNTY ROAD 3S</td>
<td>250LF WASHOUT, 1258 OLD RIVER ROAD, AGFA, Georgia 26589</td>
</tr>
<tr>
<td>89973</td>
<td>Buda WWTP</td>
<td>3 pumps inoperable, control/sensor panel submersed in 5 FT of flood water, downed power lines high winds</td>
</tr>
</tbody>
</table>

**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
Late Damage Inventory Submission
Applicant Event Profiles

Step 1: Click **Applicant Event Profiles**

Step 2: Click **Magnifying Glass**

---

<table>
<thead>
<tr>
<th>Event</th>
<th>Name</th>
<th>Region</th>
<th>County</th>
<th>Status</th>
<th>Process Step</th>
<th># Projects</th>
<th># Damages</th>
<th># Work Orders</th>
<th>CRC Gross</th>
<th>CRC Net</th>
<th>Pending</th>
</tr>
</thead>
<tbody>
<tr>
<td>4332DR</td>
<td>4332DR:TX</td>
<td>Region 7</td>
<td>Houston County</td>
<td>Eligible</td>
<td>Pending Grant Completion</td>
<td>12</td>
<td>28</td>
<td>11</td>
<td>$228,104.00</td>
<td>$228,104.00</td>
<td>$228,104.00</td>
</tr>
</tbody>
</table>
### Applicant Event Profile

#### General Information
- **ID**: 03:104466657
- **NAME**: AABERGIN
- **TYPE**: City or Township Government
- **SECTOR**: --
- **RECIPIENT REGION**: Region of the Century
- **STATUS**: Eligible
- **DATE**: 07/19/2017 11:53 AM AST
- **RECIPIENT DATE**: 09/12/2017 01:15 PM AST
- **RECIPIENT CODE**: 03:104466657
- **PROCESS STEP**: Pending Grant Completion

#### Event Information
- **ID**: 44880
- **NAME**: PCM Training
- **TYPE**: Disaster
- **INCIDENT TYPE**: Hurricane
- **INCIDENT LEVEL**: 3
- **INCIDENT START DATE**: May 1, 2016
- **INCIDENT END DATE**: Ongoing
- **DECLARATION DATE**: December 14, 2016
- **DECLARED COUNTIES**: Baldwin County - December 19, 2016

#### Additional Information
- **RECIPIENT ADDRESS**:
- **PROCESS STEP**: Pending Grant Completion

---

Click **Manage**
### Manage Damage Inventory

**Grants Portal**

**Applicant Event Profile** Manage Damage Inventory

**PDM Training (PACRM-PDM-TRAIN)** / ABERGIN (DO-154465657) / Manage Damage Inventory

- **Click Add Damage**

#### 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 i... (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- EPM</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>
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
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
### General Information
- **PROJECT #:** 19185
- **CATEGORY:** F - Utilities
- **TITLE:** Pump Station
- **TYPE:** Standard
- **STATUS:** Active
- **PROCESS STEP:** Pending Applicant DDD Approval
- **% COST SHARE:** 75.00%

**APPLICANT:** Glenville - PDM0009 - 4332DR (4332DR - 9)
**EVENT:** 4332DR-TX (4332DR)
**RECIPIENT REGION:** Region 7

---

Scroll down to Damage Description and Dimensions bar
Step 1: Expand the Damage Description & Dimensions bar

Step 2: Review DDD

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:
- Pump, 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.
Project Details

Click **Send Back** if changes are needed

Click **Sign DDD** to approve
Project Signature

Click on Click to Sign
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

Confirm Submit

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

Click Yes
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
  
  *As of April 30th, 2018 3:06 PM CDT*

**APPLICANT**

- Glenville - PDMG0125 - 4332DR (4332DR - 125)
- 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.
### 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>$99,000.00</td>
<td>Completed</td>
</tr>
<tr>
<td>9009 (Material)</td>
<td>20</td>
<td>Each</td>
<td>$3,600.00</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 (75.0%)**: $235,200.00
- **NON-FEDERAL SHARE (25.0%)**: $78,400.00
Sign Project

Click Sign Scope & Cost
** Applicant DDD Scope & Cost Approval **

### General Information
- **Project #:** 9103
- **Category:** Emergency Protective Measures
- **Project Title:** Emergency Protective Measures
- **Project Type:** Work Completed / Fully Documented
- **Applicant:** Gainesville - PUB #08133 - 4320DR (4320DR - 125)
- **Event:** 4320DR TX (4320DR)

### Damage Description and Dimensions
The Disaster #4320DR, which occurred between 8/23/2017 and 8/29/2017, caused:

**Damage # 30713, Emergency Protective Measures (Police, Fire and Operations Departments - EFM)**

- Provided Police blocking flooded streets and opened power lines for public health and safety at multiple city streets from 8/26/2017 to 8/29/2017.
- Provided evacuation and sheltering for emergency evacuations throughout the flooded area at city wide from 8/24/2017 to 9/1/2017.
- Provided flood fighting for emergency pumping due to power loss at Gainesville Wastewater Treatment Plant and 10 WW stations from 8/26/2017 to 9/1/2017.

### Scope
- **30713 Police, Fire and Operations Department**

The City Police Department was directing traffic around flooded streets, however, buses, and traffic controlled intersections without power. The City Fire Department went on 14 disaster related calls to ensure the safety of the city residents to assist with emergency evacuations. The City Operations Department worked at the Wastewater Treatment Plant and 10 WW stations by emergency pumping due to loss of power in order to prevent flooding to improved property.

---

Scroll down to the Sign Document bar.
Applicant DDD Scope & Cost Approval

Portal

Subgrant Conditions
- as described in 21CFR 226.9 (e)(1)(ii), financial records, supporting documents, statistical records and all other non-finance agency records pertinent to a federal award must be retained for periods of three (3) years from the date of submission of the final expenditure report or, for federal awards that are renewed (comprehensively) 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 subrecipient. Federal awarding agencies and pass through entities must see any other award financial requirements upon federal entities. (41CFR 301 et al). All records relative to this project financial are subject to examination and audit by the State, IRREA the Construction Division of the State, 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 reevaluation for compliance with NEPA and other Laws and Executive Orders.
- This notice 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 any potential archaeological resources are discovered, all immediately cease construction in that area and notify the State and OR. E.
- Your project is NOT HHS approved.

EHP Additional Information
- There is no additional environmental historical preservation information on Emergency Protective Measures.

Sign Document

Signature here

[Signature]

Date: 11/08/2017

Click To Sign
Sign Document

Step 1: Type Name
Print Name *
YosemiteSam

Step 2: Select Signature Font Style
Signature Style *
Arizona

Step 3: Enter Password
Enter Password *
**************

Step 4: Click Sign

There are no additional insurance information on Emergency Protective Measures.

There are no additional 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 STADEK exempt.

EHP Additional Information

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

Sign Document

SIGNATURE: YosemiteSan

DATE: 11/09/2017

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

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

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**

<table>
<thead>
<tr>
<th>PROJECT #</th>
<th>17536</th>
</tr>
</thead>
<tbody>
<tr>
<td>CATEGORY</td>
<td>G - Parks, Recreational Facilities, and Other Items</td>
</tr>
<tr>
<td>TITLE</td>
<td>Roberts Park Ballfield</td>
</tr>
<tr>
<td>TYPE</td>
<td>Standard</td>
</tr>
<tr>
<td>STATUS</td>
<td>Active</td>
</tr>
</tbody>
</table>

**APPLICANT**

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

**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
Click Scope tab

Damage #89099; Contents

Contents (built in 1983) 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. 78799 (30.390077 -97.737862). 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.
Enter Scope Of Work

Step 1: Enter Scope of Work

Step 2: Click Save Scope

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

Click **Complete This Scope**

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

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.
Rework/Edit Completed Scope of Work

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 and Replace 27 each of drawer work desk with aluminum metal top. 5 FT long x 3 FT wide x 2 FT high.
Remove and Replace 27 each of Standing work station.
Replace 27 each of HP laser jet Enterprise M652n.
Replace 27 each of My Back Posture perfect 5 leg rolling chair.

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

**Step 1:** Click the **Cost** tab.

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

**Step 3:** Select the **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

Click **Complete And Lock**

<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></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></td>
<td>$44,604.00</td>
<td>1</td>
<td>$44,604.00</td>
</tr>
</tbody>
</table>

**TOTAL:** $193,104.00

<table>
<thead>
<tr>
<th>Description</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>Work Completed Non-Permanent Items</td>
<td>$0.00</td>
<td>ADD COST</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</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>Work To Be Completed Non-Permanent Items</td>
<td>$0.00</td>
<td>ADD COST</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**GROSS COST:** $193,104.00
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, you will receive a confirmation back to the portal.

**DAMAGE/INCOMPLETE**

Click **Go Back**

#### Work Completed Permanent Items

- Cost: $0.00

#### Work To Be 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></td>
<td>$1,68,500.00</td>
<td>1</td>
<td>$1,68,500.00</td>
</tr>
<tr>
<td>Office Plus Inc.</td>
<td>9001</td>
<td>Contract/Vendor Costs</td>
<td>1</td>
<td></td>
<td>$44,604.00</td>
<td>1</td>
<td>$44,604.00</td>
</tr>
</tbody>
</table>

**TOTAL: $193,104.00**

Showing 1 to 2 of 2 entries.
Submit Scope and Cost to FEMA

This project is pending Scope & Cost Completion.

The Scope & Cost can be completed in the Scope & Cost Summary section and submitted for validation in FEMA for validation using the button above.

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

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**

---

**Example Table:**

<table>
<thead>
<tr>
<th>Project #</th>
<th>EMMIE PW #</th>
<th>Category</th>
<th>Title</th>
<th>Type</th>
<th>Process Step</th>
<th>Activity Completion Deadline</th>
<th># Damages</th>
<th># EEI Documents Required</th>
<th>Total 406 HMP Cost</th>
<th>CRC Net Cost</th>
<th>% Cc</th>
</tr>
</thead>
<tbody>
<tr>
<td>12371</td>
<td></td>
<td>Buildings and Equipment</td>
<td>E - Treatment</td>
<td>Standard</td>
<td>Pending EEI Completion</td>
<td>02/23/2019</td>
<td>1</td>
<td>75.0</td>
<td>75.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12903</td>
<td></td>
<td>Emergency</td>
<td>B - Police and Fire Protection</td>
<td>Work Completed / Fully</td>
<td>Pending EEI Completion</td>
<td>02/23/2018</td>
<td>3</td>
<td>75.0</td>
<td>75.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5055</td>
<td></td>
<td>County Road</td>
<td>C - Debris Removal</td>
<td>Debris Removal</td>
<td>Expected EEI Completion</td>
<td>02/23/2019</td>
<td>1</td>
<td>75.0</td>
<td>75.0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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
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 2: Click Review to select the RFI

Step 1: Click Notification Bell
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.

**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>EVENT</td>
<td>4332DR-TX (4332DR)</td>
</tr>
<tr>
<td>RECIPIENT REGION</td>
<td>Region 7</td>
</tr>
<tr>
<td>APPLICANT</td>
<td>Glennville - PDMG0009 - 4332DR (4332DR - 9)</td>
</tr>
<tr>
<td>PROJECT</td>
<td>[18088] DAC</td>
</tr>
</tbody>
</table>

**Step 1:** Expand Additional Information bar

Additional Information:

Provide FA Labor documents.

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

Note: The deadline to respond to the RFI
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
Line Item RFI Document Upload-Pop up

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.
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

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
- **Deadline**: 05/05/2018
- **Status**: Pending Applicant Response
- **Event**: 4332DR-TX (4332DR)
- **Recipient Region**: Region 7
- **Applicant**: glienville - PDMG0009 - 4332DR (4332DR - 9)
- **Project**: [18088] DAC

Additional Information

Provide FA/MD documents.

Contacts
Submit RFI Response Pop-Up Box

Click Yes
Respond to a Request For Information (RFI)

Documents
Not Available
Record Line Response

Click Record Line Response
Add Line Response

Step 1: Select Line Item

Step 2: Type Response

Step 3: Click Save
Confirm Line Response

<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>PMG Verification Date</th>
<th>CRC Verification Date</th>
<th># Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>OPTIONS-1</td>
<td>Procurement</td>
<td>Procurement documents are unavailable due to the destruction of our record archives by the event.</td>
<td>1</td>
<td>Leghorn, Foghom</td>
<td>11/09/2017 05:09</td>
<td>PM CST</td>
<td></td>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>

Confirm Line Response in the response column
Edit Line Response

1. Click Options
2. Click Edit RFI Line Response
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

Click Remove
## Submit Line Response

### Line Items

<table>
<thead>
<tr>
<th>Line Item #</th>
<th>Type</th>
<th>Reason</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>0 (OPTIONS)</td>
<td>1</td>
<td>Procurement</td>
<td>Missing bid procedure documents</td>
<td>Procurement documents are unavailable due to the destruction of our record archives by the event.</td>
<td>Leghorn, Foghomo</td>
<td>11/06/2017 05:09</td>
<td>PM CST</td>
<td>1</td>
</tr>
</tbody>
</table>

Showing 1 to 1 of 1 entries

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, additional 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>
<th>EVENT</th>
<th>4332DR-TX (4332DR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEADLINE</td>
<td>05/05/2018</td>
<td>RECIPIENT REGION</td>
<td>Region 7</td>
</tr>
<tr>
<td>STATUS</td>
<td>Pending Applicant Response</td>
<td>APPLICANT</td>
<td>Glenville - POMG0009 - 4332DR (4332DR - 9)</td>
</tr>
<tr>
<td>PROJECT</td>
<td>[1B0088] DAC</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click Submit RFI Response

Additional Information

Provide RA Labor documents.
Submit RFI Response Pop-Up Box

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

1. **Step 1:** Click Applicant Event Profile
2. **Step 2:** Click Magnifying Glass
Click each tab to review information.
Click Sign RTM
Please review and sign

The PDMS for Georgia Department of Public Health conducted a 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 §306.205 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 Worksh遗传ate have been written for all known damages and for work authorized 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 requirements 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 D1 Project Worksheet Report.

Signature here

Date 11/09/2017

Click on Click To Sign
RTM Signature – Pop Up Box

1. Type Name
2. Select Signature Font Style
3. Type Password
4. Click Sign
Submit Signed RTM

Sign Recovery Transition Meeting

Please review and sign

The PDMS for Georgia Department of Public Health conducted an RTM on 11/02/2017. 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, Clean 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, 408 Hazard Mitigation, and/or major cost overruns that require prior approval from FEMA, please contact:

Air Recipient POC Assigned

Certification

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

SIGNATURE [Signature]  DATE 11/09/2017

Click Submit
Add Tiles to Dashboard
Add Event

Click Applicant Event Profiles

Click magnifying glass on Event
Add Event

**Grants Portal**

### Applicant Event Profile

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

⚠️ This Applicant is pending grant completion.

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

Click Yellow Star
Locate New Tile

Click Dashboard
Locate New Tile

Click on tile to go to Applicant Event Profile
Click on white X on tile
Widgets

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

GrantsPortal

Dashboard
My Organization
My Tasks
Calendar
Utilities
Resources

Intelligence

Widgets

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

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
Click on Name and Select Release Notes
Click **Close** at the bottom of screen or the **X** at the top of screen.
Click on Name and Select **Sign Out**
Grants Portal Hotline for Assistance:

(866) 337-8448