

# Grants Portal

## Applicant User Manual



Version 3 – December 01, 2017

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# Creating Password for a New Account



# Applicant Receives Access Email

From: [support@pagrants.fema.gov](mailto: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](mailto:comanager@subrecipientcountyga.com)

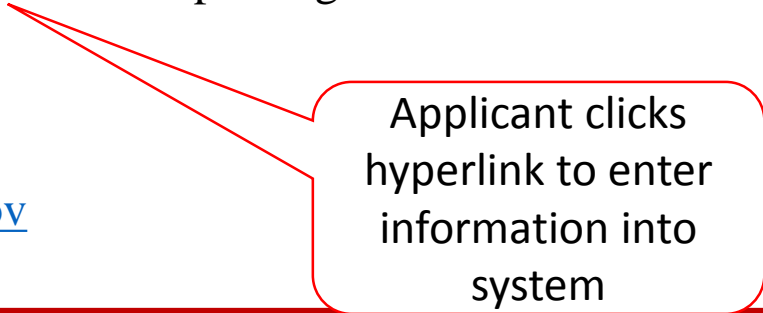
Password: LJE1kAvc!%

Please click <https://pagrants.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](mailto:FEMA-PA-Support@FEMA.DHS.Gov)

<https://pagrants.fema.gov>



Applicant clicks  
hyperlink to enter  
information into  
system

**Ensure that Firefox is the chosen Web Browser**



# Attention Pop Up Box

## Welcome to the Grants Portal!

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

1 Start   2 Password   3 Security Question   4 Finalize Account

← PREV   **NEXT →**

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

**Click Next**

# Create New Password

## Welcome to the Grants Portal!

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

1 Start 2 Password 3 Security Question 4 Finalize Account

← PREV NEXT →

**USERNAME**  
maureen

**CHOOSE A PASSWORD**  
.....  
Weak

**RE-ENTER YOUR PASSWORD**  
.....

**Step 1: Type New Password**

**Step 2: Click Next**

### Password Tips

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

# Create Security Question

## Almost done!

Now create a security question in case you forget your password

1 Start   2 Password   3 Security Question   4 Finalize Account

← PREV   NEXT →

**SECURITY QUESTION**

What was your childhood nickname?

**SECURITY ANSWER**

\*\*\*\*\*

**RE-ENTER YOUR SECURITY ANSWER**

\*\*\*\*\*

Step 1: Select Security Question and Answer

Step 2: Click **Next**

# Review Information

## Let's review

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


Step 1:  
Review  
Information

1 Start 2 Password 3 Security Question 4 Finalize Account

← PREV NEXT →

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

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

 SUBMIT

Step 2:  
Click **Next**

# Congratulations Screen

## Congratulations!

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

RETURN TO LOGIN SCREEN

Click **Return to Login Screen**

# Re-Login to Grants Portal

## Sign in to Your Account

USERNAME

[Forgot your username](#)

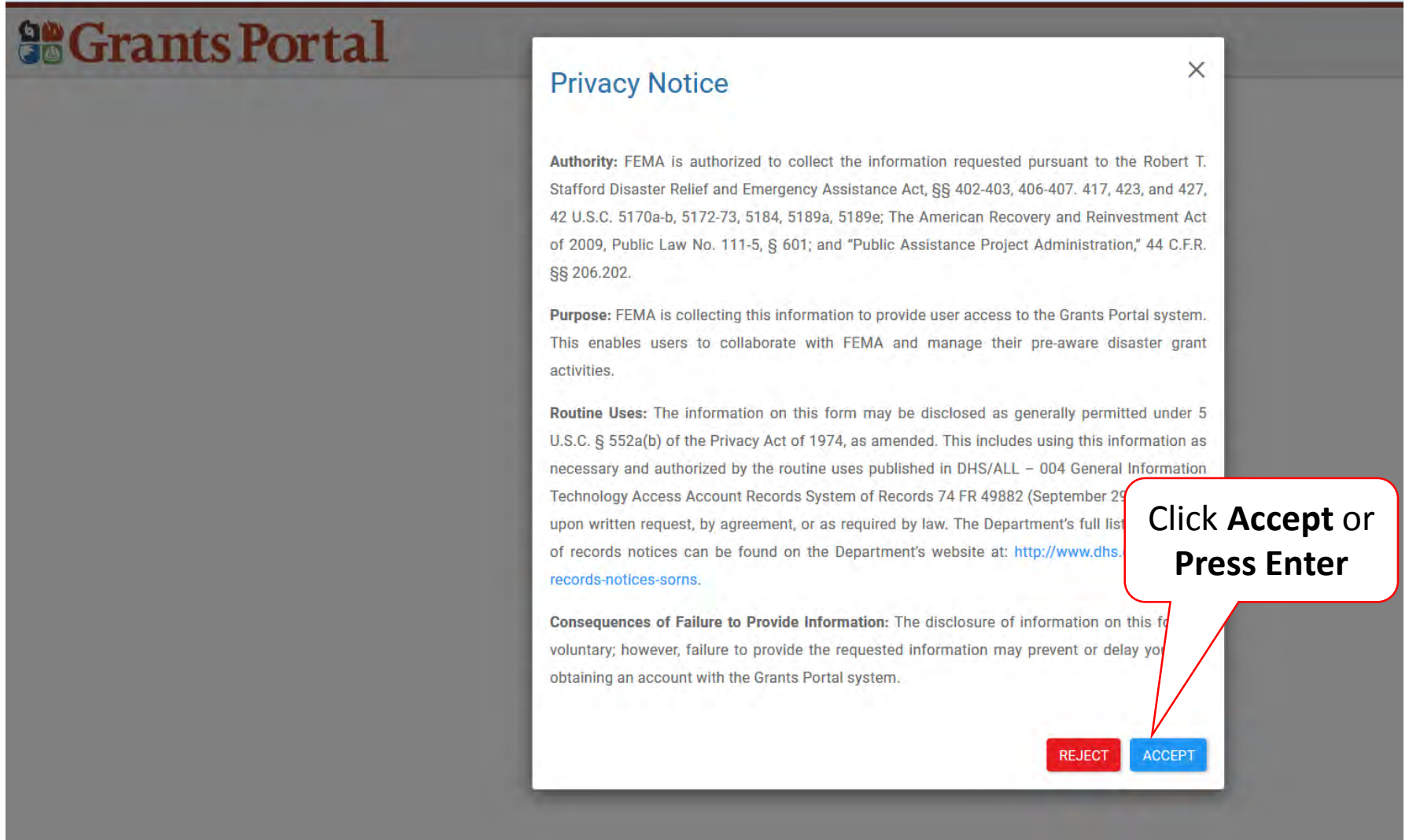
PASSWORD

[Forgot your password](#)

SIGN IN

Enter User Name  
and NEW Password

# Privacy Notice Pop-Up



**Grants Portal**

## Privacy Notice

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

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

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

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

**REJECT** **ACCEPT**

Click Accept or Press Enter

# Attention Pop Up Box

## ATTENTION ✕

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

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

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

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

REJECT

ACCEPT

Click **Accept** or  
Press **Enter**



# Dashboard

The screenshot shows the Grants Portal interface. At the top left, there is a logo with a house and a globe, followed by the text "Grants Portal". To the right of the logo is a user profile icon with a dropdown arrow. Below the header is a navigation menu with the following items: "Dashboard" (selected), "My Organization" (with a sub-menu icon), "Organization Profile", "Event PA Requests", "Projects", "Damages", "Work Orders", "My Tasks" (with a checkmark icon and a dropdown arrow), and "Utilities" (with a wrench icon and a dropdown arrow). The main content area is a light green box with the following text:

**i** Your dashboard has no tiles!

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

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

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

# Organization

## Manage Personnel



# Organization Profile - Manage User Accounts

**Grants Portal**

**My Organization Profile** Glenville - PDMG0009 - 4332DR

DOWNLOAD EDIT

**Step 1: Click Organization Profile**

**General Information**

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

**Step 2: Click Manage on Personnel Bar**

- Personnel > **MANAGE**
- Locations > **MANAGE**
- Counties with Facility > **MANAGE**
- Insurance Profile > **UPLOAD INSURANCE DOCUMENT** **HELP**

# Add Personnel

The screenshot shows the Grants Portal interface. The main header is 'Grants Portal' with a user profile icon in the top right. The left sidebar contains navigation options: Dashboard, My Organization (Glenville - PDMG0009 - 4332DR), Organization Profile, Event PA Requests, Projects, Damages, Work Orders, My Tasks, and Utilities. The main content area is titled 'Manage Personnel' and features a search bar, a '+ CREATE' button (highlighted with a red callout box and the text 'Click Create'), and a 'GO BACK' button. Below these is a table with columns for Last Name, First Name, Middle Initial, Roles, Emails, and Phones. The table lists five personnel entries, each with a 'MANAGE' button.

	Last Name	First Name	Middle Initial	Roles	Emails	Phones
	Bash	Baby		Account Manager Primary PA Coordinator	baby.bash@houston.gov, Work	(713) 772-5553, Work (Desk)
	Doe	Jane		Alternate PA Coordinator Authorized Representative	58720Jane@PDMG0009.gov, Work	(555) 555-555, Work (Cell)
	Doe	John		Authorized Representative Primary PA Coordinator	59313John@PDMG0009.gov, Work	(555) 555-555, Work (Cell)
	Leghorn	Foghorn		Organization Admin Primary PA Coordinator	foghorn.leghorn@glenville.gov, Work	
	Wayne	Burce		Account Manager Alternate PA Coordinator Personnel Manager	mohsin.raza@houstontx.gov, Work	(832) 393-9079, Work (Desk)

Showing 1 to 5 of 5 entries

Previous 1 Next

# Complete Personnel Information

The screenshot shows the 'Assign Personnel' form in the Grants Portal. The form is titled 'Assign Personnel' and has a close button (X) in the top right corner. The form fields are as follows:

- Organization: Glenville - PDMG0009 - 4332DR
- First Name \*: Wile
- Last Name \*: Coyote
- Middle Initial: E
- Title \*: Vice Mayor
- Email \*: ecoyote@glenville.gov
- Confirm Email \*: ecoyote@glenville.gov
- Phone: (512) 454-4804 x7777
- Mobile Phone: (empty)
- Username \*: ecoyote@glenville.gov

At the bottom of the form, there are two buttons: a green 'SAVE' button and a grey 'CANCEL' button. A red bracket on the right side of the form groups the input fields, with a callout box pointing to it that says 'Step 1: Complete Information'. Another red callout box points to the 'SAVE' button, saying 'Step 2: Click Save'. The background shows the Grants Portal interface with a sidebar on the left containing 'Dashboard', 'My Organization', 'Organization Profile', 'Event PA Requests', 'Projects', 'Damages', 'Work Orders', 'My Tasks', and 'Utilities'. The top right of the background shows the user's name 'Leghorn, Fogho' and buttons for '+ CREATE', 'GO BACK', and 'SHOW/HIDE COLUMNS'. The bottom right of the background shows a 'Phones' section with two entries: '(555) 555-555, Work (Cell)' and '(832) 393-9079, Work (Desk)'.

# Provide Roles to Personnel

**Grants Portal** Leghorn, Fogho...

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

## Manage Personnel

+ CREATE GO BACK

SEARCH SHOW/HIDE COLUMNS

	Last Name	First Name	Middle Initial	Roles	Emails	Phones
<a href="#">MANAGE</a>	Bash	Baby		Account Manager Primary PA Coordinator	baby.bash@houston.gov, Work	(713) 772-5553, Work (Desk)
<a href="#">MANAGE</a>	Coyote	Wile	E		ecoyote@glenville.gov, Work	(512) 454-4804 x7777, Work (Desk)
<a href="#">MANAGE</a>	Doe			Alternate PA Coordinator Authorized Representative	58720.Jane@PDMG0009.gov, Work	(555) 555-555, Work (Cell)
<a href="#">MANAGE</a>	Doe	John		Authorized Representative Primary PA Coordinator	59313.John@PDMG0009.gov, Work	(555) 555-555, Work (Cell)
<a href="#">MANAGE</a>	Leghorn	Foghorn		Organization Admin Primary PA Coordinator	foghorn.leghorn@glenville.gov, Work	
<a href="#">MANAGE</a>	Wayne	Burce		Account Manager Alternate PA Coordinator Personnel Manager	mohsin.raza@houstontx.gov, Work	(832) 393-9079, Work (Desk)

10 Showing 1 to 6 of 6 entries Previous 1 Next



# Organizational Roles

**Grants Portal** Leghorn, Fogho...

**Manage Personnel** RE-SEND INVITE EDIT GO BACK

**General Information**

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

**User Information**

USERNAME	ecoyote@glenville.gov	EDIT
ACCOUNT STATUS	Active	DISABLE ACCOUNT
ACCOUNT LOCKED?	No	LOCK ACCOUNT
LAST LOGIN	--	
PASSWORD LAST SET	10/28/2017 8:33 am	

Contact Info > **MANAGE**

Roles >

System Roles >

Organization Roles Glenville - PDMG0009 - 4332DR (4332DR - 9) > **MANAGE**

**Click Manage**

# Grant/Edit Roles

Place mouse over “?” for definition of role

Step 1: Click the **Box**

Step 2: Click **Save**

Role Description  
The Alternate respondent on an RPA unless changed, they are the secondary contact should there be any questions about their RPA or projects, and the primary contact can't be reached.

SAVE CANCEL



# Organization

Facility  
Locations



# Add Locations to Profile

The screenshot shows the Grants Portal interface. At the top left is the 'Grants Portal' logo. The top right shows the user 'Leghorn, Fogho...'. Below the logo is a navigation menu with 'Dashboard' and 'My Organization'. The main header area displays 'My Organization Profile' for 'Glenville - PDMG0009 - 4332DR'. On the right side of this header are 'DOWNLOAD' and 'EDIT' buttons, and a star icon. A left sidebar contains a list of menu items: 'Organization Profile', 'Event PA Requests', 'Projects', 'Damages', 'Work Orders', 'My Tasks', and 'Utilities'. The main content area is titled 'General Information' and includes fields for 'STATE/TRIBE/TERRITORY' (Texas), 'IS ACTIVE?' (Yes), 'FEMA PA CODE', and 'DUNS NUMBER'. Below this are several expandable sections: 'Personnel >', 'Locations >', 'Counties with Facility >', 'Insurance Profile >', and 'Event PA Requests >'. Each of these sections has a 'MANAGE' button with a gear icon. A 'HELP' button is also present near the 'Insurance Profile' section. Three red callout boxes with white text and red borders provide instructions: 'Step 1: Click My Organization' points to the 'My Organization' menu item; 'Step 2: Click Organization Profile' points to the 'Organization Profile' menu item; and 'Step 3: Click Manage' points to the 'MANAGE' button for the 'Locations' section.

Step 1: Click **My Organization**

Step 2: Click **Organization Profile**

Step 3: Click **Manage**

# Add Locations

The screenshot shows the Grants Portal interface. At the top left is the logo and the text "Grants Portal". At the top right, the user name "Leghorn, Fogho..." is displayed. Below the logo, there are navigation tabs: "Dashboard", "My Organization", and "Manage Locations". The "Manage Locations" tab is active. Below the tabs, there is a search bar and a "SHOW/HIDE COLUMNS" button. The main content area displays a table with columns: "Address", "Suite/Apt", "City", "State", "Zip Code", "County", and "IS Primary?". The table contains one entry: "123 Main St.", "Houston", "Yes". Below the table, there is a "Showing 1 to 1 of 1 entries" message and pagination controls. A red callout box with the text "Click ADD" points to a green "+ ADD" button in the top right corner of the table area. Other buttons in the area include "EDIT" (blue), "SAVE" (green), and "CANCEL" (grey).

# Enter Facility Location

The screenshot shows the 'Grants Portal' interface with a modal window titled 'Add Location'. The form contains the following fields:

- Address \*: 1309 Rutherford Lane
- Building / Suite
- Austin
- Texas
- 78753
- Austin County
- Primary Location

At the bottom of the modal are 'SAVE' and 'CANCEL' buttons. A red bracket on the right side of the form groups the address fields, with a callout box containing the text 'Step 1: Enter Address'. A red callout box at the bottom points to the 'SAVE' button with the text 'Step 2: Click Save'.

# Save Location

**Grants Portal** Leghorn, Fogho...

Dashboard | My Organization | **Manage Locations** | + ADD | SAVE | CANCEL

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

Organization Profile | Event PA Requests | Projects | Damages | Work Orders | My Tasks | Utilities

Search...

	Address	Suite/Apt	City	State	Zip Code	IS Primary?
<a href="#">EDIT</a>	123 Main St.		Houston			Yes
<a href="#">EDIT</a> <a href="#">REMOVE</a>	1309 Rutherford Lane		Austin	Texas	78753	Austin County No

10 | Previous 1 Next

Showing 1 to 2 of 2 entries

# Counties With Facility

**Grants Portal** Leghorn, Fogho...

**Dashboard** **My Organization Profile** Glenville - PDMG0009 - 4332DR DOWNLOAD EDIT ☆

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

### General Information

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

**Personnel** > MANAGE

**Locations** > MANAGE

**Counties with Facility** > MANAGE

**Insurance Profile** > UPLOAD INSURANCE DOCUMENT HELP

**Event PA Requests** >

**Click Manage**

# Add Counties

Grants Portal

Leghorn, Fogho...

Dashboard

My Organization  
Glenville - PDIMG0009 - 4332DR  
(4332DR - 9)

Profile Manage Counties

MARK STATEWIDE SAVE CANCEL

Counties

County

+ ADD	Anderson County
+ ADD	Andrews County
+ ADD	Angelina County
+ ADD	Aransas County
+ ADD	Archer County
+ ADD	Armstrong County
+ ADD	Atascosa County
REMOVE	Austin County
+ ADD	Bailey County
+ ADD	Bandera County
+ ADD	Bastrop County
+ ADD	Baylor County
+ ADD	Bee County

Step 2: Click Save

Step 1: Click ADD

# Register Organization





# Organization Information

## Let's register your organization!

Please follow along in the wizard below.

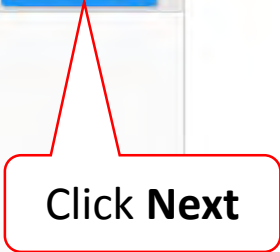
1 Basic Information   2 Contact Info   3 Locations   4 F   ← PREV   **NEXT →**

**REQUESTING ORGANIZATION** Georgia Emergency Management Agency

**NAME \***

**TYPE \***

**DUNS NUMBER**



# Enter Contact Information

1 Basic Information   2 Contact Info   3 Locations   4

← PREV   **NEXT** →

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



# Enter Location Information

on    2 Contact Info    3 Locations    4 Facilities    5 C    ← PREV    NEXT →

Primary Location	Mailing Address	*Only if different
ADDRESS 1 *	ADDRESS 1	<input type="text"/>
ADDRESS 2	ADDRESS 2	<input type="text"/>
CITY *	CITY	<input type="text"/>
STATE *	STATE	Select... ▼
ZIP CODE *	ZIP CODE	<input type="text"/>
COUNTY *	COUNTY	Select... ▼

Click Next

# Add Applicable Counties with Facilities

Info

3 Locations

4 Facilities

5 Complete Access Req

← PREV

NEXT →

Click **Add** next to the County the facilities are located

Click **Next**

the Counties where a Facility exists

	County
<a href="#">+ ADD</a>	Appling County
<a href="#">+ ADD</a>	Atkinson County
<a href="#">+ ADD</a>	Bacon County
<a href="#">+ ADD</a>	Baker County
<a href="#">+ ADD</a>	Baldwin County
<a href="#">+ ADD</a>	Banks County
<a href="#">+ ADD</a>	Barrow County

# Verify Information

3 Locations   4 Facilities   5 Complete Access Request

← PREV   NEXT →

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

### Organization Information

<b>REQUESTING ORGANIZATION</b>	Georgia Emergency Management Agency
<b>NAME</b>	Test, City of
<b>TYPE</b>	City or Township Government

Click **Next**

# Submit Information



## Grants Portal

ZIP CODE 30067

ZIP CODE -

COUNTY Dougherty County

COUNTY -

### Counties with Facility

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

 SUBMIT

Click **Submit**

# Confirmation of Submittal

Your access request has been submitted!

You will be contacted once your request has been approved.

# Email Confirmation of Submittal

**From:** [support@pagrants.fema.gov](mailto:support@pagrants.fema.gov) [<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](mailto:FEMA-PA-Support@FEMA.DHS.Gov)  
<https://pagrants.fema.gov>



# Submit RPA



# My Organization Dashboard

The screenshot shows the Grants Portal interface. At the top left is the 'Grants Portal' logo. At the top right, there is a notification bell with a red '3' and a user profile for 'Sam, Yosemite'. A left-hand navigation menu includes 'Dashboard', 'My Organization' (selected), 'Organization Profile', 'Event PA Requests', 'Projects', 'Damages', 'Work Orders', 'My Tasks', 'Utilities', and 'Administration'. The main content area features a yellow alert box with a warning icon and the text: '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.' A red callout box with a white background and black text points to the hyperlink 'Please click here to begin the RPA submission process.' Below the alert box, there are two preview cards: 'Document Help' and 'My Organization'.

**Grants Portal**

Sam, Yosemite

Dashboard

**My Organization**  
Glenville - PDM50129 - 4332DR  
(4032DR - 125)

Organization Profile

Event PA Requests

Projects

Damages

Work Orders

My Tasks

Utilities

Administration

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

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

**Document Help**

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

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

**My Organization**

County of

LE

Type Partnership Government

FEMA

Is PNP? N

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

# Start Request Public Assistance Process

**Grants Portal** 🔔 3 👤 Sam, Yosemite ▾

**Dashboard**

**My Organization**  
Glenville - PDM/G0125 - 4332DR  
(4332DR - 125)

- Organization Profile
- Event PA Requests
- Projects
- Damages
- Work Orders
- My Tasks ▾
- 🔧 Utilities ▾
- 🛡 Administration ▾

## Request Public Assistance

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

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

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

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

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

← PREV **NEXT** → ↺ CANCEL

Click **Next**

# General Information

**Grants Portal** 🔔 3 👤 Sam, Yosemite ▾

**Dashboard** **My Organization**  
Glenville - PDM/G0125 - 4332DR  
(4032DR - 125)

- Organization Profile
- Event PA Requests
- Projects
- Damages
- Work Orders
- My Tasks** ▾
- Utilities ▾
- Administration ▾

## Request Public Assistance

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

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

Applicant: Troy, City of

FEMA PA Code: --

DUNS #: 938474

Event: Colorado State EOC (CO-EOC)

Participated in PDA?: No

← PREV **NEXT** → ↻ CANCEL

**Step 1: Select Event**

**Step 2: Select Yes or No**

**Step 3: Click Next**

# Primary/Alternate Contact Information

**Grants Portal** 🔔 3 👤 Sam, Yosemite ▾

**Dashboard** **Request Public Assistance**

**My Organization**  
Glenville - PDM/G0125 - 4332DR  
(4332DR - 125)

- Organization Profile
- Event PA Requests
- Projects
- Damages
- Work Orders
- My Tasks ▾
- Utilities ▾
- Administration ▾

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

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

**Primary Contact**

Name: Stapleton, Maureen

Title: Executive Administrative Assistant

Email: maureen.stapleton@troycity.gov

Phone: (212) 948-5755

**Alternate Contact**

Name: Choose Contact...

Title: --

Email: --

Phone: --

← PREV **NEXT** → ↻ CANCEL

**Step 1: Select Primary Contact**

**Step 2: Select Alternate Contact**

**Step 3: Click Next**



# Verify/Change Primary Location & Mailing Address

**Grants Portal** 🔔 3 👤 Sam, Yosemite ▾

**Dashboard** **Request Public Assistance**

**My Organization**  
Glenville - PDM/G0125 - 4332DR  
(4032DR - 125)

Organization Profile  
Event PA Requests  
Projects  
Damages  
Work Orders  
My Tasks ▾  
Utilities ▾  
Administration ▾

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

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

**Primary Location** [CHANGE](#)

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

**Mailing Address** [CHANGE](#)

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

← PREV **NEXT** → CANCEL

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

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

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

# Other Information/Comments

**Grants Portal** 🔔 3 👤 Sam, Yosemite ▾

**Dashboard**

**My Organization**  
Glenville - PDM/G0125 - 4332DR  
(4032DR - 125)

**Request Public Assistance**

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

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

Comments

Limit 500 characters

← PREVIOUS **NEXT** → ↻ CANCEL

**Step 1: Enter Additional information/ Comments**

**Step 2: Click Next**

# Other Information/Comments

**Grants Portal**

Dashboard | My Organization  
Glennville - PBM020009 - 4332DR (4332DR - 3)

Organization Profile  
Event PA Requests  
Projects  
Damages  
Work Orders  
**My Tasks**  
Utilities

## Request Public Assistance

Start | **General Info** | Contacts | Addresses | Other Info | Submit

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

**General Info**

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

**Primary Contact**

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

**Primary Location**

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

**Mailing Address**

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

**Other Info**

Comments:	—
-----------	---

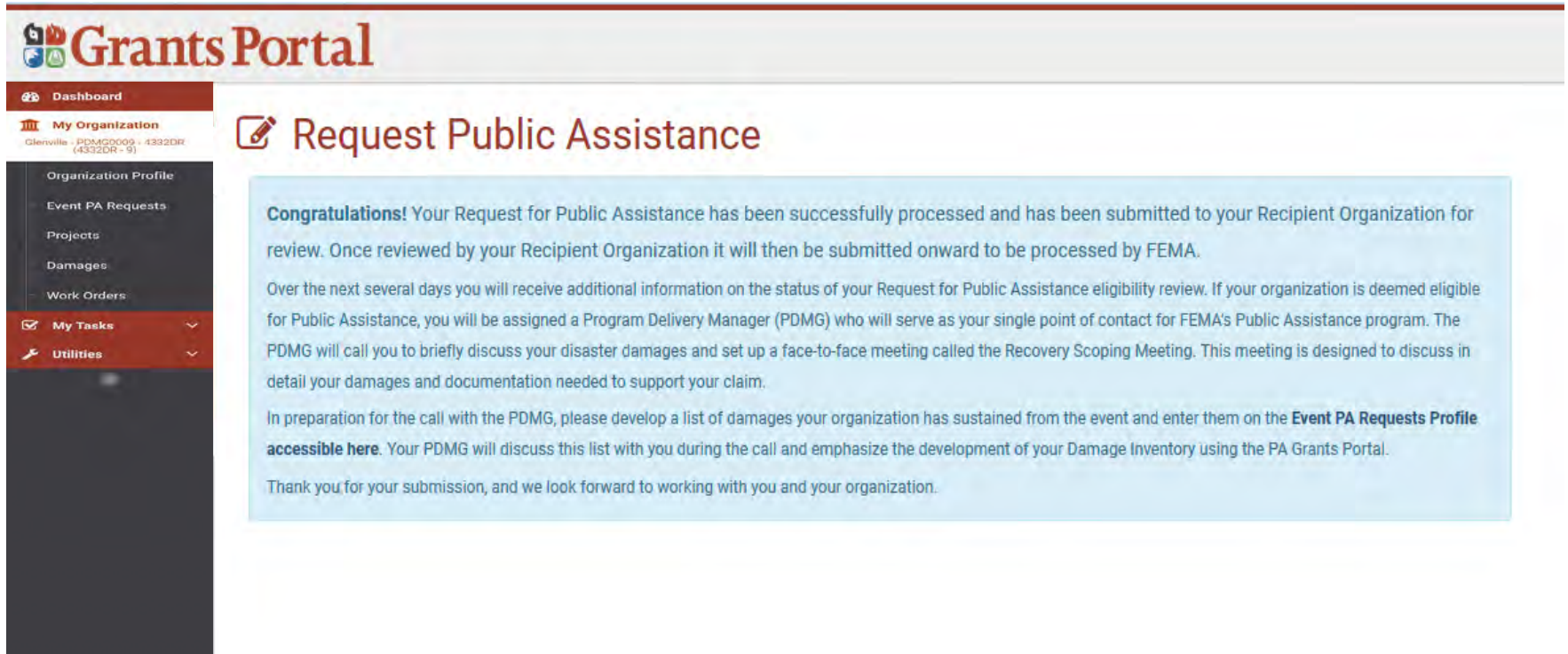
← PREV | **SUBMIT** ✓ | CANCEL →

**Step 1: Review Information**

**Step 2: Click Submit**



# Congratulations Screen



The screenshot shows the Grants Portal interface. At the top left is the logo with the text "Grants Portal". Below it is a navigation menu with items: Dashboard, My Organization (with sub-items: Organization Profile, Event PA Requests, Projects, Damages, Work Orders), My Tasks, and Utilities. The main content area is titled "Request Public Assistance" with a pencil icon. A light blue box contains the following text:

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

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

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

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

# Damage Inventory And Template



# Event PA Requests

**Step 1: Click My Organization**

**Step 2: Click Event PA Requests**

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

**Step 3: Click the Download symbol**

Event #	Event Name	Status	Process Step	PDMGs Assigned	# Projects	# Damages	# Work Orders
4332DR	4332DR-TX (4332DR)	Eligible	Pending Grant Completion	*PDMG0125 Lanneau, Peter	1	13	0

# Manage Damage Inventory

**Grants Portal**

**Dashboard**

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

Organization Profile  
Event PA Requests  
Projects  
Damages  
Work Orders  
**My Tasks**  
Utilities  
Administration

**RPA DECISION DATE** 8/29/2017 7:14 pm CDT

**INCIDENT LEVEL** 1

**RSM COMPLETION DATE** 9/15/2017 3:15 pm CDT

**INCIDENT START DATE** August 23, 2017

**DAMAGE INVENTORY DEADLINE** 11/14/2017

**INCIDENT END DATE** August 28, 2017

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

**DECLARATION DATE** August 26, 2017

**DECLARED COUNTIES** Houston County - August 24th, 2017

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

**Step 2: Click **Manage****

Damage Inventory >

Exploratory Call Information >

# Download Damage Inventory Template

Step 1: Click **Import**

IMPORT ▾

Download Template

Upload Spreadsheet

View

Step 2: Click **Download Template**

#### Damage Inventory

Search

	Damage #	Category	Name	Damage Description	Project		
<a href="#">EDIT</a> <a href="#">REMOVE</a>	30711	A	31-90 Day PAAP Debris Removal	The applicant hauled all debris to the burn site within 30 days of the incident period. The debris is to be burned within 31-90 days after the incident period.	Unassigned	Hurricane	13310 US Highway 319 North Thomasville, Georgia 31792
<a href="#">EDIT</a> <a href="#">REMOVE</a>	30712	A	1- 30 Day PAAP Debris Removal	Debris removal and disposal (vegetative) from numerous locations throughout city. The work was completed by Force Account (Operations, Public Works, and Sanitation Departments). The applicant is participating in the PAAP program and completed debris removal within 30 days of the incident period. The city hauled	[1806] 1-30 PAAP Debris	Hurricane	111 Victoria Place Thomasville, Georgia 31792



# Download Damage Inventory Template Pop-Up Box

**Grants Portal**

Dashboard

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

Event PA Requ

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

You have chosen to open:

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

What should Firefox do with this file?

Open with Microsoft Excel (default)

Save File

Do this automatically for files like this from now on.

OK Cancel

**Step 1: Click Open With**

**Step 2: Click OK**

Damage #	Category
30711	A
30712	A



# Completed Damage Inventory Template & Save

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

Complete each column then save on your computer

**\*DO NOT CHANGE TEMPLATE OR SKIP LINES\***



# Upload Damage Inventory Spreadsheet

Step 1: Click **Import**

IMPORT ▾

Download Template

Upload Spreadsheet

View Lists

Step 2: Click **Upload Spreadsheet**

#### Damage Inventory

Search

	Damage #	Category	Name	Damage Description	Project		
<a href="#">EDIT</a> <a href="#">REMOVE</a>	30711	A	31-90 Day PAAP Debris Removal	The applicant hauled all debris to the burn site within 30 days of the incident period. The debris is to be burned within 31-90 days after the incident period.	Unassigned	Hurricane	13310 US Highway 319 North Thomasville, Georgia 31792
<a href="#">EDIT</a> <a href="#">REMOVE</a>	30712	A	1- 30 Day PAAP Debris Removal	Debris removal and disposal (vegetative) from numerous locations throughout city. The work was completed by Force Account (Operations, Public Works, and Sanitation Departments). The applicant is participating in the PAAP program and completed debris removal within 30 days of the incident period. The city hauled	[1806] 1-30 PAAP Debris	Hurricane	111 Victoria Place Thomasville, Georgia 31792

# Select Damage Inventory Spreadsheet

The screenshot shows the Grants Portal interface with a file upload dialog box open. The dialog box is titled "File Upload" and shows the path "Docu... > Glenville applicant doc". The file list contains one entry: "Copy of Grants Manager Damage Import Temp..." with a date modified of "10/30/2017 11:52 AM". The file name field at the bottom of the dialog box contains "Copy of Grants Manager Damage Im" and the file type is set to "\*.xlsx". The "Open" button is highlighted with a red callout box.

**Step 1: Click on the template**

**Step 2: Click Open**

# Damage Inventory Template with Errors

**Grants Portal**

Dashboard

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

Organization Profile  
Event PA Requests  
Projects  
Damages  
Work Orders  
My Tasks  
Utilities  
Administration

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

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

**CANCEL IMPORT**

**Step 1: Verify Errors or Warnings**

**Step 2: Click Cancel Import**

**Note: Grants Portal will show where the errors are located. Correct the Errors on Template, then re-upload**

Records

Search...

SHOW/HIDE COLUMNS

Row	Result	Category	Name	Address 1	Address 2	City	State	Latitude	Longitude	Damage Description	Cause of Damage
9	Rejected	E	Fire Station #9	1611 Headway Cir	Bldg 2	Austin	Texas	78754 30.33	-9768259.00	10000sf 2 story, no basement. 5 dorm rooms with 1-2 ft standing flood water for 1 day. Drawwall carpet	Hurricane

# Cancel Import

**Grants Portal**

Dashboard

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

Organization Profile

Event PA Requests

Projects

Damages

Work Orders

My Tasks

Utilities

Administration

## ! Import Data

Results

TOTAL RECORDS IMPORTED: 1 (1)

NEW DAMAGE RECORDS: 0

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

**CANCEL IMPORT** GO BACK

**CANCEL IMPORT**

SHOWN RECORDS: All

SEARCH: [Search] ?

SHOW/HIDE COLUMNS

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

# Import Damage Inventory Template With No Errors

**Grants Portal**

Dashboard

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

Organization Profile  
Event PA Requests  
Projects  
Damages  
Work Orders

My Tasks  
Utilities  
Administration

## ! Import Damage Inventory

Results

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

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

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

**COMMIT IMPORT**

**CANCEL IMPORT**

Step 1: Check Errors & Warnings

Step 2: Click **Commit Import**

Records

SHOW RECORDS All

Search... ?

SHOW/HIDE COLUMNS



# Commit Import Pop-Up Box

**Grants Portal**

Dashboard

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

Organization Profile

Event PA Requests

Projects

Damages

Work Orders

My Tasks

Utilities

Administration

## ! Import D

Results

TOTAL RECORDS IMP

NEW DAMAGE RE

COMMIT IMPORT GO BACK

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

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

SHOWN RECORDS All

SEARCH

SHOW/HIDE COLUMNS

**Commit Import**

Do you wish to commit the changes in this import?

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

**Click Commit Import**

# Damage Inventory Template Upload Successful

**Grants Portal**

**Dashboard**

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

**Import Damage Inventory** Glenville - PDMG0125 - 4332DR

[DOWNLOAD TEMPLATE](#) [UPLOAD SPREADSHEET](#) [GO BACK](#)

**Import History**

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

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

Uploaded Damage Inventory

# Damage Inventory

## Add Single Damage





# Event PA Requests

**Grants Portal**

Dashboard

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

Organization Profile

Event PA Requests

Projects

Damages

Work Orders

My Tasks

Utilities

Administration

## My Event PA Requests

All Active Event PA Requests

Search...

SHOW/HIDE COLUMNS

Event #	Event Name	Status	Process Step	PDMGs Assigned	# Projects	# Damages	# Work Orders
4332DR	4332DR-TX (4332DR)	Eligible	Pending Grant Completion	*PDMG0125 Lanneau, Peter	1	14	0

25

Previous 1 Next

**Step 1: Click Event PA Requests**

**Step 2: Click Magnifying glass**

# Manage Damage Inventory

**Grants Portal**

**Dashboard**

**My Organization**  
Glenville - PDMGD125 - 4332DR  
(4332DR - 125)

- Organization Profile
- Event PA Requests
- Projects
- Damages
- Work Orders

**My Tasks** ▾

**Utilities** ▾

**Administration** ▾

**DAMAGE INVENTORY** 11/14/2017  
**DEADLINE**

**INCIDENT END DATE** August 28, 2017

**DECLARATION DATE** August 26, 2017

**DECLARED COUNTIES** Houston County - August 24th, 2017

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

**Stats/Summary** >

**MANAGE**

**Damage Inventory** >

**MANAGE**

**MANAGE**

**Exploratory Call Information** >  
✔ Completed on 9/15/2017 1:14 pm

**Recovery Scope Meeting** >

Scroll down to the  
Damage Inventory Bar

Click **Manage**

# Add A Single Damage

The screenshot shows the Grants Portal interface. The main header is 'Grants Portal'. The left sidebar contains navigation options: Dashboard, My Organization (Glenville - PDMG0125 - 4332DR (4332DR - 125)), Organization Profile, Event PA Requests, Projects, Damages, Work Orders, My Tasks, Utilities, and Administration. The main content area is titled 'Event PA Requests Profile Manage Damage Inventory'. It features buttons for 'IMPORT', 'ADD DAMAGE', and 'CANCEL'. Below these is a 'Damage Inventory' table with columns for Damage #, Category, Name, Damage Description, Project, Cause of Damage, and Location. Two damage entries are visible, each with 'EDIT' and 'REMOVE' buttons.

**Click Add Damage**

Damage #	Category	Name	Damage Description	Project	Cause of Damage	Location	
<a href="#">EDIT</a> <a href="#">REMOVE</a>	30711	A	31-90 Day PAAP Debris Removal	The applicant hauled all debris to the burn site within 30 days of the incident period. The debris is to be burned within 31-90 days after the incident period.	Unassigned	Hurricane	13310 US Highway 319 North Thomasville, Georgia 31792
<a href="#">EDIT</a> <a href="#">REMOVE</a>	30712	A	1- 30 Day PAAP Debris Removal	Debris removal and disposal (vegetative) from numerous locations throughout city. The work was completed by Force Account (Operations, Public Works, and Sanitation Departments). The applicant is participating in the PAAP program and completed debris removal within 30 days of the incident period. The city hauled the debris to two different locations.	[1806] 1-30 PAAP Debris	Hurricane	111 Victoria Place Thomasville, Georgia 31792

# Select Damage Type

**Select Standard Damage**

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

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

**MANAGEMENT COST** For the reimbursement of Category Z- Directed Administrative Costs (DAC)

**CLOSE**

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

# Add Damaged Site Information

**Grants Portal** Sam, Yosemite

**Dashboard** | **My Organization** | **Glennville - PDMG0125 - 4332DR (4332DR - 125)**

## Event PA Requests Profile Manage Damage Inventory

**Step 2: Click Save** SAVE GO BACK

**General Information**

Category: G - Parks, Recreational Facilities, and Other Items

Name: Walnut Metro Park

**Damage Information**

Damage Description: 10 acre park with asphalt road and parking lots. 2 mile 12ft wide asphalt side walk around the parks perimeter. 700LF of chain linked fence damage. 17ea 15ft high light poles down, 100SF vinyl canopy over the playground torn.

Cause of Damage: Hurricane

Prior PA Grant?

**Location Information**

Location	Address	Latitude/Longitude	Map
	12138 N Larnar Blvd		
	City/County/State		
	Austin		
	Texas		
	78753		

**Repair Information**

% Work Complete: 10

Approximate Cost: \$90,000.00

Labor Type: Force Account and Contract

Priority: Medium

**Step 1: Complete Information**

# Edit Damage Inventory





# My Event Requests

**Grants Portal** Sam, Yosimite

**Dashboard** **My Event PA Requests** ☆

**My Organization**  
Glennville - PDMG0125 - 4332DR  
(4332DR - 125)

**Organization Profile** **Filters >**  📄 ⚙️ 🗑️ ⬇️ ☆

**Event PA Requests**  🔍 SHOW/HIDE COLUMNS

Event #	Event Name	Status	Process Step	PDMGs Assigned	# Projects	# Damages	# Work Orders
🔍 4332DR	4332DR-TX (4332DR)	Eligible	Pending Grant Completion	*PDMG0125 Lanneau, Peter	1	15	0

25 Showing 1 to Previous 1 Next

Step 1: Click **Event PA Requests**

Step 2: Click the **Magnifying Glass**

# Damage Inventory Bar

**Grants Portal** Sam, Yosemite

**Event PA Requests Profile** Glenville - PDMG0125 - 4332DR - 4332DR-TX

**General Information**

FEMA PA CODE	4332DR - 125
NAME	Glenville - PDMG0125 - 4332DR
TYPE	City or Township Government
STATUS	Eligible
RPA DECISION DATE	8/29/2017 7:14 pm CDT
RSM COMPLETION DATE	9/15/2017 3:15 pm CDT
DAMAGE INVENTORY DEADLINE	11/14/2017
PROCESS STEP	Pending Grant Completion <small>As of September 15th, 2017 1:55 PM CDT</small>

**Event Information**

JOB #	4332DR
EVENT NAME	4332DR-TX
EVENT TYPE	Disaster
INCIDENT TYPE	Hurricane
INCIDENT LEVEL	1
INCIDENT START DATE	August 23, 2017
INCIDENT END DATE	August 28, 2017
DECLARATION DATE	August 26, 2017
DECLARED COUNTIES	Houston County - August 24th, 2017

**My Tasks**

- Stats/Summary >
- Contacts > **MANAGE**
- Locations > **MANAGE**
- Damage Inventory > **MANAGE**

**Click Manage**



# Edit Damage Inventory

**Grants Portal** Sam, Yosemite

Dashboard | My Organization | **Event PA Requests Profile** Manage Damage Inventory

IMPORT | ADD DAMAGE | CANCEL

**Damage Inventory**

SEARCH [ ] SHOW/HIDE COLUMNS

	Damage #	Category	Name	Damage Description	Project	Cause of Damage	Location
<a href="#">EDIT</a> <a href="#">REMOVE</a>	30721	C	Roads	Erosion	Unassigned	Hurricane	Blue Jay Road Thomasville, Georgia 31792
<a href="#">EDIT</a> <a href="#">REMOVE</a>	30722	C	Roads	Erosion	Unassigned	Hurricane	Mars Hill Road Thomasville, Georgia 31792
<a href="#">EDIT</a> <a href="#">REMOVE</a>	30723	C			Unassigned	Hurricane	Williams Rd Thomasville, Georgia 31792
<a href="#">EDIT</a> <a href="#">REMOVE</a>	91175	E	Fire Station #9	10000sf 2 story, no basement. 5 dorm rooms with 1-2 ft standing flood water for 1 day. Draywall, carpet, bed, chair and desk. 5 windows damage and Parking lot lights.	Unassigned	Hurricane	1611 Headway Cir Bldg 2 Austin, Texas 78754
<a href="#">EDIT</a> <a href="#">REMOVE</a>	91207	G	Walnut Metro Park	10 acre park with asphalt road and parking lots. 2 mile 12ft wide asphalt side walk around the parks perimeter. 700LF of chain linked fence damage. 17/ea 15ft high light poles down, 100SF vinyl canopy over the playground torn.	Unassigned	Hurricane	12138 N Lamar Blvd Austin, Texas 78753

Showing 11 to 15 of 15 entries

Previous 1 2 Next

**Click Edit**

# Edit Damage Information

**Grants Portal** Sam, Yosemite

**Dashboard** | **My Organization** | **Event PA Requests Profile** | Manage Damage Inventory

Glennville - POMG0125 - 4392DR (4392DR - 125)

- Organization Profile
- Event PA Requests
- Projects
- Damages
- Work Orders
- My Tasks**
- Utilities
- Administration

**Step 2: Click Save** SAVE GO BACK

**General Information**

Category: G - Parks, Recreational Facilities, and Other Items

Name: Walnut Metro Park

**Damage Information**

Damage Description: 10 acre park with asphalt road and parking lots. 2 mile 12ft wide asphalt side walk around the parks perimeter. 700LF of chain linked fence damage. 17ea 15ft high light poles down, 100SF vinyl canopy over the playground torn.

Cause of Damage: Hurricane

Prior PA Cont?

**Location Information**

Location	Address	Latitude	Longitude	Map
	12138 N Larnar Blvd			
	Highway 8300000			
	Austin			
	Texas			
	78753			

**Repair Information**

% Work Complete: 10

Approximate Cost: \$90,000.00

Labor Type: Force Account and Contract

Priority: Medium

**Step 1: Edit Information**

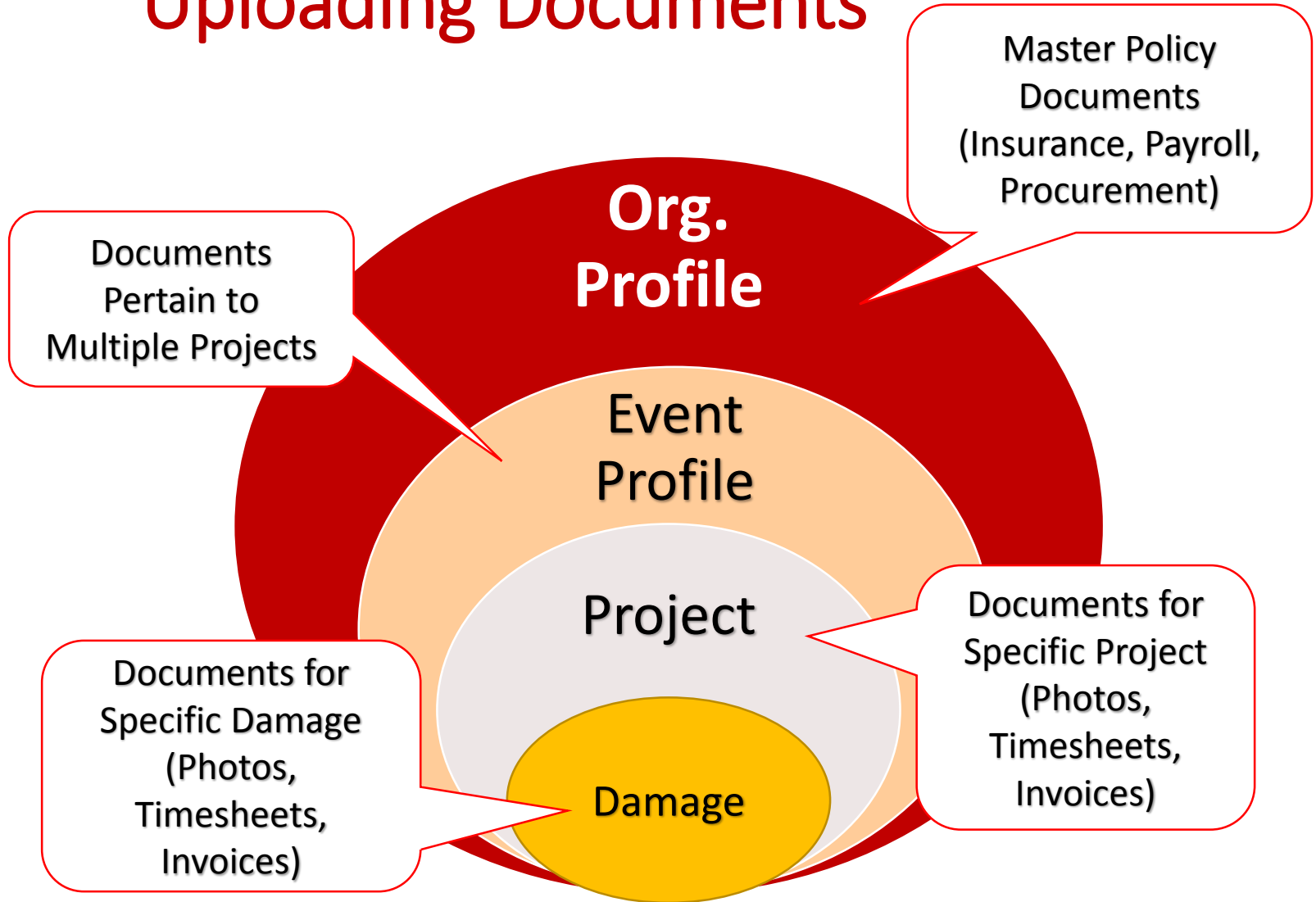
# Confirm Damage Information Edit

The screenshot shows the Grants Portal interface. The main content area is titled "Event PA Requests Profile Management" and displays details for a request named "Walnut Metro Park". The "General Information" section shows the category as "G - Parks, Recreational Facilities". The "Damage Information" section contains a detailed description of the damage: "10 acre park with asphalt road and parking lots. 2 mile 12ft wide asphalt side walk around the perimeter. 700LF of chain linked fence damage. 20ea 16ft high light poles down, 100SF vinyl canopy over the playground torn." The cause of damage is listed as "Hurricane". There is a checkbox for "Prior PA Grant?" which is currently unchecked. A "Save Changes" modal dialog box is open, asking "Are you sure you want to save?". The dialog has two buttons: "YES" (highlighted in blue) and "NO". A red callout bubble with the text "Click Yes" points to the "YES" button. In the top right corner of the page, there are "SAVE" and "GO BACK" buttons. The user's name "Sam, Yosemite" is visible in the top right corner.

# Upload Documents



# Uploading Documents



# Add Documents Under Organization



# My Organization Profile Insurance Document

The screenshot shows the Grants Portal interface. At the top left is the 'Grants Portal' logo. The user is logged in as 'Leghorn, Fogho...'. The main header displays 'My Organization Profile' for 'Glenville - PDMG0009 - 4332DR'. A sidebar on the left contains navigation options: Dashboard, My Organization, Organization Profile, Event PA Requests, Projects, Damages, Work Orders, My Tasks, and Utilities. The main content area shows 'General Information' with fields for STATE/TRIBE/TERRITORY, LEVEL 2 (Glenville - PDMG0009 - 4332DR), and TYPE (City or Township Govern). To the right, there are fields for IS ACTIVE? (Yes), FEMA PA CODE (4332DR - 9), and DUNS NUMBER (TX-TRN-0009). Below this is a list of categories: Personnel, Locations, Counties with Facility, Insurance Profile, Event PA Requests, and Documents, each with a 'MANAGE' button. At the bottom right of the Insurance Profile section, there is an 'UPLOAD INSURANCE DOCUMENT' button and a 'HELP' button. Three red callout boxes with white text and red borders provide instructions: 'Step 1: Click My Organization' points to the 'My Organization' link in the sidebar; 'Step 2: Click Organization Profile' points to the 'Organization Profile' link in the sidebar; and 'Step 3: Click Upload Insurance Document' points to the 'UPLOAD INSURANCE DOCUMENT' button.

**Step 1: Click My Organization**

**Step 2: Click Organization Profile**

**Step 3: Click Upload Insurance Document**



# Upload Insurance Document

The screenshot shows a web application interface for a Grants Portal. A modal window titled "Upload Insurance Document" is open, allowing users to upload a document. The modal contains a green "SELECT DOCUMENT" button, a "(Max Size: 100MB)" label, and three input fields: "Filename", "Description", and "Category". The "Category" field is highlighted with a red border and a red error message "This field is required." below it. At the bottom of the modal are "ADD DOCUMENT" and "CANCEL" buttons. A red callout box with the text "Click Select Document" points to the "SELECT DOCUMENT" button. The background shows the portal's navigation menu and a list of organization profiles.

**Click Select Document**

Grants Portal

Dashboard

My Organization

Organization Profile

Event PA Request

Projects

Damages

Work Orders

My Tasks

Utilities

Personnel

Locations

Counties with Facility

Insurance Profile

Event PA Requests

Upload Insurance Document

Help

Leghorn, Fogho...

DOWNLOAD

EDIT

MANAGE

MANAGE

MANAGE

MANAGE

ADD DOCUMENT

CANCEL

SELECT DOCUMENT (Max Size: 100MB)

Filename

Description

Category: Select a category...

This field is required.

# Select Insurance Document – Pop-Up Box

The screenshot displays the Grants Portal interface with a sidebar on the left containing navigation options like Dashboard, My Organization, and My Tasks. The main content area shows a 'General Information' section. Overlaid on this is a white 'Upload Insurance Document' pop-up box with a green 'SELECT DOCUMENT' button. A 'File Upload' dialog box is open, showing a list of files in a folder named 'Glenville applica...'. The file 'Glenville PDMG009 Insurance Doc' is selected. A red callout box points to this file with the text 'Step 1: Select the document to upload'. Another red callout box points to the 'Open' button in the dialog box with the text 'Step 2: Click Open'.

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

# Add Document Description & Category Tag

The screenshot shows the 'Upload Insurance Document' form in the Grants Portal. The form includes fields for 'Filename' (Glenville PDMG009 Insurance Doc.docx), 'Description', and 'Category'. The 'Category' dropdown menu is open, showing options like 'General Insurance Documents', 'Insurance Certificate', 'Insurance Policy' (highlighted), 'Insurance Settlement', 'Insurance Worksheet', and 'Proof of Insurance'. Three callouts provide instructions: 'Step 1: Write description of document' points to the Description field; 'Step 2: Click the Category box' points to the Category dropdown; and 'Step 3: Select Document Type' points to the 'Insurance Policy' option in the dropdown.

**Step 1: Write description of document**

**Step 2: Click the Category box**

**Step 3: Select Document Type**

# Add Insurance Documents

**Grants Portal**

Dashboard

My Organization  
Glenville - PDMG009 - 433269  
(433269 - 9)

Organization Profile

Event PA Requests

Projects

Damages

Work Orders

My Tasks

Utilities

Locations

Counties with Facility

Insurance Profile

Event PA Requests

Documents

Leghorn, Fogho

DOWNLOAD EDIT

STATE/TRIBE/TERRITORY

LEVEL

TYPE

PERSONNEL

MANAGE

MANAGE

MANAGE

MANAGE

UPLOAD INSURANCE DOCUMENT ? HELP

MANAGE

### Upload Insurance Document

**SELECT DOCUMENT** Glenville PDMG009 Insurance Doc.docx  
(Max Size: 100MB)

Filename:

Description:

Category:

**⚠ Personally identifiable information (PII) WARNING**

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

**Click Add Document**

# My Organization Profile Documents Bar

The screenshot shows the Grants Portal interface. At the top left is the 'Grants Portal' logo. The user 'Sam, Yosemite' is logged in at the top right. The main header area includes a 'Dashboard' link and the 'My Organization Profile' for 'Glenville - PDMG0125 - 4332DR'. On the left is a navigation sidebar with options like 'Organization Profile', 'Event PA Requests', 'Projects', 'Damages', 'Work Orders', 'My Tasks', 'Utilities', and 'Administration'. The main content area displays organization details: 'LEVEL 2: Glenville - PDMG0125 - 4332DR' and 'TYPE: City or Township Government'. A table on the right lists attributes: 'IS ACTIVE?' (Yes), 'FEMA PA CODE' (4332DR - 125), and 'DUNS NUMBER' (TX-TRN-0125). Below this are sections for 'Personnel', 'Locations', 'Counties with Facility', 'Insurance Profile', 'Event PA Requests', 'Documents', and 'Action Log'. Each section has a 'MANAGE' button. A red callout box points to the 'Organization Profile' link in the sidebar with the text 'Step 1: Click Organization Profile'. Another red callout box points to the 'MANAGE' button in the 'Documents' section with the text 'Step 2: Click Manage'.

**Step 1: Click Organization Profile**

**Step 2: Click Manage**

# Manage Documents (Policy Documents)

Grants Portal

Sam, Yosemite

Dashboard

My Organization

Organization Profile

Event PA Requests

Projects

Damages

Work Orders

My Tasks

Utilities

Administration

Manage Documents

+ ADD DOCUMENT

This Organization has no documents.

Click **Add Document**



# Manage Documents Upload – Pop Up Box

**Step 1: Click Select Document**

**ADD DOCUMENT** (Max Size: 100MB)

CAUTION: Document will be uploaded to the Organization Profile.

Document is intended to be uploaded to this organization for a specific event, please find this organization's Event PA Requests that event [here](#) and upload the document to that Event PA Requests profile.

Filename

Description

Types

Category

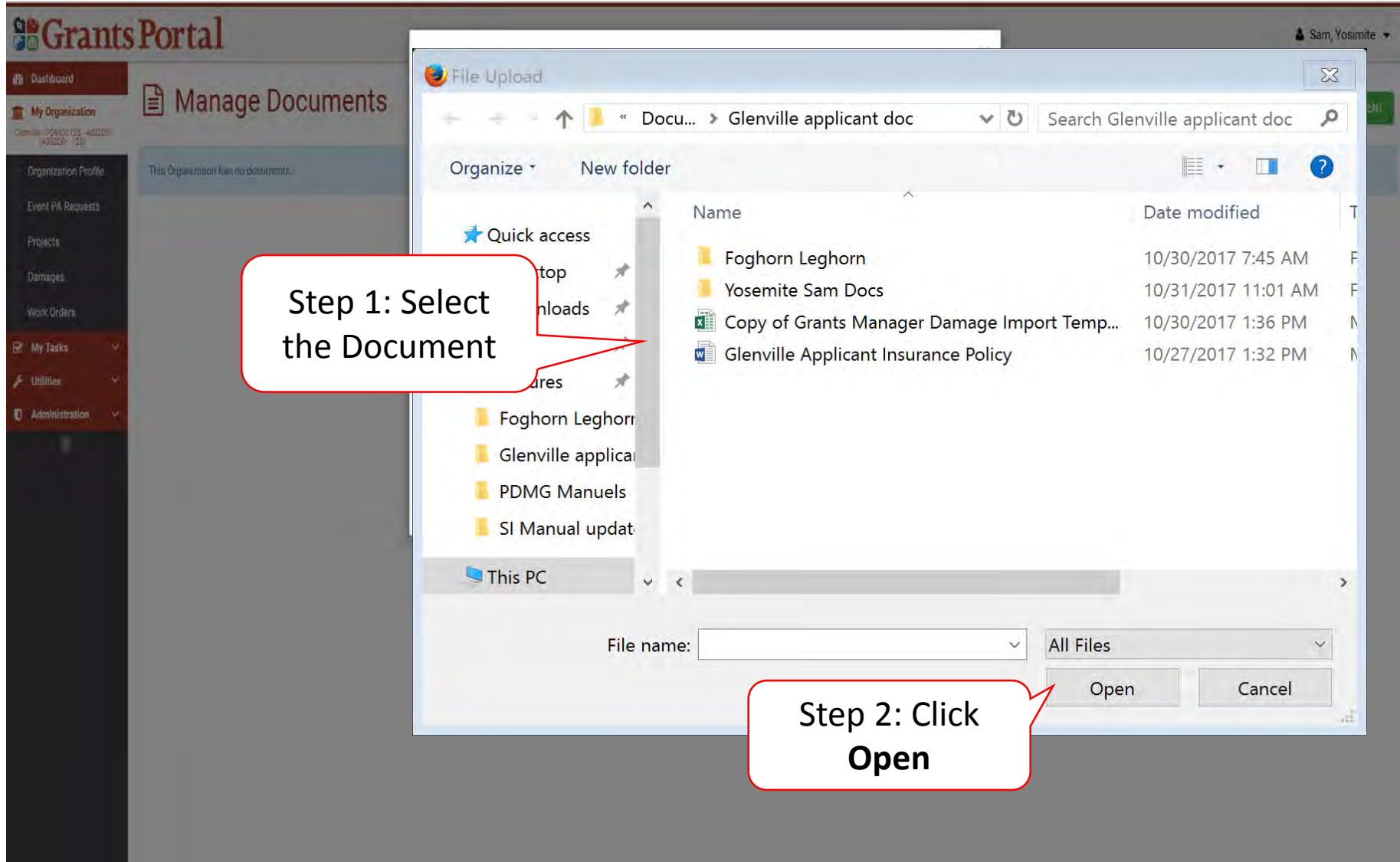
This field is required.



# Select Document – Pop Up Box

Step 1: Select the Document

Step 2: Click Open



# Add Document Description and Category Tag

The screenshot shows the 'Add Document' form in the Grants Portal. The form includes a 'SELECT DOCUMENT' button, a filename field, a description field, a type dropdown menu, and a category dropdown menu. A callout box points to the description field, another to the type dropdown, and a third to the category dropdown.

**Step 1: Provide Document Description**

**Step 2: Leave Type at ALL**

**Step 3: Select Document Category**

**CAUTION: Document will be uploaded to the Organization Profile.**  
If this document is intended to be uploaded to this organization for a specific event, please find this organization's Event PA Requests profile for that event [here](#) and upload the document to that Event PA Requests profile.

**SELECT DOCUMENT** Glenville PDMG0125 Paypolicy.docx  
(Max Size: 100MB)

Filename: Glenville PDMG0125 Paypolicy.docx

Description: Payroll Policy

Types: All

Category: Force Account Labor Pay Policy

Force Account Historical Cost Summary

Force Account Labor Pay Policy

Force Account Labor Payroll/Timesheets

Force Account Labor Record

Force Account Labor Summary

Force Account Material Record

**Personally identifiable information**  
In accordance with the Privacy Act, this information has been removed or redacted from this document. This information includes, but is not limited to, names, home addresses, or other personal information.

# Add Document

**Grants Portal**

Sam, Yosim

Dashboard

My Organization

Organization Profile

Event PA Requests

Projects

Damages

Work Orders

My Tasks

Utilities

Administration

Manage Documents

This Organization has no documents.

**Add Document**

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

If this document is intended to be uploaded to this organization for a specific event, please find this organization's Event PA Requests profile for that event [here](#) and upload the document to that Event PA Requests profile.

**SELECT DOCUMENT** Glenville PDMG0125 Paypolicy.docx  
(Max Size: 100MB)

Filename: Glenville PDMG0125 Paypolicy.docx

Description: Payroll Policy

Types: All

Category: Force Account Labor Pay Policy

**⚠ Personally identifiable information (PII) WARNING**

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

**Click Add Document**

ADD DOCUMENT CANCEL

# Edit Document Name

The screenshot shows the Grants Portal interface. The top navigation bar includes the logo and the user name 'Sam, Yosemite'. The left sidebar contains navigation options: Dashboard, My Organization (Glenville - PDMG0125 - 4332DR (4332DR - 125)), Organization Profile, Event PA Requests, Projects, Damages, Work Orders, My Tasks, Utilities, and Administration. The main content area is titled 'Manage Documents' and features a table of documents. A red box highlights the 'EDIT' button for the document 'Glenville PDMG0125 Paypolicy.docx'. A callout bubble points to the button with the text 'Click Edit'.

Document Name	Description	Size	Category	Uploaded Date	Uploaded By
Glenville PDMG0125 Paypolicy.docx	Payroll Policy	11 KB	Force Account Labor Pay Policy	11/01/2017 04:48 PM CDT	Sam, Yosemite

# Edit Name

The screenshot shows the 'Grants Portal' interface with a modal window titled 'Edit Document'. The modal contains the following fields:

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

At the bottom of the modal are two buttons: 'SAVE CHANGES' (highlighted with a red callout) and 'CANCEL'. A red bracket on the right side of the modal groups the Filename, Description, and Types fields. A white callout box with a red border on the right contains the text 'Step 1: Complete Edit'. Another white callout box with a red border at the bottom contains the text 'Step 2: Click Save Changes'.

# Remove Documents

The screenshot shows the 'Grants Portal' interface. The user is logged in as 'Sam, Yosemite'. The main heading is 'Manage Documents'. A table lists documents with columns for Filename, Description, Size, Category, Uploaded Date, and Uploaded By. A red callout box highlights the 'REMOVE' button for the document 'Glenville PDMG0125 Paypolicy.docx'.

Filename	Description	Size	Category	Uploaded Date	Uploaded By
<a href="#">EDIT</a> Glenville PDMG0125 Paypolicy.docx	Payroll Policy	11 KB	Force Account Labor Pay Policy	11/01/2017 04:48 PM CDT	Sam, Yosemite

Showing 1 to 1 of 1 entries

Click **Remove**

# Uploading Documents Under Event





# Add Documents To An Event

**Step 1: Click Event PA Requests**

**Step 2: Click the Magnifying Glass**

Grants Portal

Leghorn, Fogho...

Dashboard

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

My Event PA Requests

Filters >

All Active Event PA Requests

SHOW/HIDE COLUMNS

Event #	Event Name	Status	Process Step	PDMGs Assigned	# Projects	# Damages	# Work Orders
4332DR	4332DR-TX (4332DR)	Eligible	Pending Grant Completion	*Lanneau, Peter	3	21	6

1 of 1 entries

# Event PA Requests Profile Document

The screenshot shows the Grants Portal interface. The top navigation bar includes the 'Grants Portal' logo and a user profile for 'Leghorn, Fogho...'. The left sidebar contains a menu with 'My Organization' (selected), 'My Tasks', and 'Utilities'. The main content area displays a list of profile documents:

- Exploratory Call Information > (Completed on 9/8/2017 8:58 am)
- Recovery Scope Meeting > (Completed on 9/8/2017 9:00 am)
- Site Inspection Work Orders >
- Projects >
- 406 Mitigation Profile >
- Insurance Profile > (with a ? HELP button)
- Documents > (with a gear icon and a **MANAGE** button)
- Comments >
- Request for Information >

A red callout box with the text 'Click Manage' points to the 'MANAGE' button on the 'Documents' row.

# Event PA Request Profile Manage Documents

The screenshot shows the Grants Portal interface. The header includes the 'Grants Portal' logo and a user profile for 'Leghorn, Fogho...'. The left sidebar contains navigation options: Dashboard, My Organization (Glenville - PDMG0009 - 4332DR), Organization Profile, Event PA Requests, Projects, Damages, Work Orders, My Tasks, and Utilities. The main content area is titled 'Event PA Requests Profile Manage Documents' and features a search bar and a table of documents. A red callout box highlights a green '+ ADD DOCUMENT' button with the text 'Click Add Document'.

Filename	Description	Size	Category	Uploaded Date	Uploaded By
<a href="#">EDIT</a> Text Equipment Log.docx	Equipment Log	11.1 KB	Force Account Equipment Summary	10/18/2017 08:11 AM CDT	Lanneau, Peter
<a href="#">REMOVE</a>					
<a href="#">EDIT</a> Text Timesheets.docx	Time Sheets	11 KB	Force Account Labor Payroll/Timesheets	10/18/2017 08:12 AM CDT	Lanneau, Peter
<a href="#">REMOVE</a>					

Showing 1 to 2 of 2 entries

# Event PA Request Profile Manage Document Upload – Pop Up

**Grants Portal**

Dashboard | My Organization | Event PA Request Profile

**Add Document** [X]

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

**Step 1: Click Select Document**

**SELECT DOCUMENT** (Max Size: 100MB)

Filename:

Description:

Types: All

Category:   
This field is required.

**ADD DOCUMENT** **CANCEL**

Date	Uploaded By
7 01:50 PM CDT	Leghorn, Foghorn
7 08:11 AM CDT	Lanneau, Peter
7 08:12 AM CDT	Lanneau, Peter

# Select Document – Pop Up Box

The screenshot shows the 'Grants Portal' interface with a sidebar on the left containing navigation options like 'Dashboard', 'My Organization', 'Event PA Requests', 'Projects', 'Damages', 'Work Orders', 'My Tasks', 'Utilities', and 'Administration'. The main content area is titled 'Add Document' and features a 'CAUTION' warning and a 'SELECT DOCUMENT' button. A 'File Upload' dialog box is overlaid on the screen, showing a file explorer view of a folder named 'Glenville applicant doc'. The dialog lists several files, including 'Foghorn Leghorn', 'Yosemite Sam Docs', 'Copy of Grants Manager Damage Import Temp...', and 'Glenville Applicant Insurance Policy'. At the bottom of the dialog, there is a 'File name' field, a file type dropdown set to 'All Files', and 'Open' and 'Cancel' buttons. Two red callout boxes provide instructions: one points to the 'Open' button with the text 'Step 2: Click Open', and another points to the file list with the text 'Step 2: Select the Document'.

**Step 2: Click Open**

**Step 2: Select the Document**

# Add Document Description And Category Tag

The screenshot shows the 'Add Document' modal in the Grants Portal. A yellow caution box at the top states: 'CAUTION: Document will be uploaded to the Event PA Requests Profile. If this document needs to be uploaded to the organization and is not specific to this event, then please upload the document to the Organization Profile.' The form contains the following fields:

- Filename:** A green 'UPLOAD' button and the text 'Glenville PDMG009 PayPolicy.docx' (Max Size: 100MB).
- Name:** A text input field containing 'Glenville PDMG009 PayPolicy.docx'.
- Description:** A text input field containing 'Payroll Policy'.
- Type:** A dropdown menu currently set to 'All'.
- Category:** A dropdown menu with 'Select a category...' at the top and a list of categories below, including 'Force Account Labor Pay Policy' which is highlighted in blue.

Three red callout boxes provide instructions:

- Step 1: Provide Document Description** (points to the Description field)
- Step 2: Leave Type at ALL** (points to the Type dropdown)
- Step 3: Select Document Category** (points to the Category dropdown)



# Add Document

**Grants Portal**

Dashboard

My Organization  
Glennville PDMG0175 (433QDR)  
(433QDR - 125)

Organization Profile

Event PA Requests

Projects

Damages

Work Orders

My Tasks

Utilities

Administration

Showing 1 to 3 of 3 entries

### Add Document

**⚠ CAUTION: Document will be uploaded to the Event PA Requests Profile.**

If this document needs to be uploaded to the organization and is not specific to this event, then please upload the document to the **Organization Profile**.

**SELECT DOCUMENT** Glennville PDMG009 PayPolicy.docx  
(Max Size: 100MB)

Filename: Glennville PDMG009 PayPolicy.docx

Description: Payroll Policy

Types: All

Category: Force Account Labor Pay Policy

**⚠ Personally identifiable information (PII) WARNING**

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

**Click Add Document**

ADD DOCUMENT CANCEL

Sam, Yosemite

+ ADD DOCUMENT

Date	Uploaded By
17 01:50 PM CDT	Leghorn, Foghorn
17 08:11 AM CDT	Lanneau, Peter
17 08:12 AM CDT	Lanneau, Peter

# Edit Or Remove Documents

The screenshot shows the Grants Portal interface. The main heading is "Event PA Requests Profile" with a sub-heading "Manage Documents". A green button labeled "+ ADD DOCUMENT" is in the top right. A table lists documents with columns for Filename, Description, Size, Category, Uploaded Date, and Uploaded By. Each row has "EDIT" and "REMOVE" buttons. Two callouts are present: one pointing to the "EDIT" button for the first document with the text "Click **Edit** to edit document name", and another pointing to the "REMOVE" button for the second document with the text "Click **Remove** to Delete document".

**Click **Edit** to edit document name**

Filename	Description	Size	Category	Uploaded Date	Uploaded By
Glenville PDMG009 PayPolicy.docx	Payroll Policy	11.1 KB	Force Account Labor Pay Policy	11/03/2017 01:50 PM CDT	Leghorn, Foghorn
Equipment Log.docx	Equipment Log	11.1 KB	Force Account Equipment Summary	10/18/2017 08:11 AM CDT	Lanneau, Peter
Tex... .docx	Time Sheets	11 KB	Force Account Labor Payroll/Timesheets	10/18/2017 08:12 AM CDT	Lanneau, Peter

**Click **Remove** to Delete document**

# Uploading Documents Under Projects



# My Event PA Requests

**Grants Portal** Leghorn, Fogho...

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

## My Event PA Requests

Filters > All Active Event PA Requests

SEARCH... SHOW/HIDE COLUMNS

Event #	Event Name	Status	Process Step	PDMGs Assigned	# Projects	# Damages	# Work Orders
4332DR	4332DR-TX (4332DR)	Eligible	Pending Grant Completion	*Lanneau, Peter	3	21	6

25 1 of 1 entries Previous 1 Next

**Step 1: Click Event PA Requests**

**Step 2: Click the Magnifying Glass**

# Event PA Requests Profile Document

The screenshot displays the Grants Portal interface. On the left is a navigation sidebar with options: Dashboard, My Organization (Glenville - PDMG0009 - 4332DR (4332DR - 9)), Organization Profile, Event PA Requests, Projects, Damages, Work Orders, My Tasks, and Utilities. The main content area shows the 'Projects' section with tabs for 'Active' and 'Inactive'. Below the tabs are filter fields for 'CATEGORY', 'PROCESS STEP', 'HAS RFI', and 'HAS POLICY ISSUE?'. A search bar with a magnifying glass icon is located above the table. The table has columns for 'Cat', 'Title', 'Type', 'Process Step', and '# Damages'. Three entries are visible in the table. A 'SHOW/HIDE COLUMNS' button is in the top right of the table area. At the bottom, there is a pagination control showing 'Showing 1 to 3 of 3 entries' and a 'Next' button.

**Step 1: Scroll down and expand the Projects bar**

**Step 2: Click the Magnifying Glass**

Cat	Title	Type	Process Step	# Damages
G - Parks, Recreational Facilities, and Other Items	City Parks	Standard	Pending EEI Completion	4
E - Buildings and Equipment	Maintenance Bldg	Standard	Pending Formulation Completion	1
E - Buildings and Equipment	Sheriff's Lab	Standard	Pending EEI Completion	1

# Project Document

The screenshot displays the Grants Portal interface. At the top left is the 'Grants Portal' logo. The top right shows a notification bell with a red '2' and a user profile for 'Leghorn, Fogho...'. A left-hand navigation sidebar includes 'Dashboard', 'My Organization' (with sub-items: Organization Profile, Event PA Requests, Projects, Damages, Work Orders), 'My Tasks', and 'Utilities'. The main content area lists several project-related sections: 'Damage Description and Dimensions', 'Development Guide Answers', 'Scope & Cost Summary', '406 Mitigation Profile' (with a sub-note: '0 of 0 are pending completion of HMP Scope & Cost.'), 'Insurance', 'Environmental and Historic Preservation', 'Documents', 'Request for Information', and 'Comments'. A 'MANAGE' button is located at the bottom right of the 'Documents' section, highlighted by a red speech bubble containing the text 'Click Manage'.



# Project Details Manage Documents

Grants Portal

Leghorn, Fogho.

Dashboard

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

Organization Profile

Event PA Requests

Projects

Damages

Work Orders

My Tasks

Utilities

Project Details Manage Documents

+ ADD DOCUMENT

This project has no documents.

Click **Add Document**

# Project Details Document Upload – Pop Up

**Click Select Document**

**Add Document** [X]

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

**SELECT DOCUMENT** (Max Size: 100MB)

Filename

Description

Types

Category   
This field is required.

# Select Document – Pop Up Box

**Step 1: Click on the document to upload**

**Step 2: Click **Open****

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

If this document needs to be uploaded to the organization and is not specific to this event, then please upload the document to the Organization Profile.

**SELECT DOCUMENT** (Max Size: 100MB)

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

File name: Glenville PDMG009 Dell Inc. Contract

All Files

Open Cancel

ADD DOCUMENT CANCEL

# Document Description And Category Tag

The screenshot shows the 'Add Document' form in the Grants Portal. The form includes a 'SELECT DOCUMENT' button, a filename field, a description field, a 'Types' dropdown menu set to 'All', and a 'Category' dropdown menu. A yellow caution box at the top states: 'CAUTION: Document will be uploaded to the Project Record. If this document needs to be uploaded to the organization and is not specific to this event, then please upload the document to the Organization Profile.' The background shows the 'Project Detail' page with a 'This project has no documents.' message.

**Step 1: Add Document Description**

**Step 2: Leave Type at All**

**Step 3: Click Category**

# Add Document to Project Details

The screenshot shows the 'Grants Portal' interface with a modal window titled 'Add Document'. The modal contains a yellow caution box at the top stating: 'CAUTION: Document will be uploaded to the Project Record. If this document needs to be uploaded to the organization and is not specific to this event, then please upload the document to the Organization Profile.' Below this is a green 'SELECT DOCUMENT' button and the text 'Glenville PDMG009 Dell Inc. Contract.docx (Max Size: 100MB)'. The form fields are: 'Filename' (Glenville PDMG009 Dell Inc. Contract.docx), 'Description' (Dell Inc. Contract), 'Types' (All), and 'Category' (Contract Document). At the bottom of the modal is a blue 'ADD DOCUMENT' button. A red callout box with a white background and black border points to this button, containing the text 'Click Add Document'. The background shows the 'Project Details' page with a message 'This project has no documents.' and a green '+ ADD DOCUMENT' button in the top right corner. The user's name 'Leghorn, Fogho.' is visible in the top right of the portal.

# Edit Or Remove Documents

The screenshot displays the 'Grants Portal' interface. At the top left, the 'Grants Portal' logo is visible. The user's name 'Leghorn, Fogho...' is shown in the top right corner. The main navigation menu on the left includes 'Dashboard', 'My Organization', 'Organization Profile', 'Event PA Requests', 'Projects', 'Damages', 'Work Orders', 'My Tasks', and 'Utilities'. The 'My Organization' section is expanded, showing 'Glenville - PDMG009 - 4332DR (4332DR - 9)'. The main content area is titled 'Project Details' and 'Manage Documents'. A green '+ ADD DOCUMENT' button is located in the top right of the content area. Below this is a table of documents with columns for 'Filename', 'Size', 'Category', 'Uploaded Date', and 'Uploaded By'. A single document is listed: 'Glenville PDMG009 Dell Inc. Contract.docx' with a size of 11 KB, category 'Contract Document', and uploaded on 11/03/2017 03:44 PM CDT by Leghorn, Foghorn. Two buttons are visible for this document: a blue 'EDIT' button and a red 'REMOVE' button. Two red callout boxes with arrows point to these buttons. The first callout box, containing the text 'Click **Edit** to edit document name', points to the 'EDIT' button. The second callout box, containing the text 'Click **Remove** to Delete', points to the 'REMOVE' button. The table also shows a 'Showing 1 to' indicator and pagination controls for 'Previous', '1', and 'Next'.

Filename	Size	Category	Uploaded Date	Uploaded By
Glenville PDMG009 Dell Inc. Contract.docx	11 KB	Contract Document	11/03/2017 03:44 PM CDT	Leghorn, Foghorn



# Uploading Documents To Damage Inventory Line Item



# My Event PA Requests

**Step 1: Click Event PA Requests**

**Step 2: Click the Magnifying Glass**

Grants Portal

Leghorn, Fogho...

Dashboard

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

My Event PA Requests

Filters >

All Active Event PA Requests

SHOW/HIDE COLUMNS

Event #	Event Name	Status	Process Step	PDMGs Assigned	# Projects	# Damages	# Work Orders
4332DR	4332DR-TX (4332DR)	Eligible	Pending Grant Completion	*Lanneau, Peter	3	21	6

25 1 of 1 entries Previous 1 Next

# Event PA Request Profile Damage Inventory

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

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

**Grants Portal**

Dashboard | Contacts | Locations | **Damage Inventory** | My Organization | My Tasks | Utilities

Organization Profile | Event PA Requests | Projects | Damages | Work Orders

Active | Inactive | PAAP

ALL ACTIVE

SEARCH

SHOW/HIDE COLUMNS

Damage #	Category	Name	Damage Description	Applicant Priority	Damage Survey Complete?
AD			300LF WASHOUT	High	Yes
AD			400LF WASHOUT	High	Yes
AD			250LF WASHOUT	High	Yes
35					
OPTIONS - 27641	C	COUNTY ROAD	200LF WASHOUT	High	Yes
95					
		ROBERTS PARK	DAMAGES TO PLAYGROUND EQUIPMENT	High	Yes
OPTIONS - 27643	G	ROBERTS PARK	DAMAGES TO THE MAIN OFFICE COMPLEX	High	Yes

# Damage Details Documents Bar

**Grants Portal** 🔔 2 👤 Leghorn, Fogho...

**Dashboard** **Damage Details** EDIT

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

**General Information**

<b>DAMAGE #</b>	27641	<b>APPLICANT</b>	Glenville - PDMG0009 - 4332DR (4332DR - 9)
<b>CATEGORY</b>	C	<b>EVENT</b>	4332DR-TX (4332DR)
<b>NAME</b>	COUNTY ROAD 95	<b>PROJECT</b>	Unassigned
<b>STATUS</b>	Active		

**Additional Information** >

**Damage Survey Answers** >

**Site Inspection Information** >  
Requested for 10/14/2017 09:00 AM CDT

**406 Mitigation Profile** >

**Insurance Information** >  
This damage is currently marked not insured.

**Documents** > MANAGE

**Click Manage**

# Damage Details Manage Documents

The screenshot displays the Grants Portal interface. At the top left is the 'Grants Portal' logo. The top right shows a notification bell with a red '2' and a user profile for 'Leghorn, Fogho...'. The left sidebar contains navigation options: 'Dashboard', 'My Organization' (with sub-items 'Organization Profile', 'Event PA Requests', 'Projects', 'Damages', 'Work Orders'), 'My Tasks', and 'Utilities'. The main content area is titled 'Manage Details Manage Documents' and shows 'COUNTY ROAD 95'. Below the title is a light blue banner with the text 'This Damage has no documents.' In the top right corner of the main area is a green button labeled '+ ADD DOCUMENT'. A red callout box with a white border points to this button and contains the text 'Click Add Document'.

# Damage Details Upload Document – Pop Up

document

**Click Select Document**

**CAUTION: Document will be uploaded to the Damage Record.**

If this document needs to be uploaded to the organization and is not specific to this damage, then please upload the document to the Organization Profile

**SELECT DOCUMENT** (Max Size: 100MB)

Filename:

Description:

Types: All

Category:

This field is required.

**ADD DOCUMENT** **CANCEL**



# Select Document To Upload – Pop Up

The screenshot shows a web application interface with a sidebar on the left containing navigation items like 'Dashboard', 'My Organization', 'Organization Profile', 'Event PA Requests', 'Projects', 'Damages', 'Work Orders', 'My Tasks', and 'Utilities'. The main content area is partially obscured by a modal window titled 'Add Document'. Overlaid on this is a 'File Upload' dialog box. The dialog box shows the current directory as 'Glenville ap... > Foghorn Leghorn'. It contains a table of files with columns for 'Name' and 'Date modified'. The file 'Glenville PDMG009 Roadway Maint Records' is selected. At the bottom, the 'File name' field contains 'Glenville PDMG009 Roadway Maint F' and the file type is set to 'All Files'. The 'Open' button is highlighted by a red callout box.

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

File name: Glenville PDMG009 Roadway Maint F | All Files

Open | Cancel

Step 1: Select Document

Step 2: Click **Open**

# Add Document Description & Category Tag

The screenshot shows the 'Add Document' form in the Grants Portal. The form includes a caution message, a 'SELECT DOCUMENT' button, and fields for 'Filename', 'Description', 'Types', and 'Category'. A dropdown menu is open under the 'Category' field, showing options like 'Lease Agreement', 'Maintenance Record', 'Map', 'Material Invoices', and 'Memorandum of Understanding'. Three callout boxes provide instructions: 'Step 1: Add Document Description' points to the description field, 'Step 2: Click Category' points to the category dropdown, and 'Step 3: Select Category Tag' points to the 'Maintenance Record' option in the dropdown.

**Step 1: Add Document Description**

**Step 2: Click **Category****

**Step 3: Select Category Tag**

# Add Uploaded Document

**Grants Portal**

Dashboard

My Organization  
Glenville - PDMG009 - 432209  
(432209 - 9)

Organization Profile

Event PA Requests

Projects

Damages

Work Orders

My Tasks

Utilities

Manage Details  
COUNTY ROAD 95

This Damage has no documents.

**Add Document**

**⚠ CAUTION: Document will be uploaded to the Damage Record.**

If this document needs to be uploaded to the organization and is not specific to this damage, then please upload the document to the **Organization Profile**.

**SELECT DOCUMENT** Glenville PDMG009 Roadway Maint Records.docx  
(Max Size: 100MB)

Filename: Glenville PDMG009 Roadway Maint Records.docx

Description: Maintenance Records

Types: All

Category: Maintenance Record

**⚠ Personally identifiable information (PII) WARNING**

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

**ADD DOCUMENT** CANCEL

**Click Add Document**

# Edit Or Remove Documents

**Grants Portal** 2 Leghorn, Fogho...

Dashboard **Manage Details** Manage Documents + ADD DOCUMENT

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

COUNTY ROAD 95

Search...

Filename	Size	Category	Uploaded Date	Uploaded By
<a href="#">EDIT</a> Glenville PDMG009 Roadway Maint Records.docx	11 KB	Maintenance Record	11/03/2017 05:50 PM CDT	Leghorn, Foghorn
<a href="#">REMOVE</a>				

Showing 1 to 10

Previous 1 Next

**Click **Edit** to edit document name**

**Click **Remove** to Delete**

# Upload Documents Using Document Uploader Wizard



# Utilities Menu

**Grants Portal** Sam, Yosemite

**My Organization Profile** Glenville - PDMG0125 - 4332DR DOWNLOAD EDIT

**General Information**

IS ACTIVE? Yes

FEMA PA CODE 4332DR - 125

DUNS NUMBER TX-TRN-0125

TYPE City or Township Government

Personnel > MANAGE

Documents > MANAGE

Event PA Requests >

UPLOAD INSURANCE DOCUMENT HELP

**Step 1: Click Utilities**

**Step 2: Document Uploader**



# Select Where To Load Document

The screenshot shows the Grants Portal interface. On the left is a navigation sidebar with 'Dashboard', 'My Organization' (Glenville - PDMG0125 - 4332DR), 'My Tasks', and 'Utilities'. The 'Utilities' section is expanded to show 'Document Uploader' and 'Administration'. The main content area is titled 'Document Uploader' and contains a light blue informational box with instructions: 'Use this form to quickly upload a document to the Grants Portal. To specify a destination for the document, make a selection using the controls below. The form will provide you feedback as you make selections. The arrow icon ← will indicate your selected upload destination. If you are uploading a document for a damage, it is not necessary to select a project after selecting an event profile, but you may do so to filter the damage options. Click the Add Document button to complete the upload.'

The form fields are as follows:

- Organization: Glenville - PDMG0125 - 4332DR
- Event PA Request Profile: 4332DR-TX (4332DR)
- Project: 1806 1-30 PAAP Debris
- and/or
- Damage: 30712 1- 30 Day PAAP Debris Removal (highlighted in blue with a green arrow pointing to it)
- Upload Destination: The 1- 30 Day PAAP Debris Removal damage for 4332DR-TX (4332DR) for your organization

Below the form is a green 'SELECT DOCUMENT' button and a '(Max Size: 100MB)' label. At the bottom are input fields for 'Filename' and 'Description'.

Two red callout boxes provide instructions:

- Step 1: Use Drop Down Lists and select all that applies for document upload location** (with a green arrow pointing to the selected damage option).
- Step 2: Click Select Document** (with a red arrow pointing to the 'SELECT DOCUMENT' button).

# Select Document To Be Uploaded

The screenshot shows the Grants Portal interface with a document uploader. A Windows File Upload dialog box is open, displaying the contents of the 'Yosemite Sam Docs' folder. The file 'Debris Removal Tipping Fees' is selected. A red callout bubble points to this file with the text 'Click on File to Select'. Another red callout bubble points to the 'Open' button in the dialog with the text 'Click Open'.

**Click on File to Select**

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

**Click Open**

# Document Description And Category

The screenshot shows the Grants Portal interface. On the left is a navigation sidebar with 'Administration' selected. The main content area shows a document upload form for a specific damage. The form includes fields for Organization, Event PA Request Profile, Project, and Damage. Below these is the 'Upload Destination' and a 'SELECT DOCUMENT' button. A dropdown menu is open, showing a list of document categories. The 'Debris Disposal Documentation' category is highlighted in blue. A red callout box points to this category with the text 'Step 2: Select Document Category Type'. Another red callout box points to the 'Category Filter' label with the text 'Step 1: Click Category Bar'. At the bottom of the form is a blue button labeled 'UPLOAD DOCUMENT TO DAMAGE'.

**Step 1: Click Category Bar**

**Step 2: Select Document Category Type**

Field	Value
Organization	Glenville - PDMG0125 - 4332DR
Event PA Request Profile	4332DR-TX (4332DR)
Project	1806 1-30 PAAP Debris
Damage	30712 1- 30 Day PAAP Debris Removal

Upload Destination: The 1- 30 Day PAAP Debris Removal damage for 4332DR-TX (4332DR) for your organization

SELECT DOCUMENT: Debris Removal Tipping Fees.docx

Category Filter:

- Damage Inventory
- Damaged Force Account Equipment Summary
- Damaged Rental Equipment Summary
- Debris Disposal Documentation**
- Debris Management Plan

Select one or more categories...

UPLOAD DOCUMENT TO DAMAGE

# Upload Document

**Grants Portal**

Dashboard  
My Organization  
My Tasks  
Utilities

Document Uploader  
Administration

Organization: Glenville - PDMG0125 - 4332DR  
Event PA Request Profile: 4332DR-TX (4332DR)  
Project: 1806 1-30 PAAP Debris  
and/or  
Damage: 30712 1-30 Day PAAP Debris Removal  
Upload Destination: The 1-30 Day PAAP Debris Removal damage for 4332DR-TX (4332DR) for your organization

**SELECT DOCUMENT** Debris Removal Tipping Fees.docx  
(Max Size: 100MB)

Filename: Debris Removal Tipping Fees.docx  
Description: Disposal Fees  
Category Filter: All (Optional)  
Category: Debris Disposal Documentation

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

**UPLOAD DOCUMENT TO DAMAGE**

**Step 1: Type Description of Document**

**Step 2: Confirm Information**

**Step 3: Click Upload Document To Damage**

# Upload Additional Documents

The screenshot shows the Grants Portal interface. The top header includes the 'Grants Portal' logo and the user name 'Sam, Yosemite'. A left sidebar contains navigation options: Dashboard, My Organization (Glenville, PDMG0125-4332DR, 4332DR-125), My Tasks, Utilities, Document Uploader, and Administration. The main content area is titled 'Document Uploader' and features a green success message: 'Document upload complete'. Below this message are two links: 'Click here to navigate to the 1-30 Day PAAP Debris Removal damage for 4332DR-TX (4332DR) for your organization.' and 'Click here to upload another document.' Two red callout boxes are present: one pointing to the first link with the text 'Click Here to navigate to uploaded document location', and another pointing to the second link with the text 'Click Here to upload another document'. A green notification bar at the bottom right of the page displays 'Document uploaded successfully'.

Grants Portal

Sam, Yosemite

Dashboard

My Organization  
Glenville, PDMG0125-4332DR  
(4332DR-125)

My Tasks

Utilities

Document Uploader

Administration

Document Uploader

Document upload complete

Click here to navigate to the 1-30 Day PAAP Debris Removal damage for 4332DR-TX (4332DR) for your organization.

Click here to upload another document.

Click Here to navigate to uploaded document location

Click Here to upload another document

Document uploaded successfully

# Essential Elements of Information (EEI)

Unanswered Questions



# My Event PA Requests

The screenshot shows the Grants Portal interface. At the top left is the 'Grants Portal' logo. The user 'Sam, Yosimite' is logged in at the top right. A navigation menu on the left includes 'Dashboard', 'My Organization', 'Organization Profile', 'Event PA Requests', 'Projects', 'Damages', 'Work Orders', 'My Tasks', 'Utilities', and 'Administ'. The main content area is titled 'My Event PA Requests' and features a search bar, a filter dropdown set to 'All Active Event PA Requests', and a table of requests. A table with one row is visible, showing details for event 4332DR. Three red callout boxes provide instructions: 'Step 1: Click My Organization' points to the 'My Organization' menu item; 'Step 2: Click Event PA Requests' points to the 'Event PA Requests' menu item; and 'Step 3: Click Magnifying glass' points to the search icon in the table header.

**Step 1: Click My Organization**

**Step 2: Click Event PA Requests**

**Step 3: Click Magnifying glass**

Event #	Event Name	Status	Process Step	PDMGs Assigned	# Projects	# Damages	# Work Orders
4332DR	4332DR-TX (4332DR)	Eligible	Pending Grant Completion	*PDMG0125 Lanneau, Peter	1	15	0



# Event PA Requests Profile

**Grants Portal** Sam, Yosemite

**Dashboard** **Event PA Requests Profile** Glenville - PDMG0125 - 4332DR - 4332DR-TX OPTIONS REPORTS ☆

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

- Organization Profile
- Event PA Requests
- Projects
- Damages
- Work Orders
- My Tasks**
- Utilities
- Administration

General Information		Event Information	
<b>FEMA PA CODE</b>	4332DR - 125	<b>JOB #</b>	4332DR
<b>NAME</b>	Glenville - PDMG0125 - 4332DR	<b>EVENT NAME</b>	4332DR-TX
<b>TYPE</b>	City or Township Government	<b>EVENT TYPE</b>	Disaster
<b>STATUS</b>	Eligible	<b>INCIDENT TYPE</b>	Hurricane
<b>RPA DECISION DATE</b>	8/29/2017 7:14 pm CDT	<b>INCIDENT LEVEL</b>	1
<b>RSM COMPLETION DATE</b>	9/15/2017 3:15 pm CDT	<b>INCIDENT START DATE</b>	August 23, 2017
<b>DAMAGE INVENTORY DEADLINE</b>	11/14/2017	<b>INCIDENT END DATE</b>	August 28, 2017
<b>PROCESS STEP</b>	Pending Grant Completion <small>As of September 15th, 2017 1:55 PM CDT</small>	<b>DECLARATION DATE</b>	August 26, 2017
		<b>DECLARED COUNTIES</b>	Houston County - August 24th, 2017

[Stats/Summary](#) >

[Contacts](#) > MANAGE

Scroll down to  
**Projects** bar

# Locate Projects

**Grants Portal** 🔔 2 👤 Sam, Yosemite

**Dashboard**

**My Organization**  
Glenville - PDMG0125 4332DR  
(4332DR - 175)

- Organization Profile
- Event PA Requests
- Projects**
- Damages
- Work Orders
- My Tasks
- Utilities
- Administration

**Projects** ▾

Active Inactive

**Filters**

CATEGORY Select... HAS RFI Select...

PROCESS STEP Select... HAS POLICY ISSUE? All

TYPE All

Search... ?

SHOW/HIDE COLUMNS

Category	Title	Type	Process Step	# Damages
A - Debris Removal	1-30 PAAP Debris	Work Completed / Fully Documented	Pending EEI Completion	1
E - Buildings and Equipment	City Landfill	Work Completed / Fully Documented	Pending EEI Completion	1
C - Roads and Bridges			Pending EEI Completion	2
F - Utilities		Documented	Pending EEI Completion	1

10 Showing 1 to 4 of 4 entries

Previous 1 Next

# Locate Project Essential Elements Of Information (EEI)

The screenshot shows the Grants Portal interface. At the top left is the 'Grants Portal' logo. On the right, the user 'Sam, Yosemite' is logged in. A navigation menu on the left includes 'Dashboard', 'My Organization', 'Organization Profile', 'Event PA Requests', 'Projects', 'Damages', 'Work Orders', 'My Tasks', 'Utilities', and 'Administration'. The main content area is titled 'Project Details Electrical Utilities'. A yellow warning banner states 'This project is pending EEI completion.' with a 'View Project EEI' link. Below this is the 'General Information' section, which includes the following details:

PROJECT #	8066	APPLICANT	Glenville - PDMG0125 - 4332DR (4332DR - 125)
CATEGORY	F - Utilities	EVENT	4332DR-TX (4332DR)
TITLE	Electrical Utilities		
TYPE	Work Completed / Fully Documented		
STATUS	Active		
PROCESS STEP	Pending EEI Completion <small>As of November 2nd, 2017 8:17 AM CDT</small>		
% COST SHARE	75.00%		

At the bottom of the page, there is a 'Stats / Summary' link.

Click **View Project EEI**

Or Scroll down to expand **Essential Elements of Information** bar

# Select Essential Elements of Information (EEI)

The screenshot shows the Grants Portal interface. The top navigation bar includes the 'Grants Portal' logo, a notification bell with '2' alerts, and the user name 'Sam, Yosemite'. The left sidebar contains navigation options: Dashboard, My Organization (Glenville - PDMG0125 - 4332DR (4332DR - 125)), Organization Profile, Event PA Requests, Projects, Damages, Work Orders, My Tasks, Utilities, and Administration. The main content area is titled 'Essential Elements of Information' and shows a 'Project Brief Description' section with a message: 'FEMA has not provided a brief description of what this project includes.' Below this is a 'STATUS' dropdown menu set to 'Select...'. A table lists two entries:

Name	Version	Status	Process Step	Document Status	Created By	Created On	Last Action By	Last Action On
Direct Administrative Cost	1	Open	Pending Applicant Response		Lanneau, Peter	11/02/2017 06:02 PM CDT	Lanneau, Peter	11/02/2017 06:03 PM CDT
Standard Lane - Category C	1	Open	Pending FEMA Initial Submission		Lanneau, Peter	11/02/2017 06:02 PM CDT		

At the bottom of the table, it says 'Showing 1 to 2 of 2 entries' with 'Previous' and 'Next' navigation buttons. Below the table are sections for 'Damage Description and Dimensions' and 'Development Guide Answers'.

# Review Unanswered Questions

The screenshot displays the Grants Portal interface. At the top left is the 'Grants Portal' logo. The top right shows a notification bell with '2' and the user name 'Sam, Yosemite'. A left sidebar contains navigation options: 'Dashboard', 'My Organization' (with sub-items: Organization Profile, Event PA Requests, Projects, Damages, Work Orders), 'My Tasks', 'Utilities', and 'Administration'. The main content area is titled 'Project EEI Direct Administrative Cost' and includes a 'SUBMIT TO FEMA' button. Below the title is a 'General Information' section with the following details: NAME: Direct Administrative Cost; PROJECT: [8132] Damaged Roads; PROJECT TYPE: Standard; APPLICANT: Glenville - PDMG0125 - 4332DR (4332DR - 125); EVENT: 4332DR-TX (4332DR). A 'Questions' section is visible, containing one question: '1 Is the Applicant claiming DAC?' with an 'Unanswered' status. A 'MANAGE EEI ANSWERS' button is located in the top right of the questions section. A 'Required Documents' section is at the bottom left, and a 'HELP' button is at the bottom right.

**Step 1: Expand Questions bar**

**Step 2: Click Manage EEI Answers**



# Answer Questions

**Grants Portal**

Sam, Yosemite

Dashboard

My Organization  
Glenville - POMC0125 - 4332DR  
(4332DR - 125)

Organization Profile

Event PA Requests

Projects

Damages

Work Orders

My Tasks

Utilities

Administration

## Project EEl Manage Answers

Direct Administrative Cost

### Manage EEl Answers

1 Is the Applicant claiming DAC? 1 document required

Was the work performed by:

1.1 Applicant's Own Employees?  Yes  No

1.2 Contract? 5 documents required  Yes  No

1.3 Labor through Mutual Aid Agreement?  Yes  No

1.4 Was Force Account Equipment used to perform the work?  Yes  No

1.5 Were Force Account Materials used to perform the work?  Yes  No

**Step 1: Answer Questions**

**Step 2: Click Save**

SAVE CANCEL

# Confirm Answers

**Grants Portal**

Dashboard

My Organization  
Glenville - POMG0125 - 4332DR  
(4332DR - 125)

Organization Profile  
Event PA Requests  
Projects  
Damages  
Work Orders

My Tasks  
Utilities  
Administration

Questions

1 Is the Applicant claiming DAC? **Yes, 1 document required**

Was the work performed by:

1.1 Applicant's Own Employees? No

1.2 Contract? **Yes, 5 documents required**

1.3 Labor through Mutual Aid Agreement? No

1.4 Was Force Account Equipment used to perform the work? No

1.5 Were Force Account Materials used to perform the work? No

Required Documents

[1] Applicant is claiming DAC 0 / 0

[1.2] Work was performed by Contract 0 / 5

- Contract Costs Summary (+ Add | + Add)
- Contract Document (+ Add | + Add)
- Contract Invoices (+ Add | + Add)
- Procurement Policy (+ Add | + Add)
- Contract Bid / Plus Selection Process (+ Add | + Add)
- Activities Listing (+ Add | + Add)

Step 1: Expand Question Bar

Step 2: Confirm Answers



# Essential Elements of Information (EEI)

Question Answered

Document Upload



# My Event PA Requests

The screenshot shows the Grants Portal interface. The top navigation bar includes the 'Grants Portal' logo and the user name 'Sam, Yosimite'. The main header area contains 'Dashboard' and 'My Event PA Requests'. A left sidebar menu lists various options: Organization Profile, Event PA Requests, Projects, Damages, Work Orders, My Tasks, Utilities, and Administ. The main content area displays a table of event PA requests. A callout box labeled 'Step 1: Click My Organization' points to the 'My Organization' header. Another callout box labeled 'Step 2: Click Event PA Requests' points to the 'Event PA Requests' menu item in the sidebar. A third callout box labeled 'Step 3: Click Magnifying Glass' points to the magnifying glass icon in the table's first row.


**Step 1: Click My Organization**


**Step 2: Click Event PA Requests**

**Step 3: Click Magnifying Glass**

Event #	Event Name	Status	Process Step	PDMGs Assigned	# Projects	# Damages	# Work Orders
4332DR	4332DR-TX (4332DR)	Eligible	Pending Grant Completion	*PDMG0125 Lanneau, Peter	1	15	0

# Event PA Requests Profile

 Sam, Yosemite ▾

**Dashboard** | **My Organization** | **Event PA Requests Profile** Glenville - PDMG0125 - 4332DR - 4332DR-TX OPTIONS ▾ | REPORTS ▾ | 

**Organization Profile** | **Event PA Requests** | **Projects** | **Damages** | **Work Orders** | **My Tasks** ▾ | **Utilities** ▾ | **Administration** ▾

### General Information

<b>FEMA PA CODE</b>	4332DR - 125
<b>NAME</b>	Glenville - PDMG0125 - 4332DR
<b>TYPE</b>	City or Township Government
<b>STATUS</b>	Eligible
<b>RPA DECISION DATE</b>	8/29/2017 7:14 pm CDT
<b>RSM COMPLETION DATE</b>	9/15/2017 3:15 pm CDT
<b>DAMAGE INVENTORY DEADLINE</b>	11/14/2017
<b>PROCESS STEP</b>	Pending Grant Completion <small>As of September 15th, 2017 1:55 PM CDT</small>

### Event Information

<b>JOB #</b>	4332DR
<b>EVENT NAME</b>	4332DR-TX
<b>EVENT TYPE</b>	Disaster
<b>INCIDENT TYPE</b>	Hurricane
<b>INCIDENT LEVEL</b>	1
<b>INCIDENT START DATE</b>	August 23, 2017
<b>INCIDENT END DATE</b>	August 28, 2017
<b>DECLARATION DATE</b>	August 26, 2017
<b>DECLARED COUNTIES</b>	Houston County - August 24th, 2017

**Stats/Summary** > | **Contacts** > | **MANAGE**

Scroll down to  
Projects bar

# Locate Projects

**Grants Portal** Sam, Yosemite ▾

**Dashboard**

**My Organization**  
Glenville - PDWG0125 - 4332DR  
(4332DR - 175)

- Organization Profile
- Event PA Requests
- Projects**
- Damages
- Work Orders
- My Tasks ▾
- Utilities ▾
- Administration ▾

**Projects**

Active Inactive

**Filters**

CATEGORY  HAS RFI

PROCESS STEP  HAS POLICY ISSUE?

TYPE

Search...

Category	Title	Type	Process Step	# Damages
<input type="checkbox"/> A - Debris Removal	1-30 PAAP Debris	Work Completed / Fully Documented	Pending EEI Completion	1
<input type="checkbox"/> F - Utilities	Electrical Utilities	Work Completed / Fully Documented	Pending EEI Completion	1

10 ▾ Showing 1 to 2 of 2 entries Previous: 1 Next:

**406 Mitigation Profile >**

# Locate Project Essential Elements Of Information (EEI)

The screenshot shows the Grants Portal interface. At the top left is the 'Grants Portal' logo. On the right, the user 'Sam, Yosemite' is logged in. A navigation menu on the left includes 'Dashboard', 'My Organization', 'Organization Profile', 'Event PA Requests', 'Projects', 'Damages', 'Work Orders', 'My Tasks', 'Utilities', and 'Administration'. The main content area is titled 'Project Details Electrical Utilities'. A yellow warning banner states 'This project is pending EEI completion.' with a 'View Project EEI' link. A blue button 'DOWNLOAD PROJECT REPORT' is in the top right. Below the banner is the 'General Information' section with the following details:

PROJECT #	8066	APPLICANT	Glenville - PDMG0125 - 4332DR (4332DR - 125)
CATEGORY	F - Utilities	EVENT	4332DR-TX (4332DR)
TITLE	Electrical Utilities		
TYPE	Work Completed / Fully Documented		
STATUS	Active		
PROCESS STEP	Pending EEI Completion <small>As of November 2nd, 2017 8:17 AM CDT</small>		
% COST SHARE	75.00%		

At the bottom left, there is a 'Stats / Summary' link.

Click **View Project EEI**

Or Scroll down and expand **Essential Elements of Information bar**

# Select Project

The screenshot displays the Grants Portal interface. At the top left, the logo for the Grants Portal is visible. Below the logo, there are navigation tabs: "Dashboard", "My Organization", "My Tasks", "Utilities", and "Administration". The "My Organization" section shows the organization name "Glenville - PDMG0125 - 4332DR" and "(4332DR - 125)".

The main content area is titled "Essential Elements of Information" and shows a warning icon with the text "2 of 2 EEIs pending completion". Below this, there is a "Project Brief Description" section with an information icon and the text "FEMA has not provided a brief description of what this project includes."

The "EEI List" tab is active, showing a table of project entries. A red callout box with the text "Click Magnifying Glass" points to a magnifying glass icon in the first row of the table. The table has columns for Name, Version, Status, Process Step, Document Status, Created By, Created On, Last Action By, and Last Action On.

Name	Version	Status	Process Step	Document Status	Created By	Created On	Last Action By	Last Action On
Completed Lane - Category F	1	Open	Pending FEMA Initial Submission	0 / 2	Lanneau, Peter	11/02/2017 08:16 AM CDT		
Direct Administrative Cost	1	Open	Pending FEMA Initial Submission		Lanneau, Peter	11/02/2017 08:16 AM CDT		

At the bottom of the table, there is a pagination control showing "Showing 1 to 2 of 2 entries" and "Previous 1 Next".



# Review Project EEI Questions

The screenshot shows the Grants Portal interface. At the top left is the 'Grants Portal' logo. On the right, there is a notification bell with a red '1' and a user profile for 'Sam, Yosemite'. A left sidebar contains navigation options: Dashboard, My Organization (with sub-items: Organization Profile, Event PA Requests, Projects, Damages, Work Orders), My Tasks, Utilities, and Administration. The main content area is titled 'Project EEI Completed Lane - Category F' and includes a 'SUBMIT TO FEMA' button. Below the title is a 'General Information' section with the following details:

- NAME:** Completed Lane - Category F
- PROJECT:** [8066] Electrical Utilities
- PROJECT TYPE:** Work Completed / Fully Documented
- APPLICANT:** Glenville - PDMG0125 - 4332DR (4332DR - 125)
- EVENT:** 4332DR-TX (4332DR)
- STATUS:** Open
- PROCESS STEP:** Pending Applicant Response (As of November)

Below the general information is a 'Questions' section with a dropdown arrow. A list of four questions is displayed, each with a 'Yes' button:

- 1 Was the work performed in a designated disaster area? **Yes**
- 2 Does the Applicant have the legal responsibility to perform this work? **Yes**
- 3 Was the facility damaged as a direct result of the disaster? **Yes**
- 4 Was the facility regularly maintained? **Yes, 1 document required**

Two red callout boxes are present: one pointing to the 'Questions' dropdown with the text 'Expand Questions', and another pointing to the 'Yes' button for question 2 with the text 'Review questions and prepare documents to be uploaded'. A 'MANAGE EEI ANSWERS' button is visible in the bottom right corner of the questions section.



# Attach Documents to EEI

The screenshot shows the Grants Portal interface. The top navigation bar includes the Grants Portal logo, a notification bell with a red '1', and the user name 'Sam, Yosemite'. The left sidebar contains navigation items: Dashboard, My Organization (Glenville - PDMG0125 - 4332DR (4332DR - 125)), Organization Profile, Event PA Requests, Projects, Damages, Work Orders, My Tasks, Utilities, and Administration. The main content area displays 'Project EEI Completed Lane - Category F' with a 'SUBMIT TO FEMA' button. Below this is the 'General Information' section with the following details:

- NAME: Completed Lane - Category F
- PROJECT: [8066] Electrical Utilities
- PROJECT TYPE: Work Completed / Fully Documented
- APPLICANT: Glenville - PDMG0125 - 4332DR (4332DR - 125)
- EVENT: 4332DR-TX (4332DR)
- STATUS: Open
- PROCESS: (empty)

Below the general information is a 'Questions' section with a 'MANAGE EEI ANSWERS' button. The 'Required Documents' section is expanded, showing two items:

- [4] Facility was regularly maintained (0/3) with a red warning icon and '+ Add' buttons.
- [6] Did the Applicant replace any poles? (0/3) with a red warning icon and '+ Add' buttons.

Two red callout boxes provide instructions:

- Step 1: Expand Required Documents bar** (points to the 'Required Documents' dropdown)
- Step 2: Click +Add** (points to the '+ Add' button for the second document item)

# Upload New Document to EEI – Pop Up Box

Grants Portal

Dashboard

My Organization  
Glenville - POMC2125 - 1332DR  
(4332DR - 125)

Organization Profile

Event PA Requests

Projects

Damages

Work Orders

My Tasks

Utilities

Administration

Attach Maintenance Records & Site Inspection Reports

Selected Documents to Attach

No Maintenance Records & Site Inspection Reports documents selected.

Available Documents to Attach

Source: All

Search:

SHOW/HIDE COLUMNS

Source	Filename	Description	Upload Date	Uploaded By
--------	----------	-------------	-------------	-------------

Showing 0 to 0 of 0 entries

Previous Next

UPLOAD NEW ATTACH SELECTED CANCEL

Click Upload New

[4] Facility was regularly maintained

Maintenance Records & Site Inspection Reports (+ Add) (+ Add)

[6] Did the Applicant replace any poles? (+ Add) (+ Add)

Maps and Locations Listing (+ Add) (+ Add)

# Add Document Pop Up Box

**Step 1: Click Select Document**

**Add Document** [Close]

**SELECT DOCUMENT** (Max Size: 100MB)

Filename:

Description:

Category:

**⚠️ Personally identifiable information (PII) WARNING**

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

# Select Document – Pop Up Box

The screenshot shows the Grants Portal interface with an 'Add Document' pop-up box. Inside the pop-up box, a 'File Upload' dialog box is open, displaying a file list. A red callout box points to the 'Glenville PDMG0125 Paypolicy' document in the file list, labeled 'Step 1: Select Document'. Another red callout box points to the 'Open' button in the dialog box, labeled 'Step 2: Click Open'.

**Step 1: Select Document**

**Step 2: Click Open**

# Add Document Description And Tag

The screenshot shows the 'Add Document' form in the Grants Portal. The form includes a 'SELECT DOCUMENT' button, a filename field containing 'Maint Records.docx', a description field containing 'Maintenance Records', and a category dropdown menu with 'Maintenance Record' selected. A privacy notice is visible below the form, and 'ADD DOCUMENT' and 'CANCEL' buttons are at the bottom.

**Step 1: Type Description of Document**

**Step 2: Click Category to add document tag**

**Step 3: Click Add Document**

# Attach Uploaded Documents to EEI

Attach Maintenance Records & Sit

Selected Documents to Attach

MAINT RECORDS.DOCX

File Details

Description: Maintenance Records  
Category: Maintenance Record  
Size: 11 KB

Search...

Source	Filename	Description	Category
No data available			

Showing 0 to 0 of 0 entries

UPLOAD NEW ATTACH SELECTED CANCEL

Step 1: Move Mouse over file to verify correct document

Step 2: Click Attach Document



# Remove Documents from EEI

The screenshot displays the Grants Portal interface. On the left is a navigation sidebar with sections: Dashboard, My Organization (Glenville - PDMG0125 - 4332DR (4332DR - 125)), My Tasks, Tasks, RFIs, Workflow Items, Determination Memos, Essential Elements of Information, Utilities, and Administration. The main content area shows details for an event: EVENT 4332DR-TX (4332DR), STATUS Open, and PROCESS STEP Pending Applicant Response (As of November 2nd, 2017 12:13 PM CDT). Below this are sections for 'Questions' with a 'MANAGE EEI ANSWERS' button, and 'Required Documents' with a 'HELP' button. The 'Required Documents' section lists two items: [4] Facility was regularly maintained (1/1) and [6] Did the Applicant replace any poles? (0/1). Under the first item, there is a document 'Maint Records.docx' with a red 'Remove' button. A red callout box with the text 'Click Remove' points to this button.

Grants Portal

Dashboard

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

My Tasks

Tasks

RFIs

Workflow Items

Determination Memos

Essential Elements of Information

Utilities

Administration

EVENT 4332DR-TX (4332DR)

STATUS Open

PROCESS STEP Pending Applicant Response  
*As of November 2nd, 2017 12:13 PM CDT*

Questions > MANAGE EEI ANSWERS

Required Documents > HELP

[4] Facility was regularly maintained 1/1

✓ Maintenance Records & Site Inspection Reports (+ Add | + Add)

Maint Records.docx (Remove)

[6] Did the Applicant replace any poles? 0/1

✗ Maps and Locations Listing (+ Add | + Add)

Click Remove



# Essential Elements of Information (EEI)

Add  
Comments



# Add Comments to EEI

**Grants Portal**

**Dashboard**

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

**My Tasks**

- Tasks
- RFIs
- Workflow Items
- Determination Memos
- Essential Elements of Information
- Utilities
- Administration

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

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

**STATUS** Open

**PROCESS STEP** Pending Applicant Response  
*As of November 2nd, 2017 12:13 PM CDT*

**Questions** > MANAGE EEI ANSWERS

**Required Documents** > HELP

- [4] Facility was regularly maintained 1/1
  - ✓ Maintenance Records & Site Inspection Reports (+ Add) (+ Add)
    - Maint Records.docx (X Remove)
- [6] Did the Applicant replace any poles? 1/1
  - ✓ Maps and Locations Listing (+ Add) (+ Add)
    - Service Area Map.jpg (X Remove)

**Click +Add**

# Add Comment to EEI Question

The screenshot shows the 'Add Comment' dialog box in the Grants Portal. The dialog has a title bar with a close button (X). Inside, there is a text input field labeled 'Comment'. Below it, a section titled 'What is the purpose of this comment?' contains two radio button options: 'Document Unavailable Reason' and 'General Comment'. At the bottom right of the dialog are two buttons: a green 'SAVE' button and a 'CLOSE' button. Three red callout boxes with white text and arrows point to these elements: 'Step 1: Type Comment' points to the text input field, 'Step 2: Select Type of Comment' points to the radio button options, and 'Step 3: Click Save' points to the green 'SAVE' button. The background shows a sidebar with 'Grants Portal' and 'Dashboard' sections, and a main content area with a list of questions and documents.

**Step 1: Type Comment**

**Step 2: Select Type of Comment**

**Step 3: Click Save**

# Verify Comment Attached

The screenshot displays the Grants Portal interface. At the top, the 'Grants Portal' logo is on the left, and a notification bell with a red '1' and a user profile icon are on the right. A dark sidebar on the left contains navigation options: Dashboard, My Organization (Glenville - PDMG0125 - 4332DR (4332DR - 125)), Organization Profile, Event PA Requests, Projects, Damages, Work Orders, My Tasks, Utilities, and Administration. The main content area shows project details: PROJECT TITLE (Work Completed / Fully Documented), APPLICANT (Glenville - PDMG0125 - 4332DR (4332DR - 125)), EVENT (4332DR-TX (4332DR)), STATUS (Open), and PROCESS STEP (Pending Applicant Response, As of November 2nd, 2017 12:13 PM CDT). Below this is a 'Questions' section with a 'MANAGE EEI ANSWERS' button. The 'Required Documents' section is expanded, showing two items: [4] Facility was regularly maintained (1/1) and [6] Did the Applicant replace any poles? (1/1). The first item has a comment: 'Maintenance Records & Site Inspection Reports' with a '1 comment' link. A red callout box points to this comment with the text 'Verify Comment Attached'. The document list also shows file names like 'Maint Records.docx' and 'Service Area Map.jpg' with 'Remove' options.

# Send EEI Back to FEMA

**Grants Portal** 🔔 1 Sam, Yosemite ▾

**Project EEI** Completed Lane - Category F [→ SUBMIT TO FEMA](#)

**General Information** v1

NAME	Completed Lane - Category F
PROJECT	<a href="#">[8066] Electrical Utilities</a>
PROJECT TYPE	Work Completed / Fully Documented
APPLICANT	<a href="#">Glenville - PDMG0125 - 4332DR (4332DR - 125)</a>
EVENT	<a href="#">4332DR-TX (4332DR)</a>
STATUS	Open
PROCESS STEP	Pending Applicant Response <small>As of November 2nd, 2017 12:13 PM CDT</small>

[Questions >](#) [MANAGE EEI ANSWERS](#)

**Required Documents** HELP

- [4] Facility was regularly maintained 1/1
  - ✓ Maintenance Records & Site Inspection Reports (+ Add) (+ Add)
    - Maint Records.docx (x Remove)
- [6] Did the Applicant replace any poles? 1/1
  - ✓ Maps and Locations Listing (+ Add) (+ Add)
    - Service Area Map.jpg (x Remove)

**Step 2: Click Submit to FEMA**

**Step 1: Green Checks confirms documents are attached**

# Submit to FEMA - Pop Up Box

**Grants Portal**

My Organization: PDMC0175\_4332DR (4332DR - 729)

My Tasks

Tasks

Files

Workflow Items

Termination Memos

Essential Elements of Information

Utilities

Administration

## Project EEI Completed Lane

General Information

NAME	Completed Lane
PROJECT	[8066] Electrical
PROJECT TYPE	Work Completed
APPLICANT	Glenville - PDMG
EVENT	4332DR-TX (4332DR - 729)
STATUS	Open
PROCESS STEP	Pending Applicant Response <small>As of November 2nd, 2017 12:18 PM</small>

Questions >

Required Documents

- [4] Facility was regularly maintained. **1/1**
  - ✓ Maintenance Records & Site Inspection Reports (+ Add) (+ Add)
  - Maint Records.docx (Remove)
- [6] Did the Applicant replace any poles? **1/1**
  - ✓ Maps and Locations Listing (+ Add) (+ Add)
  - Service Area Map.jpg (Remove)

Submit EEI to FEMA

You are about to submit this EEI to FEMA.

Comment

**SUBMIT** CANCEL

**Click Submit**



# Identify Tasks to Complete



# Identify Tasks to Complete

**Grants Portal**

**Click Bell**

**Dashboard**

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

**My Organization Profile** Glenville - PDMG0125 - 4332DR

DOWNLOAD EDIT

### General Information

STATE/TRIBE/TERRITORY	Texas	IS ACTIVE?	Yes
LEVEL 2	Glenville - PDMG0125 - 4332DR	FEMA PA CODE	4332DR - 125
TYPE	City or Township Government	DUNS NUMBER	TX-TRN-0125

Personnel > MANAGE

Locations > MANAGE

Counties with Facility > MANAGE

Insurance Profile > UPLOAD INSURANCE DOCUMENT HELP

Organization Profile

Event PA Requests

Projects

Damages

Work Orders

My Tasks

Utilities

Administration

# Review Task to Complete

**Grants Portal**

Dashboard

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

Organization Profile  
Event PA Requests  
Projects  
Damages  
Work Orders

**My Tasks** ✓  
Utilities  
Administration

**My Tasks**

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

Filters > My Active Incomplete Tasks

Search...

SHOW/HIDE COLUMN

	Personnel	Type	Description	Start Date	Age	Deadline	Last Action	Note
<b>REVIEW</b>	Sam, Yosemite	Submit EEI to FEMA for Review	Submit EEI - Completed Lane - Category F on [8066] Electrical Utilities on Glenville - PDMG0125 - 4332DR (4332DR - 125) on 4332DR-TX (4332DR) for FEMA to Review	11/02/2017 12:13 PM CDT	0d 3h	11/05/2017		

25 (total entries)

Previous 1 Next

**Click Review**

# Sign Damage Inventory



# My Event PA Requests

**Grants Portal**

Sam, Yosemite

Dashboard

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

## My Event PA Requests

All Active Event PA Requests

SEARCH

Event #	Event Name	Status	Process Step	PDMGs Assigned	# Projects	# Damages	# Work Orders
4332DR	4332DR-TX (4332DR)	Eligible	Pending Grant Completion	*PDMG0125 Lanneau, Peter	3	15	0

Showing 1 to 1 of 1 entries

Previous 1 Next

**Step 1: Click Event PA Requests**

**Step 2: Click Magnifying Glass**

# Sign Damage Inventory

**Grants Portal**

Step 1: Click **Options**

Event PA Requests Profile Glenville - PDMG0125 - 4332DR - 4332DR-TX

OPTIONS -

REPORTS -

Sign Damage Inventory

**Step 2: Click Sign Damage Inventory**

**General Information**

FEMA PA CODE	4332DR - 125
NAME	Glenville - PDMG0125 - 4332DR
TYPE	City or Township Government
STATUS	Eligible
RPA DECISION DATE	8/29/2017 7:14 pm CDT
RSM COMPLETION DATE	9/15/2017 3:15 pm CDT
DAMAGE INVENTORY DEADLINE	11/14/2017
PROCESS STEP	Pending Grant Completion <small>As of September 15th, 2017 1:55 PM CDT</small>

**Event Information**

JOB #	4332DR
EVENT	
EVENT	
INCIDENT TYPE	Hurricane
INCIDENT LEVEL	1
INCIDENT START DATE	August 23, 2017
INCIDENT END DATE	August 28, 2017
DECLARATION DATE	August 26, 2017
DECLARED COUNTIES	Houston County - August 24th, 2017

Stats/Summary >

Contacts >

MANAGE



# Review Damage Inventory

## Event PA Request Profile Glenville - PDMG0125 - 4332DR - 4332DR-TX

SUBMIT CANCEL

Scroll Down while  
Reviewing Damage  
Inventory

Please review and sign

Search

SHOW/HIDE COLUMNS

Damage #	Event	Project	Category	Name	Damage Description	Location
30711	4332DR-TX	Unassigned	A	31-90 Day PAAP Debris Removal	The applicant hauled all debris to the burn site within 30 days of the incident period. The debris is to be burned within 31-90 days after the incident period.	13310 US Highway 319 North Thomasville, Georgia 31792
30712	4332DR-TX	[1806] 1-30 PAAP Debris	A	1-30 Day PAAP Debris Removal	Debris removal and disposal (vegetative) from numerous locations throughout city. The work was completed by Force Account (Operations, Public Works, and Sanitation Departments). The applicant is participating in the PAAP program and completed debris removal within 30 days of the incident period. The city hauled the debris to two different locations (13310 US Highway 319 North Thomasville, GA and 78 Joiner rd. Thomasville, GA) to be burned. The locations have approved permits through Thomas County.	111 Victoria Place Thomasville, Georgia 31792
30713	4332DR-TX	[9103] Emergency Protective Measures	B	Police, Fire and Operations Departments-EPM	City of Thomasville utilized its Police, Fire, and Operations Departments to perform Emergency Protective Measures to lessen the threat to its citizens and improved property. The City Police Department was directing traffic around flooded streets, downed trees, and traffic-controlled intersections without power. The City Fire Department went on a number of disaster-related calls to ensure the safety of the city residents. The City Operations Department worked at the Waste Water Treatment Plant and lift stations to combat and prevent flooding and loss of power, and maintain operability.	111 Victoria Place Thomasville, Georgia 31792

# Sign Damage Inventory

**Grants Portal** 🔔 2 **Sam, Yosemite** ▾

**Dashboard**

**My Organization**  
Glenville - PDMG0125 - 4332DR  
(4332DR - T25)

- Organization Profile
- Event PA Requests
- Projects
- Damages
- Work Orders

**My Tasks** ▾

**Utilities** ▾

**Intelligence** ▾


**Administration** ▾

91175	4332DR-TX	Unassigned	E	Fire Station #9	1000sf 2 story, no basement. 5 dorm rooms with 1-2 ft standing flood water for 1 day. Draywall, carpet, bed, chair and desk. 5 windows damage and Parking lot lights.	1611 Headway Cir Bldg 2 Austin, Texas 78754
91207	4332DR-TX	Unassigned	G	Walnut Metro Park	10 acre park with asphalt road and parking lots. 2 mile 12ft wide asphalt side walk around the parks perimeter. 700LF of chain linked fence damage. 20ea 15ft high light poles down, 100SF vinyl canopy over the playground torn.	12138 N Lamar Blvd Austin, Texas 78753
96855	4332DR-TX	[9143] Parks debris removal	A	Parks Debris removal	Force account vegetative debris removal from city parks, as well as the removal of hazardous limbs and trees.	11000 N Interstate Hwy 35 Austin, Texas 78753

25 ▾ Showing 1 to 15 of 15 entries Previous 1 Next

↓ Sign Document

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



**SUBMIT** **CANCEL**

**Click To Sign**

# Add Signature

The screenshot shows the 'Sign Damage Inventory' dialog box in the Grants Portal. The dialog box contains a warning message and a form with the following fields:

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


At the bottom of the dialog box are two buttons: **SIGN** and **CANCEL**.

Four callout boxes highlight the steps:

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

The background shows the Grants Portal interface with a sidebar menu and a table of damage inventory items.

# Submit Signed Damage Inventory

 **Grants Portal** 🔔 2 👤 Sam, Yosemite

**Dashboard**

**My Organization**  
Glenville - POMG0125 - 4332DR  
(4332DR - 125)

- Organization Profile
- Event PA Requests
- Projects
- Damages
- Work Orders

**My Tasks** ▾

**Utilities** ▾


**Intelligence** ▾



**Administration** ▾

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

25 ▾ Showing 1 to 15 of 15 entries Previous 1 Next

📄 Sign Document

SIGNATURE *Yosemite Sam*  DATE 11/21/2017

**Click Submit**  

# LATE DAMAGE INVENTORY LINE ITEM SUBMISSION





# Applicant Profile

Grants Portal

Sam, Yosemite

Dashboard

My Organization  
Glennville - PDMG0125 - 4332DR (125)

My Event PA Requests

REQUEST PUBLIC ASSISTANCE

All Active Event PA Requests

SEARCH

Event #	Event Name	Status	Process Step	PDMGs Assigned	# Projects	# Damages	# Work Orders
4332DR	4332DR-TX (4332DR)	Eligible	Pending Grant Completion	*PDMG0125 Lanneau, Peter	6	15	0

SHOW/HIDE COLUMNS


Previous 1 Next

Step 1: Click Event PA Request

Step 2: Click Magnifying Glass



# Applicant Profile


 🔔 Leghorn, Foghor...


**Dashboard**


**My Organization**  
Glennville - PUMG0009 - 4332DR  
(4332DR - 9)


- Organization Profile
- Event PA Requests
- Projects
- Damages
- Work Orders
- My Tasks** ▾
- Utilities ▾
- Intelligence ▾


<b>TYPE</b>	City or Township Government	<b>EVENT TYPE</b>	Disaster
<b>STATUS</b>	Eligible	<b>INCIDENT TYPE</b>	Hurricane
<b>RPA DECISION DATE</b>	8/29/2017 7:14 pm CDT	<b>INCIDENT LEVEL</b>	1
<b>RSM COMPLETION DATE</b>	9/8/2017 9:00 am CDT	<b>INCIDENT START DATE</b>	August 23, 2017
<b>DAMAGE INVENTORY DEADLINE</b>	11/07/2017	<b>INCIDENT END DATE</b>	August 28, 2017
<b>PROCESS STEP</b>	Pending Grant Completion <i>As of September 8th, 2017 9:28 AM CDT</i>	<b>DECLARATION DATE</b>	August 26, 2017
		<b>DECLARED COUNTIES</b>	Multiple Counties - August 24th, 2017

 Stats/Summary >

 Contacts >

 Locations >

 Damage Inventory > ⚙️ MANAGE

 Exploratory Call Information >

**Click Manage**

# Manage Damage Inventory

Dashboard

My Organization

Glenville - PDMG0009 4332DR  
(4332DR - 9)

Applicant Profile Manage Damage Inventory

IMPORT + ADD DAMAGE GO BACK

Click Add Damage

- Organization Profile
- Event PA Requests
- Projects
- Damages
- Work Orders
- My Tasks
- Utilities
- Intelligence

## Damage Inventory

Search... SHOW/HIDE COLUMNS

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

# Select Damage Type

**Select Standard Damage**

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

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

**MANAGEMENT COST** For the reimbursement of Category Z- Directed Administrative Costs (DAC)

**CLOSE**

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

# Add Damage Information

**Step 2: Click **Save****

**Note the 60-day deadline message**

**Step 1: Enter Damage Information**

**Grants Portal**

Dashboard

My Organization

Glenville - PDMGU009 - 4332DR (4332DR - 9)

Organization Profile

Event PA Requests

Projects

Damages

Work Orders

My Tasks

Utilities

Intelligence

Applicant Profile Management

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

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

General Information

Category: Select...

Name: [Text Field]

Reason For Late Submission: [Text Area]

SAVE CANCEL

# Sign Project Damage Description and Dimension (DDD)





# My Tasks

Grants Portal

Leghorn, Fogho...

Dashboard

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

My Tasks

Tasks

RFIs

Workflow Items

Determination Memos

Essential Elements of Information

Utilities

My Active Incomplete Tasks

Filters >

Search

SHOW/HIDE COLUMNS

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

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

Previous 1 Next

Step 1: Click **Bell**

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



# Project Details Damage Description & Dimensions

**Grants Portal** 🔔 Leghorn, Fog

**Dashboard** **Project Details** Sheriff's Lab [SIGN DDD](#) [SEND BACK](#) [DOWNLOAD PROJECT REP](#)

**My Organization**  
Glenville - PDM0009 - 4332DR (4332DR - 9)

**General Information** v0

<b>PROJECT #</b>	7446	<b>APPLICANT</b>	Glenville - PDM0009 - 4332DR (4332DR - 9)
<b>CATEGORY</b>	E - Buildings and Equipment	<b>EVENT</b>	4332DR-TX (4332DR)
<b>TITLE</b>	Sheriff's Lab		
<b>TYPE</b>	Standard		
<b>STATUS</b>	Active		
<b>PROCESS STEP</b>	Pending Applicant DDD Approval <small>As of November 3rd, 2017 6:14 PM CDT</small>		
<b>% COST SHARE</b>	75.00%		

**Stats / Summary** >

**Contacts** >

**Damage Inventory** >

**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

The screenshot displays the Grants Portal interface. The top navigation bar includes the 'Grants Po' logo and a user profile for 'Leghorn, Fogho...'. The left sidebar contains navigation options: 'Dashboard', 'My Organization' (with sub-items: Organization Profile, Event PA Requests, Projects, Damages, Work Orders), 'My Tasks', and 'Utilities'. The main content area is titled 'Damage Description and Dimensions' and shows details for disaster #4332DR, which occurred between 8/23/2017 and 8/28/2017. The specific damage entry is for 'Damage #89099; Contents', describing a 2-story Sheriff's office building damaged by overland flooding. A list of damaged items follows, each with a quantity and a note that 0% work is completed.

Grants Po

Dashboard

My Organization  
Giesville PD MGO009 - 4332DR (4332DR 9)

Organization Profile  
Event PA Requests  
Projects  
Damages  
Work Orders

My Tasks  
Utilities

Damage Description and Dimensions

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

Damage #89099; Contents

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

- Contents, 27 each of Dell XPS Desktop Computers, water damaged due to overland flooding, 0% work completed.
- Contents, 27 each of Dell XPS 27 Monitors, water damaged due to overland flooding, 0% work completed.
- Contents, 27 each of Microsoft Surface Keyboard, water damaged due to overland flooding, 0% work completed.
- Contents, 27 each of Microsoft Surface Mouse, water damaged due to overland flooding, 0% work completed.
- Contents, 27 each of 3 drawer work desk with aluminum metal top, 5 FT long x 3 FT wide x 2 FT high, water damaged due to overland flooding, 0% work completed.
- Contents, 27 each of Standing work station , water damaged due to overland flooding, 0% work completed.
- Contents, 27 each of HP laserjet 1200 Desktop printers, water damaged due to overland flooding, 0% work completed.
- Contents, 2 each of Bizhub 1050e multi purpose Copier, water damaged due to overland flooding, 0% work completed.
- Contents, 27 each of My Back Posture perfic 5 leg rolling chair, water damaged due to overland flooding, 0% work completed.

? Development Guide Answers

# Project Details

**Grants Portal**

Dashboard | My Organization | **Project Details** Sheriff's Lab

Glennville - PDM30009 - 4332DR (4332DR - 9)

Organization Profile | Event PA Requests | Projects | Damages | Work Orders | **My Tasks** | Utilities

### General Information <sup>v0</sup>

PROJECT #	7446	APPLICANT	Glennville (4332DR)
CATEGORY	E - Buildings and Equipment	EVENT	4332DR
TITLE	Sheriff's Lab		
TYPE	Standard		
STATUS	Active		
PROCESS STEP	Pending Applicant DDD Approval <small>As of November 3rd, 2017 6:14 PM CDT</small>		
% COST SHARE	75.00%		

**SIGN DDD** | **SEND BACK** | **DOWNLOAD PROJECT REPORT**

Stats / Summary >

Contacts >

Damage Inventory >

Click **Sign DDD** to approve

Click **Send Back** if changes are needed

# Project Signature

The screenshot displays the Grants Portal interface. On the left is a dark sidebar with navigation options: Dashboard, My Organization, Organization Profile, Event PA Requests, Projects, Damages, Work Orders, My Tasks, and Utilities. The main content area is titled "Grants Portal" and shows "General Information" for a project with ID 7446, category "E - Buildings and Equipment", and title "Sheriff's Lab". The applicant is "Glenville - RDMG0009 - 4332DR (4332DR - 9)" and the event is "4332DR-TX (4332DR)".

The "Damage Description and Dimensions" section states: "The Disaster #4332DR, which occurred between 8/23/2017 and 8/28/2017, caused: Damage #89099; Contents". Below this, a list of damaged items is provided, each with a 0% completion rate:

- 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.
- Contents, 27 each of Microsoft Surface Keyboard, water damaged due to overland flooding, 0% work completed.
- Contents, 27 each of Microsoft Surface Mouse, water damaged due to overland flooding, 0% work completed.
- Contents, 27 each of 3 drawer work desk with aluminum metal top, 5 FT long x 3 FT wide x 2 FT High, water damaged due to overland flooding, 0% work completed.
- Contents, 27 each of Standing work station, water damaged due to overland flooding, 0% work completed.
- Contents, 27 each of HP Laserjet 1200 Desktop printers, water damaged due to overland flooding, 0% work completed.
- Contents, 2 each of Bizhub 1050e multi purpose Copier, water damaged due to overland flooding, 0% work completed.
- Contents, 27 each of My Back Instore perfit 5 leg rolling chair, water damaged due to overland flooding, 0% work completed.

The "Sign Document" section contains a signature field with the placeholder text "Signature here" and a date field set to "11/06/2017". A yellow button labeled "CLICK TO SIGN" is positioned below the signature field. A red callout box with a white background and black text points to this button, containing the instruction: "Click on Click to Sign".

At the bottom right of the page, there are "SUBMIT" and "GO" buttons.

# Input Signature & Style

The image shows a 'Sign Document' dialog box overlaid on a web application interface. The dialog box contains the following fields and elements:

- Print Name \***: A text input field containing 'PeterLanneau'. A callout bubble above it says 'Step 1: Type Name'.
- Signature Style \***: A dropdown menu showing 'Arizonia'. A callout bubble to its right says 'Step 2: Select Signature Style'.
- Signature Preview**: A preview of the signature 'PeterLanneau' in a cursive font.
- Enter Password \***: A password input field with 12 dots. A callout bubble to its right says 'Step 3: Enter Password'.
- Buttons**: A green 'SIGN' button with a right-pointing arrow and a grey 'CANCEL' button with a circular arrow icon. A callout bubble below the 'SIGN' button says 'Step 4: Click Sign'.

The background shows a sidebar with navigation items: Dashboard, My Organization, Organization Profile, Event PA Requests, Projects, Damages, Work Orders, My Tasks, and Utilities. A 'CLICK TO SIGN' button is visible in the background.



# Submit Signed Project

**Grants Portal**

**Dashboard**

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

- Organization Profile
- Event PA Requests
- Projects
- Damages
- Work Orders

**My Tasks**

**Utilities**

- Contents, 27 each of 3 drawer work desk with aluminum metal top, 5 FT long x 3 FT wide x 2 FT high, water damaged due to overland flooding, 0% work completed.
- Contents, 27 each of Standing work station , water damaged due to overland flooding, 0% work completed.
- Contents, 27 each of HP laserjet 1200 Desktop printers, water damaged due to overland flooding, 0% work completed.
- Contents, 2 each of Bizhub 1050e multi purpose Copier, water damaged due to overland flooding, 0% work completed.
- Contents, 27 each of My Back Posture perfic 5 leg rolling chair, water damaged due to overland flooding, 0% work completed.

Sign Document

SIGNATURE *Peter Lannan* DATE 11/06/2017

CLICK TO SIGN

Click Submit

SUBMIT CANCEL



# Confirm Signed Project Submittal

The screenshot displays the Grants Portal interface. A modal dialog box titled "Confirm Submit" is centered on the screen, asking the user: "Are you sure you want to submit? Please ensure you have reviewed the Damage Description and Dimensions information on this page." The dialog has two buttons: "YES" (highlighted in blue) and "NO". A red callout box with the text "Click Yes" points to the "YES" button. In the background, the "Sign Document" section is visible, showing a signature field with the name "Peterlannan" and a date of "11/06/2017". Below the signature field is a yellow button labeled "CLICK TO SIGN". The left sidebar contains navigation options such as "Dashboard", "My Organization", "Organization Profile", "Event PA Requests", "Projects", "Damages", "Work Orders", "My Tasks", and "Utilities". The top right corner shows a notification bell icon with a red "1" badge. At the bottom right, there is a green "SUBMIT" button.

# Project Report Download

The screenshot shows the Grants Portal interface. At the top, the 'Grants Portal' logo is on the left, and a notification bell with a red '1' and a user profile icon are on the right. Below the header, there is a navigation bar with 'Dashboard' and 'My Organization' (Glenville - PDMG0009 - 4332DR (4332DR - 9)). A sidebar on the left contains menu items: Organization Profile, Event PA Requests, Projects, Damages, Work Orders, My Tasks, and Utilities. The main content area is titled 'Project Details Sheriff's Lab'. It features a 'DOWNLOAD PROJECT REPORT' button in the top right corner, which is highlighted by a red callout box containing the text 'Click Download Project Report'. Below the button, the 'General Information' section is displayed, showing project details such as PROJECT # 7446, CATEGORY E - Buildings and Equipment, TITLE Sheriff's Lab, TYPE Standard, STATUS Active, PROCESS STEP Pending PDMG Scope & Cost Routing (As of November 6th, 2017 9:53 AM CST), and % COST SHARE 75.00%. At the bottom, there are links for 'Stats / Summary' and 'Contacts'.

**Grants Portal**

Dashboard

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

Organization Profile

Event PA Requests

Projects

Damages

Work Orders

My Tasks

Utilities

**Project Details Sheriff's Lab**

**DOWNLOAD PROJECT REPORT**

**Click Download Project Report**

**General Information**

**PROJECT #** 7446

**CATEGORY** E - Buildings and Equipment

**TITLE** Sheriff's Lab

**TYPE** Standard

**STATUS** Active

**PROCESS STEP** Pending PDMG Scope & Cost Routing  
*As of November 6th, 2017 9:53 AM CST*

**% COST SHARE** 75.00%

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

**EVENT** 4332DR-TX (4332DR - 9)

Stats / Summary >

Contacts >

# Download Project Report

The screenshot displays the Grants Portal interface. A modal dialog box titled "Download Project Report" is centered on the screen, containing the text "Project Report generated successfully." and a blue button labeled "DOWNLOAD PROJECT REPORT" with a download icon. A "CLOSE" button is also visible in the dialog. A red callout bubble points to the blue button with the text "Click **Download Project Report**".

The background interface includes a sidebar with navigation options: Dashboard, My Organization (Glenville - PDMG0009 - 4332DR), Organization Profile, Event PA Requests, Projects, Damages, Work Orders, My Tasks, and Utilities. The main content area shows project details for "Sheriff's Lab" with the following information:


PROJECT #		
CATEGORY	E - Buildings and Equipment	
TITLE	Sheriff's Lab	
TYPE	Standard	
STATUS	Active	
PROCESS STEP	Pending PDMG Scope & Cost Routing	
	<i>As of November 6th, 2017 9:53 AM CST</i>	
% COST SHARE	75.00%	

Additional text in the background includes "General Information", "EVENT 4332DR-TX (4332DR)", and "Stats / Summary >".

# Open Download Project Report – Pop Up

The screenshot shows the Grants Portal interface with a download pop-up window. The pop-up window is titled "Opening Project\_Report\_7446\_20171106.pdf" and contains the following text:

You have chosen to open:

 **Project\_Report\_7446\_20171106.pdf**  
which is: Adobe Acrobat Document (45.9 KB)  
from: <https://grantsportal-demo-site.azurewebsites.net>

What should Firefox do with this file?

Open with Adobe Acrobat DC (default) ▾

Save File

Do this automatically for files like this from now on.

OK Cancel

A red callout box with the text "Step 1: Click **Open With**" points to the "Open with" option. Another red callout box with the text "Step 2: Click **Open**" points to the "Open" button.

The background interface shows the Grants Portal logo, a navigation menu with "Dashboard", "My Organization", "My Tasks", and "Utilities", and a table of project information:

TITLE	TYPE	STATUS	PROCESS STEP	% COST SHARE
Sheriff's L	Standard	Active	Pending P	75.00%

# Close Download Project Report

The screenshot displays the Grants Portal interface. A modal dialog box titled "Download Project Report" is centered on the screen. The modal contains the text "Project Report generated successfully." and two buttons: "DOWNLOAD PROJECT REPORT" and "CLOSE". A red callout bubble points to the "CLOSE" button with the text "Click Close".

**Grants Portal**

**Dashboard**

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

Organization Profile

Event PA Requests

Projects

Damages

Work Orders

My Tasks

Utilities

**Project D**

**General Information**

PROJECT #	
CATEGORY	E - Buildings and Equipment
TITLE	Sheriff's Lab
TYPE	Standard
STATUS	Active
PROCESS STEP	Pending PDMG Scope & Cost Routing <i>As of November 6th, 2017 9:53 AM CST</i>
% COST SHARE	75.00%

**DOWNLOAD PROJECT REPORT**

**DOWNLOAD PROJECT REPORT**

**CLOSE**

**Click Close**

**Stats / Summary**

**Contacts**

# Sign Project Scope and Cost





# My Tasks

**Grants Portal** Sam, Yosemite

Dashboard My Organization My Tasks

Glennville - PDMG0125 - 4332DR (4332DR - 125)

**My Tasks**

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

Filters > My Active Incomplete Tasks

Search...

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

Previous 1 Next

Step 1: Click **Bell**

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

# Project Details

**Grants Portal** 🔔 2 👤 Sam, Yosemite ▾

**Dashboard** | **My Organization** ▾ | **My Tasks**

**Project Details** Emergency Protective Measures

[SIGN DDD/SCOPE/COST](#) | [SEND BACK](#) | [DOWNLOAD PROJECT REPORT](#)

**⚠️ This project is pending Applicant DDD / Scope / Cost Approval.**  
The damage descriptions and dimensions, scope, and cost must be approved and signed by the Applicant.

**General Information** v0

<b>PROJECT #</b>	9103	<b>APPLICANT</b>	Glenville - PDMG0125 - 4332DR (4332DR - 125)
<b>CATEGORY</b>	B - Emergency Protective Measures	<b>EVENT</b>	4332DR-TX (4332DR)
<b>TITLE</b>	Emergency Protective Measures		
<b>TYPE</b>	Work Completed / Fully Documented		
<b>STATUS</b>	Active		
<b>PROCESS STEP</b>	Pending Applicant DDD / Scope / Cost Approval <small>As of November 9th, 2017 2:09 PM CST</small>		
<b>% COST SHARE</b>	75.00%		

[Stats / Summary](#) >

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

# Review Project Scope

The screenshot displays the Grants Portal interface. At the top left, the logo for 'Grants Portal' is visible. On the right side of the top bar, there is a notification bell icon with a red '2' and a user profile icon for 'Sam, Yosemite'. A left-hand navigation menu contains several items: 'Dashboard', 'My Organization' (with a dropdown arrow and the text 'Clenville - PDMG0125 - 4332DR (4332DR - 125)'), 'My Tasks', 'Tasks', 'RFIs', 'Workflow Items', 'Determination Memos', 'Essential Elements of Information', 'Utilities' (with a dropdown arrow), and 'Administration' (with a dropdown arrow). The main content area features a 'Scope & Cost Summary' bar with a dropdown arrow. Below this bar are two tabs: 'Scope' (selected) and 'Cost'. A red callout box with a white background and a red border points to the 'Scope & Cost Summary' bar, containing the text 'Expand Scope & Cost Summary bar'. The main content area displays a section titled '30713 Police, Fire and Operations Department' with a paragraph of text: '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

- Dashboard
- My Organization  
Glenville - PDMG0125 - 4332DR  
(4332DR - 125)
- Organization Profile
- Event PA Requests
- Projects
- Damages
- Work Orders
- My Tasks
- Utilities
- Administration

\$ Scope & Cost Summary

Click **Cost** tab

Scope **Cost**

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

Showing 1 to 3 of 3 entries

Previous 1 Next

CRC GROSS COST	\$313,600.00
TOTAL INSURANCE REDUCTIONS	\$0.00
CRC NET COST	\$313,600.00
FEDERAL SHARE (75.00%)	\$235,200.00
NON-FEDERAL SHARE (25.00%)	\$78,400.00

Insurance

# Sign Project

The screenshot shows the Grants Portal interface. At the top left is the 'Grants Portal' logo. On the right, there is a notification bell with a red '2' and a user profile for 'Sam, Yosemite'. A left-hand navigation menu includes 'Dashboard', 'My Organization' (with a dropdown arrow), 'My Tasks', 'Tasks', 'RFIs', 'Workflow Items', 'Determination Memos', 'Essential Elements of Information', 'Utilities' (with a dropdown arrow), and 'Administration' (with a dropdown arrow). The main content area is titled 'Project Details Emergency Protective Measures'. At the top right of this area are three buttons: a green 'SIGN DDD/SCOPE/COST' button, an orange 'SEND BACK' button, and a blue 'DOWNLOAD PROJECT REPORT' button. Below these buttons is a yellow warning banner with a triangle icon and the text: 'This project is pending Applicant DDD / Scope / Cost Approval'. Underneath the banner, it says 'The damage descriptions and dimensions, scope, and cost must be approved and signed by the applicant.' A red callout box with a white background and black border points to the 'SIGN DDD/SCOPE/COST' button, containing the text 'Click Sign DDD/Scope/Cost'. Below the banner is the 'General Information v0' section, which contains the following details:

PROJECT #	9103	APPLICANT	Glenville - PDMG0125 - 4332DR (4332DR - 125)
CATEGORY	B - Emergency Protective Measures	EVENT	4332DR-TX (4332DR)
TITLE	Emergency Protective Measures		
TYPE	Work Completed / Fully Documented		
STATUS	Active		
PROCESS STEP	Pending Applicant DDD / Scope / Cost Approval <i>As of November 9th, 2017 2:09 PM CST</i>		
% COST SHARE	75.00%		

At the bottom left of the main content area, there is a link: 'Stats / Summary >'. The bottom right corner of the page shows the number '188'.



# Applicant DDD Scope & Cost Approval

**Grants Portal** | Sam, Yosemite

Dashboard | My Organization | **Applicant DDD / Scope / Cost Approval** | Emergency Protective Measures

Please review and sign

### General Information

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

### Damage Description and Dimensions

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

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

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

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

### Scope

**30713 Police, Fire and Operations Department**

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

**Scroll down to the Sign Document bar**



# Applicant DDD Scope & Cost Approval

The screenshot displays the Grants Portal interface. On the left is a navigation sidebar with options: Dashboard, My Organization (with details: Greenville, SC 29605-1111, 433204, 433204, 703), Organization Profile, Event PA Requests, Projects, Damages, Work Orders, My Tasks, Utilities, and Administration. The main content area is divided into several sections:

- Subgrant Conditions:** Contains a bullet point stating that financial records, supporting documents, and other non-Federal entity records must be retained for three (3) years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the Federal awarding agency or pass-through entity in the case of a sub-recipient. Federal awarding agencies and pass-through entities must not impose any other record retention requirements upon non-Federal entities. Exceptions, Part 201.303, (a) - (1), (1), (2). All records relative to this Project Worksheet are subject to examination and audit by the State, FEMA and the Comptroller General of the United States and must reflect work related to disaster specific costs.
- Insurance:** A light blue bar indicates: "There are no additional insurance information on Emergency Protective Measures."
- Mitigation:** A light blue bar indicates: "There are no additional mitigation information on Emergency Protective Measures."
- Environmental Historical Preservation:** Includes a tree icon, the text "Is this project compliant with EHP laws and orders?" with a green "YES" status, and "EHP Conditions" with three bullet points: "Any change to the approved scope of work will require re-evaluation for compliance with NEPA and other Laws and Executive Orders", "This review does not address all federal, state and local requirements. Acceptance of federal funding requires recipient to comply with all federal, state and local laws. Failure to obtain all appropriate federal, state and local environmental permits and clearances may jeopardize funding.", and "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." Below this is "EHP Additional Information" with a light blue bar: "There are no additional environmental historical preservation information on Emergency Protective Measures."
- Sign Document:** Features a "SIGNATURE" field with the text "Signature here" and a "DATE" field with the value "11/09/2017". Below the signature field is a yellow button with a pen icon and the text "CLICK TO SIGN". A red callout box with the text "Click To Sign" points to this button.

# Sign Project DDD Scope & Cost – Pop Up

The image shows a 'Sign Document' pop-up window overlaid on a 'Grants Portal' dashboard. The pop-up contains the following fields and controls:

- Print Name \***: A text input field containing 'YosemiteSam'. A callout points to this field with the text 'Step 1: Type Name'.
- Signature Style \***: A dropdown menu with 'Arizonia' selected. A callout points to this dropdown with the text 'Step 2: Select Signature Style'.
- Enter Password \***: A password input field with masked characters. A callout points to this field with the text 'Step 3: Enter Password'.
- Buttons**: A green 'SIGN' button with a right-pointing arrow and a grey 'CANCEL' button with a circular arrow icon. A callout points to the 'SIGN' button with the text 'Step 4: Click Sign'.

The background dashboard includes a sidebar with 'My Organization', 'Projects', 'Damages', 'Work Orders', 'My Tasks', 'Utilities', and 'Administration'. The main content area shows sections for 'Insurance' and 'Mitigation'.

# Submit Signed Project

The screenshot displays the Grants Portal interface. On the left is a navigation sidebar with items: Dashboard, My Organization (Glenville - PDMG0125 - 4332DR (4332DR - 125)), Organization Profile, Event PA Requests, Projects, Damages, Work Orders, My Tasks, Utilities, and Administration. The main content area shows a list of items with a 'Sign Document' entry. This entry has a 'SIGNATURE' field containing 'Yosemite Sam' and a 'DATE' field containing '11/09/2017'. Below these fields is a yellow button labeled 'CLICK TO SIGN'. At the bottom right, there is a green 'SUBMIT' button and a grey 'CANCEL' button. A red callout box points to the 'SUBMIT' button with the text 'Click Submit'.

**Grants Portal**

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

### EHP Additional Information

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

↓ Sign Document

<b>SIGNATURE</b>	<i>Yosemite Sam</i>	<b>DATE</b>	11/09/2017
------------------	---------------------	-------------	------------

**CLICK TO SIGN**

**Click Submit**

**SUBMIT** CANCEL

# Submit Signed Project – Pop Up

**Grants Portal**

Dashboard

My Organization  
Glenville - POM60125 - 4332DR  
(4332DR - 125)

Organization Profile

Event PA Requests

Projects

Damages

Work Orders

My Tasks

Utilities

Administration

**Confirm Submit**

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

YES NO

Click Yes

Sign Document

SIGNATURE *Yosemite Sam* DATE 11/09/2017

CLICK TO SIGN

SUBMIT CANCEL

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



# My Organization

The screenshot shows the Grants Portal interface. The top navigation bar includes 'Dashboard' and 'My Organization'. A sidebar on the left lists 'Organization Profile', 'Event PA Requests', 'Projects', 'Damages', 'Work Orders', 'My Tasks', and 'User'. The main content area displays a table of 'All Active Event PA Requests' with columns for Event #, Event Name, Status, Process Step, PDMGs Assigned, # Projects, # Damages, and # Work Orders. A table with one row is visible, showing event 4332DR.

**Step 1: Click My Organization**

**Step 2: Click Event PA Requests**

**Step 3: Click Magnify Glass**

Event #	Event Name	Status	Process Step	PDMGs Assigned	# Projects	# Damages	# Work Orders
4332DR	4332DR-TX (4332DR)	Eligible	Pending Grant Completion	*Lanneau, Peter	3	21	6



# Event PA Requests Profile

Grants Portal

Leghorn, Fogho...

Dashboard

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

Organization Profile

Event PA Requests

Projects

Damages

Work Orders

My Tasks

Utilities

Projects

Active Inactive

Filters

CATEGORY Select...

HAS RFI Select...

PROCESS STEP Select...

HAS POLICY ISSUE? All

TYPE All

Search...

SHOW/HIDE COLUMNS

Category	Title	Type	Process Step	# Damages
G - Parks, Recreational Facilities, and Other Items	City Parks	Standard	Pending EEI Completion	4
E - Buildings and Equipment	Maintenance Bldg	Standard	Pending Formulation Completion	1
E - Buildings and Equipment	Sheriff's Lab	Standard	Pending Scope & Cost Completion by Applicant	1

10


Previous 1 Next

Step 1: Expand Projects bar

Click Close

Step 2: Click Magnifying Glass

# Project Details

Leghorn, Fogho...

[Dashboard](#)  
[My Organization](#)  
Glenville - PDMG0009 - 4332DR (4332DR - 9)  
Organization Profile  
Event PA Requests  
Projects  
Damages  
Work Orders  
[My Tasks](#)  
[Utilities](#)

## Project Details Sheriff's Lab

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

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

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

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

[View Scope & Cost](#)

### General Information v0

<b>PROJECT #</b>	7446	<b>APPLICANT</b>	Glenville - PDMG0009 - 4332DR (4332DR - 9)
<b>CATEGORY</b>	E - Buildings and Equipment	<b>EVENT</b>	4332DR-TX (4332DR)
<b>TITLE</b>	Sheriff's Lab		
<b>TYPE</b>	Standard		
<b>STATUS</b>	Active		
<b>PROCESS STEP</b>	Pending Scope & Cost Completion by Applicant <small>As of November 6th, 2017 11:02 AM CST</small>		

Scroll Down to Scope & Cost Summary bar

# Scope & Cost Summary Bar

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

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

Grants Portal

Leghorn, Fogho...

Dashboard

My Organization  
Clerville - PDMC0009 - 4332DR  
(4332DR - 9)

Organization Profile  
Event PA Requests  
Projects  
Damages  
Work Orders

My Tasks  
Utilities

Scope & Cost Summary

COMPLETE SCOPE & COST

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

Scope Cost

+ ADD INTRO

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

+ ADD ADDITIONAL INFO

# Manage Scope & Cost

The screenshot shows the Grants Portal interface. At the top left is the 'Grants Portal' logo. The user is logged in as 'Leghorn, Fogho...'. The main navigation bar includes 'Dashboard', 'My Organization' (with details for Glenville - PDMG0009 - 4332DR), and 'Manage Scope & Cost'. A status indicator shows 'DAMAGE INCOMPLETE' and a 'GO BACK' button. A sidebar on the left lists navigation options: Organization Profile, Event PA Requests, Projects, Damages, Work Orders, My Tasks, and Utilities. The main content area features a dropdown menu for '89099 CONTENTS' and a navigation bar with tabs for 'Preview', 'Scope', 'Cost', and 'Documents'. A red callout box with the text 'Click Scope tab' points to the 'Scope' tab. Below the tabs, the page displays 'Damage #89099; Contents' with a description of the building and a list of damaged items.

**Click Scope tab**

89099 CONTENTS

DDD Preview Scope Cost Documents

Damage #89099; Contents

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

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

# Add Project Scope

**Grants Portal** Leghorn, Fogho..

Dashboard Manage Scope & Cost DAMAGE INCOMPLETE x GO BACK

**My Organization**  
Glenville - P10MG0009 - 4332DR  
(4332DR - 9)

- Organization Profile
- Event PA Requests
- Projects
- Damages
- Work Orders
- My Tasks** v
- Utilities** v

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

89099 CONTENTS

DDD **Preview** Scope Cost Documents **COMPLETE THIS SCOPE**

89099 Contents

**Click Add Scope**

+ ADD SCOPE

# Enter Scope Of Work

The screenshot shows the Grants Portal interface. The top header includes the 'Grants Portal' logo and the user name 'Leghorn, Fa'. A left sidebar contains navigation options: Dashboard, My Organization (with sub-items: Organization Profile, Event PA Requests, Projects, Damages, Work Orders), My Tasks, and Utilities. The main content area is titled 'Contents' and displays a list of work items:

- 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.

A toolbar above the list includes a 'SAVE SCOPE' button. Two callout boxes provide instructions: 'Step 1: Enter Scope of Work' points to the text area, and 'Step 2: Click Save Scope' points to the 'SAVE SCOPE' button.



# Review/Edit Scope Of Work

The screenshot displays the Grants Portal interface. The top navigation bar includes the 'Grants Portal' logo and the user name 'Leghorn, Fogho...'. The left sidebar contains navigation options: 'Dashboard', 'My Organization' (with sub-items: Organization Profile, Event PA Requests, Projects, Damages, Work Orders), 'My Tasks', and 'Utilities'. The main content area shows a dropdown menu for '89099 CONTENTS' and tabs for 'Preview', 'Scope', 'Cost', and 'Documents'. A blue button labeled 'COMPLETE THIS SCOPE' is visible in the top right. The 'Scope' tab is active, displaying a list of items under the heading '89099 Contents'. A callout box points to the 'COMPLETE THIS SCOPE' button with the text 'Click Complete This Scope'. Another callout box points to the 'EDIT SCOPE' link at the bottom right of the list with the text 'Click Edit Scope if any changes or additions are needed'. The list of items includes:

- 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

**Grants Portal** Leghorn, Fogho...

**Dashboard** **Manage Scope & Cost** DAMAGE COMPLETE ✓ [GO BACK](#)

**My Organization**  
Greenville (FDM20000 4832DR  
4337DR - 9)

Organization Profile  
Event PA Requests  
Projects  
Damages  
Work Orders  
My Tasks  
Utilities

**189099** CONTENTS

DDD [Preview](#) [Scope](#) [Cost](#) [Documents](#) SCOPE COMPLETE ✓ [UNLOCK FOR REWORK](#)

**189099** Contents

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

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

# Add Project Cost

The screenshot shows the 'Grants Portal' interface. The 'Cost' tab is selected, and the 'ADD COST' button is highlighted. A dropdown menu is open, showing various cost sources. Three callout boxes provide instructions:

- Step 1: Click Cost tab** (points to the 'Cost' tab)
- Step 2: Click Add Cost on the appropriate bar** (points to the '+ ADD COST' button)
- Step 3: Select Cost Source** (points to the dropdown menu)

The interface includes a sidebar with navigation options like 'Dashboard', 'My Organization', 'Organization Profile', 'Event PA Requests', 'Projects', 'Damages', 'Work Orders', 'My Tasks', and 'Utilities'. The main content area shows sections for 'Work Completed Permanent Items', 'Work To Be Completed Permanent Items', 'Work Completed Non-Permanent Items', and 'Work To Be Completed Non-Permanent Items'. A table with columns for Description, Cost Code, Estimate Type, Qty, Units, Unit Price, City Adj Factor, and Total Cost is visible, with 'No data available' displayed. The total cost is shown as \$0.00, and the cost share is 75.00%.

# Enter Cost Information

The screenshot shows a web form titled "Add a Contract/Vendor Costs item" with a "Permanent" lock icon. The form contains the following fields and values:

- Cost Code: 9001 (Contract)
- Description: Dell Inc.
- Quantity: 1.00
- Unit: Lump Sum (Lump Sum)
- Unit Price: 148500.00
- City Adjustment Factor: 1.00
- Total Cost: \$148500.00

At the bottom of the form are two buttons: "ADD ITEM" (green) and "CANCEL" (grey). The background shows a "Grants Portal" interface with various navigation elements and a table of cost items.

**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

The screenshot displays the Grants Portal interface. The top navigation bar includes the Grants Portal logo and the user name 'Leghorn, Fogho'. A sidebar on the left contains navigation links: Dashboard, My Organization (Glenville - PDMG2009 - 4332DR), Organization Profile, Event PA Requests, Projects, My Tasks, and Utilities. The main content area shows a 'Cost' tab with a table of cost line items. The table has columns for Description, Cost Code, Estimate Type, Qty, Units, Unit Price, City Adj Factor, and Total Cost. Two items are listed: Dell Inc. and Office Plus Inc. A red callout box labeled 'Step 1: Click Options' points to the 'OPTIONS' dropdown menu for the first item. A second red callout box labeled 'Step 2: Click Edit or Remove Cost' points to the 'Edit' and 'Remove' options within the dropdown menu. The table also shows a 'TOTAL: \$193,104.00' and a 'GROSS COST \$193,104.00' with a 'COST SHARE 75.00%'.

**Step 1: Click Options**

Description	Cost Code	Estimate Type	Qty	Units	Unit Price	City Adj Factor	Total Cost
OPTIONS - Dell Inc.	9001	Contract/Vendor Costs	1	Lump Sum	\$148,500.00	1	\$148,500.00
OPTIONS - Office Plus Inc.	9001	Contract/Vendor Costs	1	Lump Sum	\$44,604.00	1	\$44,604.00
<b>TOTAL: \$193,104.00</b>							

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

GROSS COST \$193,104.00  
COST SHARE 75.00%

# Complete Scope And Cost

**Grants Portal** Leghorn, Fogho

Dashboard | My Organization (Glenville - PDMG0009 - 4332DR (14332DR - 9))

Organization Profile | Event PA Requests | Projects | Damages | Work Orders | **My Tasks** | Utilities

89099 CONTENTS

DDD **Preview** | Scope | **Cost** | Documents

**COMPLETE AND LOCK**

Work Completed Permanent Items \$0.00 + ADD COST

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

SHOW/HIDE COLUMNS

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

TOTAL: \$193,104.00

10 Showing 1 to 2 of 2 entries Previous 1 Next

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

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

GROSS COST **\$193,104.00**

Click **Complete And Lock**



# Manage Scope & Cost

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

89099 CONTENTS

DDD [Preview](#) [Scope](#) [Cost](#) [Documents](#)

COST COMPLETE [UNLOCK FOR REWORK](#)

Work Completed Permanent Items

\$0.00

Work To Be Completed Permanent Items

SHOW/HIDE COLUMNS

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

TOTAL: \$193,104.00

Showing 1 to 2 of 2 entries

Previous 1 Next

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

# Manage Scope & Cost

- Dashboard
- My Organization  
Glenville - PDMG0009 - 433ZDR  
(433ZDR - 9)
- Organization Profile
- Event PA Requests
- Projects
- Damages
- Work Orders
- My Tasks
- Utilities

## Manage Scope & Cost

DAMAGE INCOMPLETE ✖ [GO BACK](#)

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

Click **Go Back**

89099 CONTENTS

DDD **Preview** Scope **Cost** Documents

COST COMPLETE ✓ **UNLOCK FOR REWORK**

Work Completed Permanent Items **\$0.00**

Work To Be Completed Permanent Items **\$193,104.00**

SHOW/HIDE COLUMNS

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

TOTAL: **\$193,104.00**

Showing 1 to 2 of 2 entries

Previous 1 Next

# Submit Scope and Cost to FEMA

**Grants Portal** Leghorn, Fogho...

Dashboard  
My Organization  
Belville - PDMG0009 - 4332DR (4332DR - 9)

## Project Details Sheriff's Lab

REQUEST FEMA COMPLETION | **SUBMIT FOR VALIDATION** | DOWNLOAD PROJECT REPORT

**⚠ 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 90

PROJECT #	7446	APPLICANT	Glenville - PDMG0009 - 4332DR (4332DR - 9)
CATEGORY	E - Buildings and Equipment	EVENT	4332DR-TX (4332DR)
TITLE	Sheriff's Lab		
TYPE	Standard		
STATUS	Active		
PROCESS STEP	Pending Scope & Cost Completion by Applicant <small>As of November 6th, 2017 11:02 AM CST</small>		
% COST SHARE	75.00%		

Stats / Summary >

Contacts >

Click **Submit For Validation**

# Confirm Submit For Validation

The screenshot shows a web portal interface for project management. A modal dialog box is centered on the screen, titled "Submit For Validation?". The dialog contains the following text:

Submit For Validation?

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

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

At the bottom of the dialog are two buttons: "YES" (highlighted in blue) and "NO". A red callout bubble with the text "Click Yes" points to the "YES" button.

The background page is titled "Project Details Sheriff's Lab". It features a warning icon and the text: "This project is pending Scope & Cost Completion by Applicant". Below this, there is a "View Scope & Cost" link. The "General Information" section includes the following details:

PROJECT #	7446	APPLICANT	Glenville - PDMG0009 - 4332DR (4332DR-9)
CATEGORY	E - Buildings and Equipment	EVENT	4332DR-TX (4332DR)
TITLE	Sheriff's Lab		
TYPE	Standard		
STATUS	Active		
PROCESS STEP	Pending Scope & Cost Completion by Applicant <small>As of November 8th, 2017 11:02 AM CST</small>		
% COST SHARE	75.00%		

Navigation links at the bottom include "Stats / Summary", "Contacts", and "Damage Inventory".

# Request For Information (RFI)



# My Tasks

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

## My Tasks

Step 1: Click **Bell**

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

Filters >

My Active Incomplete Tasks



Search



SHOW/HIDE COLUMNS

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

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

ies (filtered from 22 total entries)

Previous 1 Next



# Request For Information

**Grants Portal**

Request for Information RFI-PRJ-135

COMMENT SUBMIT RFI RESPONSE

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

Please **respond to this request** as soon as possible, but no later than 14 days of receipt of this letter, to ensure continued processing of this subgrant.

**Note: The 14 day deadline to respond to the RFI**

**Step 1: Expand Additional Information bar**

RFI #	RFI-PRJ-135	EVENT	4332DR
DEADLINE	11/24/2017	APPLICANT	Glenville - PDMG0009 - 4332DR (4332DR - 9)
		PROJECT	[7446] Sheriff's Lab

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

Additional Information

Need procurement procedures/bid documents for contract.

# Line Items RFI

The screenshot displays the Grants Portal interface. On the left is a navigation sidebar with options: Dashboard, My Organization (Glenville - PDMG0009 - 4332DR (4332DR - 9)), Organization Profile, Event PA Requests, Projects, Damages, Work Orders, My Tasks, and Utilities. The main content area is titled 'Line Items' and contains a table with the following data:

Line Item #	Type	Reason	# Documents	Submission Date	CRC Verification Date
1	Procurement	Missing bid procedure documents	0		

Below the table, it indicates 'Showing 1 to 1 of 1 entries'. To the right of the table, there are buttons for 'UPLOAD LINE DOCUMENT', 'RECORD LINE RESPONSE', and 'SHOW/HIDE COLUMNS'. Below the table, there are sections for 'Documents' (with an 'UPLOAD LINE DOCUMENT' button), 'Discussion' (with a '+ START A DISCUSSION' button), and 'Comments' (with a '+ ADD COMMENT' button).

**Step 1: Expand Line Items bar**

**Step 2: Click Upload Line Document**

# Line Item RFI Document Upload

The screenshot displays a web application interface with a modal window titled "Upload Document". The modal contains the following fields and controls:

- Line Item:** A dropdown menu with "Select..." as the current selection.
- SELECT DOCUMENT:** A green button with a white outline, highlighted by a red callout box.
- (Max Size: 100MB):** Text indicating the maximum file size.
- Filename:** An empty text input field.
- Description:** An empty text input field.
- Category:** A dropdown menu with "Select a category..." as the current selection.
- ADD DOCUMENT:** A blue button with a white checkmark icon.
- CANCEL:** A grey button with a white circular arrow icon.

A red callout box with a white background and black text points to the "SELECT DOCUMENT" button, containing the text: **Click Select Document**.

The background of the application shows a sidebar with navigation items: Dashboard, My Organization (Glenville - PDMG60219 - 43326R (43320R - 9)), Organization Profile, Event PA Requests, Work Orders, My Tasks, and Utilities. The main content area is partially obscured by the modal but shows sections for Documents, Discussion, and Comments.

# Line Item RFI Document Upload - Pop Up

The screenshot shows a web application interface for a Grants Portal. A 'File Upload' window is open, displaying a list of files in the 'Yosemite Sam Docs' folder. A callout box points to the selected document, and another callout box points to the 'Open' button.

**Step 1: Select the desired document**

Name	Date modified	Type
Service Area Map	11/2/2017 2:02 PM	JPG
Project# 9103 DR4332TX Time Sheets	11/8/2017 7:32 AM	Mi
Project# 9103 DR4332TX Stock room Records	11/8/2017 7:36 AM	Mi
Project# 9103 DR4332TX Material Summary	11/8/2017 7:35 AM	Mi
Project# 9103 DR4332TX Labor Summary	11/8/2017 7:42 AM	Mi
Project# 9103 DR4332TX Fringe Benefits	11/8/2017 7:34 AM	Mi
Project# 9103 DR4332TX Equipment Summary	11/8/2017 7:34 AM	Mi
Project# 9103 DR4332TX Activity Logs	11/8/2017 7:33 AM	Mi
Maint Records	11/2/2017 1:25 PM	Mi
Glenville PDMG0125 Paypolicy	10/31/2017 10:59 AM	Mi
Glenville PDMG0009 Procurement Policy_Bid Fi...	11/9/2017 4:42 PM	Mi
Debris Removal Tipping Fees	11/1/2017 5:35 PM	Mi
DI#30719	11/8/2017 5:05 PM	File
DI#30718	11/8/2017 5:12 PM	File

**Step 2: Click Open**



# Line Item RFI Document Description & Type

The screenshot shows the 'Upload Document' modal in the Grants Portal. The modal contains the following fields and options:

- Line Item:** A dropdown menu with the selected item '#1 - Procurement'.
- SELECT DOCUMENT:** A green button to choose a file.
- Filename:** A text field containing 'Glenville PDMG0009 Procurement Policy\_Bid Files.docx'.
- Description:** A text field containing 'Procurement Policy & Bid Documents'.
- Category:** A dropdown menu with the selected category 'x Procurement Policy'.
- Warning:** A yellow box with a red triangle icon and the text: 'Personally identifiable information (PII) WARNING. In accordance with the Privacy Act of 1974, 5 U.S.C. § 552a, Please ensure that any sensitive personally identifiable information (PII) has been removed or redacted prior to uploading this file. This includes social security numbers (SSN), birth dates, financial account information, home addresses, or other similar information.'
- Buttons:** A blue 'ADD DOCUMENT' button and a grey 'CANCEL' button.

Four callout boxes provide instructions for each step:

- Step 1: Select Line Item** (points to the Line Item dropdown)
- Step 2: Add Document Description** (points to the Description text field)
- Step 3: Add Document Category Type** (points to the Category dropdown)
- Step 4: Click Add Document** (points to the ADD DOCUMENT button)

# Confirm Line Document Upload

**Grants Portal** | Leghorn, Fogho...

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

Organization Profile  
Event PA Requests  
Projects  
Damages  
Work Orders  
My Tasks  
Utilities

**Line Items**

Line Item #	Type	Reason	# Documents	Response	Response By	Responded On	PDMG Verification Date	CRC Verification Date	# Responses
1	Procurement	Missing bid procedure documents	1						0

Showing 1 to 1 of 10 items

**Documents**

LINE ITEM TYPE: Select...

Line Item #	Line Item Type	Filename	Description	Size	Uploaded Date	Uploaded By
1	Procurement	Glennville PDMG0009 Procurement Policy_Bid Files.docx	Procurement Policy & Bid Documents	0 B	11/09/2017 04:51 PM CST	Leghorn, Foghorn

**Step 1: Expand the Documents bar**

**Step 2: Confirm Uploaded Document**

**Step 3: Scroll to the top of the page**



# Submit RFI Response

**Grants Portal**

Dashboard | My Organization | Organization Profile | Event PA Requests | Projects | Damages | Work Orders | My Tasks | Utilities

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

Request for Information RFI-PRJ-135

COMMENT | **SUBMIT RFI RESPONSE**

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

Please **respond to this request** as soon as possible, but no later than 14 days of receipt of this letter, to ensure continued processing of this subgrant.

### General Information

RFI #	RFI-PRJ-135	EVENT	4332DR-TX (4332DR)
DEADLINE	11/24/2017	APPLICANT	Glennville - PDMG0009 - 4332DR (4332DR - 9)
STATUS	Pending Applicant Response	PROJECT	[7446] Sheriff's Lab

Additional Information ▾

Need procurement procedures/bid documents for contract.

Contacts >

**Click Submit RFI Response**

# Submit RFI Response

The screenshot displays the Grants Portal interface. A modal dialog titled "Submit RFI Response" is centered on the screen. The dialog contains the following elements:

- Close button (X) in the top right corner.
- Confirmation question: "Are you sure you want to Submit RFI Response?"
- Text input field labeled "Reason".
- Two buttons at the bottom: "YES" (highlighted in blue) and "NO".

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

The background interface shows the "Grants Portal" header, a navigation sidebar with "My Organization" selected, and a "Request for Information" page. The page content includes a table with the following data:

RFI #	DEADLINE	STATUS
4332DR-TX (4332DR)		Pending Applicant Response

Additional information is visible below the table, including a section for "Additional Information" with the text "Need procurement procedures/bid documents for contract." and a "Contacts" section.

# Respond to a Request For Information (RFI)

Documents  
Not Available



# Record Line Response

The screenshot displays the Grants Portal interface. At the top left is the 'Grants Portal' logo. The top right corner features a notification bell with a red '1' and a user profile icon. A dark sidebar on the left contains navigation options: 'Dashboard', 'My Organization' (with sub-items: Organization Profile, Event PA Requests, Projects, Damages, Work Orders), 'My Tasks', and 'Utilities'. The main content area is titled 'Line Items' and includes a table with columns: 'Line Item #', 'Type', 'Reason', '# Documents', 'Response', and 'Response'. A single entry is shown with 'Line Item # 1', 'Type Procurement', 'Reason Missing', and '# Documents 0'. The 'Reason' field is expanded to show 'bid', 'procedure', and 'documents'. Above the table are buttons for 'UPLOAD LINE DOCUMENT' and 'RECORD LINE RESPONSE'. A red callout box with the text 'Click Record Line Response' points to the 'RECORD LINE RESPONSE' button. Below the table is a pagination control showing 'Showing 1 to 1 of 1 entries' and 'Previous 1 Next'. At the bottom, there are sections for 'Documents' (with 'UPLOAD LINE DOCUMENT' button), 'Discussion' (with 'START A DISCUSSION' button), and 'Comments' (with 'ADD COMMENT' button).

**Click Record Line Response**

# Add Line Response

The screenshot shows the 'Record Line Response' form in the Grants Portal. The form has a 'Line Item' field containing '#1 - Procurement' and a 'Response' text area. Below the text area is a 'Responses' section with a message: 'This line item has no responses.' At the bottom right of the form are two buttons: a green 'SAVE' button and a grey 'GO BACK' button. Three red callout boxes with white text provide instructions: 'Step 1: Select Line Item' points to the 'Line Item' field, 'Step 2: Type Response' points to the 'Response' text area, and 'Step 3: Click Save' points to the 'SAVE' button. The background shows the portal's navigation menu and user information.

Grants Portal

Record Line Response

Line Item #1 - Procurement

Response

Responses

This line item has no responses.

SAVE GO BACK

Step 1: Select Line Item

Step 2: Type Response

Step 3: Click **Save**

# Confirm Line Response

**Grants Portal** Leghorn, Fogho...

Dashboard

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

Organization Profile  
Event PA Requests  
Projects  
Damages  
Work Orders

My Tasks  
Utilities

Additional Information  
Need procurement procedures/bid documents for contract.

Contacts

Line Items

UPLOAD LINE DOCUMENT RECORD LINE RESPONSE

SHOW/HIDE COLUMNS

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

10 Showing 1 to 1 of 1 entries

Previous 1 Next



# Edit Line Response

The screenshot displays the Grants Portal interface. At the top left is the 'Grants Portal' logo. The top right shows a user profile for 'Leghorn, Fogho.' and a notification bell icon. A left sidebar contains navigation links: 'Dashboard', 'My Organization' (with sub-link 'Glenville - PDMG0009 - 433ZDR (433ZDR - 9)'), 'Organization Profile', 'Event PA Requests', 'Projects', 'Damages', and 'Work Orders'. The main content area has a header with 'Additional Information' and a dropdown arrow. Below this is a text box containing 'Need procurement procedures/bid documents for contract.'. Further down is a 'Contacts' section with a right-pointing arrow. The 'Line Items' section features a dropdown arrow, two buttons: 'UPLOAD LINE DOCUMENT' and 'RECORD LINE RESPONSE', and a 'SHOW/HIDE COLUMNS' button. A table with columns 'Line Item #', 'Type', 'Reason', '# Documents', 'Response', 'Response By', 'Responded On', 'PDMG Verification Date', 'CRC Verification Date', and '# Responses' is visible. The first row shows '1' in the 'Line Item #' column and 'Procurement' in the 'Type' column. An 'OPTIONS' menu is open for this row, listing: 'Upload RFI Line Document', 'Edit RFI Line Response', 'Remove RFI Line Response', 'View RFI Line Documents', 'View RFI Line Responses', and 'Start Discussion'. A red callout box points to the 'Edit RFI Line Response' option. Another red callout box points to the 'Edit RFI Line Response' text in the table row. At the bottom right, there are 'Previous', '1', and 'Next' navigation links.

**Step 1: Click Options**

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

# Edit Line Response – Pop Up

**Grants Portal**

Dashboard

My Organization

Organization Profile

Event PA Requests

Projects

Damages

Work Orders

My Tasks

Utilities

Additional Info

Need procurement p

Contacts

Line Items

OPTIONS

10 Showing 1 to 1 of 1 entries

Loghorn, Foghorn

### Edit Response

Line Item #1 - Procurement

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

**Step 1: Click in the box to edit response**

**Responses**

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

10 Showing 1 to 1 of 1 entries

Previous 1 Next

**Step 2: Click Save**

SAVE GO BACK

10 Showing 1 to 1 of 1 entries

Previous 1 Next

# Remove Line Response

The screenshot shows the Grants Portal interface. The top navigation bar includes the 'Grants Portal' logo and a user profile for 'Leghorn, Fogho.'. The left sidebar contains navigation links: 'Dashboard', 'My Organization' (with sub-link 'Glenville - PDMG0009 - 433ZDR (433ZDR - 9)'), 'Organization Profile', 'Event PA Requests', 'Projects', 'Damages', and 'Work Orders'. The main content area has a 'Line Items' section with a dropdown menu open, showing an options list. A red callout box points to the 'Options' dropdown with the text 'Step 1: Click Options'. Another red callout box points to the 'Remove RFI Line Response' option in the list with the text 'Step 2: Click Remove RFI Line Response'. The table below the dropdown shows a single line item with the following details:

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

At the bottom of the page, there is a pagination control showing 'Previous', '1', and 'Next'.

# Remove Line Response – Pop Up

**Grants Portal**

Dashboard

My Organization  
Glenville - PDMS0009 - 433215  
(4332101-9)

Organization Profile

Event PA Requests

Projects

Damages

Work Orders

My Tasks

Utilities

Additional Information

Need procurement procedures/bid documents

Contacts

Line Items

Remove Response

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

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

Response By: Leghorn, Foghorn

Responded On: November 9, 2017

REMOVE GO BACK

UPLOAD LINE DOCUMENT RECORD LINE RESPONSE

SHOW/HIDE COLUMNS

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

Showing 1 to 1 of 1 entries

# Submit Line Response

**Grants Portal** Leghorn, Fogho...

Dashboard

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

Organization Profile  
Event PA Requests  
Projects  
Damages  
Work Orders

My Tasks  
Utilities

Additional Information  
Need procurement procedures/bid documents for contract.

Contacts

Line Items

UPLOAD LINE DOCUMENT RECORD LINE RESPONSE

SHOW/HIDE COLUMNS

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

10 Showing 1 to 1 of 1 entries

Previous 1 Next

Scroll to the top of the page

# Submit RFI Response

**Grants Portal** 🔔 1 👤 Leghorn, Fogho...

**Dashboard** **Request for Information RFI-PRJ-135** [COMMENT](#) [SUBMIT RFI RESPONSE](#)

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

Organization Profile  
Event PA Requests  
Projects  
Damages  
Work Orders  
**My Tasks** ▾  
Utilities ▾

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

Please **respond to this request** as soon as possible, but no later than 14 days of receipt of this letter, to ensure continued processing of this subgrant.

### General Information

<b>RFI #</b>	RFI-PRJ-135	<b>EVENT</b>	4332DR-TX (4332DR)
<b>DEADLINE</b>	11/24/2017	<b>APPLICANT</b>	Glenville - PDMG0009 - 4332DR (4332DR - 9)
<b>STATUS</b>	Pending Applicant Response	<b>PROJECT</b>	[7446] Sheriff's Lab

**Additional Information** ▾

Need procurement procedures/bid documents for contract.

**Contacts** >

**Click Submit RFI Response**



# Submit RFI Response

The screenshot shows the Grants Portal interface. A modal dialog titled "Submit RFI Response" is centered on the screen. The dialog contains the question "Are you sure you want to Submit RFI Response?" and a text area labeled "Reason". At the bottom of the dialog are two buttons: "YES" (highlighted in blue) and "NO". A red callout bubble with the text "Click Yes" points to the "YES" button. In the background, the portal shows a "Request for Information" page for a project titled "Request for Information" with a status of "Pending Applicant Response". The page includes a sidebar with navigation options like "Dashboard", "My Organization", "Organization Profile", "Event PA Requests", "Projects", "Damages", "Work Orders", "My Tasks", and "Utilities". The main content area displays details for the request, including the RFI number "4332DR-TX (4332DR)", the deadline, and the status. There are also buttons for "COMMENT" and "SUBMIT RFI RESPONSE" on the right side of the page.

# Sign Recovery Transition Meeting (RTM)



# Locate Pending RTM Approval

**Grants Portal** Oz, Memmet

Dashboard

My Organization  
Georgia Department of Public Health (000-US4NX-00)

My Event PA Requests

REQUEST PUBLIC ASSISTANCE

Filters > All Active Event PA Requests

Search...

Event #	Event Name	Status	Process Step	PDMGs Assigned	# Projects	# Damages	# Work Orders
4338DR	4338DR-GA (4338DR)	Pending FEMA RPA Review	Pending Eligibility Determination		0	0	0
4284DR	4284DR-GA (4284DR)	Eligible	Pending Applicant RTM Approval	*COSTELLA, ANGELA C.	1	1	0

25 Show 1 to 2 of 2 entries (filtered from 4 total entries)

Previous 1 Next

**Step 1: Click Event PA Requests**

**Step 2: Click Magnifying Glass**

# Event PA Request Profile

**Grants Portal** Oz, Memmet

**Dashboard** **Event PA Requests Profile** Georgia Department of Public Health - 4284DR-GA REPORTS

**My Organization** Georgia Department of Public Health (000-US4NX-00)

- Organization Profile
- Event PA Requests
- Projects
- Damages
- Work Orders
- My Tasks**
- Utilities
- Intelligence

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

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

**Click Review RTM or Sign RTM Report**

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

# Recovery Transition Meeting (RTM)

**Grants Portal** Oz, Memmet

Dashboard

**My Organization**  
Georgia Department of Public Health (000-US4NX-00)

- Organization Profile
- Event PA Requests
- Projects
- Damages
- Work Orders
- My Tasks
- Utilities
- Intelligence

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

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

**Conducted RTM Information**

RTM DATE	11/9/2017 2:57 PM EST	ADDRESS	2 Peachtree Street 15 Floor
RTM ADDTL. INFO	--	ADDRESS 2	--
LOCATION ADDTL. INFO	Conference Call	CITY	Atlanta
		STATE	--
		ZIP	30303

Attendees

Site Inspection Work Orders

Projects

Click each tab to review information

# Sign RTM

**Grants Portal** Oz, Memmet

Dashboard

My Organization  
Georgia Department of Public Health (000-USANX-00)

- Organization Profile
- Event PA Requests
- Projects
- Damages
- Work Orders
- My Tasks
- Utilities
- Intelligence

Recovery Transition Meeting Conducted on 11/3/2017 at 2:00 pm CDT **SIGN RTM**

Recovery Transition Meeting | RTM Checklist | Notes | Schedule History

### Conducted RTM Information

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

Attendees

Site Inspection Work Orders

Projects



# Review RTM and Certify

## Sign Recovery Transition Meeting

SUBMIT

CANCEL

### Please review and sign

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

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

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

No Recipient POC Assigned

### Certification

To the best of my knowledge and understanding, Project Worksheets have been written for all known and anticipated 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 items noted above and will comply with Federal, State, and local statutes and ordinances in completing disaster-related work under the Public Assistance grant. In addition, I have been provided a copy of the D.1 Project Worksheet report.

SIGNATURE

Signature here

CLICK TO SIGN

DATE

11/09/2017

Click To Sign

# RTM Signature – Pop Up Box

The image shows a screenshot of the Grants Portal interface. A pop-up window titled "Sign Recovery Transition Meeting" is centered on the screen. The pop-up contains the following fields and elements:

- Print Name \***: A text input field with a callout bubble pointing to it that says "Type Name".
- Signature Style \***: A dropdown menu with "Allura" selected. A callout bubble points to it that says "Select Font Style". Below this dropdown is a preview of the signature style: "Example: allura".
- Enter Password \***: A text input field with a callout bubble pointing to it that says "Type Password".
- Buttons**: A green "SIGN" button with a right-pointing arrow and a grey "CANCEL" button with a circular arrow icon. A callout bubble points to the "SIGN" button that says "Click Sign".

The background of the portal is dimmed. On the left, there is a navigation menu with items like "Dashboard", "My Organization", "Organization Profile", "Event PA Requests", "Projects", "Damages", "Work Orders", "My Tasks", "Utilities", and "Intelligence". The main content area shows a "Sign Recovery" section with a "Please review" heading and a list of bullet points. At the bottom of the page, there is a "Certification" section with a text area and a "SIGNATURE" field containing "Signature here" and a "DATE" field containing "11/09/2017".

# Submit Signed RTM

**Grants Portal** Oz, Memmet

**Dashboard** **Sign Recovery Transition Meeting** **SUBMIT** **CANCEL**

**My Organization**  
Georgia Department of Public Health (000-US4NX-00)

- Organization Profile
- Event PA Requests
- Projects
- Damages
- Work Orders
- My Tasks**
- Utilities
- Intelligence

### Please review and sign

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

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

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

*No Recipient POC Assigned*

### Certification

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

**SIGNATURE** *Memmet Oz* **CLICK TO SIGN** **DATE** 11/09/2017

# Sign Out of Grants Portal & Help



# Sign Out of Grants Portal

The screenshot shows the Grants Portal interface. At the top left is the 'Grants Portal' logo. On the right, the user 'Sam, Yosemite' is logged in, with a notification bell icon showing 2 alerts. A dropdown menu is open, listing options: Sign Out, My Profile, Feedback, Help, and About. A red callout box points to the 'Sign Out' option with the text 'Click on Name and Select Sign Out'. The main content area displays the 'My Organization Profile' for 'Glenville - PDMG0125 - 4332DR'. The profile details include: STATE/TRIBE/TERRITORY: Texas; LEVEL 2: Glenville - PDMG0125 - 4332DR; TYPE: City or Township Government. Below the profile are sections for Personnel, Locations, Counties with Facility, Insurance Profile, and Event PA Requests, each with a 'MANAGE' button. The left sidebar contains navigation links: Dashboard, My Organization, Organization Profile, Event PA Requests, Projects, Damages, Work Orders, My Tasks, Utilities, and Administration.



# Locate Help Information

The screenshot shows the Grants Portal interface. At the top left is the 'Grants Portal' logo. The top right shows the user 'Sam, Yosemite' with a notification bell icon. A dark sidebar on the left contains navigation items: Dashboard, My Organization, Organization Profile, Event PA Requests, Projects, Damages, Work Orders, My Tasks, Utilities, and Administration. The main content area is titled 'My Organization Profile' for 'Glenville - PDMG0125 - 4332DR'. It displays 'General Information' with fields for STATE/TRIBE/TERRITORY (Texas), LEVEL 2 (Glenville - PDMG0125 - 4332DR), and TYPE (City or Township Government). Below this are sections for Personnel, Locations, and Counties with Facility, each with a 'MANAGE' button. At the bottom, there is an 'Insurance Profile' section with 'UPLOAD INSURANCE DOCUMENT' and 'HELP' buttons. A red callout box with the text 'Click on Name and Select Help' points to the 'Help' link in the user dropdown menu.

Grants Portal

Sam, Yosemite

Dashboard

My Organization

My Organization Profile Glenville - PDMG0125 - 4332DR

DOWNLOAD

Sign Out

My Profile

Feedback

Help

About

Organization Profile

Event PA Requests

Projects

Damages

Work Orders

My Tasks

Utilities

Administration

General Information

STATE/TRIBE/TERRITORY Texas

LEVEL 2 Glenville - PDMG0125 - 4332DR

TYPE City or Township Government

Personnel > MANAGE

Locations > MANAGE

Counties with Facility > MANAGE

Insurance Profile > UPLOAD INSURANCE DOCUMENT HELP

Event PA Requests >

Click on Name and Select **Help**



# Locate Help Information

The screenshot shows the Grants Portal interface. A modal window titled "Help with Grants Portal" is open, displaying contact information for support. A red callout bubble points to the "Live Phone Support" text, and another red callout bubble points to the "REQUEST ASSISTANCE FOR CURRENT PAGE" button.

**Grants Portal**

Dashboard | My Organization | My Tasks | Utilities

Help with Grants Portal

Call Support  
(866) 337-8448

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

REQUEST ASSISTANCE FOR CURRENT PAGE | CLOSE

Live Phone Support

Click Request Assistance for Current Page

PERSONNEL | LOCATIONS | COUNTIES WITH FACILITY | INSURANCE PROFILE | EVENT PA REQUESTS

IS ACTIVE? Yes  
PA CODE 4332DR - 9  
IS NUMBER TX-TRN-0009

DOWNLOAD | EDIT | HELP

# Grants Portal Hotline for Assistance:

**(866) 337-8448**

