Applicant
Pre-Event/Phase 1
User Manual
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Creating Password for a New Account
Login Screen

Please use Mozilla Foxfire as web browser for best results

Website address is https://grantee.fema.gov
Privacy Notice Pop-Up
(Recipients Only)

Click Accept or Press Enter
Welcome to the Grants Portal!

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

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

Click Next
Create New Password

Welcome to the Grants Portal!
First, let's create a password so you can access your account. Please select a password and enter it twice below.

Step 1: Type New Password

Step 2: Click Next
Create Security Question

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

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

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

<table>
<thead>
<tr>
<th>Username</th>
<th>maureen</th>
</tr>
</thead>
<tbody>
<tr>
<td>Password</td>
<td>********</td>
</tr>
<tr>
<td>Security Question</td>
<td>What was your childhood nickname?</td>
</tr>
<tr>
<td>Security Answer</td>
<td>twinkie</td>
</tr>
</tbody>
</table>

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

Click Accept or Press Enter
ATTENTION

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

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

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

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

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

Please click here to begin the RPA submission process.

Document Help

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

Alternatively, you can utilize the Document Uploader Utility to assist in uploading documents to the correct location.

Organization

Troy, City of

Level: 2

Type: City or Township Government

FEMA PA Code:

Is PNP? No
Inviting Applicant Organizations

Recipient Only
Organization Profile

Step 1: Click on My Organization

Step 2: Select Organization Profile
Adding Applicant Organization (Recipient Only Function)
Inviting Single Applicant Organization (Recipient Only Function)

### Subrecipient Organization Profiles

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>PNP?</th>
<th>PNP Type</th>
<th>State/Tribe/Territory</th>
<th>Last User Login</th>
</tr>
</thead>
<tbody>
<tr>
<td>addedNEW</td>
<td>U.S. Territory or Possession</td>
<td>No</td>
<td></td>
<td>Georgia Emergency Management Agency</td>
<td></td>
</tr>
<tr>
<td>Adel</td>
<td>City or Township Government</td>
<td>No</td>
<td></td>
<td>Georgia Emergency Management Agency</td>
<td>07/21/2017 10:07 AM CDT</td>
</tr>
<tr>
<td>Albany</td>
<td>City or Township Government</td>
<td>No</td>
<td></td>
<td>Georgia Emergency Management Agency</td>
<td>07/10/2017 11:25 AM CDT</td>
</tr>
<tr>
<td>Albany /Albany City Housing Authority</td>
<td>Public / Indian Housing Authority</td>
<td>No</td>
<td></td>
<td>Georgia Emergency Management Agency</td>
<td>04/12/2017 08:55 AM CDT</td>
</tr>
<tr>
<td>Albany Museum of Art</td>
<td>Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)</td>
<td>Yes</td>
<td>Museum</td>
<td>Georgia Emergency Management Agency</td>
<td>06/13/2017 01:48 PM CDT</td>
</tr>
<tr>
<td>Albany State University</td>
<td>Public/State Controlled Institution of Higher Education</td>
<td>No</td>
<td></td>
<td>Georgia Emergency Management Agency</td>
<td>07/10/2017 01:50 PM CDT</td>
</tr>
<tr>
<td>Appling County</td>
<td>County Government</td>
<td>No</td>
<td></td>
<td>Georgia Emergency Management Agency</td>
<td>07/10/2017 07:48 AM CDT</td>
</tr>
</tbody>
</table>

**Click Add Organization**

**Select Invite**
Inviting Single Applicant Organization (Recipient Only Function)

Step 1: Enter Applicant Information

Step 2: Click Save
Review Organization Invitation (Recipient Only Function)

![Grants Portal screenshot](image)

**Organization Invitation**

**General Information**

- **REQUESTING ORGANIZATION**: Georgia Emergency Management Agency
- **ORGANIZATION NAME**: Macon, City of
- **ORG TYPE**: City or Township Government
- **CREATED BY**: Black, Star
- **CREATED ON**: 07/29/2017 05:49 PM CDT
- **ACCOUNT ACTIVATE LINK**: [https://pacustomer-tdl-manager.azurewebsites.net/#organizational-request/form/ecd8c1ec-12db-4d32-acdf-c4e6828213f3](https://pacustomer-tdl-manager.azurewebsites.net/#organizational-request/form/ecd8c1ec-12db-4d32-acdf-c4e6828213f3)

**Contact Information**

- **FIRST NAME**: Little
- **LAST NAME**: Richard
- **PHONE NUMBER**: (912) 847-5757
- **EMAIL**: little.richard@macon.gov

**Review information**
Return to Applicant Organization Profile (Recipient Only Function)

Step 1: Click Organization Profile

Step 2: Click Manage
Manage Applicant Organization Invitations (Recipient Only Function)

Click Invitations/Requests
Click Magnifier to “Drill In” to Applicant
Resend Email Activation Link (Recipient Only Function)

Click Resend

Activation Link (can copy and paste into separate email)
Manage Organization Personnel
Organization Profile - Manage User Accounts (Recipient Screen)

Click Manage on Personnel Bar
Organization Profile - Manage User Accounts
(Applicant Screen)

Click Manage on Personnel Bar
Manage Personnel

[Image of a webpage with a table showing personnel information, with a highlighted 'Create' button and a note to 'Click Create']
Complete Personnel Information

Complete Information

Click Save
Provide Roles to Personnel

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Roles</th>
<th>Emails</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kerr</td>
<td>Kristen</td>
<td></td>
<td><a href="mailto:kristen@kerr.net">kristen@kerr.net</a></td>
</tr>
</tbody>
</table>

Click Roles
Step 1: Select system roles

Step 2: Click Save

Place mouse over “?” for definition of role
Organization Profile
Organization Profile

Step 1: Click on My Organization

Step 2: Select Organization Profile
Add Counties to Profile

Click Manage on Location Bar
Identify Counties with Facilities/Locations

1. Click Add for each county.
2. Click Save.
Uploading Insurance Documents

Step 1: Click on My Organization

Step 2: Select Organization Profile

Step 3: Click Upload Insurance Document
Upload Insurance Documents

Step 1: Click Select Document

Step 2: Write a description of document & Select Category (Document type)
Registering Organization
Upon receiving Invite email, Applicant Organization clicks the link to create their organization

From: support@pagrants.fema.gov [mailto:support@pagrants.fema.gov]
Sent: Wednesday, February 01, 2017 10:16 AM
Subject: FEMA PA Notification - You have been invited to join the Grants Portal.

Hello Sherry,

You've been invited to join the Grants Portal as a child organization for Georgia Emergency Management Agency. Please click [here](https://pagrants.fema.gov) to fill in your organization's information and create an account.

-FEMA PA Support Team

FEMA-PA-Support@FEMA.DHS.Gov
https://pagrants.fema.gov

Ensure that Firefox is the chosen Web Browser
Organization Information

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

Basic Information
REQUESTING ORGANIZATION: Georgia Emergency Management Agency
NAME: Test, City of
TYPE: City or Township Government
DUNS NUMBER: 

Click Next
Enter Contact Information

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

Click Next
Enter Location Information

- **Primary Location**
  - ADDRESS 1 *
  - ADDRESS 2
  - CITY *
  - STATE *
  - ZIP CODE *
  - COUNTY *

- **Mailing Address**
  - ADDRESS 1
  - ADDRESS 2
  - CITY
  - STATE
  - ZIP CODE
  - COUNTY

*Only if different

Click Next
Add Applicable Counties with Facilities

Select the Counties where a Facility exists.

Click Add

Click Next
Verify Information

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

**Organization Information**

- **REQUESTING ORGANIZATION**: Georgia Emergency Management Agency
- **NAME**: Test, City of
- **TYPE**: City or Township, Government
Submit Information

Grants Portal

ZIP CODE 30067
COUNTY Dougherty County

Counties with Facility

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

Click Submit
Confirmation of Submittal

Your access request has been submitted!
You will be contacted once your request has been approved.
Hello Sherry,

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

-FEMA PA Support Team

FEMA-PA-Support@FEMA.DHS.Gov
https://pagrants.fema.gov
Submit RPA
My Organization Dashboard

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

Please click here to begin the RPA submission process.

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

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

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

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

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

Click Next
General Information

**Step 1:** Select Event

**Step 2:** Select Yes or No

**Step 3:** Click Next
Primary/Alternate Contact Information

Step 1: Select Primary Contact

Step 2: Select Alternate Contact

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

Step 1: Verify Primary Location or Click Change

Step 2: Verify Mailing Address or Click Change

Step 3: Click Next
Other Information/Comments

Step 1: Enter Additional Information/Comments

Step 2: Click Next
Other Information/Comments

---

**Step 1: Review Information**

**Step 2: Click Submit**
Congratulations! Your Request for Public Assistance has been successfully processed and has been submitted to your Recipient Organization for review. Once reviewed by your Recipient Organization it will then be submitted onward to be processed by FEMA.

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

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

Thank you for your submission, and we look forward to working with you and your organization.
Damage Inventory Damage Template
Add Multiple Damages to Damage Inventory

**Event PA Requests Profile**
City of ABBEY1 - Operation Winchester Freedom

<table>
<thead>
<tr>
<th>General Information</th>
<th>Incident Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FEMA PA CODE</strong></td>
<td><strong>JOB NUMBER</strong></td>
</tr>
<tr>
<td>Demo-ABBEY1</td>
<td>OP-WIN-FREEDOM</td>
</tr>
<tr>
<td><strong>NAME</strong></td>
<td><strong>EVENT NAME</strong></td>
</tr>
<tr>
<td>City of ABBEY1</td>
<td>Operation Winchester Freedom</td>
</tr>
<tr>
<td><strong>TYPE</strong></td>
<td><strong>EVENT TYPE</strong></td>
</tr>
<tr>
<td>City or Township Government</td>
<td>Disaster</td>
</tr>
<tr>
<td><strong>STATUS</strong></td>
<td><strong>INCIDENT TYPE</strong></td>
</tr>
<tr>
<td>Eligible</td>
<td>Hurricane</td>
</tr>
<tr>
<td><strong>RPA DECISION DATE</strong></td>
<td><strong>INCIDENT LEVEL</strong></td>
</tr>
<tr>
<td>3/31/2017 6:36 pm EDT</td>
<td>3</td>
</tr>
<tr>
<td><strong>RSM COMPLETION DATE</strong></td>
<td><strong>INCIDENT START DATE</strong></td>
</tr>
<tr>
<td>4/4/2017 5:00 am EDT</td>
<td>March 31, 2017</td>
</tr>
<tr>
<td><strong>DAMAGE INVENTORY DEADLINE</strong></td>
<td><strong>INCIDENT END DATE</strong></td>
</tr>
<tr>
<td>11/30/2017</td>
<td>--</td>
</tr>
<tr>
<td><strong>PROCESS STEP</strong></td>
<td><strong>DECLARATION DATE</strong></td>
</tr>
<tr>
<td>Pending Grant Completion</td>
<td>March 31, 2017</td>
</tr>
</tbody>
</table>

**Damage Inventory**

[Click Manage]
Download Damage Inventory Template

Click Import & Select Download Template
Damage Inventory Template Pop-Up Box

Click OK to open template in Excel
Download Damage Inventory Template

Click Import & Select Download Template
## Downloaded Damage Inventory Template

<table>
<thead>
<tr>
<th>Category</th>
<th>Name of damage/facility</th>
<th>Address 1</th>
<th>Program Delivery Manager (PDM) Email</th>
<th>% Work Complete</th>
<th>Labor Type</th>
<th>Has received PA Grant(s) on this facility in a past 2 cycles</th>
<th>Is there a potential mitigation opportunity?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Example Data**

- **Applicant FIPS:** 000-U77MZ-00
- **Applicant Point of Contact Name:** Howell, Lee
- **Applicant Point of Contact Phone:** (229) 288-8199
- **Applicant Point of Contact Email:** pafactrax_sltt+405
- **Program Delivery Manager (PDM) Email:** PDMJIP@CBT.org

**Click Enable Editing**

---

**PROTECTED VIEW** Be careful—files from the Internet can contain viruses. Unless you need to edit, it’s safer to stay in Protected View.
Downloaded Damage Inventory Template

DO NOT CHANGE TEMPLATE

Fill it out completely & save on computer
Download Damage Inventory Template

Click Import & Select Upload Template
Locate Damage Inventory Spreadsheet Pop-Up Box

Step 1: Locate file and Click to highlight

Step 2: Click Open
Import Damage Inventory Template

Step 1: Verify No Errors or Warnings

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

Click Commit Import

Do you wish to commit the changes in this import?

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

Commit Import

RESULTS

TOTAL RECORDS IMPORTED 21

NEW DAMAGE RECORDS 21

With Errors 0

WARNINGs 0

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

If for any reason you do not want to commit the change, the original uploaded file has been preserved and may be re-submitted when you are ready.
# Import Damage Inventory Template with Errors

## Step 1: Red box identifies error/missing information

1. Examine the red box indicating errors or missing information in the imported data.

## Step 2: Click Cancel Import

2. Click the “CANCEL IMPORT” button to close the import and try again with a new file.

---

### Import Damage Inventory

<table>
<thead>
<tr>
<th>#</th>
<th>Result</th>
<th>Category</th>
<th>Name</th>
<th>Address 1</th>
<th>Address 2</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>Latitude</th>
<th>Longitude</th>
<th>Damage Description</th>
<th>Cause of Damage</th>
<th>Approx. Cost</th>
<th>% Work Complete</th>
<th>Labor Type</th>
<th>Insured</th>
<th>Prior PA Grant</th>
<th>Mitigation Opportunity</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>New</td>
<td>C</td>
<td>Reynolds Road Cavern</td>
<td>2837 Reynolds Road</td>
<td>Test City</td>
<td>Colorado</td>
<td>83614</td>
<td>34.28</td>
<td>-82.34</td>
<td>36133</td>
<td>24 inch C&amp;M washed away</td>
<td>Flood</td>
<td>$5,000.00</td>
<td>0.00%</td>
<td>Force Account</td>
<td>Unsure</td>
<td>No</td>
<td>No</td>
<td>High</td>
</tr>
<tr>
<td>10</td>
<td>Rejected</td>
<td>G</td>
<td>Thompson City Park</td>
<td>5948 Jefferson Blvd</td>
<td>Test City</td>
<td>Colorado</td>
<td>83774</td>
<td>34.73</td>
<td>-82.34</td>
<td>10033</td>
<td>560 LF Fencing, 2 picnic tables, being felled destroyed</td>
<td>Wind</td>
<td></td>
<td>0.00%</td>
<td>Force Account</td>
<td>Unsure</td>
<td>Yes</td>
<td>No</td>
<td>Low</td>
</tr>
</tbody>
</table>

---

*Note: 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.*
Import Damage Inventory Template
Cancel Pop-Up Box

Click Cancel Import
Damage Inventory
Add Single Damage
Step 1: Click Event PA Requests

Step 2: Click Manage
Add Damage

Click Add Damage
Add Damage Site Information

**Step 1:** Complete All Information

**Step 2:** Click Save
Add Damage Site Information Pop-Up Box

Click Yes
Edit Damage Inventory
My Event Request/Locate Event

Step 1: Click Event PA Requests

Step 2: Drill into Event
## General Information

- **FEMA PA CODE**: 00-00000-00
- **NAME**: Troy, City of
- **TYPE**: City or Township Government
- **STATUS**: Eligible
- **RPA DECISION DATE**: 8/9/2017 8:55 PM CDT
- **PROCESS STEP**: Pending Exploratory Call Completion

As of August 9th, 2017 8:57 PM CDT

## Event Information

- **JOB #**: CO-EOC
- **EVENT NAME**: Colorado State EOC
- **EVENT TYPE**: Disaster
- **INCIDENT TYPE**: Hurricane
- **INCIDENT LEVEL**: 3
- **INCIDENT START DATE**: September 28, 2016
- **INCIDENT END DATE**: April 13, 2017
- **DECLARATION DATE**: April 13, 2017
- **DATE COUNTY DESIGNATED**: April 12, 2017

### Stats/Summary

### Contacts

### Locations

### Damage Inventory

**Click Manage**
Manage Damage Inventory – Edit Damages

Click Edit
Edit Damage Information

Step 1: Edit Information

Step 2: Click Save
Edit Damage Information Pop-Up Box

Click Yes
Uploading Organization Documents
Uploading Documents

- Org. Profile
  - Master Policy Documents (Insurance, Payroll, Procurement)
  - Documents Pertain to Multiple Projects

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

- Project
Click Upload Insurance Document
My Organization Profile – Insurance Documents

Step 1: Click Select Document
Locate Insurance Document – Pop-Up Box

Step 1: Click on Insurance Document

Step 2: Click Open
Locate Insurance Document – Pop-Up Box

Step 1: Type description of document

Step 2: Click to select type of document
Locate Insurance Document – Pop-Up Box

Click Add Document
Click Manage on Documents Bar
## My Organization Profile – Policy Documents

### Manage Documents

<table>
<thead>
<tr>
<th>Filename</th>
<th>Description</th>
<th>Size</th>
<th>Category</th>
<th>Uploaded Date</th>
<th>Uploaded By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insurance Policy.docx</td>
<td>Insurance Document</td>
<td>11.2 KB</td>
<td>Insurance Policy</td>
<td>08/10/2017 06:51 PM</td>
<td>Stapleton, Maureen</td>
</tr>
</tbody>
</table>

**Click Add Document**
Policy Documents Pop-Up Box

Step 1: Confirm Location of Document

Step 2: Click Select Document
My Organization Profile – Policy Documents

Step 1: Describe Document & Select Type of Document

Step 2: Select type of document
Click Remove
Essential Elements of Information (EEI)

Documents on Project Level
Event Profile – Documents to Projects

Step 1: Select My Organization

Step 2: Select My Event PA Requests

Step 3: Drill into Event
Locating Projects

Step 1: Expand Projects Bar

Step 2: Drill into Project
Locating Projects

- Click View Project EEI
- OR Expand Project EEI
Locating Projects

Grants Portal

Dashboard
My Organization
Organization Profile
Event PA Requests
Operations
Tasks
Utilities

Damage Inventory

Project EEI
2 of 2 EEIs pending completion

EEI List
EEI Questions
Required Documents

STATUS

PROCESS STEP

Name
Direct Administrative Cost
Standard Lane - Category

Status
Open
Open

Process Step
Pending Applicant Response
Pending Applicant Response

Document Status
0/6
0/1

Created By
BLACK, STARLENE M.
BLACK, STARLENE M.

Created On
08/10/2017 06:25 PM CDT
08/10/2017 06:25 PM CDT

Last Action By
BLACK, STARLENE M.
BLACK, STARLENE M.

Last Action On
08/10/2017 06:27 PM CDT
08/10/2017 06:29 PM CDT

Drill Into Project
Attaching Documents to EEI

Grants Portal

Project EEI Standard Lane - Category C

General Information

- **NAME**: Standard Lane - Category C
- **VERSION**: Standard Lane - Category C - Version 1
- **PROJECT**: [1408] Reynolds Road Culvert
- **APPLICANT**: Troy, City of (00-00000-00)
- **EVENT**: Colorado State EOC (CO-EOC)
- **STATUS**: Open
- **PROCESS STEP**: Pending Applicant Response

Click Add

- **Required Documents**
  - [ ] Was the facility regularly maintained?
  - [ ] Maintenance Records & Site Inspection Reports

SUBMIT TO FEMA
Attaching Documents to EEI – Pop Up Box – New Document

<table>
<thead>
<tr>
<th>Source</th>
<th>Filename</th>
<th>Description</th>
<th>Upload Date</th>
<th>Uploaded By</th>
</tr>
</thead>
</table>

**Click Upload New**
Attaching Documents to EEI – Pop Up Box – New Document

Click Select Document
Attaching Documents to EEI – Pop Up Box – New Document

Step 1: Click on Document

Step 2: Click Open
Attaching Documents to EEI – Pop Up Box – Add Description and Upload Document

Step 1: Type Description of Document

Step 2: Click Add Document
Attaching Documents to EEI – Pop Up Box – Attach Uploaded Document

Step 1: Move Mouse over file to verify correct document

Step 2: Click Attach Document
Remove Documents from EEI

- Click Remove

Click Remove
Send EEI Back to FEMA

Click Submit to FEMA
Send EEI Back to FEMA – Confirmation Pop Up Box

Click Submit
Essential Elements of Information (EEI)
Add Comments to EEI

Project EEI: Standard Lane - Category C

General Information
- NAME: Standard Lane - Category C
- VERSION: Standard Lane - Category C - Version 1
- PROJECT: [1408] Reynolds Road Culvert
- APPLICANT: Troy, City of (00-00000-00)
- EVENT: Colorado State EOC (CO-EOC)
- STATUS: Open
- PROCESS STEP: Pending FEMA Review

Click Add

Required Documents
- [4] Was the facility regularly maintained? 1/1
- Maintenance Records & Site Inspection Reports
- Maintenance Records.docx

Click Add
Add Comments to EEI

Step 1: Type Comment

Step 2: Select Type of Comment

Step 3: Click Save
Verify Comment Attached
Identify Tasks to Complete
Identify Tasks to Complete

Grants Portal

Project EEI Standard Lane - Category C

General Information

- NAME: Standard Lane - Category C
- VERSION: Standard Lane - Category C - Version 1
- PROJECT: [1408] Reynolds Road Culvert
- APPLICANT: Troy, City of (00-00000-00)
- EVENT: Colorado State EOC (CO-EOC)
- STATUS: Open
- PROCESS STEP: Pending FEMA Review

Questions

Required Documents

- [ ] Was the facility regularly maintained?
- [ ] Maintenance Records & Site Inspection Reports
- [ ] Maintenance Records.docx
Identify Tasks to Complete

Click Review on any task
Sign Out of Grants Portal & Help
Sign Out of Grants Portal

Click on Name and Select Sign Out
Hotline for Technical Assistance & Provide Suggestions:
8:00am to 7:00pm Eastern Time
(866) 337-8448