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Creating Password for a New Account
Hello Sherry,

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

Username: comanager@subrecipientcountyga.com
Password: LJE1kAvc!%

Please click [https://grantee.fema.gov/](https://grantee.fema.gov/) to sign in with your temporary password. You will be required to change your password upon login.

-FEMA PA Support Team

[FEMA-PA-Support@FEMA.DHS.Gov](mailto:FEMA-PA-Support@FEMA.DHS.Gov)
[https://pagrants.fema.gov](https://pagrants.fema.gov)
Password Wizard

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

Step 2: Click Submit
Congratulations Screen

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

Click Return to Login Screen
Re-Login to Grants Portal

Enter User Name and NEW Password
Privacy Notice Pop-Up

Privacy Notice


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 22, 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.

Click Accept
Attention Pop Up Box

Click Accept
Your dashboard has no tiles!

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

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

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

Add Personnel
Add Personnel

Click Create
Complete Personnel Information

Step 1: Complete Information

Step 2: Click Save
Provide Roles to Personnel

Click Manage
Organization Roles

Manage Personnel

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

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

Contact Info

Roles
- **System Roles**:
- **Organization Roles**

Click Manage
Grant/Edit Roles

Step 1: Click the Box

Step 2: Click Save

Green check will allow personnel to perform those functions

Place mouse over “?” for definition of role

20

Green check will allow personnel to perform those functions

Place mouse over “?” for definition of role

Green check will allow personnel to perform those functions

Place mouse over “?” for definition of role
Manage User Accounts
Organization Profile - Manage User Accounts

Step 1: Click Organization Personnel

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

Step 1: Click arrow to open Roles bar

Step 2: Click Manage
Grant/Edit Roles

- **Step 1:** Click the Box
- **Step 2:** Click Save

Place mouse over “?” for definition of role

Green check will allow personnel to perform those functions
Organization Profile

Facility Locations
Add Locations to Profile

Step 1: Click My Organization

Step 2: Click Organization Profile

Step 3: Click Manage on Location bar
Add Locations

My Organization Profile

Manage Locations

Click ADD
Enter Facility Location Pop-up Box

Step 1: Enter Address

Step 2: Click Save
# Save Location

## Manage Locations

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

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

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

Step 1: Enter DUNS Number

Step 2: Click Next
Enter Contact Information

Step 1: Enter Contact Information

Step 2: Click Next
Enter Location Information

Step 1: Enter Primary Location Information

Step 2: Click Next
Add Applicable Counties with Facilities

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

Step 2: Click Next
Verify Information

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

Organization Information

REQUESTING ORGANIZATION
- Georgia Emergency Management Agency

NAME
- Test, City of

TYPE
- City or Township
- Government

Click Next
Submit Information

<table>
<thead>
<tr>
<th>ZIP CODE</th>
<th>30067</th>
<th>ZIP CODE</th>
<th>--</th>
</tr>
</thead>
<tbody>
<tr>
<td>COUNTY</td>
<td>Dougherty County</td>
<td>COUNTY</td>
<td>--</td>
</tr>
</tbody>
</table>

Counties with Facility

<table>
<thead>
<tr>
<th>COUNTIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baldwin County,</td>
</tr>
<tr>
<td>Bartow County, Berrien</td>
</tr>
<tr>
<td>County, Ben Hill</td>
</tr>
<tr>
<td>County, Dooly County,</td>
</tr>
<tr>
<td>Douglas County,</td>
</tr>
<tr>
<td>Dougherty County</td>
</tr>
</tbody>
</table>

Click Submit
Confirmation of Submittal

Your access request has been submitted!
You will be contacted once your request has been approved.
From: support@pagrants.fema.gov [mailto:support@pagrants.fema.gov]
Sent: Wednesday, February 01, 2017 2:36 PM
Subject: FEMA PA Notification - Workflow Initiation Receipt Org Account Request

Hello Sherry,

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

-FEMA PA Support Team

FEMA-PA-Support@FEMA.DHS.Gov
https://pagrants.fema.gov
Submit Request For Public Assistance (RPA)
My Organization Dashboard

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

Request Public Assistance

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

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

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

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

Click Next
General Information

Request Public Assistance

Step 1: Select Event

Step 2: Select Yes or No

Step 3: Click Next
Primary/Alternate Contact Information

Request Public Assistance

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

Request Public Assistance

Step 1: Enter Additional information/Comments

Step 2: Click Next
Review Request

Step 1: Review Information

Step 2: Click Submit
Congratulations Screen

Request Public Assistance

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

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

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

Thank you for your submission, and we look forward to working with you and your organization.
Private Non-Profit
Submit Request For
Public Assistance (RPA)
Private Non-Profit Request for Public Assistance

_request Public Assistance

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

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

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

To get started, press the [Next](#) button at the bottom of this form.
General Information

Request Public Assistance

Either your organization or one of your subordinate organizations may be eligible to apply for Public Assistance. Below, please indicate the Event for which you are applying for assistance as well as the organization on whose behalf you are applying, as well as confirming the DUNS# and FEMA PA Code (i.e., FIPS Code). Also, please indicate whether a Preliminary Disaster Assessment (PDA) has already been prepared and submitted to FEMA. Pre-submission of a PDA is not required to be considered eligible for Public Assistance.

Organization: St. Peter Church
FEMA PA Code: –
DUNS #: 565874
Event: 4332DR-TX (4332DR)
Participated in PDA?: Yes

Step 1: Select Event
Step 2: Select Yes or No
Step 3: Click Next
Primary And Alternate Contact Information

Request Public Assistance

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

<table>
<thead>
<tr>
<th>Primary Contact</th>
<th>Alternate Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Name</td>
</tr>
<tr>
<td>Title</td>
<td>Title</td>
</tr>
<tr>
<td>Email</td>
<td>Email</td>
</tr>
<tr>
<td>Phone</td>
<td>Phone</td>
</tr>
</tbody>
</table>

Step 1: Select Primary Contact

Step 2: Select Alternate Contact

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

Request Public Assistance

Step 1: Verify Primary Location or Click Change

Step 2: Verify Mailing Address or Click Change

Step 3: Click Next
Enter PNP Information

Step 1: Enter and answer questions

Step 2: Click the blue items to attach required document

Step 3: Click Next
Attaching PNP Required Documents

Click **Upload New**
Add PNP Required Document

Click Select Document

CAUTION: Document will be uploaded to the Organization Profile.
Upload PNP Required Document

Step 1: Click Select Document

Step 2: Click Open
Add Document

Step 1: Review Information

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

Step 3: Add Document
Attach Document

Click Attach Selected
Other Information/Comments

Request Public Assistance

Step 1: Review Information

Step 2: Click Next
Review Request

Request Public Assistance

Step 1: Review Information

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

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

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

Thank you for your submission, and we look forward to working with you and your organization.
Small Business Administration (SBA)

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

Step 1: Click **My Organization**

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

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

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

Step 2: Click **SBA Loan Tab**

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

Click Add Document
Add SBA Document

Click Select Document
Select SBA Document

Step 1: Select Document
Step 2: Click Open
Upload SBA Loan Document

Step 1: Add document description

Step 2: Click Add Document
Edit Uploaded Document

Click page icon to go back to Event Profile page

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

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

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

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

Click Make an SBA Loan Determination
SBA Loan Determination Questions

Step 1: Answer ALL Questions

Step 2: Save
Confirm SBA Loan Information Questions

Step 1: Expand PNP Information bar

Step 2: Click SBA Loan tab

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

Step 1: Click **My Organization**

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

Step 1: Scroll down to Damage Inventory Bar

Step 2: Click Manage
Download Damage Inventory Template

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

Step 1: Click Open With

Step 2: Click OK
Enable Editing

Click Enable Editing

<table>
<thead>
<tr>
<th>Category</th>
<th>Name of damage/facility</th>
<th>Address 1</th>
<th>Address 2</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>Latitude</th>
<th>Longitude</th>
<th>Describe Damage</th>
</tr>
</thead>
</table>
Complete Damage Inventory Template & Save

Complete each column then save on your computer.

DO NOT CHANGE TEMPLATE OR SKIP LINES
Upload Damage Inventory Spreadsheet

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

---

<table>
<thead>
<tr>
<th>Damage #</th>
<th>Category</th>
<th>Name</th>
<th>Damage Description</th>
<th>Project</th>
<th>Cause of Damage</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>27637</td>
<td>C</td>
<td>COUNTY ROAD 65</td>
<td>250LF WASHOUT</td>
<td>[8415] County Roads</td>
<td>Flood</td>
<td>1258 OLD RIVER ROAD, AGFA, Georgia 26589</td>
</tr>
<tr>
<td>27638</td>
<td>C</td>
<td>COUNTY ROAD 56</td>
<td>400LF WASHOUT</td>
<td>[8415] County Roads</td>
<td>Flood</td>
<td>1258 OLD RIVER ROAD, AGFA, Georgia 26589</td>
</tr>
<tr>
<td>27640</td>
<td>C</td>
<td>COUNTY ROAD 35</td>
<td>250LF WASHOUT</td>
<td>[19116] County Road35</td>
<td>Flood</td>
<td>1258 OLD RIVER ROAD, AGFA, Georgia 26589</td>
</tr>
<tr>
<td>27641</td>
<td>C</td>
<td>COUNTY ROAD 95</td>
<td>200LF WASHOUT</td>
<td>Unassigned</td>
<td>Flood</td>
<td>1258 OLD RIVER ROAD, AGFA, Georgia 26589</td>
</tr>
<tr>
<td>27642</td>
<td>G</td>
<td>ROBERTS PARK</td>
<td>DAMAGES TO PLAYGROUND EQUIPMENT</td>
<td>[5054] City Parks</td>
<td>Flood</td>
<td>1954 POSSUM BACK BRANCH, AGFA, Georgia 26589</td>
</tr>
<tr>
<td>27643</td>
<td>G</td>
<td>ROBERTS PARK</td>
<td>DAMAGES TO THE MAIN OFFICE COMPLEX</td>
<td>[5054] City Parks</td>
<td>Flood</td>
<td>1954 POSSUM BACK BRANCH, AGFA, Georgia 26589</td>
</tr>
</tbody>
</table>
Select Damage Inventory Spreadsheet

Step 1: Click on the saved template

Step 2: Click Open
Damage Inventory Template with Errors

Step 1: Verify Errors or Warnings

Step 2: Click Cancel Import

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

Do you wish to cancel and discard this import?

The results below will be saved for later viewing.

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.

Click Cancel Import
Import Damage Inventory Template With No Errors

Step 1: Check Errors & Warnings

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

Commit Import

Do you wish to commit the changes in this import?

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

Commit Import

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

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

Add Single Damage
Applicant Event Profiles

Step 1: Click Applicant Event Profiles

Step 2: Click Magnifying glass
Manage Damage Inventory

Scroll down to Damage Inventory Bar

Click Manage
Add A Single Damage

Click Add Damage
Select Damage Type

Click **Standard Damage**

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

Step 1: Complete Information

Step 2: Click Save
Edit Damage Inventory
Applicant Event Profiles

Step 1: Click Applicant Event Profiles

Step 2: Click Magnifying glass
Damage Inventory Bar

Scroll down to **Damage Inventory** Bar

Click **Manage**
Edit Damage Inventory

Click Edit
Edit Damage Information

Step 1: Edit Information

Step 2: Click **Save**
Upload Documents
Uploading Documents

- **Org. Profile**
  - Documents Pertain to Multiple Projects

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

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

- **Damage**
  - Master Policy Documents (Insurance, Payroll, Procurement, Union Contracts)
Upload Insurance Documents in Organization Profile
Upload Insurance Document

Step 1: Click My Organization

Step 2: Click Organization Profile

Step 3: Click Upload Insurance Document
Upload Insurance Document

Click and drag document or click to add file

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

Documents Pending Upload

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

Note: You may not upload the document to the Insurance Profile that matches an existing document with same document area.
Step 1: Select the document to upload

Step 2: Click Open
Add Document Description & Category Type

Click Edit
Add Document Description & Category Type

Step 1: Write description of document

Step 2: Click the Category box

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

Repeat uploading if additional documents

Click Upload Pending Document
Upload Documents in Organization Profile

These documents apply across multiple events.
Upload Organization Documents

Step 1: Click Organization Profile

Step 2: Click Upload
Upload Insurance Document

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

Step 1: Select the document to upload

Step 2: Click Open
Add Document Description & Category Type

Click Edit
Add Document Description & Category Type

Step 1: Write description of document

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

Step 3: Click to select document category type
Add Document Description & Category Type

Click Save
Add Insurance Documents

Step 1: Repeat uploading any additional documents

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

Step 1: Click Organization Profile

Step 2: Click Manage
### My Organization Profile

#### Manage Documents

<table>
<thead>
<tr>
<th>Document Name</th>
<th>Category</th>
<th>Size</th>
<th>Uploaded Date</th>
<th>Uploaded By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Glenville PDMG0009 Pay Policy.docx</td>
<td>Employee Payroll policy</td>
<td>11.2 KB</td>
<td>08/07/2018 05:21 PM CDT</td>
<td>Leghorn, Foghorn</td>
</tr>
<tr>
<td>Insurance Policy.docx</td>
<td>Wind and Fire Policy</td>
<td>11 KB</td>
<td>05/23/2018 10:15 AM CDT</td>
<td>Leghorn, Foghorn</td>
</tr>
</tbody>
</table>

**Click Edit**

Showing 1 to 3 of 3 entries
Edit Name

Step 1: Edit information

Step 2: Click Save Changes
## Remove Documents

### Grants Portal

**My Organization Profile** > Manage Documents

#### Manage Documents

<table>
<thead>
<tr>
<th>Filename</th>
<th>Description</th>
<th>Size</th>
<th>Category</th>
<th>Uploaded Date</th>
<th>By</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Insurance Expires</td>
<td>12-31-2020.jpg</td>
<td>606.4  KB</td>
<td>Contract Costs Summary; Contract Invoices; Contractor Estimate; Force Account Equipment Rate Costs; Force Account Equipment Summary; Force Account Labor Pay Policy; Force Account Labor Payroll / Timesheets; Force Account Work Order / Activity Log; Maintenance Record; Photo; Procurement Policy</td>
<td>05/16/2019 09:31   AM AST</td>
<td>Crocker, Betty</td>
</tr>
<tr>
<td>Insurance policy.docx</td>
<td></td>
<td>11.4 KB</td>
<td>Insurance Policy</td>
<td>05/29/2019 10:25 PM AST</td>
<td>Crocker, Betty</td>
</tr>
</tbody>
</table>

1. **Click Remove**
Delete Confirmation Pop-Up Box

Click Yes
Upload Documents In Applicant Event

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

Step 1: Click Applicant Event Profiles

Step 2: Click the Magnifying Glass
Click **Upload**
Applicant Event Profile Document Upload – Pop Up

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

Step 1: Click to select document

Step 2: Click Open
Edit Document Information

Click Edit
Step 1: Type description

Step 2: Click to select type of document

Step 3: Click Save
Manage Documents In Applicant Event

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

Step 1: Click Applicant Event Profiles

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

Click Manage
Edit Upload Document Information

![Grants Portal screenshot](image-url)

Click **Edit**
Edit Applicant Event Profile Document

Step 1: Edit information

Step 2: Click Save Changes
Remove Documents

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

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

Step 1: Click **Applicant Event Profiles**

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

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

Step 2: Click the **Magnifying Glass**
Click Upload
Drag and drop files in the box OR click to select files to upload
Step 1: Click on the document to upload

Step 2: Click Open
Edit Project Document Information

Click Edit
Document Description And Category Tag

Step 1: Change document name for better description name

Step 2: Add Document Description

Step 3: Select Category (Document Type)

Step 4: Click Save
Manage Documents in Projects

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

Step 1: Click **Applicant Event Profiles**

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

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

Step 2: Click the Magnifying Glass
Manage Project Document

Click Manage
Edit Project Documents

Click Edit
Edit Project Documents Pop-Up Box

Step 1: Edit information

Click Save Changes
Remove Project Documents
Confirm Delete Project Documents Pop-Up Box

Click Yes
Upload Documents To Damage Inventory

These documents will eventually be attached to the Essential Elements of Information and pertain to specific damages.
### Applicant Event Profiles

#### Step 1: Click Applicant Event Profiles

#### Step 2: Click the Magnifying Glass

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

---

*Note: The screenshot shows the Grants Portal interface with My Applicant Event Profiles section highlighted.*
Applicant Event Profile Damage Inventory

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

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

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

Step 1: Click to select the document to upload

Step 2: Click Open
Edit Damage Document Information

Click Edit
Add Document Description & Category Tag

Step 1: Add Document Description

Step 2: Select Document Category

Step 3: Click Save
Save Uploaded Document

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

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

Step 1: Click Applicant Event Profiles

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

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

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

- **Category**: B - Emergency Protective Measures
- **Event**: 4337DR-FL (4337DR)
- **Project**: [37584] BANANA TOWN EMP
- **Name**: Emergency Protective Measures
- **Location**: 1019 Production Row SW Darien, Florida 31305
- **Status**: Active
- **Sector**: ~

**Additional Information**

**Damage Survey Answers**

**DDD, Scope, & Cost**

**EHP Profile**

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

**Documents**

Click **Manage**
Edit Damage Inventory Document

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

Step 1: Edit information

Step 2: Click Save Changes
Remove Damage Inventory Document

Click **Remove**
Remove Damage Inventory Document Confirmation Pop-Up Box

Click Yes
Upload Documents Using Document Uploader Wizard

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

Step 2: Click **Document Uploader**
Select Location of Document

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

Step 2: Click Select Document
Click on File to Select

Click Open
Step 1: Enter Document Description

Step 2: Click on Category and Select Document Type

Step 3: Click Upload Document To Damage
Upload Additional Documents

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

Click on **Click Here** to upload another document
Essential Elements of Information (EEI)

Answering EEI Questions
Applicant Event Profiles

Step 1: Click Applicant Event Profiles

Step 2: Click the Magnifying Glass
Locate Event Project

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

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

Click Manage EEI Answers
Answer EEI Questions

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

Step 2: Click Yes or NO
Identify Required Documents

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

Grants Portal

Manage Essential Elements of Information

Project Brief Description
No Project Brief Description have been provided.

Provide EEI Answers and Required Documents

Completed Lane - Category B - Version 4
Pending Applicant Response

EEI Questions 278 | Required Documents 0/4

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

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

Was the work performed by:

2.1 Force account labor/Applicant's own employees?

2.1.1 Force account labor/Applicant's own employees?

Regular hours the Applicant is claiming: 125

Overtime hours the Applicant is claiming: 125

Click Save
Click to select additional EEI Questions

1. Was the work required to lessen an immediate threat to public health and safety or improve property that existed and was damaged as a direct result of the incident?

2. Does the Applicant wish to participate in Small Project Self-Certification of completed work?

Was the work performed by:

2.1 Force account labor/Applicant’s own employees?

2.1.1 Force account labor/Applicant’s own employees?

Regular hours the Applicant is claiming: 125
Overtime hours the Applicant is claiming: 125
Essential Elements of Information (EEI)

Reviewing Answers to EEI Questions
Applicant Event Profiles

Step 1: Click Applicant Event Profiles

Step 2: Click the Magnifying Glass
Locate Event Project

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

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

Click to expand Essential Elements of Information bar

---

<table>
<thead>
<tr>
<th>Name</th>
<th>Version</th>
<th>Status</th>
<th>Process Step</th>
<th>Question Status</th>
<th>Document Status</th>
<th>Created By</th>
<th>Created On</th>
<th>Last Action By</th>
<th>Last Action On</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed Lane - Category C</td>
<td>3</td>
<td>Open</td>
<td>Pending Applicant Response</td>
<td>19 / 19</td>
<td>7 / 17</td>
<td>BLACK, STARLENE M.</td>
<td>05/14/2019 08:28 PM AST</td>
<td>BLACK, STARLENE M.</td>
<td>05/14/2019 08:28 PM AST</td>
</tr>
</tbody>
</table>
Review Project Essential Elements Of Information (EEI) Answers

Click **Options** then select **View EEI Details**
Click **Questions** then review answers

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

Upload Required Documents
Applicant Event Profiles

Step 1: Click Applicant Event Profiles

Step 2: Click Magnifying Glass
Applicant Event PA Requests Profile

Scroll down to Projects bar
Locate Event Project

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

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

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

Step 1: Click the arrow to expanded all required documents

Step 2: Click Add
Attach Already Uploaded Document

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

Step 2: Click Attach Selected
Upload New Document

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

Step 1: Click to select file

Step 2: Click Save
Selected Document – Pop Up Box

Click Attached Selected
Remove Documents from EEI

Click **Remove**
Essential Elements of Information (EEI)

Add Comments
Add Comment To EEI

Click Add
Add Comments to EEI

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

Step 1: Type Comment

Step 2: Select Type of Comment

Step 3: Click Save
Verified Attached Comment

Note number of Comments Added

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

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

Step 1: Click Options

Step 2: Click Edit or Remove

View Comment
Confirm Uploaded Documents

Green Check confirms documents are attached
Confirm Uploading Documents

Green Checks confirms documents are attached
Submit to EEI Back to FEMA

Click Submit To FEMA
Submit to FEMA – Pop up

Click Submit
Identify Tasks to Complete
Identify Tasks to Complete

Click Notification Bell
Review Task to Complete

Click Review
Locating Tasks Without Bell Notification

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

Step 2: Click **Review**
Sign Damage Inventory
Applicant Event Profiles

Step 1: Click Applicant Event Profiles

Step 2: Click the Magnifying Glass
Sign Damage Inventory

**Step 1:** Click **Options**

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

#### Applicant Event Profile

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

*Scroll Down while Reviewing Damage Inventory*
## Sign Damage Inventory

<table>
<thead>
<tr>
<th>TX</th>
<th>Ballfield</th>
<th>Back Branch, AGFA, Georgia 26589</th>
</tr>
</thead>
<tbody>
<tr>
<td>126597</td>
<td>4332DR-TX</td>
<td>250 LF WASHOUT</td>
</tr>
<tr>
<td>27640</td>
<td>4332DR-TX</td>
<td>COUNTY ROAD 35</td>
</tr>
<tr>
<td>89973</td>
<td>4332DR-TX</td>
<td>Buda WWTP</td>
</tr>
</tbody>
</table>

- **25** showing 1 to 25 of 26 entries

**Click To Sign**

- **Signature**: Signature here
- **Date**: 08/11/2018
Add Signature

Step 1: Type Name
Step 2: Select Font
Step 3: Enter Password
Step 4: Click Sign
Submit Signed Damage Inventory

<table>
<thead>
<tr>
<th>Number</th>
<th>Location</th>
<th>Condition</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>91175</td>
<td>43320R-TX Unassigned E</td>
<td>Fire Station #9</td>
<td>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</td>
</tr>
<tr>
<td>91207</td>
<td>43320R-TX Unassigned G</td>
<td>Walnut Metro Park</td>
<td>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</td>
</tr>
<tr>
<td>96855</td>
<td>43320R-TX [9145] Parks debris removal A</td>
<td>Parks Debris removal</td>
<td>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</td>
</tr>
</tbody>
</table>

 Showing 1 to 15 of 15 entries

<table>
<thead>
<tr>
<th>Signature</th>
<th>Yosemite Sam</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>11/21/2017</td>
</tr>
</tbody>
</table>

Click Submit
Late Damage
Inventory Submission
Applicant Event Profiles

Step 1: Click Applicant Event Profiles

Step 2: Click Magnifying Glass
Applicant Event Profile

![Grants Portal Applicant Event Profile](image)

Click **Manage**
Manage Damage Inventory

Click Add Damage
Select Standard Damage
Add Damage Information

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

Step 2: Click Save
Add Damage Information After Signed Inventory

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

Step 2: Click Save.
Sign Project Damage Description and Dimension (DDD)

Must have the correct roles to perform this task
Locate Tasks

Step 1: Click Bell

Step 1: Click My Tasks then select Tasks

Step 2: Click Review next to the project needing signature
Project Details Damage Description & Dimensions
Review Damage Description & Dimensions (DDD)

Step 1: Expand the Damage Description & Dimensions bar

Step 2: Review DDD
Project Details

Click **Send Back** if changes are needed.

Click **Sign DDD** to approve.
Project Signature

Grants Portal

Damage #89973; Buda WWTP

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

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

Facility Damage:
- Pumps, 3 each of General Motors storm-water pumps, failed due to torrential rain fall from the event, which cause overland flooding, 0% work completed.

Sign Document

SIGNATURE  Signature here

DATE  07/06/2018

Click on
Click to Sign
Enter Signature & Style

Step 1: Type Name

Step 2: Select Signature Font Style

Step 3: Enter Password

Step 4: Click Sign
Submit Signed Project
Confirm Signed Project Submittal

Confirm Submit

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

Click Yes
Sign Project Scope and Cost

Must have the proper roles to perform this task
Step 1: Click Notification Bell

Step 2: Click Review next to the Project you need to sign
This project is pending **Applicant Scope & Cost Approval.**

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

**General Information**

- **PROJECT #**: 8132
- **CATEGORY**: C - Roads and Bridges
- **TITLE**: Damaged Roads
- **TYPE**: Standard
- **STATUS**: Active
- **PROCESS STEP**: Pending Applicant Scope & Cost Approval

**APPLICANT**

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

**EVENT**

- 4332DR-TX (4332DR)

**RECIPIENT REGION**

- Region 7

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

Expand **Scope & Cost Summary** bar

Review Scope

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

### Scope & Cost Summary

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

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

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

Scroll down to the Sign Document bar
Sign Project DDD Scope & Cost Pop Up Box

Step 1: Type Name

Step 2: Select Signature Font Style

Step 3: Enter Password

Step 4: Click Sign
Submit Signed Project

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

EHP Additional Information

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

Sign Document

SIGNATURE

Yosemite Sam

DATE

11/09/2017

Click to sign

Click Submit
Submit Signed Project Pop-Up Box

Confirm Submit

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

Click Yes
Create Your Own Scope Of Work & Cost For Work To Be Completed
Applicant Event Profiles

Step 1: Click Applicant Event Profiles

Step 2: Click Magnifying Glass
Locate Event Project

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

Step 2: Click the Magnifying Glass
This project is pending **Scope & Cost Completion by Applicant.**

The Scope & Cost can be completed in the Scope & Cost Summary section below. Once it is completed, submit the Scope & Cost to FEMA for validation using the button above.

If you need help, you can request FEMA completes the development of the Scope & Cost through the 'Request FEMA Completion' button found above or in the same summary section below.

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

**View Scope & Cost**
Scope & Cost Summary Bar

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

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

Click Scope tab
Add Project Scope

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

Click Add Scope
Enter Scope Of Work

Step 1: Enter Scope of Work

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

Click **Complete This Scope**

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

---

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

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

Contents

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

Step 1: Click **Cost** tab

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

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

Step 1: Select FEMA Cost Code

Step 2: Enter the Cost Description

Step 3: Enter Quantity

Step 5: Enter Unit Price

Step 4: Select Unit

Step 6: Enter City Adjustment Factor (if applicable)

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

**Step 1: Click Options**

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

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Code</th>
<th>Estimate Type</th>
<th>Qty</th>
<th>Units</th>
<th>Unit Price</th>
<th>City Adj Factor</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

GROSS COST $193,104.00
COST SHARE 75.00%
Complete Scope And Cost

Click **Complete And Lock**

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost Code</th>
<th>Estimate Type</th>
<th>Qty</th>
<th>Units</th>
<th>Unit Price</th>
<th>City Adj Factor</th>
<th>Total Cost</th>
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<td>Contract/Vendor Costs</td>
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<td>Office Plus Inc</td>
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<td>1</td>
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</tr>
</tbody>
</table>

**TOTAL:** $193,104.00

| Work Completed Non-Permanent Items | $0.00 |
| Work To Be Completed Non-Permanent Items | $0.00 |
**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, you may proceed to the next stage.

### Work Completed Permanent Items

- **Total Cost:** $0.00

### Work To Be Completed Permanent Items

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost Code</th>
<th>Estimate Type</th>
<th>Qty</th>
<th>Units</th>
<th>Unit Price</th>
<th>City Adj Factor</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dell Inc.</td>
<td>9001</td>
<td>Contract/Vendor Costs</td>
<td>1</td>
<td>Lump Sum</td>
<td>$148,560.00</td>
<td>1</td>
<td>$148,560.00</td>
</tr>
<tr>
<td>Office Plus Inc</td>
<td>9001</td>
<td>Contract/Vendor Costs</td>
<td>1</td>
<td>Lump Sum</td>
<td>$44,604.00</td>
<td>1</td>
<td>$44,604.00</td>
</tr>
</tbody>
</table>

**Showing 1 to 2 of 2 entries**

Click **Unlock For Rework** to make any changes.
Return to Project

Click Go Back
Submit Scope and Cost to FEMA

Click Submit For Validation
Confirm Submit For Validation Pop-Up Box

Click Yes
Subscribing To Projects

When you want email notification on certain projects.
My Projects

Step 1: Expand My Organization

Step 2: Click Projects

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

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

Step 1: Click to select Notification action

Step 2: Click Subscribe

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

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

Step 1: Click to check/uncheck Subscription setting

Step 2: Click Unsubscribe to remove notifications

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

Click Unsubscribe
Request For Information (RFI)
My Tasks

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

Step 1: Click **Notification Bell**

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

**RFI PRJ-152**

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

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

### General Information

<table>
<thead>
<tr>
<th>RFI</th>
<th>RFI-PRJ-152</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEADLINE</td>
<td>05/05/2018</td>
</tr>
<tr>
<td>STATUS</td>
<td>Pending Applicant Response</td>
</tr>
<tr>
<td>APPLICANT</td>
<td>Glenville - PDMG0009 - 4332DR (4332DR - 9)</td>
</tr>
<tr>
<td>PROJECT</td>
<td>[18088] DAC</td>
</tr>
</tbody>
</table>

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

---

**Step 1:** Expand **Additional Information** bar

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

Step 1: Expand Line Items bar

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

Step 1: Expand Line Items bar

Step 2: Click Options

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

Step 1: Add Document Description

Step 2: Click Save
Line Item RFI Document Pending Upload

Click or Drag and Drop to upload additional documents

Edit or Remove uploaded document, if necessary

Click Upload Pending Documents
Confirm Line Document Upload

Step 1: Expand the Documents bar

Step 2: Confirm Uploaded Document

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

### Request for Information RFI-PRJ-152

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

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

<table>
<thead>
<tr>
<th>General Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>RFI #</strong></td>
</tr>
<tr>
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<td><strong>STATUS</strong></td>
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<tr>
<td><strong>EVENT</strong></td>
</tr>
<tr>
<td><strong>RECIPIENT REGION</strong></td>
</tr>
<tr>
<td><strong>APPLICANT</strong></td>
</tr>
<tr>
<td><strong>PROJECT</strong></td>
</tr>
</tbody>
</table>

**Additional Information**

Provide FA Labor documents.

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

Click Yes
Respond to a Request For Information (RFI)

Documents
Not Available
Record Line Response

Click **Record Line Response**
Add Line Response

Step 1: Select Line Item

Step 2: Type Response

Step 3: Click Save
Confirm Line Response

Confirm Line Response in the response column
Edit Line Response

**Step 1:** Click **Options**

**Step 2:** Click **Edit RFI Line Response**
Step 1: Click to edit response

Step 2: Click Save
Remove Line Response

Step 1: Click Options

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

Click Remove
Submit Line Response

Need procurement procedures/bid documents for contract.

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

Scroll to the top of the page
Submit RFI Response

### Request for Information RFI-PRJ-152

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<td>STATUS</td>
<td>Pending Applicant Response</td>
</tr>
<tr>
<td>EVENT</td>
<td>4332DR-TX (4332DR)</td>
</tr>
<tr>
<td>RECIPIENT REGION</td>
<td>Region 7</td>
</tr>
<tr>
<td>APPLICANT</td>
<td>Glenville - PDMG0009 - 4332DR (4332DR - 9)</td>
</tr>
<tr>
<td>PROJECT</td>
<td>[18088] DAC</td>
</tr>
</tbody>
</table>

**Additional Information**

Provide FA Labor documents.

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

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

**Step 1:** Click Applicant Event Profile

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

**Grants Portal**

**Applicant Event Profile**

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

**Georgia Department of Public Health is pending Recovery Transition Meeting approval.**

The Recovery Transition Meeting, submitted on Friday, November 3rd, 2017 at 2:36 PM CST, must be approved and signed by the Applicant.

- Review RTM Information or Sign RTM Report

Click **Review RTM or Sign RTM Report**

**General Information**

- **FEMA PA CODE**: 000-US4NX-00
- **NAME**: Georgia Department of Public Health
- **TYPE**: State Government
- **STATUS**: Eligible
- **RPA DECISION DATE**: 11/28/2016 10:38 am CST
- **RSM COMPLETION DATE**: 12/5/2016 2:30 pm CST
- **DAMAGE INVENTORY DEADLINE**: 02/03/2017
- **PROCESS STEP**: Pending Applicant RTM Approval

- **JOE #: 4284DR
- **EVENT NAME**: 4284DR-GA
- **EVENT TYPE**: Disaster
- **INCIDENT TYPE**: Hurricane
- **INCIDENT LEVEL**: 3
- **INCIDENT START DATE**: October 4, 2016
- **INCIDENT END DATE**: October 15, 2016
- **DECLARATION DATE**: October 9, 2016
Review RTM Information Tabs

Click each tab to review information
Sign RTM

Click Sign RTM
Review RTM and Certify

Sign Recovery Transition Meeting

Please review and sign

The 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, Clean Air Act, Resource Conservation and Recovery Act, Endangered Species Act, Fish and Wildlife Coordination Act, the National Historic Preservation Act, and related Federal statutes and associated State, Tribal and local laws, codes, ordinances and other statutes.

Any questions regarding Public Assistance, changes to the Approved Scope of Work, Improved or Alternate Projects, 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 work that may be performed under the Public Assistance Program for this disaster. Exceptions may include inundated or inaccessible sites and demolition-related projects. I have also read and understand the important time lines and will comply with Federal, State, and local statutes and ordinances in completing disaster-related work under the Public Assistance grant. In addition, I have been provided a copy of the D.1 Project Worksheet Report.

Signature here

Date: 11/09/2017

Click on Click To Sign
RTM Signature – Pop Up Box

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

Sign Recovery Transition Meeting

Please review and sign

The 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:

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SIGNATURE: Memnet Oz

DATE: 11/09/2017

Click Submit
Add Tiles to Dashboard
Add Event

Click Applicant Event Profiles

Click magnifying glass on Event
Add Event

Click Yellow Star
Locate New Tile

Click Dashboard
Locate New Tile

Click on tile to go to Applicant Event Profile
Remove Tile

Click on white X on tile
Widgets

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

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

Click on Add to Dashboard
Select Criteria for Widget To Track

Step 1: Click to select Event

Step 2: Click Add
Locate Widget on Dashboard

Click on Dashboard
Locate Widget on Dashboard

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

Click on Name and Select Help
Locate Help Information

Click Request Assistance for Current Page
Instructions For Provide Feedback

Instructions for change requests.

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

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

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

Click Close
Release Notes – Changes to Grants Portal

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

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

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

(866) 337-8448