



# Grants Portal

## Applicant User Manual



Version 4 – September 1, 2018

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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://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>

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  
**Submit**

# 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

## 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.

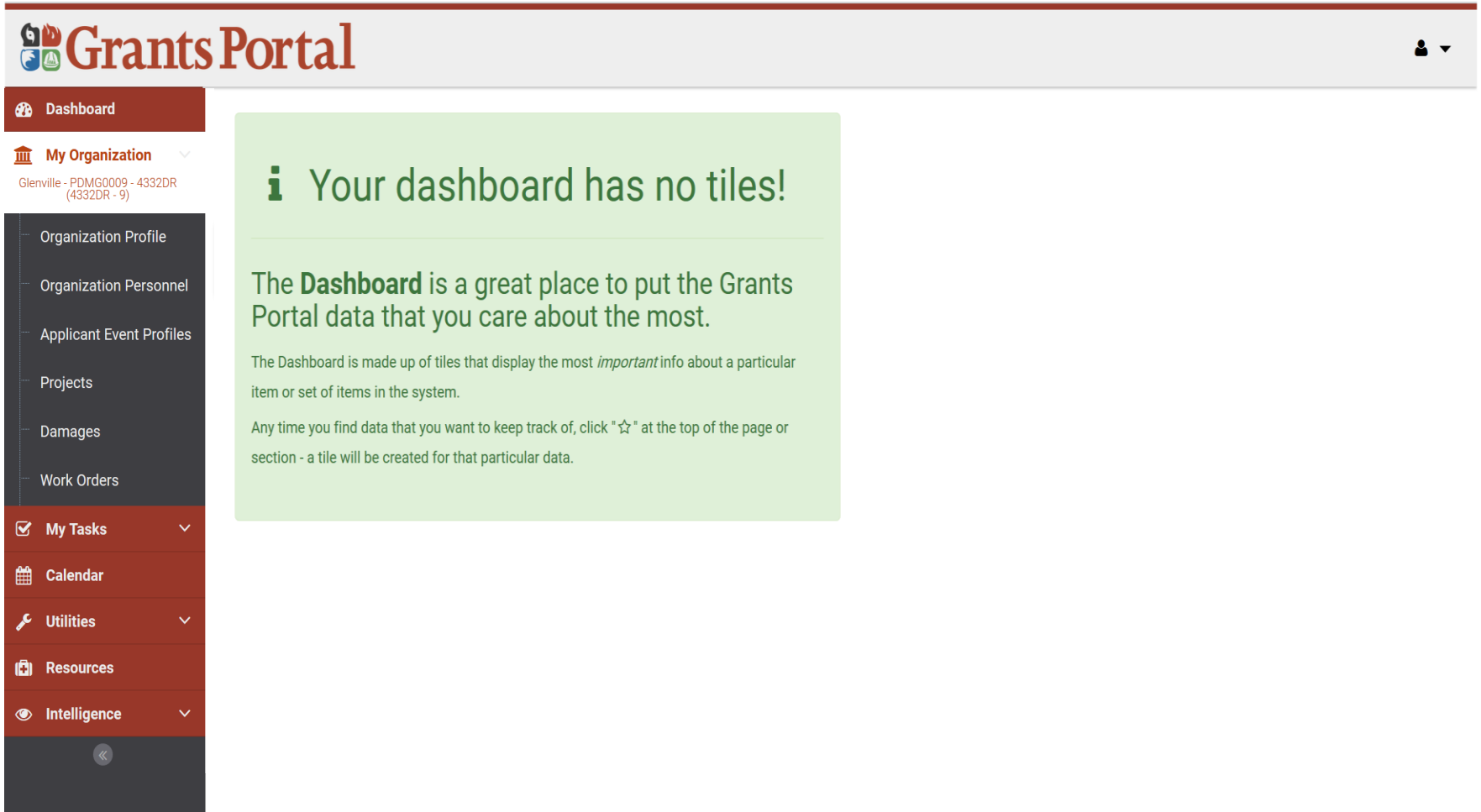
By using this information system, you understand and consent to the following:

- 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



**Grants Portal**

Dashboard

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

- Organization Profile
- Organization Personnel
- Applicant Event Profiles
- Projects
- Damages
- Work Orders

**My Tasks** ▾

- Calendar
- Utilities ▾
- Resources
- Intelligence ▾

⏪

**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**

Dashboard

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

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

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**


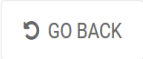




# Add Personnel



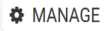

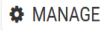
Portal 




## Manage Personnel

**Click Create** 

Q Search...  

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

10  Showing 1 to 5 of 5 entries  **1** 

# Complete Personnel Information

The screenshot displays a web application interface with a modal window titled "Assign Personnel". The form contains the following fields:

- 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 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 callout box points to the "SAVE" button with the text "Step 2: Click Save".

Background elements include a sidebar with "MANAGE" buttons for various users (Bash, Doe, Leghorn, Wayne), a search bar, and a main content area with a "Phones" section containing phone numbers like "(555) 555-555, Work (Cell)" and "(832) 393-9079, Work (Desk)".

# Provide Roles to Personnel

Portal 👤 Leghorn, Fogho...

## 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<br>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<br>Authorized Representative            | 58720Jane@PDMG0009.gov, Work        | (555) 555-555 , Work (Cell)       |
| <a href="#">MANAGE</a> | Doe       |            |                | Authorized Representative<br>Primary PA Coordinator              | 59313John@PDMG0009.gov, Work        | (555) 555-555 , Work (Cell)       |
| <a href="#">MANAGE</a> | Leghorn   | Foghorn    |                | Organization Admin<br>Primary PA Coordinator                     | foghorn.leghorn@glenville.gov, Work |                                   |
| <a href="#">MANAGE</a> | Wayne     | Burce      |                | Account Manager<br>Alternate PA Coordinator<br>Personnel Manager | mohsin.raza@houstontx.gov, Work     | (832) 393-9079, Work (Desk)       |

10 Showing 1 to 6 of 6 entries [Previous](#) **1** [Next](#)

**Click Manage**

# Organizational Roles

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 \(4332DR - 9\)](#) >

Click **Manage**

MANAGE

# Grant/Edit Roles

The screenshot shows a web application interface for managing roles. A modal dialog box is open, titled "Coyote, Wile". Inside the dialog, there is a "Role Description" field with a red tooltip that reads: "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." Below this is a list of roles with checkboxes: "Primary PA Coordinator" (unchecked), "Alternate PA Coordinator" (checked), "Authorized Representative" (unchecked), "Account Manager" (unchecked), "Personnel Manager" (unchecked), and "Organization Admin" (checked). At the bottom of the dialog are "SAVE" and "CANCEL" buttons. Three red callout boxes provide instructions: "Place mouse over '?' for definition of role" points to the question marks next to the role names; "Step 1: Click the Box" points to the "Organization Admin" checkbox; "Step 2: Click Save" points to the "SAVE" button. The background shows a user profile "Leghorn, Foghorn" and various menu items like "Contact Info", "Roles", "System Roles", "Organization Roles", "Login History", and "Action Log".

# Organization

Facility  
Locations



# Add Locations to Profile

The screenshot shows the Grants Portal interface. At the top left is the 'Grants Portal' logo. A navigation menu on the left includes 'Dashboard', 'My Organization', 'Organization Profile', 'Organization Personnel', 'Applicant Event Profiles', 'Projects', 'Damages', 'Work Orders', 'My Tasks', 'Calendar', 'Utilities', 'Resources', and 'Intelligence'. The main header area displays 'My Organization Profile' for 'Glenville - PDMG0009 - 4332DR' with 'DOWNLOAD' and 'EDIT' buttons. A user profile 'Leghorn, Fogho...' is in the top right. The main content area is titled 'General Information' and includes fields for 'TRIBE/TERRITORY' (Texas), 'IS ACTIVE?' (Yes), 'FEMA PA CODE', and 'DUNS NUMBER'. Below this are sections for 'Personnel', 'Locations', 'Counties with Facility', 'Insurance Profile', and 'Event PA Requests'. Each of these sections has a 'MANAGE' button. A callout box labeled 'Step 1: Click My Organization' points to the 'My Organization' menu item. A second callout box labeled 'Step 2: Click Organization Profile' points to the 'Organization Profile' menu item. A third callout box labeled '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

Portal Leghorn, Fogho...

## Manage Locations

**Click ADD** + ADD SAVE CANCEL

Search... ? SHOW/HIDE COLUMNS

| Address                        | Suite/Apt | City    | State | Zip Code | County | IS Primary? |
|--------------------------------|-----------|---------|-------|----------|--------|-------------|
| <span>EDIT</span> 123 Main St. |           | Houston |       |          |        | Yes         |

10 ▼ Previous 1 Next

Showing 1 to 1 of 1 entries



# Enter Facility Location

The screenshot displays a web portal interface with a modal window titled "Add Location". The modal contains several input fields for location information:

- Address \***: 1309 Rutherford Lane
- Building / Suite**: (empty)
- City**: Austin
- State**: Texas
- Zip**: 78753
- County**: Austin County

At the bottom of the modal, there is a checkbox for "Primary Location" and two buttons: "SAVE" (green) and "CANCEL" (white). A red bracket on the right side of the modal groups the address fields, with a callout box pointing to it that says "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

Portal Leghorn, Fogho...

## Manage Locations

+ ADD SAVE CANCEL

Search... ?

SHOW/HIDE COLUMNS

|  | Address              | Suite/Apt | City    | State | Zip Code | County        | IS Primary? |
|--|----------------------|-----------|---------|-------|----------|---------------|-------------|
| <span>EDIT</span>                        | 123 Main St.         |           | Houston |       |          |               | Yes         |
| <span>EDIT</span><br><span>REMOVE</span> | 1309 Rutherford Lane |           | Austin  | Texas | 78753    | Austin County | No          |

10

Showing 1 to 2 of 2 entries

Previous **1** Next

**Click Save**

# Counties With Facility

Portal

Leghorn, Fogho...

 My Organization Profile Glenville - PDMG0009 - 4332DR

DOWNLOAD

EDIT



## 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

Counties

Search... ?

|          | 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**

Step 2:  
Click **Next**

Step 1: Enter  
DUNS Number

# Enter Contact Information

1 Basic Information   2 Contact Info   3 Locations   4

← PREV   **NEXT** →

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

Step 1: Enter Contact Information

Step 2: Click Next

# 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                          |
| ADDRESS 2        | ADDRESS 2                          |
| CITY *           | CITY                               |
| STATE *          | STATE                              |
| ZIP CODE *       | ZIP CODE                           |
| COUNTY *         | COUNTY                             |

Step 1: Enter Primary Location Information

Step 2: Click Next



# Add Applicable Counties with Facilities

Info > 3 Locations > 4 Facilities > 5 Complete Access Req

← PREV    NEXT →

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

Step 2: Click **Next**

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



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 Request For Public Assistance (RPA)



# My Organization Dashboard

Portal

🔔 3 👤 Sam, Yosemite ▾

⚠️ 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, C  
-----  
Level: 2  
Type: City or Government  
FEMA PA Code  
Is PNP? No

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

# Start Request Public Assistance Process

## Request Public Assistance

1 Start2 General Info3 Contacts4 Addresses5 Other Info6 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

## ✍ 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

## 📝 Request Public Assistance

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

## ✎ Request Public Assistance

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**

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

← 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

## 📝 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

← PREV **NEXT** → ↻ CANCEL

Step 1: Enter Additional information/ Comments

Step 2: Click **Next**

# Review Request

## Portal

### Request Public Assistance

Start > 2 General Info > 3 Contacts > 4 Addresses > 5 Other Info > 6 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 "Dashboard" selected. Under "My Organization", the user's details are shown: "Glenville - PDMG0009 - 4332DR (4332DR - 9)". The main heading is "Request Public Assistance" with a pencil icon. A large 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.

The left sidebar contains a list of navigation items: Organization Profile, Organization Personnel, Applicant Event Profiles, Projects, Damages, Work Orders, My Tasks, Calendar, Utilities, Resources, and Intelligence.

# Private Non-Profit Request for Public Assistance

## Request Public Assistance

1 Start   2 General Info   3 Contacts   4 Addresses   5 PNP Info   6 Justification   7 Other Info   8 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

## Request Public Assistance

1 Start 2 General Info 3 Contacts 4 Addresses 5 PNP Info 6 Justification 7 Other Info 8 Submit

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) x ▾ |
| Participated in PDA? | Yes ▾                  |

← PREV NEXT → CANCEL

Step 1:  
Select **Event**

Step 2: Select  
**Yes or No**

Step 3:  
Click **Next**



# Primary And Alternate Contact Information

## Request Public Assistance

art   2 General Info   3 **Contacts**   4 Addresses   5 PNP Info   6 Justification   7 Other Info   8 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: Lanneau, Peter

Title: Bishop

Email: peterl@stpeter.org

Phone: (512) 589-6532

**Alternate Contact**

Name: Wings, Angelic

Title: Administrator

Email: angelicw@stpeter.org

Phone: (512) 589-6533

Step 1: Select Primary Contact

Step 2: Select Alternate Contact

Step 3: Click **Next**

← PREV   **NEXT** →   CANCEL

# Verify/Change Primary Location & Mailing Address

## Request Public Assistance

1 Info > 3 Contacts > 4 Addresses > 5 PNP Info > 6 Justification > 7 Other Info > 8 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**

Address 1309 Rutherford Lane

City Austin

State Texas

Zip 78753

County Travis County

**Mailing Address**

Address 1309 Rutherford Lane

City Austin

State Texas

Zip 78753

County Travis County

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

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

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

← PREV  →

[Contacts](#)
[Addresses](#)
[PNP Info](#)
[Justification](#)
[Other Info](#)
[Submit](#)

FEMA and State personnel will use this questionnaire to determine the eligibility of specific facilities of an approved Private Non-Profit (PNP) organization (See 44 CFR 206.221). Owners of critical facilities (i.e., power, water (including providing by an irrigation organization or facility, if it is not provided solely for irrigation purposes), sewer, wastewater treatment, communications and emergency medical care) can apply directly to FEMA for assistance for emergency work (debris removal and emergency protective measures) and permanent work (repair, restore or replace a damaged facility). Owners of non-critical facilities can apply directly to FEMA for assistance for emergency work, but must first apply to the U.S. Small Business Administration (SBA) for assistance for permanent work. If the owner of a non-critical facility does not qualify for an SBA loan or the cost to repair the damaged facility exceeds the SBA loan amount, the owner may apply to FEMA for assistance.

Name of the damaged facility and location:

What was the primary purpose of the damaged facility?:

Is the facility a critical facility as described above?  Yes  No

Who may use the facility?:

Is there a fee to use the facility?  Yes  No

Was the facility in use at the time of the disaster?  Yes  No

Did the facility sustain damage as a direct result of the disaster?  Yes  No

What type of assistance is being requested?:

Does the PNP organization own the facility?  Yes  No

Provide Proof of Ownership: [Attach Proof of Ownership](#)

Does the PNP organization have the legal responsibility to repair the facility?  Yes  No

Provide Proof of Legal Responsibility: [Attach Proof of Legal Responsibility](#)

Is the facility insured?  Yes  No

Provide Copy of Insurance Policy: [Attach Copy of Insurance Policy](#)

Additional Information or comments:

Additional Documentation

Please provide valid Charter and/or By-Laws: [Attach Charter and/or By-Laws](#)

Please provide valid Accreditation: [Attach Accreditation](#)

Please provide valid Tax Exemption Certificate: [Attach Tax Exemption Certificate](#)

# 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

## Attach Proof of Ownership

Please either select an existing document from your Organization profile or upload a new document to your Organization profile to be selected using the **Upload New** button.

### Selected Documents to Attach

No Proof of Ownership documents selected.

### Available Documents to Attach

Category

Search... ?

| Filename          | Description | Size | Category | Uploaded Date | Uploaded By |
|-------------------|-------------|------|----------|---------------|-------------|
| No data available |             |      |          |               |             |

5 ▼

Showing 0 to 0 of 0 entries

**Click Upload New**

# Add PNP Required Document

Click **Select Document**

The image shows a modal window titled "Add Document" with a close button (X) in the top right corner. A yellow caution banner at the top contains a warning icon and the text: "CAUTION: Document will be uploaded to the **Organization Profile**." Below the banner is a green button labeled "SELECT DOCUMENT" with the text "(Max Size: 100MB)" to its right. A red callout bubble points to this button with the text "Click **Select Document**". The form contains the following fields: "Filename" (text input), "Description" (text input), "Types" (dropdown menu with "All" selected), and "Category" (text input with the placeholder "Please select a category..."). At the bottom right of the modal are two buttons: a blue "ADD DOCUMENT" button with a checkmark icon and a grey "CANCEL" button with a close icon. The background shows a blurred form with questions like "Did the facility sustain damage as a direct result of the disaster?" and "What type of assistance is being requested?" with radio buttons and a dropdown menu.

# Upload PNP Required Document

**CAUTION**

**SELECT DOCUMENT**

**Step 1: Click Select Document**

**Step 2: Click Open**

| Name   | Date modified      | Type               |
|--|--------------------|--------------------|
| 406 Mitigation Serv                                  | 10/18/2017 8:09 AM | Microsoft Word Doc |
| Applicant Cost Summary                               | 10/20/2017 7:58 AM | Microsoft Word Doc |
| Cat C - Road-Low Water Crossing_406_SI Manual_Page_6 | 10/17/2017 4:46 PM | JPG File           |
| Cat C - Road-Low Water Crossing_SI Manual_Page_1     | 10/17/2017 4:46 PM | JPG File           |
| Cat C - Road-Low Water Crossing_SI Manual_Page_2     | 10/17/2017 4:46 PM | JPG File           |
| Cat C - Road-Low Water Crossing_SI Manual_Page_3     | 10/17/2017 4:46 PM | JPG File           |
| Cat C - Road-Low Water Crossing_SI Manual_Page_4     | 10/17/2017 4:46 PM | JPG File           |
| Cat C - Road-Low Water Crossing_SI Manual_Page_5     | 10/17/2017 4:46 PM | JPG File           |
| Charter and Bylaws                                   | 4/28/2018 7:26 AM  | Microsoft Word Doc |
| Contract   | 4/28/2018 7:26 AM  | Microsoft Word Doc |
| Damaged Equipment summary                            | 7/5/2018 2:28 PM   | Microsoft Word Doc |
| Debris Management Plan                               | 4/28/2018 7:26 AM  | Microsoft Word Doc |
| DI#89973 DR4332 TX WO#9290 SI Inspection Report      | 10/17/2017 4:45 PM | Adobe Acrobat Doc  |
| DR4332 TX Location                                   | 10/28/2017 2:10 PM | JPG File           |
| Glenville PDMG0009 Force Account Labor files         | 5/25/2018 2:43 PM  | Microsoft Word Doc |

# Add Document

The screenshot shows a web form titled "Add Document" with a close button (X) in the top right corner. A yellow warning banner at the top reads: "⚠ CAUTION: Document will be uploaded to the Organization Profile." Below this is a green "SELECT DOCUMENT" button. The form fields are: "Filename" (Deed.docx), "Description" (Deed), "Types" (All), and "Category" (General Documents). A second yellow warning banner contains a "WARNING" about Personally Identifiable Information (PII) and references the Privacy Act of 1974. At the bottom are "ADD DOCUMENT" and "CANCEL" buttons. Three red callout boxes provide instructions: "Step 1: Review Information" points to the form fields; "Step 2: Select Category Tag" points to the Category field with a note "Note: Multiple Tags can be added"; "Step 3: Add Document" points to the "ADD DOCUMENT" button.

# Attach Document

Attach Proof of Ownership

Please either select an existing document from your Organization profile or upload a new document to your Organization profile to be selected using the **Upload New** button.

Selected Documents to Attach

DEED.DOCX ✕

Available Documents to Attach

Search... ? Category Select...

| Filename          | Description | Size | Category | Uploaded Date | Uploaded By |
|-------------------|-------------|------|----------|---------------|-------------|
| No data available |             |      |          |               |             |

5

Showing 0 to 0 of 0 entries

Previous Next

UPLOAD NEW ATTACH SELECTED CANCEL

Click **Attach Selected**



# Other Information/Comments

## Request Public Assistance

3 Contacts 4 Addresses 5 PNP Info 6 Justification 7 Other Info 8 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

← PREV **NEXT** → CANCEL

**Step 1: Review Information**

**Step 2: Click Next**

# Review Request

## Request Public Assistance

3 Contacts 4 Addresses 5 PNP Info 6 Justification 7 Other Info 8 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: St. Peter Church

Event: 4332DR-TX (4332DR)

Participated in PDA? Yes

**Primary Contact**

Name: Lanneau, Peter

Title: Bishop

Email: peterl@stpeter.org

Phone: (512) 589-6532

**Alternate Contact**

Name: Wings, Angelic

Title: Administrator

Email: angelicw@stpeter.org

Phone: (512) 589-6533

**Primary Location**

Address: 1309 Rutherford Lane

City: Austin

State: Texas

Zip: 78753

County: Travis County

Step 1: Review Information

Who may use the facility? Open to the public

Is there a fee to use the facility? No

Was the facility in use at the time of the disaster? Yes

Did the facility sustain damage as a direct result of the disaster? Yes

What type of assistance is being requested? Public Assistance

Does the PNP organization own the facility? Yes

Proof of Ownership • [Deed.docx](#)

Does the PNP organization have the legal responsibility to repair the facility? Yes

Proof of Legal Responsibility • [Deed.docx](#)

Is the facility insured? Yes

Copy of Insurance Policy • [Insurance Policy.docx](#)

Additional information or comments --

**Additional Documentation**

Charter and/or By-Laws • [Charter and Bylaws.docx](#)

Accreditation • [Church Accreditation.docx](#)

Tax Exemption Certificate • [Tax Exempt Cert.docx](#)

**Justification**

Late Submission Justification The Documentation needed to submit for the RPA was not readily available prior to the deadline.

**Other Info**

Comments --

**Justification**

Late Submission Justification The Documentation needed to submit for the RPA was not readily available prior to the deadline.

← PREV **SUBMIT** ✓ CANCEL

Step 2: Click **Submit**

# Congratulations Screen

---

## Request Public Assistance

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

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

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

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

# Small Business Administration (SBA)

**Note:** This section can only be completed after your Organization is deemed eligible and a PDMG is assigned

# Applicant Event Profiles

**Step 1: Click My Organization**

**Step 2: Click Applicant Event Profiles**

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

Grants Portal

Dashboard

My Organization Pair City Museum (00-8675309-00)

REQUEST PUBLIC ASSISTANCE

Organization Profile

Organization Personnel

Applicant Event Profiles

Projects

Damages

Work Orders

My Tasks

Calendar

Utilities

Resources

Intelligence

Filters >

All Active Applicant Event Profiles

SHOW/HIDE COLUMNS

| Event # | Event Name | Status   | Process Step           | # Projects | # Damages | # Work Orders |
|---------|------------|----------|------------------------|------------|-----------|---------------|
| 4332DR  | 4332DR-TX  | Eligible | Pending RSM Completion | 0          | 1         | 0             |

Showing 1 to 1 of 1 entries (filtered from 3 total entries)

Previous 1 Next

# Applicant Event Profile

Portal



## Applicant Event Profile

4332DR-TX (4332DR) / Pair City Museum (00-8675309-00)

REPORTS



### General Information Late Submission

FEMA PA CODE 00-8675309-00

NAME Pair City Museum

TYPE Nonprofit with 501C3 IRS Status PNP

PNP TYPE Museum Not Critical

STATUS Eligible

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

PROCESS STEP Pending RSM Completion  
*As of July 19th, 2018 4:24 PM CDT*

### Event Information

JOB # 4332DR

EVENT NAME 4332DR-TX

EVENT TYPE Disaster

INCIDENT TYPE Hurricane

INCIDENT LEVEL 1

INCIDENT START DATE August 23, 2017

Scroll down to PNP  
Information Bar

going

gust 25, 2017

ouston County - August 24th, 2017

Stats/Summary >

# PNP Information Bar

**Portal**

Step 1: Click to expand bar

PNP Information ▾

PNP Information **SBA Loan**

Step 2: Click **SBA Loan Tab**

SBA Loan Information >

SBA Loan Documents > **MANAGE**

Step 3: Click **Manage** on SBA Loan Documents

EHP Profile >

Documents > **MANAGE**

Comments > **+ ADD COMMENT**

# Manage Event PA Request SBA Documents

Portal

Uchiha, Sasuke...

Applicant Event Profiles PNP Information Manage Applicant Event Profiles SBA Loan

+ ADD DOCUMENT

Documents

This Applicant Event Profile has no documents.

Click **Add Document**



# Add SBA Document

Portal

Uchiha, Sasuke...

Documents

Applic

SBA Loan

+ ADD DOCUMENT

### Add Document

**⚠ CAUTION:** Document will be uploaded to the **Applicant Event 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** (Max Size: 100MB)

Filename

Description

Types **PNP Information**

Category **SBA Loan 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.

✓ ADD DOCUMENT CANCEL

**Click Select Document**

# Select SBA Document

The screenshot shows a 'File Upload' dialog box with the following table of files:

| Name  | Date modified      | Type               |
|---|--------------------|--------------------|
| Charter and Bylaws                              | 7/18/2018 11:57 AM | Microsoft Word Doc |
| Damaged Equipment summary                       | 7/5/2018 2:28 PM   | Microsoft Word Doc |
| Debris Management Plan                          | 4/28/2018 7:26 AM  | Microsoft Word Doc |
| DI#89973 DR4332 TX WO#9290 SI Inspection Report | 10/17/2017 4:45 PM | Adobe Acrobat Doc  |
| DR4332 TX Location                              | 10/28/2017 2:10 PM | JPG File           |
| Glenville PDMG0009 Force Account Labor files    | 5/25/2018 2:43 PM  | Microsoft Word Doc |
| Insurance                                       | 7/18/2018 11:55 AM | Microsoft Word Doc |
| Maint Report                                    | 10/18/2017 8:09 AM | Microsoft Word Doc |
| <b>Pair City Museum SBA Loan Letter</b>         | 7/19/2018 1:53 PM  | Microsoft Word Doc |
| X Cert  | 7/18/2018 12:26 PM | Microsoft Word Doc |
| WO#9006 DR4332 TX DI#27639 Firmette             | 10/28/2017 2:05 PM | Adobe Acrobat Doc  |
| WO#9006 DR4332 TX DI#27639 SI Inspection Report | 10/17/2017 4:45 PM | Adobe Acrobat Doc  |
| WO#9305 DR4332 TX DI#89099 Location Map         | 11/1/2017 8:37 AM  | JPG File           |
| WO#9305 DR4332 TX DI#89099 NFHLMAP              | 11/1/2017 8:44 AM  | Adobe Acrobat Doc  |
| WO#9305 DR4332 TX DI#89099 Photo Page           | 11/3/2017 7:51 AM  | Microsoft Word Doc |

File name: Pair City Museum SBA Loan Letter

Buttons: Open, Cancel

**Step 1: Select Document**

**Step 2: Click Open**


# Upload SBA Loan Document


The screenshot shows a web portal interface with a modal window titled "Add Document". The modal contains a yellow caution box at the top with a warning icon and the text: "CAUTION: Document will be uploaded to the Applicant Event 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." Below this, the document name "Pair City Museum SBA Loan Letter.docx" is displayed with a "(Max Size: 100MB)" note. There are input fields for "Name" (containing the same document name), "Description" (containing "SBA Determination letter for DR4332TX"), "Types" (a dropdown menu set to "PNP Information"), and "Category" (a dropdown menu set to "SBA Loan Documentation"). At the bottom of the modal, there is a red warning box: "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 has been removed or redacted prior to uploading this file. This includes social security numbers (SSN), birth dates, financial information, home addresses, or other similar information." At the very bottom are two buttons: a blue "ADD DOCUMENT" button with a checkmark and a grey "CANCEL" button. A red callout box on the left side of the modal contains the text "Step 1: Add document description" with a red arrow pointing to the description input field.

Step 1: Add document description

Step 2: Click **Add Document**

# Edit Uploaded Document

Portal Click this icon to go back to Event Profile page 

 Applicant Event Profiles PNP Information Manage Applicant Event + ADD DOCUMENT

Profiles SBA Loan Documents

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

|  | Size | Category | Uploaded Date | Uploaded By |
|--|------|----------|---------------|-------------|
| <span>EDIT</span> Pair City Museum SBA Loan Letter.docx SBA Loan determination letter for event DR4332TX 47.2 KB SBA Loan Documentation Uchiha, Sasuke |      |          |               |             |
| <span>REMOVE</span>  |      |          |               |             |

Click **Remove** to delete Document

Previous 1 Next

# SBA Loan Determination

Portal

Sasuke..

Applicant Event Profile Pair City Museum - 4332DR



⚠ SBA Loan Determination is pending for Pair City Museum

[Make an SBA Loan Determination](#)

Click **Make an SBA Loan Determination**

**Note:** Start this process after receiving the determination letter from SBA. If this section is not present; ask the PDMG to **Reset SBA Loan Information** on the PNP Information bar, in the SBA Loan tab

Event

**NAME** Pair City Museum

**TYPE** Nonprofit with 501C3 IRS Status **PNP**

**PNP TYPE** Museum **Not Critical**

**STATUS** Eligible

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

**PROCESS STEP** Pending RSM Completion  
*As of July 19th, 2018 4:24 PM CDT*

**EVENT TYPE** Disaster

**INCIDENT TYPE** Hurricane

**INCIDENT LEVEL** 1

**INCIDENT START DATE** August 23, 2017

**INCIDENT END DATE** Ongoing

**DECLARATION DATE** August 25, 2017

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

Id. State/Summary >

# SBA Loan Determination Questions

### SBA Loan Questionnaire

Will permanent work projects (Categories C-G) be requested?  Yes  No

Has an SBA Loan application been submitted?  Yes  No

Has a response been received on the SBA Loan application?  Yes  No

Was the SBA Loan approved?  Yes  No

Does the SBA Loan cover the full cost of the permanent work costs?  Yes  No

**Step 1: Answer ALL Questions**

### SBA Loan Documentation

|                                       | Filename                              | Description                                      | Size    | Category               | Uploaded Date | Uploaded By    |
|---------------------------------------|---------------------------------------|--|---------|------------------------|---------------|----------------|
| <input type="button" value="REMOVE"/> | Pair City Museum SBA Loan Letter.docx | SBA Loan determination letter for event DR4332TX | 47.2 KB | SBA Loan Documentation |               | Uchiha, Sasuke |

Showing 1 to 1 of 1 entries

**Step 2: Save**

# Confirm SBA Loan Information Questions

**Portal** Uchiha, Sasuke

**PNP Information** ▾

PNP Information **SBA Loan**

**SBA Loan Information** ▾

- Will permanent work projects (Categories C-G) be required? **Yes**
- Has an SBA Loan application been submitted? **Yes**
- Has a response been received on the SBA Loan application? **Yes**
- Was the SBA Loan approved? **No**
- Does the SBA Loan cover the full cost of the permanent work costs? **Unanswered**

**SBA Loan Documents** ▾ MANAGE

| Filename                              | Description                                      | Size    | Category               | Uploaded Date           | Uploaded By    |
|---------------------------------------|--|---------|------------------------|-------------------------|----------------|
| Pair City Museum SBA Loan Letter.docx | SBA Loan determination letter for event DR4332TX | 47.2 KB | SBA Loan Documentation | 07/19/2018 01:59 PM CDT | Uchiha, Sasuke |

Showing 1 to 1 of 1 entries Previous 1 Next

# Damage Inventory And Template





# Applicant Event Profiles


The screenshot displays the Grants Portal interface. At the top left, the 'Grants Portal' logo is visible. The user's name 'Leghorn, Foghor...' is shown in the top right. A navigation menu on the left includes 'Dashboard', 'My Organization', 'My Tasks', 'Calendar', 'Utilities', 'Resources', and 'Intelligence'. The 'My Organization' dropdown is expanded, showing 'Organization Profile', 'Organization Personnel', 'Applicant Event Profiles', 'Projects', 'Damages', and 'Work Orders'. A red callout box points to 'Applicant Event Profiles' with the text 'Step 1: Click My Organization'. The main content area shows a table of 'All Active Applicant Event Profiles' with columns for Event #, Event Name, Recipient Region, County, Status, Process Step, # Projects, # Damages, # Work Orders, CRC Gross Cost, CRC Net Cost, and Pending Cost. A red callout box points to the 'Applicant Event Profiles' menu item with the text 'Step 2: Click Applicant Event Profiles'.

**Step 1: Click My Organization**


**Step 2: Click Applicant Event Profiles**



| Event #  | Event Name | Recipient Region | County         | Status   | Process Step             | # Projects | # Damages | # Work Orders | CRC Gross Cost | CRC Net Cost | Pending Cost |
|----------|------------|------------------|----------------|----------|--------------------------|------------|-----------|---------------|----------------|--------------|--------------|
| 4332DR-9 | 4332DR-TX  | Region 7         | Houston County | Eligible | Pending Grant Completion | 12         | 25        | 11            | \$193,104.00   | \$193,104.00 | \$193,104.00 |



# Manage Damage Inventory



Portal 


|                                  |   |                            |                                    |
|----------------------------------|---|----------------------------|------------------------------------|
| <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<br><i>As of September 15th, 2017 1:55 PM CDT</i> | <b>DECLARATION DATE</b>    | August 26, 2017                    |
|                                  |   | <b>DECLARED COUNTIES</b>   | Houston County - August 24th, 2017 |

 Stats/Summary

 Contacts >  MANAGE

 Locations >  MANAGE

 Damage Inventory >  MANAGE

 Exploratory Call Information >

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

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

# Download Damage Inventory Template

**IMPORT** **+ ADD DAMAGE** **GO BACK**













- Download Template
- Upload Spreadsheet
- ...

**Click Import then select Download Template**

**Damage Inventory**

Search... ?

SHOW/HIDE COLUMNS

|  | Damage # | Category | Name           | Damage Description                 | Project                |       |  |  |
|--|----------|----------|----------------|------------------------------------|------------------------|-------|--|--|
| <br>     | 27637    | C        | COUNTY ROAD 65 | 250LF WASHOUT                      | [8415] Co              |       |  |  |
| <br>     | 27638    | C        | COUNTY ROAD 56 | 400LF WASHOUT                      | [8415] County Roads    | Flood | 1258 OLD RIVER ROAD, AGFA, Georgia 26589     |  |
| <br>     | 27640    | C        | COUNTY ROAD 35 | 250LF WASHOUT                      | [19116] County Road 35 | Flood | 1258 OLD RIVER ROAD, AGFA, Georgia 26589     |  |
| <br>    | 27641    | C        | COUNTY ROAD 95 | 200LF WASHOUT                      | Unassigned             | Flood | 1258 OLD RIVER ROAD, AGFA, Georgia 26589     |  |
| <br> | 27642    | G        | ROBERTS PARK   | DAMAGES TO PLAYGROUND EQUIPMENT    | [5054] City Parks      | Flood | 1954 POSSUM BACK BRANCH, AGFA, Georgia 26589 |  |
| <br> | 27643    | G        | ROBERTS PARK   | DAMAGES TO THE MAIN OFFICE COMPLEX | [5054] City Parks      | Flood | 1954 POSSUM BACK BRANCH, AGFA, Georgia 26589 |  |

# Download Damage Inventory Template Pop-Up Box

**Portal** 🔔 7 👤 Leghorn, Foghor...

**Applicant Event Profile** Manage  
4332DR-TX (4332DR) / Glenville - PDMG0009 - 4332DR (4332DR - 9) / Max

**Step 1: Click Open With**

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?

**O**pen with Microsoft Excel (default) ▼

**S**ave File

Do this **a**utomatically for files like this from now on.

**Step 2: Click OK**

GO BACK

HIDE COLUMNS

|  | Damage # | Category | Name           |
|--|----------|----------|----------------|
| <a href="#">EDIT</a><br><a href="#">REMOVE</a> | 27637    | C        | COUNTY ROAD 65 |
| <a href="#">EDIT</a><br><a href="#">REMOVE</a> | 27638    | C        | COUNTY ROAD 56 |
| <a href="#">EDIT</a><br><a href="#">REMOVE</a> | 27640    | C        | COUNTY ROAD 35 |
| <a href="#">EDIT</a><br><a href="#">REMOVE</a> | 27641    | C        | COUNTY ROAD 95 |
| <a href="#">EDIT</a><br><a href="#">REMOVE</a> | 27642    | G        | ROBERTS PARK   |
| <a href="#">EDIT</a><br><a href="#">REMOVE</a> | 27643    | G        | ROBERTS PARK   |

|                                 |                   |       |  |
|---------------------------------|-------------------|-------|--|
| DAMAGES TO PLAYGROUND EQUIPMENT | [5054] City Parks | Flood | 1954 POSSUM BACK BRANCH, AGFA, Georgia 26589 |
|---------------------------------|-------------------|-------|--|

# Enable Editing On Template

The screenshot shows the Microsoft Excel interface with a 'Protected View' warning. The warning message reads: "PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View." A red callout box highlights the "Enable Editing" button on the right side of the warning bar, with the text "Click Enable Editing" inside the box.

The spreadsheet data is as follows:

| Category                          | Name of damage/facility                      | Address 1 | Address 2 | City                                   | State | Zip               | Latitude | Longitude | Describe Dan |
|-----------------------------------|--|-----------|-----------|--|-------|-------------------|----------|-----------|--------------|
| Disaster Number:                  | 4332DR                                       |           |           | Program Delivery Manager (PDMG) Name:  |       | PDMG0125          |          |           |              |
| Applicant Name:                   | Glenville - PDMG0125 - 4332DR (4332DR - 125) |           |           | Program Delivery Manager (PDMG) Phone: |       | (555) 555-555     |          |           |              |
| Applicant FIPS:                   | 4332DR - 125                                 |           |           | Program Delivery Manager (PDMG) Email: |       | PDMG0125@fema.gov |          |           |              |
| Applicant Point of Contact Name:  | Doe, John                                    |           |           |  |       |                   |          |           |              |
| Applicant Point of Contact Phone: | (555) 555-555                                |           |           |  |       |                   |          |           |              |
| Applicant Point of Contact Email: | 58922John@PDMG0125.gov                       |           |           |  |       |                   |          |           |              |

# 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

Portal

7 Leghorn, Foghor...

Applicant Event Profile Manage Damage Inventory

4332DR-TX (4332DR) / Glenville - PDMG0009 - 4332DR (4332DR - 9) / Manage Damage Inventory

IMPORT ADD DAMAGE GO BACK

- Download Template
- Upload Spreadsheet
- View Imports

Click Import and select Upload Spreadsheet

Damage Inventory

Search...

|  | Damage # | Category | Name           | Damage Description                 | Project                |       |  |
|--|----------|----------|----------------|------------------------------------|------------------------|-------|--|
| <a href="#">EDIT</a><br><a href="#">REMOVE</a> | 27637    | C        | COUNTY ROAD 65 | 250LF WASHOUT                      | [8415] County          |       |  |
| <a href="#">EDIT</a><br><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><br><a href="#">REMOVE</a> | 27640    | C        | COUNTY ROAD 35 | 250LF WASHOUT                      | [19116] County Road 35 | Flood | 1258 OLD RIVER ROAD, AGFA, Georgia 26589     |
| <a href="#">EDIT</a><br><a href="#">REMOVE</a> | 27641    | C        | COUNTY ROAD 95 | 200LF WASHOUT                      | Unassigned             | Flood | 1258 OLD RIVER ROAD, AGFA, Georgia 26589     |
| <a href="#">EDIT</a><br><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><br><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 Inventory Spreadsheet

**Portal**

**Applicant Event Profile M**  
4332DR-TX (4332DR) / Glenville - PDMG0009 - 4332DR (4332DR - 9)

**Damage Inventory**

Search...

|  | Damage # | Category | Name           |
|--|----------|----------|----------------|
| <a href="#">EDIT</a><br><a href="#">REMOVE</a> | 27637    | C        | COUNTY ROAD 65 |
| <a href="#">EDIT</a><br><a href="#">REMOVE</a> | 27638    | C        | COUNTY ROAD 56 |
| <a href="#">EDIT</a><br><a href="#">REMOVE</a> | 27640    | C        | COUNTY ROAD 35 |
| <a href="#">EDIT</a><br><a href="#">REMOVE</a> | 27641    | C        | COUNTY ROAD 95 |
| <a href="#">EDIT</a><br><a href="#">REMOVE</a> | 27642    | G        | ROBERTS PARK   |
| <a href="#">EDIT</a><br><a href="#">REMOVE</a> | 27643    | G        | ROBERTS PARK   |

**File Upload**

« Docu... » Glenville applicant doc

Organize New folder

| Name   | Date modified       |
|--|---------------------|
| Copy of Grants Manager Damage Import Temp... | 10/30/2017 11:52 AM |

Documents  
Pictures  
Foghorn Leghorn  
PDMG Manuals  
PRINT THESE  
SI Manual updat

This PC

File name: Copy of Grants Manager Damage Im \*.xlsx

[Open](#) [Cancel](#)

**Step 1: Click on the saved template**

**Step 2: Click Open**



# Damage Inventory Template with Errors

Grants Portal

Step 1: Verify Errors or Warnings

TOTAL RECORDS IMPORTED 1

RECORDS WITH ERRORS 1 (1)

NEW DAMAGE RECORDS 0

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 2: Click Cancel Import

Records

SHOW RECORDS

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

Search...

SHOW/HIDE COLUMNS

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

Portal

## ! Import D

Results

TOTAL RECORDS IM

NEW DAMAGE RE

1 (1)

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** GO BACK

**CANCEL IMPORT**

Click **Cancel Import**

Records


SHOW RECORDS All

Search... ?

SHOW/HIDE COLUMNS

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

# Import Damage Inventory Template With No Errors

Portal 

## ! Import Damage Inventory

Step 1: Check Errors & Warnings

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 preserve and may be re-submitted when you are ready.

Step 2: Click **Commit Import**

COMMIT IMPORT

CANCEL IMPORT

Records

SHOW RECORDS All

Search... ?

SHOW/HIDE COLUMNS

# 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 GO BACK

**Click Commit Import**

Results

! Import D

TOTAL RECORDS IMP

NEW DAMAGE RE

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

COMMIT IMPORT

CANCEL IMPORT

Records

SHOW RECORDS All

Search... ?


SHOW/HIDE COLUMNS

# Damage Inventory Template Upload Successful


Portal



 Import Damage Inventory Glenville -

 DOWNLOAD TEMPLATE

 UPLOAD SPREADSHEET

 GO BACK









PDMG0125 - 4332DR

Uploaded Damage  
Inventory

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

# Damage Inventory

## Add Single Damage



# Applicant Event Profiles

**Grants Portal** 🔔 7 👤 Leghorn, Foghor...

**Dashboard** 🏛️ My Applicant Event Profiles REQUEST PUBLIC ASSISTANCE ★

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

**Organization Profile**  
**Organization Personnel**  
**Applicant Event Profiles**  
Projects  
Damages  
Work Orders

**My Tasks** ▼  
Calendar  
Utilities ▼  
Resources  
Intelligence ▼

🔍 **Step 1: Click Applicant Event Profiles**

All Active Applicant Event Profiles 📄 ⚙️ 🔍 📄 ★

**SHOW/HIDE COLUMNS**

| Event # | Event Name | Recipient Region | County         | Status   | Process Step             | # Projects | # Damages | # Work Orders | CRC Gross Cost | CRC Net Cost | Pending Cost |
|---------|------------|------------------|----------------|----------|--------------------------|------------|-----------|---------------|----------------|--------------|--------------|
| 4332DR  | 4332DR-TX  | Region 7         | Houston County | Eligible | Pending Grant Completion | 12         | 25        | 11            | \$193,104.00   | \$193,104.00 | \$193,104.00 |

25 Previous 1 Next

**Step 2: Click Magnifying glass**

# Manage Damage Inventory

**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


 Stats/Summary >


Scroll down to the  
Damage Inventory Bar


 Contacts >


Click **Manage**

 Locations >

 **MANAGE**

 Damage Inventory >

 **MANAGE**

 Exploratory Call Information >



# Add A Single Damage

Click Add Damage

Damage Inventory

Search... ?

|  | Damage # | Category | Name           | Damage Description                 | Project                | Cause of Damage | Location                                     |
|--|----------|----------|----------------|------------------------------------|------------------------|-----------------|--|
| <a href="#">EDIT</a><br><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><br><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><br><a href="#">REMOVE</a> | 27640    | C        | COUNTY ROAD 35 | 250LF WASHOUT                      | [19116] County Road 35 | Flood           | 1258 OLD RIVER ROAD, AGFA, Georgia 26589     |
| <a href="#">EDIT</a><br><a href="#">REMOVE</a> | 27641    | C        | COUNTY ROAD 95 | 200LF WASHOUT                      | Unassigned             | Flood           | 1258 OLD RIVER ROAD, AGFA, Georgia 26589     |
| <a href="#">EDIT</a><br><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><br><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 Inventory

Search...

|  | Damage # | Category | Project             | Cause of Damage | Location  |
|--|----------|----------|---------------------|-----------------|---|
| <span>✎ EDIT</span><br><span>✖ REMOVE</span> | 27637    | C        | [8415] County Roads | Flood           | 1258 OLD RIVER ROAD<br>AGFA, Georgia 26589        |
| <span>✎ EDIT</span><br><span>✖ REMOVE</span> | 27638    | C        | [8415] County Roads | Flood           | 1258 OLD RIVER ROAD<br>AGFA, Georgia 26589        |
| <span>✎ EDIT</span><br><span>✖ REMOVE</span> | 27640    | C        | [8415] County Roads | Flood           | 1258 OLD RIVER ROAD<br>AGFA, Georgia 26589        |
| <span>✎ EDIT</span><br><span>✖ REMOVE</span> | 27641    | C        | [8415] County Roads | Flood           | 1258 OLD RIVER ROAD<br>AGFA, Georgia 26589        |
| <span>✎ EDIT</span><br><span>✖ REMOVE</span> | 27642    | G        | [5054] City Parks   | Flood           | 1954 POSSUM BACK<br>BRANCH<br>AGFA, Georgia 26589 |
| <span>✎ EDIT</span><br><span>✖ REMOVE</span> | 27643    | G        | [5054] City Parks   | Flood           | 1954 POSSUM BACK<br>BRANCH                        |

# Add Damaged Site Information

Portal

Sam, Yosimite

Applicant Event Profile Manage Damage Inventory

4332DR-TX (4332DR) / Glenville - PDMG0009 - 4332DR (4332DR - 9) / 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: 12138 N Lamar Blvd, Building / Suite, 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** 🔔 7 👤 Leghorn, Foghor...

**Dashboard** 🏛️ My Applicant Event Profiles REQUEST PUBLIC ASSISTANCE ★

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

**Left Sidebar:** Organization Profile, Organization Personnel, Applicant Event Profiles, Projects, Damages, Work Orders, My Tasks, Calendar, Utilities, Resources, Intelligence

**Filters:** All Active Applicant Event Profiles 📄 ⚙️ 🔍 📄 ★

**Table:**

| Event # | Event Name | Recipient Region | County         | Status   | Process Step             | # Projects | # Damages | # Work Orders | CRC Gross Cost | CRC Net Cost | Pending Cost |
|---------|------------|------------------|----------------|----------|--------------------------|------------|-----------|---------------|----------------|--------------|--------------|
| 4332DR  | 4332DR-TX  | Region 7         | Houston County | Eligible | Pending Grant Completion | 12         | 25        | 11            | \$193,104.00   | \$193,104.00 | \$193,104.00 |

**Callouts:**

- Step 1: Click Applicant Event Profiles** (points to the sidebar menu item)
- Step 2: Click the Magnifying Glass** (points to the magnifying glass icon in the table row)

**Page Footer:** 25 Showing 1 to 1 of Previous 1 Next

# Damage Inventory Bar

**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


 Stats/Summary >


 Contacts >


 MANAGE

 Locations >

 MANAGE

 Damage Inventory >

 MANAGE

 Exploratory Call Information >













Click Manage

# Edit Damage Inventory

## Damage Inventory

🔍 Search... 

 SHOW/HIDE COLUMNS

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

Click Edit

# Edit Damage Information

**General Information** ▾

Category: E - Buildings and Equipment

Name: Spark

**Damage Information** ▾

Damage Description: 200 SF of roof damage. 3ea 590 SF offices with water damage from 2FT of standing water. Office equipment damages in three rooms.

Cause of Damage: Hurricane

Prior PA Grant?

**Location Information** ▾

Location: [Address](#) [Latitude/Longitude](#) [Map](#)

1609 Rutherford Lane

Building / Suite

Austin

Texas

Texas

78753

**Repair Information** ▾

% Work Complete: 10

Approximate Cost: \$90,000.00

Labor Type: Force Account and Contract

Priority: Medium

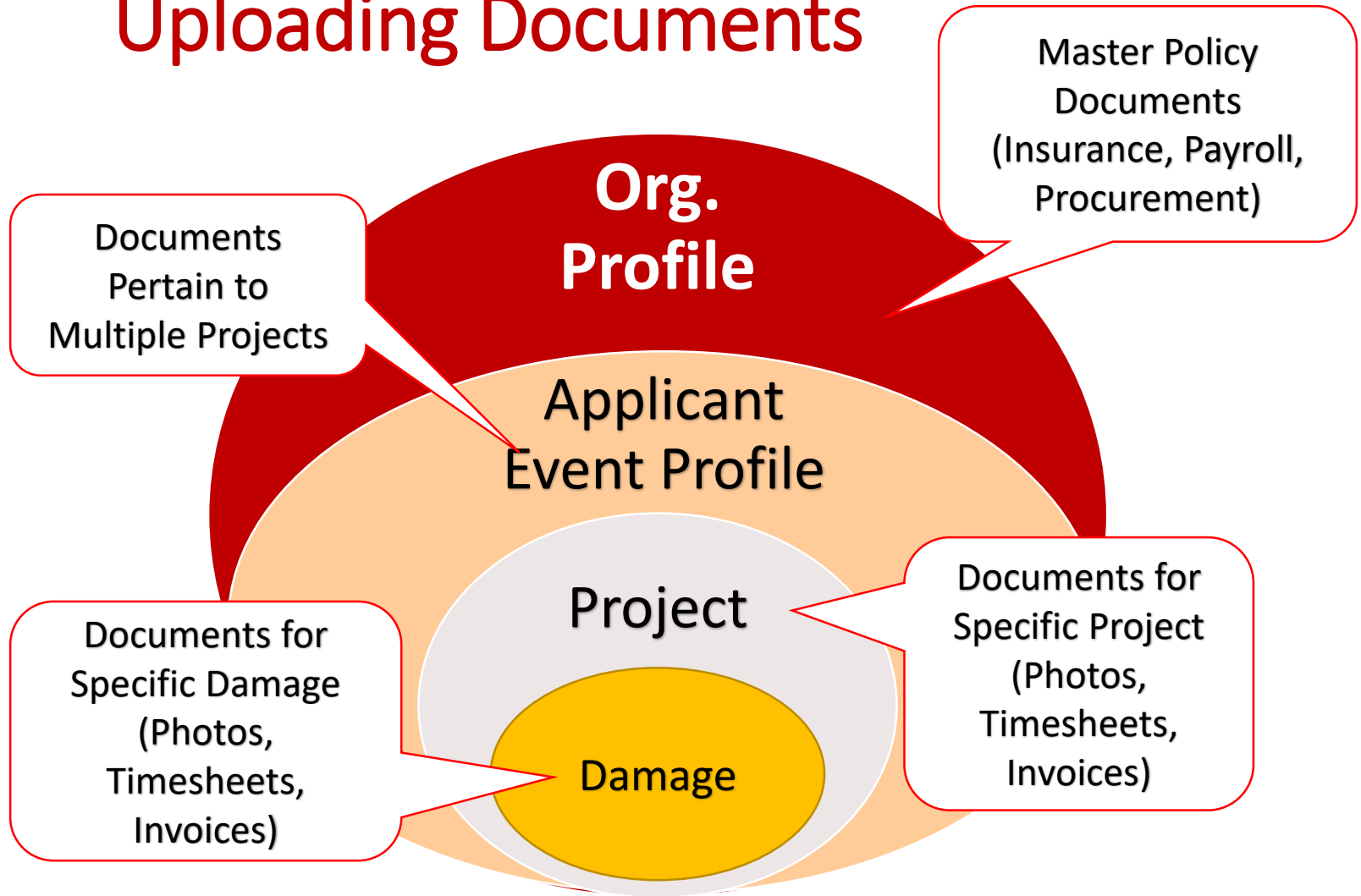
Step 1: Edit Information



# Upload Documents




# Uploading Documents




# Duplicate Documents

- Grants Portal will not allow duplicate documents to be uploaded in the same location
- The system determines duplicate documents by reading the document content
  - Text Recognition (OCR) is needed on Scanned documents
- **Blue Icon** are attached to duplicate documents.
  - Click the **Blue Icon** to view duplicated document location
- Documents can only be removed at the location it was uploaded



Upload Organization Profile Documents ×

 The file **Glenville Pay Policy.docx** already exists in the list of Documents Pending Upload as **Glenville Applicant Pay Policy.docx** and cannot be uploaded again.

 Drag and drop a file here, or click here to select a file.

## Documents Pending Upload

Search... 

|   | Filename                            | Description | Size     | Category                       |
|---|-------------------------------------|-------------|----------|--------------------------------|
|   | Glenville Applicant Pay Policy.docx | Pay Policy  | 102.2 KB | Force Account Labor Pay Policy |

10 Showing 1 to 1 of 1 entries

Previous 1 Next

 UPLOAD PENDING DOCUMENTS

 CANCEL



# Add Documents Under Organization



# My Organization Profile Insurance Document

The screenshot shows the 'My Organization' page in the Grants Portal. The page header includes the 'Grants Portal' logo, a navigation menu with 'Dashboard' and 'My Organization', and a user profile for 'Leghorn, Foghor...'. The 'My Organization' section displays the organization name 'Glenville - PDMG0009 - 4332DR (4332DR - 9)' and a list of menu items: Organization Profile, Organization Personnel, Applicant Event Profiles, Projects, Damages, Work Orders, My Tasks, Calendar, Utilities, Resources, and Intelligence. The main content area shows organization details: IS ACTIVE? Yes, FEMA PA CODE 4332DR - 9, DUNS NUMBER TX-TRN-0009, TYPE City or Township Government, and RECIPIENT REGION Region 7. Below this are sections for Personnel, Locations, and Counties with Facility, each with a 'MANAGE' button. The 'Insurance Profile' section is highlighted with a callout box pointing to an 'UPLOAD INSURANCE DOCUMENT' button. A third callout box points to the 'My Organization' link in the navigation menu.

**Step 1: Click My Organization**

**Step 2: Click Organization Profile**

**Step 3: Click Upload Insurance Document**

# Upload Insurance Document

The screenshot displays a web portal interface with a modal window titled "Upload Insurance Document". The modal contains the following elements:

- A green button labeled "SELECT DOCUMENT" with a red callout box pointing to it containing the text "Click Select Document".
- A "(Max Size: 100MB)" label.
- Form fields for "Filename", "Description", and "Category".
- A red border around the "Category" field with the text "This field is required." below it.
- Buttons for "ADD DOCUMENT" (blue) and "CANCEL" (grey) at the bottom right.

The background shows a sidebar menu with items like "Personnel", "Locations", "Counties with Facility", "Insurance Profile", and "Event PA Requests". The top right of the page shows a notification bell with "1" and a user profile for "Leghorn, Fogho...".

# Select Insurance Document – Pop-Up Box

Portal

My Or

General Inform

STATE/TRIBE

Personnel >

Locations >

Counties with Facility >

Insurance Profile >

Event PA Requests >

Upload Insurance Document

SELECT DOCUMENT (Max Size: 100)

Filename

Description

File Upload

« Glenville applica... > Foghorn Leghorn

Search Foghorn Leghorn

Organize New folder

| 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 |

File name: Glenville PDMG009 Insurance Doc All Files

Open Cancel

Step 1: Select the document to upload

Step 2: Click Open

# Add Document Description & Category Tag

The screenshot shows a web portal interface with a modal window titled "Upload Insurance Document". The modal contains the following fields and options:

- File name: **Glenville PDMG009 Insurance Doc.docx** (Max Size: 100MB)
- Description:
- Category: **Select a category...** (dropdown menu)

The dropdown menu for the category field is open, showing the following options:

- General Insurance Documents
- Insurance Certificate
- Insurance Policy** (highlighted in blue)
- Insurance Settlement
- Insurance Worksheet
- Proof of Insurance

Three callout boxes provide instructions:

- Step 1: Write description of document** (points to the Description field)
- Step 2: Click the Category box** (points to the "Select a category..." dropdown)
- Step 3: Select Document Type** (points to the "Insurance Policy" option in the dropdown)

The background portal shows a sidebar with navigation items: Personnel, Locations, Counties with Facility, Insurance Profile, Event PA Requests, Documents, and Action Log. The top right corner shows the user name "Leghorn, Fogho..." and buttons for DOWNLOAD, EDIT, and a star icon.



# Add Insurance Documents

Portal

My Organization

General Information

STATE/TRIBE/TERRITORY

LEVEL

TYP

Personnel >

Locations >

Counties with Facility >

Insurance Profile >

Event PA Requests >

Documents >

Leghorn, Foghorn

DOWNLOAD EDIT

32DR - 9

TRN-0009

MANAGE

MANAGE

MANAGE

UPLOAD INSURANCE DOCUMENT HELP

MANAGE

**Upload Insurance Document**

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

Filename: Glenville PDMG009 Insurance Doc.docx

Description: Insurance Policy

Category: Insurance 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.

ADD DOCUMENT CANCEL

**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 top right shows a notification bell with '7' and a user profile for 'Leghorn, Foghor...'. Below the header, there are two rows of metadata: 'LEVEL 2' (Glenville - PDMG0009 - 4332DR) and 'FEMA PA CODE' (4332DR - 9) in the first row; 'TYPE' (City or Township Government) and 'DUNS NUMBER' (TX-TRN-0009) in the second row. A left sidebar contains navigation items: 'Dashboard', 'My Organization' (selected), 'Organization Profile', 'Organization Personnel', 'Applicant Event Profiles', 'Projects', 'Damages', 'Work Orders', 'My Tasks', 'Calendar', 'Utilities', 'Resources', and 'Intelligence'. The main content area displays a 'Documents' bar with a 'MANAGE' button. A red callout box points to the 'Organization Profile' menu item with the text 'Step 1: Click Organization Profile'. Another red callout box points to the 'MANAGE' button on the Documents bar with the text 'Step 2: Click Manage'.

**Step 1: Click Organization Profile**

**Step 2: Click Manage**

# Manage Documents (Policy Documents)

Portal 🔔 7 👤 Leghorn, Foghor...

 My Organization Profile **Manage Documents** [+ ADD DOCUMENT](#) [GO BACK](#)

Glenville - PDMG0009 - 4332DR (4332DR - 9) / Manage Documents

🔍 Search... [SHOW/HIDE COLUMNS](#)

|  | Filename                             | Description           | Size     | Category  | Uploaded Date           | Uploaded By      |
|--|--------------------------------------|-----------------------|----------|---|-------------------------|------------------|
| <a href="#">EDIT</a><br><a href="#">REMOVE</a> | Force Account Labor Time Sheets.docx | Building E Timesheets | 11.2 KB  | Force Account Labor Payroll / Timesheets; Force Account Labor Summary                     | 05/23/2018 11:26 AM CDT | Leghorn, Foghorn |
| <a href="#">EDIT</a><br><a href="#">REMOVE</a> | Glenville Applicant Pay Policy.docx  | Pay Policy            | 102.2 KB | Force Account Labor Pay Policy  | 05/25/2018 03:41 PM CDT | Leghorn, Foghorn |
| <a href="#">EDIT</a><br><a href="#">REMOVE</a> | Insurance Policy.docx                | Wind and Fire Policy  | 11 KB    | Insurance Certificate; Insurance Policy   | 05/23/2018 10:15 AM CDT | Leghorn, Foghorn |
| <a href="#">EDIT</a><br><a href="#">REMOVE</a> | Pay Policy.docx                      | Pay Policy 2018       | 11.2 KB  | Contract Document; Force Account Labor Pay Policy; Maintenance Record; Procurement Policy | 05/23/2018 11:26 AM CDT | Leghorn, Foghorn |

10 [Previous](#) [1](#) [Next](#)

Showing 1 to 4 of 4 entries

Click **Add Document**

# Manage Documents Upload – Pop Up Box

Portal

My Org  
Glenville - PDMGO

Search...

Filename

EDIT Force Acc  
REMOVE Sheets.do

EDIT Glenville A  
REMOVE

EDIT Insurance  
REMOVE

EDIT Pay Policy  
REMOVE

Policy

10

Showing 1 to 4 of 4 entries

7 Leghorn, Foghorn...

Upload Organization Profile Documents

Drag and drop a file here, or click here to select a file.

Documents Pending Upload

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

Note: You may not upload the document to the Organization profile that matches an existing document with same document area.

UPLOAD PENDING DOCUMENTS CANCEL

Drag and drop file in this box or Click to Select Document

|                     |                  |
|---------------------|------------------|
| 05/23/2018 11:26 AM | Leghorn, Foghorn |
| 05/25/2018 03:41 PM | Leghorn, Foghorn |
| 05/23/2018 10:15 AM | Leghorn, Foghorn |
| 05/23/2018 11:26 AM | Leghorn, Foghorn |

Previous 1 Next

# Drag and Drop Document Upload

Portal

My Org  
Glenville - PDMGO

Search...

Filename

|        |             |
|--------|-------------|
| EDIT   | Force Acc   |
| REMOVE | Sheets.do   |
| EDIT   | Glenville F |
| REMOVE |             |
| EDIT   | Insurance   |
| REMOVE |             |
| EDIT   | Pay Policy  |
| REMOVE |             |

10

Showing 1 to 4 of 4 entries

Upload Organization Profile Documents

Drag and drop a file here, or click here to select a file.

Documents Pending Upload

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

**Note:** You may not upload the document to the Organization profile that matches an existing document with same document area.

UPLOAD PENDING DOCUMENTS CANCEL

|                     |                  |
|---------------------|------------------|
| 05/23/2018 11:26 AM | Leghorn, Foghorn |
| CDT                 |                  |
| 05/25/2018 03:41 PM | Leghorn, Foghorn |
| CDT                 |                  |
| 05/23/2018 10:15 AM | Leghorn, Foghorn |
| CDT                 |                  |
| 05/23/2018 11:26 AM | Leghorn, Foghorn |
| CDT                 |                  |

Previous 1 Next

If you used Drag and Drop; jump to Page 112

# Click to Select Document Upload

The screenshot shows a web portal interface with a modal dialog box titled "Upload Organization Profile Documents". The dialog contains the following text:

You are currently in a manual document selection mode and **drag and drop is temporarily disabled**. If the document selection window is open, please select a document to upload.

If the document selection window is closed, upload a document manually by **clicking here to reopen it**.

Otherwise, **click here to exit manual document selection mode**.

Documents Pending Upload

**Note:** You may not upload the document to the Organization profile that matches an existing document with same document area.

At the bottom of the dialog are two buttons: "UPLOAD PENDING DOCUMENTS" and "CANCEL".

A red callout bubble points to the "click here to exit manual document selection mode" link with the text: "Click on 'click here to exit manual document selection mode'"

The background shows a sidebar with "My Org" and a table of documents with "EDIT" and "REMOVE" buttons. The top right shows a user profile for "Leghorn, Foghorn" and a notification bell with "7".

# Select Document – Pop Up Box

The screenshot shows a web portal interface on the left and a Windows File Explorer window on the right. The File Explorer window is titled 'File Upload' and shows the path 'Glenville applicant doc'. It contains a table of files:

| Name   | Date modified       |
|--|---------------------|
| Foghorn Leghorn                              | 10/30/2017 7:45 AM  |
| Yosemite Sam Docs                            | 10/31/2017 11:01 AM |
| Copy of Grants Manager Damage Import Temp... | 10/30/2017 1:36 PM  |
| Glenville Applicant Insurance Policy         | 10/27/2017 1:32 PM  |

A red callout box points to the 'Glenville Applicant Insurance Policy' file with the text: **Step 1: Select the Document**

Another red callout box points to the 'Open' button at the bottom of the File Explorer with the text: **Step 2: Click Open**

# Add Document Description and Category Tag

The screenshot shows a 'Process Document' modal window overlaid on a 'My Organization Profile' page. The modal contains a caution message, a note, and form fields for 'Filename', 'Description', and 'Category Filter (Optional)'. The 'Category Filter' dropdown is open, showing 'Force Account Labor Pay Policy' selected. Three callout boxes provide instructions: Step 1 points to the description field, Step 2 points to the 'ALL' option in the category filter, and Step 3 points to the selected category.

**Step 1: Provide Document Description**

**Step 2: Leave Category Filter ALL**

**Step 3: Select Document Category**

**Process Document**

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

This document has been uploaded to other locations within the system. As a result, document categories have been pre-populated based on the existing document categories assigned for the other locations.

**Note:** Any changes to the document category selection here will automatically be reflected for other locations this document has been uploaded to within the Grants Manager / Grants Portal.

Filename  
Glenville PDMG0009 Pay Policy.docx

Description  
Employee Payroll policy

Category Filter (Optional)

- Force Account Labor Pay Policy
- Force Account Labor Payroll / Timesheets
- pay

This field is required.

SAVE CANCEL



# Add Document

**Process Document**

**CAUTION:** Document will be uploaded to the Organization profile.

This document has been uploaded to other locations within the system. As a result, document categories have been pre-populated based on the existing document categories assigned for the other locations.

**Note:** Any changes to the document category selection here will automatically be reflected for other locations this document has been uploaded to within the Grants Manager / Grants Portal.

Filename  
Glenville PDMG0009 Pay Policy.docx

Description  
Employee Payroll policy

Category Filter (Optional)  
All

Category\*  
x Force Account Labor Pay Policy

**Click Add Document**

SAVE CANCEL

Background interface details:  
Portal  
My Organization Profile  
Glenville - PDMG0009 - 4332DR (4332DR - 9) / Manage Documents  
Search...  
Force Account Labor Time Sheets.docx  
Insurance Policy.docx  
Showing 1 to 2 of 2 entries  
ADD DOCUMENT GO BACK  
SHOW/HIDE COLUMNS  
Table with columns: Uploaded Date, Uploaded By  
Labor Summary | 05/23/2018 11:26 AM CDT | Leghorn, Foghorn  
05/23/2018 10:15 AM CDT | Leghorn, Foghorn  
Previous 1 Next

# Upload Additional Document

The screenshot shows a web portal interface with a modal window titled "Upload Organization Profile Documents". The modal contains a file upload area with a dashed border and a blue arrow icon, with the text "Drag and drop a file here, or click here to select a file." Below this is a table of pending documents. The table has columns for "Filename", "Description", "Size", and "Category". One document is listed: "Glenville.PDMG0009 Pay Policy.docx" with a description of "Employee Payroll policy", a size of "11.2 KB", and a category of "Force Account Labor Pay Policy". To the left of the table are "EDIT" and "REMOVE" buttons. To the right are "UPLOAD PENDING DOCUMENTS" and "CANCEL" buttons. Three callout boxes provide instructions: "Step 1: You can add additional documents to be uploaded; or go to Step 3." points to the "+ ADD DOCUMENT" button; "Step 2: Edit or Remove document if needed" points to the "EDIT" and "REMOVE" buttons; "Step 3: Click Upload Pending Documents" points to the "UPLOAD PENDING DOCUMENTS" button.

Step 1: You can add additional documents to be uploaded; or go to Step 3.


Step 2: Edit or Remove document if needed

Step 3: Click **Upload Pending Documents**

| Filename                           | Description             | Size    | Category                       |
|------------------------------------|-------------------------|---------|--------------------------------|
| Glenville.PDMG0009 Pay Policy.docx | Employee Payroll policy | 11.2 KB | Force Account Labor Pay Policy |

# Edit Document Name

Portal 🔔 7 👤 Leghorn, Foghor...

 My Organization Profile Manage Documents [+ ADD DOCUMENT](#) [GO BACK](#)

Glenville - PDMG0009 - 4332DR (4332DR - 9) / [Manage Documents](#)

🔍 Search... 👁️ SHOW/HIDE COLUMNS

|  | File Name                          | Description             | Size    | Category  | Uploaded Date           | Uploaded By      |
|--|------------------------------------|-------------------------|---------|---|-------------------------|------------------|
| <a href="#">EDIT</a><br><a href="#">REMOVE</a> |                                    | esheets                 | 11.2 KB | Force Account Labor Payroll / Timesheets; Force Account Labor Summary | 05/23/2018 11:26 AM CDT | Leghorn, Foghorn |
| <a href="#">EDIT</a><br><a href="#">REMOVE</a> | Glenville PDMG0009 Pay Policy.docx | Employee Payroll policy | 11.2 KB | Force Account Labor Pay Policy  | 08/07/2018 05:21 PM CDT | Leghorn, Foghorn |
| <a href="#">EDIT</a><br><a href="#">REMOVE</a> | Insurance Policy.docx              | Wind and Fire Policy    | 11 KB   | Insurance Certificate; Insurance Policy                               | 05/23/2018 10:15 AM CDT | Leghorn, Foghorn |

10 Previous 1 Next

Showing 1 to 3 of 3 entries

Click **Edit**

# Edit Name

The screenshot shows a web portal interface with a modal window titled "Edit Document". The modal contains the following fields:

- Filename:
- Description:
- Types:
- Category:

At the bottom of the modal are two buttons: "SAVE CHANGES" (blue) and "CANCEL" (grey). 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 points to this group and contains the text "Step 1: Complete Edit". Another white callout box with a red border points to the "SAVE CHANGES" button and contains the text "Step 2: Click Save Changes".

# Remove Documents

## My Organization Profile Manage Documents

Glenville - PDMG0009 - 4332DR (4332DR - 9) / [Manage Documents](#)

[+ ADD DOCUMENT](#) [GO BACK](#)

🔍 Search... ?

👁️ SHOW/HIDE COLUMNS

|  | Filename                             | Description             | Size    | Category  | Uploaded Date           | Uploaded By      |
|--|--------------------------------------|-------------------------|---------|---|-------------------------|------------------|
| <a href="#">EDIT</a><br><a href="#">REMOVE</a> | Force Account Labor Time Sheets.docx | Building E Timesheets   | 11.2 KB | Force Account Labor Payroll / Timesheets; Force Account Labor Summary | 05/23/2018 11:26 AM CDT | Leghorn, Foghorn |
| <a href="#">EDIT</a><br><a href="#">REMOVE</a> | Glenville PDMG0009 Pay Policy.docx   | Employee Payroll policy | 11.2 KB | Force Account Labor Pay Policy  | 08/07/2018 05:21 PM CDT | Leghorn, Foghorn |
| <a href="#">EDIT</a><br><a href="#">REMOVE</a> | Insurance Policy.docx                | Wind and Fire Policy    | 11 KB   | Insurance Certificate; Insurance Policy                               | 05/23/2018 10:15 AM CDT | Leghorn, Foghorn |

10

Previous **1** Next

Showing 1

**Click Remove**

# Uploading Documents Under Applicant Event



# Add Documents To An Event

**Grants Portal**

Dashboard

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

My Applicant Event Profiles

REQUEST PUBLIC ASSISTANCE

Filters >

All Active Applicant Event Profiles


SHOW/HIDE COLUMNS

| Event # | Event Name | Recipient Region | County         | Status   | Process Step             | # Projects | # Damages | # Work Orders | CRC Gross Cost | CRC Net Cost | Pending Cost |
|---------|------------|------------------|----------------|----------|--------------------------|------------|-----------|---------------|----------------|--------------|--------------|
| 4332DR  | 4332DR-TX  | Region 7         | Houston County | Eligible | Pending Grant Completion | 12         | 26        | 11            | \$193,104.00   | \$193,104.00 | \$193,104.00 |

1 of 1 entries (filtered from 3 total entries)

Previous 1 Next


# Applicant Event Profile Document

 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 >

? HELP

 Documents >

 MANAGE

 Comments >

 Request for Information >

Click **Manage**



# Applicant Event Profile Manage Documents

## Applicant Event Profile Manage Documents

4332DR-TX (4332DR) / Glenville - PDMG0009 - 4332DR (4332DR - 9) / Manage Documents

Click Add Document

+ ADD DOCUMENT

Search... ?

| Filename   | Description             | Size     | Category                       | Uploaded Date           | Uploaded By      |
|--|-------------------------|----------|--------------------------------|-------------------------|------------------|
| <a href="#">EDIT</a><br><a href="#">REMOVE</a> Glenville PDMG009 Pay Policy.docx | Payroll Policy          | 102.2 KB | Force Account Labor Pay Policy | 06/30/2018 08:22 AM CDT | Leghorn, Foghorn |
| <a href="#">EDIT</a><br><a href="#">REMOVE</a> Maint Report.docx                 | Facilities Maint Report | 11.1 KB  | Maintenance Record             | 05/23/2018 04:18 PM CDT | Lanneau, Peter   |

10

Showing 1 to 2 of 2 entries

Previous 1 Next

# Applicant Event Profile Manage Document Upload – Pop Up

Portal

Applicant Event Profile

4332DR-TX (4332DR) / Glenville - PD

Search...

Filename

| Filename                   | Uploaded Date       |
|----------------------------|---------------------|
| Glenville PDMG009 Pay Poli | 0/2018 08:22 AM CDT |
| Maint Report.docx          | 3/2018 04:18 PM CDT |

Showing 1 to 2 of 2 entries

### Upload Applicant Event Profile Documents

Drag and drop a file here, or click here to select a file

**Drag and drop file in this box or Click to Select Document**

### Documents Pending Upload

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

**Note:** You may not upload the document to the Applicant event profile that matches an existing document with same document area.

UPLOAD PENDING DOCUMENTS CANCEL

# Applicant Event Profile Manage Document Upload Drag and Drop

The screenshot shows a web application interface for managing documents. A modal dialog titled "Upload Applicant Event Profile Documents" is open, featuring a dashed border and a blue upload icon. The text inside the modal reads: "Drag and drop a file here, or click here to select a file". Below this is a section titled "Documents Pending Upload" with an information icon and the text: "To begin uploading a document, either drag and drop a file into the area above or click the area above to upload a file manually." A note below states: "Note: You may not upload the document to the Applicant event profile that matches an existing document with same document area." At the bottom of the modal are two buttons: "UPLOAD PENDING DOCUMENTS" and "CANCEL".

**If you used Drag and Drop; jump to Page 125**

**Portal**

**Applicant Event**

4332DR-TX (4332DR) / Glenville - PD

Search...

Filename

**EDIT** Glenville PDMG009 Pay Poli 0/2018 08:22 AM CDT

**REMOVE**

**EDIT** Maint Report.docx 3/2018 04:18 PM CDT

**REMOVE**

10

Showing 1 to 2 of 2 entries

**UPLOAD PENDING DOCUMENTS** **CANCEL**

# Click To Select Document – Pop Up Box

The image shows a web portal interface for uploading documents. A file explorer window is open, displaying a list of files and folders. A red callout box highlights the document 'Glenville Applicant Insurance Policy'. Another red callout box points to the 'Open' button in the file explorer window.

**Step 2: Select the Document**

**Step 2: Click Open**

| Name   | Date modified       |
|--|---------------------|
| Foghorn Leghorn                              | 10/30/2017 7:45 AM  |
| Yosemite Sam Docs                            | 10/31/2017 11:01 AM |
| Copy of Grants Manager Damage Import Temp... | 10/30/2017 1:36 PM  |
| Glenville Applicant Insurance Policy         | 10/27/2017 1:32 PM  |

# Add Document Description And Category Tag

The screenshot shows a web portal interface with a 'Process Document' dialog box open. The dialog box contains the following fields and options:

- Filename:** Applicant Cost Summary.docx
- Description:** Historical Cost summary
- Category Filter (Optional):** All
- Category\*:** A dropdown menu with 'cos' selected and a list of categories including 'Applicant Provided SOW/Cost Estimate' (highlighted in blue), 'Benefit Cost Analysis (BCA)', 'Contract Costs Summary', 'Direct Administrative Cost Documentation', 'FEMA Provided SOW/Cost', and 'Force Account Equipment Rate Costs'.

Three callout boxes provide instructions:

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

The background shows the 'Applicant Event Profile' page with a table of documents:

| Uploaded Date           | Uploaded By      |
|-------------------------|------------------|
| 06/30/2018 08:22 AM CDT | Leghorn, Foghorn |
| 05/23/2018 04:18 PM CDT | Lanneau, Peter   |

# Add Document

**Portal**

Applicant Event Profile

4332DR-TX (4332DR) / Glenville - PDMG0009 - 4332DR (4332DR)

Search...

Filename

| Filename                          | Uploaded Date           | Uploaded By      |
|-----------------------------------|-------------------------|------------------|
| Glenville PDMG009 Pay Policy.docx | 06/30/2018 08:22 AM CDT | Leghorn, Foghorn |
| Maint Report.docx                 | 05/23/2018 04:18 PM CDT | Lanneau, Peter   |

Showing 1 to 2 of 2 entries

**Process Document**

**CAUTION:** Document will be uploaded to the **Applicant event profile.**

Filename: Applicant Cost Summary.docx

Description: Historical Cost summary

Category Filter (Optional): All

Category \*: Applicant Provided SOW/Cost Estimate

**Click Save**

# Upload Pending Document/s

Portal

Applicant Event

4332DR-TX (4332DR) / Glenville - P...

Search...

Filename

EDIT REMOVE

Glenville PDMG009 Pay Poli

EDIT REMOVE

Maint Report.docx

10

Showing 1 to 2 of 2 entries

Upload Applicant Event Profile Documents

Drag and drop a file here, or click here to select a file.

+ ADD DOCUMENT

Documents Pending Upload

Search...

|             | Filename                    | Description             | Size    | Category                             |
|-------------|-----------------------------|-------------------------|---------|--------------------------------------|
| EDIT REMOVE | Applicant Cost Summary.docx | Historical Cost summary | 18.1 KB | Applicant Provided SOW/Cost Estimate |

10 Showing 1 to 1 of 1 entries

Previous 1 Next

UPLOAD PENDING DOCUMENTS CANCEL

Step 1: You can add additional documents to be uploaded; or go to Step 2.

Step 2: Click **Upload Pending Documents**

# Edit Or Remove Documents

**Portal** 🔔 7 👤 Leghorn, Foghor...

**Applicant Event Profile** Manage Documents + ADD DOCUMENT

4332DR-TX (4332DR) / Glenville - PDMG0009 - 4332DR (4332DR - 9) / **Manage Documents**

🔍 Search...

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

| Filename   | Size     | Category                | Uploaded Date           | Uploaded By      |
|--|----------|-------------------------|-------------------------|------------------|
| <span style="background-color: #007bff; color: white; padding: 2px 5px; border-radius: 3px;">✎ EDIT</span> Applicant Cost Summary.docx<br><span style="background-color: #dc3545; color: white; padding: 2px 5px; border-radius: 3px;">✖ REMOVE</span>       | 18.1 KB  | Historical Cost summary | 08/08/2018 09:27 AM CDT | Leghorn, Foghorn |
| <span style="background-color: #007bff; color: white; padding: 2px 5px; border-radius: 3px;">✎ EDIT</span> Glenville PDMG009 Pay Policy.docx<br><span style="background-color: #dc3545; color: white; padding: 2px 5px; border-radius: 3px;">✖ REMOVE</span> | 102.2 KB | Payroll Policy          | 06/30/2018 08:22 AM CDT | Leghorn, Foghorn |
| <span style="background-color: #007bff; color: white; padding: 2px 5px; border-radius: 3px;">✎ EDIT</span> Maint Report.docx<br><span style="background-color: #dc3545; color: white; padding: 2px 5px; border-radius: 3px;">✖ REMOVE</span>                 | 11.1 KB  | Facilities Maint Report | 05/23/2018 04:18 PM CDT | Lanneau, Peter   |

10

Showing 1 to 3 of 3

Previous 1 Next

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



# Uploading Documents Under Projects



# Applicant Event Profiles

**Step 1: Click Applicant Event Profiles**

**Step 2: Click the Magnifying Glass**

Grants Portal

My Applicant Event Profiles

REQUEST PUBLIC ASSISTANCE

All Active Applicant Event Profiles

SHOW/HIDE COLUMNS

| Event # | Event Name | Recipient Region | County         | Status   | Process Step             | # Projects | # Damages | # Work Orders | CRC Gross Cost | CRC Net Cost | Pending Cost |
|---------|------------|------------------|----------------|----------|--------------------------|------------|-----------|---------------|----------------|--------------|--------------|
| 4332DR  | 4332DR-TX  | Region 7         | Houston County | Eligible | Pending Grant Completion | 12         | 26        | 11            | \$193,104.00   | \$193,104.00 | \$193,104.00 |

1 of 1 entries (filtered from 3 total entries)

Previous 1 Next

# Event PA Requests Profile Document

## Portal

🔔 2 👤 Leghorn, Fogho

👤 Recovery Scope Meeting >  
✔ Completed on 9/8/2017 9:00 am

📄 Site Inspection Work Orders >

Step 1: Scroll down  
and expand the  
Projects bar

📁 Projects ▾

Active Inactive

🔿 Filters

CATEGORY

Select...

HAS RFI

Select...

HAS POLICY ISSUE?

All ▾

Step 2: Click the  
Magnifying Glass

👁 SHOW/HIDE COLUMNS

|   | 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         |


10 ▾ Showing 1 to 3 of 3 entries


Previous 1 Next


# Project Document


Portal


  Leghorn, Fogho...


 Damage Description and Dimensions >


 Development Guide Answers >


 Scope & Cost Summary >


 406 Mitigation Profile >


 0 of 0 are pending completion of HMP Scope & Cost.


 Insurance >

 Environmental and Historic Preservation >

 Documents >

 MANAGE

 Request for Information >

 Comments >

Click **Manage**

# Project Details Mange Documents

Portal

7 Leghorn, Foghor...

 Project Manage Documents

4332DR-TX (4332DR) / Glenville - PDMG0009 - 4332DR (4332DR - 9) / [5054] City Parks / Manage Documents

+ ADD DOCUMENT

This project has no documents.

Click **Add Document**

# Project Details Document Upload – Pop Up

Upload Project Documents

Drag and drop a file here, or click here to select a file.

Documents Pending Upload

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

**Note:** You may not upload the document to the Project that matches an existing document with same document area.

UPLOAD PENDING DOCUMENTS CANCEL

Drag and drop file in this box or Click to Select Document

# Project Details Document Upload – Pop Up

Portal

Upload Project Documents

Drag and drop a file here, or click here to select a file.

Documents Pending Upload

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

**Note:** You may not upload the document to the Project that matches an existing document with same document area.

UPLOAD PENDING DOCUMENTS CANCEL

If you used Drag and Drop; jump to Page 137

# Click to Select Document Upload – Pop Up Box

The image shows a web-based document upload interface. A 'File Upload' dialog box is open, displaying a list of files. A red callout box points to the file 'Glenville PDMG009 Dell Inc. Contract'. Another red callout box points to the 'Open' button in the dialog. The background interface includes a '+ ADD DOCUMENT' button and an 'UPLOAD PENDING DOCUMENTS' button.

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

| Name                                      | Date modified      |
|---|--------------------|
| Glenville PDMG009 damage inspection       | 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  |

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

File name: Glenville PDMG009 Dell Inc. Contract | All Files

Open | Cancel

UPLOAD PENDING DOCUMENTS | CANCEL



# Document Description And Category Tag

**Portal**

**Project** Manage Documents

4332DR (4332DR)

**Process Document** [X]

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

Filename  
DR4332 TX Location maps.jpg

Description  
Location map of damages

Category Filter (Optional)  
All

Category \*  
map  
Floodplain and Wetland Maps  
General Photos/Maps/Sketches  
Map

**Step 1: Add Document Description**

**Step 2: Leave Category Filter at All**

**Step 3: Select Category**

# Add Document to Project Details

Portal

Project Manage Documents

4332DR-TX (4332DR) / Glenville - PDMG0009 - 4332DR (4332DR)

This project has no documents.

CAUTION: Document will be uploaded to the Project.

Filename  
DR4332 TX Location maps.jpg

Description  
Location map of damages

Category Filter (Optional)  
All

Category \*  
Map

SAVE CANCEL

Click Save

# Upload Pending Document/s

The screenshot shows a web portal interface for project management. The main window is titled "Upload Project Documents" and contains a file upload area with the instruction "Drag and drop a file here, or click here to select a file." Below this is a table titled "Documents Pending Upload" with a search bar and a table of documents. The table has columns for "File Name", "Description", "Size", and "Category". A single document is listed: "DR4332 TX Location maps.jpg" with a description of "Location map of damages", a size of "570.5 KB", and a category of "Map". Below the table are "EDIT" and "REMOVE" buttons for the document. At the bottom of the modal are "UPLOAD PENDING DOCUMENTS" and "CANCEL" buttons. Three callout boxes provide instructions: one pointing to the "EDIT" button, one pointing to the "REMOVE" button, and one pointing to the "UPLOAD PENDING DOCUMENTS" button.

Portal

Project Manage

4332DR-TX (4332DR) / Glenville - PT

This project has no documents.

Leghorn, Foghorn

+ ADD DOCUMENT

Upload Project Documents

Drag and drop a file here, or click here to select a file.

Documents Pending Upload

Search...

| File Name                   | Description             | Size     | Category |
|-----------------------------|-------------------------|----------|----------|
| DR4332 TX Location maps.jpg | Location map of damages | 570.5 KB | Map      |

Showing 1 to 1 of 1 entries

Previous 1 Next

EDIT REMOVE

UPLOAD PENDING DOCUMENTS CANCEL

Click **Edit** to edit document name

Click **Remove** to Delete

Continue uploading documents or click **Upload Pending Documents**

# Edit Or Remove Documents

Portal 🔔 7 👤 Leghorn, Foghor...

Project + ADD DOCUMENT

4332DR-TX (4332DR)

Click **Edit** to edit document name

| Filename   | Description             | Size     | Category | Uploaded Date | Uploaded By      |
|--|-------------------------|----------|----------|---------------|------------------|
| <a href="#">EDIT</a> DR4332 TX Location maps.jpg | Location map of damages | 570.5 KB | Map      |               | Leghorn, Foghorn |
| <a href="#">REMOVE</a>                           |                         |          |          |               |                  |

Showing 10 Previous 1 Next

Click **Remove** to Delete

# Uploading Documents To Damage Inventory Line Item



# Applicant Event Profiles

**Step 1: Click Applicant Event Profiles**

**Step 2: Click the Magnifying Glass**

Grants Portal

Dashboard

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

My Applicant Event Profiles

REQUEST PUBLIC ASSISTANCE

All Active Applicant Event Profiles

SHOW/HIDE COLUMNS

| Event # | Event Name | Recipient Region | County         | Status   | Process Step             | # Projects | # Damages | # Work Orders | CRC Gross Cost | CRC Net Cost | Pending Cost |
|---------|------------|------------------|----------------|----------|--------------------------|------------|-----------|---------------|----------------|--------------|--------------|
| 4332DR  | 4332DR-TX  | Region 7         | Houston County | Eligible | Pending Grant Completion | 12         | 26        | 11            | \$193,104.00   | \$193,104.00 | \$193,104.00 |

1 to 1 of 1 entries (filtered from 3 total entries)

Previous 1 Next

# Event Profile Damage Inventory

**Portal** 🔔 2 👤 Leghorn, Fogho

🏠 Contacts > ⚙️ MANAGE

📍 Locations > ⚙️ MANAGE

**Damage Inventory** ▾ ⚙️ MANAGE

Active Inactive PAAP

🔽 ALL ACTIVE ▾

🔍 Search... 🔗 SHOW/HIDE COLUMNS


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

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

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

# Damage Details Documents Bar


Portal


  Leghorn, Foghor...


LOCATION 1258 OLD RIVER ROAD AGFA, Georgia  
26589

PROJECT [\[8415\] County Roads](#)


STATUS Active


 Additional Information >

 Damage Survey Answers >


 Site Inspection Information >

PDMG Approved on 11/28/2017 07:35 AM CST


 Scope & Cost >

 406 Mitigation Profile >


406 Mitigation Report completed and locked on 11/27/2017 04:56 PM CST by Lanneau, Peter.

 EHP Profile >

✓ The EHP Damage Survey and EHP Report have been completed at least once.

 Insurance Information >

This damage is currently marked not insured.

 Documents >

 MANAGE

Click **Manage**



# Damage Details Manage Damage Documents

Portal

🔔 7 👤 Leghorn, Foghor...

## Damage Details Manage Damage Documents

4332DR-TX (4332DR) / Glenville - PDMG0009 - 4332DR (4332DR - 9) / [8415] County Roads / [27637] COUNTY ROAD 65 / Documents

+ ADD DOCUMENT

🏠 GO BACK

This Damage has no documents.

Click **Add Document**

# Damage Details Upload Document – Pop Up


Portal

AM

COUN

This Dam


Upload Damage Documents


 Drag and drop a file here, or click here to select a file.

Documents Pending Upload

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

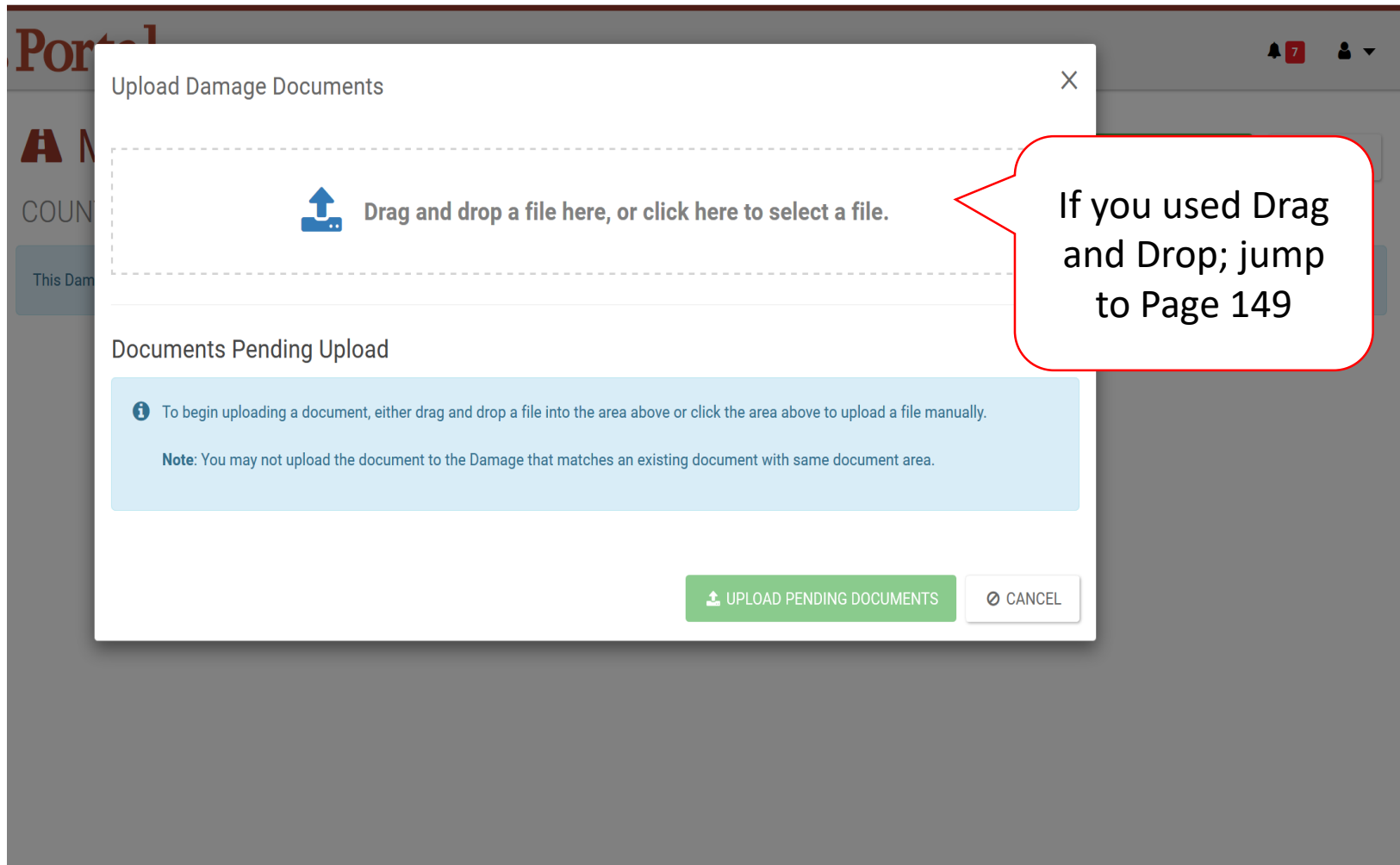
**Note:** You may not upload the document to the Damage that matches an existing document with same document area.

 UPLOAD PENDING DOCUMENTS

 CANCEL

Drag and drop file in this box or Click to Select Document

# Damage Details Upload Document – Pop Up



# Click To Select Document Upload – Pop Up

Upload Damage Documents

Step 1: Click on the document to upload

Step 2: Click Open

|   | Date modified      | Type                  | Size |
|---|--------------------|-----------------------|------|
| Serv  | 10/18/2017 8:09 AM | Microsoft Word Doc... |      |
| App...<br>t Summary                             | 10/20/2017 7:58 AM | Microsoft Word Doc... |      |
| Cat C - Road-Low Water Crossing_406_SI Manu...  | 10/17/2017 4:46 PM | JPG File              |      |
| Cat C - Road-Low Water Crossing_SI Manual_Pa... | 10/17/2017 4:46 PM | JPG File              |      |
| Cat C - Road-Low Water Crossing_SI Manual_Pa... | 10/17/2017 4:46 PM | JPG File              |      |
| Cat C - Road-Low Water Crossing_SI Manual_Pa... | 10/17/2017 4:46 PM | JPG File              |      |
| Cat C - Road-Low Water Crossing_SI Manual_Pa... | 10/17/2017 4:46 PM | JPG File              |      |
| Cat C - Road-Low Water Crossing_SI Manual_Pa... | 10/17/2017 4:46 PM | JPG File              |      |
| Charter and Bylaws                              | 4/28/2018 7:26 AM  | Microsoft Word Doc... |      |
| Contract  | 4/28/2018 7:26 AM  | Microsoft Word Doc... |      |
| Debris Management Plan                          | 4/28/2018 7:26 AM  | Microsoft Word Doc... |      |
| DI#89973 DR4332 TX WO#9290 SI Inspection R...   | 10/17/2017 4:45 PM | Adobe Acrobat Docu... |      |
| DR4332 TX Location                              | 10/28/2017 2:10 PM | JPG File              |      |
| Glenville Pay Policy                            | 5/25/2018 2:43 PM  | Microsoft Word Doc... |      |
| Maint Report                                    | 10/18/2017 8:09 AM | Microsoft Word Doc... |      |

# Add Document Description & Category Tag

The image shows a 'Process Document' modal window overlaid on a 'Portal' interface. The modal contains a yellow warning banner that reads 'CAUTION: Document will be uploaded to the Damage.' Below this, there is a text input field containing '1951 Photo Page.docx'. A red callout bubble points to this field with the text 'Step 1: Add Document Description'. Below the filename field is a 'Description' text area. Underneath is a 'Category Filter (Optional)' dropdown menu currently set to 'All'. At the bottom of the modal is a 'Category \*' dropdown menu with 'Select...' as the current selection. A red callout bubble points to this dropdown with the text 'Step 2: Select Category Tag'. At the bottom right of the modal are two buttons: a green 'SAVE' button and a white 'CANCEL' button. In the background, the 'Portal' header is visible with a 'Damage' section, a '+ ADD DOCUMENT' button, and a 'GO BACK' button.

# Save Uploaded Document

The screenshot shows a web portal interface with a 'Process Document' dialog box open. The dialog box has a title bar with a close button (X). Below the title bar is a yellow warning box with a triangle icon and the text: 'CAUTION: Document will be uploaded to the Damage.' Below the warning box are four input fields: 'Filename' with the text 'DR4332 TX DI#114951 Photo Page.docx', 'Description' with the text 'Pictures of all damages to this facility', 'Category Filter (Optional)' with a dropdown menu set to 'All', and 'Category \*' with a button labeled 'x Photo'. At the bottom of the dialog box are two buttons: a green 'SAVE' button with a document icon and a white 'CANCEL' button with a close icon. A red callout box with a white background and a red border points to the 'SAVE' button, containing the text 'Click Save'. The background of the portal shows the 'Portal' header, 'Damage Details Manage' section, and a '+ ADD DOCUMENT' button.

# Uploaded Pending Document/s

The screenshot shows a modal window titled "Upload Damage Documents" with a close button (X) in the top right corner. Below the title is a dashed box containing an upload icon and the text "Drag and drop a file here, or click here to select a file." Below this is a section titled "Documents Pending Upload" with a search bar. A table lists the pending documents:

|   | Filename                            | Description                              | Size  | Category |
|---|-------------------------------------|--|-------|----------|
| <a href="#">EDIT</a> <a href="#">REMOVE</a> | DR4332 TX DI#114951 Photo Page.docx | Pictures of all damages to this facility | 11 KB | Photo    |

Below the table, it says "Showing 1 to 1 of 1 entries" and has "Previous", "1", and "Next" navigation buttons. At the bottom of the modal are two buttons: "UPLOAD PENDING DOCUMENTS" and "CANCEL".

Callouts in the image:

- "Click **Edit** to edit document name" points to the EDIT button.
- "Click **Remove** to Delete" points to the REMOVE button.
- "Continue uploading documents or click **Upload Pending Documents**" points to the UPLOAD PENDING DOCUMENTS button.

# Edit Or Remove Documents

Portal



## Damage Details Manage Damage Documents

+ ADD DOCUMENT

GO BACK



4332DR-TX (4332DR) / Glenville - PDMG0009 - 4332DR (4332DR - 9) / [8415] County Roads / [27637] COUNTY ROAD 65 / Documents

Search...

Click **Edit** to edit document name

Files

Size Category Uploaded Date Uploaded By

|  |                                     |  |       |       |                  |
|--|-------------------------------------|--|-------|-------|------------------|
|  EDIT   | DR4332 TX DI#114951 Photo Page.docx | Pictures of all damages to this facility | 11 KB | Photo | Leghorn, Foghorn |
|  REMOVE |                                     |  |       |       |                  |

10

Previous 1 Next

Click **Remove** to Delete



# Upload Documents Using Document Uploader Wizard



# Utilities Menu

The screenshot shows the Grants Portal interface. The top navigation bar includes the Grants Portal logo and a notification bell with a red '7'. The left sidebar contains menu items: Dashboard, My Organization (Glenville - PDMG0009 - 4332DR), My Tasks, Calendar, and Utilities. The Utilities menu is expanded, showing Document Uploader, Resources, and Intelligence. The main content area is titled 'Document Uploader' and contains a light blue instructional box. Below the box are four dropdown menus: Organization (selected: Glenville - PDMG0009 - 4332DR), Applicant Event Profile (placeholder: Search for event...), Project (placeholder: Search for project...), and Damage (placeholder: Search for damage...). Below these is a section for 'Upload Destination' with the text 'Your organization profile'. Two callout boxes provide instructions: 'Step 1: Click Utilities' points to the Utilities menu item, and 'Step 2: Document Uploader' points to the Document Uploader sub-menu item. A green arrow points to the Organization dropdown menu.

## Grants Portal

Document Uploader

Step 1: Click Utilities

Step 2: Document Uploader

Organization: Glenville - PDMG0009 - 4332DR

Applicant Event Profile: Search for event...

Project: Search for project...

Damage: Search for damage...

Upload Destination: Your organization profile

# Select Where To Load Document

## Portal

### Document Uploader

Use this form to quickly upload a document to the Grants Portal.

To specify a destination for the document, make a selection using the controls below. The form will provide you feedback as you make selections. The arrow icon ← 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.

Organization:

Event PA Request Profile:

Project:

and/or

Damage:

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

(Max Size: 100MB)

Step 1: Use Drop Down Lists and select all that applies for document upload location

Step 2: Click Select Document

# Select Document To Be Uploaded

The image shows a web portal interface for uploading documents. On the left, there are form fields for 'Project' (1806 1-30 PA), 'Damage' (30712 1-30), 'Upload Destination' (The 1-30 Day), 'Filename', 'Description', 'Category Filter' (All), and 'Category' (Select one of). A green button labeled 'SELECT DOCUMENT' is visible. A blue button at the bottom says 'UPLOAD DOCUMENT TO DAMAGE'. A file explorer window is overlaid on the right, showing the path 'Glenville applicant doc > Yosemite Sam Docs'. The explorer contains two files: 'Debris Removal Tipping Fees' (Microsoft Word, 11/1/2017 5:35 PM) and 'Glenville PDMG0125 Paypolicy' (Microsoft Word, 10/31/2017 10:59 AM). The 'Debris Removal Tipping Fees' file is selected. A red callout box with the text 'Click on File to Select' points to this file. At the bottom of the explorer, the 'File name' field contains 'Debris Removal Tipping Fees' and the file type is set to 'All Files'. The 'Open' button is highlighted with a red callout box containing the text 'Click Open'.

Portal

Click the Add Document button

Click on File to Select

File Upload

« Glenville applicant doc > Yosemite Sam Docs

Search Yosemite Sam Docs

Name Date modified Type

| 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 |

Desktop

- Downloads
- Documents
- Pictures
- Foghorn Leghorn
- Glenville applicant c
- SI Manual update
- Yosemite Sam Docs

This PC

Network

File name: Debris Removal Tipping Fees

All Files

Open Cancel

Click Open

UPLOAD DOCUMENT TO DAMAGE

# Document Description And Category

Organization:

Event PA Request Profile:

Project:

and/or

Damage:  ←

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

**SELECT DOCUMENT**

Debris Removal Tipping Fees.docx

|  | Filename                                | Description | Category Filter | Category |
|--|---|-------------|-----------------|----------|
|  | Damage Inventory                        |             |                 |          |
|  | Damaged Force Account Equipment Summary |             |                 |          |
|  | Damaged Rental Equipment Summary        |             |                 |          |
|  | <b>Debris Disposal Documentation</b>    |             |                 |          |
|  | Debris Management Plan                  |             |                 |          |
|  | Select one or more categories...        |             |                 |          |

**Step 2: Select Document Category Type**

**Step 1: Click Category Bar**

✓ UPLOAD DOCUMENT TO DAMAGE

# Upload Document

Portal

Organization:

Event PA Request Profile:

Project:

and/or

Damage:

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)

Category Filter

All

Optional

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.

✓ UPLOAD DOCUMENT TO DAMAGE

Step 1: Type Description of Document

Step 2: Confirm Information

Step 3: Click Upload Document To Damage

# Upload Additional Documents

Portal

Sam, Yosemite

Document Uploader

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

✓ Document uploaded successfully

[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 upload another document

✓ Document uploaded successfully

# Essential Elements of Information (EEI)

Unanswered Questions





# Applicant Event Profiles

The screenshot shows the Grants Portal interface. At the top left is the 'Grants Portal' logo. The user is logged in as 'Sam, Yosemite'. The main navigation menu on the left includes 'Dashboard', 'My Organization', 'My Applicant Event Profiles', 'Projects', 'Damages', 'Work Orders', 'My Tasks', 'Calendar', 'Utilities', 'Resources', and 'Intelligence'. The 'My Applicant Event Profiles' section is active, displaying a table of event profiles. A search bar and filter dropdown are visible above the table. Three red callout boxes provide instructions: 'Step 1: Click My Organization' points to the 'My Organization' menu item; 'Step 2: Click Applicant Event Profiles' points to the 'My Applicant Event Profiles' menu item; and 'Step 3: Click Magnifying glass' points to the search icon in the search bar.

**Step 1: Click My Organization**

**Step 2: Click Applicant Event Profiles**


**Step 3: Click Magnifying glass**

| Event # | Event Name | Status   | Process Step             | # Projects | # Damages | # Work Orders |
|---------|------------|----------|--------------------------|------------|-----------|---------------|
| 4332DR  | 4332DR-TX  | Eligible | Pending Grant Completion | 7          | 15        | 1             |

Showing 1 of 1 entries (filtered from 3 total entries)

# Applicant Event Profile

Portal

 Sam, Yosemite ...

## Applicant Event Profile

4332DR-TX (4332DR) / Glenville - PDMG0125 - 4332DR (4332DR - 125)

 REPORTS ▾





### General Information

|                                  |   |
|----------------------------------|---|
| <b>FEMA PA CODE</b>              | 4332DR - 125  |
| <b>NAME</b>                      | Glenville - PDMG0125 - 4332DR   |
| <b>TYPE</b>                      | City or Township Government   |
| <b>RECIPIENT REGION</b>          | Region 7  |
| <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> | 09/05/2018  |
| <b>PROCESS STEP</b>              | Pending Grant Completion<br><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>   | Ongoing                            |
| <b>DECLARATION DATE</b>    | August 25, 2017                    |
| <b>DECLARED COUNTIES</b>   | Houston County - August 24th, 2017 |

 Stats/Summary >

 Contacts >

 MANAGE

 Locations >

 MANAGE

Scroll down to  
**Projects bar**

# Locate Projects

Portal

🔔 7 👤 Leghorn, Foghor...

Step 1: Expand Projects bar

📁 Projects ▾

Active Inactive

🔼 Filters

CATEGORY

STATUS

PROCESS STEP

HAS RFI

TYPE

HAS POLICY ISSUE?

🔍 Search...

👁️ SHOW/HIDE COLUMNS

|   | Project # | Category  | Title   | Type                              | Process Step                            | # Damages |
|---|-----------|---|---|-----------------------------------|---|-----------|
| 🔍 | 5054      | G - Parks, Recreational Facilities, and Other Items | City Parks                                    | Standard                          | Pending Formulation Completion          | 3         |
| 🔍 | 5055      | E - Buildings and Equipment                         | Maintenance Bldg                              | Standard                          | Pending EEI Completion                  | 1         |
| 🔍 | 7446      | E - Buildings and Equipment                         | Sherriff's Lab                                | Standard                          | Applicant Signed Project                | 1         |
| 🔍 | 8415      | C - Roads and Bridges                               |   | Standard                          | Pending Scope & Cost Completion by FEMA | 2         |
| 🔍 | 12371     | E - Buildings and Equipm                            |   | Standard                          | Pending EEI Completion                  | 1         |
| 🔍 | 12903     | B - Emergency Protective Measures                   | Police and Fire Emergency Protective Measures | Work Completed / Fully Documented | Pending Formulation Completion          | 3         |

Step 2: Click Magnifying Glass

# Locate Project Essential Elements Of Information (EEI)

Portal 🔔 7 👤 Leghorn, Foghor...

**Project** [DOWNLOAD PROJECT REPORT](#) [SUBSCRIBE](#)

4332DR-TX (4332DR) / Glenville - PDMG0009 - 4332DR (4332DR - 9) / [12371] Water Treatment Facility

⚠️ This project is pending EEI Completion. [View Project EEI](#)

**Click View Project EEI**

### General Information ▼

|              |  |                  |  |
|--------------|--|------------------|--|
| PROJECT #    | 12371  | APPLICANT        | Glenville - PDMG0009 - 4332DR (4332DR - 9) |
| CATEGORY     | E - Buildings and Equipment  | EVENT            | 4332DR-TX (4332DR)                         |
| TITLE        | Water Treatment Facility   | RECIPIENT REGION | Region 7                                   |
| TYPE         | Standard   |                  |  |
| STATUS       | Active   |                  |  |
| PROCESS STEP | Pending EEI Completion<br><small>As of November 15th, 2017 9:39 AM CST</small> |                  |  |
| % COST SHARE | 75.00%   |                  |  |

[📊 Stats / Summary >](#)

[👤 Contacts >](#)

[🚧 Damage Inventory >](#)

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

# Select Essential Elements of Information (EEI)

Portal 🔔 7 👤 Leghorn, Foghor.

Essential Elements of Information ▼ ⚙️ MANAGE EEI ANSWERS

⚠️ 3 of 3 EEIs pending completion

### Project Brief Description

📘 FEMA has not provided a brief description of what this project includes.

[EEI List](#) | [EEI Questions](#) | [Required Documents](#)

### Filters

STATUS  PROCESS STEP

|            | Name                        | Version | Status |                                 | Created By     | Created On              | Last Action By | Last Action On          |
|------------|-----------------------------|---------|--------|---------------------------------|----------------|-------------------------|----------------|-------------------------|
| ⚙️ OPTIONS | Completed Lane - Category E |         | Open   | Pending Applicant Response      | Lanneau, Peter | 11/15/2017 09:39 AM CST | Lanneau, Peter | 05/09/2018 10:26 AM CDT |
| ⚙️ OPTIONS | Direct Administrative Cost  | 1       | Open   | Pending FEMA Initial Submission | Lanneau, Peter | 11/15/2017 09:38 AM CST |                |                         |
| ⚙️ OPTIONS | Standard Lane - Category E  | 1       | Open   | Pending Applicant Response      | Lanneau, Peter | 11/15/2017 09:38 AM CST | Lanneau, Peter | 02/02/2018 04:25 PM CST |

🔍 View EEI | → Submit to FEMA | 2 of 3 entries | Previous 1 Next

☰ Damage Description and Dimension

🔍 Development Guide Answers >

**Step 1: Click  
Options**

**Step 2: Click  
View EEI**

# Review Unanswered Questions

Portal

7 Leghorn, Foghor...

## Project Standard Lane - Category E

SUBMIT TO FEMA

GO BACK

4332DR-TX (4332DR) / Glenville - PDMG0009 - 4332DR (4332DR - 9) / [12371] Water Treatment Facility / EEI

### General Information v1

NAME Standard Lane - Category E

PROJECT [12371] Water Treatment Facility

PROJECT TYPE Standard

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

Step 1: Expand Questions bar

Step 2: Click Manage EEI Answers

Questions

MANAGE EEI ANSWERS

- 1 Does the Applicant have the legal responsibility to perform this work? **Yes**
- 2 Are the damages in the designated disaster area? **Yes**
- 3 Was the facility damaged as a direct result of the incident? **Yes**
- 4 Was the facility regularly maintained? **Yes, 1 document required**
- 5 Prior to the disaster, was the facility under construction or scheduled for repair / replacement? **No**
- 6 Does the applicant lease the facility? **No**

# Answer Questions

## Manage Essential Elements of Information

### Project Brief Description

No Project Brief Description have been p

Step 2: Scroll down for additional Questions. Unanswered questions are colored **Red**

### Provide EEI Answers and Re

Standard Lane - Category E - Ver

➔ Submit to FEMA

EEI Questions 14/35

Required Documents 2/3

Step 3: Click **Save**

📄 SAVE

- 1 Does the Applicant have the legal responsibility to perform this work?
- 2 Are the damages in the designated disaster area?
- 3 Was the facility damaged as a direct result of the incident?
- 4 Was the facility regularly maintained? 1 document required
- 5 Prior to the disaster, was the facility under construction or scheduled for repair / replacement?

Step 1: Answer Questions

- Yes  No
- Yes  No
- Yes  No
- Yes  No
- Yes  No

# Answer Another EEI Questions

## Manage Essential Elements of Information

### Project Brief Description

No Project Brief Description have been provided.

### Provide EEI Answers and Required Documents

Standard Lane - Category E - Version 1

Standard Lane - Category E - Version 1

🔒 Applicant 14/35 Questions 2/3 Documents

Direct Administrative Cost - Version 2

🔒 FEMA 0/1 Questions 0/0 Documents

Step 1: Click the EEI Drop down

Step 2: Select the EEI

Note: EEIs pending Applicant response will have a **Unlocked Lock**, and say **Applicant**

Submit to FEMA

SAVE

Yes  No

Yes  No

Yes  No

Yes  No

Yes  No

Yes  No



# Confirm Answers

Step 1: Expand  
Question Bar

🔍 Questions ▾

⚙️ MANAGE EEI ANSWERS

- 1 Does the Applicant have the legal responsibility to perform this work? Yes
- 2 Are the damages in the designated disaster area? Yes
- 3 Was the facility damaged as a direct result of the incident? Yes
- 4 Was the facility regularly maintained? Yes, 1 document required
- 5 Prior to the disaster, was the facility under construction or scheduled for repair / replacement? No
- 6 Does the applicant lease the facility? No

Were the facilities damaged:

- 7 Buildings? Yes, 2 documents required ▾
- 8 Equipment? Unanswered
- 9 Do the assigned damages have insurance? Unanswered

Step 2:  
Confirm  
Answers

📁 Required Documents >

🔍 HELP

# Essential Elements of Information (EEI)

Questions Answered

Document Upload



# Applicant Event Profiles

The screenshot shows the 'Grants Portal' interface. At the top left is the logo and 'Grants Portal' text. At the top right, there is a notification bell with a red '2' and a user profile for 'Sam, Yosemite'. Below the logo is a 'Dashboard' button. The main header area contains 'My Organization' (with a dropdown arrow) and 'My Applicant Event Profiles'. A blue button labeled 'REQUEST PUBLIC ASSISTANCE' is on the right. A left sidebar menu lists: Organization Profile, Organization Personnel, Applicant Event Profiles, Projects, Damages, Work Order, My Tasks, Calenda, Utilitie, Resor, and Intel. The main content area has a 'Filters' section, a search bar, and a table of event profiles. A dropdown menu shows 'All Active Applicant Event Profiles'. The table has columns: Event #, Event Name, Status, Process Step, # Projects, # Damages, and # Work Orders. The first row is highlighted with a magnifying glass icon and contains: 4332DR, 4332DR-TX, Eligible, Pending Grant Completion, 7, 15, 1. A pagination bar at the bottom shows 'Showing 1 to 1 of 1 filtered' and 'Previous 1 Next'.

**Step 1: Click My Organization**

**Step 2: Click Applicant Event Profiles**

**Step 3: Click Magnifying Glass**

| Event # | Event Name | Status   | Process Step             | # Projects | # Damages | # Work Orders |
|---------|------------|----------|--------------------------|------------|-----------|---------------|
| 4332DR  | 4332DR-TX  | Eligible | Pending Grant Completion | 7          | 15        | 1             |

# Event PA Requests Profile

## Applicant Event Profile

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

[⚙️ OPTIONS ▾](#) [📄 REPORTS ▾](#) 

### General Information

|                                  |  |
|----------------------------------|--|
| <b>FEMA PA CODE</b>              | 4332DR - 9   |
| <b>NAME</b>                      | Glenville - PDMG0009 - 4332DR  |
| <b>TYPE</b>                      | City or Township Government  |
| <b>RECIPIENT REGION</b>          | Region 7   |
| <b>STATUS</b>                    | Eligible   |
| <b>RPA DECISION DATE</b>         | 8/29/2017 7:14 PM CDT  |
| <b>RSM COMPLETION DATE</b>       | 9/8/2017 9:00 AM CDT   |
| <b>DAMAGE INVENTORY DEADLINE</b> | 02/16/2019   |
| <b>PROCESS STEP</b>              | Pending Grant Completion<br><small>As of September 8th, 2017 9:28 AM 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>   | Ongoing                               |
| <b>DECLARATION DATE</b>    | August 25, 2017                       |
| <b>DECLARED COUNTIES</b>   | Multiple Counties - August 24th, 2017 |

[🏠 Stats/Summary >](#)

[👤 Contacts >](#)

[📍 Locations >](#)

Scroll down to  
Projects bar

# Locate Projects

**Portal** 🔔 2 👤 Sam, Yosemite

🗄️ Projects ▾

Active Inactive

🔿 Filters

CATEGORY  STATUS

PROCESS STEP  HAS RFI

TYPE  HAS POLICY ISSUE?

🔍 Search... 👁️ SHOW/HIDE COLUMNS

| Project # | Category                    | Title                          | Type                              | Process Step                            | # Damages |
|-----------|-----------------------------|--------------------------------|-----------------------------------|---|-----------|
| 🔍 1806    | A - Debris Removal          | 1-30 PAAP Debris               | Work Completed / Fully Documented | Pending EEI Completion                  | 1         |
| 🔍 8066    | F - Utilities               | Electrical Utilities           | Work Completed / Fully Documented | Pending EEI Completion                  | 1         |
| 🔍 8080    | E - Buildings and Equipment | City Landfill                  | Work Completed / Fully Documented | Pending EEI Completion                  | 1         |
| 🔍 8132    | C - Bridges                 | ...                            | ...                               | Pending Applicant Scope & Cost Approval | 1         |
| 🔍 9103    | B - Emergency Protec        | ...                            | ...ted / Fully Documented         | Pending DIU EMMIE Final Record Upload   | 1         |
| 🔍 9143    | A - Debris Removal          | ...                            | ...                               | Pending EEI Completion                  | 1         |
| 🔍 17523   | F - Utilities               | Utilities - Telecommunications | Standard                          | Pending EEI Completion                  | 1         |

Step 1: Expand Projects bar

Step 2: Click Magnifying Glass

# Locate Project Essential Elements Of Information (EEI)

Portal

Sam, Yosemite ...

Project

4332DR-TX (4332DR) / Glenville - PDMG0125 - 4332DR (4332DR - 125) / City Landfill

Click View Project EEI

DOWNLOAD PROJECT REPORT SUBSCRIBE

This project is pending EEI completion.

View Project EEI

### General Information

|              |  |                  |  |
|--------------|--|------------------|--|
| PROJECT #    | 8080   | APPLICANT        | Glenville - PDMG0125 - 4332DR (4332DR - 125) |
| CATEGORY     | E - Buildings and Equipment  | EVENT            | 4332DR-TX (4332DR)                           |
| TITLE        | City Landfill  | RECIPIENT REGION | Region 7                                     |
| TYPE         | Work Completed / Fully Documented                                      |                  |  |
| STATUS       | Active   |                  |  |
| PROCESS STEP | Pending EEI Completion<br><i>As of November 2nd, 2017 12:56 PM CDT</i> |                  |  |
| % COST SHARE | 75.00%   |                  |  |

Or Scroll down and expand Essential Elements of Information bar

Stats / Summary >

Contacts >

Damage Inventory >

# Select The EEI

## Portal

🔔 2 👤 Sam, Yosemite

🏠 Essential Elements of Info  
⚠️ 1 of 2 EEIs pending completion

⚙️ MANAGE EEI ANSWERS

Project Brief Descriptio

Step 1: Click **EEI Questions Tab**

📘 FEMA has not provided a brief description of what this project includes.

EEI List   **EEI Questions**   Required Documents

Step 2: Click to **Expand the EEI**

Completed Lane - Category E - Version 1 ▾

➔ SUBMIT TO FEMA

*Submitted to Applicant for response on 04/19/2018 03:57 PM CDT by Lanneau, Peter*

- 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?  No
- 5 Prior to the disaster, was the facility under construction or scheduled for repair / replacement?  No
- 6 Does the applicant lease the facility?  No

Were the damaged facilities:

- 7 Buildings?  No
- 8 Equipment?  Yes ▾

Review questions

# Attach Documents to EEI

The screenshot shows the 'Portal' interface for 'Essential Elements of Information'. At the top right, there is a notification bell with '2' and a user profile for 'Sam, Yosemite ...'. A 'MANAGE EEI ANSWERS' button is visible. The main content area is titled 'Project Brief Description' and includes a message: 'FEMA has not provided a brief description of the project includes.' Below this is a navigation bar with 'EEI List', 'EEI Questions', and 'Required Documents' (which is highlighted). A tree view shows a folder 'Completed Lane - Category E - Version 1' expanded to show '[8] Equipment Resources were damaged' (0/1) and '[8.1] Force Account Equipment was damaged' (0/1). Under '[8.1]', there is a sub-item 'Damaged Force Account Equipment Summary' with '+ Add' and '+ Add' buttons. Below the tree view are several expandable sections: 'Damage Description and Dimensions >', '\$ Scope & Cost Summary >', '406 Mitigation Profile >' (with a note '1 of 1 are pending initial completion of the 406 Mitigation Report.'), and 'Insurance Profile >'.

**Step 1: Click Required Documents Tab**

**Step 2: Click the arrow until all files are expanded**

**Step 3: Click Add**



# Upload New Document to EEI – Pop Up Box

Attach Damaged Force Account Equipment Summary

Drag and drop a file here, or click here to select a file.

**Selected Documents to Attach**

No Damaged Force Account Equipment Summary documents selected. To begin uploading a document, either drag and drop a file into the area above, click the area above to upload a file manually, or click on a document in the Available Documents to Attach section below.

Note: You may not upload the document to the EEI that matches an existing document with same document area.

**Available Documents to Attach**

Source: All Category: Damaged Force Account Equipment Summary

Search...

SHOW/HIDE COLUMNS

|                 | Source  | Filename                                   | Description  | Category                                | Size  | Uploaded Date           | Uploaded By   |
|-----------------|---------|--|--|---|-------|-------------------------|---------------|
| <b>+ ATTACH</b> | Project | Force Account Labor Equipment summary.docx | Labor Equipment summary for the month of september | Damaged Force Account Equipment Summary | 11 KB | 07/02/2018 04:23 PM CDT | Sam, Yosemite |

Previous 1 Next

Drag and Drop file or Click to select the file

If Document already uploaded; Click **Attach**

# Add Document Pop Up Box

Portal

Essential E

1 of 2 EEIs

Project Brief

FEMA ha

EEI List

Comple

[8]

Direct A

Damage D

Scope & Cost Summary >

MANAGE EEI ANSWERS

ELP

Process Document

CAUTION: Document will be uploaded to the EEI.

Filename

Damaged Equipment summary.docx

Description

List of all damaged equipment

Category \*

Damaged Force Account Equipment Summary

SAVE

CANCEL

Step 1: Add document description

Step 2: Click Save

# Selected Document – Pop Up Box

Attach Damaged Force Account Equipment Summary

Drag and drop a file here, or click here to select a file.

Selected Documents to Attach

DAMAGED EQUIPMENT SUMMARY.DOCX ✕

Available Documents to Attach

Source: All Category: ✕ Damaged Force Account Equipment Summary

Search...

SHOW/HIDE COLUMNS

|                 | Source  | Filename                                   | Description  | Category                                | Size  | Uploaded Date           | Uploaded By   |
|-----------------|---------|--|--|---|-------|-------------------------|---------------|
| <b>+ ATTACH</b> | Project | Force Account Labor Equipment summary.docx | Labor Equipment summary for the month of september | Damaged Force Account Equipment Summary | 11 KB | 07/02/2018 04:23 PM CDT | Sam, Yosemite |

Showing 1 to 1 of 1 entries

Previous 1 Next

**Click Attached Selected**

ATTACH SELECTED CANCEL

# Remove Documents from EEI

## Portal

🔔 2 👤 Sam, Yosemite

🏠 Damage Inventory >

🏠 Essential Elements of Information ▾

⚠️ 1 of 2 EEIs pending completion

⚙️ MANAGE EEI ANSWERS

### Project Brief Description

ℹ️ FEMA has not provided a brief description of what this project includes.

EEI List   EEI Questions   Required Documents

? HELP

- 📁 Completed Lane - Category E - Version 1 1/1
- 📁 [8] Equipment facilities were damaged 1/1
  - 📁 [8.1] Force Account Equipment was damaged 1/1
    - ✅ 📁 Damaged Force Account Equipment Summary (+ Add 📄 | + Add 🗣️)
    - 📄 Damaged Equipment summary.docx (✖ Remove)
- 📁 Direct Administrative Cost - Version 1

Click Remove

☰ Damage Description and Dimensions >

💰 Scope & Cost Summary >

🏠 400 Mitigation Profile >

# Essential Elements of Information (EEI)

Add  
Comments



# Add Comments to EEI

## Portal

🔔 2 👤 Sam, Yosemite

🏠 Damage Inventory >

🏠 Essential Elements of Information ▾

⚙️ MANAGE EEI ANSWERS

⚠️ 1 of 2 EEIs pending completion

### Project Brief Description

ℹ️ FEMA has not provided a brief description of what this project includes.

EEI List   EEI Questions   Required Documents

🔗 HELP

- Completed Lane - Category E - Version 1 1/1
  - [8] Equipment facilities were damaged 1/1
    - [8.1] Force Account Equipment was damaged 1/1
      - ✓ Damaged Force Account Equipment Summary (+ Add 📄 | + Add 💬)
      - Damaged Equipment summary.docx (✖ Remove)
- Direct Administrative Cost - Version 1



☰ Damage Description and Dimensions >

💰 Scope & Cost Summary >

🏠 Mitigation Profile >

# Add Comment to EEI Question

The image shows a screenshot of a web portal interface with a modal dialog box titled "Add Comment". The dialog box contains a text input field labeled "Comment \*", a question "What is the purpose of this comment?", and two radio button options: "Document Unavailable Reason" and "General Comment". At the bottom of the dialog are two buttons: a green "SAVE" button and a white "CLOSE" button. Three red callout boxes provide instructions: "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 blurred portal interface with various sections like "Damage In...", "Essential E...", "Project Brief...", and a file list at the bottom including "E - Version 1", "Damaged Force Account Equipment Summary", and "Damaged Equipment summary.docx".

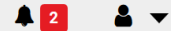
**Step 1: Type Comment**

**Step 2: Select Type of Comment**

**Step 3: Click Save**

# Verify Comment Attached

## Portal



Damage Inventory >

Note: Multiple Comments can be added to an EEI

Essential Elements of Information ▾

MANAGE EEI ANSWERS

1 of 2 EEIs pending completion

### Project Brief Description

FEMA has not provided a brief description of what this project includes.

EEI List

EEI Questions

Required Documents

HELP

- Completed Lane - Category E - Version 1 1/1
  - [8] Equipment facilities were damaged 1/1
    - [8.1] Force Account Equipment was damaged 1/1
      - ✓ Damaged Force Account Equipment Summary (+ Add | + Add) (1 comment)
      - Damaged Equipment summary.docx (Remove)
- Direct Administrative Cost - Version 1

Click **Comment** to view



# View, Edit, Or Remove EEI Comment

The screenshot displays a 'Comments' window with a title bar and a close button. Below the title, there is a section for 'Document Unavailable Reasons' with a light blue message box stating 'This document category has no Document Unavailable Reasons.' The main content is a table with columns for 'Comment', 'Created On', and 'Created By'. A callout box points to the 'OPTIONS' menu of the first row, which contains 'Edit' and 'Remove' options. Another callout box points to the 'View Comment' link in the same row. A third callout box points to the 'Remove' option in the menu. At the bottom right, there are 'Previous', '1', and 'Next' navigation buttons, and a 'GO BACK' button.

Comments

Note: Comments cannot be Removed or Edit after 24 hours

Document Unavailable Reasons

This document category has no Document Unavailable Reasons.

Step1: Click Options

View Comment

| Comment  | Created On              | Created By    |
|--|-------------------------|---------------|
| All damaged equipment did not have any salvage | 08/11/2018 08:48 PM CDT | Sam, Yosemite |

Step 2: Click Edit or Remove

Previous 1 Next

GO BACK

# Confirm Uploading Documents

## Portal



Damage Inventory >

Essential Elements of Information ▾

MANAGE EEI ANSWERS

1 of 2 EEIs pending completion

### Project Brief Description

FEMA has not provided a brief description of what this project includes.

EEI List

EEI Questions

Required Documents

? HELP

- Completed Lane - Category E - Version 1 1 / 1
  - [8] Equipment facilities were damaged 1 / 1
    - [8.1] Force Account Equipment was damaged 1 / 1
      - ✓ Damaged Force Account Equipment Summary (+ Add | + Add) (1 comment)
        - Damaged Equipment summary.docx (✕ Remove)
- Direct Administrative Cost - Version 1

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

Damage Description and Dimensions >

# Submit to FEMA - Pop Up Box

**Portal**

Essential Elements of Information ▼ MANAGE EEI ANSWERS

1 of 2 EEIs pending completion

Project Brief Description

FEMA has not provided a brief description of the project that this project includes.

EEI List **EEI Questions** Required Documents

Completed Lane - Category E - Version 1 ▶ → SUBMIT TO FEMA  
*Submitted to Applicant for response on 04/19/2018 03:57 PM CDT by Lanneau, Peter*

Direct Administrative Cost - Version 1 ▶  
*EEI Accepted by FEMA on 01/20/2018 11:40 AM CST by Lanneau, Peter*

Damage Description and Dimensions ▶

**Step 1: Click EEI Question Tab**

**Step 2: Click Submit To FEMA**

# Submit to FEMA – Pop up

Portal

Essential EEI

1 of 2 EEIs p

Project Brief

FEMA has

EEI List

Completed

Submitted to A

Direct Administrative Cost - Version 1 >

EEI Accepted by FEMA on 01/20/2018 11:40 AM CST by L

Damage Description and Dimensions >

MANAGE EEI ANSWERS

SUBMIT TO FEMA

Submit EEI

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 (4332DR - 125)

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  |
| RECIPIENT REGION       | Region 7                      |              |              |

Organization Profile

Organization Personnel

Applicant Event Profiles

Projects

Damages

Work Orders

My Tasks ▼

Calendar

Utilities ▼

Resources

Intelligence ▼

Personnel > ⚙️ MANAGE

Locations > ⚙️ MANAGE

Counties with Facility > ⚙️ MANAGE

# Review Task to Complete

## Portal

🔔 2 👤 Sam, Yosemite

### ☑ 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 COLUMNS

|               | 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 E on [8080] City Landfill on Glennville - PDMG0125 - 4332DR (4332DR - 125) on 4332DR-TX (4332DR) for FEMA to Review | 02/08/2018 11:40 AM CST | 147d 3h | 02/11/2018 |             |      |
| <b>REVIEW</b> | Sam, Yosemite | Applicant Sign Scope & Cost   | Pending Applicant Scope & Cost Approval for [8132] Damaged Roads on Glennville - PDMG0125 - 4332DR (4332DR - 125) on 4332DR-TX (4332DR)                    | 04/20/2018 03:06 PM CDT | 76d 0h  | 05/01/2018 |             |      |

25 1 to 2 of 2 entries (filtered from 28 total entries)

Previous 1 Next

Click **Review**

# Sign Damage Inventory



**Note:** Only the **Authorized Representative** role can Sign



# Applicant Event Profiles

**Step 1: Click Applicant Event Profiles**

**Step 2: Click Magnifying Glass**

Grants Portal

Sam, Yosemite

Dashboard

My Organization  
Glennville - PDMIG0125 - 4332DR  
(4332DR - 125)

My App

REQUEST PUBLIC ASSISTANCE

Filters >

All Active Applicant Event Profiles

SEARCH... SHOW/HIDE COLUMN

| Event # | Event Name | Status   | Process Step             | # Projects | # Damages | # Work Orders |
|---------|------------|----------|--------------------------|------------|-----------|---------------|
| 4332DR  | 4332DR-TX  | Eligible | Pending Grant Completion | 7          | 15        | 1             |

Showing 1 to 1 of 1 entries (filtered from 3 total entries)

Previous 1 Next

Organization Profile

Organization Personnel

Applicant Event Profiles

Projects

Damages

Work Orders

My Tasks

Calendar

Utilities

Resources

Intelligence

Administration

# Sign Damage Inventory

Portal

🔔 1 👤 Sam, Yosemite

Step 1: Click **Options**

## Applicant Event Profile

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

⚙️ OPTIONS ▾   📄 REPORTS ▾

✎ 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<br><small>As of September 15th, 2017 1:55 PM CDT</small> |

### Event Information

|                     |                                    |
|---------------------|------------------------------------|
| JOB #               | 4332DR                             |
| EVENT NAME          | 4332DR                             |
| 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 |

Step 2: Click **Sign Damage Inventory**

📊 Stats/Summary >

👤 Contacts >

⚙️ MANAGE

# Review Damage Inventory

Portal



Applicant Event Profile Glenville - PDMG0009 - 4332DR - 4332DR-TX

SUBMIT

CANCEL

Please review and sign



Scroll Down while  
Reviewing Damage  
Inventory

Search... ?


SHOW/HIDE COLUMNS


| Damage # | Event     | Project    | Category | Name            | Damage Description   | Location                                  |
|----------|-----------|------------|----------|-----------------|--|---|
| 27641    | 4332DR-TX | Unassigned | C        | COUNTY ROAD 95  | 200LF WASHOUT  | 1258 OLD RIVER ROAD, AGFA, Georgia 26589  |
| 89975    | 4332DR-TX | Unassigned | G        | South End Park  | 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 | 13001 Center Lake Dr, Austin, Texas 78753 |
| 108148   | 4332DR-TX | Unassigned | E        | Police Vehicles | 5 police interceptors vehicles was submerged in 10 Foot of flood water.  | Asutin , Texas                            |
| 124491   | 4332DR-TX | Unassigned | E        | Police State    | Roof damage to the police station. Water damage to three offices.  | 904 E Braker Ln, Austin , Texas 78753     |

# Sign Damage Inventory


**Portal**  



|        |               |                           |   |                |   |  |  |
|--------|---------------|---------------------------|---|----------------|---|--|--|
|        | TX            | Ballfield                 |   |                |   |  | BACK BRANCH,<br>AGFA, Georgia<br>26589         |
| 126597 | 4332DR-<br>TX | [18088] DAC               | Z | DAC            |   |  | Unknown  |
| 27640  | 4332DR-<br>TX | [19116] County Road<br>35 | C | COUNTY ROAD 35 | 250LF WASHOUT   |  | 1258 OLD RIVER<br>ROAD, AGFA,<br>Georgia 26589 |
| 89973  | 4332DR-<br>TX | [19185] Pump Station      | F | Buda WWTP      | 3 pumps inoperable, control/sensor panel submersed in 5 FT of flood<br>water, downed power lines high winds |  | 30.34, -97.69                                  |

25  Showing 1 to 25 of 26 entries Previous 1 2 Next

 Sign Document

**Click To Sign**

**SIGNATURE** Signature here  **DATE** 08/11/2018

# Add Signature

**Portal**

Sam, Yosemite

### Sign Damage Inventory

**⚠ This is your final Damage Inventory**

As we informed you during the Recovery Scoping Meeting (RSM), you are required by regulation to identify and report disaster-related damage to FEMA within 60 days of the RSM. When you are ready, please sign this list below to indicate that you have identified all disaster related damages.

Print Name \* YosemiteSam

Signature Style \* Arizonia

*YosemiteSam*

Enter Password \* .....

→ SIGN    ↺ CANCEL

SIGNATURE    Signature here    CLICK TO SIGN    /2017

SUBMIT    CANCEL

**Step 1: Type Name**



**Step 2: Select Signature Style**

**Step 3: Enter Password**

**Step 4: Click Sign**

# Submit Signed Damage Inventory

Portal

 2  Sam, Yosemite

|       |           |                             |   |                      |   |   |
|-------|-----------|-----------------------------|---|----------------------|---|---|
| 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<br>Austin, Texas<br>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<br>Austin, Texas<br>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<br>Austin, Texas<br>78753 |

25 Showing 1 to 15 of 15 entries

Previous 1 Next

Sign Document

SIGNATURE

*YosemiteSam*

 CLICK TO SIGN

DATE

11/21/2017

Click **Submit**

 SUBMIT

 CANCEL

# LATE DAMAGE INVENTORY LINE ITEM SUBMISSION



# Applicant Event Profiles

**Step 1: Click Applicant Event Profiles**

**Step 2: Click Magnifying Glass**

Grants Portal

Sam, Yosemite

Dashboard

My Organization  
Glenville - PDMG0125 - 43  
(4332DR - 125)

Organization Profiles

Organization Personnel

Applicant Event Profiles

Projects

Damages

Work Orders

My Tasks

Calendar

Utilities

Resources

Intelligence

Administration

REQUEST PUBLIC ASSISTANCE

All Active Applicant Event Profiles

SHOW/HIDE COLUMNS

| Event # | Event Name | Status   | Process Step             | # Projects | # Damages | # Work Orders |
|---------|------------|----------|--------------------------|------------|-----------|---------------|
| 4332DR  | 4332DR-TX  | Eligible | Pending Grant Completion | 7          | 15        | 1             |


Showing 1 to 1 of 1 entries (filtered from 3 total entries)

Previous 1 Next





# Applicant Event Profile


## Portal


  Sam, Yosemite


|                                  |   |                            |                                    |
|----------------------------------|---|----------------------------|------------------------------------|
| <b>TYPE</b>                      | City or Township Government   | <b>EVENT TYPE</b>          | Disaster                           |
| <b>RECIPIENT REGION</b>          | Region 7  | <b>INCIDENT TYPE</b>       | Hurricane                          |
| <b>STATUS</b>                    | Eligible  | <b>INCIDENT LEVEL</b>      | 1                                  |
| <b>RPA DECISION DATE</b>         | 8/29/2017 7:14 PM CDT   | <b>INCIDENT START DATE</b> | August 23, 2017                    |
| <b>RSM COMPLETION DATE</b>       | 9/15/2017 3:15 PM CDT   | <b>INCIDENT END DATE</b>   | Ongoing                            |
| <b>DAMAGE INVENTORY DEADLINE</b> | 09/05/2018  | <b>DECLARATION DATE</b>    | August 25, 2017                    |
| <b>PROCESS STEP</b>              | Pending Grant Completion<br><i>As of September 15th, 2017 1:55 PM CDT</i> | <b>DECLARED COUNTIES</b>   | Houston County - August 24th, 2017 |


 Stats/Summary >


 Contacts >

 Locations >

 Damage Inventory >

 Signed on 11/21/2017 3:07 PM CST by Sam, Yosemite

 MANAGE

 Exploratory Call Information >

Click Manage

# Manage Damage Inventory

## Applicant Event Profile Manage Damage Inventory

4332DR-TX (4332DR) / Glenville - PDMG0125 - 4332DR (4332DR - 125) / **Manage Damage Inventory**

↑ IMPORT ▾

+ ADD DAMAGE

↶ GO BACK

Click Add Damage

### Damage Inventory

🔍 Search... ?

👁 SHOW/HIDE COLUMNS

|  | Damage # | Category | Name  | Damage Description  | Project                              | Cause of Damage | Location   |
|--|----------|----------|---|---|--------------------------------------|-----------------|--|
| <a href="#">EDIT</a><br><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 i... <a href="#">(Show More)</a> | Unassigned                           | Hurricane       | 13310 US Highway 319 North, Thomasville, Georgia 31792 |
| <a href="#">EDIT</a><br><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 compl... <a href="#">(Show More)</a> | [1806] 1-30 PAAP Debris              | Hurricane       | 111 Victoria Place, Thomasville, Georgia 31792         |
| <a href="#">EDIT</a><br><a href="#">REMOVE</a> | 30713    | B        | Police, Fire and Operations Departments-EPM | City of Thomasville utilized its Police, Fire, and Operations Departments to perform Emergency Prote... <a href="#">(Show</a>       | [9103] Emergency Protective Measures | 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 |  |  |                                      | Cause of Damage |
|--|----------|----------|--|--|--------------------------------------|-----------------|
| <a href="#">EDIT</a><br><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 i...(Show More) | Unassigned                           | Hurricane       |
| <a href="#">EDIT</a><br><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 compl...(Show More) | [1806] 1-30 PAAP Debris              | Hurricane       |
| <a href="#">EDIT</a><br><a href="#">REMOVE</a> | 30713    | B        | Police, Fire and Operations Departments- EPM | City of Thomasville utilized its Police, Fire, and Operations Departments to perform Emergency Prote...(Show More) | [9103] Emergency Protective Measures | Hurricane       |
| <a href="#">EDIT</a><br><a href="#">REMOVE</a> | 30714    | E        | City Landfill                                | Two buildings at the city landfill (located at 88 Landfill rd. Thomasville, GA) were damaged by stor...(Show More) | [8080] City Landfill                 | Hurricane       |
| <a href="#">EDIT</a><br><a href="#">REMOVE</a> | 30715    | F        | Utilities - Electric                         | The city owned and operated electric system was damaged during the storm predominately from strong w...(Show More) | [8066] Electrical Utilities          | Hurricane       |

# Add Damage Information

Portal


Step 2: Click **Save**

Foghor...

 Applicant Profile Manage Damage Inventory

 SAVE

 CANCEL

 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                   | <input type="text" value="Select..."/> |
| Name                       | <input type="text"/>                   |
| Reason For Late Submission | <input type="text"/>                   |

**Step 1:  
Enter  
Damage  
Information**

# Add Damage Information After Signed Inventory

**Portal**

**Applicant Event Profile** Manage Damage Inventory

4332DR-TX (4332DR) / Glenville - PDMG0125 - 4332DR (4332DR - 125) / **Manage Damage Inventory**

**Step 2: Click Save**

**SAVE** **CANCEL**

**Warning:** This damage will be submitted after the applicant has signed the damage inventory. It will require FEMA Review.

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

**General Information** ▾

Category: Select...

Name:

Reason For Late Submission:

**Step 1: Enter Damage Information**

# Sign Project Damage Description and Dimension (DDD)



**Note: Only the Authorized  
Representative role can Sign**

# My Tasks

Portal

My Tasks

Step 1:  
Click **Bell**

Leghorn, Fogho...

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

SHOW/HIDE COLUMNS

Search...

|               | Personnel           | Type                  | Description   | Start Date                 | Age   | Deadline   | Last Action | Note |
|---------------|---------------------|-----------------------|---|----------------------------|-------|------------|-------------|------|
| <b>REVIEW</b> | Leghorn,<br>Foghorn | Applicant Sign<br>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<br>CDT | 0d 0h | 11/10/2017 |             |      |

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

Previous 1 Next

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

# Project Details Damage Description & Dimensions

## Project


4332DR-TX (4332DR) / Glenville - PDMG0009 - 4332DR (4332DR - 9)  
/ [19185] Pump Station


[✎ SIGN DDD](#) [← SEND BACK](#) [📄 DOWNLOAD PROJECT REPORT](#) [📧 SUBSCRIBE](#)

### General Information v0

|                     |   |                         |  |
|---------------------|---|-------------------------|--|
| <b>PROJECT #</b>    | 19185   | <b>APPLICANT</b>        | Glenville - PDMG0009 - 4332DR (4332DR - 9) |
| <b>CATEGORY</b>     | F - Utilities   | <b>EVENT</b>            | 4332DR-TX (4332DR)                         |
| <b>TITLE</b>        | Pump Station  | <b>RECIPIENT REGION</b> | Region 7                                   |
| <b>TYPE</b>         | Standard  |                         |  |
| <b>STATUS</b>       | Active  |                         |  |
| <b>PROCESS STEP</b> | Pending Applicant DDD Approval<br><small>As of April 20th, 2018 2:07 PM CDT</small> |                         |  |
| <b>% COST SHARE</b> | 75.00%  |                         |  |

Scroll down to **Damage Description and Dimensions** bar

 [Stats / Summary](#) >

 [Contacts](#) >



# Review Damage Description & Dimensions (DDD)

Portal

Step 1: Expand the Damage Description & Dimensions bar

7 Leghorn, Foghor...

☰ Damage Description and Dimensions ▾

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

Damage #89973; Buda WWTP

**General Facility Information:**

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

**General Damage Information:**

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

**Facility Damage:**

- Pumps, 3 each of General Motors storm-water pump, the pump was pushed beyond capacity due to torrential rain fall from the event, which cause overland flooding , 0% work completed.

Step 2:  
Review DDD

? Development Guide Answers >

🏠 Scope & Cost Summary ▾

# Project Details

**Portal** 🔔 7 👤

**Project** 📁

4332DR-TX (4332DR) / Glenville - PDMG0009 - 4332DR (4332DR - 9)  
/ [19185] Pump Station

[✎ SIGN DDD](#) [← SEND BACK](#) [📄 DOWNLOAD PROJECT REPORT](#) [📧 SUBSCRIBE](#)

**Click Sign DDD to approve**

**Click Send Back if changes are needed**

### General Information v0

|                     |   |
|---------------------|---|
| <b>PROJECT #</b>    | 19185   |
| <b>CATEGORY</b>     | F - Utilities   |
| <b>TITLE</b>        | Pump Station  |
| <b>TYPE</b>         | Standard  |
| <b>STATUS</b>       | Active  |
| <b>PROCESS STEP</b> | Pending Applicant DDD Approval<br><i>As of April 20th, 2018 2:07 PM CDT</i> |
| <b>% COST SHARE</b> | 75.00%  |

**RECIPIENT REGION** Region 7

[📊 Stats / Summary >](#)

[👥 Contacts >](#)

# Project Signature

## 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 pump, the pump was pushed beyond capacity 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 TO SIGN

Click on  
Click to Sign

# Input Signature & Style


The image shows a 'Sign Document' form with the following fields and steps:

- Step 1: Type Name**: The 'Print Name \*' field contains the text 'foghornleghorn'.
- Step 2: Select Signature Style**: The 'Signature Style \*' dropdown menu is set to 'Allura'.
- Step 3: Enter Password**: The 'Enter Password \*' field is filled with ten dots.
- Step 4: Click Sign**: The green 'SIGN' button is highlighted.

Below the form, a preview of the signed document is shown with the signature 'foghornleghorn' and the date '07/06/2018'. A 'CLICK TO SIGN' button is also visible in the preview area.

# Submit Signed Project

Portal

  Leghorn, Foghor...

- 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 pump, the pump was pushed beyond capacity due to torrential rain fall from the event, which cause overland flooding , 0% work completed.

Sign Document

SIGNATURE


*foghornleghorn*

DATE

07/06/2018

 CLICK TO SIGN

Click Submit

 SUBMIT

 CANCEL

# 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**

**Portal**

- Facility: MUD
- Facility Description: 3 pumps
- Approx. Year Built: 1980
- Location Description: 1100

**General Damage Information:**

- Date Damaged: 8/26/2018
- Cause of Damage: Overland flooding due to torrential rain fall from the event

**Facility Damage:**

- Pumps, 3 each of General Motors storm-water pump, the pump was pushed out of the event, which cause overland flooding , 0% work completed.

↓ Sign Document

**SIGNATURE** *foghornleghorn* **DATE** 07/06/2018

**CLICK TO SIGN**

**SUBMIT**


# Sign Project Scope and Cost



**Note: Only the Authorized  
Representative role can Sign**



# My Tasks

Portal

 Sam, Yosemite

 My Tasks

Step 1: Click **Bell**



 For any incomplete active tasks assigned to you, a  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 |
|---|---------------|-------------------------------|--|-------------------------|--------|------------|-------------|------|
|  | Sam, Yosemite | Submit EEI to FEMA for Review | Submit EEI - Direct Administrative Cost on [8132] Damaged Roads on Glenville - PDMG0125 - 4332DR (4332DR - 125) on 4332DR-TX (4332DR) for FEMA to Review     | 11/02/2017 06:03 PM CDT | 6d 21h | 11/05/2017 |             |      |
|  | Sam, Yosemite | Applicant Sign                | Pending Applicant DDD / Scope / Cost Approval for [9103] Emergency Protective Measures on Glenville - PDMG0125 - 4332DR (4332DR - 125) on 4332DR-TX (4332DR) | 11/09/2017 02:09 PM CST | 0d 0h  | 11/16/2017 |             |      |

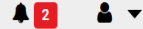
Step 2: Click **Review** next to the Project you need to sign

Previous 1 Next



# Project Details

## Portal




### Project

4332DR-TX (4332DR) / Glenville - PDMG0125 - 4332DR (4332DR - 125)  
/ [8132] Damaged Roads

 SIGN SCOPE & COST

 SEND BACK

 DOWNLOAD PROJECT REPORT

 SUBSCRIBE

 This project is pending **Applicant Scope & Cost Approval**.

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

Policy Issues: [Mitigation \(1\)](#)

### General Information v0

|                     |  |                         |  |
|---------------------|--|-------------------------|--|
| <b>PROJECT #</b>    | 8132   | <b>APPLICANT</b>        | <a href="#">Glenville - PDMG0125 - 4332DR (4332DR - 125)</a> |
| <b>CATEGORY</b>     | C - Roads and Bridges  | <b>EVENT</b>            | 4332DR-TX (4332DR)   |
| <b>TITLE</b>        | Damaged Roads  | <b>RECIPIENT REGION</b> | Region 7   |
| <b>TYPE</b>         | Standard   |                         |  |
| <b>STATUS</b>       | Active   |                         |  |
| <b>PROCESS STEP</b> | Pending Applicant Scope & Cost Approval<br><i>As of April 20th, 2018 3:06 PM CDT</i> |                         |  |

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

# Review Project Scope

\$ Scope & Cost Summary ▾

Scope Cost

Expand Scope & Cost  
Summary bar

## 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.

# Review Project Cost Summary

\$ Scope & Cost Summary ▾

Scope

Cost

Click **Cost** tab

| 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 |

10 ▾ Showing 1 to 3 of 3 entries

Previous 1 Next

CRC GROSS COST **\$313,600.00**

TOTAL INSURANCE REDUCTIONS **\$0.00**

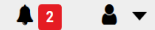
CRC NET COST **\$313,600.00**

**i** FEDERAL SHARE (75.00%) **\$235,200.00**

NON-FEDERAL SHARE (25.00%) **\$78,400.00**

# Sign Project

## Portal



### Project


4332DR-TX (4332DR) / Glenville - PDMG0125 - 4332DR (4332DR - 125)  
/ [8132] Damaged Roads

 SIGN SCOPE & COST

 SEND BACK

 DOWNLOAD PROJECT REPORT

 SUBSCRIBE

 This project is pending **Applicant Scope & Cost Approval**

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

Click **Sign Scope & Cost**

Policy Issues: [Mitigation \(1\)](#)

### General Information v0

**PROJECT #** 8132

**APPLICANT** [Glenville - PDMG0125 - 4332DR \(4332DR - 125\)](#)

**CATEGORY** C - Roads and Bridges

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

**TITLE** Damaged Roads

**RECIPIENT REGION** Region 7

**TYPE** Standard

**STATUS** Active

**PROCESS STEP** Pending Applicant Scope & Cost Approval

*As of April 20th, 2018 3:06 PM CDT*

# Applicant DDD Scope & Cost Approval

Portal

Sam, Yosimite

Applicant DDD / Scope / Cost Approval Emergency Protective Measures

SUBMIT

CANCEL

Please review and sign

## General Information

PROJECT # 9103

PROJECT CATEGORY B - Emergency Protective Measures

PROJECT TITLE Emergency Protective Measures

PROJECT TYPE Work Completed / Fully Documented

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

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.

Scroll down to the  
Sign Document bar

## 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.

# Applicant DDD Scope & Cost Approval

## Portal

🔔 Sam, Yosemite ▾

### 🔑 Subgrant Conditions

- As described in 2 CFR, Part 200 § 200.333, financial records, supporting documents, statistical records and all other non-Federal entity records pertinent to a Federal award must be retained for a period of 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 200.333, (a) - (f), (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

There are no additional insurance information on [Emergency Protective Measures](#).

### 🔧 Mitigation

There are no additional mitigation information on [Emergency Protective Measures](#).

### 🌳 Environmental Historical Preservation

Is this project compliant with EHP laws and orders? Yes

#### EHP Conditions

- Any change to the approved scope of work will require 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.
- 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

DATE

🖋️ [CLICK TO SIGN](#)

**Click To Sign**

# Sign Project DDD Scope & Cost – Pop Up

Portal

## Sign Document

Print Name \* YosemiteSam

Signature Style \* Arizonia

*Yosemite Sam*

Enter Password \*

→ SIGN CANCEL

Step 1: Type Name

Step 2: Select Signature Style

Step 3: Enter Password

Step 4: Click **Sign**

Insurance

Mitigation

# Submit Signed Project

## Portal



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

 CANCEL



# Submit Signed Project – Pop Up

**Portal**

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



# Applicant Event Profiles

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 items: 'Dashboard', 'My Organization' (selected), 'Organization Profile', 'Organization Personnel', 'Applicant Event Profiles', 'Projects', 'Damages', 'Work Orders', 'My Tasks', 'Intelligence', and 'Administration'. A red callout box points to 'My Organization' with the text 'Step 1: Click My Organization'. Another red callout box points to 'Applicant Event Profiles' with the text 'Step 2: Click Applicant Event Profiles'. A third red callout box points to a magnifying glass icon in the search bar with the text 'Step 3: Click Magnifying Glass'. The main content area shows a table of 'All Active Applicant Event Profiles' with columns for '# Projects', '# Damages', and '# Work Orders'. A table row is visible with values: 4332DR, 4332DR-TX, Eligible, Pending Grant Completion, 7, 15, 1. Below the table, it says 'Showing 1 to 1 of 1 entries (filtered from 3 total entries)'. A 'REQUEST PUBLIC ASSISTANCE' button is visible in the top right of the main area.

Step 1: Click **My Organization**

Step 2: Click **Applicant Event Profiles**

Step 3: Click **Magnifying Glass**

|        |           |          |                          | # Projects | # Damages | # Work Orders |
|--------|-----------|----------|--------------------------|------------|-----------|---------------|
| 4332DR | 4332DR-TX | Eligible | Pending Grant Completion | 7          | 15        | 1             |

Showing 1 to 1 of 1 entries (filtered from 3 total entries)

# Event Profile

Step 1: Expand Projects bar

Projects ▾

Active Inactive

Filters

CATEGORY  HAS RFI

PROCESS STEP  HAS POLICY ISSUE?

TYPE

SEARCH

| 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         |

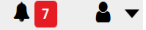
10 Showing 1 to 3 of 3 entries

Previous 1 Next

Step 2: Click Magnifying Glass

# Project Details

## Portal




### Project


4332DR-TX (4332DR)  
/ Glenville - PDMG0009 - 4332DR (4332DR - 9) / [17536] Roberts Park Ballfield

 REQUEST FEMA COMPLETION

 SUBMIT FOR VALIDATION

 DOWNLOAD PROJECT REPORT

 SUBSCRIBE

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

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

 [View Scope & Cost](#)

### General Information

**PROJECT #** 17536

**APPLICANT** [Glenville - PDMG0009 - 4332DR \(4332DR - 9\)](#)

**CATEGORY** G - Parks, Recreational Facilities, and Other Items

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

**TITLE** Roberts Park Ballfield

**TYPE** Standard

**STATUS** Active

Scroll Down to Scope & Cost Summary bar

# Scope & Cost Summary Bar

**Portal** Leghorn, Fogho...

\$ 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

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

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

+ ADD INTRO

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

+ ADD ADDITIONAL INFO

# Manage Scope & Cost

Portal

Leghorn, Fogho...

 Manage Scope & Cost

DAMAGE INCOMPLETE ✕

[GO BACK](#)



Click **Scope** tab

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

## 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

Portal Leghorn, Fogho...

Manage Scope & Cost DAMAGE INCOMPLETE ✕ [GO BACK](#)

**i** 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

89099 Contents [EDIT HEADER](#)

**Step 2: Click Save Scope**

**Step 1: Enter Scope of Work**

Replace 27 each Dell XPS Desktop Computers.

Replace 27 each of Dell Ultra Sharp U2718Q 4K Monitors.

Replace 27 each of Microsoft Surface Keyboard and mouse combination.

Remove Replace 27 each of 3 drawer work desk with aluminum metal top, 5 FT long x 3 FT wide x 2 FT high.

Remove and Replace 27 each of Standing work station.

Replace 27 each of HP laser jet Enterprise M652n.

Replace 27 each of My Back Posture perfect 5 leg rolling chair.

# Review/Edit Scope Of Work

Portal Leghorn, Fogho...

89099 CONTENTS

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

[COMPLETE THIS SCOPE](#)

---

89099 Contents

[EDIT HEADER](#)

[EDIT SCOPE](#)

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

Click **Complete This Scope**

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

# Rework/Edit Completed Scope of Work

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](#)

SCOPE COMPLETE ✓ [UNLOCK FOR REWORK](#)

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

## 89099 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

Portal Leghorn, Fogho...

DDD Preview Scope **Cost** Documents COMPLETE AND LOCK

Work Completed Permanent Items \$0.00 + ADD COST

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

| Description       | Cost Code | Estimate Type | Qty | Units | Unit Price | City Adj Factor | Total Cost |
|-------------------|-----------|---------------|-----|-------|------------|-----------------|------------|
| No data available |           |               |     |       |            |                 |            |

10 Showing 0 to 0 of 0 entries

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

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

GROSS COST **\$0.00**  
COST SHARE **75.00%**

[Back to top of cost](#)

**Step 1: Click Cost tab**

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

**Step 3: Select Cost Source**

- RSMeans Online
- SHOW/F  FEMA's CEF
- FEMA Cost Codes
- FEMA Equipment Rates
- Applicant Provided Costs
- Contract/Vendor Costs
- State DOT Rates
- Other (specify)

# Enter Cost Information

The screenshot shows a web portal interface with a modal window titled "Add a Contract/Vendor Costs item" and 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" and "CANCEL".

Seven numbered steps are overlaid on the form:

- Step 1: Select FEMA Cost Code (points to the Cost Code field)
- Step 2: Enter the Cost Description (points to the Description field)
- Step 3: Enter Quantity (points to the Quantity field)
- Step 4: Select Unit (points to the Unit dropdown menu)
- Step 5: Enter Unit Price (points to the Unit Price field)
- Step 6: Enter City Adjustment Factor (if applicable) (points to the City Adjustment Factor field)
- Step 7: Click Add Item (points to the ADD ITEM button)

The background shows a table with columns for cost items, including a "TOTAL: \$0.00" row and a "GROSS COST \$0.00" row. A "COST SHARE 75.00%" label is also visible at the bottom right.

# Edit/Remove Cost Line Item

Portal Leghorn, Fogho.

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

**Step 1: Click Options**

| 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

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

Work Com... nent Items \$0.00 + ADD COST

Work Com... nent Items \$0.00 + ADD COST

GROSS COST \$193,104.00  
COST SHARE 75.00%

[Back to top of cost](#)

# Complete Scope And Cost

**Portal** Leghorn, Fogho.

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

## 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

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

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

10 Showing 1 to 2 of 2 entries

Previous 1 Next



# Manage Scope & Cost

Portal

Leghorn, Fogho.

## 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 to FEMA for validation, click the "Go Back" button.

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  |

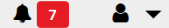
TOTAL: \$193,104.00

10 Showing 1 to 2 of 2 entries

Previous 1 Next

# Submit Scope and Cost to FEMA

## Portal



### Project

4332DR-TX (4332DR)  
/ Glenville - PDMG0009 - 4332DR (4332DR - 9) / [17536] Roberts Park Ballfield

🕒 REQUEST FEMA COMPLETION

➔ SUBMIT FOR VALIDATION

📄 DOWNLOAD PROJECT REPORT

📧 SUBSCRIBE

#### ⚠️ This project is pending **Scope & Cost Completion**

The Scope & Cost can be completed in the Scope & Cost Summary section below. If you need help, you can request FEMA completes the development of the Scope & Cost for validation using the button above. If the Scope & Cost is intended to be developed by FEMA, the PDMG will need to be contacted and they can rework the project.

Click **Submit For Validation**

🔗 [View Scope & Cost](#)

### General Information v0

**PROJECT #** 17536

**APPLICANT** [Glenville - PDMG0009 - 4332DR \(4332DR - 9\)](#)

**CATEGORY** G - Parks, Recreational Facilities, and Other Items

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

**TITLE** Roberts Park Ballfield

**RECIPIENT REGION** Region 7

**TYPE** Standard

**STATUS** Active

# Confirm Submit For Validation

**Portal**

**Project**  
4332DR-TX (4332DR)  
/ Glenville - PDMG0009

**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.

**YES** **NO**

**Click Yes**

**General Information** v0

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

# Subscribing To Projects



# My Projects

**Step 1: Click My Organization**

**Step 2: Click Projects**

**Step 3: Click Magnifying glass to select a project**

**Grants Portal**

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

Organization Profile  
Organization Personnel  
Applicant Event Profiles  
**Projects**  
Damages  
Work Orders

My Tasks  
Calendar  
Utilities  
Resources  
Intelligence

Filters > **Filters Applied** | Projects Active for PA | SHOW/HIDE COLUMNS

|       | Title                       | Type                     | Process Step | # Damages              | # EEI Documents Required | Total 406 HMP Cost | CRC Net Cost |
|-------|-----------------------------|--------------------------|--------------|------------------------|--------------------------|--------------------|--------------|
| 12371 | E - Buildings and Equipment | Water Treatment Facility | Standard     | Pending EEI Completion | 1                        | 3 / 17             |              |
| 5055  | E - Buildings and Equipment | Maintenance Bldg         | Standard     | Pending EEI Completion | 1                        | 3 / 3              |              |
| 19116 | C - Roads                   | County Road              | Standard     | Pending EEI Completion | 1                        | 2 / 2              |              |
| 12907 |                             |                          |              | Pending EEI Completion | 1                        | 2 / 8              |              |
| 19679 | E - Buildings               | City Hall                | Standard     | Pending EEI            | 1                        | 2 / 3              |              |

# Subscribe to a Project


Portal





## Project

4332DR-TX (4332DR) / Glenville - PDMG0009 - 4332DR (4332DR - 9) / [5055] Maintenance Bldg

 DOWNLOAD PROJECT REPORT

 SUBSCRIBE

 This project is pending **EI Completion**.

 [View Project EI](#)

Click **Subscribe**

### General Information v0


|                     |   |                         |  |
|---------------------|---|-------------------------|--|
| <b>PROJECT #</b>    | 5055  | <b>APPLICANT</b>        | <a href="#">Glenville - PDMG0009 - 4332DR (4332DR - 9)</a> |
| <b>CATEGORY</b>     | E - Buildings and Equipment   | <b>EVENT</b>            | 4332DR-TX (4332DR)   |
| <b>TITLE</b>        | Maintenance Bldg  | <b>RECIPIENT REGION</b> | Region 7   |
| <b>TYPE</b>         | Standard  |                         |  |
| <b>STATUS</b>       | Active  |                         |  |
| <b>PROCESS STEP</b> | Pending EI Completion<br><small>As of November 24th, 2017 4:31 PM CST</small> |                         |  |
| <b>% COST SHARE</b> | 75.00%  |                         |  |


# Subscription Notification Setting

Step 1: Click to select Notification action

## Add Subscription

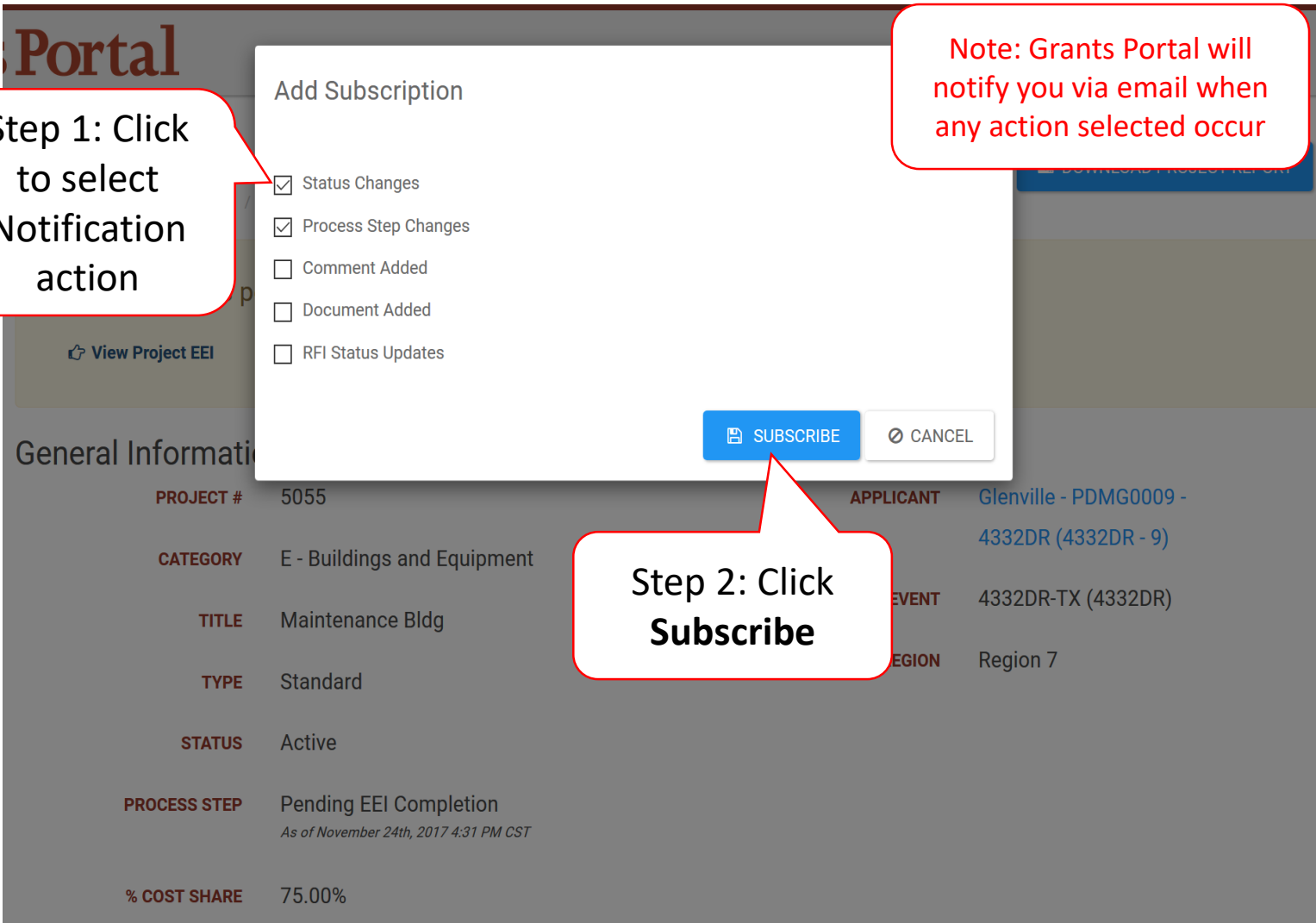
- Status Changes
- Process Step Changes
- Comment Added
- Document Added
- RFI Status Updates

 SUBSCRIBE

 CANCEL

Note: Grants Portal will notify you via email when any action selected occur

Step 2: Click **Subscribe**



The screenshot shows a web portal interface. At the top left, the word 'Portal' is visible. Below it, there is a 'View Project EEI' button. The main content area is titled 'General Information' and contains a table of project details. A white dialog box titled 'Add Subscription' is centered over the page, containing a list of notification options with checkboxes. A blue 'SUBSCRIBE' button and a grey 'CANCEL' button are at the bottom of the dialog. A red callout box points to the 'SUBSCRIBE' button. Another red callout box is in the top right corner, and a third is at the bottom center.


|              |  |           |  |
|--------------|--|-----------|--|
| PROJECT #    | 5055   | APPLICANT | Glenville - PDMG0009 - 4332DR (4332DR - 9) |
| CATEGORY     | E - Buildings and Equipment  | EVENT     | 4332DR-TX (4332DR)                         |
| TITLE        | Maintenance Bldg   | REGION    | Region 7                                   |
| TYPE         | Standard   |           |  |
| STATUS       | Active   |           |  |
| PROCESS STEP | Pending EEI Completion<br><i>As of November 24th, 2017 4:31 PM CST</i> |           |  |
| % COST SHARE | 75.00%   |           |  |


# Modify Subscription

### Project

4332DR-TX (4332DR) / Glenville - PDMG0009 - 4332DR (4332DR - 9) / [5055] Maintenance Bldg

 DOWNLOAD PROJECT REPORT

 MODIFY SUBSCRIPTION

 This project is pending **EI Completion**.

 [View Project EI](#)

Click **Modify Subscription**

### General Information v0

**PROJECT #** 5055

**APPLICANT** [Glenville - PDMG0009 - 4332DR \(4332DR - 9\)](#)

**CATEGORY** E - Buildings and Equipment

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

**TITLE** Maintenance Bldg

**RECIPIENT REGION** Region 7

**TYPE** Standard

**STATUS** Active

**PROCESS STEP** Pending EI Completion  
*As of November 24th, 2017 4:31 PM CST*

**% COST SHARE** 75.00%



# Modify or Unsubscribe

**Modify Subscription**

- Status Changes
- Process Step Changes
- Comment Added
- Document Added
- RFI Status Updates

**Step 1: Click to check/uncheck Subscription setting**

**Step 2: Click Unsubscribe**

**Step 2: Click Modify**

**UNSUBSCRIBE** **MODIFY** **CANCEL**

**Portal**

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

**MODIFY SUBSCRIPTION**

**General Information**

|              |  |           |  |
|--------------|--|-----------|--|
| PROJECT #    | 5055   | APPLICANT | Glenville - PDMG0009 - 4332DR (4332DR - 9) |
| CATEGORY     |  |           |  |
| TITLE        |  |           | DR-TX (4332DR)                             |
| TYPE         | Standard   |           | Region 7                                   |
| STATUS       | Active   |           |  |
| PROCESS STEP | Pending EEI Completion<br><i>As of November 24th, 2017 4:31 PM CST</i> |           |  |
| % COST SHARE | 75.00%   |           |  |

# Unsubscribe Pop-up

The screenshot shows a web portal interface. At the top left, the word "Portal" is displayed in a large, dark font. Below it, a "Project" section is visible with a briefcase icon and the text "4332DR-TX (4332DR)". A warning icon and text state "This project is p...". A "View Project EEI" link is present. In the top right corner, there is a notification bell icon with a red badge containing the number "7" and a user profile icon. The main content area is a "General Information" section with a "v0" version indicator. It contains a table of project details:

|              |  |                  |  |
|--------------|--|------------------|--|
| PROJECT #    | 5055   | APPLICANT        | Glenville - PDMG0009 - 4332DR (4332DR - 9) |
| CATEGORY     | E - Buildings and Equipment  | EVENT            | 4332DR-TX (4332DR)                         |
| TITLE        | Maintenance Bldg   | RECIPIENT REGION | Region 7                                   |
| TYPE         | Standard   |                  |  |
| STATUS       | Active   |                  |  |
| PROCESS STEP | Pending EEI Completion<br><small>As of November 24th, 2017 4:31 PM CST</small> |                  |  |
| % COST SHARE | 75.00%   |                  |  |

Overlaid on this page is a white "Unsubscribe" dialog box with a close button (X) in the top right. The dialog text asks: "Are you sure you want to unsubscribe *Leghorn, Foghorn* from all subscription events on [5055] Maintenance Bldg?". At the bottom of the dialog are two buttons: a red "UNSUBSCRIBE" button with a small 'x' icon and a white "CANCEL" button with a circular icon. A red callout box with a white background and a red border points to the "UNSUBSCRIBE" button, containing the text "Click Unsubscribe".

# Applicant Approval of Amendment



# Applicant Amendment Request

**Step 1: Expand My Tasks**

**Step 2: Click Workflow Items**

**Step 3: Click Magnifying Glass on Project Amendment Request**

Grants Portal

Dashboard

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

My Tasks

Filters >

My Pending Workflows

SHOW/HIDE COLUMNS

| Workflow # | Class        | Type           | Description  | Step        | Status  | Age (Days) | Step (Days) | Last Action                                     |
|------------|--------------|----------------|--|-------------|---------|------------|-------------|---|
| 28550      | Applicant    | Project        | Request amendment for [7446] Sheriff's                                     | Pending     | Pending | 32         | 32          | Workflow item submitted for approval            |
|            | Project      | Amendment      | Lab  | Applicant   |         |            |             |   |
|            | Process Flow | Request (FEMA) |  | Approval    |         |            |             |   |
|            |              |                | ll (19679)   | Pending EEI | Pending | 62         | 62          | Step 1: Pending Formulation Completion approved |
|            |              |                | Completion   |             |         |            |             |   |
|            |              |                | e #146127,   | PDMG Review | Pending | 105        | 105         | Workflow item submitted for approval            |
|            | Damage       | Submission     | Sub station Security Fence, for Glenville - PDMG0009 - 4332DR (4332DR - 9) | Approval    |         |            |             |   |

# View Amendment Request

Portal

7 Leghorn, Foghor...

✓ Workflow #28550

+ APPROVE

✗ REJECT

## Workflow Information

**CLASS** Applicant Project Process Flow

**TYPE** Project Amendment Request (FEMA)

**DESCRIPTION** Request amendment for [7446] Sheriff's Lab

**STATUS** Pending

**CREATED ON** 7/13/2018 1:00 pm

**CREATED BY** Lanneau, Peter

## Type-Specific Information

**PROJECT #** [\[7446\] Sheriff's Lab](#)

**CATEGORY** E - Buildings and Equipment

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

**RECIPIENT REGION** Region 7

**APPLICANT** [Glenville - PDMG0009 - 4332DR \(4332DR - 9\)](#)

**AMENDMENT TYPE** Latent Damages

**REQUESTED BY** Lanneau, Peter

**REQUESTED ON** 7/13/2018 1:00 PM CDT

[View amendment request](#)

☰ Steps >

👤 Reviewers >

💬 Comments >

🔄 REFRESH

➕ ADD COMMENT

Click **View Amendment Request**,  
to review reason for amendment

# Review Amendment Request

## Project Amendment Request

4332DR-TX (4332DR) / Glenville - PDMG0009 - 4332DR (4332DR - 9) / [7446] Sheriff's Lab / Amendment Request

GO BACK


### General Information

|                   |                           |              |                         |
|-------------------|---------------------------|--------------|-------------------------|
| Event             | 4332DR-TX (4332DR)        | Requested By | BLACK, STARLENE M.      |
| FIPS No.          | 00-99837-00               | Requested On | 10/21/2017 12:56 pm CDT |
| Applicant         | Holly Test (00-99837-00)  |              |                         |
| Project           | [6570] Police Barricading |              |                         |
| EMMIE P/W #       | 7364                      |              |                         |
| Type of Amendment | Cost Alignment            |              |                         |

### Amendment

|   |  |
|---|--|
| <input checked="" type="checkbox"/> Cost Change | Description and/or reason<br>Reconcile Expedited Project<br><b>Note:</b> For a Cost Underrun, please specify a negative amount (e.g. -123.45). |
|---|--|

### Documents

| Filename  | Description       | Size    | Category                               |
|---|-------------------|---------|--|
|  timesheets.docx | Police Timesheets | 11.2 KB | Force Account Labor Payroll/Timesheets |

# Approve Amendment Request

## ✓ Workflow #28550

+ APPROVE ✗ REJECT

Click **Approve**

### Workflow Information

**CLASS** Applicant Project Process Flow  
**TYPE** Project Amendment Request (FEMA)  
**DESCRIPTION** Request amendment for [7446] Sheriff's Lab  
**STATUS** Pending  
**CREATED ON** 7/13/2018 1:00 pm  
**CREATED BY** Lanneau, Peter

### Type-Specific Information

**PROJECT #** [7446] Sh  
**CATEGORY** E - Buildings and Equipment  
**EVENT** 4332DR-TX (4332DR)  
**RECIPIENT REGION** Region 7  
**APPLICANT** Glenville - PDMG0009 - 4332DR (4332DR - 9)  
**AMENDMENT TYPE** Latent Damages  
**REQUESTED BY** Lanneau, Peter  
**REQUESTED ON** 7/13/2018 1:00 PM CDT

[View amendment request](#)

Steps >

Reviewers >

REFRESH

Comments >

ADD COMMENT

# Amendment Request Approval Pop-up

**Portal**

Workflow #28550

Workflow Information

|             |                |
|-------------|----------------|
| CLASS       | Applica        |
| TYPE        | Project        |
| DESCRIPTION | Reques         |
| STATUS      | Pending        |
| CREATED ON  | 7/13/20        |
| CREATED BY  | Lanneau, Peter |

Information

|              |  |
|--------------|--|
| SUBJECT #    | [7446] Sheriff's Lab                       |
| CATEGORY     | E - Buildings and Equipment                |
| EVENT        | 4332DR-TX (4332DR)                         |
| REGION       | Region 7                                   |
| APPLICANT    | Glenville - PDMG0009 - 4332DR (4332DR - 9) |
|              | Latent Damages                             |
|              | Lanneau, Peter                             |
| REQUESTED ON | 7/13/2018 1:00 PM CDT                      |

[View amendment request](#)

Steps >

Reviewers >

Comments >

**Approve** [X]

Are you sure you want to **Approve** this workflow?

Reason

**Click Yes**



# Pending Recipient Approval

## Portal



**STATUS** Pending

**CREATED ON** 7/13/2018 1:00 pm

**CREATED BY** Lanneau, Peter

**APPLICANT** [Glenville - PDMG0009 - 4332DR \(4332DR - 9\)](#)

**AMENDMENT TYPE** Latent Damages

**REQUESTED BY** Lanneau, Peter

**REQUESTED ON** 7/13/2018 1:00 PM CDT

[View amendment request](#)

Expand Steps

☰ Steps ▾

| Step                         | Approved On | Approved By | Comment |
|------------------------------|-------------|-------------|---------|
| ▶ Pending Applicant Approval |             |             |         |
| Pending Recipient Approval   |             |             |         |

👤 Reviewers >

🔄 REFRESH

☰ ADD COMMENT

# Request For Information (RFI)



# My Tasks

Portal



Step 1: Click **Bell**

## 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

Q 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

22 total entries)

Previous 1 Next

# Request For Information

Portal

7 Leghorn, Foghor...

## Request for Information RFI-PRJ-152

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 9 days of receipt of this letter, to ensure continued processing of this subgrant.

Note: The 14 day deadline to respond to the RFI

### General Information

|          |                            |                  |  |
|----------|----------------------------|------------------|--|
| RFI #    | RFI-PRJ-152                | EVENT            | 4332DR-TX (4332DR)                         |
| DEADLINE | 05/05/2018                 | RECIPIENT REGION | Region 7                                   |
| STATUS   | Pending Applicant Response | APPLICANT        | Glenville - PDMG0009 - 4332DR (4332DR - 9) |
|          |                            | PROJECT          | [18088] DAC                                |

Step 1: Expand **Additional Information** bar

Additional Information ▾

Provide FA Labor documents.

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

Contacts >

# Line Items RFI

## Portal

🔔 7 👤 Leghorn, Foghor..

Provide FA Labor documents.

Step 1: Expand  
Line Items bar

👤 Contacts >

☰ Line Items ▾

📄 UPLOAD LINE DOCUMENT

💬 RECORD LINE RESPONSE

👁️ SHOW/HIDE COLUMNS

| Line Item # | Type          | Reason                            | # Documents | Response | Responses | # Responses |
|-------------|---------------|-----------------------------------|-------------|----------|-----------|-------------|
| 1           | Force Account | Please Provide FA Labor Documents | 1           |          |           | 0           |

Step 2: Click Upload Line Document

10 Showing 1 to 1 of 1 entries

Previous 1 Next

📄 Documents >

📄 UPLOAD LINE DOCUMENT

💬 Discussion >

📄 Comments >

+ ADD COMMENT

# Select RFI Line Item

Additional Information ▾

Provide FA Labor documents.

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 | Force   | Please Provide     | 1 |  |  |  |  |  | 0 |
|   | Account | FA Labor Documents |   |  |  |  |  |  |   |

- OPTIONS ▾
- Upload RFI Line Document
- Record RFI Line Response
- View RFI Line Documents
- View RFI Line Responses
- Start Discussion

Previous 1 Next

Documents >

UPLOAD LINE DOCUMENT

Discussion ▾

Step 1: Expand Line Items bar

Step 2: Click Options


Step 3: Click Upload RFI Line Document

# Line Item RFI Document Upload-Pop up

Portal

Upload RFI Line Item Documents

Line Item #1 - Force Account



 Drag and drop a file here, or click here to select a file.

Drag and drop a file, or click to box to select a file

Documents Pending Upload


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

**Note:** You may not upload the document to the RFI that matches an existing document with the same line item.

 UPLOAD PENDING DOCUMENTS  CANCEL

Documents >

Previous 1 Next

 UPLOAD LINE DOCUMENT

# Line Item RFI Document Description & Type

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

This document has been uploaded to other locations within the system. As a result, document categories have been pre-populated based on the existing document categories assigned for the other locations.

**Note:** Any changes to the document category selection here will automatically be reflected for other locations this document has been uploaded to within the Grants Manager / Grants Portal.

Filename  
Glenville PDMG0009 Force Account Pay Policy.docx

Description  
Employee pay and benefit policy

Category Filter (Optional)  
All

Category \*  
x Force Account Labor Pay Policy

SAVE CANCEL

Step 1: Add Document Description

Step 2: Click Save



# Line Item RFI Document Pending Upload

Portal

7 Leghorn, Foghorn

Upload RFI Line Item Documents

Line Item #1 - Force Account

Drag and drop a file here, or click here to select a file.

Documents Pending Upload

|   | Filename   | Description                     | Size     | Category                       |
|---|--|---------------------------------|----------|--------------------------------|
| <a href="#">EDIT</a> <a href="#">REMOVE</a> | Glenville PDMG0009 Force Account Pay Policy.docx | Employee pay and benefit policy | 102.2 KB | Force Account Labor Pay Policy |

Previous 1

[UPLOAD PENDING DOCUMENTS](#) [CANCEL](#)

[EDIT](#) [REMOVE](#)

Can upload additional documents

Click Upload Pending Documents

Edit or Remove uploaded document, if necessary

Additional Info

Provide FA Labor do

Contacts >

Line Items >

OPTIONS

LOAD LINE DOCUMENT

RECORD LINE RESPONSE

SHOW/HIDE COLUMNS

CRC Verification Date

# Responses

0

Discussion >

# Confirm Line Document Upload

**Portal** 🔔 7 👤 Leghorn, Foghor...

Line Items ▾ 📄 UPLOAD LINE DOCUMENT 🗨️ RECORD LINE RESPONSE

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

👁️ SHOW/HIDE COLUMNS

| Line Item # | Type          | Reason                  | # Documents | Response | Response By | Responded On | PDMG Verification Date | CRC Verification Date | # Responses |
|-------------|---------------|-------------------------|-------------|----------|-------------|--------------|------------------------|-----------------------|-------------|
| 1           | Force Account | Please Provide FA Labor | 1           |          |             |              |                        |                       | 0           |

10 ▾ Show Previous 1 Next

Documents ▾ 📄 UPLOAD LINE DOCUMENT

Filters

LINE ITEM TYPE

🔍 Search... 👁️ SHOW/HIDE COLUMNS

| Line Item # | Line Item Type | Filename   | Description                     | Size     | Category                       | Uploaded Date | Uploaded By      |
|-------------|----------------|--|---------------------------------|----------|--------------------------------|---------------|------------------|
| 1           | Force Account  | Glenville PDMG0009 Force Account Pay Policy.docx | Employee pay and benefit policy | 102.2 KB | Force Account Labor Pay Policy |               | Leghorn, Foghorn |

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

**Step 2: Confirm Uploaded Document**

# Submit RFI Response

Portal

  Leghorn, Foghor...

## Request for Information RFI-PRJ-152

 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, clarification is requested. The detailed request is described below.

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

**Click Submit RFI Response**

### General Information

|                 |                            |                         |  |
|-----------------|----------------------------|-------------------------|--|
| <b>RFI #</b>    | RFI-PRJ-152                | <b>EVENT</b>            | 4332DR-TX (4332DR)   |
| <b>DEADLINE</b> | 05/05/2018                 | <b>RECIPIENT REGION</b> | Region 7   |
| <b>STATUS</b>   | Pending Applicant Response | <b>APPLICANT</b>        | <a href="#">Glenville - PDMG0009 - 4332DR (4332DR - 9)</a> |
|                 |                            | <b>PROJECT</b>          | <a href="#">[18088] DAC</a>                                |

#### Additional Information

Provide FA Labor documents.

#### Contacts

# Submit RFI Response

Portal

Request for Information

The Federal Emergency Management Agency has reviewed the information you have provided, some additional information or clarification is requested. The detailed request is attached to this request. Please **respond to this request** as soon as possible.

General Information

|          |                            |
|----------|----------------------------|
| RFI #    | 4332DR-TX (4332DR)         |
| DEADLINE | 03/05/2018                 |
| STATUS   | Pending Applicant Response |

Region 7

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

PROJECT [18088] DAC

Additional Information

Provide FA Labor documents.

Contacts

Submit RFI Response

Are you sure you want to **Submit RFI Response**?

Reason

YES NO

Click **Yes**

COMMENT SUBMIT RFI RESPONSE

Leghorn, Foghorn

# Respond to a Request For Information (RFI)

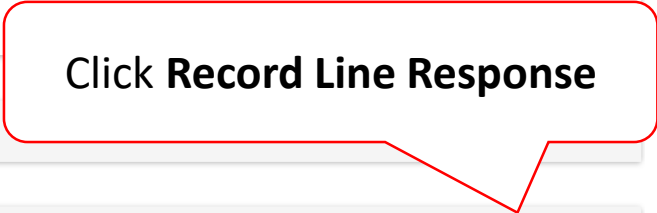
Documents  
Not Available



# Record Line Response

☰ Additional Information ▾

Provide FA Labor documents.



👤 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           | Force Account | Please Provide FA Labor Documents | 1           |          |             |              |                        |                       | 0           |

10 Showing 1 to 1 of 1 entries

Previous 1 Next

📄 Documents >

📄 UPLOAD LINE DOCUMENT

💬 Discussion >

# Add Line Response

The screenshot displays a web portal interface with a modal window titled "Record Line Response". The modal contains a dropdown menu for "Line Item" with the selected option "#1 - Force Account", and a large text area for "Response". Below the text area is a "Responses" section with a message: "This line item has no responses." At the bottom of the modal are two buttons: a green "SAVE" button and a white "GO BACK" button. Three red callout boxes provide instructions: "Step 1: Select Line Item" points to the dropdown menu, "Step 2: Type Response" points to the text area, and "Step 3: Click Save" points to the "SAVE" button. The background shows a sidebar with navigation options like "Additional Info", "Contacts", "Line Items", and "Documents", and a main content area with a table header including "CRC Verification Date" and "# Responses".

Portal

Record Line Response

Line Item #1 - Force Account

Response

Responses

This line item has no responses.

SAVE GO BACK

Step 1: Select Line Item

Step 2: Type Response

Step 3: Click **Save**

Additional Info

Provide FA Labor do

Contacts >

Line Items >

Options

Documents

Showing 1 to 1 of 1 entries

Documents >

Discussion >

LOAD LINE DOCUMENT RECORD LINE RESPONSE

SHOW/HIDE COLUMNS

CRC Verification Date # Responses

0

Previous 1 Next

UPLOAD LINE DOCUMENT

Leghorn, Fogho

# Confirm Line Response

## Portal

🔔 1 👤 Leghorn, Fogho...

### ☰ 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 |
|-------------------|-------------|---------------------------------|-------------|---|------------------|-------------------------|------------------------|-----------------------|-------------|
| <span>⚙️</span> 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

Confirm Line Response in the response column



# Edit Line Response

☰ Additional Information ▾

Need procurement procedures/bid documents for contract.

👤 Contacts >

☰ Line Items ▾

📄 UPLOAD LINE DOCUMENT    💬 RECORD LINE RESPONSE

👁️ SHOW/HIDE COLUMNS

**Step 1: Click Options**

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

|                            | Reason      | # Documents | Response        | Response By | Responded On | PDMG Verification Date | CRC Verification Date | # Responses |
|----------------------------|-------------|-------------|-----------------|-------------|--------------|------------------------|-----------------------|-------------|
| <b>OPTIONS ▾</b> 1         | Procurement | Missi       |                 |             | 17 05:09     |                        |                       | 1           |
| 📄 Upload RFI Line Document | proc        | docu        |                 |             |              |                        |                       |             |
| 💬 Edit RFI Line Response   |             |             |                 |             |              |                        |                       |             |
| ✖ Remove RFI Line Response |             |             | destruction of  |             |              |                        |                       |             |
| 📄 View RFI Line Documents  |             |             | our record      |             |              |                        |                       |             |
| 💬 View RFI Line Responses  |             |             | archives by the |             |              |                        |                       |             |
| 💬 Start Discussion         |             |             | event.          |             |              |                        |                       |             |

Showing 1 to 1 of 1 entries

Previous 1 Next

# Edit Line Response – Pop Up

Portal

Additional Info

Need procurement p

Contacts >

Line Items v

OPTIONS v

1

10 Showing 1 to 1 of 1 entries

Previous 1 Next

10 Showing 1 to 1 of 1 entries

Previous 1 Next

Leghorn, Foghorn

1

LOAD LINE DOCUMENT

RECORD LINE RESPONSE

SHOW/HIDE COLUMNS

CRC Verification Date # Responses

1

Previous 1 Next

**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 |

Showing 1 to 1 of 1 entries

Previous 1 Next

**Step 2: Click Save**

SAVE GO BACK

# Remove Line Response

☰ Additional Information ▾

Need procurement procedures/bid documents for contract.

👤 Contacts >

☰ Line Items ▾

📄 UPLOAD LINE DOCUMENT

💬 RECORD LINE RESPONSE

👁️ SHOW/HIDE COLUMNS

**Step 1: Click Options**

| 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 | Leghorn, Foghorn | 11/09/2017 05:09 PM CST |                        |                       | 1           |

⚙️ OPTIONS ▾

- 📄 Upload RFI Line Document
- 💬 Edit RFI Line Response
- ✖️ Remove RFI Line Response
- 📄 View RFI Line Documents
- 💬 View RFI Line Responses
- 🗨️ Start Discussion

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

10 ▾ Showing 1 to 1 of 1 entries

Previous 1 Next

# Remove Line Response – Pop Up

Portal

Additional Information ▾

Need procurement procedures/bid documents

Contacts >

Line Items ▾

UPLOAD LINE DOCUMENT RECORD LINE RESPONSE

SHOW/HIDE COLUMNS

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

| Line Item # | Type        | Reason                          | # Documents | 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. | 09/2017 05:09 CST |                        |                       | 1           |

Showing 1 to 1 of 1 entries

Previous 1 Next

Click Remove

# Submit Line Response

Portal

🔔 1 👤 Leghorn, Fogho...

☰ Additional Information ▾

Need procurement procedures/bid documents for contract.

Scroll to the top of  
the page

👤 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 |
|-------------|------|--------|-------------|----------|-------------|--------------|------------------------|-----------------------|-------------|
|-------------|------|--------|-------------|----------|-------------|--------------|------------------------|-----------------------|-------------|

|                |             |                                 |   |   |                  |                         |  |  |   |
|----------------|-------------|---------------------------------|---|---|------------------|-------------------------|--|--|---|
| ⚙️ OPTIONS ▾ 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

# Submit RFI Response

## **i** Request for Information RFI-PRJ-152

[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, clarification is requested. The detailed request is described below.

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

**Click Submit RFI Response**

### General Information

|                 |                            |                         |  |
|-----------------|----------------------------|-------------------------|--|
| <b>RFI #</b>    | RFI-PRJ-152                | <b>EVENT</b>            | 4332DR-TX (4332DR)                         |
| <b>DEADLINE</b> | 05/05/2018                 | <b>RECIPIENT REGION</b> | Region 7                                   |
| <b>STATUS</b>   | Pending Applicant Response | <b>APPLICANT</b>        | Glenville - PDMG0009 - 4332DR (4332DR - 9) |
|                 |                            | <b>PROJECT</b>          | [18088] DAC                                |

☰ Additional Information ▾

Provide FA Labor documents.

👤 Contacts >

# Submit RFI Response

Portal

Request for Information

Are you sure you want to **Submit RFI Response**?

Reason

**YES** **NO**

**Click Yes**

COMMITTEE COMMENT

SUBMIT RFI RESPONSE

The Federal Emergency Management Agency (FEMA) has reviewed the information you have provided, some additional information or clarification is requested. The detailed request is attached to this request. Please **respond to this request** as soon as possible.

General Information

|          |  |
|----------|--|
| RFI #    | 4332DR-TX (4332DR)                         |
| DEADLINE | 05/05/2016                                 |
| STATUS   | Pending Applicant Response                 |
| PROJECT  | Glenville - PDMG0009 - 4332DR (4332DR - 9) |
| REGION   | Region 7                                   |
| PROJECT  | [18088] DAC                                |

Additional Information

Provide FA Labor documents.

Contacts

Leghorn, Foghorn

# Sign Recovery Transition Meeting (RTM)





# Locate Pending RTM Approval

**Grants Portal** Oz, Memmet

Dashboard My Applicant Event Profiles REQUEST PUBLIC ASSISTANCE

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

Organization Profile Organization Personnel Applicant Event Profiles Projects Damages Work Orders My Tasks Calendar Utilities Resources Intelligence

Filters > All Active Event PA Requests

Search... SHOW/HIDE COLUMNS

| 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

# Applicant Event Profile

## Event PA Requests Profile Georgia Department of Public Health - 4284DR-GA

REPORTS ▾



**⚠** 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

Late Submission

**FEMA PA CODE** 000-US4NX-00

**NAME** Georgia Department of Pu

**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

### Information

**JOB #** 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

# Recovery Transition Meeting (RTM)

**Portal** Oz, Memmet ▾

Recovery Transition Meeting ▾ SIGN RTM

Conducted on 11/3/2017 at 2:00 pm CDT

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

### Conducted RTM Information

|                             |                       |                  |                             |
|-----------------------------|-----------------------|------------------|-----------------------------|
| <b>RTM DATE</b>             | 11/9/2017 2:50 PM CDT | <b>ADDRESS</b>   | 2 Peachtree Street 15 Floor |
| <b>RTM ADDTL. INFO</b>      | --                    | <b>ADDRESS 2</b> | --                          |
| <b>LOCATION ADDTL. INFO</b> | Conference Call       | <b>CITY</b>      | Atlanta                     |
|                             |                       | <b>STATE</b>     | --                          |
|                             |                       | <b>ZIP</b>       | 30303                       |

**Attendees** ▾

Site Inspection Work Orders >

Projects >

Click each tab to review information

# Sign RTM

## Portal

Oz, Memmet ▾

Recovery Transition Meeting ▾

Conducted on 11/3/2017 at 2:00 pm CDT


 SIGN RTM


Click **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 damages and for all sites 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 for this disaster 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.

Click on  
Click To Sign

SIGNATURE

Signature here

CLICK TO SIGN

DATE

11/09/2017

# RTM Signature – Pop Up Box

The image shows a web portal interface with a pop-up window titled "Sign Recovery Transition Meeting". The pop-up contains the following fields and options:

- Print Name \***: A text input field.
- Signature Style \***: A dropdown menu with "Allura" selected. Below it is a preview of the signature style: *Example: allura*.
- Enter Password \***: A text input field.
- Buttons**: A green "SIGN" button with a right-pointing arrow and a grey "CANCEL" button.

Four red callout boxes with white text and red borders point to these elements:

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

The background of the portal is dimmed and shows a "Sign Rec" section with a pencil icon, a "Please review" section, and a "Certification" section with a paragraph of text. At the bottom, there is a "SIGNATURE" field with the text "Signature here", a "CLICK TO SIGN" button, and a "DATE" field with the value "11/09/2017".

# Submit Signed RTM

## Sign Recovery Transition Meeting

SUBMIT CANCEL

Please review and sign

Click **Submit**

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

Portal



Leghorn, Foghor...

 My Organization Profile Glenville - PDMG0009 - 4332DR

## General Information

STATE/TRIBE/TERRITORY [Texas](#)

LEVEL 2 Glenville - PDMG0009 - 4332DR

TYPE City or Township Government

RECIPIENT REGION Region 7

DOWNLOAD

 Sign Out

 My Profile


 Feedback


 Help


 About


 Release Notes


Click on Name and  
Select **Sign Out**


 Personnel >


 MANAGE


 Locations >

 MANAGE


 Counties with Facility >

 MANAGE

 Insurance Profile >

 UPLOAD INSURANCE DOCUMENT

 HELP

 Event PA Requests >

# Locate Help Information

Portal



Leghorn, Foghor...

## My Organization Profile Glenville - PDMG0009 - 4332DR

DOWNLOAD

Sign Out

My Profile

Feedback

Help

About

Release Notes

### General Information


STATE/TRIBE/TERRITORY [Texas](#)

LEVEL 2 [Glenville - PDMG0009 - 4332DR](#)


TYPE [City or Township Government](#)

RECIPIENT REGION [Region 7](#)


Click on Name and  
Select **Help**

 Personnel >


MANAGE

 Locations >

MANAGE


 Counties with Facility >

MANAGE

 Insurance Profile >

UPLOAD INSURANCE DOCUMENT

HELP

 Event PA Requests >

# Locate Help Information

The screenshot shows the Grants Portal interface. At the top left, the word "Portal" is displayed in a large, dark font. Below it, there is a "My Organization" section with a building icon. On the right side, there is a user profile for "Leghorn, Fogh" with a notification bell icon showing 7 alerts. Below the user profile, there are buttons for "DOWNLOAD", "EDIT", and a star icon. A modal window titled "Help with Grants Portal" is open in the center. It contains the following text: "Call Support" with a phone icon and the number "(866) 337-8448"; "Email Support" with an envelope icon and the address "FEMA-PA-Grants@fema.dhs.gov". At the bottom of the modal, there is a blue button labeled "REQUEST ASSISTANCE FOR CURRENT PAGE" and a "CLOSE" button. A red callout bubble points to the "REQUEST ASSISTANCE FOR CURRENT PAGE" button with the text "Click Request Assistance for Current Page". Another red callout bubble points to the "Call Support" section with the text "Live Phone Support". The background of the portal shows a list of items with columns for "LEVEL 2", "TYPE", and "RECIPIENT REGION". Below the list, there are sections for "Personnel", "Locations", "Counties with Facility", "Insurance Profile", and "Event PA Requests", each with a "MANAGE" button. The "Insurance Profile" section also has an "UPLOAD INSURANCE DOCUMENT" button and a "HELP" button.

Portal

My Organization

Leghorn, Fogh

DOWNLOAD EDIT

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

IS ACTIVE? Yes

PA CODE 4332DR - 9

NUMBER TX-TRN-0009

PERSONNEL > MANAGE

LOCATIONS > MANAGE

COUNTIES WITH FACILITY > MANAGE

INSURANCE PROFILE > UPLOAD INSURANCE DOCUMENT ? HELP

EVENT PA REQUESTS >

# Grants Portal Hotline for Assistance:

**(866) 337-8448**

