Applicant User Manual
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Creating Password for a New Account
From: 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
Password: LJE1kAvc!%

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

-FEMA PA Support Team

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

Ensure that Firefox is the chosen Web Browser
Welcome to the Grants Portal!

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

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

Click Next
Create New Password

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

1. **Step 1:** Type New Password

2. **Step 2:** Click **Next**
Create Security Question

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

<table>
<thead>
<tr>
<th>Step 1: Select Security Question and Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>SECURITY QUESTION</td>
</tr>
<tr>
<td>What was your childhood nickname?</td>
</tr>
<tr>
<td>SECURITY ANSWER</td>
</tr>
<tr>
<td>******</td>
</tr>
<tr>
<td>RE-ENTER YOUR SECURITY ANSWER</td>
</tr>
<tr>
<td>******</td>
</tr>
</tbody>
</table>

Step 2: Click Next
Review Information

Let's review

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

Step 1: Review Information

Step 2: Click Submit
Congratulations Screen

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

Click Return to Login Screen
Re-Login to Grants Portal

Enter User Name and NEW Password
Privacy Notice Pop-Up

Click Accept or Press Enter
Attention Pop Up Box

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

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

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

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

Click Accept or Press Enter
Your 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

Step 1: Click **Organization Profile**

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

Click **Create**

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Initial</th>
<th>Roles</th>
<th>Emails</th>
<th>Phones</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bash</td>
<td>Baby</td>
<td></td>
<td>Account Manager, Primary PA Coordinator</td>
<td><a href="mailto:baby.bash@houston.gov">baby.bash@houston.gov</a>, Work</td>
<td>(713) 772-5553, Work (Desk)</td>
</tr>
<tr>
<td>Doe</td>
<td>Jane</td>
<td></td>
<td>Alternate PA Coordinator, Authorized Representative</td>
<td><a href="mailto:58720.Jane@PDMG0009.gov">58720.Jane@PDMG0009.gov</a>, Work</td>
<td>(555) 555-555, Work (Cell)</td>
</tr>
<tr>
<td>Doe</td>
<td>John</td>
<td></td>
<td>Authorized Representative, Primary PA Coordinator</td>
<td><a href="mailto:59313.John@PDMG0009.gov">59313.John@PDMG0009.gov</a>, Work</td>
<td>(555) 555-555, Work (Cell)</td>
</tr>
<tr>
<td>Leghorn</td>
<td>Foghorn</td>
<td></td>
<td>Organization Admin, Primary PA Coordinator</td>
<td><a href="mailto:foghorn.leghorn@glenville.gov">foghorn.leghorn@glenville.gov</a>, Work</td>
<td></td>
</tr>
<tr>
<td>Wayne</td>
<td>Burce</td>
<td></td>
<td>Account Manager, Alternate PA Coordinator, Personnel Manager</td>
<td><a href="mailto:mohsin.raza@houstontx.gov">mohsin.raza@houstontx.gov</a>, Work</td>
<td>(832) 393-9079, Work (Desk)</td>
</tr>
</tbody>
</table>
Complete Personnel Information

Step 1: Complete Information

Step 2: Click Save
Provide Roles to Personnel

Click Manage
## Organizational Roles

### Manage Personnel

<table>
<thead>
<tr>
<th>General Information</th>
<th>User Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NAME</strong></td>
<td>Coyote, Wile</td>
</tr>
<tr>
<td><strong>TITLE</strong></td>
<td>Vice Mayor</td>
</tr>
<tr>
<td><strong>PRIMARY ORG</strong></td>
<td>Glenville - PDMG0009 - 4332DR (4332DR - 9)</td>
</tr>
<tr>
<td><strong>PERSONNEL STATUS</strong></td>
<td>Available</td>
</tr>
<tr>
<td><strong>USERNAME</strong></td>
<td><a href="mailto:ecoyote@glenville.gov">ecoyote@glenville.gov</a></td>
</tr>
<tr>
<td><strong>ACCOUNT STATUS</strong></td>
<td>Active</td>
</tr>
<tr>
<td><strong>ACCOUNT LOCKED?</strong></td>
<td>No</td>
</tr>
<tr>
<td><strong>LAST LOGIN</strong></td>
<td>--</td>
</tr>
<tr>
<td><strong>PASSWORD LAST SET</strong></td>
<td>10/28/2017 8:33 am</td>
</tr>
</tbody>
</table>

---

**Click Manage**
Grant/Edit Roles

Step 1: Click the Box

Step 2: Click Save

Place mouse over “?” for definition of role
Organization

Facility Locations
Add Locations to Profile

**Step 1:** Click **My Organization**

**Step 2:** Click **Organization Profile**

**Step 3:** Click **Manage**
Add Locations

### Manage Locations

<table>
<thead>
<tr>
<th>Address</th>
<th>Suite/Apt</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
<th>County</th>
<th>IS Primary?</th>
</tr>
</thead>
<tbody>
<tr>
<td>123 Main St.</td>
<td></td>
<td>Houston</td>
<td></td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
</tbody>
</table>

*Showing 1 to 1 of 1 entries*

Click **ADD**
Enter Facility Location

Step 1: Enter Address

Step 2: Click Save
Save Location

### Manage Locations

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

Click **Save**
Counties With Facility

Click Manage
Add Counties

Step 1: Click ADD

Step 2: Click Save
Register Organization
Organization Information

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

REQUESTING ORGANIZATION: Georgia Emergency Management Agency

NAME: Test, City of

TYPE: City or Township Government

DUNS NUMBER

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

- **Step 1:** Enter Contact Information
  - **FIRST NAME:** John
  - **LAST NAME:** Smith
  - **TITLE:**
  - **PHONE NUMBER:** (940) 555-1234
  - **EMAIL:** test@test.ga.gov

- **Step 2:** Click Next
Enter Location Information

Step 1: Enter Primary Location Information

Step 2: Click Next
Add Applicable Counties with Facilities

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

Step 2: Click Next
Verify Information

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

**Organization Information**

**REQUESTING ORGANIZATION**
- Georgia Emergency Management Agency

**NAME**
- Test, City of

**TYPE**
- City or Township
- Government

Click **Next**
Submit Information

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

Counties with Facility

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

Click Submit
Confirmation of Submittal

Your access request has been submitted!
You will be contacted once your request has been approved.
Email Confirmation of Submittal

From: support@pagrants.fema.gov [mailto:support@pagrants.fema.gov]
Sent: Wednesday, February 01, 2017 2:36 PM
Subject: FEMA PA Notification - Workflow Initiation Receipt Org Account Request

Hello Sherry,

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

-FEMA PA Support Team

FEMA-PA-Support@FEMA.DHS.Gov
https://pagrants.fema.gov
Submit Request For Public Assistance (RPA)
Your parent organization has been assigned as the primary Grantee for one or more disasters and you may submit a Request for Public Assistance (RPA) to FEMA's Public Assistance program.

Please click here to begin the RPA submission process.

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

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

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

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

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

Click Next
General Information

Request Public Assistance

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

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

Request Public Assistance

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

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

Alternate Contact
- Name: Choose Contact...
- Title: 
- Email: 
- Phone: 

Step 1: Select Primary Contact
Step 2: Select Alternate Contact
Step 3: Click Next
Verify/Change Primary Location & Mailing Address

Step 1: Verify Primary Location or Click Change

Step 2: Verify Mailing Address or Click Change

Step 3: Click Next
Other Information/Comments

Request Public Assistance

Step 1: Enter Additional information/Comments

Step 2: Click Next
Review Request

Step 1: Review Information

Step 2: Click Submit
Congratulations Screen

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

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

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

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

Request Public Assistance

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

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

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

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

Request Public Assistance

Step 1: Select Event

Step 2: Select Yes or No

Step 3: Click Next
## Primary And Alternate Contact Information

### Request Public Assistance

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

### Primary Contact
- **Name**: Lanneau, Peter
- **Title**: Bishop
- **Email**: peterl@stpeter.org
- **Phone**: (512) 589-6532

### Alternate Contact
- **Name**: Wings, Angelic
- **Title**: Administrator
- **Email**: angelicw@stpeter.org
- **Phone**: (512) 589-6533

---

### Steps

1. **Step 1: Select Primary Contact**
2. **Step 2: Select Alternate Contact**
3. **Step 3: Click Next**
Verify/Change Primary Location & Mailing Address

Request Public Assistance

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

Primary Location
- Address: 1309 Rutherford Lane
- City: Austin
- State: Texas
- Zip: 78753
- County: Travis County

Mailing Address
- Address: 1309 Rutherford Lane
- City: Austin
- State: Texas
- Zip: 78753
- County: Travis County

Step 1: Verify Primary Location or Click Change
Step 2: Verify Mailing Address or Click Change
Step 3: Click Next
Enter PNP Information

Step 1: Enter and answer questions

Step 2: Click the blue items to attach required document

Step 3: Click Next
Attaching PNP Required Documents

Click **Upload New**
Add PNP Required Document

Click Select Document

CAUTION: Document will be uploaded to the Organization Profile.

- Filename
- Description
- Types: All
- Category: Please select a category...

ADD DOCUMENT  CANCEL
Upload PNP Required Document

Step 1: Click Select Document

Step 2: Click Open
Add Document

Step 1: Review Information

Step 2: Select Category Tag
Note: Multiple Tags can be added

Step 3: Add Document
Attach Document

Click Attach Selected
Other Information/Comments

_request Public Assistance

Step 1: Review Information

Step 2: Click Next
Review Request

☑ Request Public Assistance

Step 1: Review Information

Step 2: Click Submit
Congratulations 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
Step 1: Click to expand bar

Step 2: Click **SBA Loan Tab**

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

Click Add Document
Add SBA Document

Click Select Document
Select SBA Document

Step 1: Select Document

Step 2: Click Open
Upload SBA Loan Document

Step 1: Add document description

Step 2: Click Add Document

- Name: Pair City Museum SBA Loan Letter.docx
- Description: SBA Determination letter for DR4332TX
- Type: PNP Information
- Category: SBA Loan Documentation

**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 upload the document to the Organization Profile.

**Warning:** Personally identifiable information (PII) is removed or redacted prior to uploading the file. This includes social security numbers (SSN), birth dates, financial information, home addresses, or other similar information.
Edit Uploaded Document

Click this icon to go back to Event Profile page

Click *Edit* to change document description and name

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

Step 1: Answer ALL Questions

Step 2: Save
Confirm SBA Loan Information Questions

Step 1: Expand PNP Information bar

Step 2: Click **SBA Loan** tab

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

Step 1: Click **My Organization**

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

Step 1: Scroll down to Damage Inventory Bar

Step 2: Click Manage
Download Damage Inventory Template

Click Import then select Download Template
Step 1: Click **Open With**

Step 2: Click **OK**
Enable Editing On Template

Click Enable Editing
Complete each column then save on your computer

*DO NOT CHANGE TEMPLATE OR SKIP LINES*
Upload Damage Inventory Spreadsheet

Portal

Applicant Event Profile Manage Damage Inventory

Damage Inventory

Click **Import** and select **Upload Spreadsheet**
Select Damage Inventory Spreadsheet

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

**Step 2:** Click Open
Damage Inventory Template with Errors

Step 1: Verify Errors or Warnings

Step 2: Click Cancel Import

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

Do you wish to cancel and discard this import?

The results below will be saved for later viewing.

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

Click Cancel Import
### Import Damage Inventory Template With No Errors

#### Step 1: Check Errors & Warnings

- **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 button]

[CANCEL IMPORT button]
Commit Import Pop-Up Box

Click Commit Import
### Damage Inventory Template Upload Successful

#### Import History

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

Step 1: Click Applicant Event Profiles

Step 2: Click Magnifying glass
Manage Damage Inventory

Scroll down to the Damage Inventory Bar

Click Manage
Add A Single Damage

**Portal**

**Applicant Event Profile** Manage Damage Inventory

432DR-TX (432DR) / Glennville - PDM00009 - 432DR (4332DR - 9) / Manage Damage Inventory

![Image of a web page showing damage inventory](image)

### Damage Inventory

<table>
<thead>
<tr>
<th>Damage #</th>
<th>Category</th>
<th>Name</th>
<th>Damage Description</th>
<th>Project</th>
<th>Cause of Damage</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>27637</td>
<td>C</td>
<td>COUNTY ROAD 65</td>
<td>250LF WASHOUT</td>
<td>[6415] County Roads</td>
<td>Flood</td>
<td>1258 OLD RIVER ROAD, AGFA, Georgia 26589</td>
</tr>
<tr>
<td>27638</td>
<td>C</td>
<td>COUNTY ROAD 56</td>
<td>400LF WASHOUT</td>
<td>[6415] County Roads</td>
<td>Flood</td>
<td>1258 OLD RIVER ROAD, AGFA, Georgia 26589</td>
</tr>
<tr>
<td>27640</td>
<td>C</td>
<td>COUNTY ROAD 35</td>
<td>250LF WASHOUT</td>
<td>[19116] County Road 35</td>
<td>Flood</td>
<td>1258 OLD RIVER ROAD, AGFA, Georgia 26589</td>
</tr>
<tr>
<td>27641</td>
<td>C</td>
<td>COUNTY ROAD 95</td>
<td>200LF WASHOUT</td>
<td>Unassigned</td>
<td>Flood</td>
<td>1258 OLD RIVER ROAD, AGFA, Georgia 26589</td>
</tr>
<tr>
<td>27642</td>
<td>G</td>
<td>ROBERTS PARK</td>
<td>DAMAGES TO PLAYGROUND EQUIPMENT</td>
<td>[5054] City Parks</td>
<td>Flood</td>
<td>1954 POSSUM BACK BRANCH, AGFA, Georgia 26589</td>
</tr>
<tr>
<td>27643</td>
<td>G</td>
<td>ROBERTS PARK</td>
<td>DAMAGES TO THE MAIN OFFICE COMPLEX</td>
<td>[5054] City Parks</td>
<td>Flood</td>
<td>1954 POSSUM BACK BRANCH, AGFA, Georgia 26589</td>
</tr>
</tbody>
</table>

Click **Add Damage**
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
Add Damaged Site Information

Step 1: Complete Information

Step 2: Click Save
Edit Damage Inventory
My Event Requests

Step 1: Click Applicant Event Profiles

Step 2: Click the Magnifying Glass
## Damage Inventory Bar

### Portal Details

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>RPA Decision Date</td>
<td>8/29/2017 7:14 pm CDT</td>
</tr>
<tr>
<td>RSM Completion Date</td>
<td>9/15/2017 3:15 pm CDT</td>
</tr>
<tr>
<td>Damage Inventory Deadline</td>
<td>11/14/2017</td>
</tr>
<tr>
<td>Process Step</td>
<td>Pending Grant Completion</td>
</tr>
<tr>
<td>Incident Level</td>
<td>1</td>
</tr>
<tr>
<td>Incident Start Date</td>
<td>August 23, 2017</td>
</tr>
<tr>
<td>Incident End Date</td>
<td>August 28, 2017</td>
</tr>
<tr>
<td>Declaration Date</td>
<td>August 26, 2017</td>
</tr>
<tr>
<td>Declared Counties</td>
<td>Houston County - August 24th, 2017</td>
</tr>
</tbody>
</table>

### Manage Actions

- **Click Manage**
  - Contacts
  - Locations
  - Damage Inventory
  - Exploratory Call Information
## Edit Damage Inventory

### Applicant Event Profile

#### Manage Damage Inventory

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

- **Click Edit**
Edit Damage Information

**Applicant Event Profile: Manage Damage Inventory**

### General Information
- **Category:** E - Buildings and Equipment
- **Name:** Spam

### Damage Information
- **Damage Description:** 200 SF of roof damage. Sea 590 SF offices with water damage from 2FT of standing water. Office equipment damages in three rooms.
- **Cause of Damage:** Hurricane
- **Prior PA Grant?** No

### Location Information
- **Location:** 1609 Rutherford Lane
- **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: Edit Information**
Upload Documents
Uploading Documents

Org. Profile

Applicant Event Profile

Project

Damage

Documents Pertain to Multiple Projects

Master Policy Documents (Insurance, Payroll, Procurement)

Documents for Specific Damage (Photos, Timesheets, Invoices)

Documents for Specific Project (Photos, Timesheets, Invoices)
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
Add Documents Under Organization
My Organization Profile Insurance Document

Step 1: Click **My Organization**

Step 2: Click **Organization Profile**

Step 3: Click **Upload Insurance Document**
Upload Insurance Document

Click **Select Document**
Step 1: Select the document to upload

Step 2: Click Open
Add Document Description & Category Tag

Step 1: Write description of document

Step 2: Click the **Category** box

Step 3: Select Document Type
Add Insurance Documents

Click Add Document
Step 1: Click Organization Profile

Step 2: Click Manage
Manage Documents (Policy Documents)

Click Add Document
Manage Documents Upload – Pop Up Box

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

If you used Drag and Drop; jump to Page 112
Click on “click here to exit manual document selection mode”
Select Document – Pop Up Box

Step 1: Select the Document

Step 2: Click Open
Add Document Description and Category Tag

Step 1: Provide Document Description

Step 2: Leave Category Filter ALL

Step 3: Select Document Category
Add Document

Click Add Document
Upload Additional Document

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**
Click Edit
Edit Name

Step 1: Complete Edit

Step 2: Click Save Changes
Remove Documents

Click Remove
Uploading Documents Under Applicant Event
Add Documents To An Event

Step 1: Click Applicant Event Profiles

Step 2: Click the Magnifying Glass
Applicant Event Profile Document

Click Manage
Applicant Event Profile Manage Documents

Click Add Document
Drag and drop file in this box or Click to Select Document
Applicant Event Profile Manage Document
Upload Drag and Drop

If you used Drag and Drop; jump to Page 125
Click To Select Document – Pop Up Box

Step 2: Select the Document

Step 2: Click Open
Add Document Description And Category Tag

Step 1: Provide Document Description

Step 2: Leave Category Filter at ALL

Step 3: Select Document Category
Add Document

Click **Save**
Upload Pending Document/s

**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

- **Edit** to edit document name
- **Remove** to Delete document
Uploading Documents Under Projects
Applicant Event Profiles

Step 1: Click Applicant Event Profiles

Step 2: Click the Magnifying Glass
Step 1: Scroll down and expand the Projects bar

Step 2: Click the Magnifying Glass
Project Details Manage Documents

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

If you used Drag and Drop; jump to Page 137
Click to Select Document Upload – Pop Up Box

Step 1: Click on the document to upload

Step 2: Click Open
Document Description And Category Tag

Step 1: Add Document Description

Step 2: Leave Category Filter at All

Step 3: Select Category
Add Document to Project Details

Click Save
Upload Pending Document/s

Click **Remove** to Delete

Click **Edit** to edit document name

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

Click **Edit** to edit document name

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

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

**Portal**

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>1259 OLD RIVER ROAD AGFA, Georgia 26589</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROJECT</td>
<td>[8415] County Roads</td>
</tr>
<tr>
<td>STATUS</td>
<td>Active</td>
</tr>
</tbody>
</table>

- [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 Laneau, 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](#)

**Click Manage**
Damage Details Manage Damage Documents

This Damage has no documents.

Click Add Document
Damage Details Upload Document – Pop Up

Drag and drop file in this box or Click to Select Document
If you used Drag and Drop; jump to Page 149
Click To Select Document Upload – Pop Up

Step 1: Click on the document to upload

Step 2: Click Open
Add Document Description & Category Tag

**Step 1: Add Document Description**

**Step 2: Select Category Tag**
Save Uploaded Document

Click Save
Uploaded Pending Document/s

- Click **Remove** to Delete
- Click **Edit** to edit document name
- Continue uploading documents or click **Upload Pending Documents**
Edit Or Remove Documents

Click **Edit** to edit document name

Click **Remove** to Delete
Upload Documents Using Document Uploader Wizard
Utilities Menu

Step 1: Click Utilities

Step 2: Document Uploader
Select Where To Load Document

### Document Uploader

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

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

<table>
<thead>
<tr>
<th>Organization</th>
<th>Glenville - PDMG0125 - 4332DR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event PA Request Profile</td>
<td>4332DR-TX (4332DR)</td>
</tr>
<tr>
<td>Project</td>
<td>1806 1-30 PAAP Debris</td>
</tr>
<tr>
<td>Damage</td>
<td>30712 1-30 Day PAAP Debris Removal</td>
</tr>
<tr>
<td>Upload Destination</td>
<td>The 1-30 Day PAAP Debris Removal damage for 4332DR-TX (4332DR) for your organization</td>
</tr>
</tbody>
</table>

**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

Click on File to Select

Click Open
Document Description And Category

Step 1: Click Category Bar

Step 2: Select Document Category Type
**Step 1:** Type Description of Document

**Step 2:** Confirm Information

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

Click Here to navigate to uploaded document location

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

Unanswered Questions
Applicant Event Profiles

Step 1: Click My Organization

Step 2: Click Applicant Event Profiles

Step 3: Click Magnifying glass
# Applicant Event Profile

## General Information
- **FEMA PA CODE**: 4332DR - 125
- **NAME**: Glenville - PDMG0125 - 4332DR
- **TYPE**: City or Township Government
- **RECIPIENT REGION**: Region 7
- **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**: 09/05/2018
- **PROCESS STEP**: Pending Grant Completion

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

---

Scroll down to **Projects** bar

---

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## Locate Projects

**Step 1:** Expand Projects bar

**Step 2:** Click Magnifying Glass
Locate Project Essential Elements Of Information (EEI)

Click View Project EEI

Or Scroll down to expand Essential Elements of Information bar
Select Essential Elements of Information (EEI)

Step 1: Click **Options**

Step 2: Click **View EEI**
Review Unanswered Questions

Step 1: Expand Questions bar

Step 2: Click Manage EEI Answers
Step 1: Answer Questions

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

Step 3: Click Save
Answer Another EEI Questions

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**
Confirm Answers

Step 1: Expand Question Bar

Step 2: Confirm Answers
Essential Elements of Information (EEI)

Questions Answered

Document Upload
Applicant Event Profiles

Step 1: Click **My Organization**

Step 2: Click **Applicant Event Profiles**

Step 3: Click **Magnifying Glass**
Event PA Requests Profile

Scroll down to Projects bar
Locate Projects

Step 1: Expand Projects bar

Step 2: Click Magnifying Glass
Locate Project Essential Elements Of Information (EEI)

Click View Project EEI

Or Scroll down and expand Essential Elements of Information bar
Select The EEI

Step 1: Click EEI Questions Tab

Step 2: Click to Expand the EEI

Review questions
Attach Documents to EEI

1. Click **Required Documents Tab**
2. Click the arrow until all files are expanded
3. Click **Add**
Upload New Document to EEI – Pop Up Box

Drag and Drop file or Click to select the file

If Document already uploaded; Click Attach
Add Document Pop Up Box

Step 1: Add document description

Step 2: Click Save
Selected Document – Pop Up Box

Click Attached Selected
Remove Documents from EEI

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

Add Comments
Add Comments to EEI

Click +Add
Add Comment to EEI Question

1. Type Comment
2. Select Type of Comment
3. Click Save
Verify Comment Attached

Note: Multiple Comments can be added to an EEI

Click Comment to view
View, Edit, Or Remove EEI Comment

Step 1: Click Options

Step 2: Click Edit or Remove

Note: Comments cannot be Removed or Edit after 24 hours
Confirm Uploading Documents

Step 1: Green Checks confirms documents are attached
Submit to FEMA - Pop Up Box

Step 1: Click EEI Question Tab

Step 2: Click Submit To FEMA
Submit EEI

You are about to submit this EEI to FEMA.

Comment

Click Submit
Identify Tasks to Complete
Identify Tasks to Complete

Click Bell
Review Task to Complete

<table>
<thead>
<tr>
<th>Personnel</th>
<th>Type</th>
<th>Description</th>
<th>Start Date</th>
<th>Age</th>
<th>Deadline</th>
<th>Last Action</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sam, Yosemite</td>
<td>REVIEW</td>
<td>Submit EEl to FEMA for Review</td>
<td>02/08/2018 11:40</td>
<td>147d 3h</td>
<td>02/11/2018</td>
<td>AM CST</td>
<td></td>
</tr>
<tr>
<td>Sam, Yosemite</td>
<td>REVIEW</td>
<td>Applicant Sign Scope &amp; Cost Approval for [813] Damaged Roads on Glenville - PDMG0125 - 4332DR, 4332DR-TX (4332DR) for FEMA to Review</td>
<td>04/20/2018 03:06</td>
<td>76d 0h</td>
<td>05/01/2018</td>
<td>PM CDT</td>
<td></td>
</tr>
</tbody>
</table>

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
### Sign Damage Inventory

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

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

---

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

---

**Contacts**
### Review Damage Inventory

#### Portal

**Applicant Event Profile** Glengrave - PDMG0009 - 4332DR - 4332DR-TX

Please review and sign

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

Scroll Down while Reviewing Damage Inventory
# Sign Damage Inventory

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

Showing 1 to 25 of 26 entries

**Sign Document**

**SIGNATURE**  
Signature here

**DATE**  
08/11/2018
Add Signature

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

<table>
<thead>
<tr>
<th>ID</th>
<th>Location</th>
<th>Zone</th>
<th>Building</th>
<th>Damage Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>91175</td>
<td>TX</td>
<td>E</td>
<td>Fire Station #9</td>
<td>10000sf 2 story, no basement. 5 dorm rooms with 1-2 ft standing flood water for 1 day. Draywall, carpet, bed, chair and desk. 5 windows damage and Parking lot lights.</td>
</tr>
<tr>
<td>91207</td>
<td>TX</td>
<td>G</td>
<td>Walnut Metro Park</td>
<td>10 acre park with asphalt road and parking lots. 2 mile 12ft wide asphalt side walk around the parks perimeter. 700LF of chain linked fence damage. 20ea 15ft high light poles down, 100SF vinyl canopy over the playground torn.</td>
</tr>
<tr>
<td>96855</td>
<td>TX</td>
<td>A</td>
<td>Parks Debris removal</td>
<td>Force account vegetative debris removal from city parks, as well as the removal of hazardous limbs and trees.</td>
</tr>
</tbody>
</table>

Click Submit
LATE DAMAGE
INVENTORY LINE ITEM SUBMISSION
Applicant Event Profiles

Step 1: Click Applicant Event Profiles

Step 2: Click Magnifying Glass
Applicant Event Profile

<table>
<thead>
<tr>
<th>TYPE</th>
<th>City or Township Government</th>
</tr>
</thead>
<tbody>
<tr>
<td>EVENT TYPE</td>
<td>Disaster</td>
</tr>
<tr>
<td>RECIPIENT REGION</td>
<td>Region 7</td>
</tr>
<tr>
<td>STATUS</td>
<td>Eligible</td>
</tr>
<tr>
<td>INCIDENT TYPE</td>
<td>Hurricane</td>
</tr>
<tr>
<td>INCIDENT LEVEL</td>
<td>1</td>
</tr>
<tr>
<td>RPA DECISION DATE</td>
<td>8/29/2017 7:14 PM CDT</td>
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<tr>
<td>RSM COMPLETION DATE</td>
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</tr>
<tr>
<td>INCIDENT START DATE</td>
<td>August 23, 2017</td>
</tr>
<tr>
<td>INCIDENT END DATE</td>
<td>Ongoing</td>
</tr>
<tr>
<td>DECLARATION DATE</td>
<td>August 25, 2017</td>
</tr>
<tr>
<td>DECLARED COUNTIES</td>
<td>Houston County - August 24th, 2017</td>
</tr>
</tbody>
</table>

Click Manage
Manage Damage Inventory

Click Add Damage
Select Damage Type

Select **Standard Damage**

### Damage Inventory

<table>
<thead>
<tr>
<th>Damage #</th>
<th>Category</th>
<th>Description</th>
<th>Cause of Damage</th>
</tr>
</thead>
<tbody>
<tr>
<td>30711</td>
<td>A</td>
<td>31-90 Day PAAP Debris Removal</td>
<td>Unassigned, Hurricane</td>
</tr>
<tr>
<td>30713</td>
<td>B</td>
<td>Police, Fire and Operations Departments-EPM</td>
<td>[9103] Emergency Protective Measures, Hurricane</td>
</tr>
<tr>
<td>30714</td>
<td>E</td>
<td>City Landfill</td>
<td>[8080] City Landfill, Hurricane</td>
</tr>
<tr>
<td>30715</td>
<td>F</td>
<td>Utilities - Electric</td>
<td>[8066] Electrical Utilities, Hurricane</td>
</tr>
</tbody>
</table>
Add Damage Information

Step 1: Enter Damage Information

Step 2: Click Save

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.
Add Damage Information After Signed Inventory

Step 1: Enter Damage Information

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

Note: Only the Authorized Representative role can Sign
My Tasks

Step 1: Click Bell

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

Portal

Project

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

General Information

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

APPLICANT Glenville - PDMG0009 - 4332DR (4332DR - 9)
EVENT 4332DR-TX (4332DR)
RECIPIENT REGION Region 7

Scroll down to Damage Description and Dimensions bar
Review Damage Description & Dimensions (DDD)

Step 1: Expand the Damage Description & Dimensions bar

Step 2: Review DDD
Project Details

Click **Sign DDD** to approve

Click **Send Back** if changes are needed
Project Signature

Portal

Damage #89973; Buda WWTP

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

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

Facility Damage:
- Pumps, 3 each of General Motors storm water 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 here

Click on
Click to Sign

Date
07/06/2018
Input Signature & Style

Step 1: Type Name
Step 2: Select Signature Style
Step 3: Enter Password
Step 4: Click Sign
Submit Signed Project

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: foghornfoghorn

DATE: 07/06/2018

Click Submit
Confirm Signed Project Submittal

Click Yes
Sign Project
Scope and Cost

Note: Only the Authorized Representative role can Sign
My Tasks

Step 1: Click Bell

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

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

Policy Issues: Mitigation (1)

General Information

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

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

EVENT: 4332DR-TX (4332DR)

RECIPIENT REGION: Region 7

Scroll Down to Scope & Cost Summary bar
Review Project Scope

Police, Fire and Operations Department

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

Click **Cost** tab

<table>
<thead>
<tr>
<th>Code</th>
<th>Quantity</th>
<th>Unit</th>
<th>Total Cost</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>9007 (Labor)</td>
<td>3000</td>
<td>Hour</td>
<td>$120,000.00</td>
<td>Completed</td>
</tr>
<tr>
<td>9008 (Equipment)</td>
<td>1</td>
<td>Lump Sum</td>
<td>$190,000.00</td>
<td>Completed</td>
</tr>
<tr>
<td>9009 (Material)</td>
<td>20</td>
<td>Each</td>
<td>$3,600.00</td>
<td>Completed</td>
</tr>
</tbody>
</table>

Showing 1 to 3 of 3 entries

**CRC GROSS COST** $313,600.00

**TOTAL INSURANCE REDUCTIONS** $0.00

**CRC NET COST** $313,600.00

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

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

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

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 Department - 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 streets from 8/24/2017 to 9/9/2017.
- Provided Evacuation and Sheltering for emergency evacuations throughout the flooded area at city wide from 8/24/2017 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 8/24/2017 to 9/9/2017.

Scope

Police, Fire and Operations Department

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

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

Click To Sign
Sign Project DDD Scope & Cost – Pop Up

Step 1: Type Name

Step 2: Select Signature Style

Step 3: Enter Password

Step 4: Click Sign
Submit Signed Project

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

EHP Additional Information

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

Sign Document

SIGNATURE: YosemiteSam
DATE: 11/09/2017

Click to sign

Click Submit
Submit Signed Project – Pop Up

Confirm Submit

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

Click Yes
Create Your Own Scope Of Work & Cost For Work To Be Completed
Step 1: Click **My Organization**

Step 2: Click **Applicant Event Profiles**

Step 3: Click **Magnifying Glass**
Event Profile

Step 1: Expand Projects bar

Step 2: Click Magnifying Glass
Project Details

This project is pending Scope & Cost Completion by Applicant.

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

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

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

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

Step 1: Expand Scope & Cost Summary bar

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

**Damage #89099; Contents**

Contents (built in 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

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

Click Add Scope
Enter Scope Of Work

Step 1: Enter Scope of Work

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

Click **Complete This Scope**

Click **Edit Scope** if any changes or additions are needed
Rework/Edit Completed Scope of Work

Click Unlock For Rework to Edit the 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.
Add Project Cost

Step 1: Click **Cost** tab

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

Step 3: Select Cost Source
Enter Cost Information

Step 1: Select FEMA Cost Code

Step 2: Enter the Cost Description

Step 3: Enter Quantity

Step 4: Select Unit

Step 5: Enter Unit Price

Step 6: Enter City Adjustment Factor (if applicable)

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

Step 1: Click Options

Step 2: Click **Edit** or **Remove** Cost
Complete Scope And Cost

Click **Complete And Lock**
Manage Scope & Cost

Click Unlock For Rework to make any changes
Manage Scope & Cost

Click Go Back
Submit Scope and Cost to FEMA

Click Submit For Validation
Confirm Submit For Validation

Click Yes
Subscribing To Projects
My Projects

- Step 1: Click **My Organization**
- Step 2: Click **Projects**
- Step 3: Click **Magnifying glass** to select a project
Subscribe to a Project

This project is pending EEI Completion.

Click Subscribe
Subscription Notification Setting

Step 1: Click to select Notification action

Step 2: Click Subscribe

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

Portal

Project

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

This project is pending EEI Completion.

View Project EEI

Click Modify Subscription

General Information

PROJECT # 5055
CATEGORY E - Buildings and Equipment
TITLE Maintenance Bldg
TYPE Standard
STATUS Active
PROCESS STEP Pending EEI Completion
As of November 24th, 2017 4:31 PM CST
% COST SHARE 75.00%

APPLICANT Glenville - PDMG0009 - 4332DR (4332DR - 9)
EVENT 4332DR-TX (4332DR)
RECIPIENT REGION Region 7
Modify or Unsubscribe

Step 1: Click to check/uncheck Subscription setting

Step 2: Click Unsubscribe

Step 2: Click Modify
Unsubscribe Pop-up

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
View Amendment Request

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

<table>
<thead>
<tr>
<th>General Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event</td>
</tr>
<tr>
<td>FIPS No.</td>
</tr>
<tr>
<td>Applicant</td>
</tr>
<tr>
<td>Project</td>
</tr>
<tr>
<td>EMME/P/K #</td>
</tr>
<tr>
<td>Type of Amendment</td>
</tr>
</tbody>
</table>

| Requested by        | BLACK, STARLENE M. |
| Requested On        | 10/21/2017 12:56 pm CDT |

<table>
<thead>
<tr>
<th>Amendment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost Change</td>
</tr>
</tbody>
</table>

  Description and/or reason
  Reconcile Expedited Project
  Note: For a Cost Underrun, please specify a negative amount (e.g. -123.45).

<table>
<thead>
<tr>
<th>Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Filename</td>
</tr>
<tr>
<td>-----------</td>
</tr>
<tr>
<td>timsheets.docx</td>
</tr>
</tbody>
</table>
Approve Amendment Request

Workflow #28550

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

Click Approve
Amendment Request Approval Pop-up

Click Yes
Pending Recipient Approval

Expand Steps

- Status: Pending
- Applicant: Gierville - PDMG009 - 4332DR (4332DR - 9)
- Created On: 7/13/2018 1:00 pm
- Created By: Lanneau, Peter
- Amendment Type: Latent Damages
- Requested By: Lanneau, Peter
- Requested On: 7/13/2018 1:00 PM CDT

Steps:
- Pending Applicant Approval
- Pending Recipient Approval

Reviewers:

Refresh
Request For Information (RFI)
My Tasks

Step 1: Click **Bell**

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

Note: The 14 day deadline to respond to the RFI

Step 1: Expand **Additional Information** bar

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

Step 1: Expand Line Items bar

Step 2: Click Upload Line Document
Select RFI Line Item

Step 1: Expand Line Items bar

Step 2: Click Options

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

Step 1: Add Document Description

Step 2: Click Save
Line Item RFI Document Pending Upload

Can upload additional documents

Edit or Remove uploaded document, if necessary

Click Upload Pending Documents
Confirm Line Document Upload

Step 1: Expand the Documents bar

Step 2: Confirm Uploaded Document

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

Click Submit RFI Response
Submit RFI Response

Click Yes
Respond to a Request For Information (RFI)

Documents Not Available
Record Line Response

Portal

Additional Information
Provide FA Labor documents.

Contacts

Line Items

<table>
<thead>
<tr>
<th>Line Item #</th>
<th>Type</th>
<th>Reason</th>
<th># Documents</th>
<th>Response</th>
<th>Response By</th>
<th>Responded On</th>
<th>PDMG Verification Date</th>
<th>CRC Verification Date</th>
<th># Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>OPTIONS</td>
<td>1</td>
<td>Please Provide</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>

Click Record Line Response

Documents

Discussion
Add Line Response

Step 1: Select Line Item

Step 2: Type Response

Step 3: Click Save
Confirm Line Response

Need procurement procedures/bid documents for contract.

Confirm Line Response in the response column
Edit Line Response

Step 1: Click Options

Step 2: Click Edit RFI Line Response
Edit Line Response – Pop Up

Step 1: Click in the box to edit response

Step 2: Click Save
Remove Line Response

Step 1: Click Options

Step 2: Click Remove RFI Line Response
Remove Line Response – Pop Up

Click Remove
Submit Line Response

### Portal

#### Additional Information

Need procurement procedures/bid documents for contract.

#### Contacts

#### Line Items

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

Showing 1 to 1 of 1 entries

Scroll to the top of the page
Submit RFI Response

Click Submit RFI Response
Submit RFI Response

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

Step 1: Click Event PA Requests

Step 2: Click Magnifying Glass
Applicant Event Profile

Portal

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

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

<table>
<thead>
<tr>
<th>General Information</th>
<th>Late Submission</th>
</tr>
</thead>
<tbody>
<tr>
<td>FEMA PA CODE</td>
<td>000-US4NX-00</td>
</tr>
<tr>
<td>NAME</td>
<td>Georgia Department of Public Health</td>
</tr>
<tr>
<td>TYPE</td>
<td>State Government</td>
</tr>
<tr>
<td>STATUS</td>
<td>Eligible</td>
</tr>
<tr>
<td>RPA DECISION DATE</td>
<td>11/28/2016 10:38 am CST</td>
</tr>
<tr>
<td>RSM COMPLETION DATE</td>
<td>12/5/2016 2:30 pm CST</td>
</tr>
<tr>
<td>DAMAGE INVENTORY DEADLINE</td>
<td>02/03/2017</td>
</tr>
<tr>
<td>PROCESS STEP</td>
<td>Pending Applicant RTM Approval</td>
</tr>
</tbody>
</table>

Click **Review RTM or Sign RTM Report**
Recovery Transition Meeting (RTM)

Click each tab to review information.
Sign RTM
Review RTM and Certify

Sign Recovery Transition Meeting

Please review and sign

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

- The Applicant must maintain complete records and cost documentation for all approved work for at least three years from the date the Applicant's grant is officially closed. The Recipient may require Applicants to maintain records for longer.
- In accordance with §206.206 of 44CFR, Applicants may appeal any determination related to an application for or the provision of Federal assistance, but must do so within 60 days from receipt of the determination.
- All work must comply with provisions of the Clean Water Act, 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 eligible work under the selected program under the Public Assistance Program for this disaster. Exceptions may include inundated or inaccessible sites and demolition-related projects. I have also read and understand the important time lines and regulations 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

DATE 11/09/2017

Click on Click To Sign
RTM Signature – Pop Up Box

Step 1: Type Name

Step 2: Select Font Style

Step 3: Type Password

Step 4: Click Sign
Submit Signed RTM

Sign Recovery Transition Meeting

Please review and sign

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

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

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

No Recipient POC Assigned

Certification

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

SIGNATURE

[Signature]

DATE

11/09/2017

Click Submit
Sign Out of Grants Portal & Help
Sign Out of Grants Portal

Click on Name and Select **Sign Out**
Locate Help Information

Click on Name and Select Help
Locate Help Information

Live Phone Support

Click Request Assistance for Current Page
Grants Portal Hotline for Assistance:

(866) 337-8448