



# 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**

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

DOWNLOAD EDIT

**Step 1: Click Organization Profile**

**General Information**


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

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


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


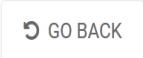



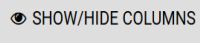
# Add Personnel

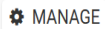

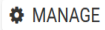

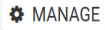
Portal 

## Manage Personnel

**Click Create** 

Q Search...  

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

10 Showing 1 to 5 of 5 entries

Previous 1 Next

# Complete Personnel Information

Assign Personnel

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:

Username \*: ecoyote@glenville.gov

Step 1: Complete Information

Step 2: Click Save

SAVE CANCEL

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

10 Showing 1 to 6 of 6 entries Previous **1** Next

**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

A screenshot of a web application interface showing a role configuration dialog box. The dialog is titled "Coyote, Wile" and contains 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 the description 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 system navigation elements.

# 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 sidebar on the left lists various organizational sections, with 'Organization Profile' highlighted. Three callout boxes provide instructions: 'Step 1: Click My Organization' points to the 'My Organization' menu item; 'Step 2: Click Organization Profile' points to the 'Organization Profile' sidebar item; 'Step 3: Click Manage' points to the 'MANAGE' button next to the 'Locations' section. The 'Locations' section is currently empty. Other sections include 'Personnel', 'Counties with Facility', 'Insurance Profile', and 'Event PA Requests'. The 'Insurance Profile' section has an 'UPLOAD INSURANCE DOCUMENT' button and a 'HELP' button. The user's name 'Leghorn, Fogho...' is visible in the top right corner.

**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. A red bracket groups the first five fields, with a callout box labeled "Step 1: Enter Address". A red arrow points from the "SAVE" button to a callout box labeled "Step 2: Click Save".

Portal

Leghorn, Fogho...

ADD SAVE CANCEL

### Add Location

Address \*

1309 Rutherford Lane

Building / Suite

Austin

Texas

78753

Austin County

Primary Location ?

SAVE CANCEL

Step 1: Enter Address

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> <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
	Anderson County
	Andrews County
	Angelina County
	Aransas County
	Archer County
	Armstrong County
	Atascosa County
	Austin County
	Bailey County
	Bandera County
	Bastrop County
	Baylor County
	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 *	<input type="text" value="John"/>	FIRST NAME	<input type="text"/>
LAST NAME *	<input type="text" value="Smith"/>	LAST NAME	<input type="text"/>
TITLE *	<input type="text"/>	TITLE *	<input type="text"/>
PHONE NUMBER *	<input type="text" value="(940) 555-1234"/>	PHONE NUMBER	<input type="text"/>
EMAIL *	<input type="text" value="test@test.ga.gov"/>	EMAIL	<input type="text"/>

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**

	County
+ ADD	Appling County
+ ADD	Atkinson County
+ ADD	Bacon County
+ ADD	Baker County
+ ADD	Baldwin County
+ ADD	Banks County
+ ADD	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 menu includes: 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****

[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 screenshot 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:
- Description:
- Types:  (dropdown menu)
- 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.

# 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 callout boxes with red borders and pointers 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

going

gust 25, 2017

ouston County - August 24th, 2017

Scroll down to PNP  
Information Bar

Stats/Summary >

# PNP Information Bar

The screenshot shows a web portal interface. At the top left, the word "Portal" is displayed in a large, brown, serif font. To the right of the "Portal" text, there is a grey bar containing the text "Step 1: Click to expand bar" in a black, sans-serif font. Below this bar, the main content area is divided into several sections. The first section is titled "PNP Information" with a dropdown arrow. Underneath, there are two tabs: "PNP Information" and "SBA Loan". The "SBA Loan" tab is highlighted with a blue underline. A red callout box points to this tab with the text "Step 2: Click SBA Loan Tab". Below the tabs, there are three main menu items, each with a left-pointing arrow: "SBA Loan Information", "SBA Loan Documents", and "SBA Loan History". The "SBA Loan Documents" item has a gear icon and the word "MANAGE" to its right. A red callout box points to this "MANAGE" button with the text "Step 3: Click Manage on SBA Loan Documents". Below these items, there are three more menu items, each with a left-pointing arrow: "EHP Profile", "Documents", and "Comments". The "Documents" item has a gear icon and the word "MANAGE" to its right. The "Comments" item has a plus sign icon and the text "ADD COMMENT" to its right.

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

SBA Loan History >

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 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) and "Description" (containing "SBA Determination letter for DR4332TX"). A "Types" dropdown menu is set to "PNP Information" and a "Category" dropdown is 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

**Step 1: Expand PNP Information bar**

**Step 2: Click SBA Loan tab**

**Step 3: Expand SBA Loan Information**

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

**Step 1: Click My Organization**

**Step 2: Click Applicant Event Profiles**

Grants Portal

Dashboard

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

Request Public Assistance


Filters > All Active Applicant Event Profiles

Search...


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



Showing 1 to 1 of 1 total entries



# 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 <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			
<a href="#">EDIT</a> <a href="#">REMOVE</a>	27637	C	COUNTY ROAD 65	250LF WASHOUT	[8415] Co			
<a href="#">EDIT</a> <a href="#">REMOVE</a>	27638	C	COUNTY ROAD 56	400LF WASHOUT	[8415] County Roads	Flood	1258 OLD RIVER ROAD, AGFA, Georgia 26589	
<a href="#">EDIT</a> <a href="#">REMOVE</a>	27640	C	COUNTY ROAD 35	250LF WASHOUT	[19116] County Road 35	Flood	1258 OLD RIVER ROAD, AGFA, Georgia 26589	
<a href="#">EDIT</a> <a href="#">REMOVE</a>	27641	C	COUNTY ROAD 95	200LF WASHOUT	Unassigned	Flood	1258 OLD RIVER ROAD, AGFA, Georgia 26589	
<a href="#">EDIT</a> <a href="#">REMOVE</a>	27642	G	ROBERTS PARK	DAMAGES TO PLAYGROUND EQUIPMENT	[5054] City Parks	Flood	1954 POSSUM BACK BRANCH, AGFA, Georgia 26589	
<a href="#">EDIT</a> <a href="#">REMOVE</a>	27643	G	ROBERTS PARK	DAMAGES TO THE MAIN OFFICE COMPLEX	[5054] City Parks	Flood	1954 POSSUM BACK BRANCH, AGFA, Georgia 26589	

# 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?

Open with Microsoft Excel (default) ▼

Save File

Do this automatically for files like this from now on.

OK Cancel

**Step 2: Click OK**

	Damage #	Category	Name
<span>✎ EDIT</span> <span>✖ REMOVE</span>	27637	C	COUNTY ROAD 65
<span>✎ EDIT</span> <span>✖ REMOVE</span>	27638	C	COUNTY ROAD 56
<span>✎ EDIT</span> <span>✖ REMOVE</span>	27640	C	COUNTY ROAD 35
<span>✎ EDIT</span> <span>✖ REMOVE</span>	27641	C	COUNTY ROAD 95
<span>✎ EDIT</span> <span>✖ REMOVE</span>	27642	G	ROBERTS PARK
<span>✎ EDIT</span> <span>✖ REMOVE</span>	27643	G	ROBERTS PARK

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



# 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> <a href="#">REMOVE</a>	27637	C	COUNTY ROAD 65	250LF WASHOUT	[8415] County		
<a href="#">EDIT</a> <a href="#">REMOVE</a>	27638	C	COUNTY ROAD 56	400LF WASHOUT	[8415] County Roads	Flood	1258 OLD RIVER ROAD, AGFA, Georgia 26589
<a href="#">EDIT</a> <a href="#">REMOVE</a>	27640	C	COUNTY ROAD 35	250LF WASHOUT	[19116] County Road 35	Flood	1258 OLD RIVER ROAD, AGFA, Georgia 26589
<a href="#">EDIT</a> <a href="#">REMOVE</a>	27641	C	COUNTY ROAD 95	200LF WASHOUT	Unassigned	Flood	1258 OLD RIVER ROAD, AGFA, Georgia 26589
<a href="#">EDIT</a> <a href="#">REMOVE</a>	27642	G	ROBERTS PARK	DAMAGES TO PLAYGROUND EQUIPMENT	[5054] City Parks	Flood	1954 POSSUM BACK BRANCH, AGFA, Georgia 26589
<a href="#">EDIT</a> <a href="#">REMOVE</a>	27643	G	ROBERTS PARK	DAMAGES TO THE MAIN OFFICE COMPLEX	[5054] City Parks	Flood	1954 POSSUM BACK BRANCH, AGFA, Georgia 26589

# Select Damage 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> <a href="#">REMOVE</a>	27637	C	COUNTY ROAD 65
<a href="#">EDIT</a> <a href="#">REMOVE</a>	27638	C	COUNTY ROAD 56
<a href="#">EDIT</a> <a href="#">REMOVE</a>	27640	C	COUNTY ROAD 35
<a href="#">EDIT</a> <a href="#">REMOVE</a>	27641	C	COUNTY ROAD 95
<a href="#">EDIT</a> <a href="#">REMOVE</a>	27642	G	ROBERTS PARK
<a href="#">EDIT</a> <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 Data

Do you wish to cancel and discard this import?

The results below will be saved for later viewing.

**CANCEL IMPORT** GO BACK

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**

**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**

Portal

! Import D

Results

TOTAL RECORDS IMP

NEW DAMAGE RE

0

0

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

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

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)

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

**Table:** All Active 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	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**
- Step 2: Click **Magnifying glass**

**Page Controls:** SHOW/HIDE COLUMNS, Previous 1 Next

# 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> <a href="#">REMOVE</a>	27637	C	COUNTY ROAD 65	250LF WASHOUT	[8415] County Roads	Flood	1258 OLD RIVER ROAD, AGFA, Georgia 26589
<a href="#">EDIT</a> <a href="#">REMOVE</a>	27638	C	COUNTY ROAD 56	400LF WASHOUT	[8415] County Roads	Flood	1258 OLD RIVER ROAD, AGFA, Georgia 26589
<a href="#">EDIT</a> <a href="#">REMOVE</a>	27640	C	COUNTY ROAD 35	250LF WASHOUT	[19116] County Road 35	Flood	1258 OLD RIVER ROAD, AGFA, Georgia 26589
<a href="#">EDIT</a> <a href="#">REMOVE</a>	27641	C	COUNTY ROAD 95	200LF WASHOUT	Unassigned	Flood	1258 OLD RIVER ROAD, AGFA, Georgia 26589
<a href="#">EDIT</a> <a href="#">REMOVE</a>	27642	G	ROBERTS PARK	DAMAGES TO PLAYGROUND EQUIPMENT	[5054] City Parks	Flood	1954 POSSUM BACK BRANCH, AGFA, Georgia 26589
<a href="#">EDIT</a> <a href="#">REMOVE</a>	27643	G	ROBERTS PARK	DAMAGES TO THE MAIN OFFICE COMPLEX	[5054] City Parks	Flood	1954 POSSUM BACK BRANCH, AGFA, Georgia 26589

# Select Damage Type

Select Standard  
Damage

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

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

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

↻ CLOSE

## Damage Inventory

Search...

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

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	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 Showing 1 to 1 of 1 items 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  REMOVE	27637	C	COUNTY ROAD 65	250LF WASHOUT	[8415] County Roads	Flood	1258 OLD RIVER ROAD, AGFA, Georgia 26589
 EDIT  REMOVE	27638	C	COUNTY ROAD 35	400LF WASHOUT	[8415] County Roads	Flood	1258 OLD RIVER ROAD, AGFA, Georgia 26589
 EDIT  REMOVE	27640	C	COUNTY ROAD 35	250LF WASHOUT	[19116] County Road 35	Flood	1258 OLD RIVER ROAD, AGFA, Georgia 26589
 EDIT  REMOVE	27641	C	COUNTY ROAD 95	200LF WASHOUT	Unassigned	Flood	1258 OLD RIVER ROAD, AGFA, Georgia 26589
 EDIT  REMOVE	27642	G	ROBERTS PARK	DAMAGES TO PLAYGROUND EQUIPMENT	[5054] City Parks	Flood	1954 POSSUM BACK BRANCH, AGFA, Georgia 26589
 EDIT  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

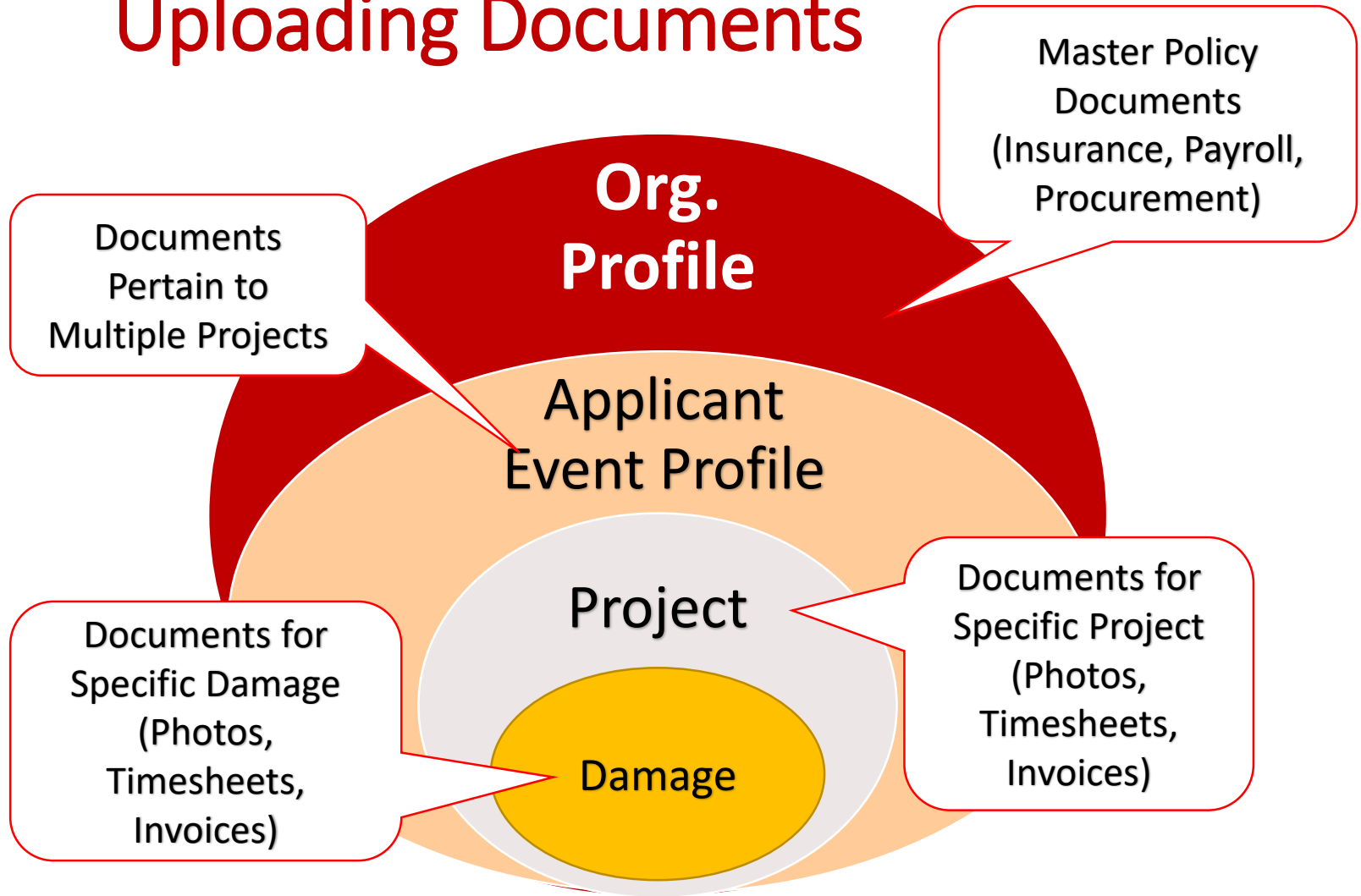
Step 1: Edit Information



# 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, and Work Orders. The 'My Tasks' section is expanded, showing '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 has an 'UPLOAD INSURANCE DOCUMENT' button and a 'HELP' button. The 'Applicant Event Profiles' section is partially visible at the bottom.

**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 with navigation items: "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: A text input field.
- Category: A dropdown menu with the following options:
  - Select a category...
  - 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 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 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 information: 'LEVEL 2' with 'Glenville - PDMG0009 - 4332DR' and 'FEMA PA CODE' with '4332DR - 9'; and 'TYPE' with 'City or Township Government' and 'DUNS NUMBER' with 'TX-TRN-0009'. 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, Foghorn...

 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> <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> <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> <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> <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 P  
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

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

# 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

Policy

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

7 Leghorn, Foghor...

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

# 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

**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 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 list of documents with "EDIT" and "REMOVE" buttons. The main content area has a table with columns for document details and a "Previous 1 Next" navigation bar.

# Select Document – Pop Up Box

The image shows a 'File Upload' dialog box overlaid on a web portal. The dialog box is titled 'File Upload' and shows the path '« Docu... » Glenville applicant doc'. It contains a list of files and folders. A red callout box points to the file 'Glenville Applicant Insurance Policy'. Another red callout box points to the 'Open' button at the bottom of the dialog.

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

**Step 1: Select the Document**

**Step 2: Click Open**

# Add Document Description and Category Tag

The screenshot shows a 'Process Document' modal window overlaid on a portal interface. 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\*  
× 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

Portal

My Organization  
Glenville - PDMG0009 - 4332DR (4332)

7 Leghorn, Foghor...

+ ADD DOCUMENT GO BACK

Upload Organization Profile Documents

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

Step 2: Edit or Remove document if needed

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

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

EDIT REMOVE

Showing 1 to 2 of 2 entries

Showing 1 to 1 of 1 entries


Previous 1 Next

UPLOAD PENDING DOCUMENTS CANCEL

Step 3: Click **Upload Pending Documents**

# 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> <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> <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> <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

Portal

Manage Doc

Search...

Filename

EDIT REMOVE

10

Showing 1 to 1 of 1 entries

Sam, Yosimite

Edit Document

Filename: Glenville PDMG0125 Paypolicy.docx

Description: Payroll Policy

Types: All

Category: Force Account Labor Pay Policy

SAVE CHANGES CANCEL

Step 1: Complete Edit

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> <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> <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> <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** Leghorn, Foghor...

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 >


Click **Manage**

? HELP

 Documents >

 MANAGE

 Comments >

 Request for Information >



# 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> <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> <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	Uploaded Date
<a href="#">EDIT</a> Glenville PDMG009 Pay Poli	0/2018 08:22 AM CDT
<a href="#">REMOVE</a>	
<a href="#">EDIT</a> Maint Report.docx	3/2018 04:18 PM CDT
<a href="#">REMOVE</a>	

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

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 box for file upload with the text "Drag and drop a file here, or click here to select a file" and an upload icon. Below the dialog, a table lists "Documents Pending Upload" with columns for filename, edit, and remove actions. A callout box points to the upload area with the text "If you used Drag and Drop; jump to Page 125".

Portal

Applicant Event Profile

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

Search...

Filename

Filename	EDIT	REMOVE
Glenville PDMG009 Pay Poli	EDIT	REMOVE
Maint Report.docx	EDIT	REMOVE

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

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

If you used Drag and Drop; jump to Page 125

# 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 for an Applicant Event Profile. A 'Process Document' dialog box is open, displaying a document upload form. The form includes fields for 'Filename' (Applicant Cost Summary.docx), 'Description' (Historical Cost summary), 'Category Filter (Optional)' (All), and 'Category \*' (Applicant Provided SOW/Cost Estimate). A yellow caution box at the top of the dialog reads: 'CAUTION: Document will be uploaded to the Applicant event profile.' Three red 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; and 'Step 3: Select Document Category' points to the Category dropdown menu.

**Step 1: Provide Document Description**

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

**Step 3: Select Document Category**

# Add Document

**Portal**

Applicant Event Profile

4332DR-TX (4332DR) / Glenville - PDMG009 - 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 <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 <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 <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

	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 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 with the text 'Step 1: Click on the document to upload' points to the file 'Glenville PDMG009 Dell Inc. Contract'. Another red callout box with the text 'Step 2: Click Open' points to the 'Open' button in the dialog. The background interface includes a '+ ADD DOCUMENT' button and an 'UPLOAD PENDING DOCUMENTS' button.

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

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.

Process Document

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 callout box points to the "REMOVE" button in the first row of the table, with the text "Click **Remove** to Delete". Another callout box points to the "EDIT" button in the same row, with the text "Click **Edit** to edit document name". At the bottom of the modal, there are two buttons: "UPLOAD PENDING DOCUMENTS" and "CANCEL". A callout box points to the "UPLOAD PENDING DOCUMENTS" button, with the text "Continue uploading documents or click **Upload Pending Documents**".

Portal

Project Manage

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

This project has no documents.

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

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, Foghorn...

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
27641	C	COUNTY ROAD 95	200LF WASHOUT	High	Yes
		ROBERTS PARK	DAMAGES TO PLAYGROUND EQUIPMENT	High	Yes
27643	G	ROBERTS PARK	DAMAGES TO THE MAIN OFFICE COMPLEX	High	Yes

**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...

**A** 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

Upload Damage 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 Damage that matches an existing document with same document area.

UPLOAD PENDING DOCUMENTS CANCEL

If you used Drag and Drop; jump to Page 149

# 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... 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'. Underneath is a 'Description' text area. A 'Category Filter (Optional)' dropdown menu is set to 'All'. At the bottom, there is a 'Category \*' dropdown menu with 'Select...' as the current selection. At the bottom right of the modal are 'SAVE' and 'CANCEL' buttons. Two red callout boxes are present: one on the left pointing to the 'Description' field with the text 'Step 1: Add Document Description', and one on the right pointing to the 'Category \*' dropdown with the text 'Step 2: Select Category Tag'. The background interface includes a 'Portal' header, a 'Damage' section, and buttons for '+ ADD DOCUMENT' and 'GO BACK'.

# 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 caution box with a warning icon and the text: 'CAUTION: Document will be uploaded to the Damage.' Below this 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 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 black border points to the 'SAVE' button, containing the text 'Click Save'. The background shows a '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. At the top, there 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 provide instructions:

- "Click **Edit** to edit document name" points to the blue EDIT button.
- "Click **Remove** to Delete" points to the red REMOVE button.
- "Continue uploading documents or click **Upload Pending Documents**" points to the green 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 highlighted, and a callout box points to it with the text "Step 1: Click Utilities". The main content area is titled "Document Uploader" and contains a light blue instructional box. Below this 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...). A green arrow points to the Organization dropdown. Below the dropdowns, the text "Upload Destination Your organization profile" is visible. A second callout box points to the "Document Uploader" menu item in the sidebar with the text "Step 2: Document Uploader".

**Step 1: Click Utilities**

**Step 2: Document Uploader**

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

Portal Sam,

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

Debris Removal Tipping Fees.docx

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

Options

**Step 1: Click Category Bar**

**Step 2: Select Document Category Type**

# 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', 'Organization Profile', 'Organization Personnel', 'Applicant Event Profiles', 'Projects', 'Damages', 'Work Orders', 'My Tasks', 'Calendar', 'Utilities', 'Resources', and 'Intelligence'. The 'My Applicant Event Profiles' page is active, showing a table of event profiles. A callout box labeled 'Step 1: Click My Organization' points to the 'My Organization' menu item. Another callout box labeled 'Step 2: Click Applicant Event Profiles' points to the 'Applicant Event Profiles' menu item. A third callout box labeled 'Step 3: Click Magnifying glass' points to the search icon in the table header. The table displays one entry for event 4332DR with status 'Eligible' and 'Pending Grant Completion'.

**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

# 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 <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

Select...

STATUS

All

🔍 PROCESS STEP

Select...

HAS RFI

Select...

TYPE

All

HAS POLICY ISSUE?

All



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 <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	41 / 41	2 / 7	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	6 / 7	0 / 6	Lanneau, Peter	11/15/2017 09:38 AM CST		
⚙️ OPTIONS	Standard Lane - Category E	1	Open	Pending Applicant Response	33 / 38	1 / 4	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

PROCESS STEP Pending Application  
As of June 13th, 2018 1

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 'Grants Portal' logo. The user is logged in as 'Sam, Yosemite'. The main navigation bar includes 'Dashboard', 'My Organization', and 'My Applicant Event Profiles'. A blue button for 'REQUEST PUBLIC ASSISTANCE' is visible. A left sidebar contains various menu items, with 'Applicant Event Profiles' highlighted. A table of event profiles is displayed with columns for Event #, Event Name, Status, Process Step, # Projects, # Damages, and # Work Orders. A magnifying glass icon is used to search for a specific event profile.

**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 <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 ▾

Step 1: Expand Projects bar

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 - Buildings and Equipment	City Landfill	Work Completed / Fully Documented	Pending Applicant Scope & Cost Approval	1
🔍 9103	B - Emergency Protection	City Landfill	Work Completed / Fully Documented	Pending DIU EMMIE Final Record Upload	1
🔍 9143	A - Debris Removal	City Landfill	Work Completed / Fully Documented	Pending EEI Completion	1
🔍 17523	F - Utilities	Utilities - Telecommunications	Standard	Pending EEI Completion	1

Step 2: Click Magnifying Glass

# Locate Project Essential Elements Of Information (EEI)

**Portal** 🔔 2 👤 Sam, Yosemite ...

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

[📄 DOWNLOAD PROJECT REPORT](#) [📧 SUBSCRIBE](#)

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

**General Information** 🗄️

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

[📊 Stats / Summary >](#)

[👥 Contacts >](#)

[🚧 Damage Inventory >](#)

**Click View Project EEI**

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

# 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 and Facilities 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...

	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:  Category: × Damaged Force Account Equipment Summary

Search... SHOW/HIDE COLUMNS

	Source	Filename	Description	Category	Size	Uploaded Date	Uploaded By
<span>+ ATTACH</span>	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 screenshot displays 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 "SAVE" and "CLOSE" buttons. 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 "SAVE" button. The background shows a sidebar with "Damage In" and "Essential E" sections, and a main content area with a "Project Brief" and a list of documents including "E - Version 1", "Damaged Force Account Equipment Summary", and "Damaged Equipment summary.docx".

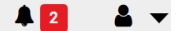
**Step 1: Type Comment**

**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

Comments

Note: Comments cannot be Removed or Edit after 24 hours

Document Unavailable Reasons

This document category has no Document Unavailable Reasons.

Step 1: 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 ☆

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

### 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		

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 <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, AGFA, Georgia 26589
126597	4332DR- TX	[18088] DAC	Z	DAC			Unknown
27640	4332DR- TX	[19116] County Road 35	C	COUNTY ROAD 35	250LF WASHOUT		1258 OLD RIVER ROAD, AGFA, Georgia 26589
89973	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		30.34, -97.69

25 Showing 1 to 25 of 26 entries

Previous 1 2 Next

Sign Document

**Click To Sign**

**SIGNATURE**

Signature here

CLICK TO SIGN

**DATE**

08/11/2018

SUBMIT

CANCEL

# 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

SUBMIT CANCEL

**Step 1: Type Name**

**Step 2: Select Signature Style**

**Step 3: Enter Password**

**Step 4: Click Sign**

# Submit Signed Damage Inventory

Portal

  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 Austin, Texas 78754
91207	4332DR-TX	Unassigned	G	Walnut Metro Park	10 acre park with asphalt road and parking lots. 2 mile 12ft wide asphalt side walk around the parks perimeter. 700LF of chain linked fence damage. 20ea 15ft high light poles down, 100SF vinyl canopy over the playground torn.	12138 N Lamar Blvd Austin, Texas 78753
96855	4332DR-TX	[9143] Parks debris removal	A	Parks Debris removal	Force account vegetative debris removal from city parks, as well as the removal of hazardous limbs and trees.	11000 N Interstate Hwy 35 Austin, Texas 78753

25 Showing 1 to 15 of 15 entries

Previous 1 Next

Sign Document

SIGNATURE

*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 <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

Click Manage

 Exploratory Call Information >

# 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
 	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
 	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
 	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


Portal

Damage Inventory

Search...

	Damage #	Category				Cause of Damage
<a href="#">EDIT</a> <a href="#">REMOVE</a>	30711	A	31-90 Day PAAP Debris Removal	The applicant hauled all debris to the burn site within 30 days of the incident period. The debris i...(Show More)	Unassigned	Hurricane
<a href="#">EDIT</a> <a href="#">REMOVE</a>	30712	A	1- 30 Day PAAP Debris Removal	Debris removal and disposal (vegetative) from numerous locations throughout city. The work was compl...(Show More)	[1806] 1-30 PAAP Debris	Hurricane
<a href="#">EDIT</a> <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> <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> <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

 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**

**SAVE** **CANCEL**

**⚠️ 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

Name

Reason For Late Submission

**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

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

Search...

SHOW/HIDE COLUMNS

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

25 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 <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.

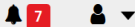
Step 2:  
Review DDD

? Development Guide Answers >

🏠 Scope & Cost Summary ▾

# Project Details

Portal



 Project

Click **Sign DDD**  
to approve

[SIGN DDD](#) [SEND BACK](#) [DOWNLOAD PROJECT REPORT](#) [SUBSCRIBE](#)

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

## General Information v0

**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%

Click **Send Back**  
if changes are  
needed

**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, the 'Facility Damage:' section lists: 'Pumps, 3 each of General Motors storm-water pump, the pump was pushed beyond capacity due to torrential rain...'. The 'Sign Document' section shows a 'SIGNATURE' field with the text 'Signature here' and a 'DATE' field with the value '07/06/2018'. A 'CLICK TO SIGN' button is located below the signature field.

# 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

# Sign Project Scope and Cost



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

# My Tasks

Portal

🔔 2 Sam, Yosemite

✓ My Tasks

Step 1: Click **Bell**

ℹ 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 - 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		
<b>REVIEW</b>	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		

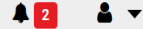
Step 2: Click **Review** next to the Project you need to sign

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 <small>As of April 20th, 2018 3:06 PM CDT</small>		

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

<b>PROJECT #</b>	8132	<b>APPLICANT</b>	Glenville - PDMG0125 - 4332DR (4332DR - 125)
<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 <i>As of April 20th, 2018 3:06 PM CDT</i>		

# 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

🔔 1 👤 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. The bottom of the table indicates 'Showing 1 to 1 of 1 entries (filtered from 3 total entries)'.

Grants Portal

Sam, Yosemite

Dashboard

My Organization  
Glennville - PDM00125 - 4332DR  
(4332DR - 125)

Organization Profile

Organization Personnel

Applicant Event Profiles

Projects

Damages

Work Orders

My Tasks

Intelligence

Administration

Step 1: Click **My Organization**

Step 2: Click **Applicant Event Profiles**

Step 3: Click **Magnifying Glass**

REQUEST PUBLIC ASSISTANCE

All Active Applicant Event Profiles

SHOW/HIDE COLUMN

				# 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

# Event Profile

Step 1: Expand Projects bar

Projects ▾

Active Inactive

Filters

CATEGORY Select... HAS RFI Select...

PROCESS STEP Select... HAS POLICY ISSUE? All

TYPE All

SEARCH [magnifying glass icon]

SHOW/HIDE COLUMNS

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

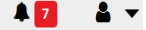
10 Showing 1 to 3 of 3 entries

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

[+ ADD INTRO](#)

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

[+ ADD ADDITIONAL INFO](#)

Step 1: Expand Scope & Cost Summary bar

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

# 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](#)

## 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.

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

# 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

**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**

Portal

89099 CONTENTS

Add a Contract/Vendor Costs item Permanent

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

→ ADD ITEM CANCEL

COMPLETE AND LOCK

\$0.00 + ADD COST

\$0.00 + ADD COST

SHOW/HIDE COLUMNS

TOTAL: \$0.00

Previous Next

Work To Be Completed Permanent Items

Work Completed Non-Permanent Items

Work To Be Completed Non-Permanent Items

GROSS COST \$0.00

COST SHARE 75.00%

Back to top of cost

# 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

Previous 1 Next

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

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

GROSS COST **\$193,104.00**  
COST SHARE **75.00%**

[Back to top of cost](#)

Step 1: Click Options

Step 2: Click Edit or Remove 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

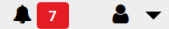
TOTAL: \$193,104.00

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

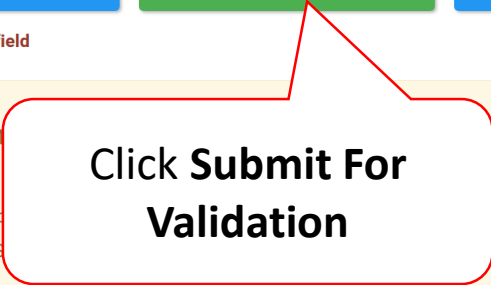
SUBMIT FOR VALIDATION

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.



[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

**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	

Step 1: Click My Organization

Step 2: Click Projects

Step 3: Click Magnifying glass to select a project

# 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 <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**

Portal

[View Project EEI](#)

## 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)

**REGION** Region 7


# 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**

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

**Step 2: Click Unsubscribe**

**Step 2: Click Modify**

**Portal**

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

**LOAD PROJECT REPORT** **MODIFY SUBSCRIPTION**

**General Information**

PROJECT #	5055	APPLICANT	Glenville - PDMG0009 - 4332DR (4332DR - 9)
CATEGOR			DR-TX (4332DR)
TIT			Region 7
TYPE	Standard		
STATUS	Active		
PROCESS STEP	Pending EEI Completion <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. A central white pop-up window titled "Unsubscribe" with a close button (X) in the top right corner contains the text: "Are you sure you want to unsubscribe *Leghorn, Foghorn* from all subscription events on [5055] Maintenance Bldg?". At the bottom of the pop-up are two buttons: a red "UNSUBSCRIBE" button with a small 'x' icon and a white "CANCEL" button with a circular arrow icon. A red callout box with a white background and a red border points to the "UNSUBSCRIBE" button, containing the text "Click **Unsubscribe**". Below the pop-up, the "General Information" section is visible, featuring 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 <small>As of November 24th, 2017 4:31 PM CST</small>		
% COST SHARE	75.00%		

# 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

Tasks  
RFIs  
Workflow Items  
Determination Memos  
Essential Elements of Information

Calendar  
Utilities  
Resources  
Intelligence

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
			ge #146127,	PDMG Review	Pending	105	105	Workflow item submitted for approval
	Damage Workflows	Submission Approval	Sub station Security Fence, for Glenville - PDMG0009 - 4332DR (4332DR - 9)					

# 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
	Reconcile Expedited Project
	<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**

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

Reason

**YES** **NO**

**Click Yes**

**+ APPROVE**



# 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

**i** 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)					

22 total entries)

Previous 1 Next

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

# 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	Response	# 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
	ccount	FA Labor							
		Documents							

- 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

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

# 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

**Step 1: Add Document Description**

**Step 2: Click Save**

SAVE CANCEL

UPLOAD LINE DOCUMENT



# 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](#)

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

**Step 1: Expand the Documents bar**

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

## 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

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

#### 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 available in the comments section of 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.

Click **Record Line Response**

👤 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 dialog titled "Record Line Response". The dialog contains a "Line Item" dropdown menu with the selected option "#1 - Force Account" and a large text area for the "Response". Below the text area is a "Responses" section with a message: "This line item has no responses." At the bottom of the dialog 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
1	Procurement	Missi	17 05:09					1

⚙️ OPTIONS ▾

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

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 v Showing 1 to 1 of 1 entries

Previous 1 Next

10 v 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.

**Responses**

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

10 v Showing 1 to 1 of 1 entries

Previous 1 Next

**SAVE** GO BACK

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

**Step 2: Click Save**

# 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 Res Responded On PDMG Verification Date CRC Verification Date # Responses

Line Item #	Type	Reason	# Documents	Response	Res	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

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, 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	05/05/2018
STATUS	Pending Applicant Response
PROJECT	Region 7 Glenville - PDMG0009 - 4332DR (4332DR - 9) [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

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

REQUEST PUBLIC ASSISTANCE

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

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

Step 1: Click Event PA Requests

Step 2: Click Magnifying Glass

# Applicant Event Profile

Portal

Oz, Memmet ▾

## 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](#)

### 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

Click **Review RTM**  
or **Sign RTM**  
**Report**

### 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

[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](#) >

**Click Sign RTM**

[SIGN RTM](#)

# 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.

SIGNATURE

Signature here

CLICK TO SIGN

DATE

11/09/2017

Click on  
Click To Sign

# 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 "Signature here" and a "DATE" field with "11/09/2017".

# Submit Signed RTM

## ✎ Sign Recovery Transition Meeting

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*

DATE

11/09/2017


# Sign Out of Grants Portal & Help





# Sign Out of Grants Portal








Portal 🔔 7 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




Click on Name and Select **Sign Out**


-  Sign Out
-  DOWNLOAD
-  My Profile
-  Feedback
-  Help
-  About
-  Release Notes

 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.

# Grants Portal Hotline for Assistance:

**(866) 337-8448**

