

Create Your Own Scope Of Work & Cost For Work To Be Completed



My Organization

The screenshot shows the Grants Portal interface. At the top left is the 'Grants Portal' logo. The user 'Leghorn, Fo' is logged in at the top right. A navigation menu on the left includes 'Dashboard', 'My Organization', 'Organization Profile', 'Event PA Requests', 'Projects', 'Damages', 'Work Orders', 'My Tasks', and 'User'. The 'My Organization' section is active, displaying a dropdown menu with 'All Active Event PA Requests' selected. Below this is a search bar and a table of event PA requests. A magnifying glass icon is visible in the first row of the table. Three red callout boxes provide instructions: 'Step 1: Click My Organization' points to the 'My Organization' menu item; 'Step 2: Click Event PA Requests' points to the 'Event PA Requests' menu item; and 'Step 3: Click Magnify Glass' points to the magnifying glass icon in the table.

Step 1: Click My Organization

Step 2: Click Event PA Requests

Step 3: Click Magnify Glass

Event #	Event Name	Status	Process Step	PDMGs Assigned	# Projects	# Damages	# Work Orders
4332DR	4332DR-TX (4332DR)	Eligible	Pending Grant Completion	*Lanneau, Peter	3	21	6

Event PA Requests Profile

Grants Portal

Leghorn, Fogho...

Dashboard

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

- Organization Profile
- Event PA Requests
- Projects
- Damages
- Work Orders
- My Tasks
- Utilities

Projects ▾

Active Inactive

Filters

CATEGORY Select... HAS RFI Select...

PROCESS STEP Select... HAS POLICY ISSUE? All

TYPE All

Search... ?

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 Entries

Previous 1 Next

Step 2: Click **Magnifying Glass**

Project Details

Project Details Sheriff's Lab

REQUEST FEMA COMPLETION

SUBMIT FOR VALIDATION

DOWNLOAD PROJECT REPORT

⚠ 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 v0

PROJECT # 7446

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

CATEGORY E - Buildings and Equipment

EVENT [4332DR-TX \(4332DR\)](#)

TITLE Sheriff's Lab

TYPE Standard

STATUS Active

PROCESS STEP Pending Scope & Cost Completion by Applicant
As of November 6th, 2017 11:02 AM CST

Scroll Down to Scope & Cost Summary bar

Scope & Cost Summary Bar

Grants Portal

Leghorn, Fogho...

Dashboard

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

Organization Profile
Event PA Requests
Projects
Damages
Work Orders
My Tasks
Utilities

\$ 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

Please **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

The screenshot displays the Grants Portal interface. At the top left, the 'Grants Portal' logo is visible. The user's name, 'Leghorn, Fogho..', is shown in the top right corner. A navigation menu on the left includes 'Dashboard', 'My Organization', 'Organization Profile', 'Event PA Requests', 'Projects', 'Damages', 'Work Orders', 'My Tasks', and 'Utilities'. The main content area is titled 'Manage Scope & Cost'. A blue information banner at the top of the main area reads: '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.' Below this, a dropdown menu shows '89099 CONTENTS'. A tabbed interface has 'Scope' selected, with other tabs for 'DDD', 'Preview', 'Cost', and 'Documents'. A blue button labeled 'COMPLETE THIS SCOPE' is in the top right. The main content area shows a large box with '89099 Contents' and a green '+ ADD SCOPE' button. A red callout box with the text 'Click Add Scope' points to this button.

Enter Scope Of Work

The screenshot shows the Grants Portal interface. The top header includes the 'Grants Portal' logo and the user name 'Leghorn, Fc'. A left sidebar contains navigation options: Dashboard, My Organization (with a dropdown arrow), Organization Profile, Event PA Requests, Projects, Damages, Work Orders, My Tasks (with a dropdown arrow), and Utilities (with a dropdown arrow). The main content area is titled 'Contents' with a reference number '89099'. A red callout box points to the 'SAVE SCOPE' button in the toolbar. Another red callout box points to the list of work items. The work items are:

- 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.

An 'EDIT HEADER' link is visible in the top right corner of the content area.

Review/Edit Scope Of Work

The screenshot displays the Grants Portal interface. At the top left is the 'Grants Portal' logo. The user 'Leghorn, Fogho...' is logged in at the top right. A sidebar on the left contains navigation options: Dashboard, My Organization (Glenville - PDMG0009 - 4332DR (4332DR - 9)), Organization Profile, Event PA Requests, Projects, Damages, Work Orders, My Tasks, and Utilities. The main content area shows a dropdown menu with '89099 CONTENTS' selected. Below this are tabs for 'Preview', 'Scope', 'Cost', and 'Documents'. A blue button labeled 'COMPLETE THIS SCOPE' is in the top right. The 'Scope' tab is active, showing a list of work items under the heading '89099 Contents'. Each item has an 'EDIT SCOPE' link. A callout box points to the 'COMPLETE THIS SCOPE' button with the text 'Click Complete This Scope'. Another callout box points to the 'EDIT SCOPE' link for the first item with the text 'Click Edit Scope if any changes or additions are needed'.

Grants Portal

Leghorn, Fogho...

Dashboard

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

Organization Profile

Event PA Requests

Projects

Damages

Work Orders

My Tasks

Utilities

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.

Rework/Edit Completed Scope of Work

Grants Portal Leghorn, Fogho...

Dashboard Manage Scope & Cost DAMAGE COMPLETE ✓ GO BACK

My Organization Greenville - FDMG0009 - 4332DR (4332DR - 9)

Organization Profile
Event PA Requests
Projects
Damages
Work Orders
My Tasks
Utilities

89099 CONTENTS

DDD Preview Scope Cost Documents SCOPE COMPLETE ✓ UNLOCK FOR REWORK

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

Step 1: Click Cost tab

Step 2: Click Add Cost on the appropriate bar

Step 3: Select Cost Source

The screenshot shows the Grants Portal interface with the 'Cost' tab selected. The main content area is divided into sections for 'Work Completed Permanent Items' and 'Work To Be Completed Permanent Items'. A table with columns for Description, Cost Code, Estimate Type, Qty, Units, Unit Price, City Adj Factor, and Total Cost is shown, with 'No data available' in the body. A dropdown menu is open for the 'Work To Be Completed Permanent Items' section, listing various cost sources such as 'RSMean Online', 'FEMA's CEF', 'FEMA Cost Codes', etc. The total cost for each section is \$0.00, and a '+ ADD COST' button is visible next to each total. The bottom right corner shows 'GROSS COST \$0.00' and 'COST SHARE 75.00%'. A 'Back to top of cost' link is at the bottom left.

Enter Cost Information

The screenshot shows a web form titled "Add a Contract/Vendor Costs item" with a "Permanent" lock icon. The form contains the following fields and values:

- Cost Code: 9001 (Contract)
- Description: Dell Inc.
- Quantity: 1.00
- Unit: Lump Sum (Lump Sum)
- Unit Price: 148500.00
- City Adjustment Factor: 1.00
- Total Cost: \$148500.00

At the bottom of the form are two buttons: "ADD ITEM" (green) and "CANCEL" (grey). The background shows a "Grants Portal" interface with a sidebar and a table of cost items.

Step 1: Select FEMA Cost Code

Step 2: Enter the Cost Description

Step 3: Enter Quantity

Step 4: Select Unit

Step 5: Enter Unit Price

Step 6: Enter City Adjustment Factor (if applicable)

Step 7: Click Add Item

Edit/Remove Cost Line Item

The screenshot displays the Grants Portal interface. At the top, the logo 'Grants Portal' is on the left, and the user name 'Leghorn, Fogho' is on the right. A navigation menu on the left includes 'Dashboard', 'My Organization', 'Organization Profile', 'Event PA Requests', 'Projects', 'My Tasks', and 'Utilities'. The main content area shows a 'Cost' tab selected, with a 'COMPLETE AND LOCK' button in the top right. Below this, there are sections for 'Work Completed Permanent Items' (total \$0.00) and 'Work To Be Completed Permanent Items' (total \$193,104.00). A table lists two cost line items:

	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

The table has a 'TOTAL: \$193,104.00' and a 'SHOW/HIDE COLUMNS' button. A dropdown menu is open for the first row, showing 'Edit' and 'Remove' options. A red callout box points to this menu with the text 'Step 1: Click Options'. Another red callout box points to the 'Edit' and 'Remove' options with the text 'Step 2: Click Edit or Remove Cost'. At the bottom right, the 'GROSS COST' is \$193,104.00 and the 'COST SHARE' is 75.00%. A 'Back to top of cost' link is at the bottom left.

Complete Scope And Cost

Grants Portal Leghorn, Fogho

Dashboard 89099 CONTENTS

My Organization
Glenville - PDM50009 - 433ZDR
(433ZDR - 9)

Organization Profile
Event PA Requests
Projects
Damages
Work Orders
My Tasks
Utilities

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

- Organization Profile
- Event PA Requests
- Projects
- Damages
- Work Orders
- My Tasks
- Utilities

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

COST COMPLETE ▾

UNLOCK FOR REWORK

Work Completed Permanent Items ▾

\$0.00

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

Work To Be Completed Permanent Items ▾

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

- Dashboard
- My Organization
Glenville - PDMC0009 - 433ZDR
(433ZDR - 9)
- Organization Profile
- Event PA Requests
- Projects
- Damages
- Work Orders
- My Tasks
- Utilities

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

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

Showing 1 to 2 of 2 entries

Previous 1 Next

Submit Scope and Cost to FEMA

Grants Portal 👤 Leghorn, Fogho...

Dashboard **Project Details** Sheriff's Lab

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

Organization Profile
Event PA Requests
Projects
Damages
Work Orders
My Tasks
Utilities

REQUIREMENTS **REQUEST FEMA COMPLETION** **SUBMIT FOR VALIDATION** **DOWNLOAD PROJECT REPORT**

⚠️ 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 #	7446	APPLICANT	Glenville - PDMG0009 - 4332DR (4332DR - 9)
CATEGORY	E - Buildings and Equipment	EVENT	4332DR-TX (4332DR)
TITLE	Sheriff's Lab		
TYPE	Standard		
STATUS	Active		
PROCESS STEP	Pending Scope & Cost Completion by Applicant <small>As of November 6th, 2017 11:02 AM CST</small>		
% COST SHARE	75.00%		

Stats / Summary >

Contacts >

Click Submit For Validation

Confirm Submit For Validation

The screenshot shows a web portal interface. At the top left, the text 'ants Portal' is visible. The main header area contains 'Project Details Sheriff's Lab'. On the right side of the header, there are three buttons: 'REQUEST FEMA COMPLETION', 'SUBMIT FOR VALIDATION', and 'DOWNLOAD PROJECT P'. A white dialog box is centered on the screen with the title 'Submit For Validation?'. The dialog contains the text: 'Are you sure you want to submit the project's Scope & Cost to FEMA for validation?' and 'You will no longer be able to modify the Scope & Cost for this project.' Below this text are two buttons: 'YES' and 'NO'. A red callout box with a white background and a red border points to the 'YES' button, containing the text 'Click Yes'. The background page is dimmed and shows a warning icon and text: 'This project is pending Scope & Cost Completion by Applicant'. Below this, there is a section for 'General Information' with the following details:

PROJECT #	7446	APPLICANT	Glenville - PDMG0009 - 4332DR (4332DR - 9)
CATEGORY	E - Buildings and Equipment	EVENT	4332DR-TX (4332DR)
TITLE	Sheriff's Lab		
TYPE	Standard		
STATUS	Active		
PROCESS STEP	Pending Scope & Cost Completion by Applicant <small>As of November 8th, 2017 11:02 AM CST</small>		
% COST SHARE	75.00%		

At the bottom of the page, there are three menu items: 'Stats / Summary >', 'Contacts >', and 'Damage Inventory >'.