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Creating Password for a New Account
Hello Sherry,

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

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

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

-FEMA PA Support Team

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.

Click Next
Create New Password

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

Step 1: Type New Password
Step 2: Click Next
Create Security Question

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

Step 1: Select Security Question and Answer

Step 2: Click Next
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.

<table>
<thead>
<tr>
<th>USERNAME</th>
<th>maureen</th>
</tr>
</thead>
<tbody>
<tr>
<td>PASSWORD</td>
<td>********</td>
</tr>
<tr>
<td>SECURITY QUESTION</td>
<td>What was your childhood nickname?</td>
</tr>
<tr>
<td>SECURITY ANSWER</td>
<td>twinkie</td>
</tr>
</tbody>
</table>

---

**Step 1:** Review Information

Step 2: Click Submit
Congratulations Screen

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

Click Return to Login Screen

RETURN TO LOGIN SCREEN
Re-Login to Grants Portal

Enter User Name and NEW Password
Privacy Notice Pop-Up

Click Accept or Press Enter
ATTENTION

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

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

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

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

Click Accept or Press Enter
Your dashboard has no tiles!

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

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

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

Manage Personnel
Step 1: Click **Organization Profile**

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

Click Create

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

Showing 1 to 5 of 5 entries
Complete Personnel Information

Step 1: Complete Information

Step 2: Click Save
Provide Roles to Personnel

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Initial</th>
<th>Roles</th>
<th>Emails</th>
<th>Phones</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bash</td>
<td>Baby</td>
<td></td>
<td>Account Manager Primary PA Coordinator</td>
<td><a href="mailto:baby.bash@houston.gov">baby.bash@houston.gov</a>, Work</td>
<td>(713) 772-5553, Work (Desk)</td>
</tr>
<tr>
<td>Coyote</td>
<td>Wilie</td>
<td></td>
<td>Alternate PA Coordinator Authorized Rep</td>
<td><a href="mailto:ecoyote@glenville.gov">ecoyote@glenville.gov</a>, Work</td>
<td>(512) 454-4804 x7777, Work (Desk)</td>
</tr>
<tr>
<td>Doe</td>
<td></td>
<td></td>
<td>Authorized Representative Primary PA Coordinator</td>
<td><a href="mailto:58720.Jane@PDMG0009.gov">58720.Jane@PDMG0009.gov</a>, Work</td>
<td>(555) 555-555, Work (Cell)</td>
</tr>
<tr>
<td>Doe</td>
<td></td>
<td></td>
<td>Organization Admin Primary PA Coordinator</td>
<td><a href="mailto:foghorn.foghorn@glenville.gov">foghorn.foghorn@glenville.gov</a>, Work</td>
<td>(555) 555-555, Work (Cell)</td>
</tr>
<tr>
<td>Leghorn</td>
<td>Foghorn</td>
<td></td>
<td>Account Manager Alternate PA Coordinator Personnel Manager</td>
<td><a href="mailto:mohsin.raza@houston.tx.gov">mohsin.raza@houston.tx.gov</a>, Work</td>
<td>(832) 393-9079, Work (Desk)</td>
</tr>
<tr>
<td>Wayne</td>
<td>Burce</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click Manage
Organizational Roles

Manage Personnel

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

Contact Info ➤

Click **Manage**
Grant/Edit Roles

Step 1: Click the Box

Step 2: Click Save

Place mouse over “?” for definition of role
Organization

Facility Locations
Add Locations to Profile

Step 1: Click My Organization

Step 2: Click Organization Profile

Step 3: Click Manage
# Add Locations

### Manage Locations

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

Showing 1 to 1 of 1 entries

- Click **ADD**
Enter Facility Location

Step 1: Enter Address

Step 2: Click Save
Save Location

![Portal Manage Locations](image)

Click **Save**
Counties With Facility

Click Manage
Add Counties

Step 1: Click ADD

Step 2: Click Save
Register Organization
Organization Information

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

Step 1: Enter DUNS Number

Step 2: Click Next

Step 1: Enter DUNS Number

Step 2: Click Next
## Enter Contact Information

**Grants Portal**

**Step 1: Enter Contact Information**

<table>
<thead>
<tr>
<th>Primary Contact Info</th>
<th>Alternate Contact Info</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FIRST NAME</strong></td>
<td><strong>FIRST NAME</strong></td>
</tr>
<tr>
<td>John</td>
<td></td>
</tr>
<tr>
<td><strong>LAST NAME</strong></td>
<td><strong>LAST NAME</strong></td>
</tr>
<tr>
<td>Smith</td>
<td></td>
</tr>
<tr>
<td><strong>TITLE</strong></td>
<td><strong>TITLE</strong></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>PHONE NUMBER</strong></td>
<td><strong>PHONE NUMBER</strong></td>
</tr>
<tr>
<td>(940) 555-1234</td>
<td></td>
</tr>
<tr>
<td><strong>EMAIL</strong></td>
<td><strong>EMAIL</strong></td>
</tr>
<tr>
<td><a href="mailto:test@test.gagov">test@test.gagov</a></td>
<td></td>
</tr>
</tbody>
</table>

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

Step 1: Enter Primary Location Information

Step 2: Click Next
Add Applicable Counties with Facilities

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

Step 2: Click **Next**
Verify Information

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

Organization Information

REQUESTING ORGANIZATION
Georgia Emergency
Management Agency

NAME
Test, City of

TYPE
City or Township
Government

Click Next
Submit Information

| 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 |

Click Submit
Confirmation of Submittal

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

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

Hello Sherry,

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

-FEMA PA Support Team

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

Please click here to begin the RPA submission process.

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

Click Next
General Information

Request Public Assistance

Step 1: Select Event

Step 2: Select Yes or No

Step 3: Click Next
Primary/Alternate Contact Information

Request Public Assistance

Step 1: Select Primary Contact

Step 2: Select Alternate Contact

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

Step 1: Verify Primary Location or Click Change

Step 2: Verify Mailing Address or Click Change

Step 3: Click Next
Step 1: Enter Additional information/Comments

Step 2: Click Next
### Review Request

#### Portal

**Request Public Assistance**

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 organization’s 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**

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant</td>
<td>Troy, City of</td>
</tr>
<tr>
<td>Event</td>
<td>Colorado State EOC (CG-EOC)</td>
</tr>
<tr>
<td>Participated in PDA?</td>
<td>No</td>
</tr>
</tbody>
</table>

**Primary Contact**

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Stapleton, Maureen</td>
</tr>
<tr>
<td>Title</td>
<td>Executive Administrative Assistant</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:maureen.stapleton@troycity.gov">maureen.stapleton@troycity.gov</a></td>
</tr>
<tr>
<td>Phone</td>
<td>(212) 948-5755</td>
</tr>
</tbody>
</table>

**Primary Location**

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>3857 Old Bloomingdale</td>
</tr>
<tr>
<td>City</td>
<td>Troy</td>
</tr>
<tr>
<td>State</td>
<td>Colorado</td>
</tr>
<tr>
<td>Zip</td>
<td>21938</td>
</tr>
<tr>
<td>County</td>
<td>San Miguel County</td>
</tr>
</tbody>
</table>

**Mailing Address**

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>3857 Old Bloomingdale</td>
</tr>
<tr>
<td>City</td>
<td>Troy</td>
</tr>
<tr>
<td>State</td>
<td>Colorado</td>
</tr>
<tr>
<td>Zip</td>
<td>21938</td>
</tr>
<tr>
<td>County</td>
<td>San Miguel County</td>
</tr>
</tbody>
</table>

**Other Info**

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comments</td>
<td>...</td>
</tr>
</tbody>
</table>

---

**Steps:**

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

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

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

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

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

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

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

Request Public Assistance

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

Organization: St. Peter Church

FEMA PA Code: -

DUNS #: 565874

Event: 4332DR-TX (4332DR)

Participated in PDA?: Yes

Step 1: Select Event

Step 2: Select Yes or No

Step 3: Click Next
Primary And Alternate Contact Information

Request Public Assistance

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

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
Verify/Change Primary Location & Mailing Address

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

**Step 1:** Enter and answer questions

**Step 2:** Click the blue items to attach required document

**Step 3:** Click **Next**
Attaching PNP Required Documents

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

Click Upload New
Add PNP Required Document

Click **Select Document**

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

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

**ADD DOCUMENT**  **CANCEL**
Upload PNP Required Document

Step 1: Click Select Document

Step 2: Click Open
Add Document

Step 1: Review Information

Step 2: Select Category Tag

Note: Multiple Tags can be added

Step 3: Add Document
Attach Document

Click Attach Selected
Other Information/Comments

Request Public Assistance

Step 1: Review Information

Step 2: Click Next
Review Request

1. Review Information

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

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

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

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

Note: This section can only be completed after your Organization is 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
Applicant Event Profile

Scroll down to PNP Information Bar
PNP Information Bar

Step 1: Click to expand bar

Step 2: Click SBA Loan Tab

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

Click Add Document
Add SBA Document

Click Select Document
Select SBA Document

Step 1: Select Document

Step 2: Click Open
Upload SBA Loan Document

Step 1: Add document description

Step 2: Click Add Document
Edit Uploaded Document

Click this icon to go back to Event Profile page

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

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

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

Step 1: Answer ALL Questions

Step 2: Save
Confirm SBA Loan Information Questions

Step 1: Expand PNP Information bar

Step 2: Click SBA Loan tab

Step 3: Expand SBA Loan Information

- 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

- Filename: Pair City Museum SBA Loan Letter.docx
  - Description: SBA Loan determination letter for event DR4323TX
  - Size: 47.2 KB
  - Category: SBA Loan Documentation
  - Uploaded Date: 07/19/2018 01:59 PM CDT
  - Uploaded By: Uchiha, Sasuke
Damage Inventory And Template
Applicant Event Profiles

Step 1: Click **My Organization**

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

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

Step 2: Click **Manage**
Download Damage Inventory Template

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

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

Click Enable Editing
Complete each column then save on your computer

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

Portal

Applicant Event Profile Manage Damage Inventory

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

Damage Inventory

<table>
<thead>
<tr>
<th>Damage #</th>
<th>Category</th>
<th>Name</th>
<th>Damage Description</th>
<th>Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>27637</td>
<td>C</td>
<td>COUNTY ROAD 65</td>
<td>250LF WASHOUT</td>
<td>[8415] County</td>
</tr>
<tr>
<td>27638</td>
<td>C</td>
<td>COUNTY ROAD 56</td>
<td>400LF WASHOUT</td>
<td>[8415] County Roads</td>
</tr>
<tr>
<td>27640</td>
<td>C</td>
<td>COUNTY ROAD 35</td>
<td>250LF WASHOUT</td>
<td>[19116] County Road 35</td>
</tr>
<tr>
<td>27641</td>
<td>C</td>
<td>COUNTY ROAD 95</td>
<td>200LF WASHOUT</td>
<td>Unassigned</td>
</tr>
<tr>
<td>27642</td>
<td>G</td>
<td>ROBERTS PARK</td>
<td>DAMAGES TO PLAYGROUND EQUIPMENT</td>
<td>[5054] City Parks</td>
</tr>
<tr>
<td>27643</td>
<td>G</td>
<td>ROBERTS PARK</td>
<td>DAMAGES TO THE MAIN OFFICE COMPLEX</td>
<td>[5054] City Parks</td>
</tr>
</tbody>
</table>

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

Step 1: Click on the saved template

Step 2: Click Open
Damage Inventory Template with Errors

**Step 1: Verify Errors or Warnings**

**Step 2: Click Cancel Import**

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

Do you wish to cancel and discard this import?

The results below will be saved for later viewing.

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

Click Cancel Import
Import Damage Inventory Template With No Errors

Step 1: Check Errors & Warnings

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

Commit Import

Do you wish to commit the changes in this import?

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

Click Commit Import
### Damage Inventory Template Upload Successful

#### Import Damage Inventory

**Glenville - PDMG0125 - 4332DR**

- **Download Template**
- **Upload Spreadsheet**
- **Go Back**

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

Step 1: Click Applicant Event Profiles

Step 2: Click Magnifying glass
## Manage Damage Inventory

### Portal

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>RPA DECISION DATE</td>
<td>8/29/2017 7:14 pm CDT</td>
</tr>
<tr>
<td>RSM COMPLETION DATE</td>
<td>9/15/2017 3:15 pm CDT</td>
</tr>
<tr>
<td>DAMAGE INVENTORY DEADLINE</td>
<td>11/14/2017</td>
</tr>
<tr>
<td>PROCESS STEP</td>
<td>Pending Grant Completion</td>
</tr>
<tr>
<td>INCIDENT LEVEL</td>
<td>1</td>
</tr>
<tr>
<td>INCIDENT START DATE</td>
<td>August 23, 2017</td>
</tr>
<tr>
<td>INCIDENT END DATE</td>
<td>August 28, 2017</td>
</tr>
<tr>
<td>DECLARATION DATE</td>
<td>August 26, 2017</td>
</tr>
<tr>
<td>DECLARED COUNTIES</td>
<td>Houston County - August 24th, 2017</td>
</tr>
</tbody>
</table>

- **Scroll down to the Damage Inventory Bar**
- **Click Manage**
Add A Single Damage

Click Add Damage
Select Damage Type

Select Standard Damage
Add Damaged Site Information

Step 1: Complete Information

Step 2: Click Save
Edit Damage Inventory
My Event Requests

Step 1: Click Applicant Event Profiles

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

**Click Manage**

<table>
<thead>
<tr>
<th>RPA DECISION DATE</th>
<th>8/29/2017 7:14 pm CDT</th>
</tr>
</thead>
<tbody>
<tr>
<td>RSM COMPLETION DATE</td>
<td>9/15/2017 3:15 pm CDT</td>
</tr>
<tr>
<td>DAMAGE INVENTORY DEADLINE</td>
<td>11/14/2017</td>
</tr>
<tr>
<td>PROCESS STEP</td>
<td>Pending Grant Completion</td>
</tr>
<tr>
<td>INCIDENT LEVEL</td>
<td>1</td>
</tr>
<tr>
<td>INCIDENT START DATE</td>
<td>August 23, 2017</td>
</tr>
<tr>
<td>INCIDENT END DATE</td>
<td>August 28, 2017</td>
</tr>
<tr>
<td>DECLARATION DATE</td>
<td>August 26, 2017</td>
</tr>
<tr>
<td>DECLARED COUNTRIES</td>
<td>Houston County - August 24th, 2017</td>
</tr>
</tbody>
</table>

### Stats/Summary

---

### Contacts

---

### Locations

---

### Damage Inventory

---

### Exploratory Call Information
## Edit Damage Inventory

### Applicant Event Profile: Manage Damage Inventory

#### Damage Inventory

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

**Click Edit**

---

- **Portal**: The system interface for managing damage inventory.
- **Applicant Event Profile**: Filters and manages damage information.
- **Manage Damage Inventory**: Functionality to add and edit damage records.
Edit Damage Information

Step 1: Edit Information
Upload Documents
Uploading Documents

- Org. Profile
  - Documents Pertain to Multiple Projects

- Applicant Event Profile
  - Project
  - Damage

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

- Documents Pertain to Multiple Projects
  - Master Policy Documents (Insurance, Payroll, Procurement)

- Documents for Specific Damage (Photos, Timesheets, Invoices)
Duplicate Documents

• Grants Portal will not allow duplicate documents to be uploaded in the same location

• The system determines duplicate documents by reading the document content
  • Text Recognition (OCR) is needed on Scanned documents

• **Blue Icon** are attached to duplicate documents.
  • Click the **Blue Icon** to view duplicated document location

• Documents can only be removed at the location it was uploaded
Add Documents Under Organization
My Organization Profile Insurance Document

Step 1: Click My Organization

Step 2: Click Organization Profile

Step 3: Click Upload Insurance Document
Click **Select Document**
Select Insurance Document – Pop-Up Box

Step 1: Select the document to upload

Step 2: Click Open
Add Document Description & Category Tag

Step 1: Write description of document

Step 2: Click the Category box

Step 3: Select Document Type
Add Insurance Documents

Click Add Document
My Organization Profile Documents Bar

Step 1: Click Organization Profile

Step 2: Click Manage
Manage Documents (Policy Documents)

Click Add Document
Manage Documents Upload – Pop Up Box

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

If you used Drag and Drop; jump to Page 112
Click to Select Document Upload

Click on “click here to exit manual document selection mode”
Select Document – Pop Up Box

Step 1: Select the Document

Step 2: Click Open
Add Document Description and Category Tag

Step 1: Provide Document Description

Step 2: Leave Category Filter ALL

Step 3: Select Document Category
Add Document

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

Step 2: Edit or Remove document if needed

Step 3: Click **Upload Pending Documents**
Click Edit
Edit Name

Step 1: Complete Edit

Step 2: Click Save Changes
# Remove Documents

## My Organization Profile

### Manage Documents

**Glenville - POMG0009 - 43320R (43320R - 9)**

<table>
<thead>
<tr>
<th>Filename</th>
<th>Description</th>
<th>Size</th>
<th>Category</th>
<th>Uploaded Date</th>
<th>Uploaded By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Glenville PDMG0009 Pay Policy.docx</td>
<td>Employee Payroll policy</td>
<td>11.2 KB</td>
<td>Force Account Labor Pay Policy</td>
<td>08/07/2018 03:21 PM CDT</td>
<td>Leghorn, Foghorn</td>
</tr>
</tbody>
</table>

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

Step 1: Click **Applicant Event Profiles**

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

- 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

- Documents

- Comments

- Request for Information

Click Manage
Click Add Document
Drag and drop file in this box or Click to Select Document
If you used Drag and Drop; jump to Page 125
Step 2: Select the Document

Step 2: Click Open
Add Document Description And Category Tag

Step 1: Provide Document Description

Step 2: Leave Category Filter at ALL

Step 3: Select Document Category
Add Document

Click Save
Upload Pending Document/s

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

Step 2: Click Upload Pending Documents
Edit Or Remove Documents

<table>
<thead>
<tr>
<th>Filename</th>
<th>Category</th>
<th>Size</th>
<th>Uploaded Date</th>
<th>Uploaded By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant Cost Summary.docx</td>
<td>Historical Cost summary</td>
<td>18.1 KB</td>
<td>08/08/2018 09:27 AM CDT</td>
<td>Leghorn, Foghorn</td>
</tr>
<tr>
<td>Glenville POMG009 Pay Policy.docx</td>
<td>Payroll Policy</td>
<td>102.2 KB</td>
<td>06/30/2018 08:22 AM CDT</td>
<td>Leghorn, Foghorn</td>
</tr>
<tr>
<td>Maint Report.docx</td>
<td>Facilities Maint Report</td>
<td>11.1 KB</td>
<td>05/23/2018 04:18 PM CDT</td>
<td>Lanneau, Peter</td>
</tr>
</tbody>
</table>

Click **Edit** to edit document name

Click **Remove** to Delete document
Uploading Documents Under Projects
Applicant Event Profiles

Step 1: Click Applicant Event Profiles

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

Step 2: Click the Magnifying Glass

<table>
<thead>
<tr>
<th>Category</th>
<th>Title</th>
<th>Type</th>
<th>Process Step</th>
<th># Damages</th>
</tr>
</thead>
<tbody>
<tr>
<td>G - Parks, Recreational Facilities, and Other Items</td>
<td>City Parks</td>
<td>Standard</td>
<td>Pending EEI Completion</td>
<td>4</td>
</tr>
<tr>
<td>E - Buildings and Equipment</td>
<td>Maintenance Bld</td>
<td>Standard</td>
<td>Pending Formulation Completion</td>
<td>1</td>
</tr>
<tr>
<td>E - Buildings and Equipment</td>
<td>Sheriff's Lab</td>
<td>Standard</td>
<td>Pending EEI Completion</td>
<td>1</td>
</tr>
</tbody>
</table>
Project Document

Click Manage
Project Details Manage Documents

Click Add Document
Drag and drop file in this box or Click to Select Document
If you used Drag and Drop; jump to Page 137
**Step 1:** Click on the document to upload

**Step 2:** Click Open
Document Description And Category Tag

Step 1: Add Document Description

Step 2: Leave Category Filter at All

Step 3: Select Category
Add Document to Project Details

Click Save
Upload Pending Document/s

Click **Remove** to Delete

Click **Edit** to edit document name

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

Click **Edit** to edit document name

Click **Remove** to Delete
Uploading Documents To Damage Inventory Line Item
Applicant Event Profiles

Step 1: Click Applicant Event Profiles

Step 2: Click the Magnifying Glass
Event Profile Damage Inventory

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

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

<table>
<thead>
<tr>
<th>Location</th>
<th>1259 OLD RIVER ROAD AGFA, Georgia 26589</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status</td>
<td>Active</td>
</tr>
</tbody>
</table>

- Additional Information

- Damage Survey Answers

- Site Inspection Information
  - PDNG Approved on 11/28/2017 07:35 AM CST

- Scope & Cost

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

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

- Insurance Information
  - This damage is currently marked not insured.

- Documents

Click **Manage**
Damage Details Manage Damage Documents

This Damage has no documents.

Click Add Document
Damage Details Upload Document – Pop Up

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

Step 1: Click on the document to upload

Step 2: Click Open
Add Document Description & Category Tag

Step 1: Add Document Description

Step 2: Select Category Tag
Save Uploaded Document
Uploaded Pending Document/s

Click **Remove** to Delete

Click **Edit** to edit document name

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

Click **Edit** to edit document name

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

Step 1: Click Utilities

Step 2: Document Uploader
Select Where To Load Document

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

Step 2: Click Select Document
Select Document To Be Uploaded

Click on File to Select

Click Open
Document Description And Category

Step 1: Click Category Bar

Step 2: Select Document Category Type
Upload Document

Step 1: Type Description of Document

Step 2: Confirm Information

Step 3: Click Upload Document To Damage
Upload Additional Documents

Click Here to navigate to uploaded document location

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

Unanswered Questions
Applicant Event Profiles

Step 1: Click **My Organization**

Step 2: Click **Applicant Event Profiles**

Step 3: Click **Magnifying glass**
## Applicant Event Profile

### General Information
- **FEMA PA CODE**: 4332DR - 125
- **NAME**: Glenville - PDMG0125 - 4332DR
- **TYPE**: City or Township Government
- **RECIPIENT REGION**: Region 7
- **STATUS**: Eligible
- **RPA DECISION DATE**: 8/29/2017 7:14 PM CDT
- **RSM COMPLETION DATE**: 9/15/2017 3:15 PM CDT
- **DAMAGE INVENTORY DEADLINE**: 09/05/2018
- **PROCESS STEP**: Pending Grant Completion

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

---

Scroll down to Projects bar
### Locate Projects

**Step 1: Expand Projects bar**

**Step 2: Click Magnifying Glass**

<table>
<thead>
<tr>
<th>Project #</th>
<th>Category</th>
<th>Title</th>
<th>Type</th>
<th>Process Step</th>
<th># Damages</th>
</tr>
</thead>
<tbody>
<tr>
<td>7446</td>
<td>E - Buildings and Equipment</td>
<td>Sheriff's Lab</td>
<td>Standard</td>
<td>Applicant Signed Project</td>
<td>1</td>
</tr>
<tr>
<td>8415</td>
<td>C - Roads and Bridges</td>
<td></td>
<td>Standard</td>
<td>Pending Scope &amp; Cost Completion by FEMA</td>
<td>2</td>
</tr>
<tr>
<td>12371</td>
<td>E - Buildings and Equipment</td>
<td></td>
<td>Standard</td>
<td>Pending EBI Completion</td>
<td>1</td>
</tr>
<tr>
<td>12903</td>
<td>B - Emergency Protective Measures</td>
<td>Police and Fire Emergency Protective Measures</td>
<td>Work Completed / Fully Documented</td>
<td>Pending Formulation Completion</td>
<td>3</td>
</tr>
</tbody>
</table>
Locate Project Essential Elements Of Information (EEI)

Click View Project EEI

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

Step 1: Click Options

Step 2: Click View EEI
Review Unanswered Questions

Step 1: Expand Questions bar

Step 2: Click Manage EEI Answers
Answer Questions

Step 1: Answer Questions

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

Step 3: Click Save

Step 1: Answer Questions
Answer Another EEI Questions

Step 1: Click the EEI Drop down

Step 2: Select the EEI

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

Step 1: Expand Question Bar

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

Questions Answered

Document Upload
Applicant Event Profiles

Step 1: Click My Organization

Step 2: Click Applicant Event Profiles

Step 3: Click Magnifying Glass
Event PA Requests Profile

Scroll down to Projects bar
Locate Projects

Step 1: Expand Projects bar

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

Click View Project EEI

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

Step 1: Click EEI Questions Tab

Step 2: Click to Expand the EEI

Review questions
Attach Documents to EEI

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

Drag and Drop file or Click to select the file

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

Step 1: Add document description

Step 2: Click Save
Selected Document – Pop Up Box

Click Attached Selected
Remove Documents from EEI

Click Remove
Essential Elements of Information (EEI)

Add Comments
Add Comments to EEI

Click +Add 📝
Add Comment to EEI Question

Step 1: Type Comment

Step 2: Select Type of Comment

Step 3: Click Save
Verify Comment Attached

Note: Multiple Comments can be added to an EEI

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

Note: Comments cannot be Removed or Edit after 24 hours

Step 1: Click Options

Step 2: Click Edit or Remove

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

Step 1: Click EEI Question Tab

Step 2: Click Submit To FEMA
Submit to FEMA – Pop up

Click Submit
Identify Tasks to Complete
Identify Tasks to Complete

Click Bell
Review Task to Complete

Click Review
Sign Damage Inventory

Note: Only the Authorized Representative role can Sign.
Applicant Event Profiles

Step 1: Click Applicant Event Profiles

Step 2: Click Magnifying Glass
Sign Damage Inventory

Step 1: Click **Options**

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

Scroll Down while Reviewing Damage Inventory

<table>
<thead>
<tr>
<th>Damage #</th>
<th>Event</th>
<th>Project</th>
<th>Category</th>
<th>Name</th>
<th>Damage Description</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>27641</td>
<td>4332DR-TX</td>
<td>Unassigned</td>
<td>C</td>
<td>COUNTY ROAD 95</td>
<td>200LF WASHOUT</td>
<td>1258 OLD RIVER ROAD, AGFA, Georgia 26589</td>
</tr>
<tr>
<td>89975</td>
<td>4332DR-TX</td>
<td>Unassigned</td>
<td>G</td>
<td>South End Park</td>
<td>Playground mulch, softball field and 1,000 FT of gravel walking trail washed out by floods. Benches, playground equipment covered with muck, fences blown over</td>
<td>13001 Center Lake Dr, Austin, Texas 78753</td>
</tr>
<tr>
<td>108148</td>
<td>4332DR-TX</td>
<td>Unassigned</td>
<td>E</td>
<td>Police Vehicles</td>
<td>5 police interceptors vehicles was submerged in 10 Foot of flood water.</td>
<td>Asutin, Texas 78753</td>
</tr>
<tr>
<td>124491</td>
<td>4332DR-TX</td>
<td>Unassigned</td>
<td>E</td>
<td>Police State</td>
<td>Roof damage to the police station. Water damage to three offices.</td>
<td>904 E Braker Ln, Austin, Texas 78753</td>
</tr>
<tr>
<td>TX</td>
<td>Ballfield</td>
<td>BACK BRANCH, AGFA, Georgia 26589</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
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<td></td>
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<td></td>
</tr>
<tr>
<td>126597</td>
<td>4332DR-TX</td>
<td>Unknown</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>27640</td>
<td>4332DR-TX</td>
<td>1258 OLD RIVER ROAD, AGFA, Georgia 26589</td>
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<td></td>
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<td>89973</td>
<td>4332DR-TX</td>
<td>Unknown</td>
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<tr>
<td></td>
<td>COUNTY ROAD 35</td>
<td>250LF WASHOUT</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>[19116] County Road 35</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>F</td>
<td>Buda WWTP</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>3 pumps inoperable, control/sensor panel submerged in 5 FT of flood water, downed power lines high winds</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>30.34 - 97.69</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Showing 1 to 25 of 26 entries

Sign Document

SIGNATURE | Signature here

DATE | 08/11/2018

Click To Sign

[Image of a sign-up form with fields for signature and date]
Add Signature

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

<table>
<thead>
<tr>
<th>ID</th>
<th>Location</th>
<th>Category</th>
<th>Issue Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>91175</td>
<td>4332DR-TX</td>
<td>Unassigned</td>
<td>Fire Station #9 10,000 sf 2 story, no basement. 5 dorm rooms with 1-2 ft standing flood water for 1 day. Draywall, carpet, bed, chair and desk. 5 windows damage and Parking lot lights.</td>
</tr>
<tr>
<td>91207</td>
<td>4332DR-TX</td>
<td>Unassigned</td>
<td>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.</td>
</tr>
<tr>
<td>96855</td>
<td>4332DR-TX</td>
<td>[9143] Parks debris removal</td>
<td>Parks Debris removal Force account vegetative debris removal from city parks, as well as the removal of hazardous limbs and trees.</td>
</tr>
</tbody>
</table>

Click **Submit**
LATE DAMAGE INVENTORY LINE ITEM SUBMISSION
Applicant Event Profiles

Step 1: Click Applicant Event Profiles

Step 2: Click Magnifying Glass
## Applicant Event Profile

<table>
<thead>
<tr>
<th><strong>Type</strong></th>
<th>City or Township Government</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Recipient Region</strong></td>
<td>Region 7</td>
</tr>
<tr>
<td><strong>Status</strong></td>
<td>Eligible</td>
</tr>
<tr>
<td><strong>RPA Decision Date</strong></td>
<td>8/29/2017 7:14 PM CDT</td>
</tr>
<tr>
<td><strong>RSM Completion Date</strong></td>
<td>9/15/2017 3:15 PM CDT</td>
</tr>
<tr>
<td><strong>Damage Inventory Deadline</strong></td>
<td>09/05/2018</td>
</tr>
<tr>
<td><strong>Process Step</strong></td>
<td>Pending Grant Completion</td>
</tr>
</tbody>
</table>

| **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 |

### Stats/Summary

### Contacts

### Locations

### Damage Inventory

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

### Exploratory Call Information
### Manage Damage Inventory

#### Applicant Event Profile

<table>
<thead>
<tr>
<th>Damage #</th>
<th>Category</th>
<th>Name</th>
<th>Damage Description</th>
<th>Project</th>
<th>Cause of Damage</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>30711</td>
<td>A</td>
<td>31-90 Day PAAP Debris Removal</td>
<td>The applicant hauled all debris to the burn site within 30 days of the incident period. The debris i... (Show More)</td>
<td>Unassigned</td>
<td>Hurricane</td>
<td>13310 US Highway 319 North, Thomasville, Georgia 31792</td>
</tr>
<tr>
<td>30712</td>
<td>A</td>
<td>1-30 Day PAAP Debris Removal</td>
<td>Debris removal and disposal (vegetative) from numerous locations throughout city. The work was compl... (Show More)</td>
<td>[1806] 1-30 PAAP Debris</td>
<td>Hurricane</td>
<td>111 Victoria Place, Thomasville, Georgia 31792</td>
</tr>
<tr>
<td>30713</td>
<td>B</td>
<td>Police, Fire and Operations Departments- EPM</td>
<td>City of Thomasville utilized its Police, Fire, and Operations Departments to perform Emergency Prote... (Show More)</td>
<td>[9103] Emergency Protective Measures</td>
<td>Hurricane</td>
<td>111 Victoria Place, Thomasville, Georgia 31792</td>
</tr>
</tbody>
</table>

- Click Add Damage
Select Damage Type

Select Standard Damage
Add Damage Information

Step 1: Enter Damage Information

Step 2: Click Save

⚠️ This damage will be submitted past the 60-day deadline to identify and report damages to FEMA for this event. It will require FEMA Review.

You can monitor the status of this damage and other damages' late entry reviews through the 'Submitted Late' tab in the damage inventory section on the Applicant Profile.
Add Damage Information After Signed Inventory

Step 1: Enter Damage Information

Step 2: Click Save

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.
Sign Project Damage Description and Dimension (DDD)

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

Step 1: Click Bell

Step 2: Click **Review** next to the project needing signature
Scroll down to **Damage Description and Dimensions** bar
Review Damage Description & Dimensions (DDD)

Step 1: Expand the Damage Description & Dimensions bar

Step 2: Review DDD
Project Details

Click **Sign DDD** to approve

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

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.

Click on
Click to Sign
Input Signature & Style

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

- Facility: MUD
- Facility Description: 3 pump housed facility
- Approx. Year Built: 1980
- Location Description: 11000 Lamar Blvd

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

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

Sign Document

SIGNATURE: foghornleghorn

DATE: 07/06/2018

Click Submit
Confirm Signed Project Submittal

Confirm Submit

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

Click Yes
Sign Project
Scope and Cost

Note: Only the Authorized Representative role can Sign
My Tasks

Step 1: Click Bell

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

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

General Information

- **PROJECT #:** 8132
- **CATEGORY:** C - Roads and Bridges
- **TITLE:** Damaged Roads
- **TYPE:** Standard
- **STATUS:** Active
- **PROCESS STEP:** Pending Applicant Scope & Cost Approval
  
  As of April 20th, 2018 3:06 PM CDT

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

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

**RECIPIENT REGION:** Region 7

Scroll Down to **Scope & Cost Summary** bar
Police, Fire and Operations Department

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

Click **Cost** tab

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

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

This project is pending Applicant Scope & Cost. The scope and cost must be approved and signed by the Applicant.

Click Sign Scope & Cost

General Information

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

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

EVENT: 4332DR-TX (4332DR)

RECIPIENT REGION: Region 7
Applicant DDD Scope & Cost Approval

Scroll down to the Sign Document bar
Applicant DDD Scope & Cost Approval
Sign Project DDD Scope & Cost – Pop Up

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

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

EHP Additional Information

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

Sign Document

SIGNATURE: YosemiteSam

DATE: 11/09/2017

Click to Sign

Click Submit
Submit Signed Project – Pop Up

Confirm Submit

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

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

Step 1: Click My Organization

Step 2: Click Applicant Event Profiles

Step 3: Click Magnifying Glass
Event Profile

Step 1: Expand Projects bar

Step 2: Click **Magnifying Glass**

<table>
<thead>
<tr>
<th>Category</th>
<th>Title</th>
<th>Type</th>
<th>Process Step</th>
<th># Damages</th>
</tr>
</thead>
<tbody>
<tr>
<td>G - Parks, Recreational Facilities, and Other Items</td>
<td>City Parks</td>
<td>Standard</td>
<td>Pending EEI Completion</td>
<td>4</td>
</tr>
<tr>
<td>E - Buildings and Equipment</td>
<td>Maintenance Bldg</td>
<td>Standard</td>
<td>Pending Formulation Completion</td>
<td>1</td>
</tr>
<tr>
<td>E - Buildings and Equipment</td>
<td>Sheriff's Lab</td>
<td>Standard</td>
<td>Pending Scope &amp; Cost Completion by Applicant</td>
<td>1</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>PROJECT #</th>
<th>17536</th>
</tr>
</thead>
<tbody>
<tr>
<td>CATEGORY</td>
<td>G - Parks, Recreational Facilities, and Other Items</td>
</tr>
<tr>
<td>TITLE</td>
<td>Roberts Park Ballfield</td>
</tr>
<tr>
<td>TYPE</td>
<td>Standard</td>
</tr>
<tr>
<td>STATUS</td>
<td>Active</td>
</tr>
</tbody>
</table>

**APPLICANT**

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

**EVENT**

4332DR-TX (4332DR)
Scope & Cost Summary Bar

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

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

Click Scope tab
Add Project Scope

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

Click Add Scope
Enter Scope Of Work

Step 1: Enter Scope of Work

Step 2: Click Save Scope

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.
Review/Edit Scope Of Work

Click **Complete This Scope**

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

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.
Rework/Edit Completed Scope of Work

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

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

Step 1: Click Cost tab

Step 2: Click Add Cost on the appropriate bar

Step 3: Select Cost Source
Enter Cost Information

Step 1: Select FEMA Cost Code

Step 2: Enter the Cost Description

Step 3: Enter Quantity

Step 4: Select Unit

Step 5: Enter Unit Price

Step 6: Enter City Adjustment Factor (if applicable)

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

Step 1: Click Options

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

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

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

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

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

TOTAL: $193,104.00
Submit Scope and Cost to FEMA

Click Submit For Validation
Confirm Submit For Validation

Click Yes
Subscribing To Projects
My Projects

Step 1: Click **My Organization**

Step 2: Click **Projects**

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

![Project Portal](Image)

**This project is pending EEI Completion.**

- **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*

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

- **% COST SHARE:** 75.00%

Click **Subscribe**
Subscription Notification Setting

Step 1: Click to select Notification action

Step 2: Click Subscribe

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

This project is pending EEI Completion.

- View Project EEI

General Information

- PROJECT #: 5055
- CATEGORY: E - Buildings and Equipment
- TITLE: Maintenance Bldg
- TYPE: Standard
- STATUS: Active
- PROCESS STEP: Pending EEI Completion
- % COST SHARE: 75.00%

Click Modify Subscription
Modify or Unsubscribe

Step 1: Click to check/uncheck Subscription setting

Step 2: Click Unsubscribe

Step 2: Click Modify
Unsubscribe Pop-up

Click **Unsubscribe**
Applicant Approval of Amendment
Applicant Amendment Request

Step 1: Expand My Tasks

Step 2: Click **Workflow Items**

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

**Workflow #28550**

<table>
<thead>
<tr>
<th>Workflow Information</th>
<th>Type-Specific Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CLASS</strong></td>
<td>PROJECT #</td>
</tr>
<tr>
<td>Applicant Process Flow</td>
<td>[7446] Sheriff’s Lab</td>
</tr>
<tr>
<td><strong>TYPE</strong></td>
<td>CATEGORY</td>
</tr>
<tr>
<td>Project Amendment Request (FEMA)</td>
<td>E - Buildings and Equipment</td>
</tr>
<tr>
<td><strong>DESCRIPTION</strong></td>
<td>EVENT</td>
</tr>
<tr>
<td>Request amendment for [7446] Sheriff’s Lab</td>
<td>4332DR-TX (4332DR)</td>
</tr>
<tr>
<td><strong>STATUS</strong></td>
<td>RECIPIENT REGION</td>
</tr>
<tr>
<td>Pending</td>
<td>Region 7</td>
</tr>
<tr>
<td><strong>CREATED ON</strong></td>
<td>AMENDMENT TYPE</td>
</tr>
<tr>
<td>7/13/2018 1:00 pm</td>
<td>Latent Damages</td>
</tr>
<tr>
<td><strong>CREATED BY</strong></td>
<td>REQUESTED BY</td>
</tr>
<tr>
<td>Lanneau, Peter</td>
<td>Lanneau, Peter</td>
</tr>
<tr>
<td></td>
<td>REQUESTED ON</td>
</tr>
<tr>
<td></td>
<td>7/13/2018 1:00 PM CDT</td>
</tr>
</tbody>
</table>

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

### General Information

- **Event**: 4332DR-TX (4332DR)
- **FIPS No.**: 00-98837-00
- **Applicant**: Holly Test (00-98837-00)
- **Project**: [6570] Police Barricading
- **EMME P/K #**: 7364
- **Type of Amendment**: Cost Alignment

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

### Amendment

- **Cost Change**: Reconcile Expedited Project
  
  **Note**: For a Cost Underrun, please specify a negative amount (e.g. -123.45).

### Documents

<table>
<thead>
<tr>
<th>Filename</th>
<th>Description</th>
<th>Size</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>timesheets.docx</td>
<td>Police Timesheets</td>
<td>11.2 KB</td>
<td>Force Account Labor Payroll/Timesheets</td>
</tr>
</tbody>
</table>
Approve Amendment Request

Click Approve
Amendment Request Approval Pop-up

Click Yes
## Pending Recipient Approval

<table>
<thead>
<tr>
<th>STATUS</th>
<th>Pending</th>
</tr>
</thead>
<tbody>
<tr>
<td>CREATED ON</td>
<td>7/13/2018 1:00 pm</td>
</tr>
<tr>
<td>CREATED BY</td>
<td>Lanneau, Peter</td>
</tr>
<tr>
<td>APPLICANT</td>
<td>Gienville - PDMG0009 - 4332DR (4332DR - 9)</td>
</tr>
<tr>
<td>AMENDMENT TYPE</td>
<td>Latent Damages</td>
</tr>
<tr>
<td>REQUESTED BY</td>
<td>Lanneau, Peter</td>
</tr>
<tr>
<td>REQUESTED ON</td>
<td>7/13/2018 1:00 PM CDT</td>
</tr>
</tbody>
</table>

### Expand Steps

- **Pending Applicant Approval**
- **Pending Recipient Approval**

**Reviewers**

**Refresh**
Request For Information (RFI)
**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.

<table>
<thead>
<tr>
<th>Personnel</th>
<th>Type</th>
<th>Description</th>
<th>Start Date</th>
<th>Age</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foghorn</td>
<td>Project RFI</td>
<td>Sheriff's Lab on Glenville - PDMG0009 - 4332DR (4332DR - 9) on 4332DR-TX (4332DR)</td>
<td>03:55 PM CST</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Step 1:** Click **Bell**

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

Note: The 14 day deadline to respond to the RFI

Step 1: Expand **Additional Information** bar

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

Step 1: Expand Line Items bar

Step 2: Click Upload Line Document
Select RFI Line Item

Step 1: Expand Line Items bar

Step 2: Click Options

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

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.
Line Item RFI Document Description & Type

Step 1: Add Document Description

Step 2: Click Save
Line Item RFI Document Pending Upload

- Can upload additional documents
- Click **Upload Pending Documents**
- **Edit** or **Remove** uploaded document, if necessary

Drag and drop a file here, or click here to select a file.
Confirm Line Document Upload

Step 1: Expand the Documents bar

Step 2: Confirm Uploaded Document

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

Click Submit RFI Response
Submit RFI Response

Click Yes
Respond to a Request For Information (RFI)

Documents Not Available
Click Record Line Response
Add Line Response

Step 1: Select Line Item

Step 2: Type Response

Step 3: Click Save
Confirm Line Response

Confirm Line Response in the response column

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

Step 1: Click Options

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

Step 1: Click in the box to edit response

Step 2: Click Save
Remove Line Response

Step 1: Click Options

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

Click Remove
Submit Line Response

Scroll to the top of the page
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
Submit RFI Response

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

Step 1: Click **Event PA Requests**

Step 2: Click **Magnifying Glass**
Click **Review RTM or Sign RTM Report**
Recovery Transition Meeting (RTM)

Click each tab to review information
Sign RTM

Click Sign RTM
Review RTM and Certify

Sign Recovery Transition Meeting

Please review and sign

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

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

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

No Recipient POC Assigned

Certification

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

Signature here

Click on

Click To Sign

Date 11/09/2017
RTM Signature – Pop Up Box

Step 1: Type Name
Step 2: Select Font Style
Step 3: Type Password
Step 4: Click Sign
Submit Signed RTM

Portal

Sign Recovery Transition Meeting

Please review and sign

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

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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

Oz, Memmet

DATE

11/09/2017

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

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

Click on Name and Select Help
Locate Help Information

Live Phone Support

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

(866) 337-8448