



# Grants Portal

Applicant

User Manual



Updated 12.20.21

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# Creating an Organization Profile via Direct Account Creation

# Private Non-Profits Direct Account Creation



# Register Your Organization

 This Portal Is for Governments and Non-Profits Use **Only**

**Individuals** looking for Individual Assistance, please visit [disasterassistance.gov](https://disasterassistance.gov) for assistance.

**Businesses** looking for assistance should visit the [Small Business Administration's disaster assistance website](#).



This site is intended for demonstration purposes only.  
Do not use this site to process or submit actual PA requests or to enter production data.



Sign in to Your Account

USERNAME

[Forgot your username?](#)

PASSWORD

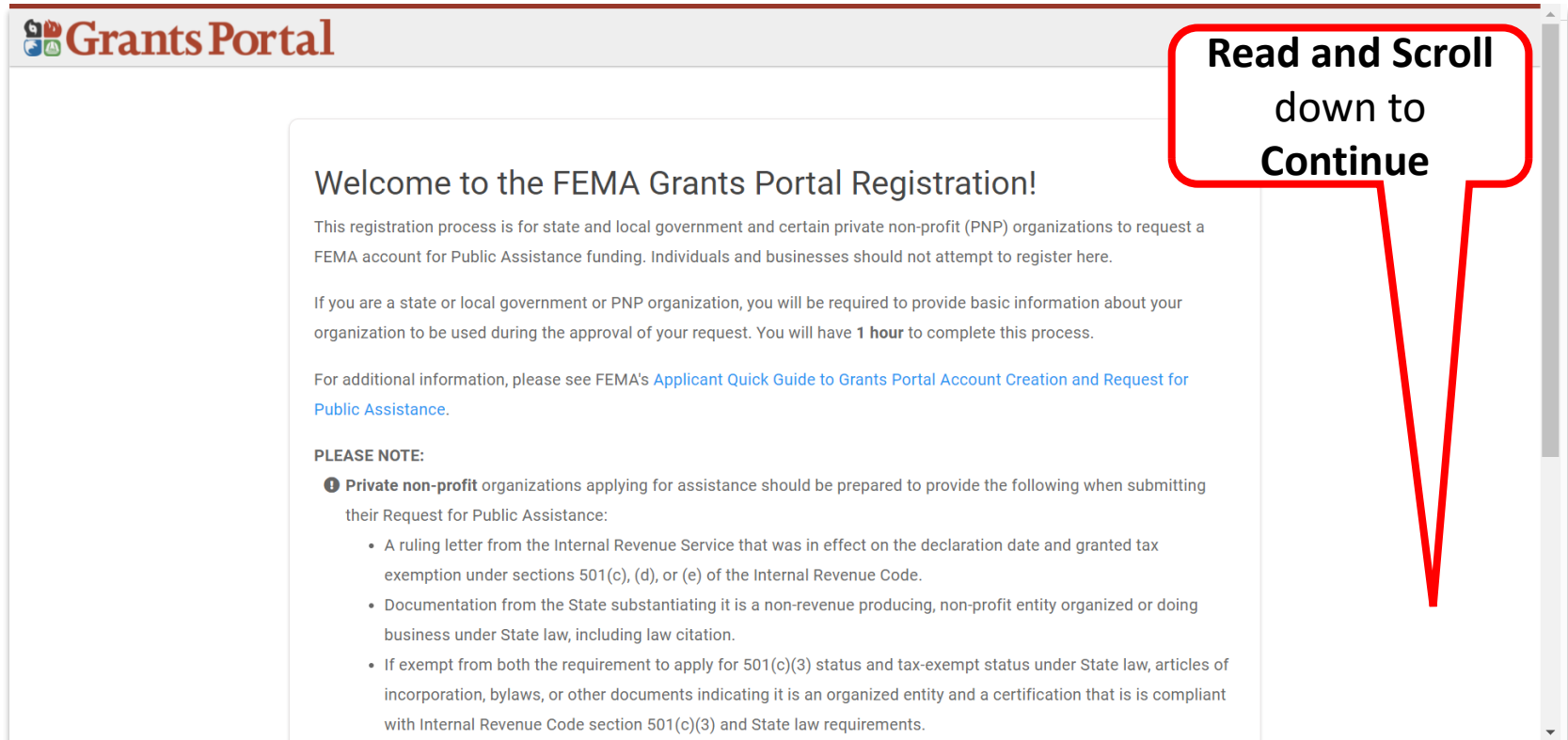
[Forgot your password?](#)

SIGN IN

[+ Register Your Organization for Public Assistance](#)

Click on **Register Your Organization for Public Assistance**

# Grants Portal Registration Page



**Grants Portal**

## Welcome to the FEMA Grants Portal Registration!

This registration process is for state and local government and certain private non-profit (PNP) organizations to request a FEMA account for Public Assistance funding. Individuals and businesses should not attempt to register here.

If you are a state or local government or PNP organization, you will be required to provide basic information about your organization to be used during the approval of your request. You will have **1 hour** to complete this process.

For additional information, please see FEMA's [Applicant Quick Guide to Grants Portal Account Creation and Request for Public Assistance](#).

**PLEASE NOTE:**

**❗ Private non-profit** organizations applying for assistance should be prepared to provide the following when submitting their Request for Public Assistance:

- A ruling letter from the Internal Revenue Service that was in effect on the declaration date and granted tax exemption under sections 501(c), (d), or (e) of the Internal Revenue Code.
- Documentation from the State substantiating it is a non-revenue producing, non-profit entity organized or doing business under State law, including law citation.
- If exempt from both the requirement to apply for 501(c)(3) status and tax-exempt status under State law, articles of incorporation, bylaws, or other documents indicating it is an organized entity and a certification that is compliant with Internal Revenue Code section 501(c)(3) and State law requirements.

**Read and Scroll down to Continue**

# Grants Portal Registration Page

- A ruling letter from the Internal Revenue Service that was in effect on the declaration date and granted tax exemption under sections 501(c), (d), or (e) of the Internal Revenue Code.
- Documentation from the State substantiating it is a non-revenue producing, non-profit entity organized or doing business under State law, including law citation.
- If exempt from both the requirement to apply for 501(c)(3) status and tax-exempt status under State law, articles of incorporation, bylaws, or other documents indicating it is an organized entity and a certification that is compliant with Internal Revenue Code section 501(c)(3) and State law requirements.

❗ **Individuals** looking for Individual Assistance, please go to [disasterassistance.gov](https://disasterassistance.gov) for assistance.


❗ **Businesses** looking for assistance should visit the [Small Business Administration's disaster assistance website](#).

❗ **Tribal government organizations** applying as a Recipient should first reach out to their local [FEMA Regional representative](#).

By proceeding, you are confirming that you are the legal agent of a state or local government organization or private non-profit organization, and you acknowledge that intentionally making false statements or concealing any information in an attempt to obtain Public Assistance is a violation of federal laws, which carries severe criminal and civil penalties.


Please verify you are a human by clicking below.

click **Verify**

I'm not a robot   
reCAPTCHA  
Privacy - Terms



# Verify

 **Grants Portal**

- A ruling letter from the Internal Revenue Service that was in effect on the declaration date and granted tax exemption under sections 501(c), (d), or (e) of the Internal Revenue Code.
- Documentation from the State substantiating it is a non-revenue producing, non-profit entity organized or doing business under State law, including law
- If exempt from both the requirement to incorporate, bylaws, or other documents with Internal Revenue Code section 501

**❗ Individuals** looking for Individual Assistance,

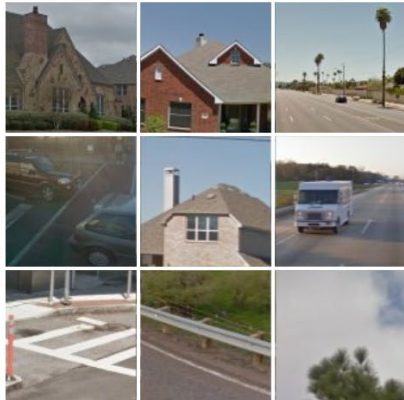
**❗ Businesses** looking for assistance should visit [this website](#).




**❗ Tribal government organizations** applying as [representative](#).

By proceeding, you are confirming that you are the profit organization, and you acknowledge that attempt to obtain Public Assistance is a violation of the law. Penalties may be assessed for non-compliance with the law.

Please verify you are a human by clicking below.


Select all images with **chimneys**



Select the information in the reCAPTCHA then click **Verify**

# Section I - Organization Information 1/2

 ? Help

**Register Your Government or Private Non-Profit Organization for Public Assistance**

Please provide the following basic information to request a Government or Private Non-Profit (PNP) organization account for **FEMA Public Assistance Funding**. Once completed, your account and request will be submitted to your state/territory Emergency Management representative and FEMA for review and approval.

Organization      Contact Info      Locations      Submit

## Section I - Organization

Businesses and individuals should not attempt to register for Federal Assistance here. Please see guidance on the [Grants Portal Registration Welcome Page](#).

Within which state / territory / tribe is your organization? \*

Organization Name \*

**i** Organization Type \*


**i** [EIN Number](#) \*

**i** [DUNS Number](#) \*

[Get a DUNS Number](#)

Enter  
Organization  
Info

# Section I - Organization Information 2/2

 ? Help

**Register Your Government or Private Non-Profit Organization for Public Assistance**

Please provide the following basic information to request a Government or Private Non-Profit (PNP) organization account for [FEMA Public Assistance Funding](#). Once completed, your account and request will be submitted to your state/territory Emergency Management representative and FEMA for review and approval.

Organization      Contact Info      Locations      Submit

### Section I - Organization

**Businesses and individuals should not attempt to register for Federal Assistance here. Please see guidance on the [Grants Portal Registration Welcome Page](#).**

Within which state / territory / tribe is your organization? \*

Organization Name \*

**Organization Type \***

PNP Type \*

**EIN Number \***

**DUNS Number \***  [Get a DUNS Number](#)

**Select correct nonprofit status**

**Click here to proceed**

# Section II - Contact Information 1/2

## Register Your Government or Private Non-Profit Organization for Public Assistance

Please provide the following basic information to request a Government or Private Non-Profit (PNP) organization account for [FEMA Public Assistance Funding](#). Once completed, your account and request will be submitted to your state/territory Emergency Management representative and FEMA for review and approval.

 Organization

 Contact Info

 Locations

 Submit

## Section II - Contact Info

 To expedite your request approval process, official email addresses (.gov) and no personal email addresses should be used.

### Primary Contact Info

**First Name \***

**Last Name \***

**Title \***

**Phone Number \***

**Email \***

### Alternate Contact Info

**First Name**

**Last Name**

**Title**

**Phone Number**

**Email**

**Enter Contact Information**

[← BACK](#)

[PROCEED →](#)

# Section II - Contact Information 2/2

## Register Your Government or Private Non-Profit Organization for Public Assistance

Please provide the following basic information to request a Government or Private Non-Profit (PNP) organization account for **FEMA Public Assistance Funding** . Once completed, your account and request will be submitted to your state/territory Emergency Management representative and FEMA for review and approval.

 Organization

**Contact Info**

 Locations

 Submit

## Section II - Contact Info

 To expedite your request approval process, official email addresses (.gov) and no personal email addresses should be used.

### Primary Contact Info

First Name \*

Last Name \*

Title \*

Phone Number \*

Email \*

### Alternate Contact Info

First Name

Last Name

Title

Phone Number

Email

[< BACK](#)

**Click Proceed**

[PROCEED >](#)

# Section III - Location of Organization

## Register Your Government or Private Non-Profit Organization for Public Assistance

Please provide the following basic information to request a Government or Private Non-Profit (PNP) organization account for FEMA Public Assistance Funding. Once completed, your account and request will be submitted to your state/territory Emergency Management representative and FEMA for review and approval.

Organization

Contact Info

Locations

Submit

### Section III - Locations

#### Primary Location

Address 1 \*

Address 2

City \*

State \*  x v

Zip Code \*

County \*  x v

#### Mailing Address \*Only if different from the Primary Address

Address 1

Address 2

City

State  v

Zip Code

County  v

Enter Location Info

< BACK

Click Proceed

PROCEED >

# Section IV - Review

## Register Your Government or Private Non-Profit Organization for Public Assistance

Please provide the following basic information to request a Government or Private Non-Profit (PNP) organization account for **FEMA Public Assistance Funding**. Once completed, your account and request will be submitted to your state/territory Emergency Management representative and FEMA for review and approval.

Organization

Contact Info

Locations

### Section IV - Submit

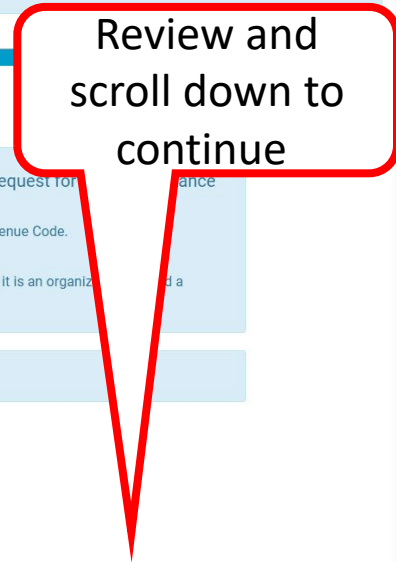
Because you have designated that you are a Private Non-Profit Organization, the following documents will be required by FEMA before any request for assistance can be considered eligible:

- A ruling letter from the Internal Revenue Service that was in effect on the declaration date and granted tax exemption under sections 501(c), (d), or (e) of the Internal Revenue Code.
- Documentation from the State substantiating it is a non-revenue producing, non-profit entity organized or doing business under State law, including law citation.
- If exempt from both the requirement to apply for 501(c)(3) status and tax-exempt status under State law, articles of incorporation, bylaws, or other documents indicating it is an organization and a certification that is in compliance with Internal Revenue Code section 501(c)(3) and State law requirements.


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

#### Organization Information

State / Territory / Tribe	Georgia
Organization Name	Boundless Opportunities Incorporation
Organization Type	Nonprofit with 501C3 IRS Status
PNP Type	Community Center



# Review & Submit

 ? Help


Phone Number	(555) 222-3333 x123	Phone Number	--
Email	admin@boundlessopportunitiesinc.com	Email	--

**Primary Location**

Address 1	123 Peachtree Street	Address 1	--
Address 2	--	Address 2	--
City	Atlanta	City	--
State	Georgia	State	--
Zip Code	30303	Zip Code	--
County	Fulton County	County	--

**Mailing Address** \*Only if different from the Primary Address

Address 1	--	Address 1	--
Address 2	--	Address 2	--
City	--	City	--
State	--	State	--
Zip Code	--	Zip Code	--
County	--	County	--

 It is important to know that, upon submittal, the request becomes a legal document. The Recipient or FEMA may use external sources to verify the accuracy of the information entered. It is a violation of Federal law to intentionally make false statements or hide information when applying for Public Assistance. **This includes claiming representation of a private non-profit or government organization.** This can carry severe criminal and civil penalties including a fine of up to \$250,000, imprisonment, or both. (18 U.S.C. §§ 287, 1001, 1040, and 3571)

By clicking submit below, I certify that:

- All information I have provided regarding this request is true and correct to the best of my knowledge.
- I understand that if I intentionally make false statements or conceal any information in an attempt to obtain Public Assistance, it is a violation of federal laws, which carry severe criminal and civil penalties. (18 U.S.C. §§ 287, 1001, 1040 and 3571)

[← BACK](#) [✓ SUBMIT](#)

**Click here to Submit**



# Registration Complete

✓ Congratulations!

Your account registration and Request for Public Assistance (RPA) through FEMA has been successfully submitted for review. Once your request has been approved by your state/territory Emergency Management representative and FEMA, you will receive a username and temporary password for this site. Once approved, your profile will be created, and you will be able to use this site to upload necessary documentation and manage your application for FEMA Public Assistance funding. If you require additional assistance with the FEMA Grants Portal, please contact the Grants Portal Hotline at (866) 337-8448, or [FEMA-Recovery-PA-Grants@fema.dhs.gov](mailto:FEMA-Recovery-PA-Grants@fema.dhs.gov).

**Private non-profit** organizations applying for assistance must be approved by the Recipient before submitting their Request for Public Assistance.


Additional supporting documentation will be requested

- A ruling letter from the Internal Revenue Service that was in effect on the declaration date and granted tax exemption under sections 501(c), (d), or (e) of the Internal Revenue Code.
- Documentation from the State substantiating it is a non-revenue producing, non-profit entity organized or doing business under State law, including law citation.
- If exempt from both the requirement to apply for 501(c)(3) status and tax-exempt status under State law, articles of incorporation, bylaws, or other documents indicating it is an organized entity and a certification that is compliant with Internal Revenue Code section 501(c)(3) and State law requirements.

# Direct Account Creation- State, Local, Tribal, and Territorial Governments and Organizations



# Register Your Organization

 This Portal Is for Governments and Non-Profits Use **Only**

Individuals looking for Individual Assistance, please visit [disasterassistance.gov](https://disasterassistance.gov) for assistance.

Businesses looking for assistance should visit the [Small Business Administration's disaster assistance website](#).



This site is intended for demonstration purposes only.  
Do not use this site to process or submit actual PA requests or to enter production data.

## Sign in to Your Account

USERNAME [Forgot your username?](#)

PASSWORD [Forgot your password?](#)

SIGN IN

[Register Your Organization for Public Assistance](#)

Click on **Register Your Organization for Public Assistance**

# Grants Portal Registration Page

## Welcome to the FEMA Grants Portal Registration!

This registration process is for state and local government and certain private non-profit (PNP) organizations to request a FEMA account for Public Assistance funding. Individuals and businesses should not attempt to register here.

If you are a state or local government or PNP organization, you will be required to provide basic information about your organization to be used during the approval of your request. You will have **1 hour** to complete this process.


For additional information, please see FEMA's [Applicant Quick Guide to Grants Portal Account Creation and Request for Public Assistance](#).

### PLEASE NOTE:

- ❗ **Private non-profit** organizations applying for assistance should be prepared to provide the following when submitting their Request for Public Assistance:
  - A ruling letter from the Internal Revenue Service that was in effect on the declaration date and granted tax exemption under sections 501(c), (d), or (e) of the Internal Revenue Code.
  - Documentation from the State substantiating it is a non-revenue producing, non-profit entity organized or doing business under State law, including law citation.
  - If exempt from both the requirement to apply for 501(c)(3) status and tax-exempt status under State law, articles of incorporation, bylaws, or other documents indicating it is an organized entity and a certification that is compliant with Internal Revenue Code section 501(c)(3) and State law requirements.

Read and scroll  
down to  
continue

# Grants Portal Registration Page

 Grants Portal

- A ruling letter from the Internal Revenue Service that was in effect on the declaration date and granted tax exemption under sections 501(c), (d), or (e) of the Internal Revenue Code.
- Documentation from the State substantiating it is a non-revenue producing, non-profit entity organized or doing business under State law, including law citation.
- If exempt from both the requirement to apply for 501(c)(3) status and tax-exempt status under State law, articles of incorporation, bylaws, or other documents indicating it is an organized entity and a certification that is compliant with Internal Revenue Code section 501(c)(3) and State law requirements.

**i** **Individuals** looking for Individual Assistance, please go to [disasterassistance.gov](https://disasterassistance.gov) for assistance.


**i** **Businesses** looking for assistance should visit the [Small Business Administration's disaster assistance website](#).

**i** **Tribal government organizations** applying as a Recipient should first reach out to their local [FEMA Regional representative](#).


By proceeding, you are confirming that you are the legal agent of a state or local government organization or private non-profit organization, and you acknowledge that intentionally making false statements or concealing any information in an attempt to obtain Public Assistance is a violation of federal laws, which carries severe criminal and civil penalties.

Please verify you are a human by clicking below.

**Click here to proceed**

I'm not a robot   
reCAPTCHA  
Privacy - Terms

# Verification Page

 Grants Portal

- A ruling letter from the Internal Revenue Service that was in effect on the declaration date and granted tax exemption under sections 501(c), (d), or (e) of the Internal Revenue Code.
- Documentation from the State substantiating it is a non-revenue producing, non-profit entity organized or doing business under State law, including law
- If exempt from both the requirement to incorporate, bylaws, or other documentation that is compliant with Internal Revenue Code section 501

**❗ Individuals** looking for Individual Assistance, [assistance website.](#)


**❗ Businesses** looking for assistance should visit [Regional](#)




**❗ Tribal government organizations** applying as [representative.](#)

By proceeding, you are confirming that you are the representative of a non-profit organization, and you acknowledge that intentional attempt to obtain Public Assistance is a violation of applicable laws and regulations and may result in civil penalties.

Please verify you are a human by clicking below.


Select all images with  
**chimneys**



   [VERIFY](#)

Select the information in the reCAPTCHA then click **Verify**

# Section I - Organization

 ? Help

**Register Your Government or Private Non-Profit Organization for Public Assistance**

Please provide the following basic information to request a Government or Private Non-Profit (PNP) organization account for [FEMA Public Assistance Funding](#). Once completed, your account and request will be submitted to your state/territory Emergency Management representative and FEMA for review and approval.

Organization      Contact Info      Locations      Submit

## Section I - Organization

**Businesses and individuals should not attempt to register for Federal Assistance here. Please see guidance on the [Grants Portal Registration Welcome Page](#).**

Within which state / territory / tribe is your organization? \*

Organization Name \*

**Organization Type \***

**EIN Number \***

**DUNS Number \***

[Get a DUNS Number](#)

Enter  
Organization  
Info

# Section I - Organization

## Register Your Government or Private Non-Profit Organization for Public Assistance

Please provide the following basic information to request a Government or Private Non-Profit (PNP) organization account for [FEMA Public Assistance Funding](#). Once completed, your account and request will be submitted to your state/territory Emergency Management representative and FEMA for review and approval.

Organization

Contact Info

Locations

RPA

Submit

## Section I - Organization

 Businesses and individuals should not attempt to register for Federal Assistance here. Please see guidance on the [Grants Portal Registration Welcome Page](#).

Within which state / territory / tribe is your organization? *	<input type="text" value="Florida"/>
Organization Name *	<input type="text" value="City of Jacksonville"/>
 Organization Type *	<input type="text" value="City or Township Government"/>
 EIN Number *	<input type="text" value="98-7654322"/>
 DUNS Number *	<input type="text" value="345678986"/>
	<a href="#">Get a DUNS Number</a>

Click Proceed

PROCEED >



# Section II - Contact Information

## Register Your Government or Private Non-Profit Organization for Public Assistance

Please provide the following basic information to request a Government or Private Non-Profit (PNP) organization account for [FEMA Public Assistance Funding](#). Once completed, your account and request will be submitted to your state/territory Emergency Management representative and FEMA for review and approval.

 Organization

**Contact Info**

Locations

RPA

Submit

## Section II - Contact Info

 To expedite your request approval process, official email addresses (.gov) and no personal email addresses should be used.

### Primary Contact Info

First Name \*

Last Name \*

Title \*

Phone Number \*

Email \*

### Alternate Contact Info

First Name

Last Name

Title

Phone Number

Email

**Enter Contact Info**

[< BACK](#)

**Click Proceed**

[PROCEED >](#)

# Section III - Location

## Register Your Government or Private Non-Profit Organization for Public Assistance

Please provide the following basic information to request a Government or Private Non-Profit (PNP) organization account for FEMA Public Assistance Funding. Once completed, your account and request will be submitted to your state/territory Emergency Management representative and FEMA for review and approval.

- Organization
- Contact Info
- Locations
- RPA
- Submit

### Section III - Locations

#### Primary Location

Address 1 \* 125 Main Street

Address 2

City \* Jacksonville

State \* Florida x v

Zip Code \* 32202

County \* Duval County x v

#### Mailing Address \*Only if different from the Primary Address

Address 1

Address 2

City

State Select... v

Zip Code

County Select... v

Enter Location Info

< BACK

Click Proceed

PROCEED >

# Continue Registration


The screenshot shows a registration form with a progress bar at the top. The progress bar has three steps: 'RPA' (highlighted in blue), 'Submit', and a final step. A callout box points to the 'RPA' step with the text: "If there is an active disaster in the state, territory, or tribe you are applying under, you will be given an opportunity to also submit a Request for Public Assistance at the same time".

Below the progress bar, the section is titled "Section IV - RPA". A light blue information box states: "In addition to registering your account, you also have the option to submit a Request for Public Assistance for a current Presidentially declared disaster."

The first question is: "Does your organization have any subdivisions/departments or is it a subordinate subdivision/department to another organization? \*". The options are "Yes" (radio button) and "No" (radio button, selected).

The second question is: "Do you want to submit a Request for Public Assistance? \*". The options are "Yes" (radio button) and "No" (checkbox, selected). A callout box points to the "No" option with the text: "If not ready, select no, and click Proceed".

# Review Information

 ? Help

**Register Your Government or Private Non-Profit Organization for Public Assistance**

Please provide the following basic information to request a Government or Private Non-Profit (PNP) organization account for **FEMA Public Assistance Funding**. Once completed, your account and request will be submitted to your state/territory Emergency Management representative and FEMA for review and approval.

Organization ✓      Contact Info ✓      Locations ✓      RPA ✓

### Section IV - Submit

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

**Organization Information**

State / Territory / Tribe	Florida
Organization Name	City of Jacksonville, FL
Organization Type	City or Township Government
EIN Number	98-7654322
DUNS Number	345678986

**Primary Contact Info**


First Name	Stephanie
Last Name	Paul
Title	City Clerk

**Alternate Contact Info**

First Name	--
Last Name	--
Title	--

Review and scroll down to continue

# Submit Information

 ? Help


Phone Number	(555) 555-5667 x123	Phone Number	--
Email	stephanie.p@cityofjville.com	Email	--

**Primary Location**

Address 1	125 Main Street	Address 1	--
Address 2	--	Address 2	--
City	Jacksonville	City	--
State	Florida	State	--
Zip Code	32202	Zip Code	--
County	Duval County	County	--

**Mailing Address** \*Only if different from the Primary Address

Address 1	--	Address 1	--
Address 2	--	Address 2	--
City	--	City	--
State	--	State	--
Zip Code	--	Zip Code	--
County	--	County	--

 It is important to know that, upon submittal, the request becomes a legal document. The Recipient or FEMA may use external sources to verify the accuracy of the information entered. It is a violation of Federal law to intentionally make false statements or hide information when applying for Public Assistance. **This includes claiming representation of a private non-profit or government organization.** This can carry severe criminal and civil penalties including a fine of up to \$250,000, imprisonment, or both. (18 U.S.C. §§ 287, 1001, 1040, and 3571)

By clicking submit below, I certify that:

- All information I have provided regarding this request is true and correct to the best of my knowledge.
- I understand that if I intentionally make false statements or conceal any information in an attempt to obtain Public Assistance, it is a violation of federal laws, which carry severe criminal and civil penalties. (18 U.S.C. §§ 287, 1001, 1040 and 3571)

< BACK Click here to Submit ✓ SUBMIT

# Registration Complete

✓ **Congratulations!**

Your account registration and Request for Public Assistance (RPA) through FEMA has been successfully submitted for review. Once your request has been approved by your state/territory Emergency Management representative and FEMA, you will receive a username and temporary password for this site. Once approved, your profile will be created, and you will be able to use this site to upload necessary documentation and manage your application for FEMA Public Assistance funding. If you require additional assistance with the FEMA Grants Portal, please contact the Grants Portal Hotline at (866) 337-8448, or [FEMA-Recovery-PA-Grants@fema.dhs.gov](mailto:FEMA-Recovery-PA-Grants@fema.dhs.gov).

# Register Organization from Recipient Invitation



# Register Organization from Recipient Invitation

**From:** [support.pagrants@fema.gov](mailto:support.pagrants@fema.gov) support.pagrants@fema.gov  
**Sent:** Friday, November 5, 2021 11:03 PM  
**To:** Jane Doe [CityEMA@city.co.gov](mailto:CityEMA@city.co.gov)  
**Subject:** FEMA PA Notification - You have been invited to join the FEMA Grants Portal.

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

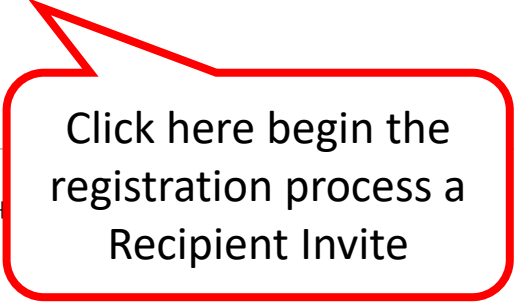
Hello Jane,

You've been invited to join the Grants Portal as a child organization for Recipientville. Please click [here](#) to fill in your organization's information and create an account.

---

If you require additional assistance with the [FEMA Grants Portal](#), please contact the Grants Portal Helpdesk at [PA-Grants@fema.dhs.gov](mailto:PA-Grants@fema.dhs.gov)

*Please do not respond to this e-mail. This mailbox is not monitored, and you will not receive a response.*



Click here begin the registration process a Recipient Invite



# Register Organization from Recipient Invitation

## Let's register your organization!

Please follow along in the wizard below. If you need any assistance, please contact the FEMA helpline at (866) 337-8448 or [FEMA-Recovery-PA-Grants@fema.dhs.gov](mailto:FEMA-Recovery-PA-Grants@fema.dhs.gov).

1 Basic Information   2 Contact Info   3 Locations   4 Facilities   5 Complete Acceptance

← PREV   NEXT →

**REQUESTING ORGANIZATION** Kansas Adjutant General's Department, Division of Emergency Management (KDEM)

**NAME \***

**TYPE \***

**SUNS NUMBER \***

There are **5 Steps** to registering your organization from a Recipient Invite

# Register Organization from Recipient Invitation - Contact Information

**Let's register your organization!**  
Please follow along in the wizard below. If you need any assistance, please contact the FEMA helpline at (866) 337-8448 or FEMA-Recovery-PA-Grants@fema.dhs.gov.

1 Basic Information **2 Contact Info** 3 Locations 4 Facilities 5 Complete Access Request


← PREV NEXT →

Primary Contact Info	Alternate Contact Info
FIRST NAME * Stephanie	FIRST NAME
LAST NAME * Paul	LAST NAME
TITLE * County Clerk	TITLE
PHONE NUMBER * (555) 444-6666 x1	PHONE NUMBER
EMAIL * stephanie.paul@countyofriley.com	EMAIL

Contact Information

Complete **Primary Contact info.**  
Selecting an alternate contact is recommended

# Register Organization from Recipient Invitation - Locations

 ? Help

**Let's register your organization!**  
Please follow along in the wizard below. If you need any assistance, please contact the FEMA helpline at (866) 337-8448 or [FEMA-Recovery-PA-Grants@fema.dhs.gov](mailto:FEMA-Recovery-PA-Grants@fema.dhs.gov).

1 Basic Information 2 Contact Info 3 **Locations** 4 Facilities 5 Complete Access Request

← PREV **NEXT** →

<b>Primary Location</b>	<b>Mailing Address</b> *Only if different
ADDRESS 1 * <input type="text" value="110 Courthouse Plaza"/>	ADDRESS 1 <input type="text"/>
ADDRESS 2 <input type="text"/>	ADDRESS 2 <input type="text"/>
CITY * <input type="text" value="Manhattan"/>	CITY <input type="text"/>
STATE * <input type="text" value="Kansas"/>	STATE <input type="text" value="Kansas"/>
ZIP CODE * <input type="text" value="66502"/>	ZIP CODE <input type="text"/>
COUNTY * <input type="text" value="Riley County"/>	COUNTY <input type="text" value="No counties available."/>

**Locations**

**Primary Location is required. Enter a Mailing address only if different.**

# Register Organization from Recipient Invitation - Facilities

**Grants Portal** ? Help

**Let's register your organization!**  
Please follow along in the wizard below. If you need any assistance, please contact the FEMA helpline at (866) 337-8448 or [FEMA-Recovery-PA-Grants@fema.dhs.gov](mailto:FEMA-Recovery-PA-Grants@fema.dhs.gov).

1 Basic Information 2 Contact Info 3 Locations **4 Facilities** 5 Complete Access Request

← PREV NEXT →

Select the Counties where your facilities exist.

Quick Search...

	County	
+ ADD	Allen County	
+ ADD	Anderson County	
+ ADD	Atchison County	
+ ADD	Barber County	
+ ADD	Barton County	
+ ADD	Bourbon County	
+ ADD	Brown County	

**Facilities**

Select all counties where your facilities exist. Use the **+ADD** Button to complete

# Register Organization from Recipient Invitation - Complete Access Request

**Grants Portal** ? Help

**Let's register your organization!**  
Please follow along in the wizard below. If you need any assistance, please contact the FEMA helpline at (866) 337-8448 or [FEMA-Recovery-PA-Grants@fema.dhs.gov](mailto:FEMA-Recovery-PA-Grants@fema.dhs.gov).

1 Basic Information   2 Contact Info   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>	Kansas Adjutant General's Department, Division of Emergency Management (KDEM)
<b>NAME</b>	County of Riley
<b>TYPE</b>	County Government
<b>DUNS NUMBER</b>	876541236


**Primary Contact Info**      **Alternate Contact Info**

<b>FIRST NAME</b>	Stephanie	<b>FIRST NAME</b>	
-------------------	-----------	-------------------	--

**Complete Access Request**

**Scroll Down to Review all area to ensure accuracy**

# Register Organization from Recipient Invitation - Submit

 ? Help

<b>TITLE</b>	County Clerk	<b>TITLE</b>	--
<b>PHONE NUMBER</b>	(555) 444-6666 x1	<b>PHONE NUMBER</b>	--
<b>EMAIL</b>	stephanie.paul@countyofriley.com	<b>EMAIL</b>	--

**Primary Location**

<b>ADDRESS 1</b>	110 Courthouse Plaza	<b>ADDRESS 1</b>	--
<b>ADDRESS 2</b>	--	<b>ADDRESS 2</b>	--
<b>CITY</b>	Manhattan	<b>CITY</b>	--
<b>STATE</b>	Kansas	<b>STATE</b>	Kansas
<b>ZIP CODE</b>	66502	<b>ZIP CODE</b>	--
<b>COUNTY</b>	Riley County	<b>COUNTY</b>	--

**Mailing Address** \*Only if different

<b>ADDRESS 1</b>	--	<b>ADDRESS 1</b>	--
<b>ADDRESS 2</b>	--	<b>ADDRESS 2</b>	--
<b>CITY</b>	--	<b>CITY</b>	--
<b>STATE</b>	Kansas	<b>STATE</b>	Kansas
<b>ZIP CODE</b>	--	<b>ZIP CODE</b>	--
<b>COUNTY</b>	--	<b>COUNTY</b>	--

**Counties with Facilities or Work**

<b>COUNTIES</b>	Riley County
-----------------	--------------

**Select Submit**

# Register Organization from Recipient Invitation - Successful Submission

Your access request has been submitted!  
You will be contacted once your request has been approved.

**Successful submissions**  
will be reviewed.  
Notification will be sent  
upon approval.


# Submit Request for Public Assistance (RPA)



# From Existing Organization Profile



# Grants Portal Sign In Screen

 **This Portal Is for Governments and Non-Profits Use Only**

Individuals looking for Individual Assistance, please visit [disasterassistance.gov](https://disasterassistance.gov) for assistance.

Businesses looking for assistance should visit the [Small Business Administration's disaster assistance website](#).



This site is intended for demonstration purposes only.  
Do not use this site to process or submit actual PA requests or to enter production data.

 Sign in to Your Account

USERNAME [Forgot your username?](#)

PASSWORD [Forgot your password?](#)

SIGN IN

[Register Your Organization for Public Assistance](#)

Enter Logon  
Information then  
click **Sign In**

# My Organization Dashboard

**Grants Portal**

Dashboard

Change Organization

**My Organization**  
StreamlinedDEMO19 (899-75323-46)

Profile

Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping Meetings

Damages

Work Order Requests

Work Orders

Projects

My Post-Award Ops

My Tasks

Calendar

Utilities

Intelligence

**Warning:** 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.

[Click here to submit a RPA for your organization.](#)

**Click to submit RPA**

**Applicant Event Profile**  
StreamlinedDEMO19

**Event:** 4355DR-NH (4355DR)  
**Eligibility Status:** Eligible  
**Process Step:** Pending Grant Completion  
**# of Damages:** 2  
**# of Projects:** 2

# Start Request Public Assistance Process

**Grants Portal** Training, Public ...

**Request Public Assistance**

Start | Section I - Declaration and Applicant Information | Section II - Applicant Experience | Section III - Impacts | Section IV - Applicant Certifications | Section V - Submit

## Start

### Paperwork Burden Disclosure Notice

Public reporting burden for this data collection is estimated to average 5 minutes per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. This collection of information is required to obtain or retain benefits. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to:

Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency,  
500 C Street, SW.,  
Washington, DC 20472,  
Paperwork Reduction Project (1660-0017)

**NOTE: Do not send your completed form to this address.**

### Privacy Act Statement

The collection of this information is authorized by the Robert T. Stafford Disaster Relief and Emergency Assistance Act, §§ 402-403, 406-407, 417, 423, 427, 428, 502, and 705; 42 U.S.C. 5170a-b, 5172-73, 5184, 5189a, 5189e, 5189f, 5192, 5205; 44 C.F.R. § 206 Subpart G; and 2 C.F.R. § 200. This information is collected to provide assistance to eligible jurisdictions and organizations to facilitate the response to and recovery from a Presidentially-declared disaster or emergency, or to provide assistance for hazard mitigation measures during the recovery process. The disclosure of information on this form is voluntary; however, failure to provide the requested information may delay or prevent the agency from receiving funds from FEMA's Public Assistance Program.

### Instructions

Government organizations complete this form to begin the application for Public Assistance following a Federal declaration. FEMA uses this information to determine whether the Applicant is an eligible government entity and to determine the level of resources required to assist the Applicant. FEMA does not use the information to determine the level of assistance it provides.

The estimated time to complete this form is 5 minutes. Information you will need:

- My Post-Award Ops
- My Tasks
- Calendar
- Utilities
- Intelligence

**Note:** Review information then scroll down to continue.

# General Information

**Grants Portal**

Request Public Assistance

Public reporting burden for this data collection is estimated to average 5 minutes per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. This collection of information is required to obtain or retain benefits. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to:

Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency,  
500 C Street, SW.,  
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Paperwork Reduction Project (1660-0017)

**NOTE: Do not send your completed form to this address.**

### Privacy Act Statement

The collection of this information is authorized by the Robert T. Stafford Disaster Relief and Emergency Assistance Act, §§ 402-403, 406-407, 417, 423, 427, 428, 502, and 705; 42 U.S.C. 5170a-b, 5172-73, 5184, 5189a, 5189e, 5189f, 5192, 5205; 44 C.F.R. § 206 Subpart G; and 2 C.F.R. § 200. This information is collected to provide assistance to eligible jurisdictions and organizations to facilitate the response to and recovery from a Presidentially-declared disaster or emergency, or to provide assistance for hazard mitigation measures during the recovery process. The disclosure of information on this form is voluntary; however, failure to provide the requested information may delay or prevent the agency from receiving funds from FEMA's Public Assistance Program.

### Instructions

Government organizations complete this form to begin the application for Public Assistance following a Federal declaration. FEMA uses this information to determine whether the Applicant is an eligible government entity and to determine the level of resources required to assist the Applicant. FEMA does not use the information to determine the level of assistance it provides.

The estimated time to complete this form is 5 minutes. Information you will need:

- Estimated cost of all incident-related impacts
- If applicable, authorized contractor contact information

**Complete review then click Proceed**

PROCEED >

# Section I - Declaration & Applicant Information

The screenshot shows the Grants Portal interface. At the top left is the 'Grants Portal' logo. A navigation menu on the left includes 'Dashboard', 'Change Organization', 'My Organization' (StreamlinedDEM019), and a list of user profile options. The main header area contains 'Request Public Assistance' and a progress bar with five sections: Start, Section I - Declaration and Applicant Information (current), Section II - Applicant Experience, Section III - Impacts, Section IV - Applicant Certifications, and Section V - Submit. A light blue box contains 'Section I Instructions' with a note about eligibility and required information. Below this is the 'Section I - Declaration and Applicant Information' form, starting with 'General Info' which includes fields for Organization, FEMA PA Code, DUNS #, and Event. A red-bordered box highlights the text 'Review the information'.

**Grants Portal**

Request Public Assistance

Start | Section I - Declaration and Applicant Information | Section II - Applicant Experience | Section III - Impacts | Section IV - Applicant Certifications | Section V - Submit

**Section I Instructions**

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).

## Section I - Declaration and Applicant Information

General Info

Organization	StreamlinedDEM019 (899-75323-46)
FEMA PA Code	899-75323-46
DUNS #	--
Event	R1PD217-MA (R1PD217)

Primary Address

**Review the information**

# Verify Primary & Mailing Addresses

**Grants Portal** Training, Public ...

**Request Public Assistance**

### Section I - Declaration and Applicant Information

**General Info**

Organization: StreamlinedDEM019 (899-75323-46)  
FEMA PA Code: 899-75323-46  
DUNS #: --  
Event: R1PD217-MA (R1PD217)

**Primary Address**

Address: 1346 Main Street  
Hartford, Connecticut 21423  
County: Hartford County

**Mailing Address**

Address: (Same as Primary Address)

[< BACK](#) [PROCEED >](#)

**Complete review then click Proceed**

# Section II - Applicant Experience

**Grants Portal** Training, Public ...

Dashboard  
Change Organization  
My Organization  
StreamlinedDEMO19 (899-75323-46)

Profile  
Personnel  
Applicant Event Profiles  
Exploratory Calls  
Recovery Scoping Meetings  
Damages  
Work Order Requests  
Work Orders  
Projects  
My Post-Award Ops  
My Tasks  
Calendar  
Utilities  
Intelligence

## Request Public Assistance

Start ✓ Section I - Declaration and Applicant Information ✓ Section II - Applicant Experience Section III - Impacts Section IV - Applicant Certifications Section V - Submit

**Section II Instructions**  
Please provide information about the Applicant's level of experience with the Public Assistance program.

### Section II - Applicant Experience

What is the Applicant's experience and level of support needed with the Public Assistance application process? \*

- Unfamiliar, and likely to need dedicated, in-person support navigating the process.
- Unfamiliar, but likely to be comfortable with limited or remote support navigating the process.
- Familiar, but likely to need dedicated, in-person support navigating the process.
- Familiar, and likely to be comfortable with limited or remote support navigating the process.

< BACK

**Complete Section II then click Proceed**

PROCEED >



# Section III - Impacts

The screenshot shows the Grants Portal interface. At the top left is the 'Grants Portal' logo. Below it is a navigation menu with options: Dashboard, Change Organization, My Organization (Streamlined DEMO19 (899-75323-46)), Profile, Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Damages, Work Order Requests, Work Orders, Projects, My Post-Award Ops, My Tasks, Calendar, Utilities, and Intelligence. The main header reads 'Request Public Assistance'. A progress bar below the header shows five sections: Start, Section I - Declaration and Applicant Information, Section II - Applicant Experience, Section III - Impacts (highlighted in blue), Section IV - Applicant Certifications, and Section V - Submit. The main content area is titled 'Section III - Impacts' and contains the following instructions and questions:

**Section III Instructions**  
Please provide information about the Applicant's incident-related impacts from R1PD217

### Section III - Impacts

1. Does the Applicant have any of the following incident-related impacts? \*

- Debris *i*
- Emergency Response/Protective Measures *i*
- Infrastructure Damage

2. What is the total approximate cost to address incident-related impacts? \* [\(More Info\)](#)

- Less than \$100,000
- Between \$100,000 and \$1,000,000
- \$1,000,000 or more

3. What is the approximate total number of facilities with incident-related impacts? \* *i*

Start answering the questions to begin **Section III** then scroll down to continue.

# Section III - Impacts

**Grants Portal** Training, Public ...

**Request Public Assistance**

**My Organization**  
StreamlinedDEMO19 (899-75323-46)

3. What is the approximate total number of facilities with incident-related impacts? \*

4. What is the status of all work to address incident-related impacts? \*

- Work is completed and costs are documented.
- Work is completed and costs are not documented.
- Work has started.  
Provide a projected end date, if known:
- Work has not started.

5. Does the Applicant have any impacts that are of such severity that require immediate attention or federal support? \*

- Yes
- No

6. Did an Applicant representative attend an Applicant Briefing? \*

- Yes
- No

Complete the questions for Section III

Click Proceed

# Section IV - Applicant Certifications 1/2

The screenshot shows the 'Request Public Assistance' form in the Grants Portal. The top navigation bar includes the 'Grants Portal' logo and user information. A progress bar at the top indicates the current step is 'Section IV - Applicant Certifications', with previous steps marked as complete. A sidebar on the left contains navigation options like 'Dashboard', 'Change Organization', and 'My Organization'. The main content area features a 'Section IV Instructions' box and a form for 'Section IV - Applicant Certifications'. The form includes fields for 'Primary Contact' (Name, Title, Email, Phone) and 'Alternate Contact' (Name, Title).

**Grants Portal** Training, Public ...

Dashboard  
Change Organization  
My Organization  
StreamlinedDEM019 (899-75323-46)

Profile  
Personnel  
Applicant Event Profiles  
Exploratory Calls  
Recovery Scoping Meetings  
Damages  
Work Order Requests  
Work Orders  
Projects  
My Post-Award Ops  
My Tasks  
Calendar  
Utilities  
Intelligence

**Request Public Assistance**

Start ✓  
Section I - Declaration and Applicant Information ✓  
Section II - Applicant Experience ✓  
Section III - Impacts ✓  
Section IV - Applicant Certifications  
Section V - Submit

**Section IV Instructions**  
Please provide contact information for the contract personnel authorized to make binding decisions on behalf of the entity.

### Section IV - Applicant Certifications

Primary Contact \*

Name: Training, Public Assistance  
Title: Grant Writer  
Email: SLTT19@city.gov  
Phone: (123) 238-7516

Alternate Contact

Name: Choose Contact...  
Title: --

**Note:** Begin completing or editing Section IV then scroll down to continue.

# Section IV - Applicant Certifications 2/2

**Grants Portal** Training, Public ...

**Request Public Assistance**

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

**General Certification**  
I certify that I have reviewed the following information regarding requirements to receive Public Assistance: *Please initial next to each statement*

pt Applicants should document damages with photos and track all resources used at the site including dates and quantities.

pt Applicants must comply with the applicable codes, specifications and standards requirements when restoring infrastructure.

pt In accordance with the [Public Assistance Program and Policy Guide](#), the Applicant must comply with applicable federal, state, and local laws must provide all documentation requested to allow FEMA to ensure project applications comply with federal Environmental and Historic Preservation (EHP) laws, implementing regulations, and Executive Orders; and must comply with any EHP compliance conditions placed on all grants.

pt Applicants that utilize contractors for work conducted with FEMA PA funding must follow the procurement and contracting rules detailed in [2 CFR § 200.318-326](#).

Authorized Representative: *Public Training* Date Signed: 03/23/2021

**Complete the certification process then click **Proceed****

# Section V - RPA Review and Submission 1/3

**Grants Portal** Training, Public ...

**Request Public Assistance**

Start  Section I - Declaration and Applicant Information  Section II - Applicant Experience  Section III - Impacts  Section IV - Applicant Certifications  Section V - Submit

## Section V - Submit

### Applicant Information

Organization	StreamlinedDEMO19 (899-75323-46)
FEMA PA Code	899-75323-46
DUNS #	--
Event	R1PD217-MA (R1PD217)

### Primary Address

Address	1346 Main Street Hartford, Connecticut 21423
County	Hartford County

### Mailing Address

Address	1346 Main Street Hartford, Connecticut 21423
---------	---

**Note:** Review the information for accuracy then scroll down to continue.

# Section V - RPA Review & Submission 2/3

**Grants Portal** Request Public Assistance

Dashboard  
Change Organization  
My Organization  
StreamlinedDEM019 (899-75323-46)

Profile  
Personnel  
Applicant Event Profiles  
Exploratory Calls  
Recovery Scoping Meetings  
Damages  
Work Order Requests  
Work Orders  
Projects

My Post-Award Ops  
My Tasks  
Calendar  
Utilities  
Intelligence

### Applicant Experience

What is the Applicant's experience and level of support needed with the Public Assistance application process?

- Familiar, and likely to be comfortable with limited or remote support navigating the process.

### Impacts

- Applicant has the following incident-related impacts:
  - Debris
  - Emergency Response/Protective Measures
- What is the total approximate cost to address incident-related impacts?
  - Between \$100,000 and \$1,000,000
- What is the approximate total number of facilities with incident-related impacts?
  - 2 Facilities
- What is the status of all work to address incident-related impacts?
  - Work has started. Projected end date:
- Does the Applicant have any impacts that are of such severity that require immediate attention or federal support?
  - No

**Note:** Review the information for accuracy then scroll down to continue.

# Section V - RPA Review & Submission 3/3

**Grants Portal**

Request Public Assistance

Primary Contact

Name	Training, Public Assistance
Title	Grant Writer
Email	SLTT19@city.gov
Phone	(123) 238-7516

General Certification

I certify that I have reviewed the following information regarding requirements to receive Public Assistance:

- pt Applicants should document damages with photos and track all resources used at the site including dates and quantities.
- pt Applicants must comply with the applicable codes, specifications and standards requirements when restoring infrastructure.
- pt In accordance with the [Public Assistance Program and Policy Guide](#), the Applicant must comply with applicable federal, state, and local laws must provide all documentation requested to allow FEMA to ensure project applications comply with federal Environmental and Historic Preservation (EHP) laws, implementing regulations, and Executive Orders; and must comply with any EHP compliance conditions placed on all grants.
- pt Applicants that utilize contractors for work conducted with FEMA PA funding must follow the procurement and contracting rules detailed in [2 CFR § 200.318-326](#).

Authorized Representative: *Public Training* Date Signed: 03/23/2021

< BACK SUBMIT

**Finish reviewing the information for accuracy then click **Submit****

# RPA Submitted

The screenshot shows the Grants Portal interface. At the top left is the logo and text "Grants Portal". On the right side of the top bar are icons for help, a lightning bolt, a notification bell with a red "7", and a user profile icon labeled "Training, Public ...".

The left sidebar contains the following menu items:

- Dashboard
- Change Organization
- My Organization (StreamlinedDEMO19 (899-75323-46))
- Profile
- Personnel
- Applicant Event Profiles
- Exploratory Calls
- Recovery Scoping Meetings
- Damages
- Work Order Requests
- Work Orders
- Projects
- My Post-Award Ops
- My Tasks
- Calendar
- Utilities
- Intelligence

The main content area is titled "Request Public Assistance" with a pencil icon. A green notification 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 receive information on how to submit a project application.

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




# From the Direct Organization Set-Up

From direct organization set up, you can register your organization and submit a (RPA) if you are a State, Tribal, or Territorial agency or organization or local government agency or special governing district.



# Grants Portal Sign In Screen

 **This Portal Is for Governments and Non-Profits Use Only**

Individuals looking for Individual Assistance, please visit [disasterassistance.gov](https://disasterassistance.gov) for assistance.

Businesses looking for assistance should visit the [Small Business Administration's disaster assistance website](#).



This site is intended for User Acceptance Testing (UAT). Do not use this site to process or submit actual PA requests or to enter production data.



## Sign in to Your Account

USERNAME [Forgot your username?](#)

PASSWORD [Forgot your password?](#)

SIGN IN

[Register Your Organization for Public Assistance](#)

Click the **Register** button to begin

# Welcome Message & General Information

## Welcome to the FEMA Grants Portal Registration!

This registration process is for state and local government and certain private non-profit (PNP) organizations to request a FEMA account for Public Assistance funding. Individuals and businesses should not attempt to register here.

If you are a state or local government or PNP organization, you will be required to provide basic information about your organization to be used during the approval of your request. You will have **1 hour** to complete this process.

For additional information, please see FEMA's [Applicant Quick Guide to Grants Portal Account Creation and Request for Public Assistance](#).

### PLEASE NOTE:

- ❗ **Private non-profit** organizations applying for assistance should be prepared to provide the following when submitting their Request for Public Assistance:
  - A ruling letter from the Internal Revenue Service that was in effect on the declaration date and granted tax exemption under sections 501(c), (d), or (e) of the Internal Revenue Code.
  - Documentation from the State substantiating it is a non-revenue producing, non-profit entity organized or doing business under State law, including law citation.
  - If exempt from both the requirement to apply for 501(c)(3) status and tax-exempt status under State law, articles of incorporation, bylaws, or other documents indicating it is an organized entity and a certification that is compliant with Internal Revenue Code section 501(c)(3) and State law requirements.

**Note:** Review the information then scroll down to continue.


# Review General Information

- A ruling letter from the Internal Revenue Service that was in effect on the declaration date and granted tax exemption under sections 501(c), (d), or (e) of the Internal Revenue Code.
- Documentation from the State substantiating it is a non-revenue producing, non-profit entity organized or doing business under State law, including law citation.
- If exempt from both the requirement to apply for 501(c)(3) status and tax-exempt status under State law, articles of incorporation, bylaws, or other documents indicating it is an organized entity and a certification that is is compliant with Internal Revenue Code section 501(c)(3) and State law requirements.

- 1 **Individuals** looking for Individual Assistance, please go to [disasterassistance.gov](https://disasterassistance.gov) for assistance.
- 1 **Businesses** looking for assistance should visit the [Small Business Administration's disaster assistance website](#).
- 1 **Tribal government organizations** applying as a Recipient should first reach out to their local [FEMA Regional representative](#).


By proceeding, you are confirming that you are the legal agent of a state or local government organization or private non-profit organization, and you acknowledge that intentionally making false statements or concealing any information in an attempt to obtain Public Assistance is a violation of federal laws, which carries severe criminal and civil penalties.

Please verify you are a human by clicking below.

I'm not a robot   
reCAPTCHA  
Privacy - Terms

Complete the review of the information then click to confirm you are not a robot

# Verify Information

 Grants Portal

- A ruling letter from the Internal Revenue Service that was in effect on the declaration date and granted tax exemption under sections 501(c), (d), or (e) of the Internal Revenue Code.
- Documentation from the State substantiating it is a non-revenue producing, non-profit entity organized or doing business under State law, including a certification that
- If exempt from both the requirements of the Internal Revenue Code and the State law, the organization is compliant with Internal Revenue

**Individuals** looking for Individual Assistance should visit the [Individual Assistance website](#).

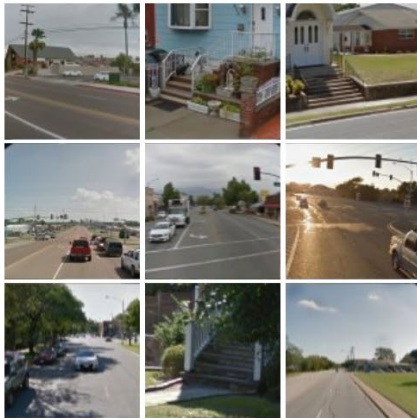
**Businesses** looking for assistance should visit the [Business Assistance website](#).




**Tribal government organizations** applying for assistance should visit the [Tribal Assistance website](#).

By proceeding, you are confirming that you are a non-profit organization, and you acknowledge that your information in an attempt to obtain Public Assistance is a voluntary disclosure.

Please verify you are a human by clicking below

Select all images with stairs



Select the information in the eCAPTCHA then click Verify

# Section I - Organization Information

## Register Your Government or Private Non-Profit Organization for Public Assistance

Please provide the following basic information to request a Government or Private Non-Profit (PNP) organization account for **FEMA Public Assistance Funding**. Once completed, your account and request will be submitted to your state/territory Emergency Management representative and FEMA for review and approval.

Organization

Contact Info

Locations

Submit

## Section I - Organization

Businesses and individuals should not attempt to register for Federal Assistance here. Please see guidance on the [Grants Portal Registration Welcome Page](#).

Within which state / territory / tribe is your organization? \*

Organization Name \*

Organization Type \*

EIN Number \*

DUNS Number \*


[Get a DUNS Number](#)

Complete Organization Information

Click Proceed


PROCEED >

# Section II - Contact Information

 ? Help

Organization  Contact Info  Locations  RPA  Submit

## Section II - Contact Info

 To expedite your request approval process, official email addresses (.gov) and no personal email addresses should be used.

Primary Contact Info	Alternate Contact Info
<p>First Name * <input type="text" value="Stephani"/></p>	First Name <input type="text"/>
Last Name * <input type="text" value="Paull"/>	Last Name <input type="text"/>
Title * <input type="text" value="City Clerk"/>	Title <input type="text"/>
Phone Number * <input type="text" value="(554) 518-7788"/>	Phone Number <input type="text"/>
Email * <input type="text" value="cityclerk@nashville.com"/>	Email <input type="text"/>

Enter Contact Info

Click Proceed

# Section III - Location Information

**Grants Portal**  
state/territory Emergency Management representative and FEMA for review and approval.

Organization Contact Info **Locations** RPA Submit

### Section III - Locations

**Primary Location**

Address 1 \* 123 Main Street

Address 2

City \* Nashville

State \* Tennessee x ▾

Zip Code \* 37220

County \* Davidson County x ▾

**Mailing Address** \*Only if different from the Primary Address

Address 1

Address 2

City

State Select... ▾

Zip Code

County Select... ▾


< BACK

**Click Proceed** PROCEED >

**Note:** Add Mailing Address only if different from Primary Address



# Section IV-Request for Public Assistance 1/3

 ? Help

**Register Your Government or Private Non-Profit Organization for Public Assistance**

Please provide the following basic information to request a Government or Private Non-Profit (PNP) organization account for **FEMA Public Assistance Funding**. Once completed, your account and request will be submitted to your state/territory Emergency Management representative and FEMA for review and approval.

Organization  Contact Info  Locations  RPA  Submit

## Section IV - RPA

**In addition to registering your account, you also have the option to submit a Request for Public Assistance for a current Presidentially declared disaster.**


Does your organization have any subdivisions/departments or is it a subordinate subdivision/department to another organization? \* **i**

Yes  
 No

**Please continue to submit your Organization request. Once your Organization is approved by your Recipient or FEMA, you will receive information for submitting your Request for Public Assistance.**

**Note:** Answer the question to begin Section IV. If yes, more questions will populate. Scroll down to continue or if no, click the **Proceed** button.

# Section IV - RPA 2/3

 ? Help

Please provide the following basic information to request a Government or Private Non-Profit (PNP) organization account for FEMA Public Assistance Funding. Once completed, your account and request will be submitted to your state/territory Emergency Management representative and FEMA for review and approval.

Organization  Contact Info  Locations  RPA  Applicant Experience  Impacts  Submit

## Section IV - RPA

**i** In addition to registering your account, you also have the option to submit a Request for Public Assistance for a current Presidentially declared disaster.

Does your organization have any subdivisions/departments or is it a subordinate subdivision/department to another organization? \* **i**

Yes  
 No

Do you want to submit a Request for Public Assistance? \* **i**

Yes  
 No


Which emergency / disaster do you want to request public assistance for? \* **i**

[View FEMA's Emergency / Disaster Information](#)

Ensure Yes is checked.

**Note:** Some Disasters will allow non-PNP Applicants to submit Requests for Public Assistance during the registration process

# Section IV - RPA 3/3

 ? Help

Please provide the following basic information to request a Government or Private Non-Profit (PNP) Organization account for FEMA Public Assistance Funding. Once completed, your account and request will be submitted to your state/territory Emergency Management representative and FEMA for review and approval.

Organization  Contact Info  Locations  RPA  Applicant Experience  Impacts  Submit

## Section IV - RPA

**i** In addition to registering your account, you also have the option to submit a Request for Public Assistance for a current Presidentially declared disaster.

Does your organization have any subdivisions/departments or is it a subordinate subdivision/department to another organization? \* **i**

Yes

No

Do you want to submit a Request for Public Assistance? \* **i**

Yes

No

Which emergency / disaster do you want to request public assistance for? \* **i**

[View FEMA's Emergency / Disaster Information](#)

**click Proceed**


# Section V - Applicant Experience

## Register Your Government or Private Non-Profit Organization for Public Assistance

Please provide the following basic information to request a Government or Private Non-Profit (PNP) organization account for **FEMA Public Assistance Funding** [🔗](#). Once completed, your account and request will be submitted to your state/territory Emergency Management representative and FEMA for review and approval.

Organization ✓ Contact Info ✓ Locations ✓ RPA ✓ Applicant Experience **●** Impacts ● Submit ●

## Section V - Applicant Experience

 Please provide information about the Applicant's level of experience with the Public Assistance program.

What is the Applicant's experience and level of support needed with the Public Assistance application process? \*

- Unfamiliar, and likely to need dedicated, in-person support navigating the process.
- Unfamiliar, but likely to be comfortable with limited or remote support navigating the process.
- Familiar, but likely to need dedicated, in-person support navigating the process.
- Familiar, and likely to be comfortable with limited or remote support navigating the process.

**Complete Section V**

[← BACK](#)

**Click Proceed**

[PROCEED →](#)

# Section VI – Impacts 1/4

## Register Your Government or Private Non-Profit Organization for Public Assistance

Please provide the following basic information to request a Government or Private Non-Profit (PNP) organization account for **FEMA Public Assistance Funding** [🔗](#). Once completed, your account and request will be submitted to your state/territory Emergency Management representative and FEMA for review and approval.

✓ Organization

✓ Contact Info

✓ Locations

✓ RPA

✓ Applicant Experience



● Impacts

● Submit

## Section VI - Impacts

 Please provide information about the Applicant's incident-related impacts from 4514DR.

1. Does the Applicant have any of the following incident-related impacts? \*


- Debris 
- Emergency Response/Protective Measures 
- Infrastructure Damage

2. What is the total approximate cost to address incident-related impacts? \* [\(More Info\)](#)

- Less than \$131,100
- Between \$131,100 and \$1,000,000
- \$1,000,000 or more

**Note:** Begin answering questions for Section VI and scroll down to continue.

# Section VI - Impacts 2/4

 ? Help

**i** Please provide information about the Applicant's incident-related impacts from 4514DR.

1. Does the Applicant have any of the following incident-related impacts? \*

- Debris **i**
- Emergency Response/Protective Measures **i**
- Infrastructure Damage

2. What is the total approximate cost to address incident-related impacts? \* [\(More Info\)](#)

- Less than \$131,100
- Between \$131,100 and \$1,000,000
- \$1,000,000 or more

3. What is the approximate total number of facilities with incident-related impacts? \* **i**

4. What is the status of all work to address incident-related impacts? \*

- Work is completed and costs are documented.
- Work is completed and costs are not documented.
- Work has started.
- Work has not started.

5. Does the Applicant have any impacts that are of such severity that require immediate attention or federal support? \*

**Note:** Continue answering questions and scroll down to continue.

# Section VI - Impacts 3/4

- Between \$131,100 and \$1,000,000
- \$1,000,000 or more

3. What is the approximate total number of facilities with incident-related impacts? \*

4. What is the status of all work to address incident-related impacts? \*

- Work is completed and costs are documented.
- Work is completed and costs are not documented.
- Work has started.
- Work has not started.

5. Does the Applicant have any impacts that are of such severity that require immediate attention or federal support? \*

Yes


*Please select all that apply:*

- Operations being conducted from temporary locations due to damaged facilities
- Damaged facilities that require temporary relocation of services
- Damaged facilities impact a substantial amount of the population
- Operations dependent on temporary equipment (such as generators or mobile boilers)
- Inaccessible areas
- Inaccessible facilities
- Other
- No

**Note:** Continue answering questions and scroll down to continue.

# Section VI - Impacts 4/4

- Between \$131,100 and \$1,000,000
- \$1,000,000 or more


3. What is the approximate total number of facilities with incident-related impacts? \* 

4. What is the status of all work to address incident-related impacts? \*

- Work is completed and costs are documented.
- Work is completed and costs are not documented.
- Work has started.
- Work has not started.

5. Does the Applicant have any impacts that are of such severity that require immediate attention or federal support? \*

- Yes
- No

6. Did an Applicant representative attend an Applicant Briefing? \* 

- Yes
- No

[< BACK](#)

click **Proceed**

[PROCEED >](#)

Ensure all questions are answered



# Section VII - Submit Information 1/2

## Register Your Government or Private Non-Profit Organization for Public Assistance

Please provide the following basic information to request a Government or Private Non-Profit (PNP) organization account for [FEMA Public Assistance Funding](#). Once completed, your account and request will be submitted to your state/territory Emergency Management representative and FEMA for review and approval.

Organization

Contact Info

Locations

RPA

Applicant Experience

Impacts

Submit

## Section VII - Submit

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

### Organization Information

State / Territory / Tribe Tennessee

Organization Name City of Nashville

Organization Type City or Township Government

EIN Number 12-5434566

DUNS Number 554624669

**Note:** Review information for accuracy then scroll down to continue.

# Section VII - Submit Information 2/2


5. Does the Applicant have any impacts that are of such severity that require immediate attention or federal support?

- No

6. Did an Applicant representative attend an Applicant Briefing?

- Yes

Review All Information

 It is important to know that, upon submittal, the request becomes a legal document. The Recipient or FEMA may use external sources to verify the accuracy of the information entered. It is a violation of Federal law to intentionally make false statements or hide information when applying for Public Assistance. **This includes claiming representation of a private non-profit or government organization.** This can carry severe criminal and civil penalties including a fine of up to \$250,000, imprisonment, or both. (18 U.S.C. §§ 287, 1001, 1040, and 3571)

By clicking submit below, I certify that:

- All information I have provided regarding this request is true and correct to the best of my knowledge.
- I understand that if I intentionally make false statements or conceal any information in an attempt to obtain Public Assistance, it is a violation of federal laws, which carry severe criminal and civil penalties. (18 U.S.C. §§ 287, 1001, 1040 and 3571)

< BACK

Click Submit

✓ SUBMIT

# RPA Submitted



## ✓ Congratulations!

Your account registration and Request for Public Assistance (RPA) through FEMA has been successfully submitted for review. Once your request has been approved by your state/territory Emergency Management representative and FEMA, you will receive a username and temporary password for this site. Once approved, your profile will be created, and you will be able to use this site to upload necessary documentation and manage your application for FEMA Public Assistance funding. If you require additional assistance with the FEMA Grants Portal, please contact the Grants Portal Hotline at **(866) 337-8448**, or **[FEMA-Recovery-PA-Grants@fema.dhs.gov](mailto:FEMA-Recovery-PA-Grants@fema.dhs.gov)**.

# RPA for a Private Non-Profit

Private Non-profits must have their organization profiles approved by the Recipient before they can submit a Request for Public Assistance



# My Organization Dashboard

**Grants Portal**

Dashboard

Change Organization

**My Organization**  
StreamlinedDEMO19 (899-75323-46)

Profile

Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping Meetings

Damages

Work Order Requests

Work Orders

Projects

My Post-Award Ops

My Tasks

Calendar

Utilities

Intelligence

⚠️ 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.

[Click here to submit a RPA for your organization.](#)

**Click to Submit RPA**

**Applicant Event Profile**  
StreamlinedDEMO19

**Event:** 4355DR-NH (4355DR)  
**Eligibility Status:** Eligible  
**Process Step:** Pending Grant Completion  
**# of Damages:** 2  
**# of Projects:** 2

# Request for Public Assistance - Start

## Request Public Assistance



## Start

### Paperwork Burden Disclosure Notice

Public reporting burden for this data collection is estimated to average 5 minutes per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. This collection of information is required to obtain or retain benefits. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to:

Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency,  
500 C Street, SW.,  
Washington, DC 20472,  
Paperwork Reduction Project (1660-0017)

**NOTE: Do not send your completed form to this address.**

### Privacy Act Statement

The collection of this information is authorized by the Robert T. Stafford Disaster Relief and Emergency Assistance Act, §§ 402-403, 406-407, 417, 423, 427, 428, 502, and 705; 42 U.S.C. 5170a-b, 5172-73, 5184, 5189a, 5189e, 5189f, 5192, 5205; 44 C.F.R. § 206 Subpart G; and 2 C.F.R. § 200. This information is collected to provide assistance to eligible jurisdictions and organizations to facilitate the response to and recovery from a Presidentially-declared disaster or emergency, or to provide assistance for hazard mitigation measures during the recovery process. The disclosure of information on this form is voluntary; however, failure to provide the requested information may delay or prevent the agency from receiving funds from FEMA's Public Assistance Program.

### Instructions

Government organizations complete this form to begin the application for Public Assistance following a Federal declaration. FEMA uses this information to determine whether the Applicant is an eligible government entity and to determine the level of resources required to assist the Applicant. FEMA does not use the information to determine the level of assistance it provides.

The estimated time to complete this form is 10 minutes. Information you will need:

- Documentation to support nonprofit status (e.g. Internal Revenue Service that was in effect on the declaration date and granted tax exemption under sections 501(c), (d), or (e) of the Internal Revenue Code)
- Estimated cost of all incident-related Impacts
- If applicable, authorized contractor contact information
- List of damaged facilities

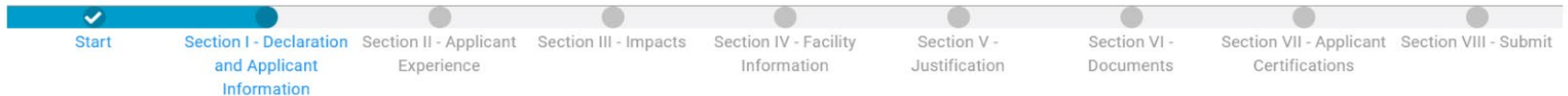
**Step 1: Read the following information**

**Step 2: Click Proceed**

PROCEED >

# RPA - Declaration and Applicant Information

## Request Public Assistance



### Section I Instructions

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).

## Section I - Declaration and Applicant Information

### General Info

Organization

FEMA PA Code

DUNS #

Event

### Primary Address

Address

Billings, Montana 59101

County

[< BACK](#)

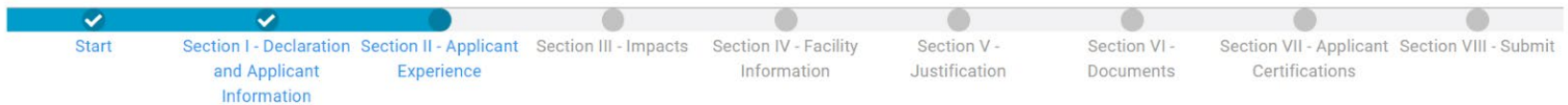
[PROCEED >](#)

**Enter the following information**

**Click Proceed**

# RPA - Applicant Experience

## Request Public Assistance



### Section II Instructions

Please provide information about the Applicant's level of experience with the Public Assistance program.

## Section II - Applicant Experience

What is the Applicant's experience and level of support needed with the Public Assistance application process? \*

- Unfamiliar, and likely to need dedicated, in-person support navigating the process.
- Unfamiliar, but likely to be comfortable with limited or remote support navigating the process.
- Familiar, but likely to need dedicated, in-person support navigating the process.
- Familiar, and likely to be comfortable with limited or remote support navigating the process.

Select the  
Applicable Answer

[< BACK](#)

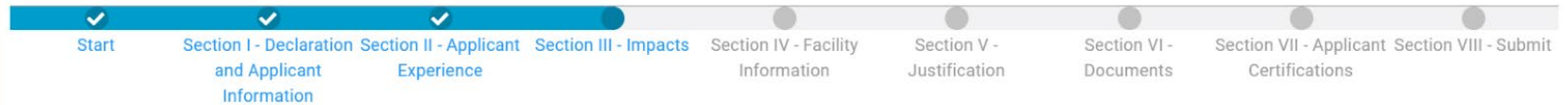
Click Proceed

[PROCEED >](#)



# RPA - Impacts 1/2

## Request Public Assistance





### Section III Instructions

Please provide information about the Applicant's incident-related impacts from GP-TRAIN-RECIP-N

## Section III - Impacts

1. Does the Applicant have any of the following incident-related impacts? \*

- Debris 
- Emergency Response/Protective Measures 
- Infrastructure Damage

**Select and Enter the Applicable Information**

**Scroll down to Proceed**

2. What is the total approximate cost to address incident-related impacts? \* [\(More Info\)](#)

- Less than \$100,000
- Between \$100,000 and \$1,000,000
- \$1,000,000 or more

3. What is the approximate total number of facilities with incident-related impacts? \* 

# RPA - Impacts 2/2

## Request Public Assistance

4. What is the status of all work to address incident-related impacts? \*

- Work is completed and costs are documented.
- Work is completed and costs are not documented.
- Work has started.

Provide a projected end date, if known:

- Work has not started.

**Select or Enter the  
Applicable Answer**

5. Does the Applicant have any impacts that are of such severity that require immediate attention or federal support? \*

- Yes
- No

6. Did an Applicant representative attend an Applicant Briefing? \* 

- Yes
- No

7. How will the Applicant demonstrate its eligibility as a Private Nonprofit Applicant? \*

- A ruling letter from the Internal Revenue Service that was in effect on the declaration date and granted tax exemption under sections 501(c), (d), or (e) of the Internal Revenue Code ([More Info](#))
- Documentation from the State substantiating it is a non-revenue producing, nonprofit entity organized or doing business under State law.
- If exempt from both the requirement to apply for 501(c)(3) status and tax-exempt status under State law, provide articles of association, bylaws, or other documents indicating it is an organized entity and a certification that it is compliant with [Internal Revenue Code section 501\(c\)\(3\)](#) and State law requirements.

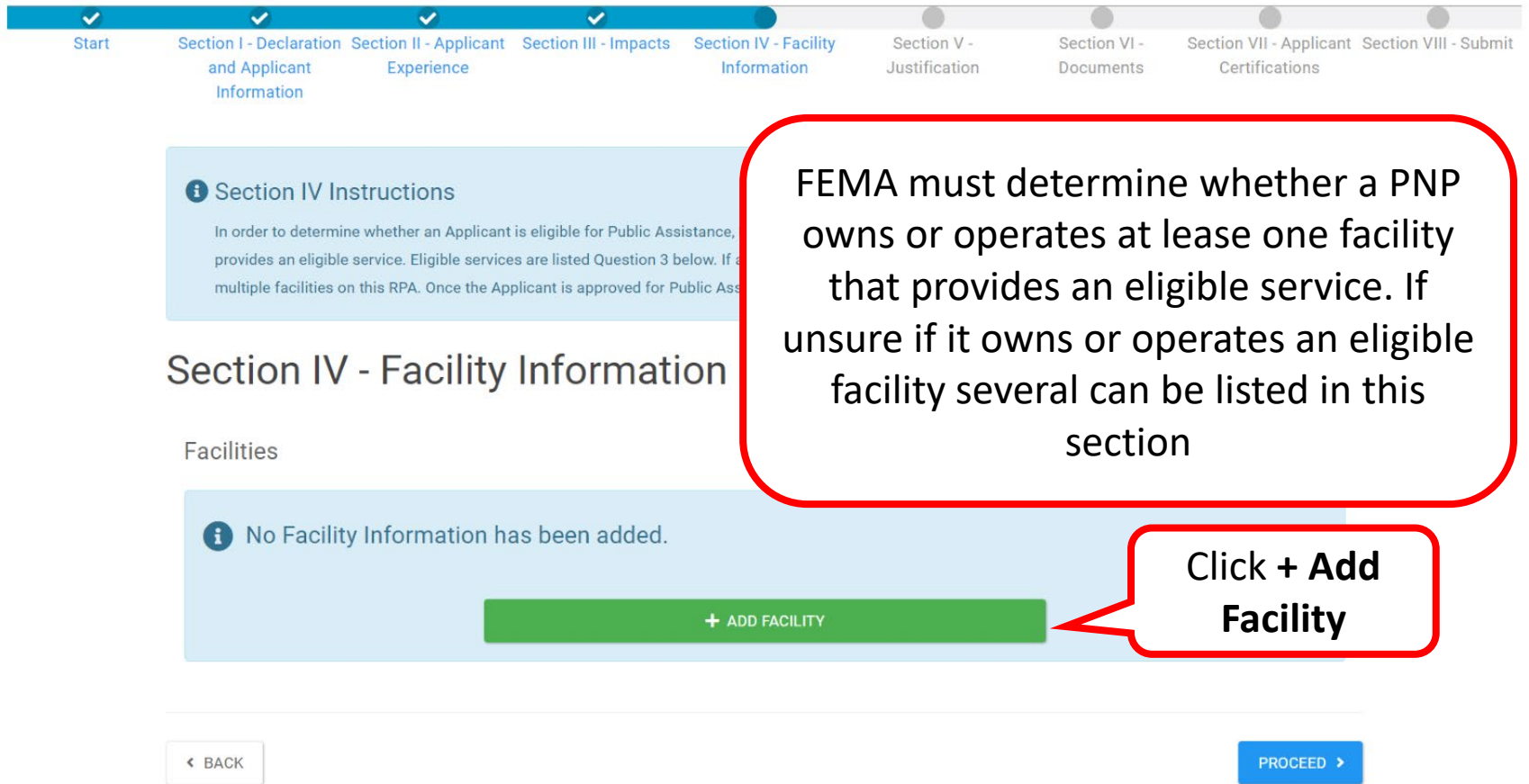
[< BACK](#)

**Click Proceed**

[PROCEED >](#)

# RPA - Facility Information 1/8

## Request Public Assistance



The screenshot shows a progress bar at the top with eight steps: Start, Section I - Declaration and Applicant Information, Section II - Applicant Experience, Section III - Impacts, Section IV - Facility Information (current), Section V - Justification, Section VI - Documents, Section VII - Applicant Certifications, and Section VIII - Submit. Below the progress bar is a light blue box with an information icon and the text: "Section IV Instructions. In order to determine whether an Applicant is eligible for Public Assistance, provides an eligible service. Eligible services are listed Question 3 below. If multiple facilities on this RPA. Once the Applicant is approved for Public Assistance". Below this is the heading "Section IV - Facility Information" and the sub-heading "Facilities". A light blue box contains an information icon and the text: "No Facility Information has been added." Below this is a green button with a plus sign and the text "+ ADD FACILITY". A red callout box points to the button with the text "Click + Add Facility". At the bottom left is a button with a left arrow and the text "< BACK". At the bottom right is a blue button with the text "PROCEED >".

FEMA must determine whether a PNP owns or operates at least one facility that provides an eligible service. If unsure if it owns or operates an eligible facility several can be listed in this section

Click + Add Facility

# RPA - Facility Information 2/8

## Request Public Assistance



### Section IV Instructions

In order to determine whether an Applicant is eligible for Public Assistance, FEMA will request a full list of impacted facilities. Eligible services are listed in Question 3 below. If an Applicant is unsure whether a facility is an eligible service, the Applicant is approved for Public Assistance, FEMA will request a full list of impacted facilities.

**Select and Enter the applicable information**

## Section IV - Facility Information

Facilities



New Facility 

In Progress






### 1. Facility Name and Location

Name \*

Address

County \*

### 2. Does the Applicant own or operate the facility? \*

- Applicant owns the facility. 
- Applicant leases the facility to another entity.
- Applicant leases the facility from another owner.
- Other

**Scroll down to Proceed**

# RPA - Facility Information 3/8

## Request Public Assistance

### Section IV Instructions

In order to determine whether an Applicant is eligible for Public Assistance, FEMA must determine whether a PNP owns or operates at least one facility that provides an eligible service. Eligible services are listed Question 3 below. If an Applicant is unsure whether it owns or operates an eligible facility, it may list multiple facilities on this RPA. Once the Applicant is approved for Public Assistance, FEMA will request a full list of impacted facilities.

## Section IV - Facility Information

Facilities

**Select and Enter  
the Applicable  
Information**

 + ADD FACILITY

Teaching Hospital ▾

 ✓ Completed

 HIDE


 REMOVE

### 1. Facility Name and Location

Name *	<input type="text" value="Teaching Hospital"/>
Address	<input type="text"/>
County *	<input type="text" value="Yellowstone County"/> 

**Scroll down to  
Proceed**

### 2. Does the Applicant own or operate the facility? \*

- Applicant owns the facility. 
- Applicant leases the facility to another entity.
- Applicant leases the facility from another owner.
- Other

# RPA - Facility Information 4/8

## Request Public Assistance

3. What is the primary purpose of the facility? \*

**A. Critical Services**

Educational 

Primary or secondary education as determined under State law and provided in a day or residential school, including parochial schools. [\( More Info \)](#)

Higher-education institution 

Utility 

Communications transmission and switching, and distribution of telecommunications traffic

Electric power generation, transmission, and distribution

Irrigation to provide water for drinking water supply, fire suppression, or electricity generation

Sewer and wastewater, collection, transmission, and treatment

Water treatment, transmission, and distribution by a water company supplying municipal water

Other

Emergency Services 

Ambulance

Fire Protection

Rescue

Public Broadcasting that monitors, receives, and/or distributes communication from the Emergency Alert System to the public.

Other

**Select All Applicable**

**Scroll down to  
Proceed**

# RPA - Facility Information 5/8

## Request Public Assistance

### A. Critical Services

Educational ▼

Disabled

Please expand this section to see the available options.

ary education as determined under State law and provided in a day or residential school, including parochial schools. [\( More Info \)](#)

stitution ⓘ

- Communications transmission and switching, and distribution of telecommunications traffic
- Electric power generation, transmission, and distribution
- Irrigation to provide water for drinking water supply, fire suppression, or electricity generation
- Sewer and wastewater, collection, transmission, and treatment
- Water treatment, transmission, and distribution by a water company supplying municipal water
- Other
- Emergency Services ▼
  - Ambulance
  - Fire Protection
  - Rescue
  - Public Broadcasting that monitors, receives, and/or distributes communication from the Emergency Alert System to the public.
  - Other
- Emergency Medical Care (diagnosis or treatment of mental or physical injury or disease) provided in: ▼

Select All Applicable

Scroll down to Proceed

# RPA - Facility Information 6/8

## Request Public Assistance

- Other
- Emergency Medical Care (diagnosis or treatment of mental or physical injury or disease) provided in: ▼
  - Clinic
  - Dialysis Facility
  - In-Patient Facility i
  - Outpatient Facility
  - Hospice or Nursing Home
  - Hospital i
  - Long-Term Care Facility
  - Rehabilitation Center Providing Medical Care
  - Other

### B. Non-Critical Essential Social Service

- Assisted Living Facility
- Childcare, Including Center-Based Childcare
- Day care for individuals with disabilities or access and functional needs
- Community Center

**Select All Applicable**

**Step 2: Scroll  
down to Proceed**




# RPA - Facility Information 7/ 8

## Request Public Assistance

Other

### B. Non-Critical Essential Social Service


- Assisted Living Facility
- Childcare, Including Center-Based Childcare
- Day care for individuals with disabilities or access and functional needs
- Community Center
- Custodial Care Facility
- Food Assistance Programs, Including Food Banks and Storage of Food for Food Banks
- Health and Safety Services, Including Animal Control Services
- Homeless Shelter
- House of Worship (Religious Institution)
- Library
- Low-income Housing
- Museum 
- Performing Arts Center
- Rehabilitation Facility (not providing medical services as listed in 3A; Critical Services above)
- Residential or Other Services for Families of Domestic Abuse
- Residential Services for Individuals with Disabilities
- Senior Citizen Center
- Shelter Workshop

**Select All Applicable**

**Scroll down to  
Proceed**

# RPA - Facility Information 8/8

## Request Public Assistance

- Homeless Shelter
- House of Worship (Religious Institution)
- Library
- Low-income Housing
- Museum 
- Performing Arts Center
- Rehabilitation Facility (not providing medical services as listed in 3A; Critical Services above)
- Residential or Other Services for Families of Domestic Abuse
- Residential Services for Individuals with Disabilities
- Senior Citizen Center
- Shelter Workshop
- Zoo
- Other

**Select All Applicable**

C. What other services does the facility provide? [\( More Info \)](#)

**Note:** If there are additional facility, click + **ADD FACILITY** and answer all the questions

+ ADD FACILITY

**Click Proceed**

PROCEED >

# RPA - Justification

## Request Public Assistance



### Section V - Justification

Please provide a brief explanation why the Request for Public Assistance (RPA) is being submitted past the deadline.

Limit 500 characters

[< BACK](#)

Click Proceed

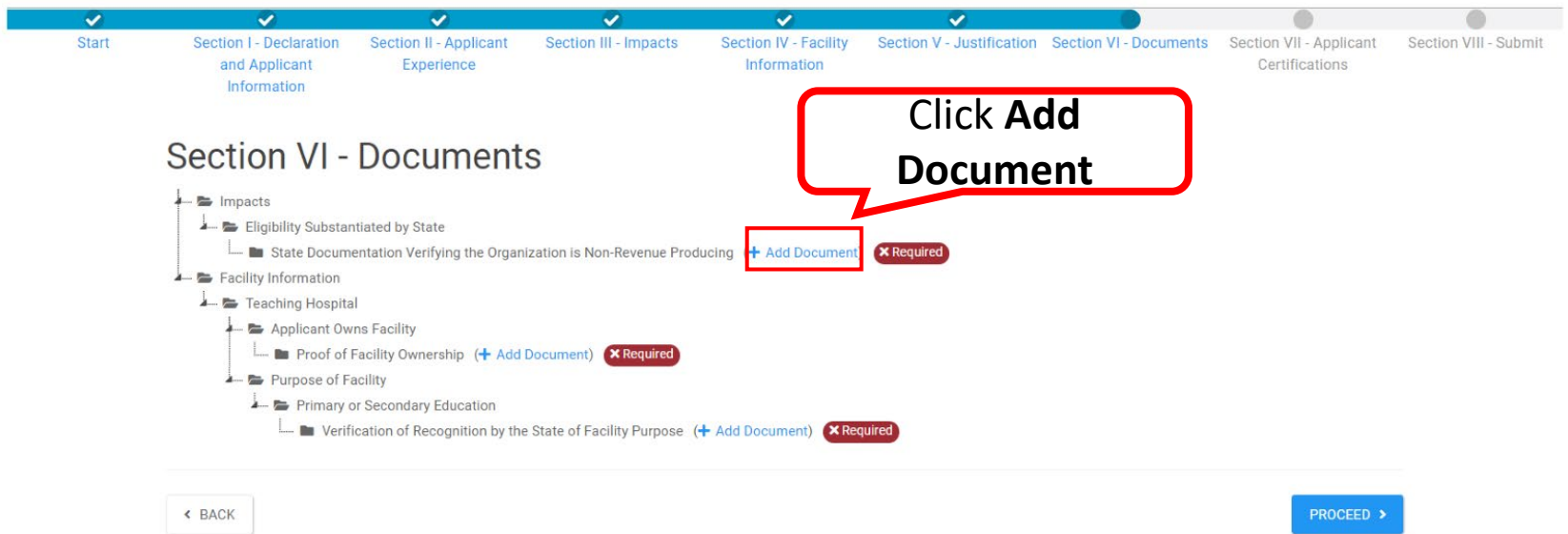
[PROCEED >](#)

Enter detailed Justification

**Note:** If you submit in Grants Portal past the RPA Deadline, you will be given the chance to provide information to help determine if your organization is still eligible

# RPA - Documents 1/ 3

## Request Public Assistance



The screenshot displays a progress bar at the top with sections: Start, Section I - Declaration and Applicant Information, Section II - Applicant Experience, Section III - Impacts, Section IV - Facility Information, Section V - Justification, Section VI - Documents, Section VII - Applicant Certifications, and Section VIII - Submit. Section VI is currently active.

**Section VI - Documents**

- Impacts
  - Eligibility Substantiated by State
    - State Documentation Verifying the Organization is Non-Revenue Producing [+ Add Document](#) **Required**
- Facility Information
  - Teaching Hospital
    - Applicant Owns Facility
      - Proof of Facility Ownership [+ Add Document](#) **Required**
    - Purpose of Facility
      - Primary or Secondary Education
        - Verification of Recognition by the State of Facility Purpose [+ Add Document](#) **Required**

Navigation buttons: [< BACK](#) and [PROCEED >](#)

**Click Add Document**

**Note:** Add all required documents.

# RPA - Documents 2/3

Upload Applicant Profile Documents

Drag and drop files here, or click here to select files.

**Selected Documents to Attach**

**Available Documents to Attach**

Category:

Quick Search...

Filename	Description	Category	Size	Uploaded Date	Uploaded By
No matching records found					

Showing 0 to 0 of 0 entries

ATTACH SELECTED CANCEL

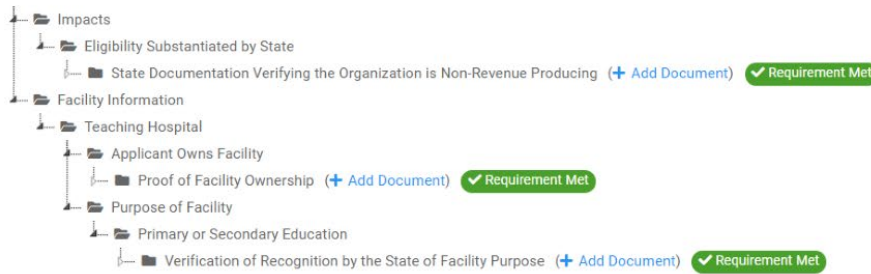
**Click to Upload Documents**

# RPA - Documents 3/3

## Request Public Assistance



### Section VI - Documents



When **ALL** required documents were uploaded successfully; the system will allow to Proceed.

< BACK

Click **Proceed**

PROCEED >

# RPA - Applicant Certifications 1/2

## Request Public Assistance



### Section VII Instructions

Please provide contact information for the contract personnel authorized to make binding decisions on behalf of the entity.

## Section VII - Applicant Certifications

### Primary Contact \*

Name	<input type="text" value="Smith, Monica"/>
Title	PAO
Email	Panda@sltt.gov
Phone	--

**Enter the information**

**Scroll down to Proceed**

### Alternate Contact

Name	<input type="text" value="Choose Contact..."/>
Title	--
Email	--
Phone	--

### General Certification

# RPA - Applicant Certifications 2/2

## General Certification

I certify that I have reviewed the following

ance: *Please initial next to each statement*

 MS

Applicants should do

the site including dates and quantities.

 MS

Applicants must comply with the applicable codes, specifications and standards requirements when restoring infrastructure.

 MS

In accordance with the [Public Assistance Program and Policy Guide](#), the Applicant must comply with applicable federal, state, and local laws must provide all documentation requested to allow FEMA to ensure project applications comply with federal Environmental and Historic Preservation (EHP) laws, implementing regulations, and Executive Orders; and must comply with any EHP compliance conditions placed on all grants.

 MS

Applicants that utilize contractors for work conducted with FEMA PA funding must follow the procurement and contracting rules detailed in [2 CFR § 200.318-326](#).

Authorized Representative

*Monica Smith*

Date Signed

08/24/2021

< BACK

Sign the  
Certification

Click  
Proceed

PROCEED >



# RPA – Review & Submit 1/4

## Request Public Assistance



### Section VIII - Submit

#### Applicant Information

Organization    Monica's PNP  
FEMA PA Code    --  
DUNS #    234255553  
Event    GP Training Course-Recip-N for Montana (GP-TRAIN-RECIP-N)

**Review all information for accuracy**

#### Primary Address

Address    123 Main St  
              Billings, Montana 59101  
County    Yellowstone County

**Scroll down to Continue**

#### Mailing Address

Address    123 Main St  
              Billings, Montana 59101  
County    Yellowstone County

#### Applicant Experience

What is the Applicant's experience and level of support needed with the Public Assistance application process?

- Familiar, but likely to need dedicated, in-person support navigating the process.

# RPA - Submit 2/4

## Request Public Assistance

County Yellowstone County

### Applicant Experience

What is the Applicant's experience and level of support needed with the Public Assistance application process?

- Familiar, but likely to need dedicated, in-person support navigating the process.

### Impacts

1. Applicant has the following incident-related impacts:

- Debris

2. What is the total approximate cost to address incident-related impacts?

- Less than \$100,000

3. What is the approximate total number of facilities with incident-related impacts?

- 2 Facilities

4. What is the status of all work to address incident-related impacts?

- Work has started.

5. Does the Applicant have any impacts that are of such severity that require immediate attention or federal support?

- No

6. Did an Applicant representative attend an Applicant Briefing?

- Yes

**Review all information for accuracy**

**Scroll down to Proceed**

# RPA - Submit 3/4

## Request Public Assistance

7. How will the Applicant demonstrate its eligibility as a Private Nonprofit Applicant?

- Documentation from the State substantiating it is a non-revenue producing, nonprofit entity organized or doing business under State law.

### Facility Information

Facilities

Teaching Hospital >

✓ Completed

[VIEW](#)

Review all information for accuracy  
and all Required documents are  
uploaded

### Justification

Explanation as to why the Request for Public Assistance (RPA) is being submitted past the deadline.

N/A

### Documents

- Impacts
  - Eligibility Substantiated by State
    - State Documentation Verifying the Organization is Non-Revenue Producing ✓ Requirement Met
- Facility Information
  - Teaching Hospital
    - Applicant Owns Facility
      - Proof of Facility Ownership ✓ Requirement Met
    - Purpose of Facility
      - Primary or Secondary Education
        - Verification of Recognition by the State of Facility Purpose ✓ Requirement Met

Scroll down to  
**Proceed**

# RPA - Submit 4/4

## Request Public Assistance

Verification of Recognition by the State of Facility Purpose ✓ Requirement Met

### Applicant Certifications

#### Primary Contact

Name Smith, Monica  
Title PAO  
Email Panda@sitt.gov  
Phone

**Review all certifications  
for accuracy**

#### General Certification

I certify that I have reviewed the following information regarding requirements to receive Public Assistance:

- MS Applicants should document damages with photos and track all resources used at the site including dates and quantities.
- MS Applicants must comply with the applicable codes, specifications and standards requirements when restoring infrastructure.
- MS In accordance with the [Public Assistance Program and Policy Guide](#), the Applicant must comply with applicable federal, state, and local laws must provide all documentation requested to allow FEMA to ensure project applications comply with federal Environmental and Historic Preservation (EHP) laws, implementing regulations, and Executive Orders; and must comply with any EHP compliance conditions placed on all grants.
- MS Applicants that utilize contractors for work conducted with FEMA PA funding must follow the procurement and contracting rules detailed in [2 CFR § 200.318-326](#).

Authorized Representative

*Monica Smith*

Date Signed

08/24/2021

[← BACK](#)

**Click Proceed**

[PROCEED >](#)

# RPA Submitted

 Request Public Assistance

**Confirmation of  
Successful  
Submission**

**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 receive information on how to submit a project application.

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

 Your changes were saved successfully.

# Small Business Administration (SBA) Loan Information

This section can only be completed after your PNP Organization is determined eligible and a Program Delivery Manager has been assigned



# Open Pending Tasks

The screenshot shows the Grants Portal interface. At the top right, a notification bell icon with a red '1' is highlighted by a red box. A red callout box with a white background and black text points to this icon, containing the text: "Click on the Bell icon to open pending tasks".

**Grants Portal**

Dashboard

My Organization  
Episcopal Social Services, Inc.  
00DCC-00

- Profile
- Personnel
- Applicant Event Profiles
- Exploratory Calls
- Recovery Scoping Meetings
- Damages
- Work Order Requests
- Work Orders
- Projects

My Post-Award Ops

My Tasks

Calendar

Utilities

Intelligence

⚠️ 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.

[Click here to submit a RPA for your organization.](#)

**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.

Click on the Bell icon to open pending tasks

# My Tasks Page

The screenshot shows the Grants Portal interface. The top navigation bar includes the logo, user name 'Lisa', and notification icons. The left sidebar contains a menu with 'My Tasks' selected. The main content area is titled 'My Tasks' and displays a table of active incomplete tasks. A red box highlights the 'REVIEW' button for the first task, which is 'Make SBA Loan Determination' for 'Episcopal Social Services, Inc. (173-00DCC-00) on 4504DR-KS (4504DR)'. A red callout bubble points to this button with the text: 'Click Review next to the task you want to work on'.

**My Organization**  
Episcopal Social Services, Inc. (00DCC-00)

## 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 > Filters Unchanged Columns Unchanged Quick Search Unchanged

My Active Incomplete Tasks [RUN QUERY] [HELP] [STAR]

Quick Search... [SEARCH] [INFO] [QUESTION]

[SHOW/HIDE COLUMNS]

Personnel	Type	Description	Start Date	Age	Deadline	Last Action	Note
<b>REVIEW</b> Schawe, Lisa	Make SBA Loan Determination	Make Applicant SBA Loan Determination for Episcopal Social Services, Inc. (173-00DCC-00) on 4504DR-KS (4504DR)	06/17/2020 05:31 PM EDT	307d 19h	06/26/2020 05:31 PM EDT		

Showing 1 to 1 of 1 entries

Previous 1 Next

Click **Review** next to the task you want to work on



# SBA Loan Questionnaire

**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

**SBA Loan Documentation**

**Answer all the listed questions**

**Click UPLOAD SBA LOAN document**

**SAVE** **CANCEL**

**Warning:** This Applicant Event Profile has no SBA Loan Documents. Please upload the SBA Loan Denial Letter in order to continue.

# Select Document to Upload

The screenshot shows the 'Add Document' pop-up window in the Grants Portal. The window contains the following elements:

- CAUTION:** Document will be uploaded to the Applicant Profile.
- SELECT DOCUMENT** button (highlighted with a red callout: "Click Select Document").
- Filename input field.
- Description input field.
- Types dropdown menu (set to "PNP Information").
- Category dropdown menu (set to "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** and **CANCEL** buttons.

A second red callout box contains the text: "Follow the pop-up prompts to select, add description and upload the documents."

**Note:** In uploading documents, ensure that all Personally Identifiable Information (PII) has been removed or redacted.

# Selected Document Uploaded

The screenshot shows the 'Grants Portal' interface with a modal window titled 'SBA Loan Questionnaire'. The form contains four questions with radio button options for 'Yes' and 'No':

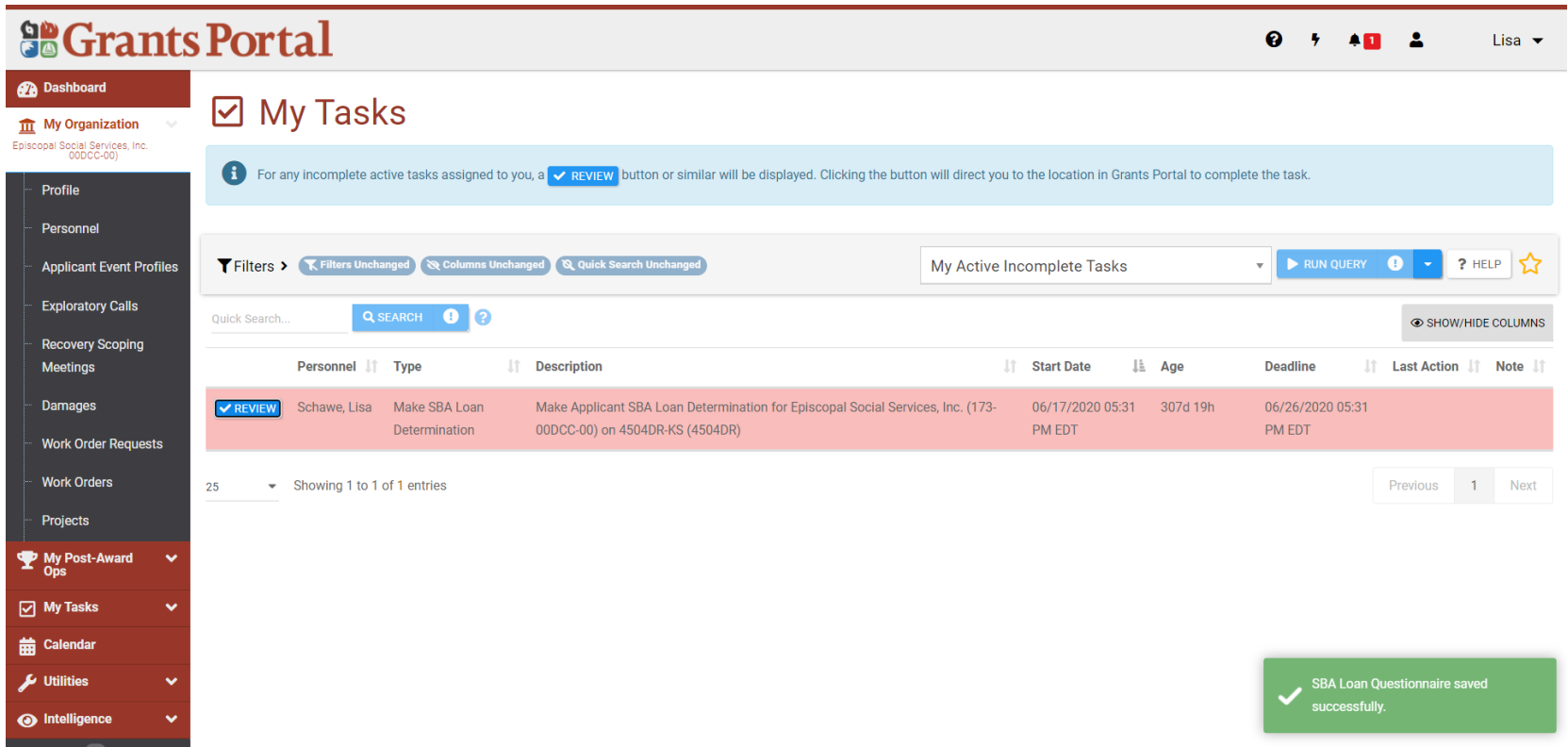
- Will permanent work projects (Categories C-G) be requested?  Yes  No
- Has an SBA Loan application been submitted?  Yes  No
- Has a response been received on the SBA Loan application?  Yes  No
- Was the SBA Loan approved?  Yes  No

Below the questions is a section for 'SBA Loan Documentation' with an 'UPLOAD SBA LOAN' button. A table displays the uploaded document:

	Filename	Description	Size	Category	Uploaded Date	Uploaded By
<input type="checkbox"/> REMOVE	SBA Denial Letter.pdf	SBA Denial Letter	31.4 KB	SBA Loan Documentation		Schawe, Lisa

At the bottom of the modal, there are 'Previous', '1', and 'Next' navigation buttons, and a green 'SAVE' button and a grey 'CANCEL' button. A red callout box points to the 'SAVE' button with the text: 'Once the uploaded document populates, click **Save**'.

# Questionnaire Saved Successfully



**Grants Portal** ? ⚡ 🔔 1 👤 Lisa ▾

**Dashboard** **My Organization** ▾  
Episcopal Social Services, Inc. (00DCC-00)

## 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** ▾ Filters Unchanged Columns Unchanged Quick Search Unchanged My Active Incomplete Tasks RUN QUERY ! ? HELP ☆

Quick Search... SEARCH ! ? SHOW/HIDE COLUMNS

	Personnel	Type	Description	Start Date	Age	Deadline	Last Action	Note
<b>REVIEW</b>	Schawe, Lisa	Make SBA Loan Determination	Make Applicant SBA Loan Determination for Episcopal Social Services, Inc. (173-00DCC-00) on 4504DR-KS (4504DR)	06/17/2020 05:31 PM EDT	307d 19h	06/26/2020 05:31 PM EDT		

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

✓ SBA Loan Questionnaire saved successfully.

# Reviewing the Small Business Administration (SBA) Loan Determination in Applicant Event Profile



# Grants Portal Dashboard

The screenshot shows the Grants Portal Dashboard. The top navigation bar includes the logo, the text "Grants Portal", and user information "Lisa". The left sidebar contains a list of menu items: Dashboard, My Organization (Episcopal Social Services, Inc. 00DCC-00), Profile, Personnel, Applicant Event Profiles (highlighted with a red box), Exploratory Calls, Recovery Scoping Meetings, Damages, Work Order Requests, Work Orders, Projects, My Post-Award Ops, My Tasks, Calendar, Utilities, and Intelligence. A yellow notification banner at the top right states: "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. Click here to submit a RPA for your organization." A green callout box with a red border and arrow points to the "Applicant Event Profiles" menu item, containing the text: "Click Applicant Event Profile". The main content area features a green box with the heading "The Dashboard" and text: "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."

**Note:** The following slides/steps will demonstrate another way to review or complete the SBA Loan information.

# My Applicant Event Profiles List

The screenshot displays the 'My Applicant Event Profiles' page in the Grants Portal. The page header includes the 'Grants Portal' logo and the user's name 'Lisa'. The main navigation menu on the left lists various sections, with 'Applicant Event Profiles' currently selected. The main content area features a search bar and a table of event profiles. The table has columns for Event #, Event Name, Status, Process Step, # Projects, # Damages, and # Work Orders. A single entry is shown for event 4504DR, which is eligible and has a status of 'Pending Grant Completion'. A red callout box highlights the magnifying glass icon in the first column of the table row, with the text 'Click [magnifying glass icon] to open the correct Event Profile'.

Grants Portal

Dashboard

My Organization  
Episcopal Social Services, Inc.  
00DCC-00

My Applicant Event Profiles

REQUEST PUBLIC ASSISTANCE

Filters > Filters Unchanged Columns Unchanged Quick Search Unchanged

All Active Applicant Event Profiles

RUN QUERY HELP


Quick Search... SEARCH

SHOW/HIDE COLUMNS

Event #	Event Name	Status	Process Step	# Projects	# Damages	# Work Orders
4504DR	4504DR-KS	Eligible	Pending Grant Completion	0	0	0

Showing 1 to 1 of 1 entries

Previous 1 Next

Click  to open the correct **Event Profile**

# Applicant Event Profile Page

**Grants Portal** Lisa ▾

**Dashboard** **My Organization** **Applicant Event Profile** [START STREAMLINED PROJECT APPLICATION](#) [OPTIONS ▾](#) [REPORTS ▾](#) ★

Episcopal Social Services, Inc. (00DCC-00) 4504DR-KS (4504DR) / Episcopal Social Services, Inc. (173-00DCC-00)

**Profile**  
Personnel  
Applicant Event Profiles  
Exploratory Calls  
Recovery Scoping Meetings  
Damages  
Work Order Requests  
Work Orders  
Projects

**My Post-Award Ops** ▾  
**My Tasks** ▾  
**Calendar**  
**Utilities** ▾  
**Intelligence** ▾

**⚠ SBA Loan Determination is pending for Episcopal Social Services, Inc.**  
[Make an SBA Loan Determination](#)

**⚠ Episcopal Social Services, Inc. is pending grant**  
A completed online Project Application is required in order to submit this application.  
[Start Streamlined Project Application](#)  
[View Pending Streamlined Project Applications](#)

**Click the SBA Loan Determination hyperlink or scroll down the page to the PNP Information tab**

General Information		Event Information	
<b>FEMA PA CODE</b>	173-00DCC-00	<b>JOB #</b>	4504DR
<b>NAME</b>	Episcopal Social Services, Inc.	<b>EVENT NAME</b>	4504DR-KS
<b>TYPE</b>	Nonprofit with 501C3 IRS Status <b>PNP</b>	<b>EVENT TYPE</b>	Disaster
<b>PNP TYPE</b>	Community Center	<b>INCIDENT TYPE</b>	Biological



# PNP Information Tab

The screenshot displays the Grants Portal interface. On the left, a dark sidebar contains a menu with items such as Profile, Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Damages, Work Order Requests, Work Orders, Projects, My Post-Award Ops, My Tasks, Calendar, Utilities, and Intelligence. The 'PNP Information' link is highlighted with a red box. A red callout box points to this link with the text: "Click on the PNP Information tab to expand it".

The main content area shows a dashboard with several sections: Follow-Up Meeting, Site Inspection Work Orders, Projects (with a 'BULK ASSIGN PROJECT POCS' button), 406 Mitigation Profile, Insurance Profile (with a 'HELP' button), EHP Profile, Documents (with 'UPLOAD', 'DOWNLOAD', and 'MANAGE' buttons), and Comments (with 'EXPORT TO CSV' and 'ADD COMMENT' buttons).

# SBA Loan Questionnaire

The screenshot shows the Grants Portal interface. The top navigation bar includes the logo, user name 'Lisa', and utility icons. The left sidebar contains navigation options like 'Profile', 'Personnel', and 'My Post-Award Ops'. The main content area is titled 'PNP Information' and 'SBA Loan'. It features a questionnaire with the following questions and answers:

- Is it recommended that this Applicant apply for a Small Business Administration Loan? **Yes**
- SBA Loan Questionnaire
  - Will permanent work projects (Categories C-G) be requested? **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**

Annotations include a red bracket grouping the last three questions with a callout box that says 'Ensure all questions are answered'. Another callout box points to the 'MANAGE' button in the 'SBA Loan Documents' section, stating 'If documents are needed, click **Manage**'. A message below the documents section reads: 'This Applicant Event Profile has no SBA Loan Documents.'

# SBA Loan History Information

**Grants Portal**

Dashboard

My Organization  
Episcopal Social Services, Inc. | 00DCC-00

- Profile
- Personnel
- Applicant Event Profiles
- Exploratory Calls
- Recovery Scoping Meetings
- Damages
- Work Order Requests
- Work Orders
- Projects
- My Post-Award Ops
- My Tasks
- Calendar
- Utilities
- Intelligence

- 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

This Applicant Event Profile has no SBA Loan Documents.

SBA Loan History

Date	Performed By	Old Status	New Status	Note
04/21/2021 01:05 PM EDT	Schawe, Lisa	Pending SBA Loan Determination	SBA Loan Pending Approval	

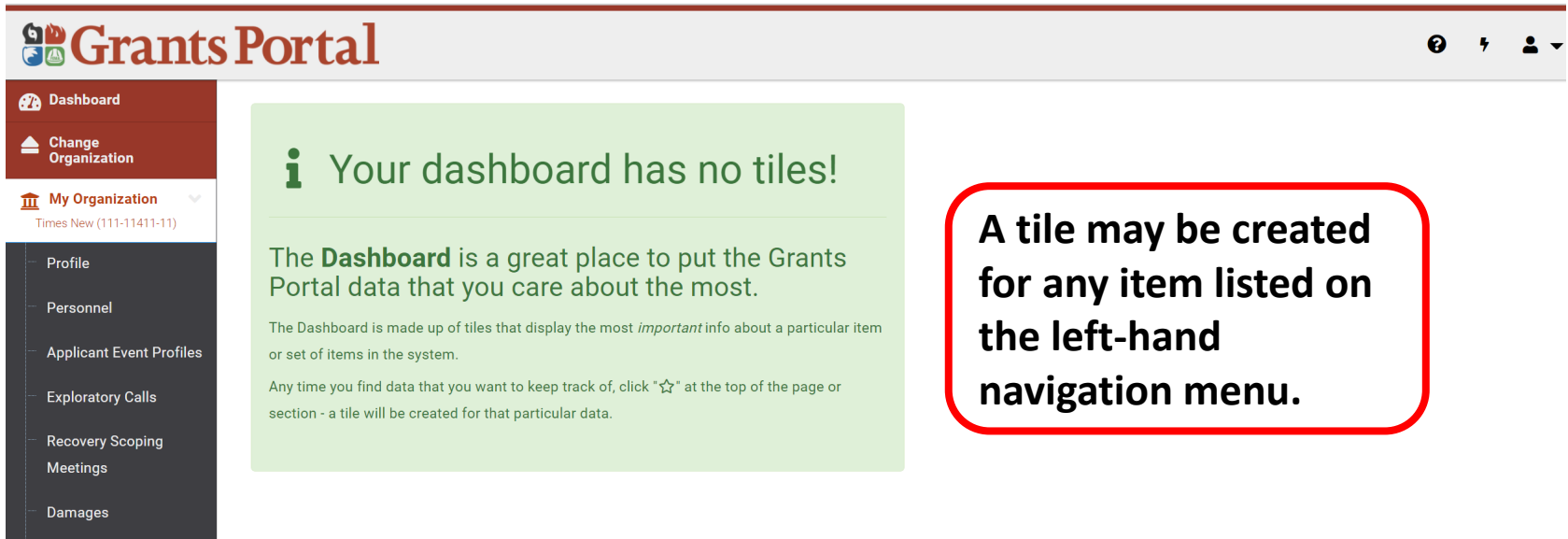
Showing 1 to 1 of 1 entries

Previous 1 Next

EHP Profile >

# Add Tiles and Widgets to Dashboard

# Dashboard



**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.

**A tile may be created for any item listed on the left-hand navigation menu.**

# Adding Applicant Event Profile Tile

**Grants Portal** Rep, Applicant ...

**My Applicant Event Profiles**

Filters > Filters Unchanged Columns Unchanged Quick Search Unchanged All Active Applicant Event Profiles RUN QUERY ? HELP

Quick Search... SEARCH ? SHOW/HIDE COLUMNS

Event #	Event Name	Status	Process Step	# Projects	# Damages	# Work Orders
4365DR	4365DR-HI	Eligible	Pending Grant Completion	2	9	0
4312P	4312P-CA	Eligible	Pending Impact Review Completion	0	3	0

Showing 1 to 2 of 2 entries Previous 1 Next

Click magnifying glass to open **Applicant Event Profile**

# The Gold Star

**Grants Portal**

Rep, Applicant ...

**Applicant Event Profile**

4365DR-HI (4365DR) / Hawaii (005-23454-56)

**START STREAMLINED PROJECT APPLICATION**    **OPTIONS**    **REPORTS**

**⚠️ Hawaii is pending grant completion.**  
A completed online Project Application is required in order to submit your funding request to FEMA.

[Start Streamlined Project Application](#)  
[View Pending Streamlined Project Applications](#)

**General Information**

FEMA PA CODE	005-23454-56
NAME	Hawaii
TYPE	State Government
SECTOR	–
STATUS	Eligible
RPA DECISION DATE	05/15/2018 10:25 AM EDT
RSM COMPLETION DATE	05/15/2018 05:00 PM EDT

**Event Information**

JOB #	4365DR
EVENT NAME	4365DR-HI
EVENT TYPE	Disaster
INCIDENT TYPE	Severe Storm(s)
INCIDENT LEVEL	3
INCIDENT START DATE	August 17, 2019
INCIDENT END DATE	Ongoing

**Click the Star**

**Note:** The **hollow star** in the upper-right corner will turn solid when a menu item is selected to make a tile.

# Tile Created

**Grants Portal**

Rep, Applicant ...

Dashboard

Change Organization

My Organization  
Hawaii (005-23454-56)

Profile

Personnel

Events

Applicant Event Profiles

Exploratory Calls

Recovery Scoping

Meetings

Damages

Work Order Requests

Work Orders

Projects

My Post-Award Ops

My Tasks

Calendar

## Applicant Event Profile

4365DR-HI (4365DR) / Hawaii (005-23454-56)

[START STREAMLINED PROJECT APPLICATION](#) [OPTIONS](#) [REPORTS](#) ★

**⚠ Hawaii is pending grant completion.**

A completed online Project Application is required in order to submit your funding request to FEMA.

[Start Streamlined Project Application](#)

[View Pending Streamlined Project Applications](#)

### General Information

FEMA PA CODE	005-23454-56
NAME	Hawaii
TYPE	State Government
SECTOR	—
STATUS	Eligible
RPA DECISION DATE	05/15/2018 10:25 AM EDT
RSM COMPLETION DATE	05/15/2018 05:00 PM EDT

### Event Information

JOB #	4365DR
EVENT NAME	4365DR-HI
EVENT TYPE	Disaster
INCIDENT TYPE	Severe Storm(s)
INCIDENT LEVEL	3
INCIDENT START DATE	August 17, 2019
INCIDENT END DATE	Ongoing

✓ Dashboard tile successfully added.

**Note:** Notice that the hollow star is now solid, indicating the tile shortcut for the **Applicant Event Profile** was added.



# Adding a Report Tile 1/4

The screenshot shows the 'Grants Portal' interface. The left sidebar contains navigation items: Dashboard, Change Organization, My Organization (City of Aurora (567-99010-22)), Profile, Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Damages, Work Order Requests, Work Orders, Projects (highlighted with a red box), My Post-Award Ops, My Tasks, Calendar, Utilities, and Intelligence. The main content area is titled 'My Projects' and features a search bar with 'My Projects Active for PA \*' and a 'RUN QUERY' button. A dropdown menu is open from the 'RUN QUERY' button, showing options: 'Save Filtered List', 'Manage Saved Filters', 'Reset Current Filters', and 'Export Filtered List to CSV'. A red callout points to this menu with the text 'Click the little blue arrow to open the save options'. Below the search bar, there are several filter fields: Event (All), Sector (Select...), Status (\*Active For PA), Has RFI (Select), Category (Select...), Process Step (\*All Phase 2), Scope Developed By (All), and Has Policy Issue? (Select...). A red callout points to the 'Quick Search' field with the text 'Changes made to Quick Search'. At the bottom, a table displays project data with columns: Project #, Category, Title, Type, Process Step, and Best Available Federal Share Cost. A red callout points to a 'SHOW/HIDE COLUMNS' button in the bottom right corner with the text 'Changes made to the columns included in the data on the search page'.

Click the little blue arrow to open the save options

Changes made to Quick Search

Changes made to the columns included in the data on the search page

Project #	Category	Title	Type	Process Step	Best Available Federal Share Cost
94182	B - Emergency Protective Measures	Emergency Response Activities Period 1	Standard	Pending Application Completion	\$60,000.00

# Adding a Report Tile 2/4

**Grants Portal** City of Aurora (567-99010-22)

**My Projects**

Filters: Filters Changed, Columns Unchanged, Quick Search Unchanged

My Projects Active for PA \*

Save Filtered List  
Manage Saved Filters  
Reset Current Filters  
Export Filtered List to CSV

Click **Save Filtered List** to save any filters or changes made to the search page

Quick Search... SEARCH

Project #	Category	Title	Type	Process Step	Activity Completion Deadline	# Damages	Best Available Cost	Best Available Federal Share Cost
94182	B - Emergency Protective Measures	Emergency Response Activities Period 1	Standard	Pending Application Completion	12/11/2018	1	\$80,000.00	\$60,000.00

# Adding a Report Tile 3/4

Save Filters As

Name \*

My Projects Active for PA

Include Columns?

Include Quick Search?

SAVE CANCEL

Add a unique name to display on the tile and save your results

Make sure to check these boxes if any additional changes need to be saved

Grants Portal

Dashboard

Change Organization

My Organization  
City of Aurora (567-89010-22)

My Projects

Filters Filters Changed Columns

Event All

PA

Scope Developed By All

Has Policy Issue? Select...

Activity Completion Deadline All

Project Size All

Quick Search... SEARCH ?

SHOW/HIDE COLUMNS

Project #	Category	Title	Type	Process Step	Activity Completion Deadline	# Damages	Best Available Cost	Best Available Federal Share Cost
94182	B - Emergency Protective Measures	Emergency Response Activities Period 1	Standard	Pending Application Completion	12/11/2018	1	\$80,000.00	\$60,000.00

Showing 1 to 1 of 1 entries

# Adding a Report Tile 4/4

The screenshot shows the 'My Projects' page in the Grants Portal. A red box highlights a gold star icon in the top right corner of the filter area. A red callout box points to the star with the text 'Give yourself a Gold Star'. The page includes a sidebar with navigation options, a filter panel with various dropdowns and checkboxes, and a table of project entries.

**Grants Portal** Matrix, Wally

Dashboard  
Change Organization  
My Organization  
City of Aurora (567-89010-22)

Profile  
Personnel  
Applicant Event Profiles  
Exploratory Calls  
Recovery Scoping Meetings  
Damages  
Work Order Requests  
Work Orders  
Projects

My Post-Award Ops  
My Tasks  
Calendar  
Utilities  
Intelligence

My Projects

Filters Filters Unchanged Columns Unchanged Quick Search Unchanged

ooo Active for PA RUN QUERY ? HELP

Event: All  
Sector: Select...  
Status: x Active For PA  
Has RFI: Select...  
Type: Select...  
Project Size: All

Category: Select...  
Process Step: x All Phase 2  
Scope Developed By: All  
Has Policy Issue?: Select...  
Activity Completion Deadline: All

Quick Search... SEARCH SHOW/HIDE COLUMNS

Project #	Category	Title	Type	Process Step	Activity Completion Deadline	# Damages	Best Available Cost	Best Available Federal Share Cost
94182	B - Emergency Protective Measures	Emergency Response Activities Period 1	Standard	Pending Application Completion	12/11/2018	1	\$80,000.00	\$60,000.00

25 Showing 1 to 1 of 1 entries Previous 1 Next

# Tile Added to the Dashboard

The screenshot displays the Grants Portal dashboard with a dark sidebar on the left and a main content area. The sidebar includes navigation options: Dashboard, Change Organization, My Organization (Hawaii (005-23454-56)), Profile, Personnel, Events, Applicant Event Profiles, Exploratory Calls, Recovery Scoping, Meetings, Damages, Work Order Requests, Work Orders, Projects, My Post-Award Ops, My Tasks, and Calendar. The main content area features three tiles: 'Organization' (Hawaii, Level: 1, Type: State Government, FEMA PA Code: 005-23454-56, Is PNP? No), 'My Projects' (1 Active for PA), and 'Applicant Event Profile' (Hawaii, Event: 4365DR-HI (4365DR), Eligibility Status: Eligible, Process Step: Pending Grant Completion, # of Damages: 9, # of Projects: 2). Two red callout boxes highlight the 'My Projects' and 'Applicant Event Profile' tiles with the text 'Report Tile successfully created' and 'Profile Page Tiles successfully created' respectively.

**Organization**  
Hawaii  
Level: 1  
Type: State Government  
FEMA PA Code: 005-23454-56  
Is PNP? No

**My Projects**  
1 Active for PA

**Applicant Event Profile**  
Hawaii  
Event: 4365DR-HI (4365DR)  
Eligibility Status: Eligible  
Process Step: Pending Grant Completion  
# of Damages: 9  
# of Projects: 2

Report Tile successfully created

Profile Page Tiles successfully created

# Widgets

Items on your dashboard that are shortcuts to more in-depth information and help you track your grant.



# Add Widgets

The screenshot shows the Grants Portal interface. At the top left is the logo and the text "Grants Portal". On the right side of the top bar are notification and user icons. A dark red sidebar on the left contains a list of menu items: Dashboard, My Organization (with a dropdown arrow), My Post-Award Ops, My Tasks, Calendar, Utilities, and Intelligence (with a dropdown arrow). Below the Intelligence menu item, a dark grey panel labeled "Widgets" is visible, containing a double-left arrow icon. A light green callout box is positioned over the main content area, containing an information icon and the text "Your dashboard has no tiles!". Below this, it explains that the dashboard is made of tiles and that clicking a star icon creates a tile. A red callout box with a white background and black text points to the Intelligence menu item, containing the instruction "Click on Intelligence and select Widgets".

## **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.

Click on **Intelligence** and select **Widgets**

# Select Widget

**Grants Portal**

Dashboard

My Organization  
Monica's City (765-45256-87)

My Post-Award Ops

My Tasks

Calendar

Utilities

Intelligence

widgets

Search...

Preview	Name	Description	Sizes
<a href="#">+ ADD TO DASHBOARD</a>	Applicant Status Column Chart	Showing applicant statuses.	3x1, 4x2
<a href="#">+ ADD TO DASHBOARD</a>	Applicant Status Table	Showing applicant statuses.	3x2
<a href="#">+ ADD TO DASHBOARD</a>	Damage Summary Column Chart	Showing damage summary	2x2
<a href="#">+ ADD TO DASHBOARD</a>	Damages Line Chart	Showing Damage creation timeline	2x2
<a href="#">+ ADD TO DASHBOARD</a>	Event Cost Summary Chart	Showing event cost summary	2x1
<a href="#">+ ADD TO DASHBOARD</a>	Outstanding Items	Showing outstanding items	2x1
<a href="#">+ ADD TO DASHBOARD</a>	Project Location Status Column Chart	Showing project location and status.	2x2, 4x2
<a href="#">+ ADD TO DASHBOARD</a>	Project Status Table Standard/Specialized	Showing project statuses for Standard/Specialized lanes.	4x2
<a href="#">+ ADD TO DASHBOARD</a>	Project Status Table Work Completed/Fully Documented	Showing project statuses for Work Completed/Fully Documented lanes.	4x2

Click on **Add to Dashboard**



# Select Criteria for Widget To Track

The screenshot shows the Grants Portal interface. On the left is a navigation sidebar with options like Dashboard, My Organization, My Tasks, Calendar, Utilities, Resources, and Intelligence. The main area displays a list of widgets, each with an 'ADD TO DASHBOARD' button. A modal dialog titled 'Add Widget - Project Status Table Work Completed/Fully Documented' is open, showing a dropdown for 'Event' with '4337DR-FL (4337DR)' selected and a dropdown for 'Size' with '4x2 (default)' selected. At the bottom of the modal are '+ ADD' and 'CANCEL' buttons.

**Step 1: Click to select Event**

**Step 2: Click **Add****

# Locate Widget on Dashboard

**Grants Portal**

Dashboard

My Organization  
Monica's City (765-45256-87)

My Post-Award Ops

My Tasks

Calendar

Utilities

Intelligence

Widgets

### Compl. Work / Fully Doc. Project Status

My Org on 4337DR

	Projects Created	Formulation	EEI	DDD Scope & Cost	QA Review	Ins. / Mit. Reviews	EHP Review	JFO Review Proj.	Recip. Review Proj.	Appl. Signed Proj.
Compl. Step	1	1	0	0	0	0	0	0	0	0
Pending Step		0	1	0	0	0	0	0	0	0
Overdue			0	0	0	0	0	0	0	0
with RFI				0	0	0	0			

Click on any tile or section to find out more information

# Changing Your Password and Password Reset

# Password Change - Dashboard

The screenshot shows the Grants Portal dashboard. At the top left is the logo and text "Grants Portal". At the top right, a user profile dropdown menu is visible, containing the text "SPAUL\_Local" and a downward arrow. This dropdown is highlighted with a red box. A red arrow points from this box to a callout box on the right. The callout box is a rounded rectangle with a red border and contains the text "Click the Profile Icon".

On the left side, there is a vertical navigation menu with the following items: Dashboard, My Organization (City of SPAUL (STEPHANIE)), My Post-Award Ops, My Tasks, Calendar, Utilities, and Intelligence. Each item has a small icon and a downward arrow.

The main content area features a yellow notification banner at the top with a warning icon and the text: "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." Below this is a link: "Click here to submit a RPA for your organization." Below the notification is a green informational box with an information icon and the text: "Your dashboard has no tiles!". Below this box is a paragraph: "The **Dashboard** is a great place to put the Grants Portal data that you care about the most." followed by two smaller paragraphs explaining the dashboard's purpose and how to create tiles.

# Password Change - My Profile

The screenshot shows the Grants Portal interface. On the left is a dark red sidebar with navigation items: Dashboard, My Organization (City of SPAUL, STEPHANIE), My Post-Award Ops, My Tasks, Calendar, Utilities, and Intelligence. The top header features the Grants Portal logo, a user profile icon for SPAUL\_Local, and a dropdown menu. The dropdown menu is open, showing options: Sign Out, My Profile (circled in red), Request Page Assistance, About, and Release Notes. A red box with the text "Select My Profile" has an arrow pointing to the "My Profile" option. The main content area contains a yellow warning banner about FEMA's Public Assistance program with a link to submit an RPA, and a green informational box stating "Your dashboard has no tiles!" with explanatory text.

# Password Change - Edit

The screenshot shows the Grants Portal interface. The top navigation bar includes the logo, the text "Grants Portal", and a user profile dropdown for "SPAUL\_Local". A left sidebar contains navigation items: Dashboard, My Organization (City of SPAUL (STEPHANIE)), My Post-Award Ops, My Tasks, Calendar, Utilities, and Intelligence. The main content area is titled "User Profile" and displays the following information:

FIRST NAME	STEPHANIE	USERNAME	SPAUL_Local
LAST NAME	PAUL	SECURITY QUESTION	What was your childhood nickname?
		SECURITY QUESTION ANSWER	*****

At the top right of the profile section, there are two buttons: "SEND PASSWORD RESET" and "EDIT". The "EDIT" button is circled in red. A red callout box with the text "Select Edit" points to the "EDIT" button. Below the profile information is a "Contact Info" section with a "MANAGE" button. It contains two tables:

Associated Phone Numbers	
Phone Number	Phone Type
(555) 555-5555	FEMA (Desk)

Associated Email Addresses	
Email Address	Email Type
SPAUL_Local@portaluser.gov	Work

# Password Change - Enter New Password

**Grants Portal** SPAUL\_Local

**Edit Profile** SAVE CHANGES CANCEL

Change User Information

First Name: STEPHANIE

Last Name: PAUL

Change Username

Username:  ✓

Confirm Username:

**Change Password**

Old Password:

**In the Edit Profile Screen, scroll down to the **Change Password** field**

# Password Change - Confirm New Password

**Grants Portal** SPAUL\_Local

Confirm Username

Change Password

Old Password

New Password

The password must be at least 15 characters

Confirm New Password

Change Security Question

Question

Answer

**Step 1: Enter Old Password**  
**Step 2: Enter New Password**  
**Step 3: Confirm New Password**



# Password Change - Save Changes

**Grants Portal** SPAUL\_Local

**Edit Profile**

City of SPAUL (STEPHANIE)

Dashboard

My Organization

My Post-Award Ops

My Tasks

Calendar

Utilities

Intelligence

Change User Information

First Name: STEPHANIE

Last Name: PAUL

Change Username

Username: [input field with green checkmark]

Confirm Username: [input field]

Change Password

Old Password: [input field with masked characters]

**SAVE CHANGES** CANCEL

**Click Save Changes**

# Password Reset – From Email

## Password Reset Required

Your account requires a password reset before you may access the site. Please change your password using the form below.

CHOOSE A PASSWORD

RE-ENTER YOUR PASSWORD

### Password Tips

- Make your password at least 15 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.
- Don't use the same password you use on other websites.
- Avoid using dictionary words in any language inside of your password.
- Avoid sequences or repeated characters like 33333333, abcdefg, or characters in order on keyboards, like qwerty or asdfghjk.
- Do not use personal information that could be guessed or discovered, like names, birthdates, or id card numbers.

SUBMIT

**Note:** This is the page that will appear after a Password Reset Email is received. Read the Password Tips carefully.

# Password Reset – Complete and Submit

## Password Reset Required

Your account requires a password reset before you may access the site. Please change your password using the form below.

CHOOSE A PASSWORD

**Step 1: Enter New Password**  
**Step 2: Re-enter New Password**

RE-ENTER YOUR PASSWORD

 Medium

### Password Tips

- Make your password at least 15 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.
- Don't use the same password you use on other websites.
- Avoid using dictionary words in any language inside of your password.
- Avoid sequences or repeated characters like 33333333, abcdefg, or characters in order on keyboards, like qwerty or asdfghjk.
- Do not use personal information that could be guessed or discovered, like names, birthdates, or id card numbers.

SUBMIT

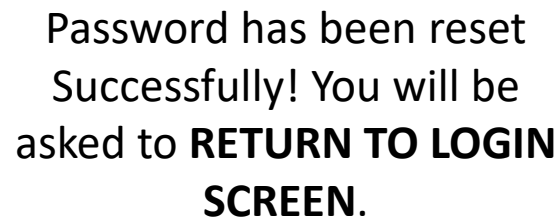
Click  
**SUBMIT**

# Password has been Reset

## Congratulations!

Your password has been reset. Use the button below to continue.

RETURN TO LOGIN SCREEN



Password has been reset  
Successfully! You will be  
asked to **RETURN TO LOGIN  
SCREEN.**

# Update Security Questions (after password reset)

**Note:** This is required after most password resets via email

# Update Security Question 1/2

**Grants Portal** ⓘ ⚡ 🔔 2 👤 Doe, Jane ▾

**Dashboard** 👤 Update Security Question SAVE CHANGES

**My Organization**  
Glenville - PDMG2723 - PDMG5555  
(PDMG5555 - 2723)

**Profile**  
Personnel  
Applicant Event Profiles  
Exploratory Calls  
Recovery Scoping  
Meetings  
Damages  
Work Order Requests  
Work Orders  
Projects

**My Post-Award Ops** ▾  
My Tasks ▾  
Calendar  
Utilities ▾  
Intelligence ▾

**Change Security Question**

⚠️ Your account requires a new security question. Please change your question using the form below.

Question \*

Answer \*

Confirm Answer \*

1. Choose a **Security Question**
2. Type in the **Answer** to the question
3. **Confirm answer**

# Update Security Question 2/2

The screenshot displays the Grants Portal interface for updating a security question. The page title is "Update Security Question". A navigation sidebar on the left includes options like Profile, Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Damages, Work Order Requests, Work Orders, Projects, My Post-Award Ops, My Tasks, Calendar, Utilities, and Intelligence. The main content area features a yellow warning banner: "Your account requires a new security question. Please change your question using the form below." Below this is the "Change Security Question" form with three fields: "Question \*" (containing "What was your childhood nickname?"), "Answer \*" (masked with "\*\*\*\*\*"), and "Confirm Answer \*" (masked with "\*\*\*\*\*"). A green "SAVE CHANGES" button is located in the top right corner, highlighted by a red callout box with the text "Click Save Changes". The top right of the page shows the user's name "Doe, Jane" and various system icons.

# Support Center



# The Support Center can be accessed from any page

The screenshot displays the Grants Portal interface. The top navigation bar includes the 'Grants Portal' logo on the left and a user profile 'Doe, Jane' on the right. A red callout box with a red arrow points to a question mark icon in the top right corner, with the text 'Click the' followed by the question mark icon. The main content area shows a sidebar on the left with various navigation options and a central panel titled 'Organization' for 'County Government'.

**Grants Portal**

Dashboard  
Change Organization  
My Organization  
County Government (581-18364-12)

Profile  
Personnel  
Applicant Event Profiles  
Exploratory Calls  
Recovery Scoping Meetings  
Damages  
Work Order Requests  
Work Orders  
Projects

My Post-Award Ops  
My Tasks  
Calendar  
Utilities  
Intelligence

**Organization**  
County Government

Level: 2  
Type: County Government  
FEMA PA Code: 581-18364-12  
Is PNP? No

Click the ?

# Support Center- Frequently Asked Questions (FAQ)

**Grants Portal** 🔔 🔌 🔔 12 👤 Doe, Jane

**Support Center**

Hi Jane. What can we help you with?

- FAQ**  
Get answers to frequently asked questions (FAQs) to assist in day-to-day activities.
- Resources**  
Instructional tools and resources to assist in day-to-day activities.
- Feedback?**  
Provide feedback on an issue or suggestion for the system to FEMA.
- Your Account**  
View your personnel profile and manage your project subscriptions.
- Contact Us**  
Information to call or email FEMA Grants Portal Hotline.

**Click FAQ**

# Frequently Ask Questions (FAQ)

**Grants Portal**

Dashboard  
Change Organization  
My Organization  
County Government (881-18364)

Profile  
Personnel  
Applicant Event Profiles  
Exploratory Calls  
Recovery Scoping Meetings  
Damages  
Work Order Requests  
Work Orders  
Projects  
My Post-Award Ops  
My Tasks  
Calendar  
Utilities  
Intelligence

## Frequently Asked Questions

### Search FAQs?

Search FAQs... **SEARCH**

#### Displaying Popular FAQs

- What is eligible?**  
*Public Assistance Eligibility*
- What is a Recovery Scoping Meeting?**  
*Recovery Scoping Meeting Description*
- What is the damage inventory?**  
*Damage Inventory Description*
- What resources are available for new Applicants?**  
*Resources for Applicants*
- Where can I get help with Grants Portal or Grants Manager?**  
*Technical Assistance*
- How do I manage my damage inventory and keep track of disaster-related activities?**  
*Managing the Damage Inventory*

LOAD MORE

Use search box to enter keywords

# Support Center – Resources

The screenshot shows the Grants Portal interface. At the top left is the 'Grants Portal' logo. The top right shows a user profile for 'Doe, Jane' with a dropdown arrow. A left sidebar contains navigation options: Dashboard, Change Organization, My Organization (County Government), Profile, Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Damages, Work Order Requests, Work Orders, Projects, My Post-Award Ops, My Tasks, Calendar, Utilities, and Intelligence. The main content area is titled 'Support Center' and includes a greeting: 'Hi Jane. What can we help you with?'. Below the greeting are five cards: 'FAQ' (Get answers to frequently asked questions), 'Resources' (Instructional tools and resources), 'Feedback?' (Provide feedback on an issue), 'Your Account' (View your personnel profile), and 'Contact Us' (Information to call or email the FEMA Grants Portal Hotline). A red callout box with a white background and a red border points to the 'Resources' card, containing the text 'Click Resources'.

# Resources – Subfolders

The screenshot shows the Grants Portal interface. The top navigation bar includes the portal logo, user information for Jane Doe, and utility icons. The left sidebar contains navigation options such as Dashboard, Change Organization, My Organization, Profile, Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Damages, Work Order Requests, Work Orders, Projects, My Post-Award Ops, My Tasks, Calendar, Utilities, and Intelligence. The main content area is titled 'Resources' and features a search bar for 'General Resources'. Below the search bar is a table listing various resource subfolders with their respective counts.

Subfolder Name	Subfolders	Resources
Recipient Process Recipient resources for the Public Assistance (PA) grant process.	1	11
Tribal-Specific Tribal resources for the Public Assistance (PA) grant process	1	2
FEMA Process FEMA resources for Public Assistance (PA) grant process	3	3
Environmental and Historical Preservation Environmental and Historical Preservation (EHP) Resources for the Public Assistance (PA) grant process	1	9
Insurance Insurance Resources for the Public Assistance (PA) grant process	0	5
Procurement Procurement Resources for the Public Assistance (PA) grant process	0	1
Mitigation Section 406 Mitigation resources for the Public Assistance (PA) grant process	0	10
Law, Regulation, and Policy Public Assistance (PA) related Laws, Regulations, and Policy resources.	1	5

**Note:** The Resources section contains useful handouts and training videos to help you with the Public Assistance Grant Process

# Resources – Table of Contents

The screenshot shows the Grants Portal interface. The top navigation bar includes the 'Grants Portal' logo and a user profile 'Doe, Jane'. A left sidebar contains navigation options like 'Dashboard', 'Change Organization', 'My Organization', 'Profile', 'Personnel', 'Applicant Event Profiles', 'Exploratory Calls', 'Recovery Scoping Meetings', 'Damages', 'Work Order Requests', 'Work Orders', 'Projects', 'My Post-Award Ops', 'My Tasks', 'Calendar', 'Utilities', and 'Intelligence'. The main content area is titled 'Resources' and shows a breadcrumb 'General Resources > Forms'. Below this, there are three resource entries, each with a link icon and a 'Last Updated' timestamp. A 'Subfolders' section is also visible, listing 'COVID-19' with a sub-item 'Resources specific for COVID-19'. On the right, a 'Table of Contents' sidebar is open, showing a hierarchical tree of folders. A red callout bubble points to the 'Table of Contents' link in the top right, and another red callout bubble points to the 'Table of Contents' link in the right sidebar.

**Click Table of Contents**

**Table of Contents**

- General Resources
  - Training Materials and Tutorials
    - COVID-19 Training
    - Videos
    - Presentation Slides
  - Forms
    - COVID-19
  - Recipient Process
    - COVID-19
  - Applicant Process
    - COVID - 19
    - Small Project Self-Certifications
    - Damage Information and Inspections
  - FEMA Process
    - COVID-19
      - Process Guidance
      - Position Guidance
    - Process Guidance
    - Position Guidance
      - Program Delivery Manager Positions Guidance
      - Site Inspector Positions Guidance
  - Environmental and Historical Preservation
    - EHP GreenSheets
  - Tribal-Specific
    - COVID-19
  - Insurance
  - Procurement
  - Mitigation
  - Law, Regulation, and Policy

**Table of Contents** will show a list of all the folders in the Resources Section

# Support Center – Feedback

The screenshot shows the Grants Portal interface. At the top left is the 'Grants Portal' logo. The top right shows user information 'Doe, Jane' and notification icons. A left sidebar contains navigation options: Dashboard, Change Organization, My Organization (County Government), Profile, Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Damages, Work Order Requests, Work Orders, Projects, My Post-Award Ops, My Tasks, Calendar, Utilities, and Intelligence. The main content area is titled 'Support Center' and includes the greeting 'Hi Jane. What can we help you with?'. Below this are five tiles: 'FAQ' (Get answers to frequently asked questions), 'Resources' (Instructional tools and resources), 'Feedback?' (Provide feedback on an issue or suggestion for the system to FEMA), and 'Your Account' (View your personnel profile and manage your project subscriptions). A fifth tile, 'Contact Us' (Information to call or email the FEMA Grants Portal Hotline), is positioned below the 'FAQ' tile. A red callout box with the text 'Click Feedback' points to the 'Feedback?' tile.

**Grants Portal**

Support Center

Hi Jane. What can we help you with?

**FAQ**  
Get answers to frequently asked questions (FAQs) to assist in day-to-day activities.

**Resources**  
Instructional tools and resources to assist in day-to-day activities.

**Feedback?**  
Provide feedback on an issue or suggestion for the system to FEMA.

**Your Account**  
View your personnel profile and manage your project subscriptions.

**Contact Us**  
Information to call or email the FEMA Grants Portal Hotline.

**Click Feedback**

# Feedback – Change Request Tool

The screenshot displays the Grants Portal interface. A modal window titled "Instructions for change requests." is open, providing the following text:

All non-FEMA employees that are experiencing an issue with or have identified an opportunity for improvement in the new CRM tool should email their suggestion to [FEMA-PA-Grants@fema.dhs.gov](mailto:FEMA-PA-Grants@fema.dhs.gov)

Once you have submitted your change request, the support team will review the submission for completeness and impacts, and the work stream leads will adjudicate the recommendation, and implement agreed upon solutions.

Not all requested changes will be made immediately or will be approved. Critical changes (those must be addressed immediately to complete the mission) will be addressed first.

A "CLOSE" button is visible in the bottom right corner of the modal.

In the background, the portal shows a sidebar with navigation options like "Dashboard", "Change Organization", "My Organization", "Profile", "Personnel", "Applicant Event Profiles", "Exploratory Calls", "Recovery Scoping Meetings", "Damages", "Work Order Requests", "Work Orders", "Projects", "My Post-Award Ops", "My Tasks", "Calendar", "Utilities", and "Intelligence". The main content area includes a "Support Center" header, a greeting "Hi Jane. What can", and sections for "FAQ" and "Contact Us". A "Your Account" section is also visible on the right.

**Users may submit system feedback and any change requests to the provided email address.**



# Support Center – Your Account

**Grants Portal** 🔍 ⚡ 🔔 12 👤 Doe, Jane ▾

**Support Center**

Hi Jane. What can we help you with?

- FAQ**  
Get answers to frequently asked questions (FAQs) to assist in day-to-day activities.
- Resources**  
Instructional tools and resources to assist in day-to-day activities.
- Feedback?**  
Provide feedback on an issue or suggestion for the system to FEMA.
- Your Account**  
View your personnel profile and manage your project subscriptions.
- Contact Us**  
Information to call or email the FEMA Grants Portal Hotline.

**Click Your Account**

# Your Account – User Profile Details

**Grants Portal** | Dashboard | Change Organization | My Organization (County Government | 581-18364)

## User Profile

**SEND PASSWORD RESET** **EDIT**

FIRST NAME Jane USERNAME GP00927  
LAST NAME Doe SECURITY QUESTION What was your childhood nickname?  
SECURITY QUESTION ANSWER \*\*\*\*\*

Contact Info **MANAGE**

Associated Phone Numbers	
Phone Number	Phone Type
(555) 555555	FEMA (Desk)

Associated Email Addresses	
Email Address	Email Type
GP00927@fematraining.com	Work

This is another way to access all the information in your profile. Here you can change your username, change your password, and update all your own contact information.

# Support Center – Contact Us

**Grants Portal** 🔍 ⚡ 🔔 12 👤 Doe, Jane ▾

**Support Center**

Hi Jane. What can we help you with?

- FAQ**  
Get answers to frequently asked questions (FAQs) to assist in day-to-day activities.
- Resources**  
Instructional tools and resources to assist in day-to-day activities.
- Feedback?**  
Provide feedback on an issue or suggestion for the system to FEMA.
- Your Account**  
View your personnel profile and manage your project subscriptions.
- Contact Us**  
Information to call or email the FEMA Grants Portal Hotline.

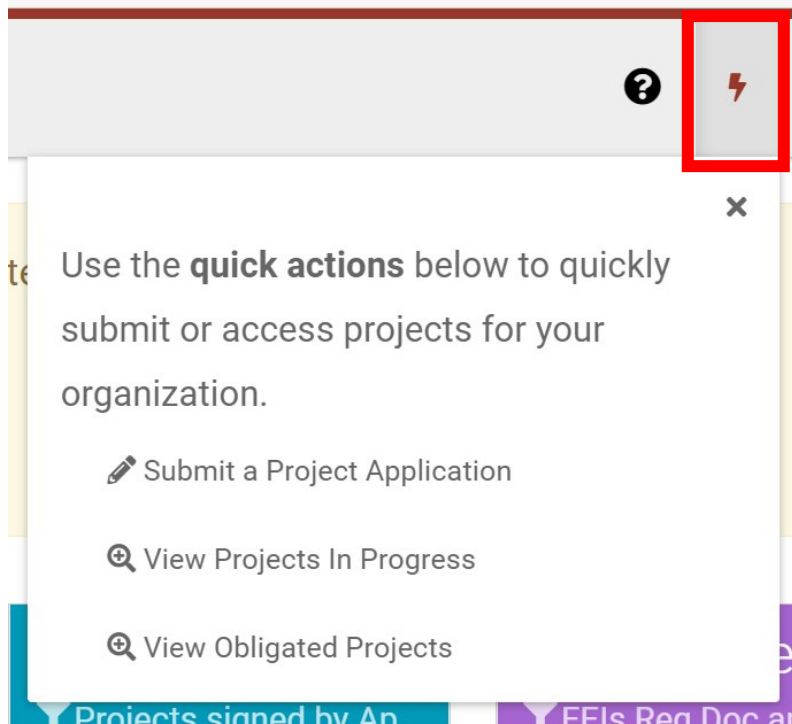
**Click Contact Us**

# Contact Us




The screenshot shows the Grants Portal interface. The top navigation bar includes 'Grants Portal' and a user profile for 'Doe, Jane'. The left sidebar contains a navigation menu with items like 'Dashboard', 'Change Organization', 'My Organization', 'Profile', 'Personnel', 'Applicant Event Profiles', 'Exploratory Calls', 'Recovery Scoping Meetings', 'Damages', 'Work Order Requests', 'Work Orders', 'Projects', 'My Post-Award Ops', 'My Tasks', 'Calendar', 'Utilities', and 'Intelligence'. The main content area is titled 'Support Center' and features a greeting 'Hi Jane. What can we help you with?'. Below the greeting are three main sections: 'FAQ' (Get answers to frequently asked questions), 'Contact Us' (Information to call or email the FEMA Grants Portal Hotline), and 'Your Account' (View your personnel profile and manage your project subscriptions). A white modal window titled 'Help with Grants Portal' is open, displaying 'Call Support' with the phone number (866) 337-8448, 'National Hotline Hours of Operation: 8:00 AM - 8:00 PM EST, Monday through Friday.', 'Puerto Rico Hotline Hours of Operation: 8:30 AM - 5:00 PM AST, Monday through Friday', and 'Email Support' with the email address [FEMA-Recovery-PA-Grants@fema.dhs.gov](mailto:FEMA-Recovery-PA-Grants@fema.dhs.gov). A 'CLOSE' button is located at the bottom right of the modal.

When needing Grants Portal Support,  
Applicant can call the **Call Support  
Number** or **Send an Email**.

# Quick Actions Lightning Bolt



Use the **quick actions** below to quickly submit or access projects for your organization.

-  Submit a Project Application
-  View Projects In Progress
-  View Obligated Projects

Projects signed by An  
FEIs Reg Doc an

# Quick Actions – Create a Project Application

# Lightning Bolt - Create a Project Application

The screenshot displays the Grants Portal interface. On the left is a navigation sidebar with options like Profile, Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Damages, Work Order Requests, Work Orders, Projects, My Post-Award Ops, My Tasks, Calendar, Utilities, and Intelligence. The main content area shows an 'Applicant Event Profile' for 'McIntosh - PDMG2723 - PDMG5555', with details such as 'Event: PDMG Training Event (PDMG5555)', 'Eligibility Status: Eligible', and 'Process Step: Pending Grant Completion'. In the top right corner, a user profile 'Doe, Jane' is visible, and a 'Quick Actions' dropdown menu is open, listing 'Submit a Project Application', 'View Projects in Progress', and 'View Obligated Projects'. The 'Submit a Project Application' option is highlighted with a red box. Two callout boxes with red borders point to the lightning bolt icon and the 'Submit a Project Application' option.

**Click the Lightning Bolt**

**Select Submit a Project Application**

Use the quick actions below to quickly submit or access projects for your organization

- Submit a Project Application
- View Projects in Progress
- View Obligated Projects

You can use this “quick action” to start/create a Streamlined Project Application. You will have the opportunity to save and return as needed.

# Lightning Bolt - Select Event

The screenshot displays the Grants Portal interface. On the left is a navigation sidebar with sections like 'My Organization', 'Profile', 'Personnel', 'Applicant Event Profiles', 'Exploratory Calls', 'Recovery Scoping', 'Meetings', 'Damages', 'Work Order Requests', 'Work Orders', 'Projects', 'My Post-Award Ops', 'My Tasks', 'Calendar', 'Utilities', and 'Intelligence'. The main content area shows the 'Applicant Event Profile' for 'McIntosh - PDMG2723 - PDMG5555', with details such as 'Event: PDMG Training Event (PDMG5555)', 'Eligibility Status: Eligible', 'Process Step: Pending Grant Completion', '# of Damages: 16', and '# of Projects: 4'. A modal dialog titled 'Submit a Project Application' is open, containing the question 'Which Event/Disaster do you want to submit a project application for?' and a 'Select Event...' dropdown menu. Below the dropdown are two buttons: 'CONTINUE TO PROJECT APPLICATION' and 'CANCEL'. Two red callout boxes with white text provide instructions: one points to the dropdown menu with the text 'Click the Drop Down to Select the Event', and the other points to the 'CONTINUE TO PROJECT APPLICATION' button with the text 'Click Continue to Project Application to begin'.



# Select the Type of Project to Formulate

**Grants Portal** ? ⚡ 🔔 16 👤 Doe, Jane ▾

**Dashboard**  
**Change Organization**  
**My Organization** ▾  
County Government (581-18364-12)

## Streamlined Project Application

4369DR-AK (4369DR) / County Government (581-18364-12) / Create Streamlined Project Application CANCEL

What type of Project do you want to create?

<b>DEBRIS REMOVAL</b>	Projects to request reimbursement of debris removal activities (Category A) conducted to address immediate threats to life, public health, or safety.
<b>EMERGENCY PROTECTIVE MEASURES (COVID-19)</b>	Projects to request reimbursement of emergency protective measures (Category B), for COVID-19 events, conducted to address immediate threats to life, public health, or safety.
<b>EMERGENCY PROTECTIVE MEASURES</b>	Projects to request reimbursement of emergency protective measures (Category B) conducted to address immediate threats to life, public health, or safety.
<b>MANAGEMENT COSTS</b>	Projects to request reimbursement of Management Costs (Category Z) incurred in the administration of the Public Assistance program.

**This page allows you to select the category of work and start a Streamlined Project Application if that is a process that's enabled for your event**

# Quick Actions – View Projects in Progress

# Lightning Bolt – View Projects in Progress

The screenshot shows the Grants Portal interface. On the left is a dark sidebar with navigation items: Dashboard, Change Organization, My Organization (Alaska (122345)), Profile, Personnel, Events, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Damages, Work Order Requests, Work Orders, Projects, My Post-Award Ops, My Tasks, Calendar, Subrecipient Organizations, Subrecipient Post-Award Ops, and Subrecipient. The main content area displays organization details for Alaska, including Level: 1, Type: City or Township Government, FEMA PA Code: 122345, and Is PNP? No. On the right, a 'Quick Actions' dropdown menu is open, listing 'Submit a Project Application', 'View Projects In Progress', and 'View Obligated Projects'. A red lightning bolt icon in the top right header is highlighted with a red box and a callout bubble that says 'Click the Lightning Bolt'. Another red box highlights the 'View Projects In Progress' option in the dropdown menu, with a callout bubble that says 'Click View Projects in Progress'.

# Select Project

The screenshot shows the 'My Projects' page in the Grants Portal. The page features a sidebar with navigation options, a top navigation bar, and a main content area with a table of projects. A red callout box with the text 'Select Project' points to the first row of the table.

**Grants Portal** ? ⚡ 🔔 10 👤 Doe, Jane ▾

**My Projects**

Filters > Filters Unchanged Columns Unchanged Quick Search Unchanged

My Projects In Progress ▶ RUN QUERY ⓘ ▾ ? HELP ☆

Quick Search... SEARCH ⓘ ? SHOW/HIDE COLUMNS

Project #	Category	Title	Type	Process Step	Activity Completion Deadline	# Damages	Best Available Cost	Best Available Federal Share Cost
93204	A - Debris Removal	State-Wide Debris Clearance Cut and Toss	Work Completed / Fully Documented	Pending Application Completion	12/11/2018	1	\$80,000.00	\$60,000.00
93205	A - Debris Removal	County-Wide Debris Removal Expedited Project	Work Completed / Fully Documented	Pending Application Completion	12/11/2018	1	\$1,950,000.00	\$1,462,500.00
92942	A - Debris Removal	City-Wide Vegetative Debris Removal	Standard	Pending CRC Project Development	12/11/2018	1	\$0.00	\$0.00
9324	A - Debris Removal	City-wide Private Property Debris Removal	Standard	Pending Application Completion	12/11/2018	1	\$0.00	\$0.00

25 Showing 1 entries Previous 1 Next

**Select Project**

# View Project Application

The screenshot shows the 'Project' page in the Grants Portal. The page header includes the 'Grants Portal' logo, user information for 'Doe, Jane', and navigation options for 'OPTIONS' and 'REPORTS'. A left sidebar contains various menu items such as 'Dashboard', 'Change Organization', 'My Organization', 'Profile', 'Personnel', 'Events', 'Applicant Event Profiles', 'Exploratory Calls', 'Recovery Scoping Meetings', 'Damages', 'Work Order Requests', 'Work Orders', 'Projects', 'My Post-Award Ops', 'My Tasks', 'Calendar', 'Subrecipient Organizations', 'Subrecipient Post-Award Ops', and 'Subrecipient Tasks'. The main content area is titled 'Project' and shows the breadcrumb path: '4369DR-AK (4369DR) / Alaska (122345) / [93205] County-Wide Debris Removal'. A yellow warning box contains the text: 'This project is pending Application Completion. This project is awaiting completion of the Streamlined Project Application by the Applicant.' Below this, there are two buttons: 'Continue Project Application' and 'View Project Application'. A red callout box points to the 'Continue Project Application' button with the text: 'Click Continue Project Application to continue working on the project'. Another red callout box points to the 'View Project Application' button with the text: 'Click View Project Application to review the project'. Below the warning box, there is a section for 'Policy Issues: Streamlined Project Application (1)' and a 'General Information' section with the following details:

PROJECT #	93205	APPLICANT	Alaska (122345)
CATEGORY	A - Debris Removal	EVENT	4369DR-AK (4369DR)
TITLE	County-Wide Debris Removal - Credited Project		
TYPE	Work Completed / Fully Documented		
STATUS	Active		
PROCESS STEP	Pending Application Completion		
% COST SHARE	75.00%		
ACTIVITY COMPLETION DEADLINE	December 11, 2018		
	<a href="#">Request Extension</a>		
SECTOR	--		

# Continue Formulating the Project

The screenshot displays the Grants Portal interface. The top navigation bar includes the 'Grants Portal' logo, user information for 'Doe, Jane', and utility icons. The left sidebar contains navigation options such as 'Dashboard', 'Change Organization', 'My Organization', 'Profile', 'Personnel', 'Events', 'Applicant Event Profiles', 'Exploratory Calls', 'Recovery Scoping Meetings', 'Damages', 'Work Order Requests', 'Work Orders', 'Projects', 'My Post-Award Ops', 'My Tasks', 'Calendar', 'Subrecipient Organizations', 'Subrecipient Post-Award Ops', and 'Subrecipient Tasks'. The main content area is titled 'Project' and shows details for '4369DR-AK (4369DR) / Alaska (122345) / [93205] County-Wide Debris Removal Expedited Project'. A 'Pending Submission' warning is visible. The application details include 'APPLICANT-ASSIGNED PROJECT APPLICATION # AKCATA003', 'STATUS In Progress', and 'PROCESS STEP Pending Submission'. Below this, there are tabs for 'Application Content', 'Documents', 'History', and 'Revision History'. The 'Application Content' tab is active, showing a list of sections: 'Section II - Scope of Work', 'Section III - Cost and Work Status Information', 'Schedule B - Large Completed Work Costs', 'Large Project Work Survey', and 'Environmental and Historic Preservation Survey'. Each section has a 'VIEW' button. A red box highlights the 'VIEW' button for 'Large Project Work Survey', with a red bracket indicating that this button is the focus of the instruction. A red callout box with the text 'Click View to Review the Process Step' is overlaid on the 'VIEW' button.

**Click View to Review the Process Step**

# Quick Actions – View Obligated Projects

# Lightning Bolt - View Obligated Projects

The screenshot shows the Grants Portal interface. The top navigation bar includes the 'Grants Portal' logo, a search icon, a lightning bolt icon (highlighted with a red box and callout), a notification bell with a red '3', and a user profile icon labeled 'Rep, Applicant ...'. Below the navigation bar is a 'Quick Actions' dropdown menu with the following items: 'Submit a Project Application', 'View Projects In Progress', and 'View Obligated Projects' (highlighted with a red box and callout). The main content area is divided into two sections: 'Organization' and 'Applicant Event Profile'. The 'Organization' section displays details for COVID19, including Level: 2, Type: City or Township Government, FEMA PA Code: 123-45678-90, and Is PNP? No. The 'Applicant Event Profile' section displays details for COVID19, including Event: 4355DR-NH (4355DR), Eligibility Status: Eligible, Process Step: Pending Grant Completion, # of Damages: 16, and # of Projects: 14. A left sidebar contains navigation links for Dashboard, Change Organization, My Organization, Profile, Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Damages, Work Order Requests, Work Orders, Projects, My Post-Award Ops, My Tasks, Calendar, Utilities, and Intelligence.



# Project Tab

**Grants Portal** Rep, Applicant ...

**My Projects**

Filters > Filters Unchanged Columns Unchanged Quick Search Unchanged

My Obligated Projects RUN QUERY HELP ☆

Quick Search... SEARCH ? SHOW/HIDE COLUMNS

Project #	Category	Title	Type	Process Step	Activity Completion Deadline	# Damages	Best Available Cost	Best Available Federal Share Cost
77227	B - Emergency Protective Measures	Ardean's Test Project 2	Standard	Obligated	12/31/2021	1	\$970,569.00	\$727,926.75
77226	B - Emergency Protective Measures	Ardean Test	Work Completed / Fully Documented	Obligated	12/31/2021	1	\$53,046.00	\$39,784.50

Showing 1 to 2 of 2 entries Previous 1 Next

**Select Project**

# Process Step

The screenshot shows the Grants Portal interface. The top navigation bar includes the logo, user profile, and notification icons. The left sidebar contains navigation options like Dashboard, Change Organization, My Organization, Profile, Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Damages, Work Order Requests, Work Orders, Projects, My Post-Award Ops, My Tasks, Calendar, Utilities, and Intelligence. The main content area is titled 'Project' and displays details for project 4355DR-NH (4355DR) / COVID19 (123-45678-90) / [77226] Ardean Test. The 'General Information' section lists various fields: PROJECT # (77226), APPLICANT (COVID19 (123-45678-90)), CATEGORY (B - Emergency Protective Measures), EVENT (4355DR-NH (4355DR)), TITLE (Ardean Test), TYPE (Work Completed / Fully Documented), STATUS (Active), PROCESS STEP (Obligated), % COST SHARE (75.00%), ACTIVITY COMPLETION DEADLINE (December 31, 2021), P/W # (00001), and SECTOR (--). A red box highlights the 'PROCESS STEP' field, which is 'Obligated' with a sub-note 'As of July 20th, 2020 2:34 PM EDT'. A red callout bubble points to this field with the text: 'Scroll down to review and for verification look at the Process Step'. Below the main information, there are sections for 'Stats / Summary' and 'Staff / Contacts'.

**Project**  
4355DR-NH (4355DR) / COVID19 (123-45678-90) / [77226] Ardean Test

Policy Issues: [Streamlined Project Application \(1\)](#)

**General Information** <sup>90</sup>

PROJECT #	77226	APPLICANT	COVID19 (123-45678-90)
CATEGORY	B - Emergency Protective Measures	EVENT	4355DR-NH (4355DR)
TITLE	Ardean Test		
TYPE	Work Completed / Fully Documented		
STATUS	Active		
PROCESS STEP	Obligated <small>As of July 20th, 2020 2:34 PM EDT</small>		
% COST SHARE	75.00%		
ACTIVITY COMPLETION DEADLINE	December 31, 2021 <sup>i</sup> <a href="#">Request Extension</a>   <a href="#">View Request History</a>		
P/W #	00001		
SECTOR	--		

[Stats / Summary](#) >

[Staff / Contacts](#) >

# Release Notes and Sign Out

# Release Notes and Sign Out Access

The screenshot displays the Grants Portal interface. At the top left, the logo reads "Grants Portal". The top right corner shows a user profile for "Doe, Jane" with a dropdown arrow. A red circle highlights this arrow, and a red callout box points to it with the text: "Select the down arrow to the right of your **username**".

The main content area is divided into two sections. On the left is a sidebar menu with the following items: Dashboard, Change Organization, My Organization (County Government (581-18364-12)), Profile, Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Damages, Work Order Requests, Work Orders, Projects, My Post-Award Ops, My Tasks, Calendar, Utilities, and Intelligence. On the right is a panel titled "Organization" for "County Government" with the following details: Level: 2, Type: County Government, FEMA PA Code: 581-18364-12, and Is PNP? No.

# Release Notes 1/2

The screenshot displays the Grants Portal interface. At the top left, the logo reads "Grants Portal". The top right corner shows a user profile for "Doe, Jane" with a dropdown menu containing "Sign Out", "My Profile", "Request Page Assistance", and "Release Notes". The "Release Notes" option is highlighted with a red box. A red callout bubble with the text "Select Release Notes" points to this option. On the left side, there is a navigation sidebar with options like "Dashboard", "Change Organization", "My Organization", "Profile", "Personnel", "Applicant Event Profiles", "Exploratory Calls", "Recovery Scoping Meetings", "Damages", "Work Order Requests", "Work Orders", "Projects", "My Post-Award Ops", "My Tasks", "Calendar", "Utilities", and "Intelligence". The main content area shows an "Organization" card for "County Government" with details: "Level: 2", "Type: County Government", "FEMA PA Code: 581-18364-12", and "Is PNP? No".

# Release Notes 2/2

**Release Notes**  
provide the details of recent sprints can be used to download a PDF.

**Select Close to Exit**

**Grants Portal**

Sprint 8  
09/2021

7 - Follow Up Development Work/Bug Fixes

the issue with users receiving an error when trying to download EEI documents from different levels in the system.

issue when Equipment is selected in Schedule A of the non-COVID Cat B SPA, allowing any Equipment option to be selected and on of the schedule to continue without error.

8 - Equity Focused Enhancements, COVID-19 Expedited Project Amendment Enhancements, COVID-19 SPA Enhancements

Vaccine Administration Information (EVAI) for COVID-19 Events

ded a new section in the Applicant Profile that houses EVAI. This dedicated section allows users to upload documents, track taskification statuses by reporting period, and update overall vaccine site activity completion status.

ded 'Vaccine Administration' complex flag to the Applicant Profile.

ded two acknowledgments to Section IV of the SPA for equitable provision of assistance and equitable vaccine administration information requirement.

ded new document type and categories: Equitable Vaccine Administration Information, FEMA PA Review Checklist, and FEMA OER view Checklist.

abled ability for Applicants to view and respond to RFIs generated at the Applicant Profile Level.

abled task notifications for Applicants to complete tasks related to reporting and document upload requirements.

ble Vaccine Administration Information for COVID-19 SPAs

- Added two acknowledgments to Section IV of the SPA for equitable provision of assistance and equitable vaccine administration information requirement.
- Added new Location Survey to list vaccine site information.

- COVID-19 Expedited Project Amendment Enhancements
  - Requires the initiator of an amendment request for an Expedited COVID-19 Project to revise the Streamlined Project Application during the amendment process and recertify before the version is created.
  - Integrated directly into the existing amendment request process and allows for Field and Recipient (if applicable via event settings) review.
- COVID-19 SPA Enhancements: Safe Opening & Operation (O&O)
  - Added an O&O option for the Applicant to select as an activity they conducted or will conduct.
  - Added a Location Survey for all SPA projects, including O&O site-specific questions if O&O was a selected activity.
  - Added O&O options in the Large Project Work Survey for the Applicant to provide additional details on O&O activities.

Updated guidance documentation for this sprint release can be found under Resources in Grants Portal and Job Aids in Grants Manager.

DOWNLOAD RELEASE NOTES CLOSE

581-18364-12  
49-5705642  
597033143  
Yes DEACTIVATE LOGIN ACCESS

MANAGE

MANAGE

UPLOAD INSURANCE DOCUMENTS HELP

# Sign out

The screenshot shows the Grants Portal interface. At the top left is the logo and the text "Grants Portal". Below this is a navigation bar with "Dashboard" and "My Organization" (Times New Roman (111-11411-12)). A sidebar on the left lists menu items: Profile, Personnel, Applicant Event Profiles, Exploratory Calls, and Recovery Scoping Meetings. The main content area features a green informational message: "Your dashboard has no tiles! The Dashboard is a great place to put the 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." In the top right corner, a user profile icon is highlighted with a red box and a callout that says "Select the Down Arrow". A dropdown menu is open, showing options: "Sign Out", "My Profile", "Request Page Assistance", "About", and "Release Notes". The "Sign Out" option is highlighted with a red box and a callout that says "Click Sign Out".

# Organization Profile



# Create User Account – Add Personnel

# Dashboard

The screenshot shows the Grants Portal interface. At the top, the header includes the portal logo and the text "Grants Portal" in a large, dark red font. To the right of the header are three icons: a question mark, a lightning bolt, and a user profile with a dropdown arrow. Below the header is a dark red sidebar menu with several items, each with a white icon and a dropdown arrow: "Dashboard" (globe icon), "My Organization" (building icon), "My Post-Award Ops" (trophy icon), "My Tasks" (checkbox icon), "Calendar" (calendar icon), "Utilities" (wrench icon), and "Intelligence" (eye icon). The "My Organization" item is highlighted with a red rectangular box. A red callout box with a white background and a red border points to this item. Inside the callout box, the text "Click My Organization" is written in a bold, black font. The main content area of the dashboard is light green and contains a large green letter "i" icon. To the right of the "i" icon, the text "as no tiles!" is visible. Below this, a paragraph reads: "The **Dashboard** is a great place to put the Grants Portal data that you care about the most." Another paragraph follows: "The Dashboard is made up of tiles that display the most *important* info about a particular item or set of items in the system." A final paragraph states: "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."

# Add Personnel - Organization Profile

**Grants Portal** SPAUL\_Local

**My Organization Profile** [DOWNLOAD] [EDIT] ☆

City of SPAUL (STEPHANIE)

**Profile** (Selected)

Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping Meetings

Damages

Work Order Requests

Work Orders

Projects

My Post-Award Ops

My Tasks

Calendar

Utilities

Intelligence

General Information

FEMA PA CODE	STEPHANIE
EIN NUMBER	--
DUNS NUMBER	406
IS ACTIVE?	Yes

STATE/TRIBE/TERRITORY: Arkansas Division of Emergency Management

TYPE: City or Township Government

IS STATEWIDE?: Yes

Personnel > [MANAGE]

Locations > [MANAGE]

Subdivisions and Departments > [+ ADD SUBDIVISION/DEPARTMENT] [OPTIONS]

Insurance Profile > [UPLOAD INSURANCE DOCUMENTS] [HELP]

Applicant Event Profiles > [REQUEST PUBLIC ASSISTANCE]

# Add Personnel – Manage Tab

**Grants Portal**

City of SPAUL (STEPHANIE)

My Organization Profile

City of SPAUL (STEPHANIE)

General Information

ORGANIZATION NAME: City of SPAUL

STATE/TRIBE/TERRITORY: Arkansas Division of Emergency Management

TYPE: City or Township Government

IS STATEWIDE?: Yes

Personnel >

MANAGE

MANAGE

+ ADD SUBDIVISION/DEPARTMENT

OPTIONS

UPLOAD INSURANCE DOCUMENTS

HELP

REQUEST PUBLIC ASSISTANCE

On the Personnel Tab, click **Manage**

To create a new user account and give the user access to view your Grants Portal Profile, you must add them to your Personnel

# Add Personnel - Create

The screenshot shows the 'Grants Portal' interface. The main header includes the logo and the text 'Grants Portal'. The user is logged in as 'SPAUL\_Local'. The left sidebar contains navigation options: Dashboard, My Organization (City of SPAUL (STEPHANIE)), Profile, Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Damages, Work Order Requests, Work Orders, Projects, My Post-Award Ops, My Tasks, Calendar, Utilities, and Intelligence.

The main content area is titled 'My Organization Profile Manage Personnel' for the 'City of SPAUL (STEPHANIE)'. It features a search bar and a '+ CREATE' button. A red callout box with the text 'Click + Create' points to this button. Below the search bar is a table with columns: Last Name, First Name, Middle Initial, Personnel Type, Roles, Emails, and Phones. The table contains one entry for 'PAUL STEPHANIE', a 'Direct Employee' with roles 'Authorized Representative', 'Organization Admin', and 'Primary PA Coordinator'. The email is 'stephanie.s.paul.sp@gmail.com (Work)' and the phone is '(555) 555-5555, FEMA (Desk)'. A 'MANAGE' button is next to the entry. At the bottom, it shows 'Showing 1 to 1 of 1 entries' and navigation buttons for 'Previous', '1', and 'Next'.

	Last Name	First Name	Middle Initial	Personnel Type	Roles	Emails	Phones
<a href="#">MANAGE</a>	PAUL	STEPHANIE		Direct Employee	Authorized Representative Organization Admin Primary PA Coordinator	stephanie.s.paul.sp@gmail.com (Work)	(555) 555-5555, FEMA (Desk)

# Add Personnel- Select Personnel Type

The screenshot displays the Grants Portal interface. A modal dialog titled "What type of Personnel do you want to create?" is centered on the screen. The dialog contains two options, each with a blue button and a descriptive text:

- DIRECT EMPLOYEE**: Person directly employed by the Applicant or Recipient organization.
- CONTRACTOR / CONSULTANT**: Person employed by a company that provides services under contract to the Applicant or Recipient organization.

A red callout box with the text "Select Type of Personnel" is positioned over the "DIRECT EMPLOYEE" button. The background interface shows a sidebar with navigation options like "Dashboard", "My Organization", "Exploratory Calls", "Recovery Scoping Meetings", "Damages", "Work Order Requests", "Work Orders", "Projects", "My Post-Award Ops", "My Tasks", "Calendar", "Utilities", and "Intelligence". The main content area shows a table with one entry and a "Phones" section below it.

# Add Personnel – Enter Information

**Grants Portal**

Dashboard

My Organization  
City of SPAUL (STEPHANIE)

Personnel

Personnel Type: Direct Employee

Organization: City of SPAUL (STEPHANIE)

First Name \*: Jane

Last Name \*: Doe

Middle Initial:

Title \*: Clerk

**Contact Information**

Email \*: janedoe@cityofspaul.gov

Confirm Email \*: janedoe@cityofspaul.gov

Phone: (555) 555-4545 x\_\_\_\_\_

Mobile Phone:

**Authentication Information**

Username \*: janedoe@cityofspaul.gov

+ CREATE GO BACK

SHOW/HIDE COLUMNS

Phones

Enter Personnel Information

Click Save

SAVE CANCEL

# Successfully Added Personnel

The screenshot shows the 'Grants Portal' interface. The main heading is 'My Organization Profile Manage Personnel'. Below this is a search bar and a table of personnel. The table has columns for Last Name, First Name, Middle Initial, Personnel Type, Roles, Emails, and Phones. Two entries are visible: Jane Doe (Direct Employee, Read-Only Access) and Stephanie Paul (Direct Employee, Authorized Representative). A red speech bubble points to the table with the text 'Personnel created Successfully'. A green notification box at the bottom right says 'The personnel record was created successfully.'

	Last Name	First Name	Middle Initial	Personnel Type	Roles	Emails	Phones
<a href="#">MANAGE</a>	Doe	Jane		Direct Employee	Read-Only Access	janedoe@cityofspaul.gov (Work)	(555) 555-4545, Work (Desk)
<a href="#">MANAGE</a>	PAUL	STEPHANIE		Direct Employee	Authorized Representative	stephanie.s.paul.sp@gmail.com (Work)	(555) 555-5555, FEMA (Desk)

Once an employee has been given access to Grants Portal, they **must also be given roles** that will govern what they can do in the system



# Manage Personnel

# Manage Personnel

Grants Portal

My Organization Profile Manage Personnel

+ CREATE GO BACK

SHOW/HIDE COLUMNS

Initial	Personnel Type	Roles	Emails	Phones
MANAGE Doe Jane	Direct Employee	Read-Only Access	janedoe@cityofspaul.gov (Work)	(555) 555-4545, Work (Desk)
MANAGE PAUL STEPHANIE	Direct Employee	Authorized Representative Organization Admin Primary PA Coordinator	stephanie.s.paul.sp@gmail.com (Work)	(555) 555-5555, FEMA (Desk)

10 Previous 1 Next

# Manage Personnel – Roles

**Grants Portal** SPAUL\_Local

**Personnel Details**  
City of SPAUL (STEPHANIE) / Doe, Jane

RE-SEND INVITE EDIT GO BACK

General Information		User Information	
NAME	Doe, Jane	USERNAME	janedoe@cityofspaul.gov EDIT
TITLE	Clerk	ACCOUNT STATUS	Active
PERSONNEL TYPE	Direct Employee	ACCOUNT LOCKED?	No
ORG PERSONNEL STATUS	Active	LAST LOGIN	--
		PASSWORD LAST SET	2/16/2021 11:43 am SEND TEMPORARY PASSWORD
		SECURITY QUESTION RESET REQUIRED?	No REQUIRE SECURITY QUESTION RESET

Contact Info > MANAGE

**Roles >** Click Roles

Notification Subscriptions >

# Manage Personnel – Manage Roles

The screenshot displays the 'Grants Portal' interface. The top navigation bar includes the portal logo, user information 'SPAUL\_Local', and a 'MANAGE' button. The left sidebar lists various user management options. The main content area is titled 'Roles' and contains a section for 'Organization Roles City of SPAUL (STEPHANIE)'. A table lists the assigned roles, with a 'MANAGE' button highlighted by a red callout box.

**Click Manage**

Role	Assigned By	Assigned On
Read-Only Access	PAUL, STEPHANIE	02/16/2021 11:43 AM EST

Showing 1 to 1 of 1 entries

Previous 1 Next

Notification Subscriptions

Password Reset Requests

COPY LATEST RESET LINK

# Manage Personnel – Assign Roles

**Edit Roles for Doe, Jane**

**Assigned Roles**

**APPLICANT ROLES**

- Primary PA Coordinator ?
- Alternate PA Coordinator ?
- Authorized Representative ?
- Project POC ?

**ADMINISTRATIVE ROLES**

- Account Manager ?
- Personnel Manager ?
- Organization Admin ?
- Read-Only Access ?

**Permissions Preview**

**ORGANIZATION**

- ✘ Create Requests for Public Assistance (RPAs)
- ✘ Edit Organization Details
- ✘ Manage Locations
- ✘ Manage Organization Counties List
- ✘ Manage Documents
- ✘ Manage Staff

**PERSONNEL**

- ✘ Send Password Reset
- ✘ View Login History
- ✘ Lock Account
- ✘ Disable Account
- ✘ Edit Personnel Record
- ✘ Manage Contact Info
- ✘ Manage Organization Roles
- ✘ Create New Staff

**DAMAGE INVENTORY**

- ✘ Edit
- ✘ Manage Documents

**PROJECT**

- ✘ Sign DDD
- ✘ Sign Scope & Cost

**APPLICANT**

- ✘ Create Comment
- ✘ Create Discussion
- ✘ Reply to Discussion
- ✘ Manage Damage Inventory
- ✘ Manage Documents

**SAVE** **CANCEL**

**No indicated permissions**

**Read Only access is Default Role Assigned by the system when Personnel is added**

# Manage Personnel – Review Roles

**Edit Roles for Doe, Jane**

**Assigned Roles**

**APPLICANT ROLES**

- Primary PA Coordinator ?
- Alternate PA Coordinator ?
- Authorized Representative ?
- Project POC ?

**ADMINISTRATIVE ROLES**

- Account Manager ?
- Personnel Manager ?
- Organization Admin ?
- Read-Only Access ?

**Permissions Preview**

**ORGANIZATION**

- ✓ Create Requests for Public Assistance (RPAs)
- ✗ Edit Organization Details
- ✓ Manage Locations
- ✗ Manage Organization Counties List
- ✓ Manage Documents
- ✓ Manage Staff

**PERSONNEL**

- ✗ Send Password Reset
- ✗ View Login History
- ✗ Lock Account
- ✗ Disable Account
- ✗ Edit Personnel Record
- ✗ Manage Contact Info
- ✗ Manage Organization Roles
- ✓ Create New Staff

**APPLICANT**

- ✓ Create Comment
- ✓ Create Discussion
- ✓ Reply to Discussion
- ✓ Manage Damage Inventory
- ✓ Manage Documents

**DAMAGE INVENTORY**

- ✓ Edit
- ✓ Manage Documents

**PROJECT**

- ✓ Sign DDD
- ✓ Sign Scope & Cost

**Click Box for Desired Roles**

**Click Save**

**SAVE** **CANCEL**

**Note:** Multiple Roles can be assigned to the Personnel

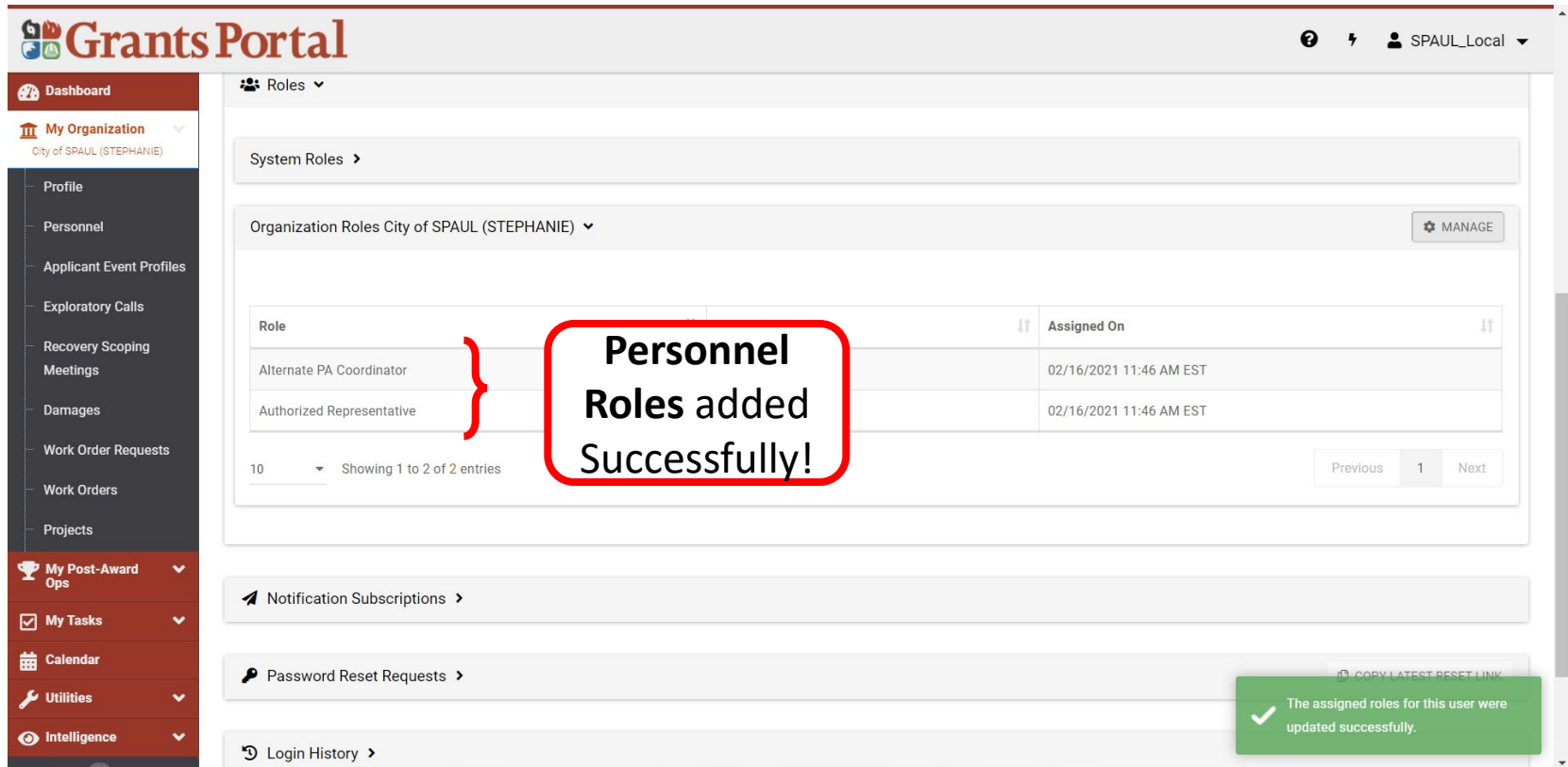


The question mark describes responsibilities of the assigned role



The green check mark indicates permissions based on assigned role

# Roles Successfully Added



**Grants Portal**

SPAUL\_Local

Dashboard

My Organization  
City of SPAUL (STEPHANIE)

Profile

Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping Meetings

Damages

Work Order Requests

Work Orders

Projects

My Post-Award Ops

My Tasks

Calendar

Utilities

Intelligence

Roles

System Roles >

Organization Roles City of SPAUL (STEPHANIE) > MANAGE

Role	Assigned On
Alternate PA Coordinator	02/16/2021 11:46 AM EST
Authorized Representative	02/16/2021 11:46 AM EST

Showing 1 to 2 of 2 entries

Previous 1 Next

Notification Subscriptions >

Password Reset Requests >

Login History >

✓ The assigned roles for this user were updated successfully.

# Add and Manage Locations



# Add Locations - Dashboard

The screenshot shows the Grants Portal interface. At the top left is the logo and the text "Grants Portal". At the top right, there are icons for help, a lightning bolt, and a user profile labeled "SPAUL\_Local". On the left side, there is a vertical navigation menu. The "Profile" item is highlighted with a red rectangular box. A red callout bubble with a white background and black text points to this box, containing the text "Click Profile".

Dashboard

My Organization  
City of SPAUL (STEPHANIE)

Profile

Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping Meetings

Damages

Work Order Requests

Work Orders

Projects

My Post-Award Ops

My Tasks

Calendar

Utilities

Intelligence

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.

**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.

# Add Locations - Organization Profile

**Grants Portal** SPAUL\_Local

## My Organization Profile

City of SPAUL (STEPHANIE)

DOWNLOAD EDIT

### General Information

ORGANIZATION NAME	City of SPAUL	FEMA PA CODE	STEPHANIE
STATE/TRIBE/TERRITORY	Arkansas Division of Emergency Management	EIN NUMBER	--
TYPE	City or Township Government	DUNS NUMBER	406
IS STATEWIDE?	Yes	IS ACTIVE?	Yes

Personnel > MANAGE

**Locations > MANAGE**

Subdivisions and Departments > + ADD SUBDIVISION/DEPARTMENT OPTIONS

Insurance Profile > UPLOAD INSURANCE DOCUMENTS HELP

**Click Manage on the Locations tab**

# Add Locations

The screenshot shows the 'Grants Portal' interface. The main header includes the logo and the user name 'SPAUL\_Local'. The left sidebar contains navigation options such as 'Dashboard', 'My Organization', 'Profile', 'Personnel', 'Applicant Event Profiles', 'Exploratory Calls', 'Recovery Scoping Meetings', 'Damages', 'Work Order Requests', 'Work Orders', 'Projects', 'My Post-Award Ops', 'My Tasks', 'Calendar', 'Utilities', and 'Intelligence'. The main content area is titled 'My Organization Profile Manage Locations' and shows the user is logged in as 'City of SPAUL (STEPHANIE) / Manage Locations'. A search bar is present, and a table lists the current location: 'Camp Jospeh T. Robinson' in 'North Little Rock, Arkansas 72199, Pulaski County, Primary'. At the top right of the table area, there are three buttons: '+ ADD', 'SAVE', and 'CANCEL'. A red callout box with a speech bubble points to the '+ ADD' button, containing the text 'Click + ADD'. Below the table, there is a pagination control showing 'Showing 1 to 1 of 1 entries' and 'Previous 1 Next'.

# Add Locations – Enter Information

The screenshot shows the 'Add Location' form in the Grants Portal. A red callout box on the left contains the text 'Enter Location Information' and a red bracket pointing to the form fields. The form includes the following fields:

- Address \*
  - Street Address
  - Building / Suite
  - City
  - Choose State...
  - Zipcode
- Location Type \*
  - Choose Type...

Buttons for '+ ADD', 'SAVE', 'CANCEL', and 'CONTINUE' are visible. The background shows the Grants Portal interface with a sidebar menu and a main content area.

# Add Locations - Review

**Add Location**

Address \* 123 Main Street

Building / Suite

Little Rock

Arkansas

72201

Pulaski County

Location Type \* Primary

**⚠ You are about to update the primary location for this Organization**

Designating this location as the primary location will set the existing primary location to the Location Type of *Other*. If *Other* is not correct, it will need to be modified to another Location Type after saving this Location.

→ CONTINUE CANCEL

# Add Locations - Location Type

The screenshot shows the 'Add Location' form in the Grants Portal. The form fields are as follows:

- Address \*: 123 Main Street
- Building / Suite
- City: Little Rock
- State: Arkansas
- Zip: 72201
- County: Pulaski County
- Location Type \*: Mailing

Annotations on the screenshot include:

- A red rounded rectangle around the text: "You may set the location type as Primary or Mailing".
- A red rounded rectangle around the "Location Type" dropdown menu.
- A red rounded rectangle around the "CONTINUE" button with a callout bubble containing the text: "Click Continue".

The background shows the Grants Portal interface with a sidebar menu and a table of locations.

# Add Locations - Review and Save

The screenshot shows the 'Grants Portal' interface. The main header includes the logo and the text 'Grants Portal'. The user is logged in as 'SPAUL\_Local'. The left sidebar contains a navigation menu with items like 'Dashboard', 'My Organization', 'Profile', 'Personnel', 'Applicant Event Profiles', 'Exploratory Calls', 'Recovery Scoping Meetings', 'Damages', 'Work Order Requests', 'Work Orders', 'Projects', 'My Post-Award Ops', 'My Tasks', 'Calendar', 'Utilities', and 'Intelligence'. The main content area is titled 'My Organization Profile' and 'Manage Locations'. It features a search bar, a '+ ADD' button, a 'SAVE' button, and a 'CANCEL' button. Below these is a table with columns: Address, Suite/Apt, City, State, Zip, County, and Location Type. The table contains two entries: '123 Main Street' (Little Rock, Arkansas, 72201, Pulaski County, Mailing) and 'Camp Jospheh T. Robinson' (North Little Rock, Arkansas, 72199, Pulaski County, Primary). A red callout box labeled 'Review New Location' points to the first row. Another red callout box labeled 'Click Save' points to the 'SAVE' button. The table also includes 'EDIT' and 'REMOVE' buttons for each row. At the bottom, there is a pagination control showing 'Showing 1 to 2 of 2 entries' and 'Previous 1 Next'.

Address	Suite/Apt	City	State	Zip	County	Location Type
123 Main Street		Little Rock	Arkansas	72201	Pulaski County	Mailing
Camp Jospheh T. Robinson		North Little Rock	Arkansas	72199	Pulaski County	Primary

# Location Successfully Added

The screenshot shows the 'My Organization Profile' page for the 'City of SPAUL (STEPHANIE)'. The page includes a navigation sidebar on the left with options like Dashboard, My Organization, Profile, Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Damages, Work Order Requests, Work Orders, and Projects. The main content area displays 'General Information' with fields for Organization Name, State/Tribes/Territory, Type, IS Statewide?, FEMA PA Code, EIN Number, DUNS Number, and IS Active?. Below this are sections for Personnel, Locations, Subdivisions and Departments, and Insurance Profile. A green notification box at the bottom right states 'Updated organization locations successfully.' A red callout bubble points to this notification with the text 'Location was successfully added!'.

**Grants Portal** SPAUL\_Local

## My Organization Profile

City of SPAUL (STEPHANIE)

[DOWNLOAD](#) [EDIT](#)

### General Information

ORGANIZATION NAME	City of SPAUL	FEMA PA CODE	STEPHANIE
STATE/TRIBE/TERRITORY	Arkansas Division of Emergency Management	EIN NUMBER	--
TYPE	City or Township Government	DUNS NUMBER	406
IS STATEWIDE?	Yes	IS ACTIVE?	Yes

[Personnel](#) [MANAGE](#)

[Locations](#) [MANAGE](#)

[Subdivisions and Departments](#) [+ ADD SUBDIVISION/DEPARTMENT](#) [OPTIONS](#)

[Insurance Profile](#) [UPLOAD INSURANCE DOCUMENTS](#) [HELP](#)

Updated organization locations successfully.

**Location was successfully added!**



# Edit Counties with Managed Facilities

# Counties with Managed Facilities or Services Tab

**Grants Portal** | County Government (581-18364-12) | Doe, Jane

## My Organization Profile

County Government (581-18364-12)

DOWNLOAD EDIT

### General Information

ORGANIZATION NAME	County Government	FEMA PA CODE	581-18364-12
STATE/TRIBE/TERRITORY	Alaska	EIN NUMBER	49-5705642
TYPE	County Government	DUNS NUMBER	597033143
IS STATEWIDE?	No	HAS GRANTS PORTAL LOGIN ACCESS?	Yes <b>DEACTIVATE LOGIN ACCESS</b>
ORGANIZATION STATUS	Eligible		

- Personnel > **MANAGE**
- Locations > **MANAGE**
- Subdivisions and Departments > **+ ADD SUBDIVISION/DEPARTMENT** **OPTIONS**
- Counties with Managed Facilities or Services >** **MANAGE**
- Insurance Profile > **UPLOAD INSURANCE DOCUMENTS** **HELP**
- Applicant Event Profiles >

**Click on Counties With Managed Facilities or Services**

# Counties with Managed Facilities or Services- Manage

The screenshot displays the Grants Portal interface. On the left is a dark sidebar with navigation options: Profile, Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Damages, Work Order Requests, Work Orders, Projects, My Post-Award Ops, My Tasks, Calendar, Utilities, and Intelligence. The main content area features a top navigation bar with the 'Grants Portal' logo and user information 'Doe, Jane'. Below this are several menu items: Personnel, Locations, Subdivisions, Counties with Managed Facilities or Services, Insurance Profile, Applicant Event Profiles, Documents, and Action Log. The 'Counties with Managed Facilities or Services' section is active, showing a search bar, a table with one entry for 'Anchorage, Municipality of', and a 'MANAGE' button highlighted by a red callout box. A tooltip above the section header reads 'Click to toggle the Counties with Managed Facilities or Services section'. Other buttons like '+ ADD SUBDIVISION/DEPARTMENT', 'UPLOAD INSURANCE DOCUMENTS', and 'HELP' are also visible.

# Add Manage County

The screenshot shows the 'Grants Portal' interface. The main header includes the logo and user information 'Doe, Jane'. The left sidebar contains navigation options like 'Dashboard', 'Change Organization', and 'My Organization'. The main content area is titled 'My Organization Profile Manage Counties' and shows a table of counties with managed facilities or services. A red callout box points to the '+ADD' button for 'Aleutians East Borough'.

**Click **ADD** to add an additional County**

	County	
<a href="#">+ADD</a>	Aleutians East Borough	
<a href="#">+ADD</a>	Aleutians West Census Area	
<a href="#">X REMOVE</a>	Anchorage, Municipality of	
<a href="#">+ADD</a>	Bethel Census Area	
<a href="#">+ADD</a>	Bristol Bay Borough	
<a href="#">+ADD</a>	Denali Borough	
<a href="#">+ADD</a>	Dillingham Census Area	
<a href="#">+ADD</a>	Fairbanks North Star Borough	
<a href="#">+ADD</a>	Haines Borough	
<a href="#">+ADD</a>	Hoonah-Angoon Census Area	

Showing 1 to 10 of 29 entries

Previous 1 2 3 Next

# Save

**Grants Portal** ? ⚡ 🔔 12 👤 Doe, Jane ▾

**Dashboard** 🔙 My Organization Profile Manage Counties

**Change Organization** 💾 SAVE ⌂ CANCEL

**My Organization**  
County Government (581-18364-12) / Manage Counties

**Counties with Managed Facilities or Services**

Quick Search... ?

	County	
+ADD	Aleutians East Borough	
REMOVE	Aleutians West Census Area	
REMOVE	Anchorage, Municipality of	
+ADD	Bethel Census Area	
+ADD	Bristol Bay Borough	
+ADD	Denali Borough	
+ADD	Dillingham Census Area	
+ADD	Fairbanks North Star Borough	
+ADD	Haines Borough	
+ADD	Hoonah-Angoon Census Area	

10 Showing 1 to 10 of 29 entries Previous 1 2 3 Next

# County Successfully Added

**Grants Portal** | Dashboard | Change Organization | My Organization (581-18364-12) | Doe, Jane

## My Organization Profile

County Government (581-18364-12)

DOWNLOAD | EDIT | ★

### General Information

ORGANIZATION NAME	County Government	FEMA PA CODE	581-18364-12
STATE/TRIBE/TERRITORY	Alaska	EIN NUMBER	49-5705642
TYPE	County Government	DUNS NUMBER	597033143
IS STATEWIDE?	No	HAS GRANTS PORTAL LOGIN ACCESS?	Yes <b>DEACTIVATE LOGIN ACCESS</b>
ORGANIZATION STATUS	Eligible ⓘ		

- Personnel > **MANAGE**
- Locations > **MANAGE**
- Subdivisions and Departments > **+ ADD SUBDIVISION/DEPARTMENT** **OPTIONS**
- Counties with Managed Facilities or Services > **MANAGE**
- Insurance Profile > **UPLOAD INSURANCE DOCUMENTS** **HELP**
- Applicant Event Profiles >

**Successfully Added**

✓ The counties were saved successfully.

# Review the Added Counties

The screenshot displays the Grants Portal interface. At the top left is the 'Grants Portal' logo. The top right shows user information for 'Doe, Jane' and notification icons. A sidebar on the left contains navigation options: Dashboard, Change Organization, My Organization (County Government 081-18364-13), Profile, Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Damages, Work Order Requests, Work Orders, Projects, My Post-Award Ops, My Tasks, Calendar, Utilities, and Intelligence.

The main content area features several sections:

- IS STATEWIDE?** No
- HAS GRANTS PORTAL LOGIN ACCESS?** Yes [DEACTIVATE LOGIN ACCESS](#)
- ORGANIZATION STATUS** Eligible [1](#)
- Personnel** > [MANAGE](#)
- Locations** > [MANAGE](#)
- Subdivisions** > [+ ADD SUBDIVISION/DEPARTMENT](#) [OPTIONS](#)
- Counties with Managed Facilities or Services** > [MANAGE](#)

The 'Counties with Managed Facilities or Services' section includes a search bar and a table with the following entries:

County
Aleutians West Census Area
Anchorage, Municipality of

A red callout box with the text 'County Updated' points to the 'County' header of the table. A tooltip above the table reads: 'Click to toggle the Counties with Managed Facilities or Services section'.

At the bottom of the table, it says 'Showing 1 to 2 of 2 entries' with 'Previous', '1', and 'Next' navigation buttons.

Below the table are sections for 'Insurance Profile' > [UPLOAD INSURANCE DOCUMENTS](#) [HELP](#) and 'Applicant Event Profiles' >

# Remove Managed Counties or Facilities

The screenshot displays the 'Grants Portal' interface. The main heading is 'My Organization Profile Manage Counties'. Below this, it indicates 'County Government (581-18364-12) / Manage Counties'. There are 'SAVE' and 'CANCEL' buttons at the top right of the main content area.

The main content area is titled 'Counties with Managed Facilities or Services'. It features a search bar and a table of counties. The table has a 'County' column and a 'Manage' column. The 'Aleutians West Census Area' row is highlighted in red, and a red callout box points to the 'REMOVE' button in the 'Manage' column with the text 'Click Remove'.

Another red callout box points to the 'SAVE' button at the top right of the table with the text 'Click Save'.

	County	
<a href="#">+ADD</a>	Aleutians East Borough	
<a href="#">UNDO REMOVAL</a>	Aleutians West Census Area	<a href="#">REMOVE</a>
<a href="#">+ADD</a>	Bethel Census Area	
<a href="#">+ADD</a>	Bristol Bay Borough	
<a href="#">+ADD</a>	Denali Borough	
<a href="#">+ADD</a>	Dillingham Census Area	
<a href="#">+ADD</a>	Fairbanks North Star Borough	
<a href="#">+ADD</a>	Haines Borough	
<a href="#">+ADD</a>	Hoonah-Angoon Census Area	

Showing 1 to 10 of 29 entries

Previous 1 2 3 Next



# County Successfully Removed

The screenshot displays the Grants Portal dashboard for a user named Jane Doe. The dashboard includes a sidebar with navigation options such as Profile, Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Damages, Work Order Requests, Work Orders, Projects, My Post-Award Ops, My Tasks, Calendar, Utilities, and Intelligence. The main content area shows the following details:

- IS STATEWIDE?** No
- HAS GRANTS PORTAL LOGIN ACCESS?** Yes [DEACTIVATE LOGIN ACCESS](#)
- ORGANIZATION STATUS** Eligible <sup>1</sup>
- Personnel** > [MANAGE](#)
- Locations** > [MANAGE](#)
- Subdivisions** > [+ ADD SUBDIVISION/DEPARTMENT](#) [OPTIONS](#)
- Counties with Managed Facilities or Services** > [MANAGE](#)

The 'Counties with Managed Facilities or Services' section features a search bar with the text 'Quick Search...' and a help icon. Below the search bar, the following information is displayed:

- County**: Anchorage, Municipality of
- Showing 1 to 1 of 1 entries**
- Navigation: Previous | 1 | Next

A tooltip is present over the 'Subdivisions' section, stating: 'Click to toggle the Counties with Managed Facilities or Services section'.


Other sections visible include:

- Insurance Profile** > [UPLOAD INSURANCE DOCUMENTS](#) [HELP](#)
- Applicant Event Profiles** >
- Documents** > [UPLOAD](#) [DOWNLOAD](#) [MANAGE](#)

# Identifying Tasks to Complete



# Grants Portal Sign-In Screen


 **This Portal Is for Governments and Non-Profits Use Only**

Individuals looking for Individual Assistance, please visit [disasterassistance.gov](https://disasterassistance.gov) for assistance.

Businesses looking for assistance should visit the [Small Business Administration's disaster assistance website](#).



This site is intended for demonstration purposes only.  
Do not use this site to process or submit actual PA requests or to enter production data.

 Sign in to Your Account

USERNAME

[Forgot your username?](#)

PASSWORD

[Forgot your password?](#)

SIGN IN

[Register Your Organization for Public Assistance](#)

Enter logon information then click **Sign In**

# Applicant Event Profile - Task Bell

**Grants Portal**

Dashboard  
Change Organization  
My Organization  
Connecticut (456-85465-46)

Profile  
Personnel  
Events  
Applicant Event Profiles  
Exploratory Calls  
Recovery Scoping Meetings  
Damages  
Work Order Requests  
Work Orders  
Projects  
My Post-Award Ops  
My Tasks  
Calendar  
Subrecipient Organizations

## Applicant Event Profile

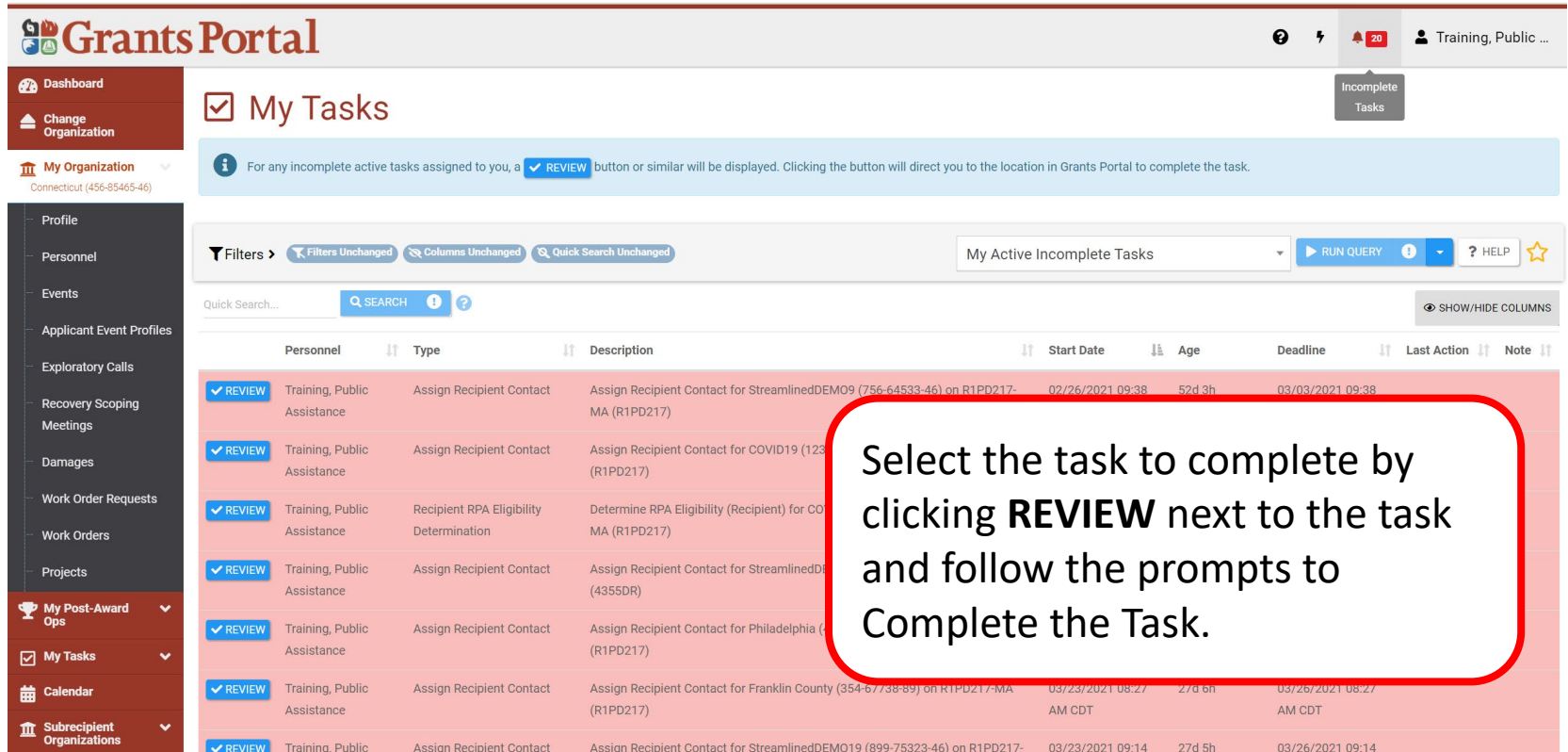
4355DR-NH (4355DR) / Connecticut (456-85465-46)

[START STREAMLINED PROJECT APPLICATION](#) [OPTIONS](#) [REPORTS](#)

**⚠ Connecticut is pending grant completion.**  
A completed online Project Application is required in order to submit your funding request to FEMA.  
[Start Streamlined Project Application](#)  
[View Pending Streamlined Project Applications](#)

General Information		Event Information	
<b>FEMA PA CODE</b>	456-85465-46	<b>JOB #</b>	
<b>NAME</b>	Connecticut	<b>EVENT NAME</b>	4355DR-NH
<b>TYPE</b>	State Government	<b>EVENT TYPE</b>	Disaster
<b>SECTOR</b>	--	<b>INCIDENT TYPE</b>	Severe Storm(s)
<b>STATUS</b>	Eligible	<b>INCIDENT LEVEL</b>	3
<b>RPA DECISION DATE</b>	04/27/2020 10:39 AM CDT	<b>INCIDENT START DATE</b>	January 30, 2020
<b>PROCESS STEP</b>	Pending Grant Completion <small>As of April 27th, 2020 10:39 AM CDT</small>	<b>INCIDENT END DATE</b>	Ongoing
		<b>DECLARATION DATE</b>	January 3, 2018

# Incomplete Tasks



**Grants Portal**

Dashboard  
Change Organization  
My Organization  
Connecticut (456-85465-46)

Profile  
Personnel  
Events  
Applicant Event Profiles  
Exploratory Calls  
Recovery Scoping Meetings  
Damages  
Work Order Requests  
Work Orders  
Projects  
My Post-Award Ops  
My Tasks  
Calendar  
Subrecipient Organizations

## 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 > Filters Unchanged Columns Unchanged Quick Search Unchanged

My Active Incomplete Tasks

Quick Search... SEARCH

SHOW/HIDE COLUMNS

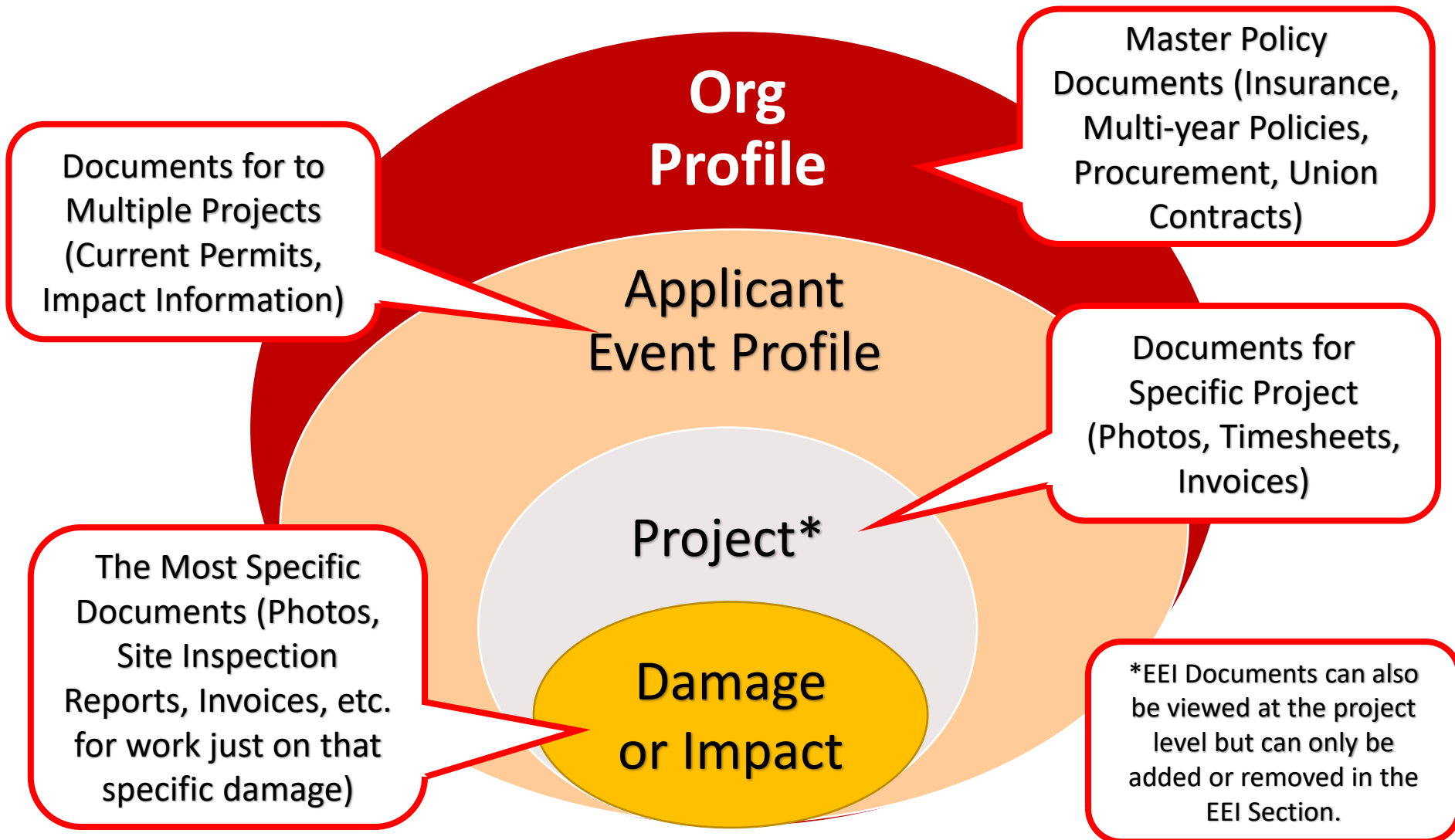
Personnel	Type	Description	Start Date	Age	Deadline	Last Action	Note
<b>REVIEW</b>	Training, Public Assistance	Assign Recipient Contact	Assign Recipient Contact for StreamlinedDEMO9 (756-64533-46) on R1PD217-MA (R1PD217)	02/26/2021 09:38	52d 3h	03/03/2021 09:38	
<b>REVIEW</b>	Training, Public Assistance	Assign Recipient Contact	Assign Recipient Contact for COVID19 (123-R1PD217)				
<b>REVIEW</b>	Training, Public Assistance	Recipient RPA Eligibility Determination	Determine RPA Eligibility (Recipient) for COVID19 (123-R1PD217)				
<b>REVIEW</b>	Training, Public Assistance	Assign Recipient Contact	Assign Recipient Contact for StreamlinedDEMO9 (4355DR)				
<b>REVIEW</b>	Training, Public Assistance	Assign Recipient Contact	Assign Recipient Contact for Philadelphia (R1PD217)				
<b>REVIEW</b>	Training, Public Assistance	Assign Recipient Contact	Assign Recipient Contact for Franklin County (354-67738-89) on R1PD217-MA (R1PD217)	03/23/2021 08:27 AM CDT	27d 6h	03/26/2021 08:27 AM CDT	
<b>REVIEW</b>	Training, Public	Assign Recipient Contact	Assign Recipient Contact for StreamlinedDEMO19 (899-75323-46) on R1PD217-	03/23/2021 09:14	27d 5h	03/26/2021 09:14	

Select the task to complete by clicking **REVIEW** next to the task and follow the prompts to Complete the Task.

# Uploading and Managing Documents



# Managing Documents at Their Different Levels



# Uploading Insurance Documents



# Upload Insurance Docs to Org Profile – Insurance Profile

The screenshot shows the 'My Organization Profile' page in the Grants Portal. The page title is 'My Organization Profile' and the organization name is 'StreamlinedDEMOS (765-44332-25)'. The page contains a table of general information and a list of management options.

Field	Value
ORGANIZATION NAME	StreamlinedDEMOS (765-44332-25)
STATE/TRIBAL	
TYPE	City or Township Government
IS STATEWIDE?	No
ORGANIZATION STATUS	Eligible ⓘ
FEMA PA CODE	765-44332-25
EIN NUMBER	12-3567680
DUNS NUMBER	--
HAS GRANTS PORTAL LOGIN ACCESS?	Yes

Management options include: Personnel, Locations, Subdivisions and Department, Counties with Facility, and Applicant Event Profiles. A red box highlights the 'Insurance Profile' option in the list.

Callout boxes and arrows indicate the following steps:

- Open My Organization Profile**: Points to the 'My Organization' link in the left sidebar.
- Locate Insurance Profile**: Points to the 'Insurance Profile' link in the list of management options.
- Click Upload Insurance Documents**: Points to the 'UPLOAD INSURANCE DOCUMENTS' button at the bottom right.

# Upload Insurance Docs to Org Profile – Add Document

Grants Portal

Dashboard

Change Organization

My Organization  
Hawaii (005-23454-56)

Profile

Personnel

Events

Applicant Event Profiles

Exploratory Calls

Recovery Scoping Meetings

Damages

Work Order Requests

Work Orders

Projects

My Post-Award Ops

My Tasks

Calendar

Subdivis

Insurance

Applica

Census

Docume

Events

Settings >

Action Log >

Rep, Applicant ...

SUBDIVISION/DEPARTMENT

OPTIONS

HELP

UPLOAD

DOWNLOAD

MANAGE

MANAGE

Upload Insurance Documents

Drag and drop files here, or click here to select files.

Documents Pending Upload

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

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

UPLOAD PENDING DOCUMENTS

CANCEL

Click to Drag and Drop or Add File

# Upload Insurance Docs to Org Profile - Select Document

The screenshot displays the Grants Portal interface with a modal dialog for uploading insurance documents. The dialog contains the following text:

Upload Insurance Documents

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](#).

The 'File Upload' window is open, showing a list of files in the 'Foghorn Leghorn' folder. The file 'Glenville PDMG009 Insurance Doc' is selected. A red callout box with the text 'Select Document to Upload' points to this file. Another red callout box with the text 'Click Open' points to the 'Open' button at the bottom of the window.

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
<b>Glenville PDMG009 Insurance Doc</b>	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 8:43 AM	Micro

# Upload Insurance Docs to Org Profile - Edit

The screenshot shows the 'Upload Insurance Documents' modal window. At the top, there is a dashed box with an upload icon and the text 'Drag and drop files here, or click here to select files.' Below this is a section titled 'Documents Pending Upload' with a search bar and a table. The table has columns for 'Filename', 'Description', 'Size', and 'Category'. One document is listed: 'Insurance Docs.pdf' with a size of '29.9 KB' and a category of 'Specify...'. A yellow caution icon is visible to the left of the 'EDIT' button. A red callout box with the text 'Click Edit' points to the 'EDIT' button. At the bottom of the modal are buttons for 'UPLOAD PENDING DOCUMENTS' and 'CANCEL'.

	Filename	Description	Size	Category
⚠	Insurance Docs.pdf		29.9 KB	Specify...

**Note:** Caution symbol ⚠ identifies document needing to be reviewed for edits or removal, due to duplication.

# Upload Insurance Docs to Org Profile - Process Document

The screenshot shows the 'Process Document' modal in the Grants Portal. The modal contains a caution message, a filename field with 'Insurance Docs.pdf', a description field with 'Applicant's Insurance Docs', and a category dropdown menu with 'General Insurance Documents' selected. At the bottom are 'SAVE' and 'CANCEL' buttons. Three red callout boxes provide instructions: 'Write Brief Description of Document' points to the description field, 'Select Appropriate Category Associated with Document' points to the category dropdown, and 'Click Save' points to the save button.

**Write Brief Description of Document**

**Select Appropriate Category Associated with Document**

**Click Save**

Grants Portal

Process Document

CAUTION: Document will be uploaded to the Insurance Profile.

Filename \*  
Insurance Docs.pdf

Description  
Applicant's Insurance Docs

Category \*  
General Insurance Documents

SAVE CANCEL

Dashboard

Events

Applicant Event Profiles

Exploratory Calls

My Post-Award Ops

My Tasks

Calendar

Action Log

+ ADD SUBDIVISION/DEPARTMENT

OPTIONS

UPLOAD INSURANCE DOCUMENTS

HELP

UPLOAD

DOWNLOAD

MANAGE

MANAGE

Rep, Applicant ...

# Upload Pending Insurance Docs

Upload Insurance Documents

Drag and drop files here, or click here to select files.

Documents Pending Upload

Quick Search...

	Filename	Description	Size	Category
✓	Insurance Docs.pdf	Applicant's Insurance Docs	29.9 KB	General Insurance Documents

Showing 1 to 1 of 1 entries

Previous 1 Next

UPLOAD PENDING DOCUMENTS CANCEL

Review Information

Click Upload Pending Documents

# Upload Insurance Docs to Org Profile - Success

The screenshot displays the Grants Portal interface. The top navigation bar includes the "Grants Portal" logo and user information "Rep, Applicant ...". A left sidebar contains navigation options: Dashboard, Change Organization, My Organization (Hawaii (005-23454-56)), Profile, Personnel, Events, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Damages, Work Order Requests, Work Orders, Projects, My Post-Award Ops, My Tasks, and Calendar. The main content area features a list of menu items: Subdivisions and Departments (with "+ ADD SUBDIVISION/DEPARTMENT" and "OPTIONS"), Insurance Profile (with "UPLOAD INSURANCE DOCUMENTS" and "HELP"), Applicant Event Profiles, Census Population, Documents (with "UPLOAD", "DOWNLOAD", and "MANAGE"), Events, Settings (with "MANAGE"), and Action Log. A red callout box with the text "Successfully Saved" points to a green notification banner at the bottom right that reads "Your changes were saved successfully." with a checkmark icon.

# Upload Insurance Docs to Org Profile - Review 1/2

**Grants Portal** Training, Public ...

**My Organization Profile** StreamlinedDEMOS (765-44332-25) DOWNLOAD EDIT ★

**General Information**

ORGANIZATION NAME	StreamlinedDEMOS	FEMA PA CODE	765-44332-25
STATE/TRIBE/TERRITORY	Connecticut	EIN NUMBER	12-3567680
TYPE	City or Township Government	DUNS NUMBER	--
IS STATEWIDE?	No	HAS GRANTS PORTAL LOGIN ACCESS?	Yes
ORGANIZATION STATUS	Eligible ⓘ		

**Personnel** MANAGE

**Locations** MANAGE

**Subdivisions and Departments** + ADD SUBDIVISION/DEPARTMENT OPTIONS

**Counties with Facility** MANAGE

**Insurance Profile** UPLOAD INSURANCE DOCUMENTS HELP

**Applicant Event Profiles**

**Click Insurance Profile to open section**



# Upload Insurance Docs to Org Profile - Review 2/2

The screenshot shows the Grants Portal interface. The left sidebar contains navigation options: Dashboard, Change Organization, My Organization (Hawaii), Profile, Personnel, Events, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Damages, Work Order Requests, Work Orders, Projects, My Post-Award Ops, My Tasks, and Calendar. The main content area is titled 'Subdivisions and Departments' and 'Insurance Profile'. The 'Insurance Documents' tab is selected. A red callout box with the text 'Click Insurance Documents' points to the 'Insurance Documents' link. Below this is a 'Filters' section with a 'CATEGORY' dropdown set to 'Select...'. A search bar is present with the text 'Quick Search...'. A table displays the following data:

Filename	Description	Size	Category	Uploaded Date	Uploaded By
Insurance Docs.pdf		29.9 KB	General Insurance Documents	02/25/2021 11:25 AM EST	Rep, Applicant

A second red callout box with the text 'Uploaded Insurance Document' points to the 'Insurance Docs.pdf' entry in the table. The table footer shows 'Showing 1 to 1 of 1 entries' and navigation buttons for 'Previous', '1', and 'Next'.

**Note:** Insurance Profile consists of two sections:

- Insurance Information
- Insurance Documents

# Uploading Documents to Organization Profile

# Upload Docs to Organization Profile

The screenshot shows the 'My Organization Profile' page in the Grants Portal. The page title is 'My Organization Profile' with a back arrow icon. Below the title, there are 'General Info' and 'STATE/TRIBAL' sections. A 'FEDERAL AGENCY' section is visible with the FEMA PA CODE 005-23454-56. The page has 'DOWNLOAD' and 'EDIT' buttons, and a star icon. A sidebar on the left contains navigation options: Dashboard, Change Organization, My Organization (Hawaii (005-23454-56)), Profile, Personnel, Events, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Damages, Work Order Requests, Work Orders, Projects, My Post-Award Ops, My Tasks, and Calendar. Red callout boxes with arrows point to the 'My Organization' dropdown, the 'Profile' menu item, and the 'Document's' tab in the 'PA Administrative Plan' section.

**Open My Organization Profile**

**Click Profile**

**Scroll down to Document's tab**

# Upload Docs to Org Profile - Documents

The screenshot displays the Grants Portal interface. The top navigation bar includes the 'Grants Portal' logo and user information 'Rep, Applicant ...'. The left sidebar contains a menu with items: Dashboard, Change Organization, My Organization (Hawaii (005-23454-56)), Profile, Personnel, Events, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Damages, Work Order Requests, Work Orders, Projects, My Post-Award Ops, My Tasks, and Calendar. The main content area lists various organizational sections: Subdivisions and Departments (with '+ ADD SUBDIVISION/DEPARTMENT' and 'OPTIONS'), Insurance Profile (with 'UPLOAD INSURANCE DOCUMENTS' and 'HELP'), Applicant Event Profiles, Census Population, Documents (with 'UPLOAD', 'DOWNLOAD', and 'MANAGE' buttons), Events, Settings (with 'MANAGE'), and Action Log. Two red callout boxes are overlaid on the interface: one pointing to the 'Documents' link in the main menu, and another pointing to the 'UPLOAD' button in the Documents sub-menu.

# Upload Docs to Org Profile - Add Document

Upload Organization Profile Documents

Drag and drop files here, or click here to select files.

Documents Pending Upload

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

Click to Drag and Drop or Add File

# Upload Docs to Org Profile - Select Document

The screenshot displays the Grants Portal interface with a modal window titled "Upload Organization Profile Documents". The modal 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](#).

Below the modal, a Windows File Explorer window is open, showing a list of documents in the "Training Docs" folder. The document "Project# - vPDMGR 9-10 - Determination Memo" is selected. A red callout box with the text "Select Document to Upload" points to this document. Another red callout box with the text "Click Open" points to the "Open" button at the bottom of the File Explorer window.

Name	Date modified	Type
Project# - vPDMGR 9-10 - Bridge Inspection Report	8/16/2018 9:08 AM	Microsoft Word Document
Project# - vPDMGR 9-10 - Contract Bid - Selection Process	8/16/2018 9:08 AM	Microsoft Word Document
Project# - vPDMGR 9-10 - Contract Costs Summary	8/16/2018 9:08 AM	Microsoft Word Document
Project# - vPDMGR 9-10 - Contract Document	8/16/2018 9:09 AM	Microsoft Word Document
Project# - vPDMGR 9-10 - Contract Invoices	8/16/2018 9:09 AM	Microsoft Word Document
Project# - vPDMGR 9-10 - Debris Management Plan	6/25/2018 10:24 AM	Microsoft Word Document
Project# - vPDMGR 9-10 - Determination Memo Signed	8/29/2018 11:24 AM	Microsoft Word Document
Project# - vPDMGR 9-10 - Determination Memo	8/29/2018 11:22 AM	Microsoft Word Document
Project# - vPDMGR 9-10 - EHP Documentation	8/16/2018 9:10 AM	Microsoft Word Document
Project# - vPDMGR 9-10 - Equipment Rate Documentation	5/3/2020 11:37 AM	Microsoft Word Document

# Upload Docs to Org Profile - Edit

The screenshot shows the 'Grants Portal' interface with a modal window titled 'Upload Organization Profile Documents'. The modal has a dashed box for file upload with the text 'Drag and drop files here, or click here to select files.' Below this is a section titled 'Documents Pending Upload' with a search bar and a table. The table has columns for 'Filename', 'Description', 'Size', and 'Category'. One entry is visible: 'Determination Memo.pdf' with a size of '29.8 KB' and a category of 'Specify...'. A yellow caution icon is next to the entry. A red callout box with the text 'Click Edit' points to the 'EDIT' button in the table. At the bottom of the modal are buttons for 'UPLOAD PENDING DOCUMENTS' and 'CANCEL'.

	Filename	Description	Size	Category
⚠	Determination Memo.pdf		29.8 KB	Specify...

**Note:** Caution symbol ⚠ identifies document needing to be reviewed for edits or removal, due to duplication.

# Upload Docs to Org Profile – Process Document

The screenshot shows the 'Process Document' form in the Grants Portal. The form includes a caution message, fields for 'Filename', 'Description', 'Category Filter', and 'Category', and 'SAVE' and 'CANCEL' buttons. Three red callout boxes provide instructions: 'Write Brief Description of Document' points to the Description field, 'Select Appropriate Category Associated with Document' points to the Category dropdown, and 'Click Save' points to the SAVE button.

**Write Brief Description of Document**

**Select Appropriate Category Associated with Document**

**Click Save**

Grants Portal

Process Document

CAUTION: Document will be uploaded to the Organization profile.

Filename \*  
Determination Memo.pdf

Description  
Determination Memo

Category Filter (Optional)  
All

Category \*  
Determination Memo

SAVE CANCEL

+ ADD SUBDIVISION/DEPARTMENT OPTIONS

UPLOAD INSURANCE DOCUMENTS HELP

UPLOAD DOWNLOAD MANAGE

MANAGE

Settings >

Action Log >

Personnel

Events

Applicant

Work Orders

Projects

My Post-Award Ops

My Tasks

Calendar

Rep, Applicant ...



# Upload Pending Docs to Org Profile

Upload Organization Profile Documents

Drag and drop files here, or click here to select files.

Documents Pending Upload

Quick Search...

	Filename	Description	Size	Category
✓	Determination Memo.pdf	Determination Memo	29.8 KB	Determination Memo

Showing 1 to 1 of 1 entries

Previous 1 Next

UPLOAD PENDING DOCUMENTS CANCEL

Click Upload Pending Documents

**Note:** The ✓ green check mark indicates document edits have been saved

# Upload Docs to Org Profile - Review 1/2

The screenshot shows the 'My Organization' profile page in the Grants Portal. The page is titled 'My Organization' and displays 'General Information' for the organization 'StreamlinedDEMOS (765-44332-25)'. The information includes:

ORGANIZATION NAME	StreamlinedDEMOS (765-44332-25)	FEMA PA CODE	765-44332-25
STATE/TRIBE/TERRITORY	Connecticut	EIN NUMBER	12-3567680
TYPE	City or Township Government	DUNS NUMBER	--
IS STATEWIDE?	No	HAS GRANTS PORTAL LOGIN ACCESS?	Yes
ORGANIZATION STATUS	Eligible ⓘ		

Below the general information, there are several sections for managing the organization's profile:

- Personnel > (MANAGE)
- Locations > (MANAGE)
- Subdivisions and Departments > (+ ADD SUBDIVISION/DEPARTMENT) (OPTIONS)
- Counties with Facility > (MANAGE)
- Insurance Profile > (UPLOAD INSURANCE DOCUMENTS) (? HELP)
- Applicant Event Profiles >
- Documents > (UPLOAD) (DOWNLOAD) (MANAGE)

Annotations on the page include:

- A red callout box pointing to the 'My Organization' header with the text: **Return to My Organization Profile**
- A red callout box pointing to the 'Documents >' section with the text: **Click Documents to open section**

# Upload Docs to Org Profile - Review 2/2

The screenshot displays the Grants Portal interface. On the left is a navigation sidebar with options like Dashboard, Change Organization, My Organization, Profile, Personnel, Events, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Damages, Work Order Requests, Work Orders, Projects, My Post-Award Ops, My Tasks, and Calendar. The main content area shows the 'Census Population' section with a 'Documents' tab. A tooltip indicates 'Click to toggle the Documents section'. Below the tab are 'UPLOAD', 'DOWNLOAD', and 'MANAGE' buttons. A 'Filters' section includes a 'CATEGORY' dropdown set to 'Select...'. A search bar is labeled 'Quick Search...'. A table lists documents with columns for Filename, Description, Size, Category, Uploaded Date, and Uploaded By. The first row is highlighted with a red callout box containing the text 'Uploaded Document'.

Filename	Description	Size	Category	Uploaded Date	Uploaded By
Determination Memo.pdf	Determination Memo	29.8 KB	Determination Memo	02/25/2021 11:05 AM EST	Rep, Applicant
DJI_0383.jpeg	Procurement Policy Photo	4 MB	Procurement Policy	09/10/2019 10:50 AM EDT	GP00725
Document Union Correction.pdf				09/10/2019 10:50 AM EDT	Panda, Monica
Randall Tree 1 (B).JPG				09/10/2019 10:43 AM EDT	GP00723
TomBradyGOATSM.jpg		450.8 KB	Photo	09/10/2019 10:42 AM EDT	GP00722

Showing 1 to 5 of 5 entries

# Managing Documents to Organization Profile

# Manage Doc in Org Profile -Add

The screenshot shows the 'My Organization Profile' page in the Grants Portal. The page is divided into several sections:

- Header:** Grants Portal logo, user profile (Training, Public ...), and navigation buttons (DOWNLOAD, EDIT, STAR).
- Left Sidebar:** A vertical menu with options like Profile, Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Damages, Work Order Requests, Work Orders, Projects, My Post-Award Ops, My Tasks, Calendar, Utilities, and Intelligence.
- Main Content Area:**
  - General Information:** A table with fields: ORGANIZATION NAME (StreamlinedDEMOS (765-44332-25)), STATE/TRIBE/TERRITORY (Connecticut), TYPE (City or Town), IS STATEWIDE? (No), ORGANIZATION STATUS (Eligible), FEMA PA CODE (765-44332-25), EIN NUMBER (12-3567680), DUNS NUMBER (—), and HAS GRANTS PORTAL LOGIN ACCESS? (Yes).
  - Personnel:** A section with a 'MANAGE' button.
  - Locations:** A section with a 'MANAGE' button.
  - Subdivisions and Departments:** A section with a '+ ADD SUBDIVISION/DEPARTMENT' button and an 'OPTIONS' dropdown.
  - Counties with Facility:** A section with a 'MANAGE' button.
  - Insurance Profile:** A section with 'INSURANCE DOCUMENTS' and a 'HELP' button.
  - Applicant Event Profiles:** A section with a 'MANAGE' button.
  - Documents:** A section with 'UPLOAD', 'DOWNLOAD', and 'MANAGE' buttons.

Red callouts highlight the following elements:

- Open My Organization Profile:** A callout pointing to the 'My Organization Profile' header.
- Document Profile:** A callout pointing to the 'Documents' section.
- Click Manage:** A callout pointing to the 'MANAGE' button in the 'Documents' section.

# Manage Doc in Org Profile – Edit/Remove

The screenshot shows the 'My Organization Profile' page for Hawaii (005-23454-56). The page title is 'My Organization Profile Manage Documents'. There are buttons for '+ ADD DOCUMENT' and 'GO BACK'. A search bar is present with the text 'Quick Search...'. Below the search bar is a table of managed documents with columns: Filename, Description, Size, Category, Uploaded Date, and Uploaded By. Each row has 'EDIT' and 'REMOVE' buttons. The table contains 6 entries. At the bottom, there is a pagination control showing 'Showing 1 to 6 of 6 entries' and 'Previous 1 Next'.

Filename	Description	Size	Category	Uploaded Date	Uploaded By
<a href="#">EDIT</a> <a href="#">REMOVE</a> Determination Memo.pdf	Determination Memo	29.8 KB	Determination Memo	02/25/2021 11:05 AM EST	Rep, Applicant
<a href="#">EDIT</a> <a href="#">REMOVE</a> DJL_0383.jpeg	Procurement Policy Photo	4 MB	Procurement Policy	09/10/2019 10:50 AM EDT	GP00725
<a href="#">EDIT</a> <a href="#">REMOVE</a> Document Union Correction.pdf	Contractor Estimate; Force Account Material Summary	2.4 MB	Contractor Estimate; Force Account Material Summary	09/10/2019 10:50 AM EDT	Panda, Monica
<a href="#">EDIT</a> <a href="#">REMOVE</a> Insurance Docs.pdf	General Insurance Documents	29.9 KB	General Insurance Documents	02/25/2021 11:25 AM EST	Rep, Applicant
<a href="#">EDIT</a> <a href="#">REMOVE</a> Randall Tree 1 (B).JPG	Agency Consultation	4 MB	Agency Consultation	09/10/2019 10:43 AM EDT	GP00723
<a href="#">EDIT</a> <a href="#">REMOVE</a> TomBradyGOATSM.jpg	Photo	450.8 KB	Photo	09/10/2019 10:42 AM EDT	GP00722

Note: Select document needing edits or removal from Managed Documents list

- Select [EDIT](#) to Edit a document
- Select [REMOVE](#) to Delete a document

# Manage Doc in Org Profile - Edit Document

**Edit Changes to Document**

**Click Save Changes**

**Edit Document**

Filename: Determination Memo.pdf

Description: Determination Memo

Types: All

Category: x Determination Memo

SAVE CHANGES CANCEL

Document Name	Uploaded Date	Uploaded By
Determination Memo.pdf	05/2021 11:05 AM EST	Rep, Applicant
Document Union Correction.pdf	10/2019 10:50 AM EDT	GP00725
Insurance Docs.pdf	09/10/2019 10:50 AM EDT	Panda, Monica
Randall Tree 1 (B).JPG	02/25/2021 11:25 AM EST	Rep, Applicant
TomBradyGOATSM.jpg	09/10/2019 10:43 AM EDT	GP00723
	09/10/2019 10:42 AM EDT	GP00722

# Manage Doc in Org Profile - Confirm

**Confirm Delete**

Are you sure you would like to remove this document?

**Click Yes to Confirm Delete**

Filename	Uploaded Date	Uploaded By
Determination Memo.pdf	02/25/2021 11:05 AM EST	Rep, Applicant
DJL_0383.jpeg	09/10/2019 10:50 AM EDT	GP00725
Document Union Correction.pdf	09/10/2019 10:50 AM EDT	Panda, Monica
Insurance Docs.pdf	02/25/2021 11:25 AM EST	Rep, Applicant
Randall Tree 1 (B).JPG	09/10/2019 10:43 AM EDT	GP00723
TomBradyGOATSM.jpg	09/10/2019 10:42 AM EDT	GP00722



# Upload Documents to Applicant Profile



# Applicant Event Profile

**Grants Portal** Rep, Applicant ...

Dashboard  
Change Organization  
My Organization  
Hawaii (005-23454-56)

Profile  
Personnel  
Events  
Applicant Event Profiles  
Exploratory Calls  
Recovery Scoping  
Meetings  
Damages  
Work Order Requests  
Work Orders  
Projects

My Post-Award Ops  
My Tasks  
Calendar

## Applicant Event Profile

4365DR-HI (4365DR) / Hawaii (005-23454-56)

[START STREAMLINED PROJECT APPLICATION](#) [OPTIONS](#) [REPORTS](#) ★

**⚠ Hawaii is pending grant completion.**  
A completed online Project Application is required in order to submit your funding request to FEMA.

[Start Streamlined Project Application](#)  
[View Pending Streamlined Project Applications](#)

### General Information

FEMA PA CODE	005-23454-56
NAME	Hawaii
TYPE	State Government
SECTOR	--
STATUS	Eligible
RPA DECISION DATE	05/15/2018 10:25 AM EDT
RSM COMPLETION DATE	05/15/2018 05:00 PM EDT

### Event Information

JOB #	4365DR
EVENT NAME	4365DR-HI
EVENT TYPE	Disaster
INCIDENT TYPE	Severe Storm(s)
INCIDENT LEVEL	3
INCIDENT START DATE	August 17, 2019
INCIDENT END DATE	Ongoing

From the Applicant Event Profile page, scroll down to the documents tab.

# Documents Tab – Upload

The screenshot displays the Grants Portal interface. The top header features the 'Grants Portal' logo on the left and user information 'Rep, Applicant ...' on the right. A left-hand navigation menu includes options like 'Dashboard', 'Change Organization', 'My Organization', 'Profile', 'Personnel', 'Events', 'Applicant Event Profiles', 'Exploratory Calls', 'Recovery Scoping Meetings', 'Damages', 'Work Order Requests', 'Work Orders', 'Projects', 'My Post-Award Ops', 'My Tasks', and 'Calendar'. The main content area lists several categories: 'Projects >', '406 Mitigation Profile >', 'Insurance Profile >', 'EHP Profile >', 'Documents >', 'Comments >', 'Request for Information >', and 'History >'. The 'Documents >' category is expanded, showing a green 'UPLOAD' button, a 'DOWNLOAD' dropdown, and a 'MANAGE' gear icon. A red callout box with the text 'Click Upload to begin' points to the 'UPLOAD' button. Other buttons like 'BULK ASSIGN PROJECT POCS', '? HELP', 'EXPORT TO CSV', and '+ ADD COMMENT' are also visible.

# Select and Upload Document

Upload Applicant Event Profile Documents

Drag and drop files here, or click here to select files.

Documents Pending Upload

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

Click in the box to select the file to upload

# Search for Document to Upload

The image shows a composite screenshot illustrating the process of selecting a document for upload. In the foreground, a Windows File Explorer window is open, displaying a grid of files on the Desktop. The file 'Contract Info.pdf' is selected, and its name is entered in the 'File name' field. The 'Open' button is highlighted with a red callout bubble containing the text: "Select document to upload then click **Open**".

In the background, a web application interface is visible. A blue information box contains the following text: "To begin uploading a document, either drag and drop a file or multiple files into the area above or click the area above to upload files manually. Note: You may not upload the document to the Applicant event profile that matches an existing document with same document area." Below this box are two buttons: "UPLOAD PENDING DOCUMENTS" and "CANCEL".

# Specify a Category Uploaded Document

Upload Applicant Event Profile Documents

Drag and drop files here, or click here to select files.

Documents Pending Upload

Quick Search...

	Filename	Description	Size	Category
<a href="#">EDIT</a> <a href="#">REMOVE</a>	Contract Info.pdf		32.7 KB	<a href="#">Specify...</a>

Showing 1 to 1 of 1 entries

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

Click **Specify** to choose a **Category**

# Add Description and Category

The screenshot shows the 'Process Document' modal in the Grants Portal. The modal contains the following fields and options:

- CAUTION:** Document will be uploaded to the Applicant event profile.
- Filename \***: Contract Info.pdf
- Description**: Contract Document
- Category Filter (Optional)**: All
- Category \***: Contract Document
- Buttons**: SAVE, CANCEL

Annotations include a red callout box on the left stating 'Enter a Description then select a Category' pointing to the Description and Category fields, and another red callout box at the bottom stating 'Click Save' pointing to the SAVE button.

# Upload the Selected Document

Upload Applicant Event Profile Documents

Drag and drop files here, or click here to select files.

Documents Pending Upload

Quick Search...

	Filename	Description	Size	Category
✓ <a href="#">EDIT</a> <a href="#">REMOVE</a>	Contract Info.pdf	Contract Document	32.7 KB	Contract Document

Showing 1 to 1 of 1 entries

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

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

**Click Upload Pending Document**

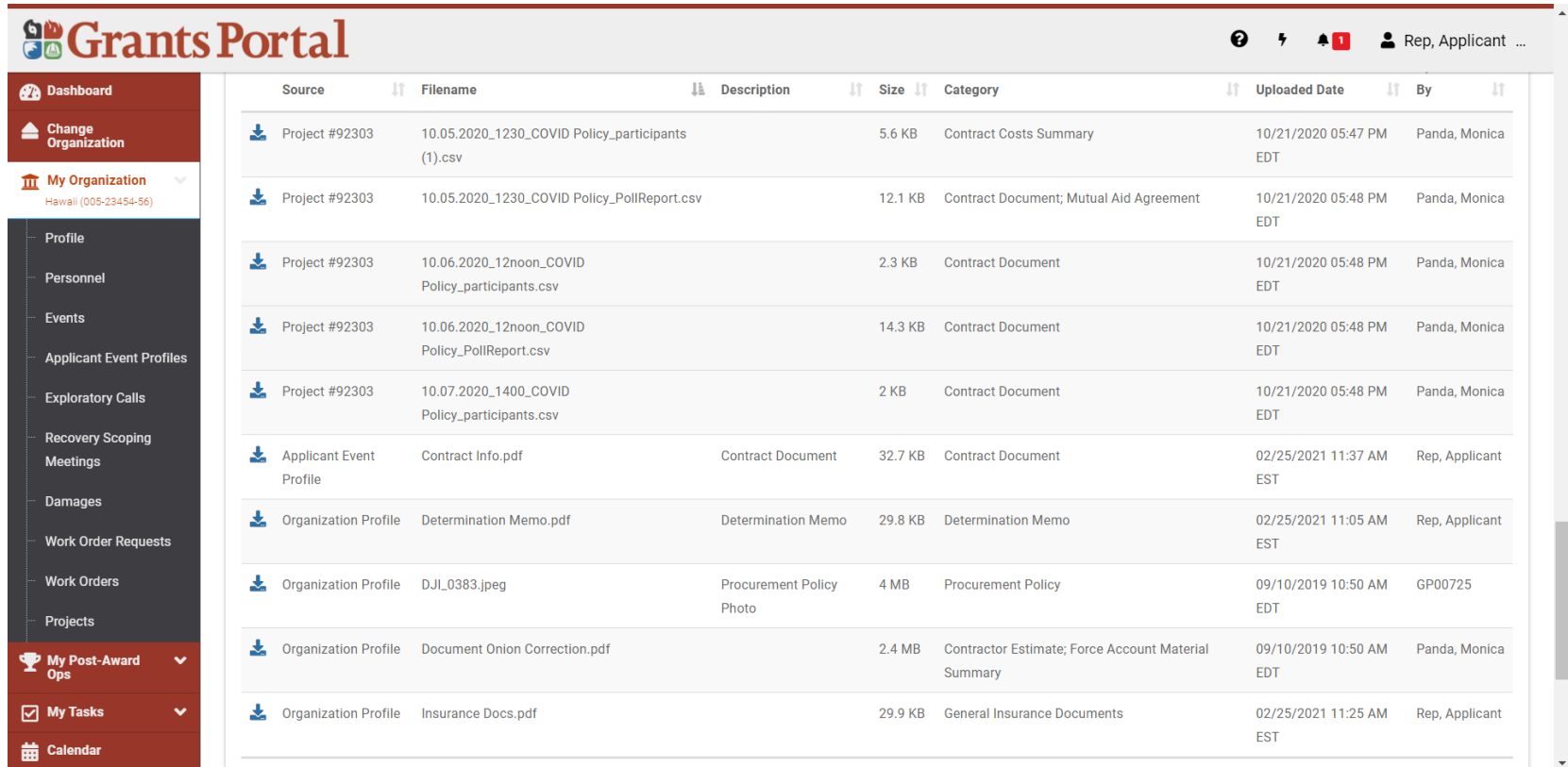


# Documents Uploaded Successfully Message

The screenshot displays the Grants Portal interface. On the left is a dark sidebar with navigation options: Dashboard, Change Organization, My Organization (Hawaii (005-23454-56)), Profile, Personnel, Events, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Damages, Work Order Requests, Work Orders, Projects, My Post-Award Ops, My Tasks, and Calendar. The main content area shows a list of items: Site Inspection Work Orders, Projects (with a 'BULK ASSIGN PROJECT POCS' button), 406 Mitigation Profile, Insurance Profile (with a '? HELP' button), EHP Profile, Documents (with 'UPLOAD', 'DOWNLOAD', and 'MANAGE' buttons), Comments (with 'EXPORT TO CSV' and 'ADD COMMENT' buttons), Request for Information, and History (with a 'Documents uploaded successfully' message). A red callout box points to the 'Documents' tab with the text: 'Expand the Documents tab to view documents uploaded'. A green success message is visible at the bottom right of the main content area.

**Note:** If the document was uploaded without any problems, you will receive a success message.

# Verify Uploaded Documents



The screenshot displays the Grants Portal interface. The top header includes the 'Grants Portal' logo and user information 'Rep, Applicant ...'. A left sidebar contains navigation options: Dashboard, Change Organization, My Organization (Hawaii (005-23454-56)), Profile, Personnel, Events, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Damages, Work Order Requests, Work Orders, Projects, My Post-Award Ops, My Tasks, and Calendar. The main content area is a table with columns: Source, Filename, Description, Size, Category, Uploaded Date, and By. The table lists various documents uploaded for Project #92303 and Organization Profile, including CSV files, PDFs, and a photo.

Source	Filename	Description	Size	Category	Uploaded Date	By
Project #92303	10.05.2020_1230_COVID Policy_participants (1).csv		5.6 KB	Contract Costs Summary	10/21/2020 05:47 PM EDT	Panda, Monica
Project #92303	10.05.2020_1230_COVID Policy_PollReport.csv		12.1 KB	Contract Document; Mutual Aid Agreement	10/21/2020 05:48 PM EDT	Panda, Monica
Project #92303	10.06.2020_12noon_COVID Policy_participants.csv		2.3 KB	Contract Document	10/21/2020 05:48 PM EDT	Panda, Monica
Project #92303	10.06.2020_12noon_COVID Policy_PollReport.csv		14.3 KB	Contract Document	10/21/2020 05:48 PM EDT	Panda, Monica
Project #92303	10.07.2020_1400_COVID Policy_participants.csv		2 KB	Contract Document	10/21/2020 05:48 PM EDT	Panda, Monica
Applicant Event Profile	Contract Info.pdf	Contract Document	32.7 KB	Contract Document	02/25/2021 11:37 AM EST	Rep, Applicant
Organization Profile	Determination Memo.pdf	Determination Memo	29.8 KB	Determination Memo	02/25/2021 11:05 AM EST	Rep, Applicant
Organization Profile	DJL_0383.jpeg	Procurement Policy Photo	4 MB	Procurement Policy	09/10/2019 10:50 AM EDT	GP00725
Organization Profile	Document Onion Correction.pdf		2.4 MB	Contractor Estimate; Force Account Material Summary	09/10/2019 10:50 AM EDT	Panda, Monica
Organization Profile	Insurance Docs.pdf		29.9 KB	General Insurance Documents	02/25/2021 11:25 AM EST	Rep, Applicant

**Note:** Verify that all pertinent documents are uploaded.

# Manage Documents In Applicant Event Profile



# Open Applicant Event Profile

The screenshot displays the Grants Portal interface. The top navigation bar includes the "Grants Portal" logo and user information "Rep, Applicant ...". The left sidebar contains a menu with items: Dashboard, Change Organization, My Organization (Hawaii (005-23454-56)), Profile, Personnel, Events, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Damages, Work Order Requests, Work Orders, Projects, My Post-Award Ops, My Tasks, and Calendar. The main content area shows two tiles: "Organization" and "Applicant Event Profile". The "Applicant Event Profile" tile is highlighted with a red callout box containing the text "Click on your Applicant Event Profile tile".

**Organization**  
Hawaii  
Level: 1  
Type: State Government  
FEMA PA Code: 005-23454-56  
Is PNP? No

**Applicant Event Profile**  
Hawaii  
Event: 4365DR-HI (4365DR)  
Eligibility Status: Eligible  
Process Step: Pending Grant Completion  
# of Damages: 9  
# of Projects: 2

Click on your Applicant Event Profile tile

# Applicant Event Profile page

**Grants Portal** Rep, Applicant ...

**Applicant Event Profile** 4365DR-HI (4365DR) / Hawaii (005-23454-56)

**START STREAMLINED PROJECT APPLICATION** **OPTIONS** **REPORTS** ★

**⚠ Hawaii is pending grant completion.**  
A completed online Project Application is required in order to submit your funding request to FEMA.  
[Start Streamlined Project Application](#)  
[View Pending Streamlined Project Applications](#)

General Information		Event Information	
FEMA PA CODE	005-23454-56	JOB #	4365DR
NAME	Hawaii	EVENT NAME	4365DR-HI
TYPE	State Government	EVENT TYPE	Disaster
SECTOR	--	INCIDENT TYPE	Severe Storm(s)
STATUS	Eligible	INCIDENT LEVEL	3
RPA DECISION DATE	05/15/2018 10:25 AM EDT	INCIDENT START DATE	August 17, 2019
RSM COMPLETION DATE	05/15/2018 05:00 PM EDT	INCIDENT END DATE	Ongoing

Scroll down to the documents tab.

# Documents Tab

Click **arrow** next to “Documents” to expand the bar to **review** documents viewable at this level

Click **Manage** to enter the page to edit or remove documents

**Note:** Expand the documents tab to choose the document to review or manage.

# Edit Document

**Grants Portal** ? ⚡ 🔔 1 👤 Rep, Applicant ...

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

4365DR-HI (4365DR) / Hawaii (005-23454-56) / Manage Documents

Quick Search... ?

Filename	Description	Size	Category	Uploaded Date	Uploaded By
<a href="#">EDIT</a> Contract Info.pdf	Contract Document	32.7 KB	Contract Document	02/25/2021 11:37 AM EST	Rep, Applicant
<a href="#">REMOVE</a>					

10 Previous 1 Next

Showing 1 to 1 of 1 entries

Click **Edit** to make changes

# Save Edited Changes

The screenshot shows the 'Grants Portal' interface with an 'Edit Document' modal open. The modal contains the following fields:

- Filename: Contract Info.pdf
- Description: Contract Document
- Types: All (dropdown menu)
- Category: Contract Document (tag)

At the bottom of the modal are two buttons: 'SAVE CHANGES' (blue) and 'CANCEL' (grey). A red callout box with the text 'Click Save Changes' points to the 'SAVE CHANGES' button. Another red callout box with the text 'Make necessary changes' is positioned to the left of the form fields, with a red bracket indicating the entire form area. The background shows a sidebar with navigation items like 'Applicant Event Profiles', 'Exploratory Calls', 'Recovery Scoping Meetings', 'Damages', 'Work Order Requests', 'Work Orders', and 'Projects', along with 'My Post-Award Ops', 'My Tasks', and 'Calendar' at the bottom.



# Removing Documents

The screenshot shows the Grants Portal interface. The main header includes the logo and navigation icons. The left sidebar contains menu items like Dashboard, Change Organization, My Organization, Profile, Personnel, Events, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Damages, Work Order Requests, Work Orders, Projects, My Post-Award Ops, My Tasks, and Calendar. The main content area is titled 'Applicant Event Profile Manage Documents' and includes a breadcrumb trail: '4365DR-HI (4365DR) / Hawaii (005-23454-56) / Manage Documents'. A search bar and a table of documents are present. The table has columns for Filename, Description, Size, Category, Uploaded Date, and Uploaded By. One document, 'Contract Info.pdf', is listed with a size of 32.7 KB and an upload date of 02/25/2021 11:37 AM EST. A red callout box with the text 'Click Remove' points to the 'REMOVE' button for this document. A pagination bar at the bottom shows 'Showing 1 to 1 of 1 entries' and navigation buttons for 'Previous', '1', and 'Next'.

Filename	Description	Size	Category	Uploaded Date	Uploaded By
<a href="#">EDIT</a> Contract Info.pdf	Contract Document	32.7 KB	Contract Document	02/25/2021 11:37 AM EST	Rep, Applicant
<a href="#">X REMOVE</a>					

# Confirm Document Deletion

The screenshot displays the Grants Portal interface. A modal dialog box titled "Confirm Delete" is centered on the screen, asking "Are you sure you would like to remove this document?". Below the question are two buttons: "YES" (highlighted in blue) and "NO". A red callout bubble with a white background and black text points to the "YES" button, containing the instruction "Click Yes to confirm deletion".

The background interface shows the "Applicant Events" section for organization "4365DR-HI (4365DR) / Hawaii (005-22454-66)". A table lists documents with columns for "Filename", "Description", "Uploaded Date", and "Uploaded By". One document is visible: "Contract Info.pdf" with a description of "Contract Information Document", uploaded on "02/25/2021 11:37 AM EST" by "Rep, Applicant". The "REMOVE" button for this document is highlighted in red.

Filename	Description	Uploaded Date	Uploaded By
Contract Info.pdf	Contract Information Document	02/25/2021 11:37 AM EST	Rep, Applicant

# Uploading Documents to a Project

# Drill into Project 1/3

**Grants Portal**

Dashboard  
Change Organization  
My Organization  
Alaska (122345)

Profile  
Personnel  
Events  
Applicant Event Profiles  
Exploratory Calls  
Recovery Scoping Meetings  
Damages  
Work Order Requests

## Applicant Event Profile

4369DR-AK (4369DR) / Alaska (122345)

[START STREAMLINED PROJECT APPLICATION](#) [OPTIONS](#) [REPORTS](#)

**⚠️ Alaska is pending grant completion.**  
A completed online Project Application is required in order to submit your funding request to FEMA.

[Start Streamlined Project Application](#)  
[View Pending Streamlined Project Applications](#)

**Scroll down to Projects**

General Information		Event Information	
FEMA PA CODE	122345	JOB #	4369DR
NAME	Alaska	EVENT NAME	4369DR-AK

# Drill into Project 2/3

The screenshot shows the Grants Portal dashboard. The top navigation bar includes the logo, the text "Grants Portal", and utility icons for help, power, notifications (2), and user profile. A left sidebar contains menu items: Dashboard, Change Organization, My Organization (Alaska (122345)), Profile, Personnel, Events, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Damages, and Work Order Requests. The main content area features several sections: "Damage Inventory" with a "MANAGE" button; "Site Inspection Work Orders"; "Projects" with a "BULK ASSIGN PROJECT POCS" button; "Insurance Profile" with a "HELP" button; "EHP Profile"; "Documents" with "UPLOAD", "DOWNLOAD", and "MANAGE" buttons; and "Comments" with "EXPORT TO CSV" and "ADD COMMENT" buttons. A red callout box with the text "Click to Expand Projects" points to the "Projects" link. A tooltip above the link says "Click to toggle the Projects section".

# Drill into Project 3/3

**Click Magnifying Glass to select Project**

Project #	Category	Title	Type	Process Step	# Damages	Best Available Cost	Federal Share Cost
92942	A - Debris Removal	City-Wide Vegetative Debris Removal	Standard	Pending CRC Project Development	1	\$0.00	\$0.00
93204	A - Debris Removal	State-Wide Debris Clearance Cut and Toss	Work Completed / Fully Documented	Pending Application Completion	1	\$80,000.00	\$60,000.00
93205	A - Debris Removal	County-Wide Debris Removal Expedited Project	Work Completed / Fully Documented	Pending Application Completion	1	\$1,950,000.00	\$1,462,500.00
93244	A - Debris Removal	City-wide Private Property Debris Removal	Standard	Pending Application Completion	1	\$0.00	\$0.00

10 Showing 1 to 4 of 4 entries

Previous 1 Next

# Uploading Documents to a Project

The screenshot displays the Grants Portal interface. At the top left, the logo for Grants Portal is visible. The main header area contains the text "Check that you're in the correct place" in a red speech bubble. Below the header, the left sidebar lists navigation options: Dashboard, Change Organization, My Organization (Alaska (122345)), Profile, Personnel, Events, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Damages, and Work Order Requests. The main content area shows the "Project" page for "4369DR-AK (4369DR) / Alaska (122345) / [93204] State-Wide Debris Clearance Cut and Toss". A yellow warning box states: "This project is pending Application Completion. This project is awaiting completion of the Streamlined Project Application by the Applicant prior to being submitted onward. To continue the Streamlined Project Application, utilize the link below." Below this, there are two links: "Continue Project Application" and "View Project Application". To the right of the warning box, a red speech bubble says "Scroll down to Documents". At the bottom, the "General Information" section shows: PROJECT # 93204, APPLICANT Alaska (122345), CATEGORY A - Debris Removal, and EVENT 4369DR-AK (4369DR). The top right corner has utility icons and buttons for "OPTIONS" and "REPORTS".

Grants Portal

Dashboard

Change Organization

My Organization  
Alaska (122345)

Profile

Personnel

Events

Applicant Event Profiles

Exploratory Calls

Recovery Scoping Meetings

Damages

Work Order Requests

Project

4369DR-AK (4369DR) / Alaska (122345) / [93204] State-Wide Debris Clearance Cut and Toss

OPTIONS

REPORTS

**⚠ This project is pending Application Completion.**

This project is awaiting completion of the Streamlined Project Application by the Applicant prior to being submitted onward. To continue the Streamlined Project Application, utilize the link below.

[Continue Project Application](#)

[View Project Application](#)

Policy Issues: [Streamlined Project Application \(1\)](#)

General Information **v0**

PROJECT #	93204	APPLICANT	Alaska (122345)
CATEGORY	A - Debris Removal	EVENT	4369DR-AK (4369DR)

# Upload the Documents

The screenshot displays the Grants Portal interface. At the top left is the 'Grants Portal' logo. The left sidebar contains navigation options: Dashboard, Change Organization, My Organization (Alaska (122345)), Profile, Personnel, Events, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Damages, and Work Order Requests. The main content area is titled 'Project' and shows the breadcrumb path: 4369DR-AK (4369DR) / Alaska (122345) / [93204] State-Wide Debris Clearance Cut and Toss. There are 'OPTIONS' and 'REPORTS' buttons in the top right. The 'Documents' section is highlighted with a red callout box containing the text 'Click Upload', pointing to a green 'UPLOAD' button. Other buttons in the 'Documents' section include 'DOWNLOAD' and 'MANAGE'. The 'Comments' section has 'EXPORT TO CSV' and 'ADD COMMENT' buttons. The 'History' section is also visible.



# Select File to Upload

You can drag a file over and drop it into the upload box, or click in the box to open the browser window to search for the correct file

The screenshot shows a web application interface for uploading project documents. The main heading is "Upload Project Documents". Below it is a large dashed box containing an upload icon and the text "Drag and drop files here, or click here to select files." A red callout box points to this area with the text: "You can drag a file over and drop it into the upload box, or click in the box to open the browser window to search for the correct file". Below the upload area is a section titled "Documents Pending Upload". A red-bordered box highlights an information message: "To begin uploading a document, either drag and drop a file or multiple files into the area above or click the area above to upload files manually." Below this message is a note: "Note: You may not upload the document to the Project that matches an existing document with same document area." At the bottom right of the interface are two buttons: "UPLOAD PENDING DOCUMENTS" and "CANCEL".

Upload Project Documents

Drag and drop files here, or click here to select files.

Documents Pending Upload

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

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

UPLOAD PENDING DOCUMENTS CANCEL

# Open Document

The image shows a composite screenshot illustrating the process of uploading a document. In the foreground, a Windows File Explorer window is open to the Desktop, displaying several folders. The 'Contract Info.pdf' folder is selected, and the 'Open' button at the bottom is highlighted with a red callout box labeled 'Click Open'. A modal dialog box is overlaid on the File Explorer, containing the text 'Select File to Upload' and 'How is open, please select a document to upload.' This dialog also has a red callout box pointing to its 'Open' button. In the background, a web application interface is visible, showing a 'Documents Pending Upload' section with an information icon and a note: 'To begin uploading a document, either drag and drop a file or multiple files into the area above or click the area above to upload files manually. Note: You may not upload the document to the Project that matches an existing document with same document area.'

# Upload Pending Documents

Upload Project Documents

Drag and drop files here, or click here to select files.

Documents Pending Upload

Quick Search...

	Filename	Category
EDIT  REMOVE	Contract Info.pdf	Contract Document

Showing 1 to 1 of 1 entries

Previous 1 Next

UPLOAD PENDING DOCUMENTS CANCEL

Click Upload Pending Documents

Note: Select document needing edits or removal from Managed Documents list

- Select EDIT to Edit a document
- Select REMOVE to Delete a document

# Process Document

Write Brief  
Description of  
Document

Select Appropriate  
Category Associated with  
Document

Click Save

The image shows a 'Process Document' modal window overlaid on a 'Grants Portal' interface. The modal contains the following elements:

- Header:** 'Process Document' with a close button (X).
- Warning:** A yellow banner with a warning icon and the text: 'CAUTION: Document will be uploaded to the Project.'
- Filename \*:** A text input field containing 'Contract Info.pdf'.
- Description:** A text input field containing 'Contract Summary'.
- Category Filter (Optional):** A dropdown menu currently set to 'All'.
- Category \*:** A dropdown menu with a selected option 'Contract Document'.
- Buttons:** A blue 'SAVE' button and a grey 'CANCEL' button.

The background interface shows a sidebar with navigation options like Profile, Personnel, Events, and Applicant Event Profiles. The main content area has buttons for OPTIONS, REPORTS, DOWNLOAD, and MANAGE.

# Uploading Docs to a Project - Review

The screenshot shows the Grants Portal interface. The top navigation bar includes the logo, user profile, and notification icons. The left sidebar contains navigation options like Dashboard, Change Organization, My Organization, Profile, Personnel, Events, Applicant Event Profiles, Meetings, Damages, and Work Order Requests. The main content area is titled 'Project' and shows the breadcrumb path: 4369DR-AK (4369DR) / Alaska (122345) / [93204] State-Wide Debris Clearance Cut and Toss. There are buttons for 'OPTIONS' and 'REPORTS'. Below this, there are 'Documents' filters and a table of uploaded documents. A red callout box highlights the first document entry in the table.

**Filters**

SOURCE: All | CATEGORY: Select... | DOCUMENT: All

Search... ?

SHOW/HIDE COLUMNS

Project	Filename	Description	Size	Category	Uploaded Date	Uploaded By
	Contract Info.pdf	Contract Summary	32.7 KB	Contract Document	03/10/2021 04:04 PM EST	Doe, Jane

# Manage Documents to a Project

# Manage Doc in a Project - Verify

The screenshot displays the Grants Portal interface. The top navigation bar includes the 'Grants Portal' logo and utility icons. The left sidebar contains navigation options: Dashboard, Change Organization, My Organization (Alaska (122345)), Profile, Personnel, Events, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Damages, and Work Order Requests. The main content area is titled 'Project' and shows the breadcrumb path: 4369DR-AK (4369DR) / Alaska (122345) / [92942] City-Wide Vegetative Debris Removal. Below this, it indicates 'Policy Issues: Streamlined Project Application (1)'. The 'General Information' section (v0) lists the following details:

PROJECT #	92942	APPLICANT	Alaska (122345)
CATEGORY	A - Debris Removal	EVENT	4369DR-AK (4369DR)
TITLE	City-Wide Vegetative Debris Removal		
TYPE	Standard		
STATUS	Active		
PROCESS STEP	Pending CRC Project Development		
% COST SHARE	75.00%		

A red callout box points to the breadcrumb path with the text: 'Ensure you have the correct project scroll down'.

# Manage Doc in a Project - Manage

The screenshot displays the Grants Portal interface. The top navigation bar includes the 'Grants Portal' logo and user profile icons. The left sidebar contains navigation options: Dashboard, Change Organization, My Organization (Alaska (122345)), Profile, Personnel, Events, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Damages, and Work Order Requests. The main content area is titled 'Project' and shows the breadcrumb path: 4369DR-AK (4369DR) / Alaska (122345) / [92942] City-Wide Vegetative Debris Removal. Below this, there are several sections: 'EHP Profile', 'Documents' (with 'UPLOAD', 'DOWNLOAD', and 'MANAGE' buttons), 'Request for Information', 'Comments' (with 'EXPORT TO CSV' and 'ADD COMMENT' buttons), and 'History'. A red callout box with the text 'Click on the Manage.' points to the 'MANAGE' button in the 'Documents' section.



# Manage Doc in a Project - Edit

The screenshot shows the Grants Portal interface. On the left is a navigation sidebar with options: Dashboard, Change Organization, My Organization (Alaska (122345)), Profile, Personnel, Events, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Damages, and Work Order Requests. The main content area displays a list of documents. A red callout box with the text "Click EDIT" points to the "EDIT" button for the first document.

Document Name	File Name	Size	Description	Date	User
Force Account Labor Pay Policy	PAY POLICY.docx	11.2 KB	Force Account Historical Cost Summary; Force Account Labor Pay Policy; Force Account Labor Payroll / Timesheets; Force Account Material Summary; Force Account Materials Invoices/Receipts; General Debris Documentation; Insurance Policy; Map; PAAP Acknowledgement Letter; Procurement Policy	12/16/2020 10:46 PM EST	Cecil, Abigale
Statewide burn permit.docx	permit.docx	11.9 KB	Activity / Locations Listing; Alternate Procedures Acknowledgement; Contract Bid / Plus Selection Process; Contract Document; Contract Work Summary; Debris Disposal Documentation; Federal, State, or Local Permit; Force Account Equipment Summary; Force Account Fringe Benefit Calculation; Force Account Labor Payroll / Timesheets; Force Account Labor Record; Force Account Material Record; Force Account Materials Invoices/Receipts; Force Account Work Order / Activity Log; General Debris Documentation; General/Miscellaneous Documents; Maintenance Record; Map; Mutual Aid Invoices	12/17/2020 04:31 PM EST	Cecil, Abigale

Note: Here you can only edit or remove documents added at the Project layer

# Manage Doc in a Project - Save

**Edit Document**

Filename: PAY POLICY.docx

Description: Pay Policy

Types: All

Category: × Force Account Labor Pay Policy

**SAVE CHANGES** CANCEL

**Add document Description**

**Save Changes**

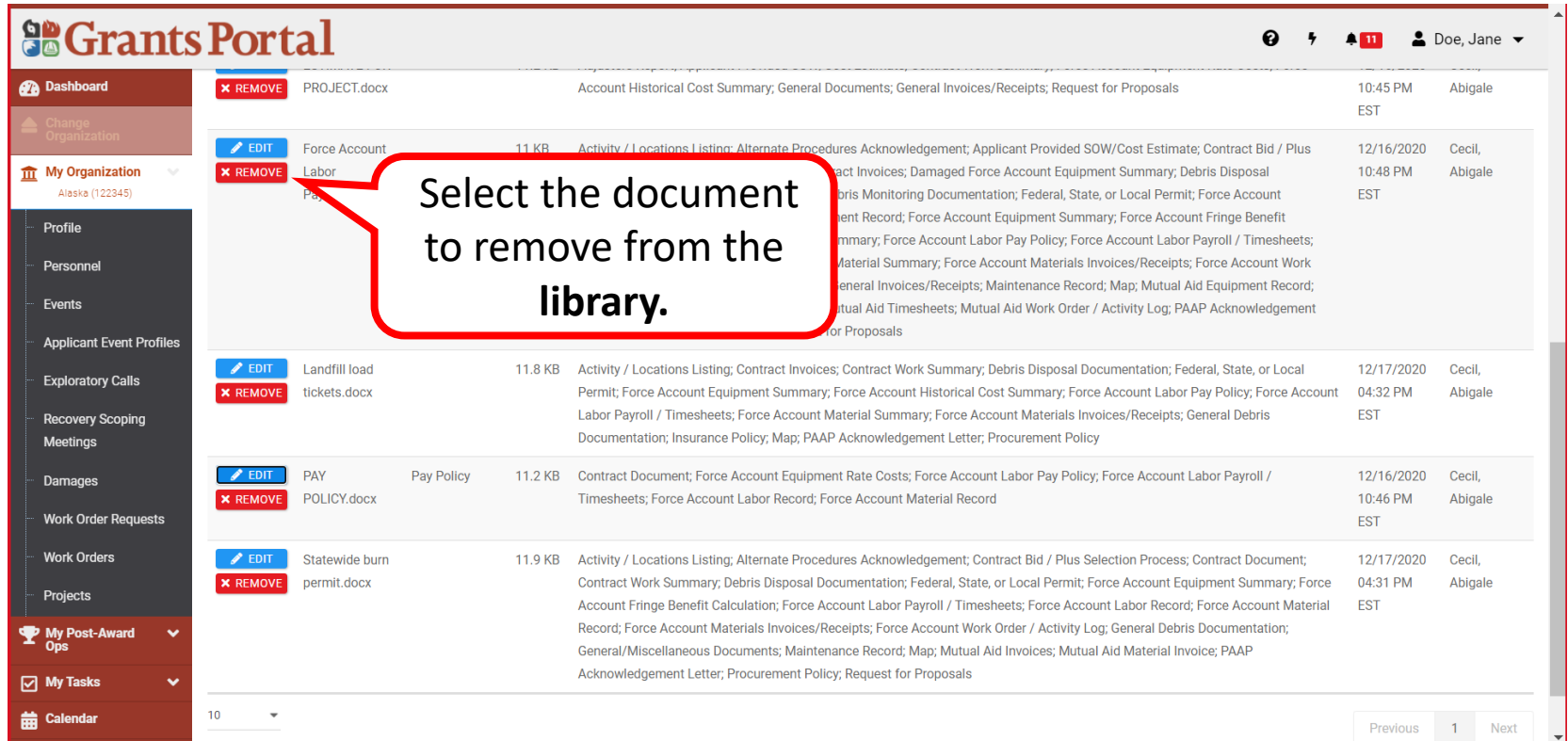
# Manage Doc in a Project - Updated

The screenshot displays the Grants Portal interface. On the left is a navigation sidebar with options: Dashboard, Change Organization, My Organization (Alaska (122345)), Profile, Personnel, Events, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Damages, and Work Order Requests. The main content area shows a list of documents. A green notification bar at the bottom right of the table states "Updated document successfully." with a checkmark icon.

Document Name	File Name	Size	Description	Date	User
Force Account Labor Pay Policy	PAY POLICY.docx	11.2 KB	Force Account Historical Cost Summary; Force Account Labor Pay Policy; Force Account Labor Payroll / Timesheets; Force Account Material Summary; Force Account Materials Invoices/Receipts; General Debris Documentation; Insurance Policy; Map; PAAP Acknowledgement Letter; Procurement Policy	12/16/2020 10:46 PM EST	Cecil, Abigale
Activity / Locations Listing; Alternate Procedures Acknowledgement; Contract Bid / Plus Selection Process; Contract Document; Contract Work Summary; Debris Disposal Documentation; Federal, State, or Local Permit; Force Account Equipment Summary; Force Account Fringe Benefit Calculation; Force Account Labor Payroll / Timesheets; Force Account Labor Record; Force Account Material Record; Force Account Materials Invoices/Receipts; Force Account Work Order / Activity Log; General Debris Documentation; General/Miscellaneous Documents; Maintenance Record; Map; Material Aid Invoices	Statewide burn permit.docx	11.9 KB		12/17/2020 04:31 PM EST	Cecil, Abigale

The green bar indicates the action was successful.

# Manage Doc in a Project - Remove



The screenshot displays the Grants Portal interface. On the left is a navigation sidebar with options like Dashboard, My Organization, Profile, Personnel, Events, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Damages, Work Order Requests, Work Orders, Projects, My Post-Award Ops, My Tasks, and Calendar. The main content area shows a list of documents. A red callout box with the text "Select the document to remove from the library." points to the 'REMOVE' button of the first document in the list.

Document Name	Size	Description	Date	User
PROJECT.docx		Account Historical Cost Summary; General Documents; General Invoices/Receipts; Request for Proposals	10:45 PM EST	Abigale
Force Account Labor Permits.docx	11 KB	Activity / Locations Listing; Alternate Procedures Acknowledgement; Applicant Provided SOW/Cost Estimate; Contract Bid / Plus Selection Process; Contract Document; Contract Invoices; Damaged Force Account Equipment Summary; Debris Disposal Documentation; Debris Monitoring Documentation; Federal, State, or Local Permit; Force Account Equipment Summary; Force Account Fringe Benefit Calculation; Force Account Labor Payroll / Timesheets; Force Account Material Record; Force Account Material Summary; Force Account Materials Invoices/Receipts; Force Account Work Order / Activity Log; General Debris Documentation; General Invoices/Receipts; Maintenance Record; Map; Mutual Aid Equipment Record; Mutual Aid Invoices; Mutual Aid Material Invoice; PAAP Acknowledgement Letter; Procurement Policy; Request for Proposals	12/16/2020 10:48 PM EST	Cecil, Abigale
Landfill load tickets.docx	11.8 KB	Activity / Locations Listing; Contract Invoices; Contract Work Summary; Debris Disposal Documentation; Federal, State, or Local Permit; Force Account Equipment Summary; Force Account Historical Cost Summary; Force Account Labor Pay Policy; Force Account Labor Payroll / Timesheets; Force Account Material Summary; Force Account Materials Invoices/Receipts; General Debris Documentation; Insurance Policy; Map; PAAP Acknowledgement Letter; Procurement Policy	12/17/2020 04:32 PM EST	Cecil, Abigale
PAY POLICY.docx	11.2 KB	Contract Document; Force Account Equipment Rate Costs; Force Account Labor Pay Policy; Force Account Labor Payroll / Timesheets; Force Account Labor Record; Force Account Material Record	12/16/2020 10:46 PM EST	Cecil, Abigale
Statewide burn permit.docx	11.9 KB	Activity / Locations Listing; Alternate Procedures Acknowledgement; Contract Bid / Plus Selection Process; Contract Document; Contract Work Summary; Debris Disposal Documentation; Federal, State, or Local Permit; Force Account Equipment Summary; Force Account Fringe Benefit Calculation; Force Account Labor Payroll / Timesheets; Force Account Labor Record; Force Account Material Record; Force Account Materials Invoices/Receipts; Force Account Work Order / Activity Log; General Debris Documentation; General/Miscellaneous Documents; Maintenance Record; Map; Mutual Aid Invoices; Mutual Aid Material Invoice; PAAP Acknowledgement Letter; Procurement Policy; Request for Proposals	12/17/2020 04:31 PM EST	Cecil, Abigale

# Manage Doc in a Project - Confirm

The screenshot displays the Grants Portal interface. A table lists documents with columns for document name, size, associated activities, dates, and users. A 'Confirm Delete' dialog box is open, asking 'Are you sure you would like to remove this document?'. The 'YES' button is highlighted with a red callout box containing the text: **Acknowledge the selected document to be removed.**

Document Name	Size	Activities	Date	User
PROJECT.docx			10:45 PM EST	Abigale
Force Account Labor Payroll.docx			12/16/2020	Cecil, Abigale
Landfill load tickets.docx	11.8 KB	Activity / Locations Listing; Contract Invoices; Contract Work Summary; Debris Disposal Documentation; Federal, State, or Local Permit; Force Account Equipment Summary; Force Account Historical Cost Summary; Force Account Labor Pay Policy; Force Account Labor Payroll / Timesheets; Force Account Material Summary; Force Account Materials Invoices/Receipts; General Debris Documentation; Insurance Policy; Map; PAAP Acknowledgement Letter; Procurement Policy	12/17/2020 04:32 PM EST	Cecil, Abigale
PAY POLICY.docx	11.2 KB	Contract Document; Force Account Equipment Rate Costs; Force Account Labor Pay Policy; Force Account Labor Payroll / Timesheets; Force Account Labor Record; Force Account Material Record	12/16/2020 10:46 PM EST	Cecil, Abigale
Statewide burn permit.docx	11.9 KB	Activity / Locations Listing; Alternate Procedures Acknowledgement; Contract Bid / Plus Selection Process; Contract Document; Contract Work Summary; Debris Disposal Documentation; Federal, State, or Local Permit; Force Account Equipment Summary; Force Account Fringe Benefit Calculation; Force Account Labor Payroll / Timesheets; Force Account Labor Record; Force Account Material Record; Force Account Materials Invoices/Receipts; Force Account Work Order / Activity Log; General Debris Documentation; General/Miscellaneous Documents; Maintenance Record; Map; Mutual Aid Invoices; Mutual Aid Material Invoice; PAAP Acknowledgement Letter; Procurement Policy; Request for Proposals	12/17/2020 04:31 PM EST	Cecil, Abigale

# Damage Inventory

# Adding Single Damage Inventory Line Items

# Adding a Single DI- Applicant Event Profile

**Grants Portal**

Dashboard  
Change Organization  
My Organization  
County Government (581-18364-12)

Profile  
Personnel  
Applicant Event Profiles  
Exploratory Calls  
Recovery Scoping Meetings  
Damages  
Work Order Requests  
Work Orders

## Applicant Event Profile

4369DR-AK (4369DR) [START STREAMLINED PROJECT APPLICATION](#) [OPTIONS](#) [REPORTS](#)

/ County Government (581-18364-12)

**!** County Government is **pending grant completion.**  
A completed online Project Application is required in order to submit your funding request.

[Start Streamlined Project Application](#)  
[View Pending Streamlined Project Applications](#)

General Information		Event Information	
FEMA PA CODE	581-18364-12	JOB #	4369DR
NAME	County Government	EVENT NAME	4369DR-AK

From the Applicant Event Profile screen, scroll down to **Damage Inventory Tab**



# Adding a Single DI- Damage Inventory

The screenshot displays the Grants Portal interface. The top header features the 'Grants Portal' logo and navigation icons. A left sidebar contains menu items: Dashboard, Change Organization, My Organization (County Government), Profile, Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Damages, Work Order Requests, and Work Orders. The main content area lists several menu items: Subdivisions and Departments, Preliminary Applicant Information, Messaging, Damage Inventory, Recovery Scoping Meeting (Completed on 5/20/2020 2:38 PM EDT), and Follow-Up Meeting. A red callout box points to the right arrow of the 'Damage Inventory' item with the text 'Click the arrow to expand'. Another red callout box points to the 'MANAGE' button next to 'Damage Inventory' with the text 'Select Manage'.

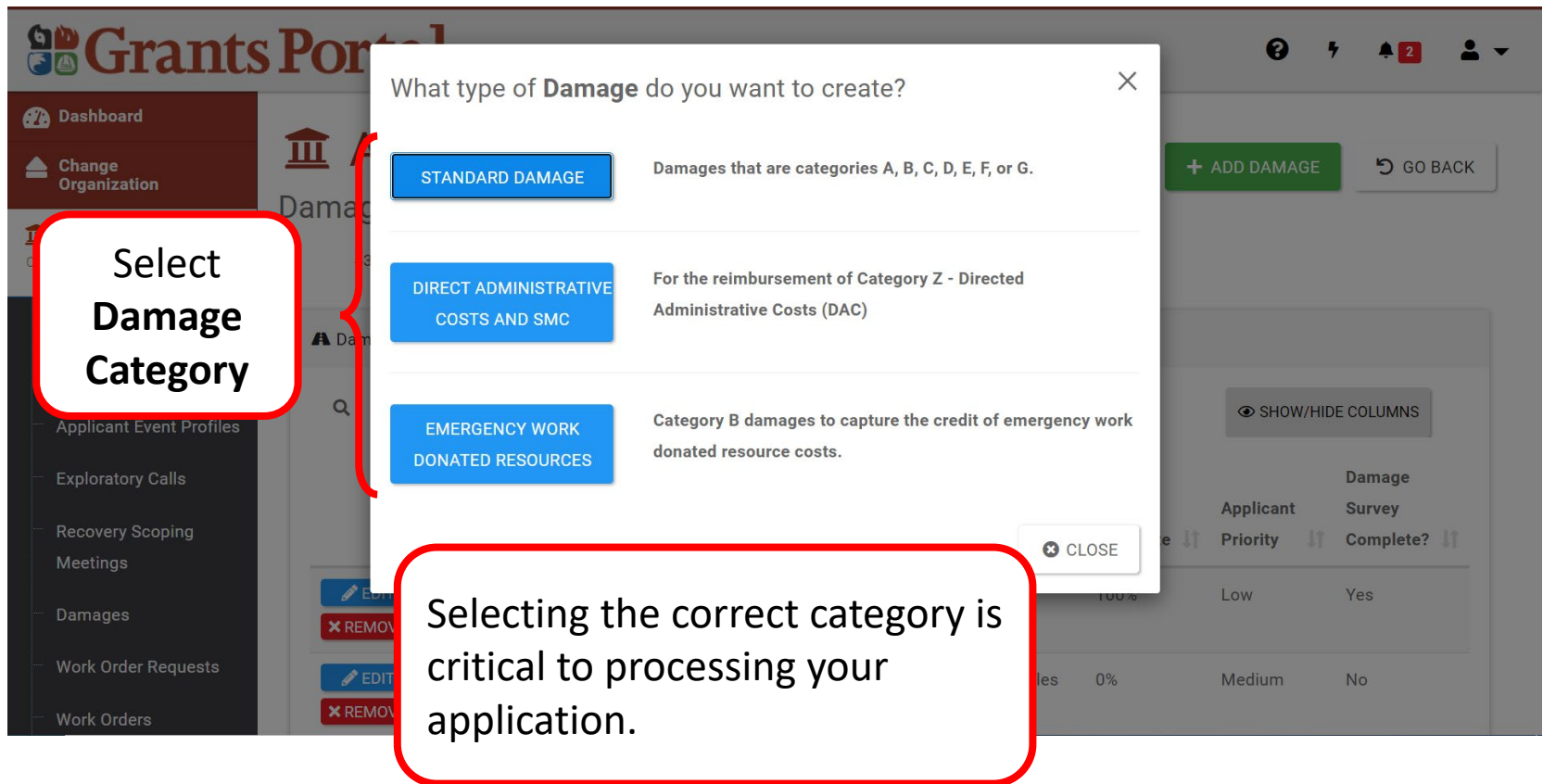
# Adding a Single DI- Add Damage

The screenshot shows the Grants Portal interface. The top navigation bar includes the portal logo, user profile, and notification icons. The left sidebar contains navigation options: Dashboard, Change Organization, My Organization (County Government), Profile, Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Damages, Work Order Requests, and Work Orders. The main content area is titled 'Applicant Event Profile Manage' and 'Damage Inventory'. It features a breadcrumb trail: 4369DR-AK (4369DR) / County Government (581-18364-12) / Manage Damage Inventory. Action buttons include 'IMPORT', 'ADD DAMAGE', and 'GO BACK'. A search bar and 'SHOW/HIDE COLUMNS' button are also present. A table lists damage items with columns for #, Category, Name, Damage Description, % Work Complete, Applicant Priority, and Damage Survey Complete? Two items are shown: one for COVID Activities (100% complete) and one for Vehicles (0% complete). A red callout box points to the 'ADD DAMAGE' button with the text 'Select Add Damage'.

**Select Add Damage**

Damage #	Category	Name	Damage Description	% Work Complete	Applicant Priority	Damage Survey Complete?
1124243	B	COVID Activities	Purchase of PPE, deep cleaning	100%	Low	Yes
1217336	E	Vehicles	EQUIPMENT Several police vehicles were damaged as were a mass	0%	Medium	No

# Adding a Single DI- Select Category 1/3



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

- STANDARD DAMAGE** Damages that are categories A, B, C, D, E, F, or G.
- DIRECT ADMINISTRATIVE COSTS AND SMC** For the reimbursement of Category Z - Directed Administrative Costs (DAC)
- EMERGENCY WORK DONATED RESOURCES** Category B damages to capture the credit of emergency work donated resource costs.

**Select Damage Category**

**Selecting the correct category is critical to processing your application.**

**ADD DAMAGE** **GO BACK**

**SHOW/HIDE COLUMNS**

Applicant	Damage	Survey	Priority	Complete?
			Low	Yes
			Medium	No

**CLOSE**

# Adding a Single DI- Select Category 2/3

The screenshot displays the Grants Portal interface. The top navigation bar includes the 'Grants Portal' logo and utility icons. The left sidebar contains menu items: Dashboard, Change Organization, My Organization (County Government (581-18364-12)), Profile, Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Damages, Work Order Requests, and Work Orders. The main content area is titled 'Applicant Event Profile Manage Damage Inventory' and includes breadcrumb navigation: 4369DR-AK (4369DR) / County Government (581-18364-12) / Manage Damage Inventory. A 'General Information' section contains a 'Category' dropdown menu with 'Select...' text and a 'Name' text input field. A red callout box with the text 'Select the dropdown arrow' points to the dropdown arrow. 'SAVE' and 'CANCEL' buttons are present at the top right and bottom right of the form area.

# Adding a Single DI- Select Category 3/3

**Grants Portal**

Dashboard

My Organization COVID19 (123-45678-90)

Applicant Event Profile Manage Damage Inventory

4355DR-NH (4355DR) / COVID19 (123-45678-90) / Manage Damage Inventory

General Information

Category: Select...

Name:

- A - Debris Removal
- B - Emergency Protective Measures
- C - Roads and Bridges
- D - Water Control Facilities
- E - Buildings and Equipment
- F - Utilities

Select the appropriate **Damage Category**

# Adding a Single DI- Name DI Line Item

**Grants Portal**

Dashboard  
Change Organization  
My Organization  
County Government (581-18364-12)

Profile  
Personnel  
Applicant Event Profiles  
Exploratory Calls  
Recovery Scoping Meetings  
Damages  
Work Order Requests  
Work Orders

**Applicant Event Profile** Manage Damage Inventory **SAVE** **CANCEL**

4369DR-AK (4369DR) / [County Government \(581-18364-12\)](#) / Manage Damage Inventory

**General Information**

Category: C - Roads and Bridges  
Name: County Road

**Damage Information**

Damage Description: Add damage description here

**Name the Damage Line Item**

**Add Damage Descriptions**

# Adding a Single DI- Cause of Damage

**Grants Portal**

Dashboard

Change Organization

My Organization  
County Government (581-18364-12)

Profile

Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping Meetings

Damages

Work Order Requests

Work Orders

**Damage Information**

Damage Description: Add damage description here

Cause of Damage: Hurricane

Prior PA Grant?

**Location Information**

Location: Address Latitude/Longitude Map

123 Main Street

Building / Suite

Select the cause of damage

# Adding a Single DI- Damage Location

**Grants Portal**

Click to toggle the Location Information section

Location Information ▾

Location Address Latitude/Longitude Map

123 Main Street

Building / Suite

Girdwood

Alaska ▾

99587

**Add Damage Location**

Work Information ▾

**Note: The Physical address , Latitude/Longitude or Map Location is acceptable**



# Adding a Single DI- Work Information

The screenshot displays the Grants Portal interface. The top navigation bar includes the portal logo, user profile, and notification icons. A left sidebar contains menu items: Dashboard, Change Organization, My Organization (County Government), Profile, Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Damages, Work Order Requests, and Work Orders. The main content area shows a form with a dropdown menu set to 'Alaska' and a text field containing '99587'. Below this is a 'Work Information' section with a dropdown arrow. The form fields are: % Work Complete (100), Approximate Cost (\$25,000.00), Labor Type (Contract), and Applicant Priority (Urgent). A red bracket groups these four fields, with a callout box containing the text 'Complete the Work Information'. A red callout box with an arrow points to a green 'SAVE' button at the bottom right, with the text 'Click SAVE'.

Grants Portal

Alaska

99587

Work Information

% Work Complete 100

Approximate Cost \$25,000.00

Labor Type Contract

Applicant Priority Urgent

Complete the **Work Information**

Click **SAVE**

SAVE

# Adding a Single DI- Successfully Added

The screenshot shows the Grants Portal interface. The top navigation bar includes the logo, a search icon, a help icon, a lightning bolt icon, a notification bell with a red '2', and a user profile icon. The left sidebar contains navigation options: Dashboard, Change Organization, My Organization (County Government), Profile, Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Damages, Work Order Requests, and Work Orders. The main content area displays a table of damage inventory items with columns for #, Category, Name, Damage Description, Complete, Priority, and Complete?. The table contains four rows of data. A red box highlights the 'EDIT' button for the first row, and another red box highlights the text 'Damage Inventory has been added'. A third red box highlights the 'EDIT' button for the fourth row with the text 'Select Edit to change existing damage information'. The table data is as follows:

#	Category	Name	Damage Description	Complete	Priority	Complete?
1217345	G	Lions Park County Parks Facility- Softball field	There is one recreation facility which had large light poles to provide lighting for night games. T...(Show More)	0%	High	No
1217346	G	Soccer field- Lions Park	Soccer field had several damaged light poles and fixture.	0%	High	No
1217347	G	Lions Park- Baseball field	Baseball field had several damaged light poles and fixture.	0%	Medium	No
1217348	C	County Road	Add damage description here	100%	Urgent	No

**Note:** Use the Damage Description field to provide detailed information about the impacts of the event, don't add any of the scope of work.

# Damage Inventory Template

# The DI Template – Applicant Event Profile

**Grants Portal**

Dashboard  
Change Organization  
My Organization  
County Government (581-18364-12)

## Applicant Event Profile

4369DR-AK (4369DR)  
/ County Government (581-18364-12)

REPORTS

**Start in the correct Applicant Even Profile and Scroll down to the Damage Inventory Section**

**Warning:** County Government is pending grant completion. A completed online Project Application is required in order to submit.

[Start Streamlined Project Application](#)  
[View Pending Streamlined Project Applications](#)

General Information		Event Information	
FEMA PA CODE	581-18364-12	JOB #	4369DR
NAME	County Government	EVENT NAME	4369DR-AK
TYPE	County Government	EVENT TYPE	Disaster
		INCIDENT TYPE	Coastal Storm

# The DI Template – Manage

The screenshot displays the Grants Portal interface. The top navigation bar includes the 'Grants Portal' logo and utility icons. The left sidebar contains navigation options: Dashboard, Change Organization, My Organization (County Government), Profile, Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Damages, Work Order Requests, Work Orders, and Projects. The main content area lists several sections: Subdivisions and Departments, Preliminary Applicant Information, Messaging, Damage Inventory, Recovery Scoping Meeting (Completed on 5/20/2020 2:38 PM EDT), Follow-Up Meeting, and Site Inspection Work Orders. A red callout box points to the 'Damage Inventory' section, and another red callout box points to a 'MANAGE' button located within the 'Damage Inventory' section.

**Scroll down to the Damage Inventory Section**

**Click Manage**

# The DI Template – Download 1/2

The screenshot shows the Grants Portal interface. The top navigation bar includes the 'Grants Portal' logo and utility icons. The left sidebar contains navigation options: Dashboard, Change Organization, My Organization (County Government (581-18364-12)), Profile, Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Damages, Work Order Requests, Work Orders, and Projects. The main content area is titled 'Applicant Event Profile Manage Damage Inventory' and includes a breadcrumb trail: 4369DR-AK (4369DR) / County Government (581-18364-12) / Manage Damage Inventory. The 'Damage Inventory' section features a search bar, a table with one entry, and an 'IMPORT' button. The 'IMPORT' button is circled in red, and a callout box points to it with the text 'Click the Arrow from the Import Tab'. The table entry is as follows:

Damage #	Category	Name	Damage Description	Complete	Priority	Complete?
1124243	B	COVID Activities	Purchase of PPE, deep cleaning	100%	Low	Yes

At the bottom of the table, it says 'Showing 1 to 1 of 1 entries' with 'Previous', '1', and 'Next' navigation buttons.

# The DI Template – Download 2/2

The screenshot shows the Grants Portal interface. The top navigation bar includes the logo, 'Grants Portal' text, and utility icons. The left sidebar contains navigation links: Dashboard, Change Organization, My Organization (County Government), Profile, Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Damages, Work Order Requests, Work Orders, and Projects. The main content area is titled 'Applicant Event Profile Manage Damage Inventory'. It features a search bar, a table of damage entries, and a top right menu with 'IMPORT', 'ADD DAMAGE', and 'GO BACK' buttons. A red callout box highlights the 'Download Template' option in the top right menu.

**Select Download Template**

Damage #	Category	Name	Damage Description	% Work Complete	Applicant Priority	Damage Survey Complete?
1124243	B	COVID Activities	Purchase of PPE, deep cleaning	100%	Low	Yes

Showing 1 to 1 of 1 entries

# Completing The DI Template 1/3

Category	Name of damage/facility	Address 1	Address 2	City	State	Zip	Latitude	Longitude	Describe Damage										
		1 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				

The Template will download to your computer. Open the file to begin.

Complete each column and save to your computer

Check to make sure all fields contain the correct information

**Note:** Do not change the names on the columns or skip lines in the spreadsheet, it will cause errors in the system



# Completing The DI Template 2/3

Some columns contain dropdowns to help you enter the appropriate information in the correct place, such as the "Category" and the "Primary Cause of Damage" Column

Category	Name of damage/facility	Address 1	Address 2	City	State	Zip	Describe Damage	Primary Cause of Damage	Total Cost	% Work Complete	Labor Type	Is there a potential mitigation opportunity?	Applicant priority
8													
9	Acadiana High	123 Main St	DR	Oz	LA	12345	Large limbs that fell due to winds			100.00%	FA		
10	Acadiana High	123 Main St	PR	Oz	LA	12345	Several spots in hallways roof leak	Earthquake		100.00%	FA		
11	Acadiana High	123 Main St	PR	Oz	LA	12345	Roof leak in storage room 322	Flood		100.00%	FA		
12	Acadiana High	123 Main St	PR	Oz	LA	12345	Broken Glass at the end of 600 Hall	Hurricane		100.00%	C		
13	Acadiana High	123 Main St	PR	Oz	LA	12345	Wet ceiling	Tornado		100.00%	FA		
14	Acadiana High	123 Main St	PR	Oz	LA	12345	Wet ceiling	Wind		100.00%	FA		
15	Alleman M	123 Main St	PR	Oz	LA	12345	Wet ceiling	Tsunami		100.00%	C		
16	Alleman M	123 Main St	PR	Oz	LA	12345	Wet ceiling	Winter Storm		100.00%	FA		
17	Alleman M	123 Main St	PR	Oz	LA	12345	Wet ceiling	Severe Storm		100.00%	C		

Select the Correct Cause of Damage for the Impact that is claimed

Earthquake	3	100.00%
Flood	3	100.00%
Hurricane	6	100.00%
Tornado	7	100.00%
Wind	7	100.00%
Tsunami	3	100.00%
Winter Storm	3	100.00%
Severe Storm	3	100.00%

# Completing The DI Template 3/3

Category	Name of damage/facility	Address 1	(DR) Debris Removal (EP) Emergency Preparedness (PR) Permanent Repairs	City	State	Zip	Latitude	Longitude	Describe Damage	Primary Cause of Damage	Total Cost	% Work Complete	Labor Type	Is there a potential mitigation opportunity?	Applicant priority
			DR	Oz	LA	12345			Large limbs that fell due to winds	Wind	\$33	100.00%	FA		
			PR	Oz	LA	12345			Several spots in hallways roof leaks	Tornado	\$53	50.00%	FA		
			PR	Oz	LA	12345			Roof leak in storage room 322	Tornado	\$76	25.00%	FA		
			PR	Oz	LA	12345			Broken Glass at the end of 600 Hall	Tornado	\$87	10.00%	C		
			PR	Oz	LA	12345			Roof leak in cafeteria/Wet ceiling tiles	Tornado	\$103	100.00%	FA		
			PR	Oz	LA	12345			Lobby window coverings blown off	Tornado	\$128	25.00%	FA		
			PR	Oz	LA	12345			Roof leaks need to be fixed Classroom 42	Tsunami	\$20	50.00%	C		
			DR	Oz	LA	12345			Tree Debris that needs to be picked up	Severe Storm	\$123	10.00%	FA		
			PR	Oz	LA	12345			Gym Roof leaks	Severe Storm	*0	100.00%	C		
			PR	Taa	LA	12345			Roof leaking in room 221		\$77	100.00%	FA		
			PR	Valhalla	LA	12345			Broken window 1st floor room 107		\$20	100.00%	FA		
	Baranco Elementary	337 Rainbow Way	PR	Valhalla	LA	12345			Admin Office Fire Alarm trouble signal		\$32	100.00%	FA		
	Baranco Elementary	337 Rainbow Way	PR	Valhalla	LA	12345			Top set of windows shattered in Library		\$72	100.00%	FA		
	Baranco Elementary	337 Rainbow Way	PR	Valhalla	LA	12345			Roof leaking in gym and room 201		\$102	100.00%	FA		

Complete each column and save to your computer. Ensure that there are no incomplete columns.

**Note:** The system will accept **EITHER** an address or a Latitude and Longitude for each row, you **do not** need to provide both.

# Upload DI Template – Import

The screenshot shows the Grants Portal interface. The top navigation bar includes the 'Grants Portal' logo and utility icons. The left sidebar contains navigation options: Dashboard, Change Organization, My Organization (County Government), Profile, Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Damages, Work Order Requests, Work Orders, and Projects.

The main content area is titled 'Applicant Event Profile Manage Damage Inventory'. It features a breadcrumb trail: 4369DR-AK (4369DR) / County Government (581-18364-12) / Manage Damage Inventory. The 'IMPORT' button is highlighted with a red circle and a callout box that reads 'Click the Arrow from the Import Tab'. Other buttons include '+ ADD DAMAGE' and 'GO BACK'.

The 'Damage Inventory' table is displayed below, with a search bar and a 'SHOW/HIDE COLUMNS' button. The table has the following columns: #, Category, Name, Damage Description, Complete, Priority, and Complete?. A single entry is shown:

#	Category	Name	Damage Description	Complete	Priority	Complete?
1124243	B	COVID Activities	Purchase of PPE, deep cleaning	100%	Low	Yes

At the bottom of the table, there is a pagination control showing 'Showing 1 to 1 of 1 entries' and 'Previous 1 Next'.

# Upload DI Template – Upload Spreadsheet

The screenshot shows the Grants Portal interface. The main header includes the logo and navigation icons. The left sidebar contains menu items like Dashboard, Change Organization, My Organization, Profile, Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Damages, Work Order Requests, Work Orders, and Projects. The main content area is titled 'Applicant Event Profile Manage Damage' and includes an 'Inventory' section. A dropdown menu is open, showing options: 'Download DI Template', 'Upload Spreadsheet' (highlighted with a red circle and callout), and 'View Imports'. Below the menu is a table of damage inventory entries.

**Select Upload Spreadsheet**

Damage #	Category	Name	Damage Description	% Work Complete	Applicant Priority	Damage Survey Complete?
1124243	B	COVID Activities	Purchase of PPE, deep cleaning	100%	Low	Yes

# Upload DI Template – Select Document

Open

This PC > Desktop

Organize New folder

Quick access

- Desktop
- Downloads
- Documents
- Pictures
- GP MANUAL SCREE
- Music
- Videos
- This PC
- Network

File name:  Microsoft Excel Worksheet

Open Cancel

Locate the file folder with the correct Damage Inventory Template

SHOW/HIDE COLUMNS

Damage Description	% Work Complete	Applicant Priority	Damage Survey Complete?
Purchase of PPE, deep cleaning	100%	Low	Yes

Showing 1 to 1 of 1 entries

Previous 1 Next

javascript:void(0);

# Upload DI Template – Open File

The image shows a web application interface for managing damage inventory. The main window displays a 'Manage Damage' section with buttons for 'IMPORT', 'ADD DAMAGE', and 'GO BACK'. A dropdown menu is open, showing options: 'Download Template', 'Upload Spreadsheet', and 'View Imports'. A red callout box with a white background and a red border contains the text: 'Upload the correct Damage Inventory Spreadsheet. Select Open.' A red arrow points from this callout box to the 'Open' button in the Windows File Explorer window. The File Explorer window shows the 'This PC > Desktop' path and lists several folders, including 'McIntosh Damage Inventory.v2.xlsx' which is selected. The file name is 'McIntosh Damage Inventory.v2.xlsx' and the file type is 'Microsoft Excel Worksheet'. The 'Open' button is highlighted. In the background, a table with one entry is visible, showing '1124243' and 'COVID Activities'.

Upload the correct  
Damage Inventory  
Spreadsheet. Select  
Open.

ID	Category	Description
1124243	B	COVID Activities

# Upload DI Template – Commit Import

**Grants Portal**

Dashboard  
Change Organization  
My Organization  
County Government (581-18364-12)  
Profile  
Personnel  
Applicant Event Profiles  
Exploratory Calls  
Recovery Scoping Meetings  
Damages  
Work Order Requests  
Work Orders

## Applicant Event Profile Manage Damage Inventory

4369DR-AK (4369DR) / County Government (581-18364-12) / Manage Damage Inventory

Results

Total Records Imported	12	Records with Errors	0
New Damage Records	12	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 cancel it by clicking the Cancel button. The original uploaded file has been preserved and may be re-submitted when you are ready.

**COMMIT IMPORT**

**CANCEL IMPORT**

**Select Commit Import**

Note: The file will be rejected if errors are found on the spreadsheet.

# Upload DI Template – Confirm

The screenshot shows the 'Grants Portal' interface with a 'Commit Import' dialog box overlaid. The dialog box contains the following text:

**Commit Import**

Do you wish to commit the changes in this import?

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

At the bottom of the dialog are two buttons: a green button with a checkmark and the text 'COMMIT IMPORT', and a white button with a circular arrow icon and the text 'GO BACK'. A red speech bubble callout points to the 'COMMIT IMPORT' button, containing the text 'Confirm Commit Import'.

In the background, the portal shows a sidebar with navigation options: Dashboard, Change Organization, My Organization (County Government (581-18364-12)), Profile, Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping, Meetings, Damages, Work Order Requests, and Work Orders. The main content area displays 'New Damage Records 12' and 'Records with Warnings 0'. Below this, there is a confirmation message: 'Your import file is ready to commit and contains no warnings. Review the data below, then click Commit to process this import.' and a 'COMMIT IMPORT' button. A second message follows: 'If for any reason you do not want to commit this import, you may cancel it by clicking the Cancel button. The original uploaded file has been preserved and may be re-submitted when you are ready.' with a 'CANCEL IMPORT' button.



# Upload DI Template – Successfully Imported

The screenshot shows the Grants Portal interface. The main header includes the 'Grants Portal' logo and navigation icons. The left sidebar contains menu items: Dashboard, Change Organization, My Organization (County Government (581-18364-12)), Profile, Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Damages, Work Order Requests, and Work Orders. The main content area is titled 'Applicant Event Profile Manage' and 'Damage Inventory'. It features buttons for 'IMPORT', 'ADD DAMAGE', and 'GO BACK'. Below the title, the breadcrumb path is '4369DR-AK (4369DR) / County Government (581-18364-12) / Manage Damage Inventory'. The 'Damage Inventory' table has columns for Damage #, Category, Name, Damage Description, % Work Complete, Applicant Priority, and Damage Survey Complete?. Two rows are visible: one for COVID Activities (100% complete) and one for Vehicles (0% complete). A green success message 'Success: Import committed' is overlaid on the table.

Damage #	Category	Name	Damage Description	% Work Complete	Applicant Priority	Damage Survey Complete?
1124243	B	COVID Activities	Purchase of PPE, deep cleaning	100%	Low	Yes
1217336	E	Vehicles	EQUIPMENT Several police vehicles were damaged as were a mass	0%		

**Success: Import committed will appear**

# Upload DI Template – Review

The screenshot shows the Grants Portal interface. The top navigation bar includes the portal logo, a search icon, a lightning bolt icon, a notification bell with a red '2' badge, and a user profile icon. The left sidebar contains a menu with items: Dashboard, Change, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Damages, Work Order Requests, and Work Orders. The main content area displays a table of damage reports. A red callout box with the text 'Uploaded file will now appear in Damages' points to the 'Damages' menu item and the table. The table has columns for ID, Status, Location, Description, Progress, Priority, and Action. Three entries are visible, each with 'EDIT' and 'REMOVE' buttons.

ID	Status	Location	Description	Progress	Priority	Action
1217342	E	County Courthouse	The County Courthouse is an Historic Building. It had part of the tabby cladding fall off on the se... <a href="#">(Show More)</a>	0%	High	No
1217343	E	EOC	The second building is the county EOC which had water inside the building which damaged carpet. The... <a href="#">(Show More)</a>	0%	High	No
1217344	E	Lions Park Recreation Center	Lions Park Recreation Center sustained damage due to Hurricane Matthew. Extent of damage unknown.	0%	Medium	No

Showing 1 to 10 of 13 entries

Previous 1 2 Next

# Edit Damage Inventory Line Item

# Edit DI – Applicant Event Profile

**Grants Portal**

Dashboard  
Change Organization  
My Organization  
County Government (581-18364-12)

Profile  
Personnel  
Applicant Event Profiles  
Exploratory Calls  
Recovery Scoping Meetings  
Damages  
Work Order Requests  
Work Orders

## Applicant Event Profile

4369DR-AK (4369DR) [START STREAMLINED PROJECT APPLICATION](#) [OPTIONS](#) [REPORTS](#)

/ County Government (581-18364-12)

**⚠ County Government is pending grant completion.**  
A completed online Project Application is required in order to submit your funding request to FEMA.

[Start Streamlined Project Application](#)  
[View Pending Streamlined Project Applications](#)

General Information		Event Information	
<b>FEMA PA CODE</b>	581-18364-12	<b>JOB #</b>	4369DR
<b>NAME</b>	County Government	<b>EVENT NAME</b>	4369DR-AK

# Edit DI – Damage Inventory

**Grants Portal**

Dashboard  
Change Organization  
My Organization  
County Government (581-18364-12)

- Profile
- Personnel
- Applicant Event Profiles
- Exploratory Calls
- Recovery Scoping Meetings
- Damages
- Work Order Requests
- Work Orders

Preliminary Applicant Information >

Messaging >

**Damage Inventory >** **MANAGE**

Recovery Scoping Meeting >  
✓ Completed on 5/20/2020 2:38 PM EDT

Follow-Up Meeting >

Site Inspection Work Orders >

Projects > **BULK ASSIGN PROJECT BOCS**

# Edit DI – Click “Edit”

The screenshot shows the Grants Portal interface. On the left is a navigation menu with items: Dashboard, Change Organization, Exploratory Calls, Recovery Scoping Meetings, Damages, Work Order Requests, and Work Orders. The main content area displays a table of Damage Inventory entries. The table has columns: #, Category, Name, Damage Description, Complete, Priority, and Complete?. There are four entries listed. The entry with ID 1217348 is circled in red, and its 'EDIT' button is also circled in red. A red callout bubble contains the text: "Locate correct Damage Inventory and Click Edit." Below the table, there is a pagination control showing "Showing 11 to 14 of 14 entries" and buttons for "Previous", "1", "2", and "Next".

#	Category	Name	Damage Description	Complete	Priority	Complete?
1217345	G	Lions Park County Parks Facility- Softball field	There is one recreation facility which had large light poles to provide lighting for night games. T...(Show More)	0%	High	No
1217346	G	Soccer field- Lions Park	Soccer field had several damaged light poles and fixture.	0%	Medium	No
1217347	G	Lions Park- Baseball field	Baseball field had several damaged light poles and fixture.	0%	Medium	No
1217348	C	County Road	Add damage description here	100%	Urgent	No

# Edit DI – Name

The screenshot shows the Grants Portal interface for editing a Damage Inventory (DI) entry. The page title is "Applicant Event Profile Manage Damage Inventory". The breadcrumb trail is "4369DR-AK (4369DR) / County Government (581-18364-12) / Manage Damage Inventory". The "General Information" section contains a "Category" field with the value "C - Roads and Bridges" and a "Name" field with the value "Anchorage County Road". The "Name" field is circled in red, and a red callout box points to it with the text "Create a unique and descriptive name for damage". The "Damage Information" section contains a "Damage Description" field with the placeholder text "Add damage description here". The left sidebar shows navigation options: Dashboard, Change Organization, My Organization (County Government (581-18364-12)), Profile, Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Damages, and Work Order Requests. The URL at the bottom is "https://grantsportal-demo-site.azurewebsites.net/#applicants/details/142966".

**Grants Portal**

Dashboard

Change Organization

My Organization  
County Government (581-18364-12)

Profile

Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping Meetings

Damages

Work Order Requests

**Applicant Event Profile** Manage Damage Inventory **SAVE** **CANCEL**

4369DR-AK (4369DR) / [County Government \(581-18364-12\)](#) / Manage Damage Inventory

General Information

Category C - Roads and Bridges

Name Anchorage County Road

Damage Information

Damage Description Add damage description here

**Create a unique and descriptive name for damage**

<https://grantsportal-demo-site.azurewebsites.net/#applicants/details/142966>

# Editing DI – Damage Description

**Grants Portal**

Dashboard

Change Organization

My Organization  
County Government (581-18364-12)

Profile

Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping Meetings

Damages

Work Order Requests

Work Orders

**Applicant Event Profile** Manage Damage Inventory

SAVE CANCEL

4369DR-AK (4369DR) / County Government (581-18364-12) / Manage Damage Inventory

General Information

Category C - Roads and Bridges

Name County Road

Damage Information

Damage Description Add damage description here

**Add Damage Description**



# Editing DI – Work Information

**Grants Portal**

60.940656

-149.170067

**Work Information**

% Work Complete	50
Approximate Cost	\$25,000.00
Labor Type	Contract
Applicant Priority	Urgent

**Update Work Information**

**Click Save**

SAVE

# Subscribe and Unsubscribe to a Project

# Subscribe a Project - Applicant Event Profile

**Grants Portal**

4369DR-AK (4369DR) / Alaska (122345)

[START STREAMLINED PROJECT APPLICATION](#) [OPTIONS](#) [REPORTS](#)

**⚠️ Alaska is pending grant completion.**  
A completed online Project Application is required in order to submit your funding request to FEMA.

[Start Streamlined Project Application](#)  
[View Pending Streamlined Project Applications](#)

**Projects**

**General Information**

FEMA PA CODE	122345
NAME	Alaska

**Event Information**

JOB #	4369DR
EVENT NAME	4369DR-AK

**Navigation Menu:** Dashboard, Change Organization, My Organization (Alaska (122345)), Profile, Personnel, Events, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Damages, Work Order Requests.

# Subscribe a Project - Expand Projects

The screenshot shows the Grants Portal interface. On the left is a dark sidebar with navigation links: Dashboard, Change Organization, My Organization (Alaska (122345)), Profile, Personnel, Events, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Damages, and Work Order Requests. The main content area has a top header with the 'Grants Portal' logo and a tooltip that says 'Click to toggle the Site Inspection Work Orders section'. Below the header are several menu items: 'Site Inspection Work Orders >', 'Projects >', 'Insurance Profile >', 'EHP Profile >', 'Documents >', 'Comments >', and 'Request for Information >'. The 'Projects >' link is highlighted with a red callout box containing the text 'Click to Expand Projects'. To the right of the 'Projects >' link is a button labeled 'BULK ASSIGN PROJECT POCS'. Other buttons include '? HELP' next to 'Insurance Profile >', 'UPLOAD', 'DOWNLOAD', and 'MANAGE' next to 'Documents >', and 'EXPORT TO CSV' and '+ ADD COMMENT' next to 'Comments >'. The top right corner of the page contains icons for help, a lightning bolt, a notification bell with a red '2', and a user profile icon.

# Subscribe a Project - Drill into the Project

The screenshot shows the Grants Portal interface. On the left is a navigation sidebar with the following items: Dashboard, Change Organization, My Organization (Alaska (122345)), Profile, Personnel, Events, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Damages, and Work Order Requests. The main content area displays a table of projects with the following columns: Project #, Category, Title, Type, Process Step, # Damages, Available Cost, and Share Cost. A red callout box highlights a magnifying glass icon in the first column of the table, with the text "Click Magnifying Glass to Open up a Project".

Project #	Category	Title	Type	Process Step	# Damages	Available Cost	Share Cost
92942	A - Debris Removal	City-Wide Vegetative Debris Removal	Standard	Pending CRC Project Development	1	\$0.00	\$0.00
93204				Pending Application Completion	1	\$80,000.00	\$60,000.00
93205				Pending Application Completion	1	\$1,950,000.00	\$1,462,500.00
93244	A - Debris Removal	City-wide Private Property Debris Removal	Standard	Pending Application Completion	1	\$0.00	\$0.00

Showing 1 to 4 of 4 entries

Previous 1 Next

# Subscribe a Project - Options

The screenshot displays the Grants Portal interface. The top navigation bar includes the 'Grants Portal' logo and utility icons. The left sidebar contains navigation options: Dashboard, Change Organization, My Organization (Alaska (122345)), Profile, Personnel, Events, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Damages, and Work Order Requests. The main content area is titled 'Project' and shows the breadcrumb path: 4369DR-AK (4369DR) / Alaska (122345) / [92942] City-Wide Vegetative Debris Removal. It features two buttons: 'OPTIONS' and 'REPORTS'. Below the breadcrumb is a 'Policy Issues' section with a link to 'Streamlined Project Application (1)'. The 'General Information' section includes the following details:

PROJECT #	92942
CATEGORY	A - Debris Removal
TITLE	City-Wide Vegetative Debris Removal
TYPE	Standard
STATUS	Active
PROCESS STEP	Pending CRC Project Development
% COST SHARE	75.00%

A red callout box with the text 'Click Options' points to the 'OPTIONS' button. The 'EVENT' link '4369DR-AK (4369DR)' is also visible.

# Subscribe a Project - Subscribe

**Select Subscriptions**

**Click Subscribe**

**Add Subscription**

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

**SUBSCRIBE** **CANCEL**

Grants Portal

Dashboard

Change Organization

Personnel

Events

Applicant Event Profiles

Exploratory Calls

Recovery Scoping Meetings

Damages

Work Order Requests

STATUS Active

PROCESS STEP Pending CRC Project Development

% COST SHARE 75.00%

OPTIONS

REPORTS

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

# Subscribe a Project - Successfully Modified

The screenshot displays the Grants Portal interface. The top navigation bar includes the 'Grants Portal' logo and utility icons. A left sidebar contains navigation options: Dashboard, Change Organization, My Organization (Alaska (122345)), Profile, Personnel, Events, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Damages, and Work Order Requests. The main content area is titled 'Project' and shows the breadcrumb path: 4369DR-AK (4369DR) / Alaska (122345) / [92942] City-Wide Vegetative Debris Removal. It features 'OPTIONS' and 'REPORTS' buttons. Below the breadcrumb, it indicates 'Policy Issues: Streamlined Project Application (1)'. The 'General Information' section lists: PROJECT # 92942, APPLICANT Alaska (122345), CATEGORY A - Debris Removal, EVENT 4369DR-AK (4369DR), TITLE City-Wide Vegetative Debris Removal, TYPE Star, STATUS Acti, PROCESS STEP Pending, and % COST SHARE 75.00%. A red callout box highlights the text 'Subscriptions Successfully Saved'. A green notification banner at the bottom right states 'Modified subscription successfully' with a checkmark icon.

**Subscriptions Successfully Saved**

Modified subscription successfully



# Unsubscribe a Project - Options

The screenshot displays the Grants Portal interface. At the top left, the 'Grants Portal' logo is visible. Below it, a navigation menu includes 'Dashboard', 'My Organization', and 'Projects'. The main content area shows a project titled '4355DR-NH (4355DR) / StreamlinedDEMO5 (765-44332-25) / [93251] Cat B - Emergency Protec'. A warning message states: 'This project is pending Recipient Application Review. This project is awaiting review of the Streamlined Project Application by the Recipient prior to...'. A callout box with a red border and arrow points to the 'Modify Subscription' option in the 'OPTIONS' dropdown menu. Below the warning, the 'General Information' section provides details for the project.

**Click Options and Select Modify Subscription**

**General Information**

PROJECT #	93251	APPLICANT	StreamlinedDEMO5 (765-44332-25)
CATEGORY	B - Emergency Protective Measures	EVENT	4355DR-NH (4355DR)
TITLE	Cat B - Emergency Protective Measures 01		
TYPE	Work Completed / Fully Documented		
STATUS	Active		
PROCESS STEP	Pending Recipient Application Review		
% COST SHARE	75.00%		
ACTIVITY COMPLETION DEADLINE	December 31, 2021		

[Request Extension](#) | [View Request History](#)

# Unsubscribe a Project - Modify Subscription

The screenshot displays the Grants Portal interface. A 'Modify Subscription' dialog box is open, featuring a list of subscription options with checkboxes:

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

At the bottom of the dialog, there are three buttons: 'UNSUBSCRIBE' (highlighted with a red callout), 'MODIFY', and 'CANCEL'. The callout box contains the text 'Click Unsubscribe'.

The background interface shows a 'Project' page for 'StreamlinedDEMO5 (765-44332-25)'. A warning message states: 'This project is pending Recipient Application'. Below this, a table provides project details:

CATEGORY	B - Emergency Protective Measures
TITLE	Cat B - Emergency Protective Measures 01
TYPE	Work Completed / Fully Documented
STATUS	Active
PROCESS STEP	Pending Recipient Application Review
% COST SHARE	75.00%
ACTIVITY COMPLETION DEADLINE	December 31, 2021
SECTOR	--

# Unsubscribe Project

The screenshot displays the Grants Portal interface. A modal dialog box titled "Unsubscribe" is centered on the screen, asking for confirmation to unsubscribe from "Training, Public Assistance" events for project "[93251] Cat B - Emergency Protective Measures 01?". The dialog has two buttons: "UNSUBSCRIBE" (highlighted in red) and "CANCEL". A red callout box with a white background and black text points to the "UNSUBSCRIBE" button, containing the text "Review and Click Unsubscribe".

**Review and Click Unsubscribe**

**Unsubscribe**

Are you sure you want to unsubscribe *Training, Public Assistance* from all subscription events on [93251] Cat B - Emergency Protective Measures 01?

**UNSUBSCRIBE** **CANCEL**

**Grants Portal**

**Project**

4355DR-NH (4355DR) / StreamlinedDEMO5 (765-44332-25) / [93251]

**This project is active. Do not terminate this project.**

This project is available for review. To view the Streamlined Project Application, utilize the link below.

Policy Issues: [Streamlined](#)

**General Information**

PROJECT #	93251	APPLICANT	StreamlinedDEMO5 (765-44332-25)
CATEGORY	B - Emergency Protective Measures	EVENT	4355DR-NH (4355DR)
TITLE	Cat B - Emergency Protective Measures 01		
TYPE	Work Completed / Fully Documented		
STATUS	Active		
PROCESS STEP	Pending Recipient Application Review		
% COST SHARE	75.00%		
ACTIVITY COMPLETION DEADLINE	December 31, 2021 <a href="#">?</a>		
	<a href="#">Request Extension</a>   <a href="#">View Request History</a>		
SECTOR	-		

**Dashboard**

**My Organization**

StreamlinedDEMO5 (765-44332-25)

**Profile**

Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping

Meetings

Damages

Work Order Requests

Work Orders

Projects

My Post-Award Ops

My Tasks

Calendar

Utilities

Intelligence

Training, Public ...

OPTIONS

REPORTS

# Unsubscribed Project Successfully

The screenshot displays the Grants Portal interface. At the top, the 'Grants Portal' logo is on the left, and user information 'Training, Public ...' is on the right. A navigation menu on the left includes 'Dashboard', 'My Organization', and various project-related options. The main content area is titled 'Project' and shows a breadcrumb trail: '4355DR-NH (4355DR) / StreamlinedDEMO5 (765-44332-25) / [93251] Cat B - Emergency Protective Measures 01'. A light blue banner contains a warning icon and the text: 'This project is pending Recipient Application Review. This project is awaiting review of the Streamlined Project Application by the Recipient prior to being submitted onward. To view the Streamlined Project Application, utilize the link below. View Project Application'. Below this, a 'Policy Issues' section lists 'Streamlined Project Application (1)'. The 'General Information' section provides details: PROJECT # 93251, APPLICANT StreamlinedDEMO5 (765-44332-25), CATEGORY B - Emergency Protective Measures, EVENT 4355DR-NH (4355DR), TITLE Cat B - Emergency Protective Measures 01, TYPE Work Completed / Fully Documented, STATUS Active, PROCESS STEP Pending Recipient Application Review, % COST SHARE 75.00%, and ACTIVITY COMPLETION DEADLINE December 31, 2021. A red callout box with the text 'Unsubscribed Successfully' points to a green notification box in the bottom right corner that says 'Unsubscribed successfully' with a checkmark icon. At the bottom of the page, there are links for 'Stats / Summary' and 'Staff / Contacts'.

# Utilities

# Upload Documents Using Document Uploader Wizard

# Dashboard

The screenshot displays the Grants Portal dashboard. At the top left, the logo reads "Grants Portal". The top right corner shows a user profile for "Doe, Jane" and a notification bell with "10" alerts. The left sidebar menu includes: Dashboard, Change Organization, My Organization (County Government (581-18364-12)), Profile, Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Damages, Work Order Requests, Work Orders, Projects, My Post-Award Ops, My Tasks, Calendar, Utilities, and Intelligence. The main content area features an "Organization" card for "County Government" with details: Level: 2, Type: County Government, FEMA PA Code: 581-18364-12, and Is PNP? No. A red callout box with a white background and black text points to the "Utilities" menu item, containing the text "Click **Utilities** to Expand".

# Left-Hand Navigation Bar

The screenshot displays the Grants Portal interface. At the top left, the logo reads "Grants Portal". The top right corner shows user information: "Doe, Jane". The left-hand navigation bar is dark red and contains the following items: Dashboard, Change Organization, My Organization (County Government (581-18364-12)), My Post-Award Ops, My Tasks, Calendar, Utilities, Document Uploader, and Intelligence. A modal window titled "Organization" is open, showing details for "County Government": Level: 2, Type: County Government, FEMA PA Code: 581-18364-12, and Is PNP? No. A red callout box with a white background and a red border points to the "Document Uploader" item in the navigation bar. The text inside the callout box reads: "Click **Document Uploader** to Expand".



# Upload With Doc Wizard - Enter Info

The screenshot shows the Grants Portal interface. The left sidebar contains navigation options: Dashboard, Change Organization, My Organization (County Government), My Post-Award Ops, My Tasks, Calendar, Utilities, Document Uploader, and Intelligence. The main content area is titled "Document Uploader" and includes a blue information box with instructions. Below the instructions are four dropdown menus: Organization (selected: County Government), Applicant Event Profile (Search for event...), Project (Search for project...), and Damage (Search for damage...). A green arrow points to the Organization dropdown. Below these is the "Upload Destination" section, which is set to "Your organization profile" and includes a warning: "This is for non-event specific documentation." At the bottom, there is a "SELECT DOCUMENT" button (highlighted in green), a "Filename" field, a "Description" field, and a "Category Filter" dropdown (set to "All"). A red callout box points to the "SELECT DOCUMENT" button with the text "Click Select Document". Another red callout box on the right side of the form contains the text "Use Drop Down Lists and Select Event and Either Project or Damage".

**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 Applicant Event Profile, but you may do so to filter the damage options. Click the Add Document button to complete the upload.

Organization: County Government

Applicant Event Profile: Search for event...  
*Make a selection here to upload to an Applicant Event Profile.*

Project: Search for project...

Damage: Search for damage...

Upload Destination: Your organization profile  
**⚠ This is for non-event specific documentation.**

**SELECT DOCUMENT** (Max Size: 100MB)

Filename: [ ]

Description: [ ]

Category Filter: All [Optional]

**Use Drop Down Lists and Select Event and Either Project or Damage**

**Click Select Document**

# Upload With Doc Wizard – Select Doc

The image shows a web browser window with a document upload wizard and a Windows file explorer window. The file explorer is open to the Desktop and shows a list of folders. The 'HOTLINE' folder is selected, and the file 'Contract Info.pdf' is highlighted in the file list. The 'Open' button is highlighted with a red box and a callout that says 'Click Open'. The web application shows a 'SELECT DOCUMENT' button, which is also highlighted with a red box and a callout that says 'Select Document for Upload'. The web application also shows a 'Filename' field with a red asterisk and the text 'This field is required.' and a 'Description' field.

Name	Status	Date modified
GM Overview	✓	3/10/2021
GM Screenshots	✓	3/3/2021
GM Screenshots UAT	✓	3/3/2021
GP MANUAL SCREENSHOTS	↻	7/8/2021
GP Screenshots	✓	3/3/2021
GP Screenshots Apr 2020	✓	3/3/2021
Helpful Info	✓	6/8/2021
HL PDMG Issue	✓	3/3/2021
<b>HOTLINE</b>	✓	3/3/2021
Hotline Info	✓	3/3/2021
How Tos	✓	3/3/2021

File name:  All files

**Click Open**

**Select Document for Upload**

Upload Destination: **The Town Hall Bldg damage for 4369DR** (Max Size: 100MB)

Filename:  This field is required.

Description:

# Upload Doc to Damage

The screenshot shows the 'Grants Portal' interface. On the left is a navigation sidebar with options like Dashboard, Change Organization, My Organization, My Post-Award Ops, My Tasks, Calendar, Utilities, Document Uploader, and Intelligence. The main content area is titled 'Upload Document to Damage'. It features a 'Project' dropdown set to '940601 Town Hall Bldg' and a 'Damage' dropdown set to '1217349 Town Hall Bldg'. Below this, the 'Upload Destination' is 'The Town Hall Bldg damage for 4369DR-AK (4369DR) for your organization'. A green 'SELECT DOCUMENT' button is present. The document details include: 'Contract Info.pdf' (Max Size: 100MB), 'Filename: Contract Info.pdf', 'Description: Contract Summary', 'Category Filter: All', and 'Category: Contract Document, Contract Work Summary'. A yellow warning box for PII is also visible. At the bottom is a blue 'UPLOAD DOCUMENT TO DAMAGE' button. Three red callout boxes with white text provide instructions: 'Enter Document Description' points to the description field; 'Click on Category and Select Document Type' points to the category selection area; and 'Click Upload Document to Damages' points to the upload button.

Enter  
Document  
Description

Click on **Category**  
and **Select**  
Document Type

Click **Upload**  
Document to  
Damages

# Uploaded Successfully

The screenshot displays the Grants Portal interface. The top header includes the 'Grants Portal' logo and navigation icons. A left sidebar contains menu items: Dashboard, Change Organization, My Organization (County Government), My Post-Award Ops, My Tasks, Calendar, Utilities, Document Uploader, and Intelligence. The main content area is titled 'Document Uploader' and features a green success message: 'Document upload complete! Click here to navigate to the Town Hall Bldg damage for 4369DR-AK (4369DR) for your organization. Click here to upload another document.' A yellow star icon is visible in the top right of the main area. A green notification bar at the bottom right states 'Document uploaded successfully'. Two red callout boxes provide instructions: one points to the first 'Click here' link with the text 'Click on Click Here to Navigate to the Damage Details to View Document Upload', and the other points to the second 'Click here' link with the text 'Click on Click Here to Upload Another Document'.

Grants Portal

Document Uploader

✓ Document upload complete!  
Click here to navigate to the Town Hall Bldg damage for 4369DR-AK (4369DR) for your organization.  
Click here to upload another document.

Document uploaded successfully

Click on **Click Here** to Navigate to the Damage Details to View Document Upload

Click on **Click Here** to Upload Another Document

# Upload With Doc Wizard - Damage Details

**Grants Portal**

**Damage Details** [EDIT] [OPTIONS]

4369DR-AK (4369DR) / [County Government \(581-18364-12\)](#) / [94060] Town Hall Bldg / [1217349] Town Hall Bldg

### General Information

DAMAGE #	1217349	APPLICANT	<a href="#">County Government (581-18364-12)</a>
CATEGORY	E - Buildings and Equipment	EVENT	4369DR-AK (4369DR)
PROJECT	[94060] Town Hall Bldg		
NAME	Town Hall Bldg		
LOCATION	60.940656, -149.170067		
STATUS	Active		
SECTOR	--		

**Scroll down to Documents Tab**

# Upload With Doc Wizard - Review

The screenshot displays the Grants Portal interface. On the left is a navigation sidebar with options like Dashboard, Change Organization, My Organization, Profile, Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Damages, Work Order Requests, and Work Orders. The main content area is titled 'Documents' and includes a 'Documents' dropdown menu, an 'UPLOAD' button, and a 'DOWNLOAD' button. Below this are filter sections for 'SOURCE' and 'DOCUMENT AREA', both set to 'All'. A search bar is present with the text 'Quick Search...'. A table lists the uploaded documents with columns for Source, Filename, Description, Size, Category, Uploaded Date, and Uploaded By. A red callout points to the 'Documents' dropdown with the text 'Click Documents'. Another red callout points to the first row of the table with the text 'Uploaded Document'.

Click Documents

Uploaded Document

Source	Filename	Description	Size	Category	Uploaded Date	Uploaded By
Damage	Contract Info.pdf	Contract Summary	32.7 KB	Contract Document; Contract Work Summary	03/11/2021 12:54 PM EST	Doe, Jane

# Essential Elements of Information (EEl)s



# Essential Elements of Information (EEI) Questions





# Essential Elements of Information Completion Request

**From:** [support.pagrants@fema.gov](mailto:support.pagrants@fema.gov) [support.pagrants@fema.gov](mailto:support.pagrants@fema.gov)

**Sent:** Tuesday, November 9, 2021 11:21 AM

**To:** Example Hood [ehood@state.gov](mailto:ehood@state.gov); City EMA Director [fc1@cityema.com](mailto:fc1@cityema.com);

**Cc:** [JOHN.DOE@FEMA.DHS.GOV](mailto:JOHN.DOE@FEMA.DHS.GOV)

**Subject:** FEMA PA Notification - FEMA INFORMATION REQUEST - Project - 24541 - County-wide gravel roads - (Disaster - [4598DR-MS])

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

A request to complete the Essential Elements of Information (EEI) for Project 24541, County-wide gravel roads, is pending your response in FEMA's Grant Portal. The EEI outlines the documentation required to process your request for Public Assistance for this project.

You can access and respond to your EEI here: <https://grantee.fema.gov/#projects/eei/details/286886>

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If you require additional assistance with the [FEMA Grants Portal](#), please contact the Grants Portal Hotline at (866) [PA-Grants@fema.dhs.gov](mailto:PA-Grants@fema.dhs.gov)

Click the link for direct access to the EEI Page

# Applicant Event Profiles – Search Projects

**Grants Portal**

Dashboard  
Change Organization

My Organization  
County Government (581-18364-12)

## Applicant Event Profile

4369DR-AK (4369DR) / County Government (581-18364-12)

[START STREAMLINED PROJECT APPLICATION](#) [OPTIONS](#) [REPORTS](#)

**County Government is pending grant completion.**  
A completed online Project Application is required in order to submit your funding request to FEMA.  
[Start Streamlined Project Application](#)  
[View Pending Streamlined Project Applications](#)

### General Information

DAMAGE INVENTORY DEADLINE 05/20/2021

PROCESS STEP Pending Grant Completion  
*As of May 20th, 2020 2:38 PM EDT*

### Event Information

JOB #	4369DR-AK
EVENT NAME	4369DR-AK
EVENT TYPE	0
INCIDENT TYPE	CO
INCIDENT LEVEL	3
INCIDENT START DATE	January 20, 2020
INCIDENT END DATE	Ongoing
DECLARATION DATE	June 11, 2018
DECLARED COUNTIES	Statewide - April 17th, 2020
FIXED COST OFFER DECLARATION-WIDE DEADLINE	June 11, 2019

**You can also access the EEI from the project that they relate to**

**In the Applicant Event Profile, scroll to **Projects****

# Select Project

The screenshot shows the Grants Portal interface. The top navigation bar includes the logo, user name 'Doe, Jane', and notification icons. The left sidebar contains navigation links for Dashboard, Change Organization, My Organization, Profile, Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Damages, Work Order Requests, Work Orders, Projects, My Post-Award Ops, My Tasks, Calendar, Utilities, and Intelligence. The main content area displays a list of project-related items: Recovery Scoping Meeting (Completed on 5/20/2020 2:38 PM EDT), Follow-Up Meeting, Site Inspection Work Orders, and Projects. The Projects section is active, showing a filter panel with fields for Category, Process Step, Type, Status, Has RFI, and Has Policy Issue. Below the filters is a table with columns: Project #, Category, Title, Type, Process Step, # Damages, Best Available Cost, and Best Available Federal Share Cost. The table contains two entries: Project # 94060 (Town Hall Bldg) and Project # 105061 (Anchorage County Road). A red callout bubble points to the first project in the table.

Click to select the project to work on

# Manage Project EEs 1/2

The screenshot shows the Grants Portal interface. At the top, the 'Grants Portal' logo is on the left, and user information 'Doe, Jane' is on the right. Below the logo is a navigation menu with 'Dashboard', 'Change Organization', and 'My Organization'. The main header area displays 'Project' with a briefcase icon and the breadcrumb path: '4369DR-AK (4369DR) / County Government (581-18364-12) / [105061] Anchorage County Road'. Action buttons include 'SUBMIT TO CRC', 'SEND BACK', 'OPTIONS', and 'REPORTS'. A yellow warning banner states: 'This project is pending Initial Project Development. The PDMG must confirm all Scope Surveys and all EEs are complete. This is the 1st time this project has been in Pending Initial Project Development.' Below the banner are three links: 'View Project EEs', 'Manage Project EEs', and 'Complete Scope Surveys'. A red callout box with a white background and black text says 'Click Manage Project EEs' with a red arrow pointing to the 'Manage Project EEs' link. The 'General Information' section shows project details: PROJECT # 105061, APPLICANT County Government (581-18364-12), CATEGORY C - Roads and Bridges, EVENT 4369DR-AK (4369DR), TITLE Anchorage County Road, TYPE Work Completed / Fully Documented, STATUS Active, PROCESS STEP Pending Initial Project Development (As of July 1st, 2021 9:21 AM EDT), % COST SHARE 75.00%, and ACTIVITY COMPLETION DEADLINE December 11, 2019 with a 'Request Extension' link.

**Click Manage Project EEs**

**General Information**

PROJECT #	105061	APPLICANT	County Government (581-18364-12)
CATEGORY	C - Roads and Bridges	EVENT	4369DR-AK (4369DR)
TITLE	Anchorage County Road		
TYPE	Work Completed / Fully Documented		
STATUS	Active		
PROCESS STEP	Pending Initial Project Development <small>As of July 1st, 2021 9:21 AM EDT</small>		
% COST SHARE	75.00%		
ACTIVITY COMPLETION DEADLINE	December 11, 2019 <a href="#">Request Extension</a>		

# Manage Project EEIs 2/2

The screenshot displays the Grants Portal interface for a project. The top navigation bar includes the 'Grants Portal' logo, user information for 'Doe, Jane', and utility icons. The left sidebar contains navigation options such as 'Dashboard', 'Change Organization', 'My Organization', and a list of project-related tasks. The main content area is titled 'Project' and shows the project details: '4369DR-AK (4369DR) / County Government (581-18364-12) / [105061] Anchorage County Road'. Action buttons for 'SUBMIT TO CRC', 'SEND BACK', 'OPTIONS', and 'REPORTS' are visible. The project details are organized into sections: 'Essential Elements of Information' (with a warning for 2 pending EEIs and an 'ADD EEI' button), 'Scope Survey' (with 'SCOPE SURVEYS' button), 'Damage Description and Dimensions', 'Scope & Cost Summary', '406 Mitigation Profile' (with a warning for 1 pending report), 'Insurance Profile', 'EHP Profile', 'Documents' (with 'UPLOAD', 'DOWNLOAD', and 'MANAGE' buttons), and 'Request for Information'.

Click Manage Project EEIs

# Answer EEI Questions 1/7

**Grants Portal** | Dashboard | Change Organization | My Organization | Profile | Personnel | Applicant Event Profiles | Exploratory Calls | Recovery Scoping Meetings | Damages | Work Order Requests | Work Orders | Projects | My Post-Award Ops | My Tasks | Calendar | Utilities | Intelligence

## Project Manage EEIs

4369DR-AK (4369DR) / County Government (581-18364-12) / [105061] Anchorage County Road / Manage EEIs

**+ ADD EEI** **GO BACK**

**Please Review the EEI's included for this Project.** If additional EEI's are needed, click the **Add EEI** button in the top-right corner of the page.

To process EEIs in an efficient manner, we recommend the following order of operations:

1. Answer EEI questions to the best of your ability.
2. Submit required documentation from the EEI Questions that you have already obtained from the Applicant.
3. *EITHER* Submit the EEI onto the Applicant for their response *OR* Submit and Complete the EEI if the EEI has all the necessary documents and questions answered.

### Manage Essential Elements of Information

Provide EEI Answers and Required Documents

Completed Lane - Category C - Version 3 Pending PDMG Initial Submission **Submit to FEMA**

**EEI Questions 0/6** **Required Documents 0/0** **EXPAND ALL** **COLLAPSE ALL** **SAVE**

1 Does the Applicant wish to participate in Small Project Self-Certification of completed work? **Yes**  **No**

Does the project include the facility type:

2 Roads? **Yes**  **No**

3 Culvert? **Yes**  **No**

4 Low Water Crossing? **Yes**  **No**

5 Bridges? **Yes**  **No**

**Answer all questions then scroll down to continue**

**Note:** Provide accurate detailed answers to all questions.

# Answer EEI Questions 2/7

The screenshot displays the Grants Portal interface. At the top, the 'Grants Portal' logo is on the left, and user information 'Doe, Jane' is on the right. A navigation sidebar on the left includes 'Dashboard', 'Change Organization', 'My Organization', 'Profile', 'Personnel', 'Applicant Event Profiles', 'Exploratory Calls', 'Recovery Scoping Meetings', 'Damages', 'Work Order Requests', 'Work Orders', 'Projects', 'My Post-Award Ops', 'My Tasks', 'Calendar', 'Utilities', and 'Intelligence'. The main content area features a blue informational banner with instructions on reviewing EEI questions. Below this is a section titled 'Manage Essential Elements of Information' with a dropdown menu set to 'Completed Lane - Category C - Version 3' and a 'Submit to FEMA' button. A progress bar shows 'EEI Questions 0/6' and 'Required Documents 0/0'. A warning icon indicates 'Changes Pending Save'. The first question is 'Does the Applicant wish to participate in Small Project Self-Certification of completed work?', marked as '4 documents required'. It includes sub-questions 1.1 through 1.4 regarding labor, contracts, equipment, and mutual aid, each with 'Yes' and 'No' radio button options. A second question, 'Does the project include the facility type: Roads?', is partially visible at the bottom.

**Note:** The following EEI Questions pertaining to all projects, not just Small Project Self- Certification

# Answer EEI Questions 3/7

The screenshot displays the Grants Portal interface. At the top, the 'Grants Portal' logo is on the left, and user information 'Doe, Jane' is on the right. A navigation sidebar on the left includes 'Dashboard', 'Change Organization', 'My Organization', 'Profile', 'Personnel', 'Applicant Event Profiles', 'Exploratory Calls', 'Recovery Scoping Meetings', 'Damages', 'Work Order Requests', 'Work Orders', 'Projects', 'My Post-Award Ops', 'My Tasks', 'Calendar', and 'UP'. The main content area shows 'EEI Questions 0/6' and 'Required Documents 0/0'. A question is displayed: '1 Does the Applicant wish to participate in Small Project Self-Certification of completed work?' with '4 documents required' and radio buttons for 'Yes' and 'No'. Below this, it asks 'Was the work performed by:' followed by two sub-questions: '1.1 Force account labor/Applicant's own employees?' and '1.2 Contract?'. Question 1.2 has '5 documents required' and radio buttons for 'Yes' and 'No'. A red box highlights two text input fields: 'Which types of contracts were used?' and 'How was the contract procured?'. Below these is a 'Total contract costs claimed' field with the value '\$132000.00'. At the bottom right, there are more radio buttons for 'Yes' and 'No'.

Answering the **questions** will prompt information boxes to prove additional information about your project



# Answer EEI Questions 4/7

## Grants Portal

County Government (551-18364-13)

2 Roads? 1 document required

Does the project include the facility type:  Yes  No

What year was the facility built?

Describe the condition and use of the facility prior to the declared event.  
Add Information Here

Describe how the Applicant maintained the facility prior to the declared event.  
Add Information Here

Describe the specific damage the declared event caused to the facility.  
Add Information Here

What was the cause of damage to the facility? (select all that apply)

- Hurricane
- High water/flooding
- Tornado
- Wind-driven water
- Tidal wave
- Tsunami

# Answer EEI Questions 5/7

The screenshot displays the Grants Portal interface. The top header includes the logo and the text "Grants Portal" on the left, and user information "Doe, Jane" on the right. A left-hand navigation menu contains various options such as "Dashboard", "Change Organization", "My Organization", "Profile", "Personnel", "Applicant Event Profiles", "Exploratory Calls", "Recovery Scoping Meetings", "Damages", "Work Order Requests", "Work Orders", "Projects", "My Post-Award Ops", "My Tasks", "Calendar", "Utilities", and "Intelligence".

The main content area shows a form with the following elements:

- An "Other" checkbox.
- A text prompt: "Describe the work performed to restore the damaged facility, including as many dimensions as available." Below this is a text input field containing "Add Information Here".
- A series of questions with radio button options for "Yes" and "No":
  - 2.1 Is the facility under the authority of another Federal agency? (No selected)
  - 2.2 Does the Applicant have photos or sketches of the facility prior to the declared event? (Yes selected, with a "1 document required" indicator)
  - 2.3 Does the Applicant have photos or sketches of the damaged facility? (Yes selected, with a "1 document required" indicator)
  - 2.4 Did the Applicant change the facility from how it was designed before the event? (No selected)
  - 2.5 Does the Applicant have photos or sketches of the restored facility? (Yes selected, with a "1 document required" indicator)
- Section 3: Culvert? (No selected)
- Section 4: Low Water Crossing? (No selected)
- Section 5: Bridges? (No selected)
- Section 6: Do the assigned damages have insurance? (Yes selected, with an information icon)
- Section 6.1: Have insurance documents been provided? (Yes selected)

# Answer EEI Questions 6/7

**Grants Portal**

Dashboard  
Change Organization  
My Organization  
County Government (581-18364-12)

Profile  
Personnel  
Applicant Event Profiles  
Exploratory Calls  
Recovery Scoping Meetings  
Damages  
Work Order Requests  
Work Orders  
Projects  
My Post-Award Ops  
My Tasks  
Calendar  
Utilities  
Intelligence

## Project Manage EEIs

4369DR-AK (4369DR) / County Government (581-18364-12) / [105061] Anchorage County Road / Manage EEIs

+ ADD EEI GO BACK

**Please Review the EEI's included for this Project.** If additional EEI's are needed, click the **Add EEI** button in the top-right corner of the page.  
To process EEIs in an efficient manner, we recommend the following order of operations:

1. Answer EEI questions to the best of your ability.
2. Submit required documentation from the EEI Questions that you have already obtained from the Applicant.
3. **EITHER** Submit the EEI onto the Applicant for their response **OR** Submit and Complete the EEI if the EEI has all the necessary documents and questions answered.

### Manage Essential Elements of Information

#### Provide EEI Answers and Required Documents

Completed Lane - Category C - Version 3 Pending PDMG Initial Submission

Submit to FEMA

EEI Questions 16/16 Required Documents 0/4

Changes Pending Save EXPAND ALL COLLAPSE ALL SAVE

1 Does the Applicant wish to participate in Small Project Self-Certification of completed work?

Was the work performed by:

1.1 Force account labor/Applicant's own employees? Yes No

1.2 Contract? 5 documents required Yes No

Which types of contracts were used?  
Add Information Here

Save often to prevent the page from timing out

# Answer EEI Questions 7/7

**Grants Portal** | Dashboard | Change Organization | My Organization | Profile | Personnel | Applicant Event Profiles | Exploratory Calls | Recovery Scoping Meetings | Damages | Work Order Requests | Work Orders | Projects | My Post-Award Ops | My Tasks | Calendar | Utilities | Intelligence

## Project Manage EEIs

4369DR-AK (4369DR) / County Government (581-18364-12) / [105061] Anchorage County Road / Manage EEIs

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

**Please Review the EEI's included for this Project.** If additional EEI's are needed, click the **Add EEI** button in the top-right corner of the page.

To process EEIs in an efficient manner, we recommend the following order of operations:

1. Answer EEI questions to the best of your ability.
2. Submit required documentation from the EEI Questions that you have already obtained from the Applicant.
3. *EITHER* Submit the EEI onto the Applicant for their response *OR* Submit and Complete the EEI if the EEI has all the necessary documents and questions answered.

### Manage Essential Elements of Information

Provide EEI Answers and Required Documents

Completed Lane - Category C - Version 3 Pending PDMG Initial Submission [→ Submit to FEMA](#)

EEI Questions **16/16** Required Documents **0/9** [COLLAPSE ALL](#) [SAVE](#)

1 Does the Applicant wish to participate in Small Project Self-Certification of completed work? **i**

Was the work performed by:

- 1.1 Force account labor/Applicant's own employees?  Yes  No
- 1.2 Contract?  Yes  No **5 documents required**
- 1.3 Rented/leased/purchased equipment?  Yes  No
- 1.4 Mutual Aid?  Yes  No

Answers saved successfully  Yes  No

**Submit to FEMA when you are ready for your PDMG to review your documents or if assistance is needed.**

# Essential Elements of Information (EEI) Uploading Documents



# EIs - Required Docs

The screenshot shows the Grants Portal interface for managing Essential Elements of Information (EIs). The page title is "Project Manage EEs" and the breadcrumb trail is "4369DR-AK (4369DR) / County Government (581-18364-12) / [105061] Anchorage County Road / Manage EEs".

A blue informational banner at the top states: "Please Review the EEI's included for this Project. If additional EEI's are needed, click the Add EEI button in the top-right corner of the page. To process EEIs in an efficient manner, we recommend the following order of operations: 1. Answer EEI questions to the best of your ability. 2. Submit required documentation from the EEI Questions that you have already obtained from the Applicant. 3. EITHER Submit the EEI onto the Applicant for their response OR Submit and Complete the EEI if the EEI is already submitted." Buttons for "+ ADD EEI" and "GO BACK" are visible in the top right.

The main section is titled "Manage Essential Elements of Information" and "Provide EEI Answers and Required Documents". A dropdown menu shows "Completed Lane - Category C - Version 3". A "Submit to FEMA" button is on the right.

Progress indicators show "EEI Questions 16/16" and "Required Documents 0/5". A red callout box with the text "Click Required Documents to begin" points to the "Required Documents 0/5" indicator.

Below the progress indicators, question 1 asks: "Does the Applicant wish to participate in Small Project Self-Certification of completed work?". The answer is "No".

Question 1.1 asks: "Force account labor/Applicant's own employees?". The answer is "No".

Question 1.2 asks: "Contract?". The answer is "Yes", and a green indicator shows "5 documents required".

Question 1.3 asks: "Rented/leased/purchased equipment?". The answer is "No".

Question 1.4 asks: "Mutual Aid?". The answer is "No".

A green success message at the bottom right says: "Answers saved successfully".

# Review Required Documents

The screenshot shows the Grants Portal interface. At the top, there is a navigation bar with the 'Grants Portal' logo and user information for 'Doe, Jane'. Below this is a sidebar with various menu items like 'Dashboard', 'Change Organization', 'My Organization', 'Profile', 'Personnel', etc. The main content area is titled 'Manage Essential Elements of Information' and contains a section for 'Provide EEI Answers and Required Documents'. A dropdown menu shows 'Completed Lane - Category C - Version 3' and a status of 'Pending PDGM Initial Submission'. A blue button labeled 'Submit to FEMA' is visible. Below this, there are progress indicators for 'EEI Questions 16/16' and 'Required Documents 0/9'. A yellow warning banner states: 'Not all EEI questions have been answered. Please note that the list of required documents below may change after the...'. The main list of required documents includes:

- [1] Does the Applicant wish to participate in Small Project Self-Certification of completed work? 0/5
  - [1.2] Work was performed by Contract 0/5
    - Contract Work Summary (+ Add | + Add)
    - Contract Document (+ Add | + Add)
    - Contract Invoices (+ Add | + Add)
    - Procurement Policy (+ Add | + Add)
    - Contract Bid / Plus Selection Process (+ Add | + Add)
- [2] Roads are included on the project 0/4
  - [2.2] Does the Applicant have photos or sketches of the facility prior to the declared event? 0/1
    - General Photos/Maps/Sketches (+ Add | + Add)
  - [2.3] Does the Applicant have photos or sketches of the damaged facility? 0/1
    - General Photos/Maps/Sketches (+ Add | + Add)
  - [2.5] Does the Applicant have photos or sketches of the restored facility? 0/1
    - General Photos/Maps/Sketches (+ Add | + Add)
  - Activity / Locations Listing (+ Add | + Add)

A red callout box with a white background and black text points to the '+ Add' button next to the 'Contract Document' item. The text inside the callout box reads: 'Click Add next to the document icon to Upload Documents'.

# Add Documents

Attach Contract Work Summary

Drag and drop files here, or click here to select files.

Selected Documents to Attach

No Contract Work Summary documents selected. To begin uploading a document, either drag and drop a file into the area above, click the area above to select a document from the system, or click on a document in the 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: Contract Work Summary

Quick Search...

Source	Filename	Description	Category	Size	Uploaded Date	Uploaded By
No data available						

Showing 0 to 0 of 0 entries

ATTACH SELECTED CANCEL



# Upload Document

drop is temporarily disabled. If the document selection window is open, temporarily by [clicking here to reopen it](#).

**Select the File to Upload then Click Open**

Available Documents to Attach

Source: All Category: Contract Work Summary

Source	Filename	Description	Category	Size	Uploaded Date	Uploaded By
No data available						

# Select Document

Attach Contract Work Summary

Drag and drop files here, or click here to select files.

Selected Documents to Attach

Quick Search...

	Filename	Description	Size	Category
	Contract Info.pdf		32.7 KB	Contract Work Summary

Showing 1 to 1 of 1 entries

Available Documents to Attach

Source: All Category: Contract Work Summary

Quick Search...

Source	Filename	Description	Category	Size	Uploaded Date	Uploaded By
No data available						

Showing 0 to 0 of 0 entries

**Click Edit**

# Add Description

The screenshot shows the 'Process Document' dialog box in the Grants Portal. The dialog box contains the following fields and buttons:

- CAUTION:** Document will be uploaded to the EEI.
- Filename \***: Contract Info.pdf
- Description**: Contract Work Summary
- Category \***: Contract Work Summary
- SAVE** button
- CANCEL** button

Three callout boxes provide instructions:

- Check the Category. You can't change the category of an EEI Document**: Points to the 'Category' dropdown menu.
- Add Description of the Document**: Points to the 'Description' text input field.
- Click Save**: Points to the 'SAVE' button.

The background shows the Grants Portal interface with a sidebar on the left and a main content area displaying a project structure with various tasks and documents.

# Review Document Information

The screenshot shows a web application interface for uploading documents. At the top, there is a dashed box with the text "Drag and drop files here, or click here to select files." Below this is a section titled "Selected Documents to Attach" which contains a table with one document entry: "Contract Info.pdf" with a description of "Contract Work Summary" and a size of "32.7 KB". The table has columns for "Filename", "Description", "Size", and "Category". A red callout box with the text "Can Remove here" points to the "REMOVE" button in the table's action column. Below the table, there is a "Documents to Attach" section with a dropdown menu and a "Category" field set to "Contract Work Summary". At the bottom of the interface, there is a "SHOW/HIDE COLUMNS" button and a table with columns for "Source", "Filename", "Description", "Category", "Size", "Uploaded Date", and "Uploaded By". This table is currently empty, displaying "No data available".

Filename	Description	Size	Category
Contract Info.pdf	Contract Work Summary	32.7 KB	Contract Work Summary

Can Remove here

Source	Filename	Description	Category	Size	Uploaded Date	Uploaded By
No data available						

**Note:** Review information for accuracy, then scroll down to complete uploading.

# Attach Selected Document

The screenshot shows a web browser window with the URL `https://grantsportal-demo-site.azurewebsites.net/#projects/eei/genie/94060`. The page title is "Manage EEI | Grants Portal". The main content area is titled "Available Documents to Attach".

At the top, there are filters: "Source" is set to "All" and "Category" is set to "Contract Work Summary". Below these is a "Quick Search..." input field and a "SHOW/HIDE COLUMNS" button.

The main content is a table with the following columns: Source, Filename, Description, Category, Size, Uploaded Date, and Uploaded By. A red callout box with the text "Click **Attach Selected** to upload the document" points to a green "+ ATTACH" button in the first row of the table.

	Source	Filename	Description	Category	Size	Uploaded Date	Uploaded By
<b>+ ATTACH</b>	Damage #1217349	Contract Info.pdf	Contract Summary	Contract Document; Contract Work Summary	32.7 KB	03/11/2021 12:54 PM EST	Doe, Jane

Below the table, it says "Showing 1 to 1 of 1 entries". At the bottom right, there are "Previous", "1", and "Next" navigation buttons, and two buttons: "ATTACH SELECTED" (green) and "CANCEL".

# Document Uploaded

The screenshot shows the Grants Portal interface. The top navigation bar includes the portal logo, user profile, and notification icons. The left sidebar contains navigation options: Dashboard, Change Organization, My Organization (County Government), Profile, Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Damages, Work Order Requests, and Work Orders. The main content area is titled 'Required Documents' (1/35) and features a 'Submit to FEMA' button. A yellow warning banner states: 'Not all EEI questions have been answered. Please note that the list of required documents below may change after the completion of the remaining 3 EEI questions pending completion.' Below this, a question is expanded: '[3.2] Work was performed by Contract' (1/5). The document list includes: 'Contract Work Summary' (+ Add | + Add), 'Contract Info.pdf' (Remove), 'Contract Document' (+ Add | + Add), 'Contract Invoices' (+ Add | + Add), 'Procurement Policy' (+ Add | + Add), 'Contract Bid / Plus Selection Process' (+ Add | + Add), 'Activity / Locations Listing' (+ Add | + Add), 'Cost Summary Records' (+ Add | + Add), 'Subrecipient Certification Acknowledgement' (+ Add | + Add), and 'General Insurance Documents' (+ Add | + Add). A red callout box points to 'Contract Info.pdf' with the text: 'The document is now populated in the list, repeat until all documents are uploaded'.

# Essential Elements of Information (EEI) Add Comments



# Manage Project EEs

The screenshot shows the Grants Portal interface. At the top, the 'Grants Portal' logo is on the left, and user information 'Doe, Jane' is on the right. A navigation sidebar on the left includes 'Dashboard', 'Change Organization', 'My Organization', and a list of menu items like 'Profile', 'Personnel', 'Applicant Event Profiles', etc. The main content area is titled 'Project' and shows the breadcrumb path: '4369DR-AK (4369DR) / County Government (581-18364-12) / [105061] Anchorage County Road'. Action buttons include 'SUBMIT TO CRC', 'SEND BACK', 'OPTIONS', and 'REPORTS'. A yellow warning banner states: 'This project is pending Initial Project Development. The PDMG must confirm all Scope Surveys and all EEs are completed before the project can move forward. This is the 1st time this project has been in Pending Initial Project Development.' Below this, there are three links: 'View Project EEs', 'Manage Project EEs', and 'Complete Scope Surveys'. A red callout box with a white background and black border points to the 'Manage Project EEs' link, containing the text 'Click Manage Project EEs'. Below the warning banner is the 'General Information' section, which lists project details in two columns.

**Project Details:**

PROJECT #	105061	APPLICANT	County Government (581-18364-12)
CATEGORY	C - Roads and Bridges	EVENT	4369DR-AK (4369DR)
TITLE	Anchorage County Road		
TYPE	Work Completed / Fully Documented		
STATUS	Active		
PROCESS STEP	Pending Initial Project Development <small>As of July 1st, 2021 9:21 AM EDT</small>		
% COST SHARE	75.00%		
ACTIVITY COMPLETION DEADLINE	December 11, 2019 <a href="#">Request Extension</a>		



# Add Comment 1/2

The screenshot shows the 'Grants Portal' interface. The main heading is 'Manage Essential Elements of Information'. Below it, the section is 'Provide EEI Answers and Required Documents'. The current selection is 'Completed Lane - Category C - Version 3' with a status of 'Pending PDMM Initial Submission'. Action buttons include 'Submit to Applicant', 'Complete EEI', and 'Cancel EEI'. Progress indicators show 'EEI Questions 16/16' and 'Required Documents 9/9'. A yellow warning banner states: 'Not all EEI questions have been answered. Please note that the list of required documents below may change after the completion of the remaining 4 EEI questions pending completion.' The document list includes items like 'Contract Work Summary' (5/5), 'Contract Invoices' (4/4), and 'General Photos/Maps/Sketches' (1/1). A red callout bubble with the text 'Click the **Add** next to the comment bubble to put in Comment' points to the '+ Add' button next to a comment bubble on the 'Contract Work Summary' item.

# Add Comment 2/2

The screenshot shows the 'Grants Portal' interface with a modal window titled 'Add Comment'. The modal contains a text input field for the comment, a section for selecting the purpose of the comment with two radio button options: 'Document Unavailable Reason' and 'General Comment', and 'SAVE' and 'CLOSE' buttons. Three red callout boxes provide instructions: one points to the 'SAVE' button, another points to the radio button options, and a third provides a detailed explanation of the comment purposes.

Comments can serve different purposes. *Document Unavailable Reason* can be used if documentation is completely unable to be located and *General Comment* can help give additional context to a document that's uploaded.

Click **Save**

Add the comment and Select the Purpose of the Comment

# Add Comment - Review

Comments

Document Unavailable Reasons

This document category has no Document Unavailable Reasons.

General Comments

	Comment	Created On	Created By
OPTIONS	Add Detailed Comment Here	07/08/2021 01:05 PM EDT	Doe, Jane

Showing 1 to 1 of 1 entries

Previous 1 Next

+ ADD COMMENT GO BACK

**Review Comment**

Contract Info.pdf (X Remove)

Procurement Policy (+ Add | + Add)

Procurement Policy.pdf (X Remove)

Contract Bid / Plus Selection Process (+ Add | + Add)

Contract Info.pdf (X Remove)

[2] Roads are included on the project 4/4

[2.2] Does the Applicant have photos or sketches of the facility prior to the declared event? 1/1

General Photos/Maps/Sketches (+ Add | + Add)

Photos, Sketches, Maps.pdf (X Remove)

[2.3] Does the Applicant have photos or sketches of the damaged facility? 1/1

General Photos/Maps/Sketches (+ Add | + Add)

Photos, Sketches, Maps.pdf (X Remove)

[2.5] Does the Applicant have photos or sketches of the restored facility? 1/1

General Photos/Maps/Sketches (+ Add | + Add)

Photos, Sketches, Maps.pdf (X Remove)

# Comments Added

The screenshot displays the Grants Portal interface for Project Management. The top navigation bar includes the portal logo, user name 'Doe, Jane', and notification icons. The left sidebar contains navigation options such as Dashboard, Change Organization, My Organization, Profile, Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Damages, Work Order Requests, Work Orders, Projects, My Post-Award Ops, My Tasks, Calendar, Utilities, and Intelligence.

The main content area is titled 'Project Manage EEIs' and includes a breadcrumb trail: 4369DR-AK (4369DR) / County Government (581-18364-12) / [105061] Anchorage County Road / Manage EEIs. A '+ ADD EEI' button and a 'GO BACK' button are visible in the top right.

A light blue informational banner states: 'Please Review the EEI's included for this Project. If additional EEI's are needed, click the Add EEI button in the top-right corner of the page. To process EEIs in an efficient manner, we recommend the following order of operations: 1. Answer EEI questions to the best of your ability. 2. Submit required documentation from the EEI Questions that you have already obtained from the Applicant. 3. EITHER Submit the EEI onto the Applicant for their response OR Submit and Complete the EEI if the EEI has all the necessary documents and questions answered.'

The 'Manage Essential Elements of Information' section is active, showing 'Provide EEI Answers and Required Documents'. The current selection is 'Completed Lane - Category C - Version 3' with a status of 'Pending PDGM Initial Submission'. Action buttons include 'Submit to Applicant', 'Complete EEI', and 'Cancel EEI'. There are also 'EXPAND ALL', 'COLLAPSE ALL', and 'HELP' options.

The document list shows 'EEI Questions 16/16' and 'Required Documents 9/9'. A red callout box with the text 'Comments added Successfully' points to the 'Contract Work Summary' document, which has a comment count of 5/5. Other documents include 'Contract Info.pdf', 'Contract Document', 'Contract Invoices', 'Procurement Policy', and 'Contract Bid / Plus Selection Process'.

A green success message at the bottom right reads: 'Comments updated successfully'.

# Editing and Removing Comments

**Document Unavailable Reason** can be used if documentation is completely unable to be located

Click **Options** to **Edit** or **Remove** Comment

Document Unavailable Reasons

Reason
Add Detailed Comment Here

Options: Edit, Remove

General Comment

+ ADD COMMENT GO BACK

Contract Bid / Plus Selection Process (+ Add | + Add)  
Contract Info.pdf (X Remove)

[2] Roads are included on the project 4/4

[2.2] Does the Applicant have photos or sketches of the facility prior to the declared event? 1/1  
General Photos/Maps/Sketches (+ Add | + Add)  
Photos, Sketches, Maps.pdf (X Remove)

[2.3] Does the Applicant have photos or sketches of the damaged facility? 1/1  
General Photos/Maps/Sketches (+ Add | + Add)  
Photos, Sketches, Maps.pdf (X Remove)

[2.5] Does the Applicant have photos or sketches of the restored facility? 1/1  
General Photos/Maps/Sketches (+ Add | + Add)  
Photos, Sketches, Maps.pdf (X Remove)

# Edit Comment

Grants Portal

Dashboard

Change Organization

My Organization  
County Government | 531-18364

Profile

Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping

Meetings

Damages

Work Order Requests

Work Orders

Projects

My Post-Award Ops

My Tasks

Calendar

Utilities

Intelligence

Manage Essential Elements of Information

Provide EEI Answers and Required Documents

Completed Lane - Category C - Version 3

EEI Questions 16/16 Required Documents 9/9

[1] Does the Applicant wish to participate in Small Project Self-Certification of completed work? 5/5

[1.2] Work was performed by Contract 5/5

- Contract Work Summary (+ Add | + Add) (1 comment)
  - Contract Info.pdf (X Remove)
- Contract Document (+ Add | + Add) (1 comment)
  - Contract Info.pdf (X Remove)
- Contract Invoices (+ Add | + Add)
- Contract Info.pdf (X Remove)
- Procurement Policy (+ Add | + Add)
  - Procurement Policy.pdf (X Remove)
- Contract Bid / Plus Selection Process (+ Add | + Add)
  - Contract Info.pdf (X Remove)

[2] Roads are included on the project 4/4

[2.2] Does the Applicant have photos or sketches of the facility prior to the declared event? 1/1

- General Photos/Maps/Sketches (+ Add | + Add)
  - Photos, Sketches, Maps.pdf (X Remove)

[2.3] Does the Applicant have photos or sketches of the damaged facility? 1/1

- General Photos/Maps/Sketches (+ Add | + Add)
  - Photos, Sketches, Maps.pdf (X Remove)

[2.5] Does the Applicant have photos or sketches of the restored facility? 1/1

- General Photos/Maps/Sketches (+ Add | + Add)
  - Photos, Sketches, Maps.pdf (X Remove)

Edit Document Unavailable Reason

Comment \*

Add Detailed Comment Here

SAVE

Modify the Comment then Click **Save**.

# Remove Comment

The screenshot displays the Grants Portal interface. A modal dialog box titled "Remove Document Unavailable Reason" is centered on the screen. The dialog contains the text "Are you sure you want to remove this Document Unavailable Reason from this EEI?" and two buttons: "REMOVE" (highlighted in red) and "CANCEL". A red callout bubble points to the "REMOVE" button with the text "Click Remove to Delete the Comment." The background interface shows the "Manage Essential Elements of Information" section, including a sidebar with navigation options like "Dashboard", "Change Organization", "My Organization", "Profile", "Personnel", "Applicant Event Profiles", "Exploratory Calls", "Recovery Scoping", "Meetings", "Damages", "Work Order Requests", "Work Orders", "Projects", "My Post-Award Ops", "My Tasks", "Calendar", "Utilities", and "Intelligence". The main content area displays a list of EEI questions and their associated documents, such as "Contract Work Summary", "Contract Document", "Contract Invoices", "Procurement Policy", and "Contract Bid / Plus Selection Process". Each document entry includes a "Remove" button.

# Signing the Damage Inventory





# Damage Inventory Deadline Email

**From:** [support.pagrants@fema.gov](mailto:support.pagrants@fema.gov) [support.pagrants@fema.gov](mailto:support.pagrants@fema.gov)

**Sent:** Wednesday, November 10, 2021 10:16 AM

**To:** [ehood@state.gov](mailto:ehood@state.gov); [jdoe@state.gov](mailto:jdoe@state.gov); County EMA Director [emergencymgmt@co.st.gov](mailto:emergencymgmt@co.st.gov)

**Subject:** FEMA PA Notification - Deadline to Identify Damages / Impacts for County EMA Disaster - 4626DR

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

As noted at your Recovery Scoping Meeting (RSM), your organization has 60 days from the date of the RSM to identify all damage / impacts to be claimed for Disaster 4626DR. Once the deadline has passed for an Applicant, FEMA will no longer accept new project applications, and FEMA and the Recipient will only proceed with developing subawards for the applications submitted. The deadline for this submission is on Sunday, January 9, 2022.

If you have any questions concerning FEMA Public Assistance-related matters, please contact your POC Example Hood, at [ehood@state.gov](mailto:ehood@state.gov) or

[Please click here to log in to review your organization's Applicant Event Profile.](#)



Click  
Options

# Applicant Event Profile Page

**Grants Portal**

**Applicant Event Profile**

4369DR-AK (4369DR) [START STREAMLINED PROJECT APPLICATION](#) [OPTIONS](#) [REPORTS](#)

**County Government (581-18364-12)**

**⚠️ County Government is pending grant completion.**  
A completed online Project Application is required in order to submit your funding request.

[Start Streamlined Project Application](#)

[View Pending Streamlined Project Applications](#)

**Click Options**

General Information		Event Information	
<b>FEMA PA CODE</b>	581-18364-12	<b>JOB #</b>	4369DR
<b>NAME</b>	County Government	<b>EVENT NAME</b>	4369DR-AK

# Options Menu

The screenshot shows the Grants Portal interface. The main header includes the logo and navigation icons. The left sidebar contains menu items: Dashboard, Change Organization, My Organization (County Government (581-18364-12)), Profile, Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Damages, Work Order Requests, and Work Orders. The main content area is titled 'Applicant Event Profile' for event 4369DR-AK (4369DR). It features a blue button for 'START STREAMLINED PROJECT APPLICATION', a grey 'OPTIONS' dropdown menu, and a 'REPORTS' button. The 'OPTIONS' menu is open, showing 'Comment', 'Subscribe', and 'Sign Damage Inventory' (highlighted with a red box). A red callout bubble points to the 'Sign Damage Inventory' option with the text 'Select Sign Damage Inventory'. Below the event title, there is a yellow banner with a warning icon and text: 'County Government (581-18364-12) A completed online P... your funding request to FEMA.' Below this are links for 'Start Streamlined P...' and 'View Pending Streamlined Project Applications'. At the bottom, there are two sections: 'General Information' and 'Event Information'. 'General Information' shows 'FEMA PA CODE' as 581-18364-12 and 'NAME' as County Government. 'Event Information' shows 'JOB #' as 4369DR and 'EVENT NAME' as 4369DR-AK.

**Grants Portal**

**Applicant Event Profile**

4369DR-AK (4369DR)

[START STREAMLINED PROJECT APPLICATION](#) [OPTIONS](#) [REPORTS](#)

[Comment](#)

[Subscribe](#)

[Sign Damage Inventory](#)

**Select Sign Damage Inventory**

**County Government (581-18364-12)**

A completed online P... your funding request to FEMA.

[Start Streamlined P...](#)

[View Pending Streamlined Project Applications](#)

**General Information**

**Event Information**

<b>FEMA PA CODE</b>	581-18364-12	<b>JOB #</b>	4369DR
<b>NAME</b>	County Government	<b>EVENT NAME</b>	4369DR-AK

# Review List of Damages

The screenshot shows the 'Grants Portal' interface. The main heading is 'Applicant Event Profile' with a back arrow icon. Below the heading is the breadcrumb path: '4369DR-AK (4369DR) / County Government (581-18364-12) / Sign Damage Inventory'. There are 'SUBMIT' and 'CANCEL' buttons in the top right. A red callout box with a white background and black text says: 'Review the list of damages then scroll down to continue review and Sign'. Below this is a table with the following data:

Damage #	Event	Project	Category	Name	Damage Description
1124243	4369DR-AK	Unassigned	B	COVID Activities	Purchase of PPE, deep cleaning
1217336	4369DR-AK	Unassigned	E	Vehicles	EQUIPMENT Several police vehicles were damaged as were a mass casualty trailer, a fork lift, and a truck. Applicant states the mass casualty trailer has mold and may not be repairable.

# Sign Damage Inventory

The screenshot displays the Grants Portal interface. On the left is a navigation sidebar with options: Dashboard, Change Organization, My Organization (County Government (581-18364-12)), Profile, Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Damages, Work Order Requests, and Work Orders. The main content area shows a table of damage entries. The first entry is partially visible with 'AK' and 'baseball field'. The second entry has ID '1217348', code '4369DR- AK', status 'Unassigned C', location 'Anchorage County Road', description 'Add damage description here', and address 'Girdwood, Alaska'. Below the table is a pagination control showing 'Showing 1 to 14 of 14 entries' and 'Previous 1 Next'. A red callout box points to a yellow 'CLICK TO SIGN' button in the signing form. The signing form includes a 'SIGNATURE' field with the text 'Signature here', a 'DATE' field with the value '03/10/2021', and 'SUBMIT' and 'CANCEL' buttons.

ID	Code	Status	Location	Description	Address
1217348	4369DR- AK	Unassigned C	Anchorage County Road	Add damage description here	Girdwood, Alaska

Showing 1 to 14 of 14 entries

Previous 1 Next

Sign Document

SIGNATURE Signature here

CLICK TO SIGN

DATE 03/10/2021

SUBMIT CANCEL

# Signature Page

**Sign Damage Inventory**

**⚠ This is your final Damage Inventory**

As you were informed, you are required by regulation to identify and report disaster-related damages to FEMA within 365 days of the RSM Completion. When you are ready, please sign this list below to indicate that you have identified all disaster related damages.

Print Name \*

Signature Style \*

*Stephanie Paul*

Enter Password \*

**Complete the required information**

**Note: Password to Enter** is the same password used when logging in to Grants Portal. Personnel to sign **MUST** have **Authorized Representative** role in the system

# Submit Damage Inventory

The screenshot displays the Grants Portal interface. The top navigation bar includes the portal logo, user profile, and notification icons. A left sidebar contains menu items such as Dashboard, Change Organization, My Organization, Profile, Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Damages, Work Order Requests, and Work Orders. The main content area features a table of damage inventory entries. One entry is visible with details: ID 1217348, reference 4369DR-AK, status Unassigned, location Anchorage County Road, and address Girdwood, Alaska. Below the table is a pagination control showing 'Showing 1 to 14 of 14 entries'. A 'Sign Document' section is present, showing a signature field with the name 'Stephanie Paul' and a date field set to '03/10/2021'. A yellow 'CLICK TO SIGN' button is positioned between the signature and date fields. At the bottom right, a green 'SUBMIT' button and a grey 'CANCEL' button are visible. A red callout box with a white background and black text points to the 'SUBMIT' button, containing the text 'click SUBMIT'.

ID	Reference	Status	Location	Description	Address
1217348	4369DR-AK	Unassigned	Anchorage County Road	Add damage description here	Girdwood, Alaska

25 Showing 1 to 14 of 14 entries

Sign Document

Click here to sign

SIGNATURE *Stephanie Paul* CLICK TO SIGN DATE 03/10/2021

click SUBMIT

SUBMIT CANCEL

# Damage Inventory Signed

The screenshot shows the Grants Portal interface. The top navigation bar includes the portal logo, user profile, and notification icons. The left sidebar contains navigation options like Dashboard, Change Organization, My Organization, Profile, Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Damages, Work Order Requests, and Work Orders. The main content area is titled 'Applicant Event Profile' for ID 4369DR-AK. A blue button 'START STREAMLINED PROJECT APPLICATION' is visible. A yellow warning banner states 'County Government is pending grant completion.' Below this, there are links to 'Start Streamlined Project Application' and 'View Pending Streamlined Project Applications'. The 'General Information' section shows 'FEMA PA CODE' as 581-18364-12 and 'NAME' as County Government. The 'Event Information' section shows 'JOB #' as 4369DR and 'EVENT NAME' as 4369DR-AK. A green success message box at the bottom right reads 'Success: Damage Inventory Signed.' with a checkmark icon.

**Grants Portal**

**Applicant Event Profile**

4369DR-AK (4369DR)

[START STREAMLINED PROJECT APPLICATION](#) [OPTIONS](#) [REPORTS](#)

**My Organization**  
County Government (581-18364-12)

**Profile**  
Personnel  
Applicant Event Profiles  
Exploratory Calls  
Recovery Scoping Meetings  
Damages  
Work Order Requests  
Work Orders

**County Government (581-18364-12)**

**Warning:** County Government is pending grant completion.  
A completed online Project Application is required in order to submit your funding request to FEMA.

[Start Streamlined Project Application](#)  
[View Pending Streamlined Project Applications](#)

General Information		Event Information	
FEMA PA CODE	581-18364-12	JOB #	4369DR
NAME	County Government	EVENT NAME	4369DR-AK

**Success:** Damage Inventory Signed.



# Late Damage Inventory Submission

If needed, Damages / Impacts can be submitted after the deadline, or after the Damage Inventory is signed, but additional review and approval is needed



# Applicant Event Profile Page

**Grants Portal**

Dashboard  
Change Organization  
My Organization  
County Government (581-18364-12)

Profile  
Personnel  
Applicant Event Profiles  
Exploratory Calls  
Recovery Scoping Meetings  
Damages  
Work Order Requests  
Work Orders

## Applicant Event Profile

4369DR-AK (4369DR) [START STREAMLINED PROJECT APPLICATION](#)

County Government (581-18364-12)

**⚠️ County Government is pending grant completion.**  
A completed online Project Application is required in order to submit your funding request.

[Start Streamlined Project Application](#)  
[View Pending Streamlined Project Applications](#)

General Information		Event Information	
FEMA PA CODE	581-18364-12	JOB #	4369DR
NAME	County Government	EVENT NAME	4369DR-AK

From the **Applicant Event Profile** page, scroll down to the **Damage Inventory** tab.

# Damage Inventory Tab

The screenshot displays the Grants Portal interface. At the top, the header includes the portal logo, a navigation menu with items like 'Dashboard', 'Change Organization', and 'My Organization', and a user profile dropdown. The main content area features a list of tabs: 'Preliminary Applicant Information', 'Messaging', 'Damage Inventory', 'Recovery Scoping Meeting', 'Follow-Up Meeting', and 'Site Inspection Work Orders'. The 'Damage Inventory' tab is highlighted in a light green color and contains a sub-item 'Signed on 3/10/2021 4:38 PM EST by Doe, Jane'. A red callout box points to a 'MANAGE' button located to the right of this sub-item. A tooltip above the 'Damage Inventory' tab reads 'Click to toggle the Preliminary Applicant Information section'.

Click to toggle the Preliminary Applicant Information section

Dashboard

Change Organization

My Organization  
County Government (581-18364-12)

Profile

Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping Meetings

Damages

Work Order Requests

Work Orders

Preliminary Applicant Information >

Messaging >

Damage Inventory >  
✓ Signed on 3/10/2021 4:38 PM EST by Doe, Jane

MANAGE

Recovery Scoping Meeting >  
✓ Completed on 5/20/2020 2:38 PM EDT

Follow-Up Meeting >

Site Inspection Work Orders >

Click **Manage** on the **DI tab** to create new damage

# Add Damage

The screenshot shows the Grants Portal interface. The top navigation bar includes the portal logo, user profile, and notification icons. The left sidebar contains navigation options: Dashboard, Change Organization, My Organization (County Government), Profile, Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Damages, Work Order Requests, and Work Orders. The main content area is titled 'Applicant Event Profile Manage' and 'Damage Inventory'. It features a breadcrumb trail: 4369DR-AK (4369DR) / County Government (581-18364-12) / Manage Damage Inventory. Action buttons include 'IMPORT', '+ ADD DAMAGE', and 'GO BACK'. A search bar and 'SHOW/HIDE COLUMNS' button are also present. A table lists damage items with columns for #, Category, Name, Damage Description, % Work Complete, Applicant Priority, and Damage Survey Complete?. A red callout box highlights the '+ ADD DAMAGE' button.

**Click Add Damage**

Damage #	Category	Name	Damage Description	% Work Complete	Applicant Priority	Damage Survey Complete?
<a href="#">EDIT</a> 1124243	B	COVID Activities	Purchase of PPE, deep cleaning	100%	Low	Yes
<a href="#">REMOVE</a>						
<a href="#">EDIT</a> 1217336	E	Vehicles	EQUIPMENT Several police vehicles were damaged as were a mass	0%	Medium	No
<a href="#">REMOVE</a>						

# Select the Type of Damage

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

- STANDARD DAMAGE** Damages that are categories A, B, C, D, E, F, or G.
- DIRECT ADMINISTRATIVE COSTS AND SMC** For the reimbursement of Category Z - Directed Administrative Costs (DAC)
- EMERGENCY WORK DONATED RESOURCES** Category B damages to capture the credit of emergency work donated resource costs.

**Select Damage Type**

**ADD DAMAGE** **GO BACK**

**SHOW/HIDE COLUMNS**

Applicant	Damage	Survey	Priority	Complete?
			Low	Yes
			Medium	No

# Enter Damage Information 1/5

**Grants Portal**

Dashboard  
Change Organization  
My Organization  
County Government (581-18364-12)

Profile  
Personnel  
Applicant Event Profiles  
Exploratory Calls  
Recovery Scoping  
Meetings  
Damages  
Work Order Requests  
Work Orders

## Applicant Event Profile Manage Damage Inventory

4369DR-AK (4369DR) / County Government (581-18364-12) / 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**

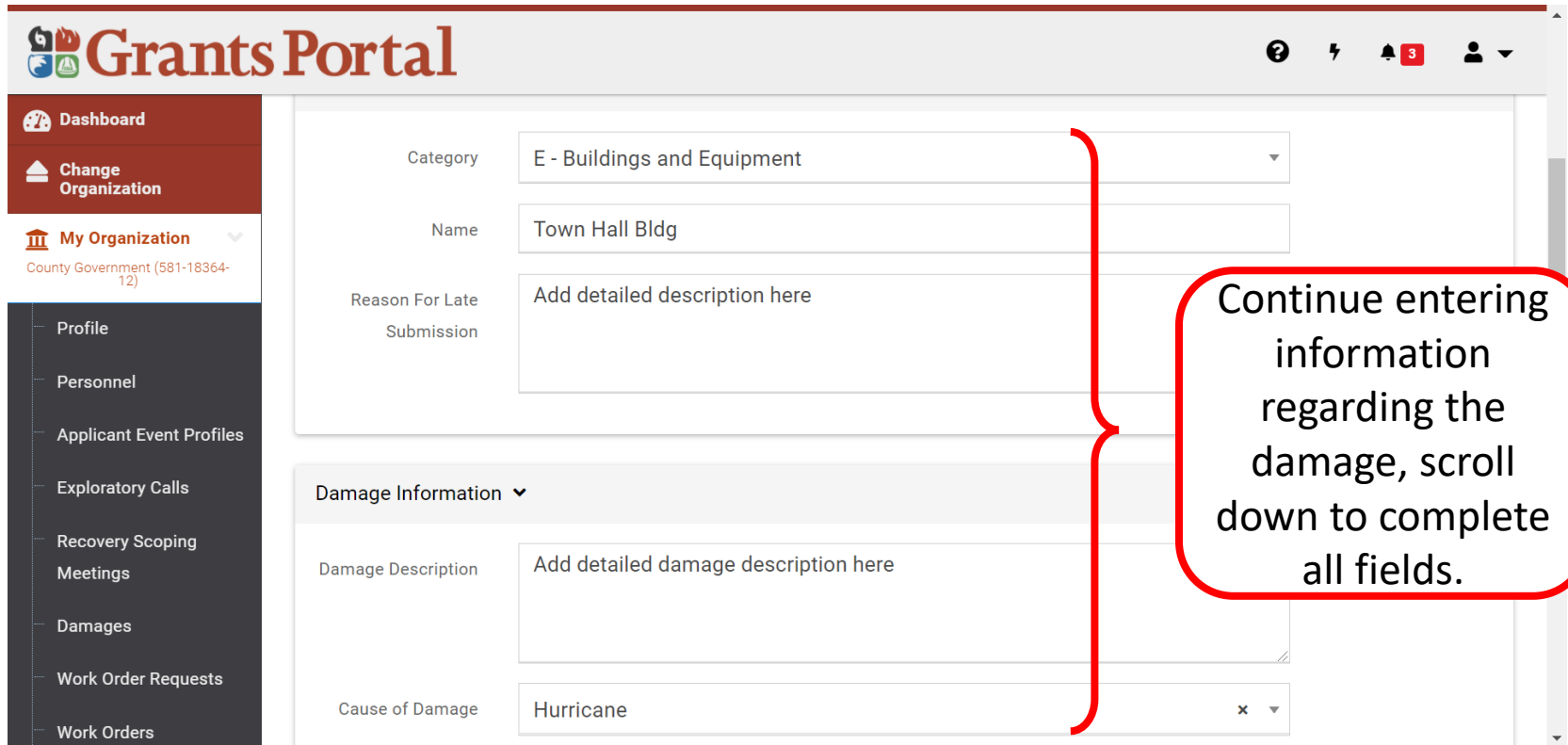
Category: E - Buildings and Equipment

Name: Town Hall Bldg

Reason For Late: Add detailed description here

**Enter all the information**

# Enter Damage Information 2/5



**Grants Portal**

Dashboard

Change Organization

My Organization  
County Government (581-18364-12)

Profile

Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping Meetings

Damages

Work Order Requests

Work Orders

Category: E - Buildings and Equipment

Name: Town Hall Bldg

Reason For Late Submission: Add detailed description here

Damage Information

Damage Description: Add detailed damage description here

Cause of Damage: Hurricane

Continue entering information regarding the damage, scroll down to complete all fields.

# Enter Damage Information 3/5

**Grants Portal**

Damage Information ▾

Damage Description

Cause of Damage

Prior PA Grant?

Location Information ▾

Location Address Latitude/Longitude Map

Continue entering information regarding the damage, scroll down to complete all fields.

- Dashboard
- Change Organization
- My Organization  
County Government (581-18364-12)
- Profile
- Personnel
- Applicant Event Profiles
- Exploratory Calls
- Recovery Scoping Meetings
- Damages
- Work Order Requests
- Work Orders



# Enter Damage Information 4/5

**Grants Portal**

Dashboard  
Change Organization  
My Organization  
County Government (581-18364-12)

Profile  
Personnel  
Applicant Event Profiles  
Exploratory Calls  
Recovery Scoping Meetings  
Damages  
Work Order Requests

Location Information

Location Address Latitude/Longitude Map

123 Main Street

Building / Suite

Girdwood

Alaska

99587

Continue entering information regarding the damage, scroll down to complete all fields.

Work Information

% Work Complete 100

# Enter Damage Information 5/5

**Grants Portal**

Alaska

99587

**Work Information**

% Work Complete	100
Approximate Cost	\$65,000.00
Labor Type	Contract
Applicant Priority	Urgent

**click Save**

SAVE

Dashboard

Change Organization

My Organization  
County Government (581-18364-12)

Profile

Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping Meetings

Damages

Work Order Requests

Work Orders

# DI Successfully Added

The screenshot displays the Grants Portal interface. The top header includes the logo and navigation icons. The left sidebar contains menu items: Dashboard, Change Organization, My Organization (County Government), Profile, Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Damages, Work Order Requests, and Work Orders. The main content area shows a table of damage reports with columns for ID, Type, Location, Description, Progress, Priority, and Status. A red callout box highlights the text 'Damage successfully added', which points to a green success notification banner at the bottom right of the table area.

ID	Type	Location	Description	Progress	Priority	Status
1217342	E	County Courthouse	The County Courthouse is an Historic Building. It had part of the tabby cladding fall off on the se... <a href="#">(Show More)</a>	0%	High	No
1217343	E	EOC	The second building is the county EOC which had water inside the building which damaged carpet. The... <a href="#">(Show More)</a>	0%	High	No
1217344	E	Lions Park Recreation Center	Lions Park Recreation Center sustained damage due to Hurricane Matthew. Extent of damage unknown.	0%	Medium	No

Showing 1 to 10 of

Previous 1 2 Next

Success: Damage created

# Sign Project Damage Description and Dimensions (DDD)

# Applicant Profile Page

**Grants Portal** | Doe, Jane

**Applicant Event Profile**

McIntosh - PDMG2723 - PDMG5555 (PDMG5555 - 2723)

**START STREAMLINED PROJECT APPLICATION** | **OPTIONS** | **REPORTS**

**Warning:** McIntosh - PDMG2723 - PDMG5555 is **pending grant completion.**  
A completed online Project Application is required in order to submit your funding request to FEMA.  
[Start Streamlined Project Application](#)  
[View Pending Streamlined Project Applications](#)

General Information		Event Information	
FEMA PA CODE	PDMG5555 - 2723	JOB #	PDMG5555
NAME	McIntosh - PDMG2723 - PDMG5555	EVENT NAME	PDMG Training Event
TYPE	City or Township Government	EVENT TYPE	Disaster
SECTOR	--	INCIDENT TYPE	Hurricane
STATUS	Eligible	INCIDENT LEVEL	3
RPA DECISION DATE	08/22/2018 06:53 PM EDT	INCIDENT START DATE	December 10, 2017
RSM COMPLETION DATE	12/17/2019 04:23 PM EST	INCIDENT END DATE	December 12, 2017

**From the Applicant Event Profile page, Scroll down to Projects**

# Open the Projects Tab

The screenshot shows the Grants Portal interface. At the top left is the logo and the text "Grants Portal". In the top right corner, there are icons for help, a lightning bolt, and a user profile labeled "Doe, Jane". On the left side, there is a vertical navigation menu with the following items: Dashboard, My Organization (with sub-items: McIntosh - PDMG2723 - PDMG5555 (PDMG5555 - 2723)), Profile, Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Damages, Work Order Requests, Work Orders, Projects, My Post-Award Ops, My Tasks, Calendar, Utilities, and Intelligence. The main content area displays a list of project-related items: Site Inspection Work Orders, Projects (highlighted with a red callout box), 406 Mitigation Profile, Insurance Profile (with a HELP button), EHP Profile, Documents (with UPLOAD, DOWNLOAD, and MANAGE buttons), Comments (with EXPORT TO CSV and ADD COMMENT buttons), Request for Information, and History. A red callout box with a white background and a red border points to the "Projects" tab, containing the text "Click Projects to open its library".

# Select Project with DDD to Sign

Click to toggle the Projects section

Dashboard

My Organization  
McIntosh - PDMG2723 - PDMG5555 (PDMG5555 - 2723)

Profile

Personnel

Projects

My Post-Award Ops

My Tasks

Calendar

Utilities

Intelligence

Projects

Active Inactive

Filters

CATEGORY

Select...

Select...

All

BULK ASSIGN PROJECT POCS

SHOW/HIDE COLUMNS

Project	Category	Title	Type	Process Step	# Damages	Best Available Cost	Best Available Federal Share Cost
73092	A - Debris Removal	McIntosh City-Wide Debris Removal	Work Completed / Fully Documented	Pending Initial Project Development	1	\$250,000.00	\$187,500.00
73104	G - Parks, Recreational Facilities, and Other Items	Lions Park Recreation Bldg Roof Damage	Standard	Pending Applicant DDD Approval		\$0.00	\$0.00
73143	C - Roads and Bridges	McIntosh City-Roads	Standard	Pending Initial Project Development	3	\$67,000.00	\$50,250.00
73150	B - Emergency Protective Measures	McIntosh Emergency Measures	Work Completed / Fully Documented	Pending Initial Project Development	1	\$11,200.00	\$8,400.00

# Sign Project Damage Description and Dimension (DDD)

The screenshot displays the Grants Portal interface. At the top left is the 'Grants Portal' logo. The user 'Doe, Jane' is logged in at the top right. A left sidebar contains navigation options: Profile, Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Damages, Work Order Requests, Work Orders, Projects, My Post-Award Ops, My Tasks, Calendar, Utilities, and Intelligence. The main content area is titled 'Project' and shows details for 'PDMG Training Event (PDMG5555) / McIntosh - PDMG2723 - PDMG5555 (PDMG5555 - 2723) / [73104] Lions Park Recreation Bldg Roof Damage'. A red callout box with the text 'Click Sign DDD' points to a green 'SIGN DDD' button. Other buttons include 'SEND BACK', 'OPTIONS', and 'REPORTS'. The project details include: PROJECT # 73104, CATEGORY G - Parks, Recreational, TITLE Lions Park Recreation Bldg Roof Damage, TYPE Standard, STATUS Active, PROCESS STEP Pending Applicant DDD Approval (As of April 20th, 2021 10:34 PM EDT), % COST SHARE 75.00%, ACTIVITY COMPLETION June 10, 2019, DEADLINE Request Extension, and SECTOR --. A 'Stats / Summary' link is at the bottom.

**Grants Portal**

Dashboard

My Organization

McIntosh - PDMG2723 - PDMG5555 (PDMG5555 - 2723)

**Project**

PDMG Training Event (PDMG5555) / McIntosh - PDMG2723 - PDMG5555 (PDMG5555 - 2723) / [73104] Lions Park Recreation Bldg Roof Damage

Policy Issues: Fixed Cost Offer Requested (1) Mitigation (1)

**General Information**

PROJECT # 73104

CATEGORY G - Parks, Recreational

TITLE Lions Park Recreation Bldg Roof Damage

TYPE Standard

STATUS Active

PROCESS STEP Pending Applicant DDD Approval  
*As of April 20th, 2021 10:34 PM EDT*

% COST SHARE 75.00%

ACTIVITY COMPLETION June 10, 2019

DEADLINE [Request Extension](#)

SECTOR --

APPLICANT McIntosh - PDMG2723 - PDMG5555 (PDMG5555 - 2723)

EVENT PDMG Training Event (PDMG5555)

**SIGN DDD** **SEND BACK** **OPTIONS** **REPORTS**

[Stats / Summary](#)



# Review Project Damage Description and Dimension (DDD) 1/4

The screenshot displays the Grants Portal interface. At the top, the 'Grants Portal' logo is visible on the left, and the user 'Doe, Jane' is logged in on the right. The main navigation bar includes 'Dashboard', 'My Organization', and 'Project Applicant DDD Approval'. The breadcrumb trail shows the path: 'PDMG Training Event (PDMG5555) / McIntosh - PDMG2723 - PDMG5555 (PDMG5555 - 2723) / [73104] Lions Park Recreation Bldg Roof Damage / Applicant DDD'. A sidebar on the left lists various navigation options such as Profile, Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Damages, Work Order Requests, Work Orders, Projects, My Post-Award Ops, My Tasks, Calendar, Utilities, and Intelligence. The main content area is titled 'Please review and sign' and contains two sections: 'General Information' and 'Damage Description and Dimensions'. The 'General Information' section displays the following details: PROJECT # 73104, PROJECT TYPE Standard, PROJECT CATEGORY G - Parks, Recreational Facilities, and Other Items, APPLICANT McIntosh - PDMG2723 - PDMG5555 (PDMG5555 - 2723), PROJECT TITLE Lions Park Recreation Bldg Roof Damage, and EVENT PDMG Training Event (PDMG5555). The 'Damage Description and Dimensions' section begins with the text: 'The Disaster #PDMG5555, which occurred between 12/10/2017 and 12/12/2017, caused:'. Below this, it specifies 'Damage #1075746; Lions Park Recreation Center' and includes a link for 'Add Intro Info'. A red callout box with a white background and a red border points to the 'Damage Description and Dimension (DDD)' section, with the text 'Review Damage Description and Dimension (DDD)' inside.

**Review Damage Description and Dimension (DDD)**

**General Information**

PROJECT #	73104	PROJECT TYPE	Standard
PROJECT CATEGORY	G - Parks, Recreational Facilities, and Other Items	APPLICANT	McIntosh - PDMG2723 - PDMG5555 (PDMG5555 - 2723)
PROJECT TITLE	Lions Park Recreation Bldg Roof Damage	EVENT	PDMG Training Event (PDMG5555)

**Damage Description and Dimensions**

The Disaster #PDMG5555, which occurred between 12/10/2017 and 12/12/2017, caused:

Damage #1075746; Lions Park Recreation Center

[Add Intro Info](#)

General Facility Information:

# Review Project Damage Description and Dimension (DDD) 2/4

The screenshot displays the Grants Portal interface. The top navigation bar includes the 'Grants Portal' logo and a user profile for 'Doe, Jane'. A left sidebar contains various menu items such as 'Dashboard', 'My Organization', 'Profile', 'Personnel', 'Applicant Event Profiles', 'Exploratory Calls', 'Recovery Scoping Meetings', 'Damages', 'Work Order Requests', 'Work Orders', 'Projects', 'My Post-Award Ops', 'My Tasks', 'Calendar', 'Utilities', and 'Intelligence'. The main content area shows project details:

- Facility Description:** 3000 Sqft brick exterior bldg with 3-tab asphalt shingles roof
- Year Built:** 2005
- Location Description:** G4- 99 Darien, GA 31305
- GPS Latitude/Longitude:** 31.41000, -81.46000
- Number of Stories:** 1

**General Damage Information:**

- Date Damaged:** 4/1/2020
- Cause of Damage:** Lions Park Recreation Center sustained roof damage from high winds and rain due to Hurricane Matthew.

**Building Damage:**

- Building Exterior, 1,500 ft² of Roof , 30 FT long x 50 FT wide, Roof damage (3-Tab Asphalt Shingles) due to high winds and rain from Hurricane Matthew, 0% work completed.

An 'Add Additional Info' link is highlighted in yellow. Below the details is a 'Sign Document' section with a signature field containing 'Signature here' and a date field set to '04/21/2021'. A yellow button labeled 'CLICK TO SIGN' is positioned between the signature and date fields. A red speech bubble with the text 'Select Click to Sign' points to this button. At the bottom right of the sign document area are 'SUBMIT' and 'CANCEL' buttons.

# Sign Project Damage Description and Dimension (DDD) 3/4

Grants Portal

Dashboard

My Organization  
McIntosh - PDMG2723 - PDMG5555 (PDMG5555 - 2723)

Profile

Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping Meetings

Damages

Work Order Requests

Work Orders

Projects

My Post-Award Ops

My Tasks

Calendar

Utilities

Intelligence

Sign Document

Print Name \* Stephanie Paul

Signature Style \* Allura

Stephanie Paul

Enter Password \*

→ SIGN CANCEL

Enter all information

Click Sign

SIGNATURE Signature here

DATE 04/21/2021

CLICK TO SIGN

SUBMIT CANCEL

**Note: Password to Enter** is the same password used when logging in to Grants Portal. Personnel to sign **MUST** have **Authorized Representative** role in the system

# Sign Project Damage Description and Dimension (DDD) 4/4

The screenshot displays the Grants Portal interface. At the top left is the 'Grants Portal' logo. A navigation sidebar on the left includes 'Dashboard', 'My Organization' (Meintosh - PDMG2723 - PDMG5555 (PDMG5555 - 2723)), and a list of menu items: Profile, Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Damages, Work Order Requests, Work Orders, and Projects. Below these are 'My Post-Award Ops', 'My Tasks', 'Calendar', 'Utilities', and 'Intelligence'. The main content area shows project details:

- Facility Description: 3000 Sqft brick exterior bldg with 3-tab asphalt shingles roof
- Year Built: 2005
- Location Description: G4- 99 Darien, GA 31305
- GPS Latitude/Longitude: 31.41000, -81.46000
- Number of Stories: 1

**General Damage Information:**

- Date Damaged: 4/1/2020
- Cause of Damage: Lions Park Recreation Center sustained roof damage from high winds and rain due to Hurricane Matthew.

**Building Damage:**

- Building Exterior, 1,500 ft² of Roof , 30 FT long x 50 FT wide, Roof damage (3-Tab Asphalt Shingles) due to high winds and rain from Hurricane Matthew, 0% work completed.

An 'Add Additional Info' link is highlighted in yellow. Below the details is a 'Sign Document' section. It shows a signature field with the name 'Stephanie Paul' and a 'CLICK TO SIGN' button. A date field shows '04/21/2021'. A red callout bubble with the text 'Click Submit' points to a green 'SUBMIT' button and a grey 'CANCEL' button at the bottom right of the signing area.

# Confirm Submission

**Grants Portal**

Dashboard

My Organization  
McIntosh - PDMG2723 - PDMG5555 (PDMG5555 - 2723)

- Profile
- Personnel
- Applicant Event Profiles
- Exploratory Calls
- Recovery Scoping Meetings
- Damages
- Work Order Requests
- Work Orders
- Projects

My Post-Award Ops

My Tasks

Calendar

Utilities

Intelligence

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**

YES NO

Facility Description: 300

Year Built: 2005

Location Description: G4

GPS Latitude/Longitude:

Number of Stories: 1

General Damage Information:

Date Damaged: 4/1/2020

Cause of Damage: Lions Park Recreation Center sustained roof damage from high winds and rain due to Hurricane Matthew.

Building Damage:

Building Exterior, 1,500 ft² of Roof, 30 FT long x 50 FT wide, Roof damage (3-Tab Asphalt Shingles) due to high winds and rain from Hurricane Matthew, 0% work completed.

Add Additional Info

Sign Document

SIGNATURE *Stephanie Paul* CLICK TO SIGN DATE 04/21/2021

SUBMIT CANCEL

# Project Damage Description and Dimension (DDD) has been Signed

The screenshot shows the Grants Portal interface. The main content area displays project details for 'Lions Park Recreation Bldg Roof Damage'. A red callout box highlights the text 'DDD is signed successfully'. A green notification banner at the bottom right states 'Success: Signed document submitted.' The left sidebar contains navigation options like Profile, Personnel, and My Tasks. The top right shows the user 'Doe, Jane' and utility icons.

**Grants Portal** ? ⚡ 👤 Doe, Jane

**Dashboard** **Project** ⚙️ OPTIONS 📄 REPORTS

McIntosh - PDMG2723 - PDMG5555 (PDMG5555 - 2723) / PDMG Training Event (PDMG5555) / McIntosh - PDMG2723 - PDMG5555 (PDMG5555 - 2723) / [73104] Lions Park Recreation Bldg Roof Damage

Policy Issues: Fixed Cost Offer Requested (1) Mitigation (1)

### General Information VO

<b>PROJECT #</b>	73104	<b>APPLICANT</b>	McIntosh - PDMG2723 - PDMG5555 (PDMG5555 - 2723)
<b>CATEGORY</b>	G - Parks, Recreational Facilities, and Other Items	<b>EVENT</b>	PDMG Training Event (PDMG5555)
<b>TITLE</b>	Lions Park Recreation Bldg Roof Damage		
<b>TYPE</b>	Standard		
<b>STATUS</b>	Active		
<b>PROCESS STEP</b>	Pending PDMG Scope & Cost Routing <small>As of April 21st, 2021 1:16 PM EDT</small>		
<b>% COST SHARE</b>	75.00%		
<b>ACTIVITY COMPLETION DEADLINE</b>	June 10, 2019 <a href="#">Request Extension</a>		
<b>SECTOR</b>	--		

[Stats / Summary](#) >

DDD is signed successfully

✔ Success: Signed document submitted.

Create Your Own Scope of Work & Cost for  
Work to be Completed Project

# Create Your Own Scope of Work & Cost

**Grants Portal** Shayne...

**Project** REQUEST FEMA COMPLETION SUBMIT FOR VALIDATION OPTIONS REPORTS

4563DR-AL (4563DR) / Saraland, City of (097-68160-00) / [161466] Saraland City Permanent Buiding repairs

**⚠ 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](#)

Policy Issues: [Architectural & Engineering \(1\)](#) [Consensus-Based Code and Standards \(1\)](#) [Approved Project \(1\)](#) [Mitigation \(1\)](#) [Virtual ToMetrop Site Inspection \(1\)](#)

**General Information** 10

PROJECT #	161466	APPLICANT	Saraland, City of (097-68160-00)
CATEGORY	E - Buildings and Equipment	EVENT	4563DR-AL (4563DR)
TITLE	Saraland City Permanent Buiding repairs		
TYPE	Standard		
STATUS	Active		
PROCESS STEP	Pending Scope & Cost Completion by Applicant <small>As of March 29th, 2021 12:49 PM EDT</small>		
% COST SHARE	75.00%		
ACTIVITY COMPLETION DEADLINE	March 20, 2022 <a href="#">Request Extension</a>		

Locate the  
**Project** and  
scroll down



# Scope of Work & Cost Summary 1/12

The screenshot displays the Grants Portal interface. At the top, the 'Grants Portal' logo is on the left, and user information '.Shayne...' is on the right. Below the logo is a navigation menu with 'Dashboard' selected. The main header shows 'My Organization' as 'Saraland, City of (097-58160-00)' and the 'Project' title as '4563DR-AL (4563DR) / Saraland, City of (097-68160-00) / [161466] Saraland City Permanent Building repairs'. Action buttons include 'REQUEST FEMA COMPLETION', 'SUBMIT FOR VALIDATION', 'OPTIONS', and 'REPORTS'. A left sidebar lists navigation options like 'Profile', 'Personnel', and 'My Post-Award Ops'. The main content area is titled 'Development Guide Answers' and features a 'Scope & Cost Summary' section. A yellow banner contains the text: 'If you need FEMA to complete the development of the Scope & Cost it can be requested by clicking the following button: REQUEST FEMA COMPLETION'. Below this are tabs for 'Scope' and 'Cost'. A list of items includes 'Scope to Restore to Pre-Disaster Condition', 'Intended Scope', and 'Final Scope'. A red callout box with the text 'Click Scope & Cost' points to a button labeled '\$ COMPLETE SCOPE & COST' in the top right corner of the 'Scope & Cost Summary' section. Below the list, a '406 Mitigation Profile' section shows a warning: '3 of 3 are pending completion of HMP Scope & Cost'. An 'Insurance Profile' section is also visible at the bottom.

# Scope of Work & Cost Summary 2/12

The screenshot shows the Grants Portal interface. The top navigation bar includes the 'Grants Portal' logo, user information 'Shayne...', and a 'GO BACK' button. The main header displays 'Project Manage Scope & Cost' and a status indicator 'DAMAGE INCOMPLETE'. A blue information banner provides instructions: '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.'

The main content area features a table with a row for damage #413912, 'DAMAGED GYM EQUIPMENT AND COMPON'. Below the table, a red callout box points to the 'DDD Preview' button. The callout text reads: 'Click DDD Preview and review'.

The details for 'Damage #413912; Damaged GYM equipment and components' are shown below. A note states: 'This is tabletop inspection all information, dimensions, and photos are provided by the applicant.'

**General Facility Information:**

- **Facility Type:** Vehicle or Equipment Only
- **Location Description:** 716 Saraland Blvd S Saraland, AL 36571
- **GPS Latitude/Longitude:** 30.80550, -88.07125

**General Damage Information:**

- **Date Damaged:** 9/16/2020
- **Cause of Damage:** Hurricane force wind driven rain

# Scope of Work & Cost Summary 3/12

The screenshot shows the Grants Portal interface for managing project scope and cost. The page title is "Project Manage Scope & Cost". A navigation sidebar on the left includes options like Profile, Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Damages, Work Order Requests, Work Orders, Projects, My Post-Award Ops, My Tasks, Calendar, Utilities, and Intelligence. The main content area displays a project entry for "413912 DAMAGED GYM EQUIPMENT AND COMPONENTS". Below the project title, there are tabs for "DDD", "Pre", "Scope", and "Cos", with "Scope" highlighted. A "Documents" link is also visible. A green button labeled "COMPLETE AND LOCK" is present. A dropdown menu for "Scope to Return to Pre-Disaster Condition" is open, showing a list of items, including "413912 Damaged GYM equipment and component". A blue "COPY" button and an "Edit Header" link are also visible. Two red callout boxes provide instructions: one pointing to the "Scope" tab with the text "Click SCOPE", and another pointing to the "+ Add Scope" button with the text "Select +Add Scope to begin entering information".

Grants Portal

Dashboard

My Organization Saraland, City of (097-68160-00)

Project Manage Scope & Cost

DAMAGE INCOMPLETE x GO BACK

4563DR-AL (4563DR) / Saraland, City of (097-68160-00) / [161466] Saraland City Permanent Building repairs / 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.

413912 DAMAGED GYM EQUIPMENT AND COMPONENTS

DDD Pre **Scope** Cos Documents

COMPLETE AND LOCK

Scope to Return to Pre-Disaster Condition

413912 Damaged GYM equipment and component

Edit Header COPY

+ Add Scope

Click **SCOPE**

Select **+Add Scope** to begin entering information

# Scope of Work & Cost Summary 4/12

The screenshot displays the Grants Portal interface. The top navigation bar includes the 'Grants Portal' logo and a user profile for 'Shayne...'. A left sidebar contains a menu with items such as 'Dashboard', 'My Organization', 'Profile', 'Personnel', 'Applicant Event Profiles', 'Exploratory Calls', 'Recovery Scoping Meetings', 'Damages', 'Work Order Requests', 'Work Orders', 'Projects', 'My Post-Award Ops', 'My Tasks', 'Calendar', 'Utilities', and 'Intelligence'. The main content area is titled 'Intended Scope' and features a form for editing a header. The header text is '419912 Damaged GYM equipment and component'. Below the header is a rich text editor with a toolbar containing icons for bold, italic, underline, link, unlink, text color, background color, font size, and font style. A 'SAVE SCOPE' button is located to the right of the toolbar. A red bracket highlights the text area, and a red callout box with the text 'Add the detailed description.' points to the text area. The text area contains the placeholder text 'Add detailed description of the Scope of Work.'

**Note:** Description should clearly list damage details

# Scope of Work & Cost Summary 5/12

The screenshot displays the Grants Portal interface. The top navigation bar includes the 'Grants Portal' logo and the user name 'Shayne...'. The left sidebar contains a menu with items such as 'Dashboard', 'My Organization', 'Profile', 'Personnel', 'Applicant Event Profiles', 'Exploratory Calls', 'Recovery Scoping Meetings', 'Damages', 'Work Order Requests', 'Work Orders', 'Projects', 'My Post-Award Ops', 'My Tasks', 'Calendar', 'Utilities', and 'Intelligence'. The main content area is titled 'Intended Scope' and shows a form for editing a scope of work. The form title is 'Damaged GYM equipment and component'. The form includes a toolbar with various editing tools and a 'SAVE SCOPE' button, which is highlighted with a red callout box containing the text 'Click Save Scope'. The form also includes a 'COPY' button and an 'Edit Header' link.

# Scope of Work & Cost Summary 6/12

**Grants Portal** | Dashboard | My Organization: Saraland, City of (097-68160-00) | Project Manage Scope & Cost | DAMAGE INCOMPLETE x | GO BACK

4563DR-AL (4563DR) / Saraland, City of (097-68160-00) / [161466] Saraland City Permanent Building repairs / 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.

412912 | DAMAGED GYM EQUIPMENT AND COMPON

Item Category	Value	Action
Work Completed Permanent Items	\$0.00	+ ADD COST
Work To Be Completed Permanent Items	\$0.00	+ ADD COST
Work Completed Non-Permanent Items	\$0.00	+ ADD COST
Work To Be Completed Non-Permanent Items	\$0.00	+ ADD COST

**Summary:**  
GROSS COST \$0.00  
TOTAL 406 HMP COST \$0.00  
TOTAL INSURANCE REDUCTIONS \$0.00  
CRC NET COST \$0.00  
FEDERAL SHARE (75.00%) \$0.00  
NON-FEDERAL SHARE (25.00%) \$0.00

# Scope of Work & Cost Summary 7/12

**Grants Portal** | Dashboard | My Organization: Saraland, City of (097-68160-00) | Project Manage Scope & Cost | DAMAGE INCOMPLETE x | GO BACK

4563DR-AL (4563DR) / Saraland, City of (097-68160-00) / [161466] Saraland City Permanent Building repairs / 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.

413912 | DAMAGED GYM EQUIPMENT AND COMPON

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

Item Description	Cost	Action
Work Completed Permanent Items >	\$0.00	+ ADD COST
Work To Be Completed Permanent Items >	\$0.00	+ ADD COST
Work Completed Non-Permanent Items >	\$0.00	+ ADD COST
Work To Be Completed Non-Permanent Items >	\$0.00	+ ADD COST

**Select Appropriate Cost Code**

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

TOTAL INSURANCE REDUCTIONS **\$0.00**  
CRC NET COST **\$0.00**  
FEDERAL SHARE (75.00%) **\$0.00**  
NON-FEDERAL SHARE (25.00%) **\$0.00**

# Scope of Work & Cost Summary 8/12

The screenshot displays the Grants Portal interface. The main page is titled "Project Manage Scope & Cost" and shows a summary of work completed and to be completed. A modal window titled "Add a Contract/Vendor Costs item" is open, allowing the user to add a new cost item. The modal form includes the following fields:

- Cost Code: 9001 (Contract)
- Description: Add Contractor Info Here
- Quantity: 1.00
- Unit: Lump Sum (LS)
- Unit Price: 151578.00
- City Adjustment Factor: 1.00
- Total Cost: \$151578.00

A red callout box with the text "Enter correct information in all required fields" points to the form fields. The background page shows a cost summary table with columns for "GROSS COST", "TOTAL 406 HMP COST", "TOTAL INSURANCE REDUCTIONS", "CRC NET COST", "FEDERAL SHARE (75.00%)", and "NON-FEDERAL SHARE (25.00%)", all showing a value of \$0.00.



# Scope of Work & Cost Summary 9/12

The screenshot shows the Grants Portal interface for 'Project Manage Scope & Cost'. A modal window titled 'Add a Contract/Vendor Costs item' is open, showing a form with the following fields: Cost Code (9009 (Material)), Description (Add Materials Here), Quantity (650.00), Unit (Each (EA)), Unit Price (250.00), and City Adjustment Factor (1.00). The Total Cost is \$162500.00. A red callout box on the left says 'Repeat steps for each cost code separately'. A red callout box on the right says 'Totals will be calculated automatically', pointing to a circled total of \$151,578.00 in the cost summary table. The background shows a sidebar with navigation options like 'Dashboard', 'My Organization', 'Profile', 'Personnel', 'Applications', 'Exploration', 'Recovery', 'Meetings', 'Damages', 'Work Completed', 'Work To Be Completed', 'My Post-Award Ops', 'My Tasks', 'Calendar', 'Utilities', and 'Intelligence'. The main content area shows a table with columns for cost items and their amounts, with a total of \$151,578.00 circled in red.

**Repeat steps for each cost code separately**

**Totals will be calculated automatically**

Item	Amount
9009 (Material)	\$151,578.00
Other items	\$0.00
<b>Total</b>	<b>\$151,578.00</b>

**Summary Totals:**

- GROSS COST: \$0.00
- TOTAL 406 HMP COST: \$0.00
- TOTAL INSURANCE REDUCTIONS: \$0.00
- CRC NET COST: \$0.00
- FEDERAL SHARE (75.00%): \$0.00
- NON-FEDERAL SHARE (25.00%): \$0.00

# Scope of Work & Cost Summary 10/12

Grants Portal

Dashboard

My Organization Saraland, City of (097-68160-00)

Project Manage Scope & Cost

4563DR-AL (4563DR) / Saraland, City of (097-68160-00) / [161466] Saraland City Permanent Building repairs / 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...

413912 DAMAGED GYM EQUIPMENT AND COMPON

DDD Preview Scope Cost Documents

Work Completed Permanent Items >

\$0.00 + ADD COST

To Be Completed Permanent Items >

\$379,078.00 + ADD COST

SHOW/HIDE COLUMNS

Description	Cost Code	Estimate Type	Qty	Units	Unit Price	City Adj Factor	Total Cost
OPTIONS Add Contractor Info Here	9001	Contract/Vendor Costs	1	Lump Sum	\$151,578.00	1	\$151,578.00
OPTIONS Add Equipment Info Here	9008	Contract/Vendor Costs	13	Lump Sum	\$5,000.00	1	\$65,000.00
OPTIONS Add Materials Here	9009	Contract/Vendor Costs	650	Each	\$250.00	1	\$162,500.00
TOTAL:							\$379,078.00

Showing 1 to 3 of 3 entries

Previous 1 Next

COMPLETE AND LOCK

Click Options to edit

Repeat steps until all damage costs are added

**Note:** Items will be listed by cost code

# Scope of Work & Cost Summary 11/12

**Grants Portal** | Dashboard | My Organization | Project Manage Scope & Cost

DAMAGE INCOMPLETE x GO BACK

4563DR-AL (4563DR) / Saraland, City of (097-68160-00) / [161466] Saraland City Permanent Buiding repairs / 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.

412912: DAMAGED GYM EQUIPMENT AND COMPON

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

**Cost Complete** COST COMPLETE ✓ UNLOCK FOR REWORK

Work Completed Permanent Items > \$0.00

Work To Be Completed Permanent Items v \$379,078.00

SHOW/HIDE COLUMNS

Description	Cost Code	Estimate Type	Qty	Units	Unit Price	City Adj Factor	Total Cost
Add Contractor Info Here	9001	Contract/Vendor Costs	1	Lump Sum	\$151,578.00	1	\$151,578.00
Add Equipment Info Here	9008	Contract/Vendor Costs	13	Lump Sum	\$5,000.00	1	\$65,000.00
Add Materials Here	9009	Contract/Vendor Costs	650				\$162,500.00

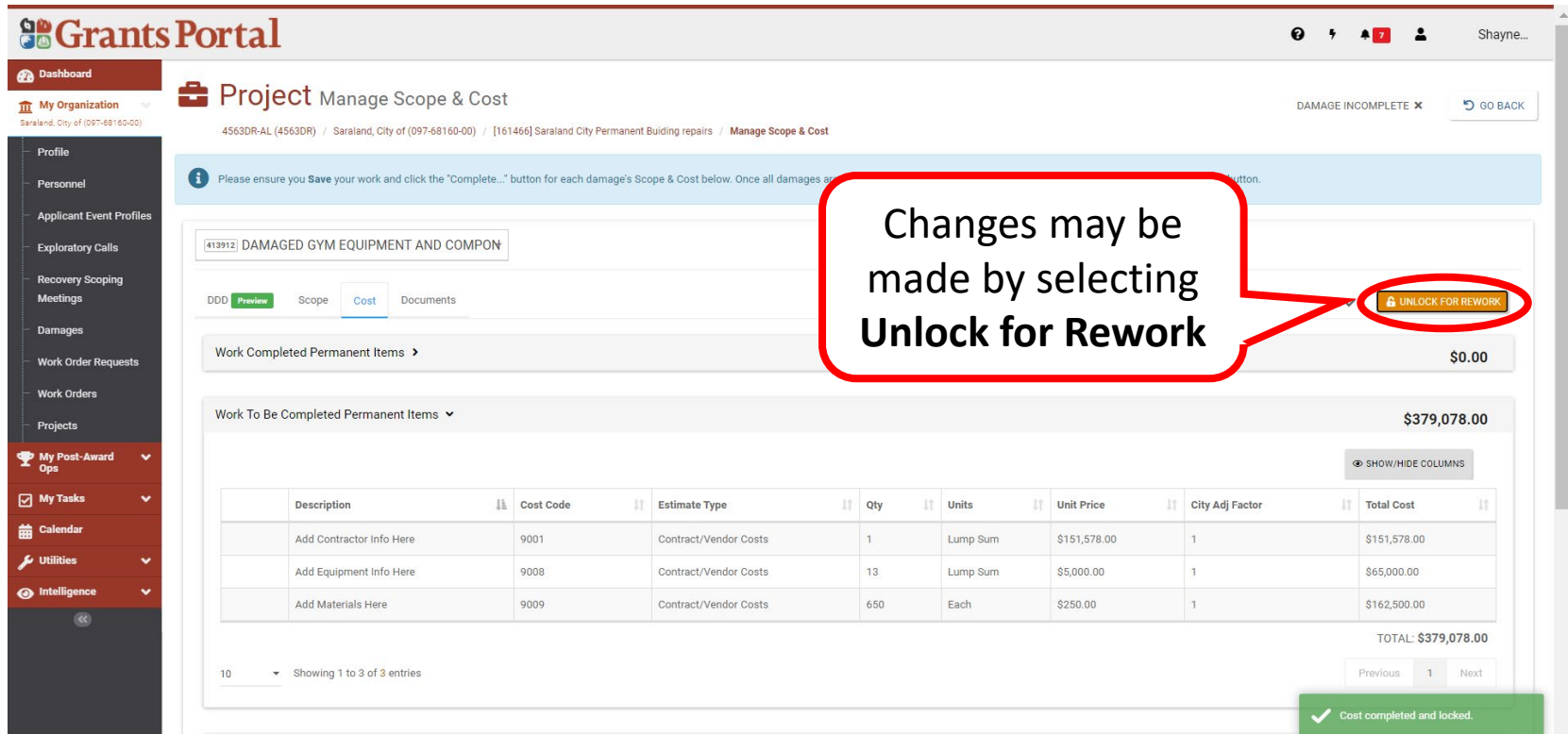
TOTAL: \$379,078.00

Previous 1 Next

10 Showing 1 to 3 of 3 entries

✓ Cost completed and locked.

# Scope of Work & Cost Summary 12/12



**Grants Portal**

Dashboard

My Organization Saraland, City of (097-68160-00)

Project Manage Scope & Cost

DAMAGE INCOMPLETE x GO BACK

4563DR-AL (4563DR) / Saraland, City of (097-68160-00) / [161466] Saraland City Permanent Buiding repairs / 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 completed, click the "Complete" button.

413912: DAMAGED GYM EQUIPMENT AND COMPON

DDD Preview Scope **Cost** Documents

Work Completed Permanent Items > \$0.00

Work To Be Completed Permanent Items v \$379,078.00

SHOW/HIDE COLUMNS

	Description	Cost Code	Estimate Type	Qty	Units	Unit Price	City Adj Factor	Total Cost
	Add Contractor Info Here	9001	Contract/Vendor Costs	1	Lump Sum	\$151,578.00	1	\$151,578.00
	Add Equipment Info Here	9008	Contract/Vendor Costs	13	Lump Sum	\$5,000.00	1	\$65,000.00
	Add Materials Here	9009	Contract/Vendor Costs	650	Each	\$250.00	1	\$162,500.00

TOTAL: \$379,078.00

10 Showing 1 to 3 of 3 entries

Previous 1 Next

✓ Cost completed and locked.

**Changes may be made by selecting **Unlock for Rework****

# Cost Share has been Updated

The screenshot shows the Grants Portal interface. The top navigation bar includes the 'Grants Portal' logo, user profile 'Shayne...', and notification icons. The left sidebar contains navigation options like 'Dashboard', 'My Organization', 'Profile', 'Personnel', 'Applicant Event Profiles', 'Exploratory Calls', 'Recovery Scoping Meetings', 'Damages', 'Work Order Requests', 'Work Orders', and 'Projects'. The main content area is titled 'Project' and displays the project ID '4563DR-AL (4563DR) / Saraland, City of (097-68160-00) / [161466] Saraland City Permanent Building repairs'. A yellow warning banner states: 'This project is pending Scope & Cost Completion by Applicant.' Below this, instructions explain that the Scope & Cost can be completed in the Summary section or via the 'Request FEMA Completion' button. A green 'SUBMIT FOR VALIDATION' button is highlighted with a red box and a callout bubble containing the text 'Submit to FEMA for Validation'. The 'General Information' section shows: PROJECT # 161466, CATEGORY E - Buildings and Equipment, TITLE Saraland City Permanent Building repairs, TYPE Standard, STATUS Active, PROCESS STEP Pending Application Completion, and % COST SHARE 100.00%. The 'ACTIVITY COMPLETION DEADLINE' is March 20, 2022, with a 'Request Extension' link.

**Submit to FEMA for Validation**

PROJECT #	161466	APPLICANT	
CATEGORY	E - Buildings and Equipment	EVENT	4563DR-AL (4563DR)
TITLE	Saraland City Permanent Building repairs		
TYPE	Standard		
STATUS	Active		
PROCESS STEP	Pending Application Completion		
% COST SHARE	100.00%		
ACTIVITY COMPLETION DEADLINE	March 20, 2022 <a href="#">Request Extension</a>		

# Sign Projects Scope and Cost

# Final Review Email for a Completed Work Project

**From:** [support.pagrants@fema.gov](mailto:support.pagrants@fema.gov) [support.pagrants@fema.gov](mailto:support.pagrants@fema.gov)

**Sent:** Tuesday, November 9, 2021 8:26 AM

**To:** [JDoe@state.gov](mailto:JDoe@state.gov); [JDoe@disasterresponse.com](mailto:JDoe@disasterresponse.com)

**Subject:** FEMA PA Notification - REVIEW AND SIGN - Damage Description and Dimensions (DDD) / Scope / Cost on Project [546240] State of Recipient Project (4626DR)

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

The project [546240] State of Recipient on event 4626DR requires your signature of the **Damage Description and Dimensions (DDD) / Scope / Cost**.

Please [click here](#) to log in to your Grants Portal Account to review and sign the project's Damage Description and Dimensions (DDD) / Scope / Cost.

If you have any questions or concerns regarding this report, please contact your PDMG, John Doe at [J.Doe@fema.dhs.gov](mailto:J.Doe@fema.dhs.gov) or (202) 555-4444.

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If you require additional assistance with the [FEMA Grants Portal](#), please contact the Grants Portal Hotline at (866) 337-8448 or [FEMA-Recovery-PA-Grants@fema.dhs.gov](mailto:FEMA-Recovery-PA-Grants@fema.dhs.gov)

*Please do not respond to this e-mail. This mailbox is not monitored, and you will not receive a response.*

# Applicant Event Profile

**Grants Portal**

Dashboard

My Organization Saraland, City of (097-68160-00)

## Applicant Event Profile

4563DR-AL (4563DR) / Saraland, City of (097-68160-00)

OPTIONS REPORTS

### General Information

FEMA PA CODE	097-68160-00
NAME	Saraland, City of
TYPE	City or Township Government
SECTOR	--
STATUS	Eligible
RPA DECISION DATE	10/22/2020 04:31 PM EDT
RSM COMPLETION DATE	11/16/2020 12:30 PM EST
DAMAGE INVENTORY DEADLINE	01/15/2021
PROCESS STEP	Pending Grant Completion <small>As of November 16th, 2020 12:30 PM EST</small>

### Event Information

INCIDENT START DATE	September 14, 2020
INCIDENT END DATE	September 16, 2020
DECLARATION DATE	September 20, 2020
DECLARED COUNTIES	Mobile County - September 20th, 2020
FIXED COST OFFER DECLARATION-WIDE DEADLINE	March 20, 2022

Stats/Summary >

Staff / Contacts >

Locations >

**Select the correct Applicant Event Profile and Scroll down to Projects**



# Select Project

The screenshot displays the Grants Portal interface. At the top, there is a navigation bar with the 'Grants Portal' logo and user information. Below this is a sidebar with various menu items. The main content area features a search bar and several filter dropdowns: 'PROCESS STEP' (set to 'Select...'), 'TYPE' (set to 'All'), 'HAS RFI' (set to 'Select...'), and 'HAS POLICY ISSUE?' (set to 'Select...'). A table lists four projects with columns for Project #, Category, Title, Type, Process Step, and # Damages. The third row, project 161466, is highlighted with a red callout box containing the text: 'Select Appropriate Project in "Pending Applicant Project Review" Process Step'. Below the table, there are navigation controls and a list of profile links: '406 Mitigation Profile', 'Insurance Profile', 'EHP Profile', and 'Documents'. At the bottom right, there are buttons for 'UPLOAD', 'DOWNLOAD', and 'MANAGE'.

Project #	Category	Title	Type	Process Step	# Damages
161457	A - Debris Removal	Saraland City wide debris removal	Work Completed / Fully Documented	Obligated	1
161459	B - Emergency Protective Measures	Saraland City EPM	Work Completed / Fully Documented	Obligated	1
161466	E - Buildings and Equipment	Saraland City Permanent Buiding repairs	Standard	Pending Applicant Project Review	
161470	G - Parks, Recreational Facilities, and Other Items	Saraland City Parks	Standard	Pending Initial Project Development	18

# Project Final Review Page

The screenshot shows the Grants Portal interface for a project titled "Saraland, City of (097-68160-00) [161466] Saraland City Permanent Building repairs". The project status is "Pending Applicant Project Review". A yellow banner at the top states: "This project is pending Applicant Project Review. The scope and cost must be approved and signed by the Applicant. This is the 1st time this project has been in Pending Applicant Project Review." The page features a sidebar with navigation options like "Profile", "Personnel", and "My Tasks". At the top right, there are buttons for "SIGN SCOPE & COST", "SEND BACK", "OPTIONS", and "REPORTS". At the bottom, there are buttons for "SIGN DDD/SCOPE/COST", "SEND BACK", "OPTIONS", and "REPORTS".

**Ready to Review and Sign? Select the Sign Button**

**A Standard or Specialize Project will say Sign Scope & Cost**

**A Completed work project will say Sign DDD/Scope/Cost**

# Review Project Scope and Cost

**Grants Portal** | Dashboard | My Organization: Saraland, City of (097-68160-00) | Project Applicant Project Review | Saraland, City of (097-68160-00) / [161466] Saraland City Permanent Building repairs / Applicant Project Review | SUBMIT | CANCEL | Shayne...

**Project Information** | Sign

**General Information**

PROJECT #	161466	PROJECT TYPE	Standard
PROJECT CATEGORY	E - Buildings and Equipment	APPLICANT	Saraland, City of (097-68160-00)
PROJECT TITLE	Saraland City Permanent Building repairs	EVENT	4563DR-AL (4563DR)

**Scope**

Add Info Here

Final Scope | Intended Scope | Scope to Restore to Pre-Disaster Condition | HMP Scope

Add Info Here

- 413912 Damaged GYM equipment and components  
Add detailed description of the Scope of Work
- 420398 Animal Shelter Metal Shed  
Add Detailed Description Here of the Scope of Work
- 406 HMP Scope

**Review all sections**

# Review Projects Scope and Cost

The screenshot displays the Grants Portal interface for Saraland, City of (097-68160-00). The main content area shows a table of projects with the following data:

Wind	Building	n/a	\$23,445.00
Wind	Building	n/a	\$25,878.00
Wind	Building	n/a	\$90,003.00

Below the table, there are sections for 'Mitigation' and 'Environmental Historical Preservation'. The 'Mitigation' section states: 'There are no additional mitigation information on Saraland City Permanent Buiding repairs.' The 'Environmental Historical Preservation' section asks: 'Is this project compliant with EHP laws, regulations, and executive orders?' with a 'Yes' response. It lists 'EHP Conditions' and 'EHP Additional Information', both of which state: 'There are no additional environmental historical preservation information on Saraland City Permanent Buiding repairs.'

A blue bar at the bottom of the form contains the text: 'I CONFIRM THAT I HAVE REVIEWED ALL PROJECT INFORMATION AND AM READY TO SIGN THE PROJECT.'

A red callout bubble points to the 'Mitigation' and 'Environmental Historical Preservation' sections, containing the text: 'Ensure that all documents in all categories are complete.'

**Note:** You will not be able to sign unless all information has been provided

# Sign Projects Scope and Cost

**Grants Portal** Shayne...

**Project Applicant Project Review** SUBMIT CANCEL

4563DR-AL (4563DR) / Saraland, City of (097-68160-00) / [161466] Saraland City Permanent Building repairs / Applicant Project Review

Project Information [Sign](#)

Sign the project below confirming that all information has been reviewed and is accurate. After the signature has been provided, ensure the signed project is submitted by clicking the "Submit" button.

**SIGNATURE** Signature here **CLICK TO SIGN** **DATE** 04/21/2021 SUBMIT

**Select Click to Sign**

# Sign Projects Scope and Cost

The screenshot shows the 'Sign Document' modal form in the Grants Portal. The form contains the following fields:

- Print Name \*: Stephanie Paul
- Signature Style \*: Allura
- Signature: *Stephanie Paul*
- Enter Password \*: [masked]

Buttons: → SIGN, CANCEL

Annotations:

- A red callout box on the left says "Type in All information" with a bracket pointing to the form fields.
- A red callout box at the bottom right says "Click SIGN" with an arrow pointing to the SIGN button.

**Note:** Password to Enter is the same password used when logging in to Grants Portal. Personnel to sign **MUST** have **Authorized Representative** role in the system

# Signed Projects Scope and Cost

**Grants Portal** Shayne...

**Dashboard** SUBMIT

**My Organization**  
Saraland, City of (097-68160-00)

**Project Applicant Project Review**

4563DR-AL (4563DR) / Saraland, City of (097-68160-00) / [161466] Saraland City Permanent Building repairs / **Applicant Project Review**

Project information [Sign](#)

Sign the project below confirming that all information has been reviewed and is accurate. After the signature has been provided, the signed project is submitted by clicking the "Submit" button.

SIGNATURE *Stephanie Paul* Click here to sign CLICK TO SIGN DATE 04/21/2021

**SUBMIT**

- Profile
- Personnel
- Applicant Event Profiles
- Exploratory Calls
- Recovery Scoping Meetings
- Damages
- Work Order Requests
- Work Orders
- Projects
- My Post-Award Ops**
- My Tasks**
- Calendar**
- Utilities**
- Intelligence**

# Confirm Submission - Projects Scope and Cost

The screenshot shows the Grants Portal interface. A modal dialog box titled "Confirm Submit" is centered on the screen. The dialog contains the text: "Are you sure you want to submit? Please ensure you have reviewed the Scope and Cost information on this page." Below the text are two buttons: "YES" (highlighted with a red box) and "NO". A red callout bubble points to the "YES" button with the text "Select Yes to confirm submission".

Grants Portal

Dashboard

My Organization

Saraland, City of (097-68160-00)

Project Applicant Project Review

4563DR-AL (4563DR) / Saraland, City of (097-68160-00) / [161466] Saraland, City of

Profile

Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping Meetings

Damages

Work Order Requests

Work Orders

Projects

My Post-Award Ops

My Tasks

Calendar

Utilities

Intelligence

Confirm Submit

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

YES NO

Select Yes to confirm submission

Project Information Sign

Sign the project below confirming that all information provided on this page is accurate. Once the signed project is submitted by clicking the "Submit" button.

SIGNATURE

CLICK TO SIGN

DATE 04/21/2021

SUBMIT

SUBMIT



# Request for Information (RFI)

# Request for Information (RFI) - Email

**From:** [support.pagrants@fema.gov](mailto:support.pagrants@fema.gov) support.pagrants@fema.gov  
**Sent:** Monday, November 8, 2021 8:56 AM  
**To:** County EMA Director [EMA@countymys.gov](mailto:EMA@countymys.gov); [Jane.Doe@fema.dhs.gov](mailto:Jane.Doe@fema.dhs.gov)  
**Cc:** [ehood@state.gov](mailto:ehood@state.gov); [jdoe@state.gov](mailto:jdoe@state.gov);  
**Subject:** FEMA PA Notification - REQUEST FOR INFORMATION - RFI-PRJ-60868 – Project #[1442] - Cou

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments from unknown senders.

The Federal Emergency Management Agency (FEMA) reviewed the application for County EMA, on the application documentation, for project [1442] County EMA. Upon review of the information provided, FEMA requires you to complete the review:

- **1. Additional Information**

- **Request Details:** Insurance Adjusters Report does not match the SIR/DDD of claimed damages. Basically, the Adjusters Report is claiming every room/location within the Corrections/Sheriff's facilities for ceiling tiles, insulation & misc. A. If the Applicant is claiming all the damages listed in the Insurance Adjusters Report, please provide the following: 1. For all Room/Locations that are not included in the SIR/DDD, please provide photos that indicate damages to the Rooms/Locations listed. (I have provided a list of Rooms/Locations- Attached). 2. For all Room/Locations included in the SIR/DDD, please provide a cross reference to the names listed in the Insurance Adjusters Report.
- **Request Classification:** Insurance; Damage Assessments and Surveys

You may review additional details for this Request for Information RFI-PRJ-60868 in Grants Portal. Please respond to the request by logging into your Grants Portal account and provide the missing information or documentation within 11 days of receipt of this request. If FEMA does not receive a response to this request within this timeframe, FEMA will issue a written eligibility determination based on the information and documentation.

If you have questions regarding this request, contact Doe, Jane, at [Jane.Doe@fema.dhs.gov](mailto:Jane.Doe@fema.dhs.gov) or (202) 655-5555.

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If you require additional assistance with the [FEMA Grants Portal](#), please contact the Grants Portal Hotline at (866) 337-8448 or [FEMA-Recovery-PA-Grants@fema.dhs.gov](mailto:FEMA-Recovery-PA-Grants@fema.dhs.gov)

*Please do not respond to this e-mail. This mailbox is not monitored, and you will not receive a response.*

The email the Applicant receives from Grants Portal will have detailed information about what's needed to clarify the information in the Project

# Request for Information (RFI) - Task Bell

The screenshot shows the Grants Portal interface. At the top left is the 'Grants Portal' logo. On the right side of the top bar, there is a notification bell icon with a red badge containing the number '12'. A red callout box with a white background and a red border points to this bell icon, containing the text 'Click Notification Bell'. Below the top bar, a yellow notification banner contains a warning icon and the text: '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. Click here to submit a RPA for your organization.' Below the notification banner, there is a section titled 'Organization' for 'County Government'. The details listed are: Level: 2, Type: County Government, FEMA PA Code: 581-18364-12, and Is PNP? No. On the left side, there is a vertical navigation menu with various options like Profile, Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Damages, Work Order Requests, Work Orders, Projects, My Post-Award Ops, My Tasks, Calendar, and Utilities.

# Review Incomplete Task

The screenshot shows the 'My Tasks' page in the Grants Portal. The page title is 'My Tasks' with a checkmark icon. A blue information banner states: '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.' Below this is a filter section for 'My Active Incomplete Tasks' with a 'RUN QUERY' button. A search bar is present above a table of tasks. The table has columns: Personnel, Type, Description, Start Date, Age, Deadline, Last Action, and Note. One task is listed with a 'REVIEW' button next to it. A red callout box points to this button with the text 'Click Review'. At the bottom of the page, a large red-bordered box contains the following note:

**Note:** It's important to review the Deadline date on each RFI Request.

# Request for Information (RFI) – View or Take Actions

**Grants Portal**

Request for Information

4369DR-AK (4369DR) / County Government (581-18364-12) / [94060] Town Hall Bldg / RFI-PRJ-2655

**⚠ This RFI is pending Applicant Response.**

Each line item must be associated with a document or a response before submitting the RFI on to the next step.

The Program Delivery Manager for the Applicant can upload documents and/or respond to line items on behalf of the applicant if needed.

[View or take action on RFI Line Items.](#)

Eligibility Keywords: [Buildings \(1\)](#)

General Information

RFI #	RFI-PRJ-2655	EVENT	4369DR-AK (4369DR)
DEADLINE	06/20/2021	APPLICANT	<a href="#">County Government (581-18364-12)</a>
STATUS	Pending Applicant Response	PROJECT	<a href="#">[94060] Town Hall Bldg</a>

Additional Information >

Staff / Contacts >

# Request for Information (RFI) - Options

The screenshot shows the Grants Portal interface. On the left is a navigation sidebar with items like Dashboard, Change Organization, My Organization, Profile, Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Damages, Work Order Requests, Work Orders, Projects, My Post-Award Ops, My Tasks, Calendar, and Utilities. The main content area is titled 'Line Items' and includes a header with 'Line Items' and buttons for 'UPLOAD LINE DOCUMENT' and 'RECORD LINE RESPONSE'. Below the header is a blue information box with a note about referencing FEMA Line # vs Appl. Line #. A 'Filters' section contains an 'ELIGIBILITY KEYWORDS' search box. The main part of the page is a table with columns: FEMA Line #, Line Item #, Type, Eligibility Keywords, Reason, # Documents, Response, Response By, Responded On, Field Verification Date, CRC Verification Date, and # Responses. The first row of the table has the following data: FEMA Line # 2659, Line Item # 1, Type General Documents, Eligibility Keywords Buildings, Reason Request Maintenance Records, # Documents 0, Response, Response By, Responded On, Field Verification Date, CRC Verification Date, and # Responses 0. A red callout box with the text 'Click Options' points to the 'OPTIONS' dropdown menu in the first row. Below the table is a pagination bar with '10' items per page, 'Previous', '1', and 'Next' buttons. At the bottom of the page, there are sections for 'Documents' and 'Discussion', each with an 'UPLOAD LINE DOCUMENT' button and a '+ START A DISCUSSION' button.

FEMA Line #	Line Item #	Type	Eligibility Keywords	Reason	# Documents	Response	Response By	Responded On	Field Verification Date	CRC Verification Date	# Responses
2659	1	General Documents	Buildings	Request Maintenance Records	0						0

**Note:** Review the Reason for the RFI, in order to identify documentation requested for submission.

# Responding to RFI by Uploading Documents

The screenshot shows the Grants Portal interface. The top navigation bar includes the logo, user name 'Doe, Jane', and notification icons. The left sidebar contains navigation links for Dashboard, Change Organization, My Organization, Profile, Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Damages, Work Order Requests, Work Orders, Projects, My Post-Award Ops, My Tasks, Calendar, and Utilities.

The main content area is titled 'Line Items' and features a table with columns: FEMA Line #, Line Item #, Type, Eligibility Keywords, Reason, # Documents, Response, Response By, Responded On, Field Verification Date, CRC Verification Date, and # Responses. The first row contains the following data: FEMA Line # 2659, Line Item # 1, Type General Documents, Eligibility Keywords Buildings, Reason Request Maintenance Records, # Documents 0, Response, Response By, Responded On, Field Verification Date, CRC Verification Date, and # Responses 0.

A context menu is open for the first row, showing options: Upload RFI Line Document, Record RFI Line Response, View RFI Line Documents, View RFI Line Responses, and Start Discussion. A red callout box with the text 'Click Upload RFI Line Document' points to the 'Upload RFI Line Document' option.

Buttons for 'UPLOAD LINE DOCUMENT' and 'RECORD LINE RESPONSE' are visible at the top right of the main content area. A 'SHOW/HIDE COLUMNS' button is also present. A 'Discussion' section at the bottom right includes a '+ START A DISCUSSION' button.

# Select the Document to Upload

The screenshot shows the 'Grants Portal' interface with a modal window titled 'Upload RFI Line Item Documents'. The modal displays 'Line Item #1 - General Documents' and a dashed box containing the text 'Drag and drop files here, or click here to select files.' with an upload icon. Below this is a section for 'Documents Pending Upload' with an information icon and a note: 'To begin uploading a document, either drag and drop a file into the area above or click the area above. Note: You may not upload the document to the RFI that matches an existing document with the same name.' At the bottom of the modal are 'UPLOAD PENDING DOCUMENTS' and 'CANCEL' buttons. A red callout box with a white background and black text points to the file selection area, containing the text 'Click to select files for upload'.



# Upload the Document

The image shows a composite screenshot illustrating the document upload process. On the left, a Windows File Explorer window is open to the Desktop, displaying several folders. The file 'Maintenance Records.pdf' is selected, and the 'Open' button at the bottom is highlighted. A red callout box with the text 'Select Document to Upload' points to the selected file. Another red callout box with the text 'Click Open' points to the 'Open' button. The background is a web application interface for a Grants Portal. A modal window is open, displaying instructions: 'In selection mode and drag and drop is temporarily disabled. To begin uploading a document, either drag and drop a file into the area below. If a document upload dialog box is open, please select a document to upload.' Below the instructions is a table with columns for 'Field', 'CRC Verification Date', and '# Responses'. The table shows one row with a value of '0' in the '# Responses' column. At the bottom of the modal, there are two buttons: 'UPLOAD PENDING DOCUMENTS' and 'CANCEL'.

# Edit Document Descriptions

Grants Portal

Dashboard

Change Organization

My Organization  
County Government (381-18364-12)

Profile

Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping Meetings

Damages

Work Order Requests

Work Orders

Projects

Line Items

When completed

Filters

ELIGIBILITY

Options

10

Showing 1 to 1 of 1 entries

Upload RFI Line Item Documents

Line Item #1 - General Documents

Drag and drop files here, or click here to select files.

Documents Pending Upload

Quick Search...

	Filename	Description	Size	Category
	Maintenance Records.pdf		31.7 KB	Maintenance Record

Previous 1 Next

UPLOAD PENDING DOCUMENTS CANCEL

UPLOAD LINE DOCUMENT

RECORD LINE RESPONSE

the Appl. Line # instead of the FEMA Line #.

SHOW/HIDE COLUMNS

CRC Verification #

Date Responses

0

Previous 1 Next

UPLOAD LINE DOCUMENT

START A DISCUSSION

Click **Edit** to complete document description

**Note:** Select document needing edits or removal from Managed Documents list

- Select **EDIT** to Edit a document
- Select **REMOVE** to Delete a document

# Enter Document Descriptions

The screenshot shows the 'Process Document' modal form in the Grants Portal. The form contains the following fields and options:

- Filename \***: Maintenance Records.pdf
- Description**: Maintenance Records
- Category Filter (Optional)**: All
- Category \***: Maintenance Record

At the bottom of the modal are two buttons: **SAVE** and **CANCEL**.

Three red callout boxes provide instructions:

- Enter Document Description**: Points to the Description field.
- Click on Category and Select Document Type**: Points to the Category dropdown menu.
- Click Save**: Points to the SAVE button.

The background shows the Grants Portal interface with a sidebar on the left containing navigation items like Dashboard, Change Organization, My Organization, Profile, Work Orders, and Projects. The main content area displays a table with columns: Responded On, Field Verification Date, CRC Verification Date, and # Responses. The table shows one entry with 0 responses.

# Upload Pending RFI Documents

Grants Portal

Dashboard  
Change Organization  
My Organization  
County Government (581-18364-12)

Profile  
Personnel  
Applicant Event Profiles  
Exploratory Calls  
Recovery Scoping Meetings  
Damages  
Work Order Requests  
Work Orders  
Projects  
My Post-Award Ops  
My Tasks  
Calendar  
Utilities

Line Items

When completed

Filters

ELIGIBILITY

Options

Showing 1 to 1 of 1 entries

Upload RFI Line Item Documents

Line Item #1 - General Documents

Drag and drop files here, or click here to select files.

Documents Pending Upload

Quick Search...

	Filename	Description	Size	Category
<a href="#">EDIT</a> <a href="#">REMOVE</a>	Maintenance Records.pdf	Maintenance Records	31.7 KB	Maintenance Record

Previous 1 Next

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

Click **Upload Pending Documents**

# Confirm Uploaded RFI Documents

The screenshot shows the Grants Portal interface. The top navigation bar includes the logo, user name 'Doe, Jane', and notification icons. The left sidebar contains navigation options like Dashboard, Change Organization, My Organization, Profile, Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Damages, Work Order Requests, Work Orders, and Projects. The main content area is titled 'Line Items' and features a table of RFI documents. A red callout box points to the '# Documents' column of the table, containing the text 'Confirm # of Documents uploaded'.

**Grants Portal**

Line Items

When communicating internally to fellow FEMA employees, please reference the **FEMA Line #**. When discussing the line items with the Applicant, please reference the **Appl. Line #** instead of the FEMA Line #.

Filters

ELIGIBILITY KEYWORDS

SHOW/HIDE COLUMNS

	FEMA Line #	Line Item #	Type	Eligibility Keywords	Reason	# Documents	Response	Response By	Responded On	Field Verification Date	CRC Verification Date	# Responses
OPTIONS	2659	1	General Documents	Buildings	Request Maintenance Records	2						0

Showing 1 to 1 of 1 entries

Previous 1 Next

Documents

Discussion

UPLOAD LINE DOCUMENT

START A DISCUSSION

Confirm # of Documents uploaded

# Submit Request for Information (RFI) Response

The screenshot displays the Grants Portal interface. The top navigation bar includes the 'Grants Portal' logo, user profile 'Doe, Jane', and notification icons. The left sidebar contains navigation options: Dashboard, Change Organization, My Organization, Profile, Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Damages, Work Order Requests, Work Orders, Projects, My Post-Award Ops, My Tasks, Calendar, and Utilities.

## Request for Information

4369DR-AK (4369DR) / County Government (581-18364-12) / [94060] Town Hall Bldg / RFI-PRJ-2655

[→ SUBMIT RFI RESPONSE](#) [OPTIONS](#)

**⚠ This RFI is pending Applicant Response.**

Each line item must be associated with a document or a response before submitting the RFI on to the next step.

The Program Delivery Manager for the Applicant can upload documents and/or respond to line items on behalf of the applicant if needed.

[View or take action on RFI Line Items.](#)

Eligibility Keywords: [Buildings \(1\)](#)

### General Information

RFI #	RFI-PRJ-2655	EVENT	4369DR-AK (4369DR)
DEADLINE	06/20/2021	APPLICANT	<a href="#">County Government (581-18364-12)</a>
STATUS	Pending Applicant Response	PROJECT	<a href="#">[94060] Town Hall Bldg</a>

[Additional Information](#) >

[Staff / Contacts](#) >

# Request for Documents (RFI) - Documents Not Available

# Request for Information (RFI) – Documents Not Available

**Grants Portal**

Request for Information

4369DR-AK (4369DR) / County Government (581-18364-12) / [94060] Town Hall Bldg / RFI-PRJ-2654

**⚠ This RFI is pending Applicant Response.**

Each line item must be associated with a document or a response before submitting the RFI on to the next step.

The Program Delivery Manager for the Applicant can upload documents and/or respond to line items on behalf of the applicant if needed.

[View or take action on RFI Line Items.](#)

Eligibility Keywords: [Procurement \(1\)](#)

General Information

RFI #	RFI-PRJ-2654	EVENT	4369DR-AK (4369DR)
DEADLINE	06/19/2021	APPLICANT	<a href="#">County Government (581-18364-12)</a>
STATUS	Pending Applicant Response	PROJECT	<a href="#">[94060] Town Hall Bldg</a>

[Additional Information >](#)

[Staff / Contacts >](#)



# Request for Information (RFI) – Options

The screenshot displays the Grants Portal interface. The top navigation bar includes the portal logo, user profile (Doe, Jane), and notification icons. The left sidebar contains navigation links for Dashboard, Change Organization, My Organization, Profile, Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Damages, Work Order Requests, Work Orders, Projects, My Post-Award Ops, My Tasks, Calendar, and Utilities.

The main content area is titled 'Line Items' and features a table of RFI entries. A red callout box with the text 'Click Options' points to the 'OPTIONS' dropdown menu in the first row of the table. The table has the following columns: FEMA Line #, Line Item #, Type, Eligibility Keywords, Reason, # Documents, Response, Response By, Responded On, Field Verification Date, CRC Verification Date, and # Responses.

FEMA Line #	Line Item #	Type	Eligibility Keywords	Reason	# Documents	Response	Response By	Responded On	Field Verification Date	CRC Verification Date	# Responses
2658	1	General Documents	Procurement	Missing documentation to support procurement of contracts	0						0

Below the table, there are sections for 'Documents' and 'Discussion', each with an 'UPLOAD LINE DOCUMENT' button and a '+ START A DISCUSSION' button.

Note: Review the Reason for the RFI, in order to identify documentation requested for submission.

# Request for Information (RFI) – Record Line Response

The screenshot displays the Grants Portal interface. The top navigation bar includes the 'Grants Portal' logo, user information for 'Doe, Jane', and notification icons. The left sidebar contains navigation options such as 'Dashboard', 'Change Organization', 'My Organization', 'Profile', 'Personnel', 'Applicant Event Profiles', 'Exploratory Calls', 'Recovery Scoping Meetings', 'Damages', 'Work Order Requests', 'Work Orders', 'Projects', 'My Post-Award Ops', 'My Tasks', 'Calendar', and 'Utilities'. The main content area is titled 'Line Items' and features a green 'UPLOAD LINE DOCUMENT' button and a 'RECORD LINE RESPONSE' button. A blue informational banner states: 'When communicating internally to fellow FEMA employees, please reference the FEMA Line #. When discussing the line items with the Applicant, please reference the Appl. Line # instead of the FEMA Line #.' Below this is a 'Filters' section with an 'ELIGIBILITY KEYWORDS' search box. A table lists line items with columns for FEMA Line #, Line Item #, Type, Eligibility Keywords, Reason, # Documents, Response, Response By, Responded On, Field Verification Date, CRC Verification Date, and # Responses. The first row shows FEMA Line # 2658, Line Item # 1, Type 'General Documents', Eligibility Keywords 'Procurement', Reason 'Missing documentation to support procurement of contracts', # Documents 0, and # Responses 0. An 'OPTIONS' dropdown menu is open for this row, containing 'Upload RFI Line Document', 'Record RFI Line Response', 'View RFI Line Documents', 'View RFI Line Responses', and 'Start Discussion'. A red box highlights the 'Record RFI Line Response' option with the text 'Click Record RFI Line Response'. At the bottom of the table, there are 'Documents' and 'Discussion' sections, each with an 'UPLOAD LINE DOCUMENT' button and a '+ START A DISCUSSION' button.

FEMA Line #	Line Item #	Type	Eligibility Keywords	Reason	# Documents	Response	Response By	Responded On	Field Verification Date	CRC Verification Date	# Responses
2658	1	General Documents	Procurement	Missing documentation to support procurement of contracts	0						0

# Responding to an RFI by Adding Comment

**Type in Response or Additional Comments**

**Click Submit RFI Response**

**Grants Portal**

Dashboard

Request for Information

Submit RFI Response

Are you sure you want to Submit RFI Response?

Comment

→ SUBMIT RFI RESPONSE

⚙️ OPTIONS

Eligibility Keywords: Buildings (1)

General Information

EVENT 4369DR-AK (4369DR)

APPLICANT County Government (581-18364-12)

PROJECT [94060] Town Hall Bldg

Additional Information >

Staff / Contacts >

My Post-Award Ops

My Tasks

Calendar

Utilities

Applicant Event Profiles

Exploratory Calls

Recovery Scoping

Meetings

Damages

Work Order Requests

Work Orders

Projects

Do, Jane

# Submit RFI –Documents Not Available - Response

**Grants Portal**

Dashboard  
Change Organization  
My Organization  
County Government (581-18364-12)

Profile  
Personnel  
Applicant Event Profiles  
Exploratory Calls  
Recovery Scoping Meetings  
Damages  
Work Order Requests  
Work Orders  
Projects  
My Post-Award Ops  
My Tasks  
Calendar  
Utilities

## Request for Information

4369DR-AK (4369DR) / County Government (581-18364-12) / [94060] Town Hall Bldg / RFI-PRJ-2655

[→ SUBMIT RFI RESPONSE](#) [OPTIONS](#)

**⚠ This RFI is pending Applicant Response.**

Each line item must be associated with a document or a response before submitting the RFI on to the next step.

The Program Delivery Manager for the Applicant can upload documents and/or respond to line items on behalf of the applicant if needed.

[View or take action on RFI Line Items.](#)

Eligibility Keywords: [Buildings \(1\)](#)

### General Information

RFI #	RFI-PRJ-2655	EVENT	4369DR-AK (4369DR)
DEADLINE	06/20/2021	APPLICANT	<a href="#">County Government (581-18364-12)</a>
STATUS	Pending Applicant Response	PROJECT	<a href="#">[94060] Town Hall Bldg</a>

[Additional Information](#) >

[Staff / Contacts](#) >

**Click Submit RFI Response**

# Sign Recovery Transition Meeting

# Applicant Event Profile

**Grants Portal** | Shiloh ...

**Dashboard** | **My Organization** (Banning, City of (065-03820-00))

## Applicant Event Profile

4431DR-CA (4431DR) / Banning, City of (065-03820-00)

**Warning:** Banning, City of is pending **Recovery Transition Meeting** approval.  
The Recovery Transition Meeting, submitted on Thursday, September 3rd, 2020 at 4:54 PM EDT, must be approved and signed by the Applicant.

[Review RTM information or Sign RTM Report](#)

### General Information

FEMA PA CODE	065-03820-00	EVENT NAME	4431DR-CA
NAME	Banning, City of	EVENT TYPE	Disaster
TYPE	City or Township Government	INCIDENT TYPE	Winter Storm
SECTOR	--	INCIDENT LEVEL	3
STATUS	Eligible	INCIDENT START DATE	February 13, 2019
RPA DECISION DATE	06/13/2019 07:16 PM EDT	INCIDENT END DATE	February 15, 2019
RSM COMPLETION DATE	07/18/2019 05:00 PM EDT	DECLARATION DATE	May 1, 2019
DAMAGE INVENTORY DEADLINE	09/15/2019		

# Review Each Tab

**Click Each Tab to Review Information Before If Needed**

**Click Sign & Submit RTM to review the information and acknowledge at the bottom**

**Grants Portal**

Dashboard

My Organization  
Banning, City of (065-03820-00)

Recovery Transition Meeting

Completed by FEMA on 9/3/2020 4:54 PM EDT

SIGN & SUBMIT RTM

Recovery Transition Meeting | RTM Checklist | Notes | Schedule History

Conducted RTM Information

RTM DATE	9/3/2020 4:30 PM EDT	ADDRESS	99 E. Ramsey Street
ADDRESS 2	--	CITY	Banning
STATE	California	ZIP	92220

Attendees >

Site Inspection Work Orders >

Projects >

BULK ASSIGN PROJECT POCS

# RTM Details and Certifications

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' (Banning, City of (065-03820-00)), 'Profile', 'Personnel', 'Applicant Event Profiles', 'Exploratory Calls', 'Recovery Scoping Meetings', 'Damages', 'Work Order Requests', 'Work Orders', 'Projects', 'My Post-Award Ops', 'My Tasks', 'Calendar', 'Utilities', and 'Intelligence'. The main content area is titled 'Sign Recovery Transition Meeting' and includes a breadcrumb trail: '4431DR-CA (4431DR) / Banning, City of (065-03820-00) / Sign Recovery Transition Meeting'. There are 'SUBMIT' and 'CANCEL' buttons. The page content includes a 'Please review and sign' section with a reminder about the PDMG for Banning, City of conducted on 09/03/2020. A bulleted list of requirements follows, including record-keeping, appeal procedures, and compliance with various federal acts. Contact information for Peter Crase is provided. A 'Certification' section contains a statement of understanding and compliance with the grant terms.

**Grants Portal**

Dashboard

My Organization  
Banning, City of (065-03820-00)

Profile

Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping Meetings

Damages

Work Order Requests

Work Orders

Projects

My Post-Award Ops

My Tasks

Calendar

Utilities

Intelligence

Sign Recovery Transition Meeting

4431DR-CA (4431DR) / Banning, City of (065-03820-00) / Sign Recovery Transition Meeting

Shiloh ...

SUBMIT CANCEL

Please review and sign

The PDMG for Banning, City of conducted an RTM on 09/03/2020. 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:

Crase, Peter  
Phone: (916) 869-2769  
Email: peter.crase@caloes.ca.gov

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.

**Note:** Review the information and scroll down the page to sign



# Sign Recovery Transition Meeting

**Grants Portal** Shiloh ...

**Dashboard**

**My Organization**  
Banning, City of (065-03820-00)

- Profile
- Personnel
- Applicant Event Profiles
- Exploratory Calls
- Recovery Scoping Meetings
- Damages
- Work Order Requests
- Work Orders
- Projects
- My Post-Award Ops
- My Tasks
- Calendar
- Utilities
- Intelligence

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**Click on Click To Sign flag**

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SIGNATURE   DATE

# Sign Recovery Transition Meeting (RTM)

The screenshot shows the 'Sign Document' modal window in the Grants Portal. The modal contains the following fields and options:

- Print Name \*: Stephanie
- Signature Style \*: Allura (with a preview of the signature 'Stephanie')
- Enter Password \*: [Redacted]
- Buttons: → SIGN (green), ↻ CANCEL (grey)

Annotations on the screenshot include:

- A red bracket on the right side of the modal, encompassing the Print Name, Signature Style, and Enter Password fields, with a callout box that says "Enter all information".
- A red callout box pointing to the SIGN button that says "Click SIGN".

Below the modal, the main interface shows a 'Sign Document' section with a 'SIGNATURE' field containing 'Signature here', a 'CLICK TO SIGN' button, and a 'DATE' field containing '04/21/2021'. At the bottom right of the main interface are 'SUBMIT' and 'CANCEL' buttons.

**Note: Password to Enter** is the same password used when logging in to Grants Portal. Personnel to sign **MUST** have **Authorized Representative** role in the system

# Submit RTM

**Grants Portal**

Dashboard

My Organization  
Banning, City of (065-03820-00)

Profile  
Personnel  
Applicant Event Profiles  
Exploratory Calls  
Recovery Scoping Meetings  
Damages  
Work Order Requests  
Work Orders  
Projects

My Post-Award Ops  
My Tasks  
Calendar  
Utilities  
Intelligence

## Sign Recovery Transition Meeting

4431DR-CA (4431DR) / Banning, City of (065-03820-00) / Sign Recovery Transition Meeting

**SUBMIT** CANCEL

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Applicants

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**Click Submit**

# RTM Successfully Submitted

**Grants Portal** Processing Shiloh ...

**Dashboard** My Organization Banning, City of (065-03820-00)

## Sign Recovery Transition Meeting

4431DR-CA (4431DR) / Banning, City of (065-03820-00) / Sign Recovery Transition Meeting

**SUBMIT** **CANCEL**

Please review and sign

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**Signature submitted successfully**

**Success!**

# Safeguarding Personally Identifiable Information (PII)

- If you administer or manage documents for FEMA Grants, you are responsible for safeguarding **personally identifiable information (PII)** consistent with applicable federal, state, local, and tribal laws regarding privacy and obligations of confidentiality
- PII is any information that can directly or indirectly identify an individual, including a name, address, date of birth, driver's license or Social Security number, or financial account information and must not be uploaded into the Grants Portal or Grants Manager

# DHS Office of Inspector General Hotline

- Use the following contact information to report Corruption, Waste, Fraud, Abuse, Mismanagement and Misconduct to the Department of Homeland Security Office of Inspector General.
- Phone: 1-800-323-8603
- Internet: <https://www.oig.dhs.gov/hotline>
- DHS Office of Inspector General/MAIL STOP 0305  
Attention: Hotline  
245 Murray Lane SW  
Washington, DC 20528-0305

# Procurement Guidance - PDAT

- Review the FEMA PDAT website to view procurement supplemental documentation:
- <https://www.fema.gov/grants/procurement>
- FEMA's Procurement Guidance for Recipients and Subrecipients Under 2 C.F.R. Part 200 (Uniform Rules) provides additional details regarding Federal procurement and contracting requirements.

# Public Assistance Hotline

- Call Support: (866) 337-8448  
National Hotline Hours of Operation: 8:00 AM - 8:00 PM EST, Monday through Friday.  
Puerto Rico Hotline Hours of Operation: 8:30 AM - 5:00 PM AST, Monday through Friday
- HL Email Support: [FEMA-Recovery-PA-Grants@fema.dhs.gov](mailto:FEMA-Recovery-PA-Grants@fema.dhs.gov)

## On-demand Support

Videos are available on [Youtube.com](https://www.youtube.com)

- Search “FEMA Grants Portal

