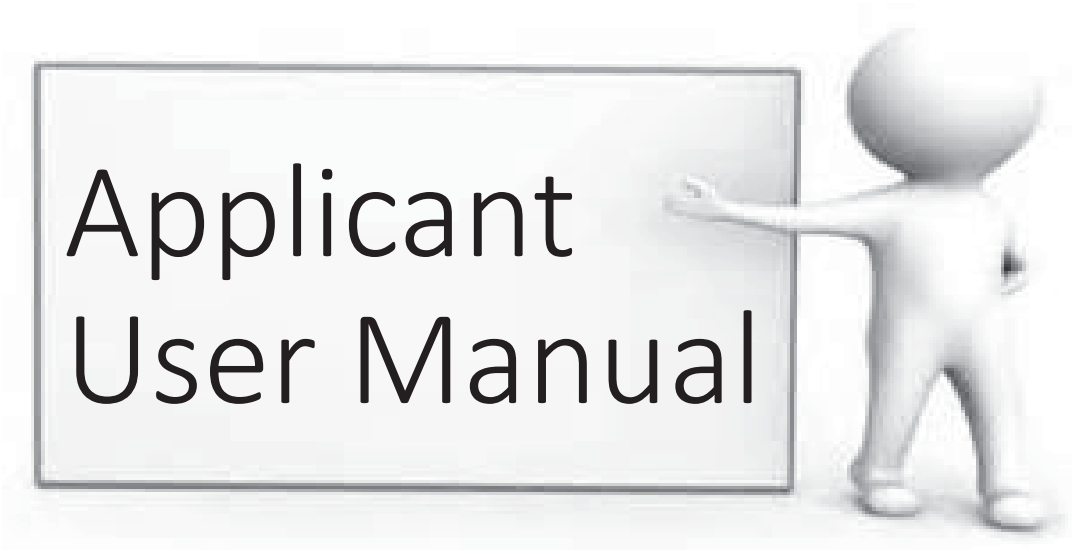
Grants Portal



Applicant User Manual

Version 4 – September 1, 2018

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Creating Password for a New Account

Applicant Receives Access Email

From: support@pagrants.fema.gov [mailto:support@pagrants.fema.gov]
Sent: Thursday, November 23, 2017 3:11 PM
Subject: FEMA PA Notification – Org Account Request Approved

Hello Sherry,

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

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

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

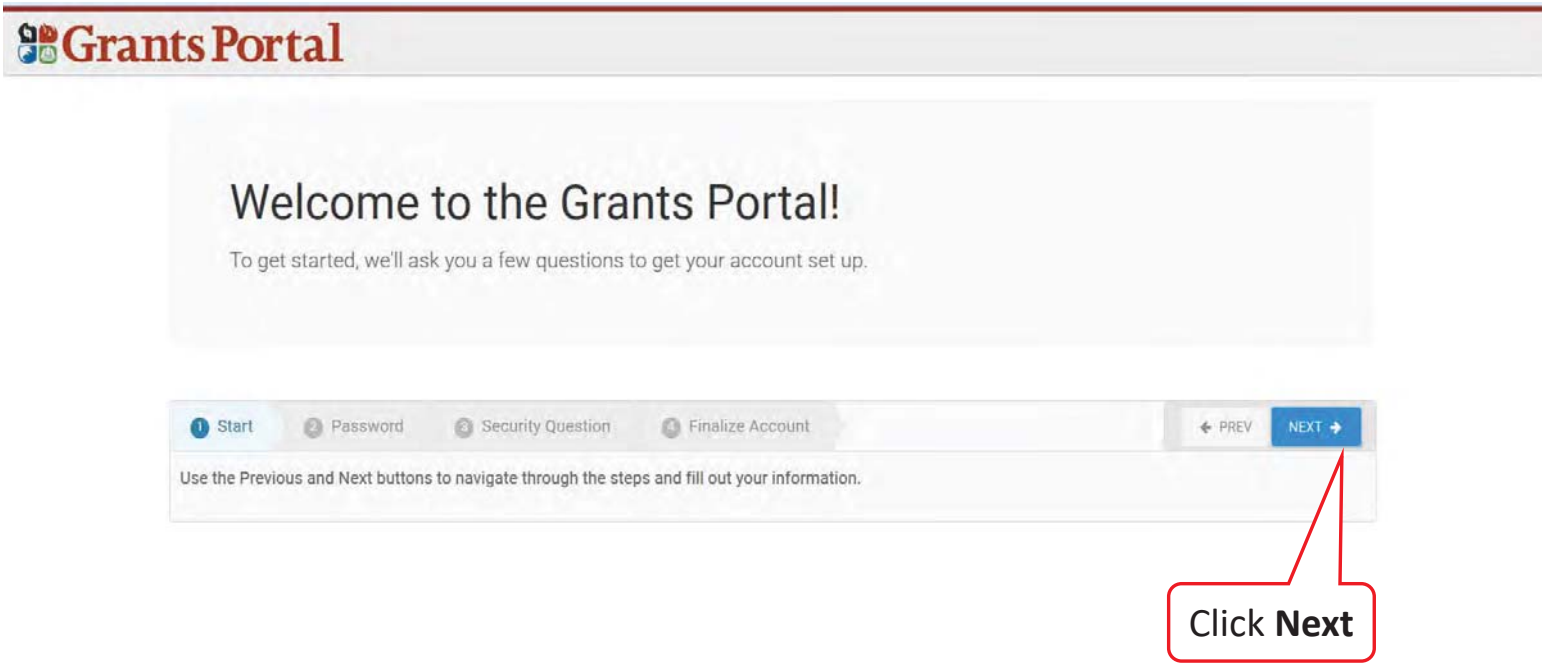
-FEMA PA Support Team

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

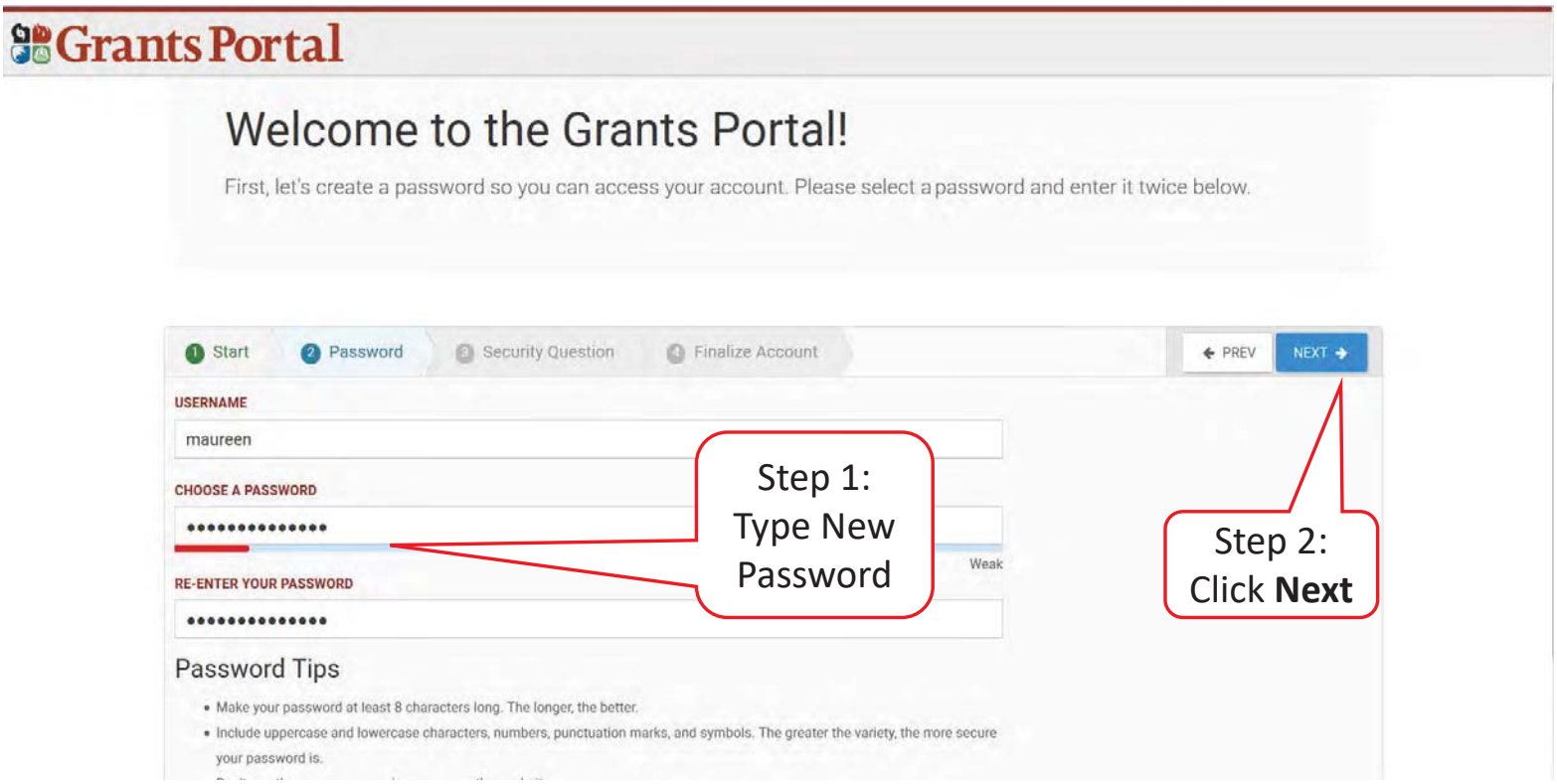
Applicant clicks hyperlink to enter information into system

Ensure that Firefox is the chosen Web Browser

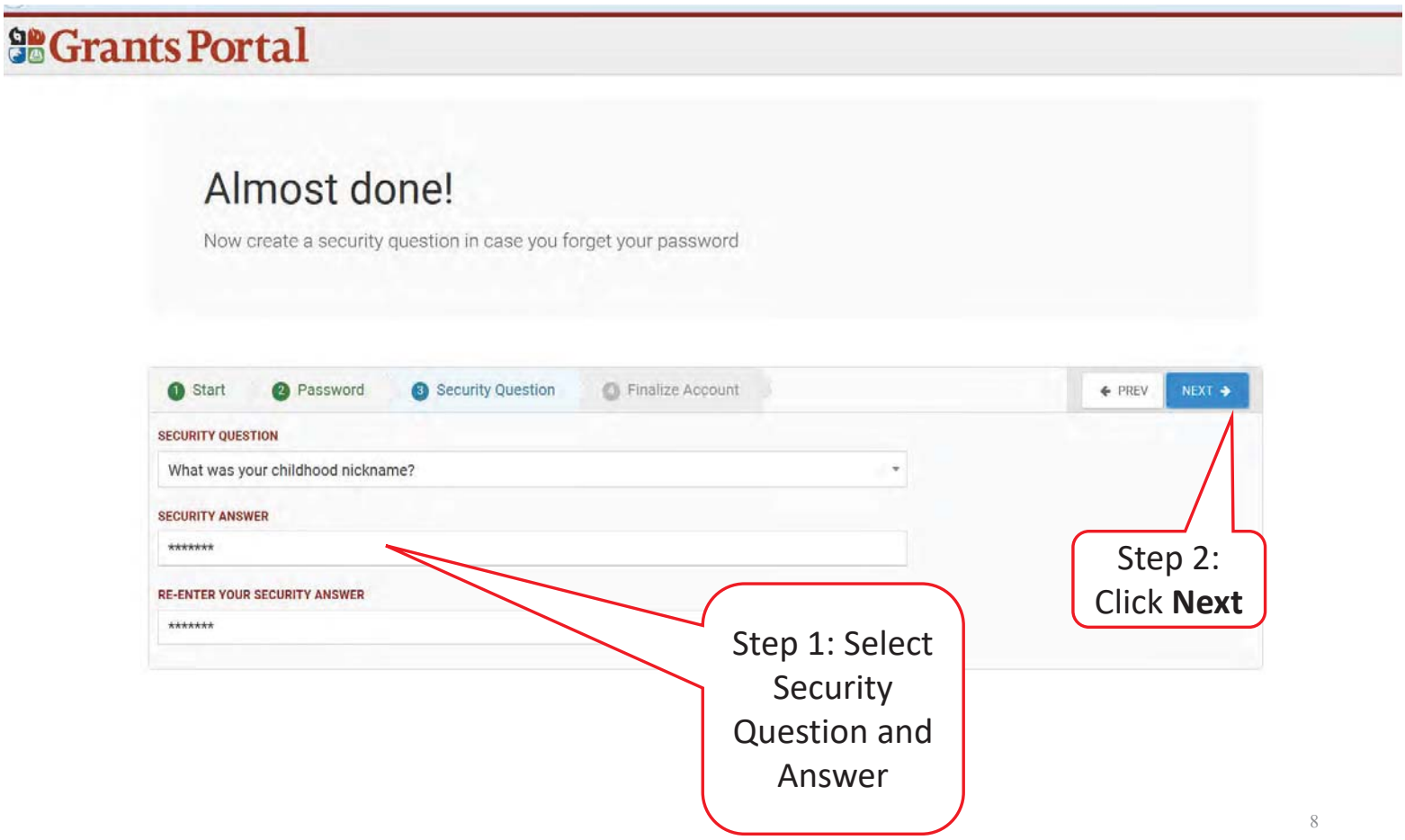
Attention Pop Up Box



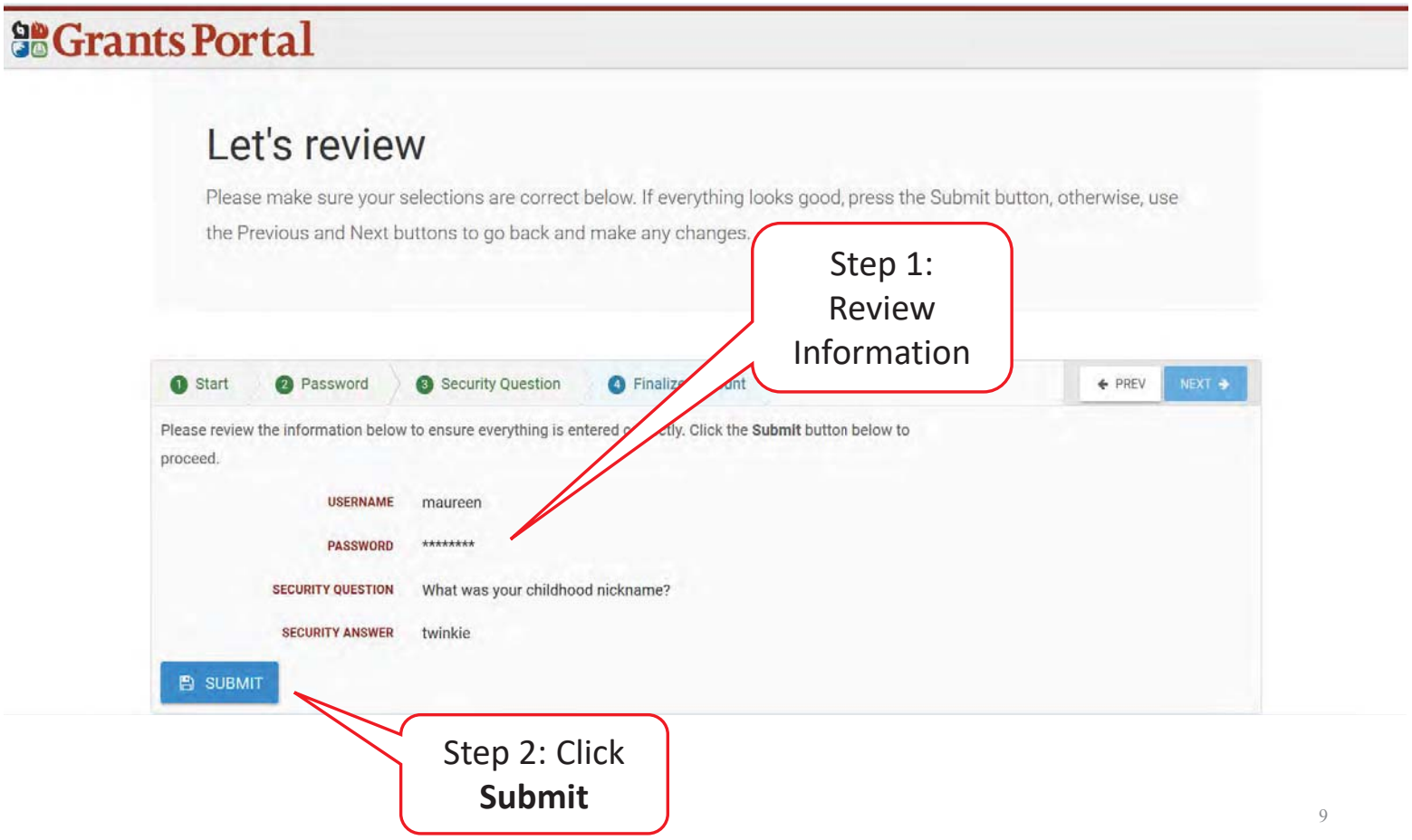
Create New Password



Create Security Question



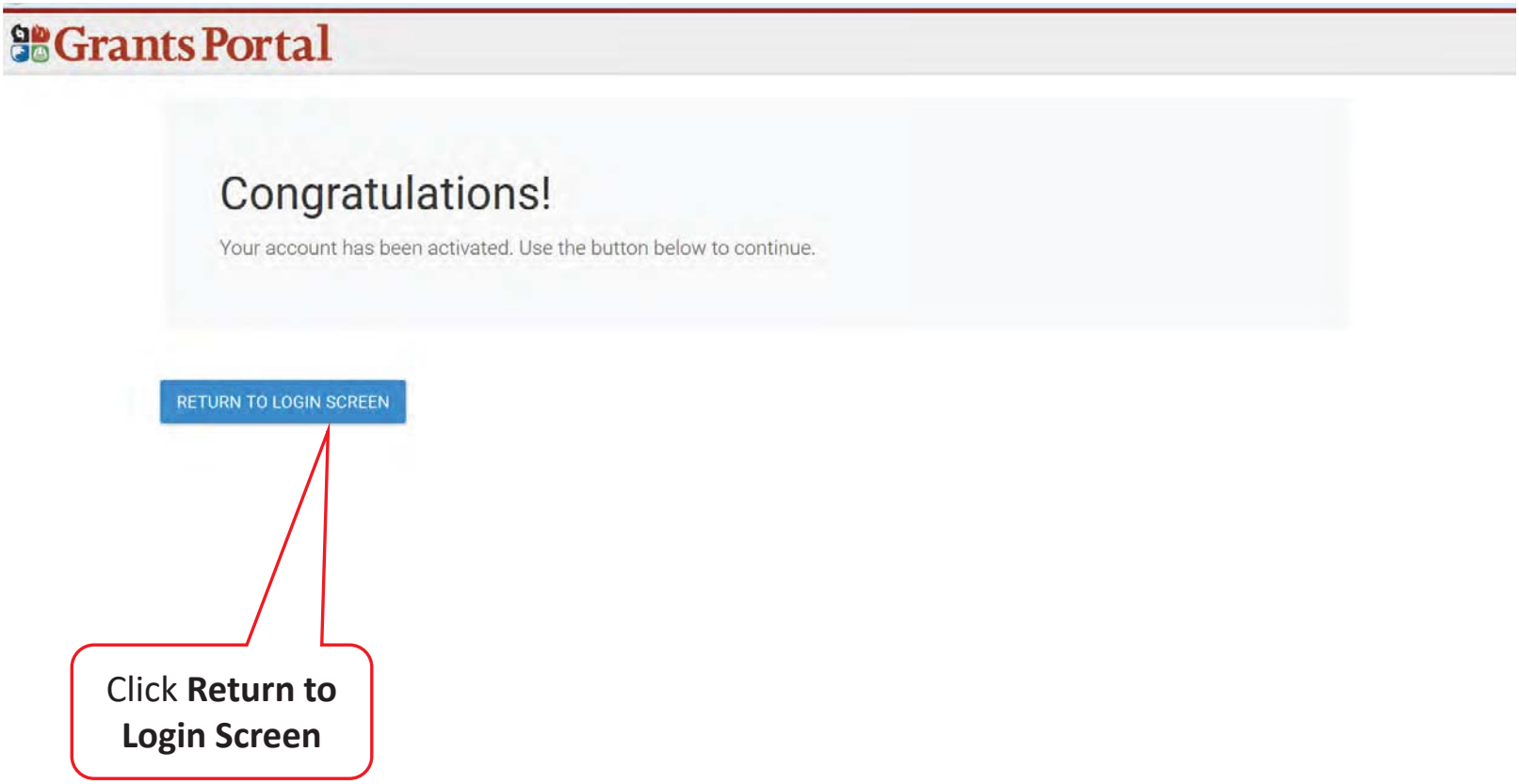
Review Information



Step 1: Review Information

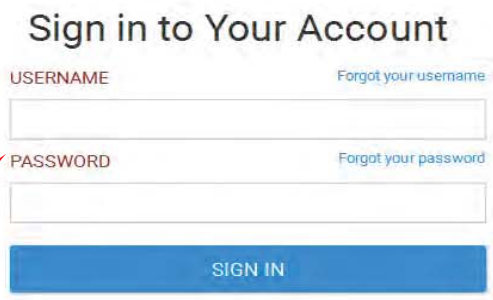
Step 2: Click **Submit**

Congratulations Screen



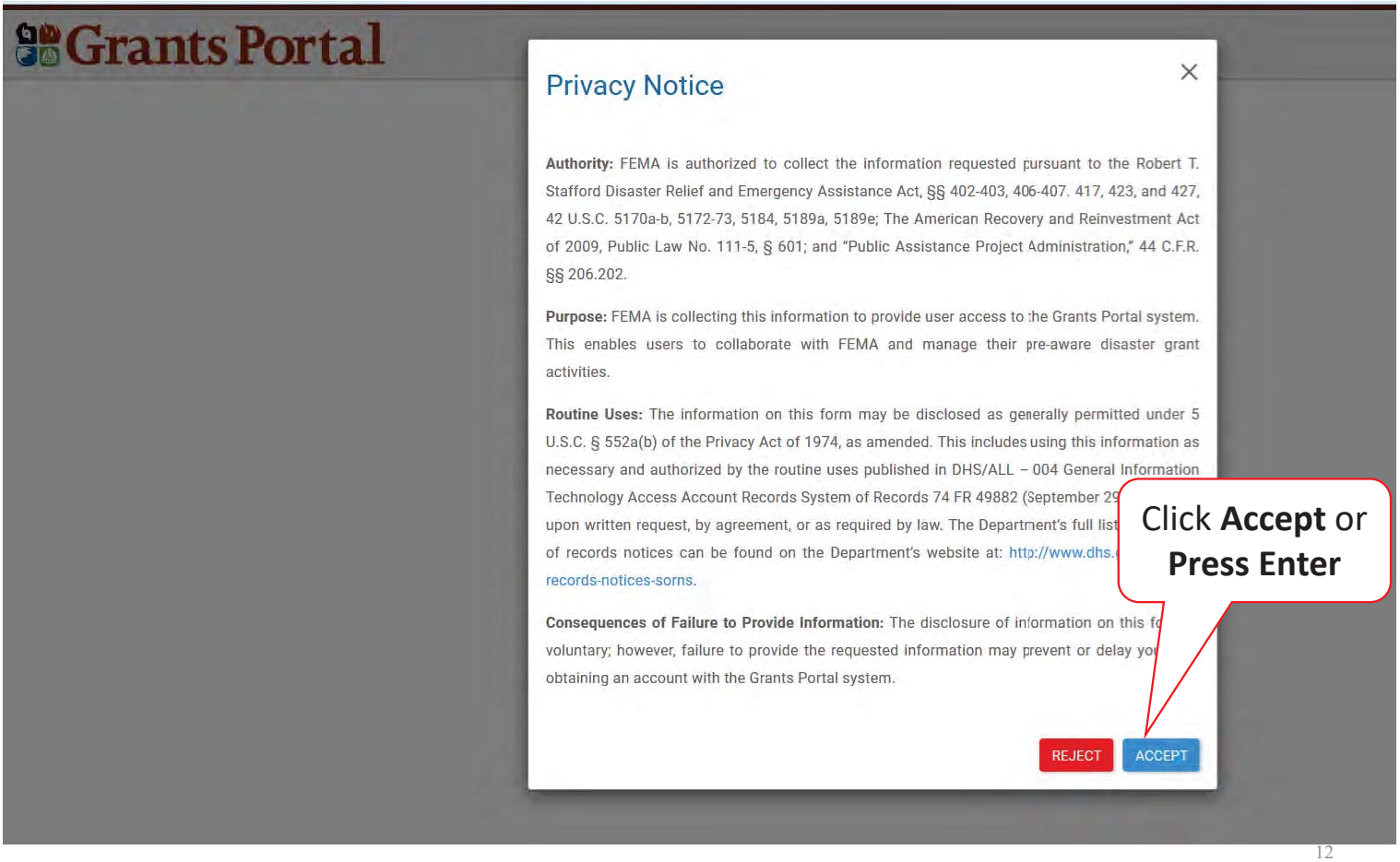
Re-Login to Grants Portal

Grants Portal

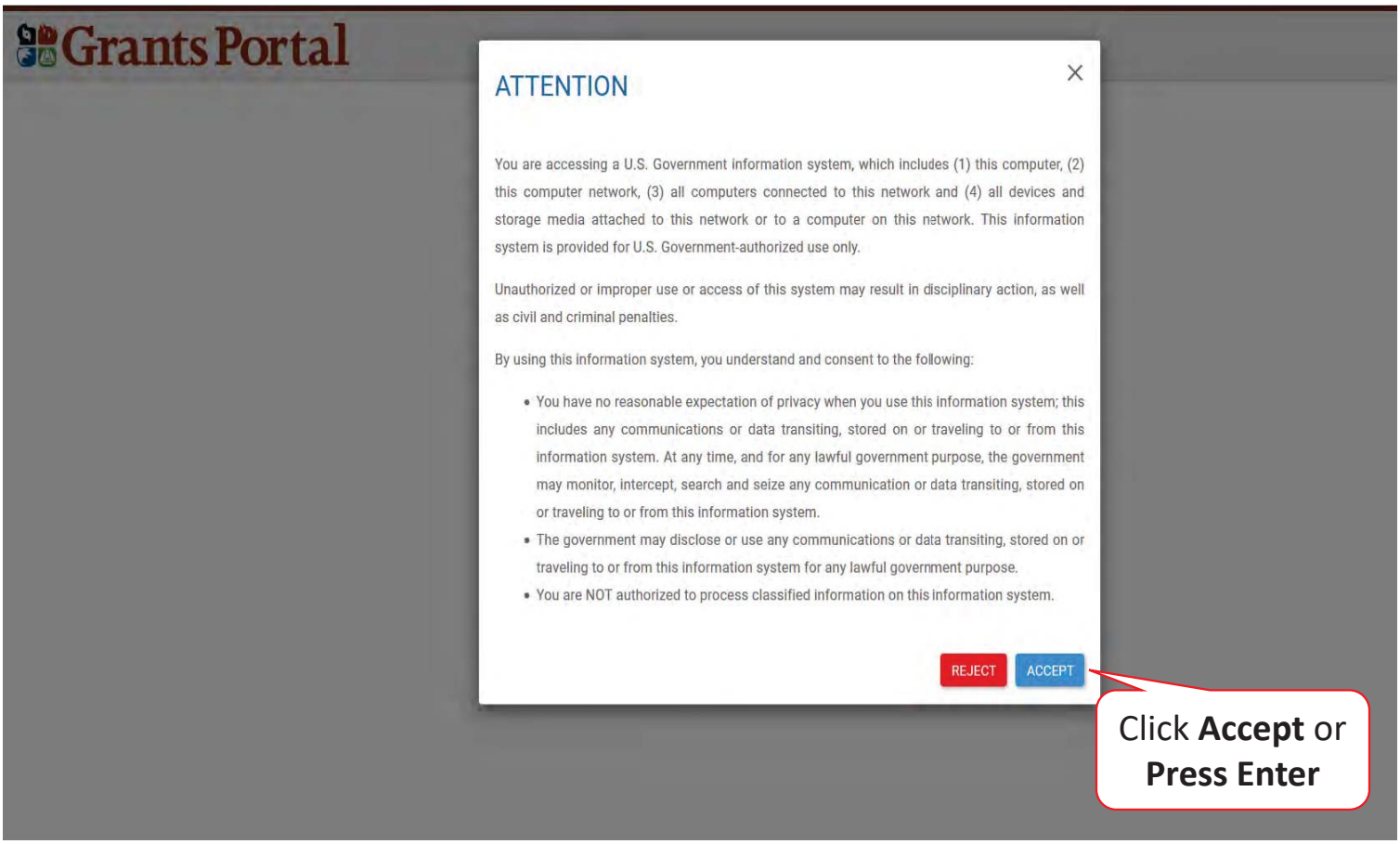


Enter User Name and NEW Password

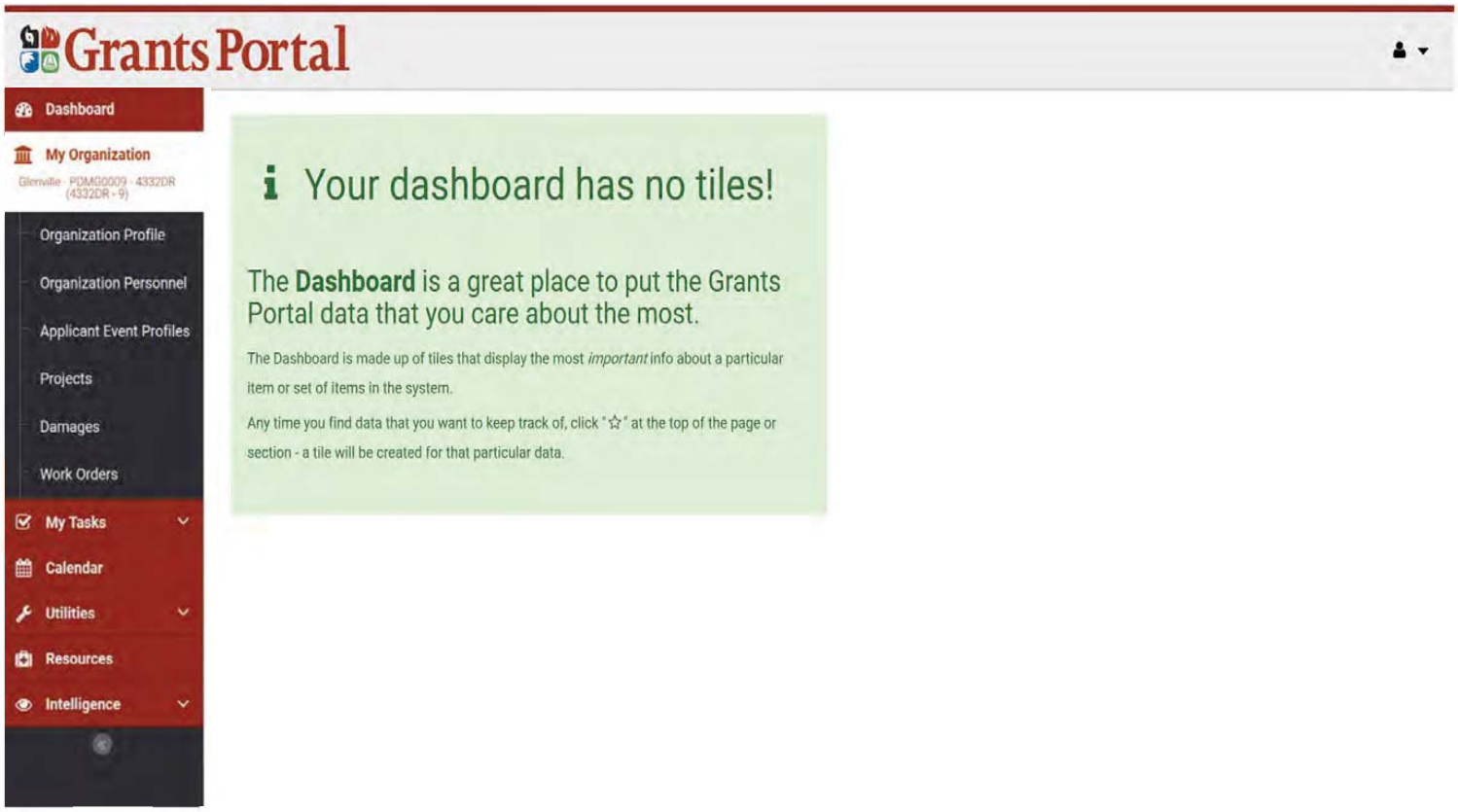
Privacy Notice Pop-Up



Attention Pop Up Box



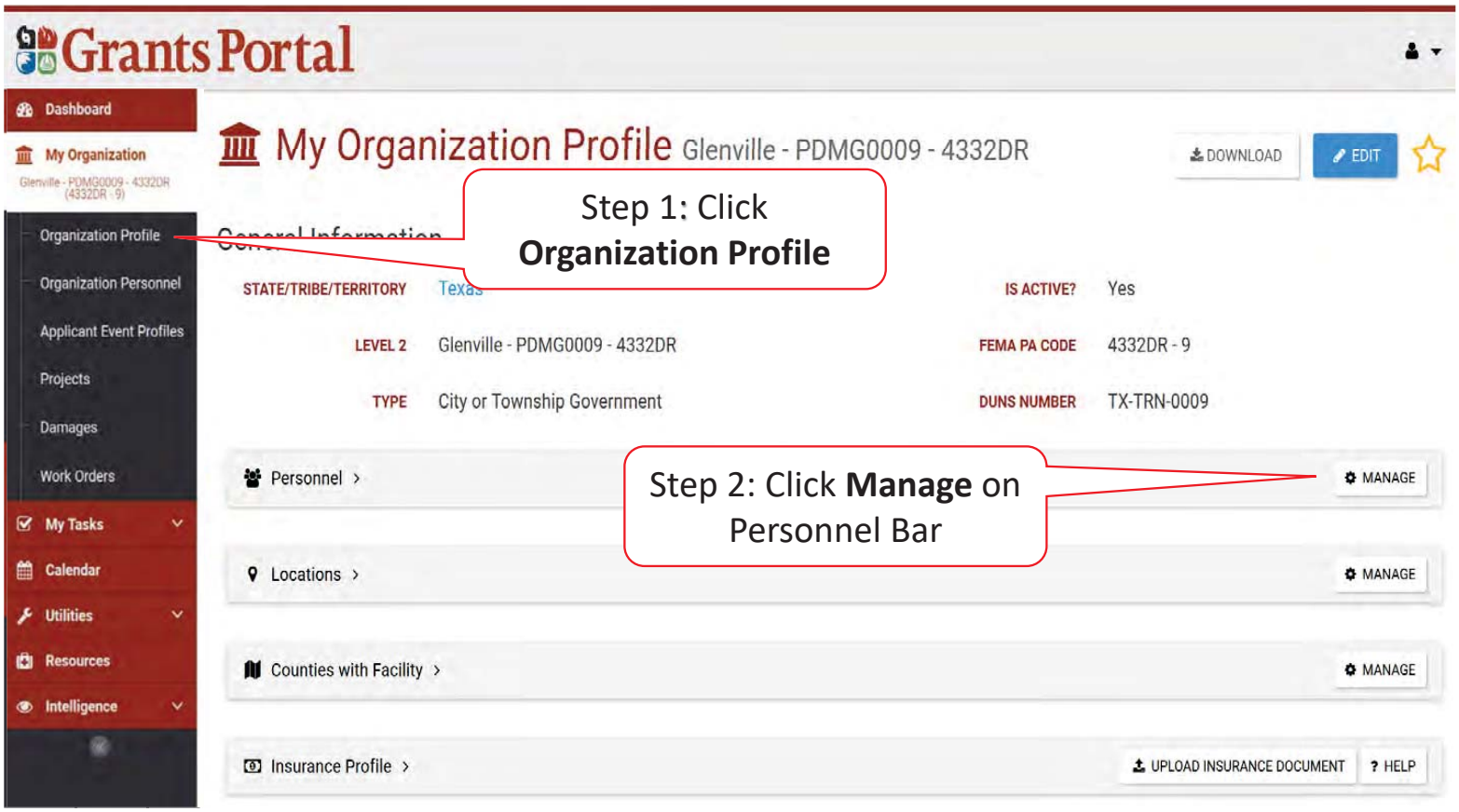
Dashboard


Grants Portal
Dashboard
My Organization
Glenville - PDMG0009 - 4332DR (4332DR - 9)
Organization Profile
Organization Personnel
Applicant Event Profiles
Projects
Damages
Work Orders
My Tasks
Calendar
Utilities
Resources
Intelligence
Your dashboard has no tiles!
The Dashboard is a great place to put the Grants Portal data that you care about the most.
The Dashboard is made up of tiles that display the most important info about a particular item or set of items in the system.
Any time you find data that you want to keep track of, click "☆" at the top of the page or section - a tile will be created for that particular data.

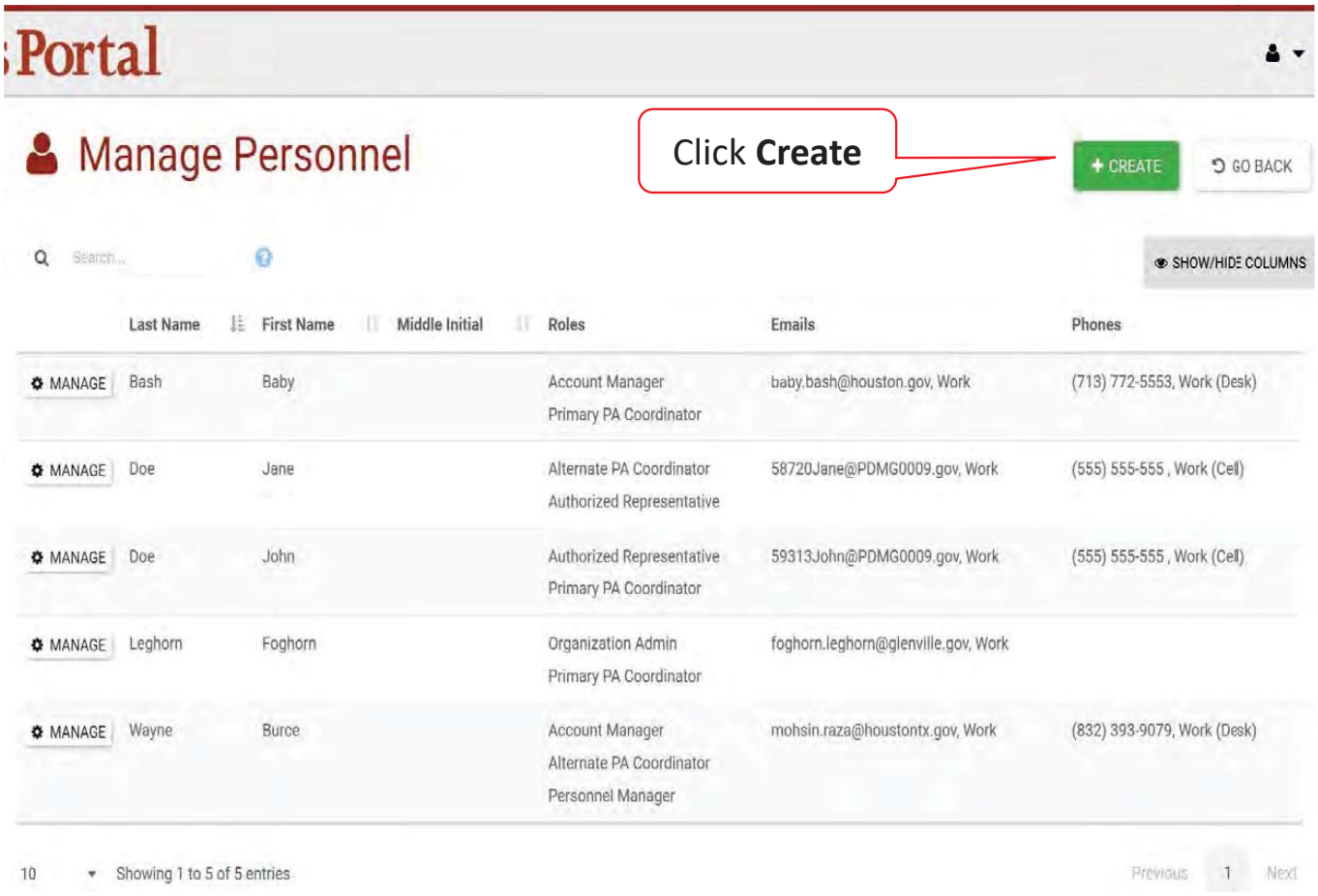
Organization

Manage Personnel

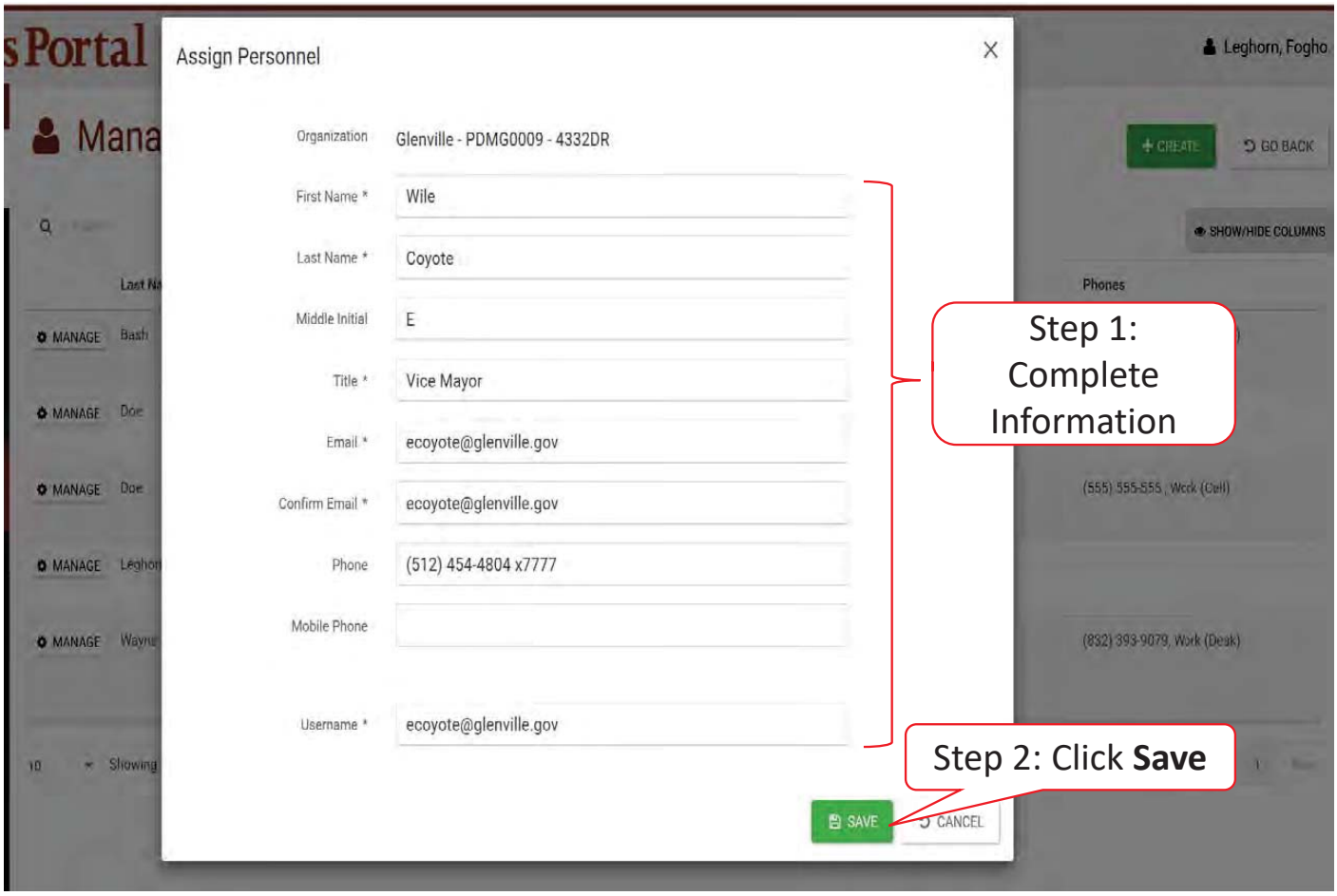
Organization Profile - Manage User Accounts



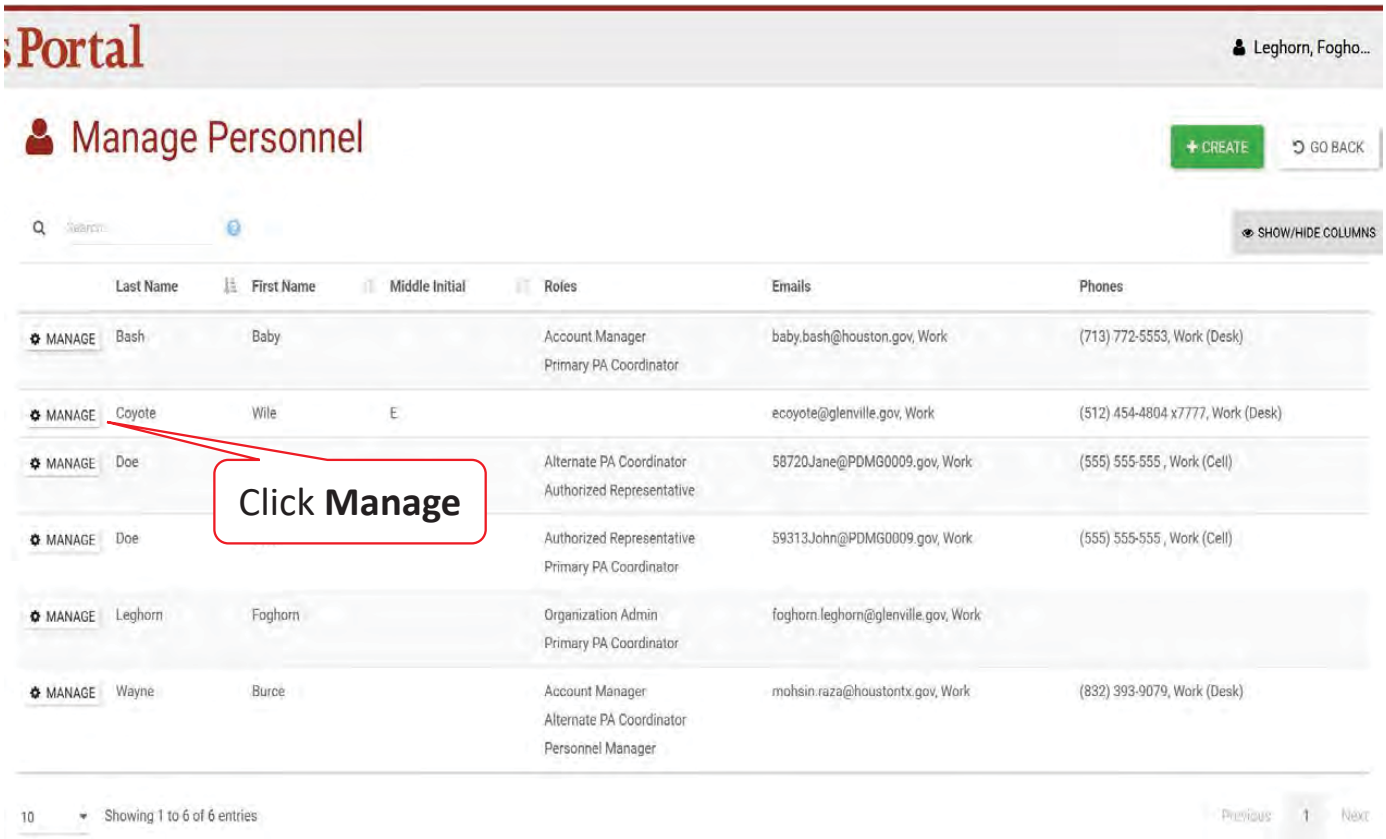
Add Personnel



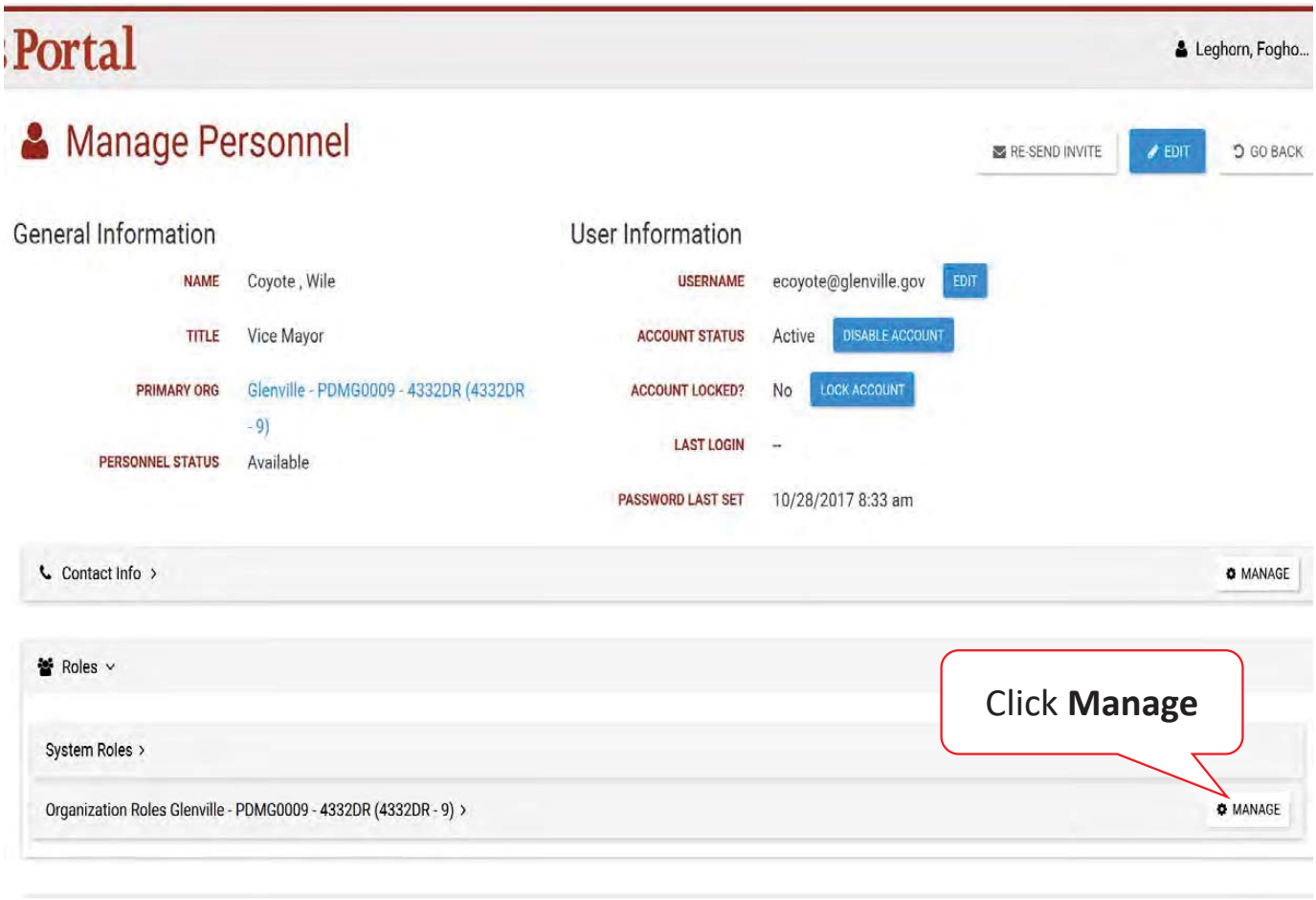
Complete Personnel Information



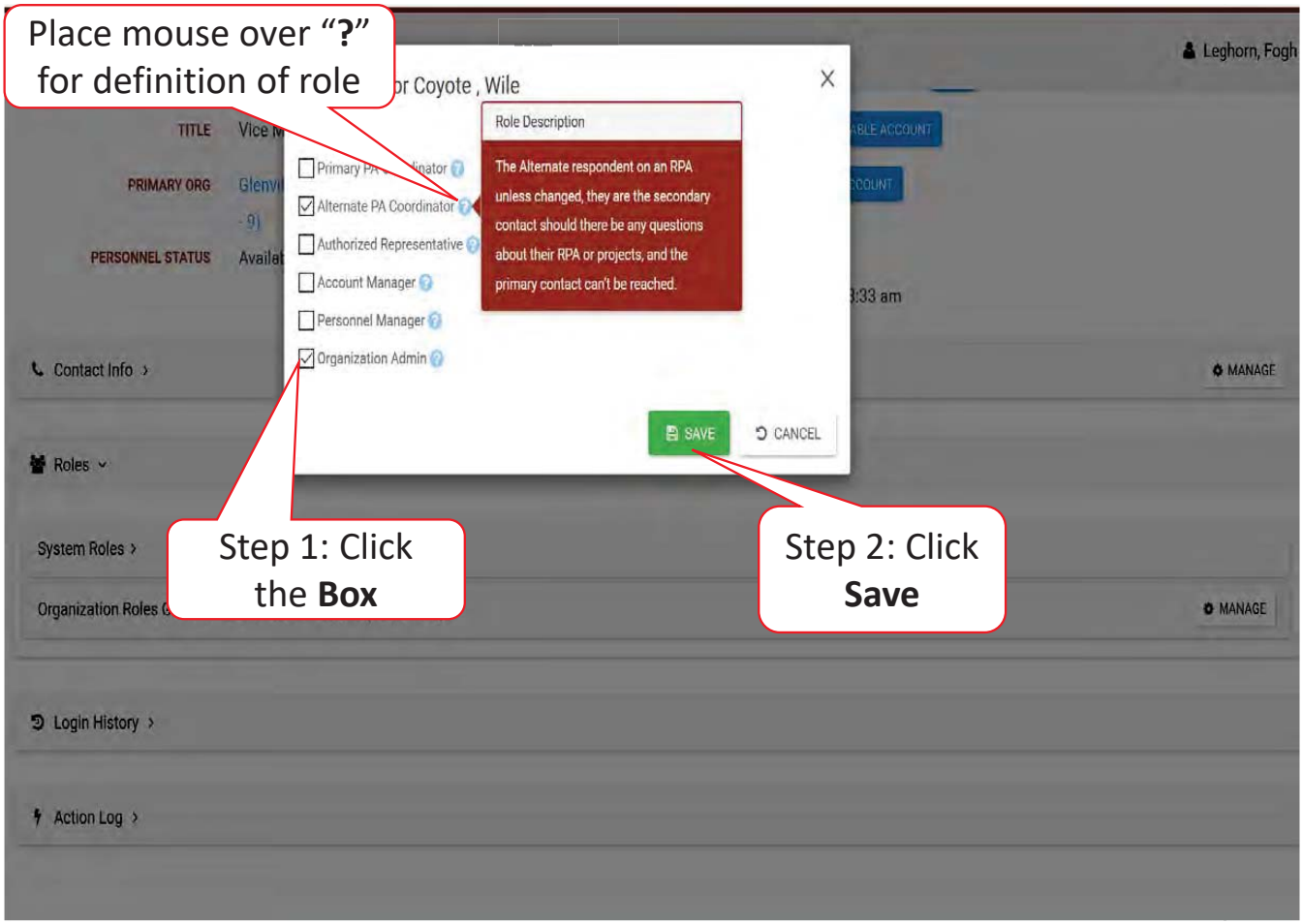
Provide Roles to Personnel



Organizational Roles



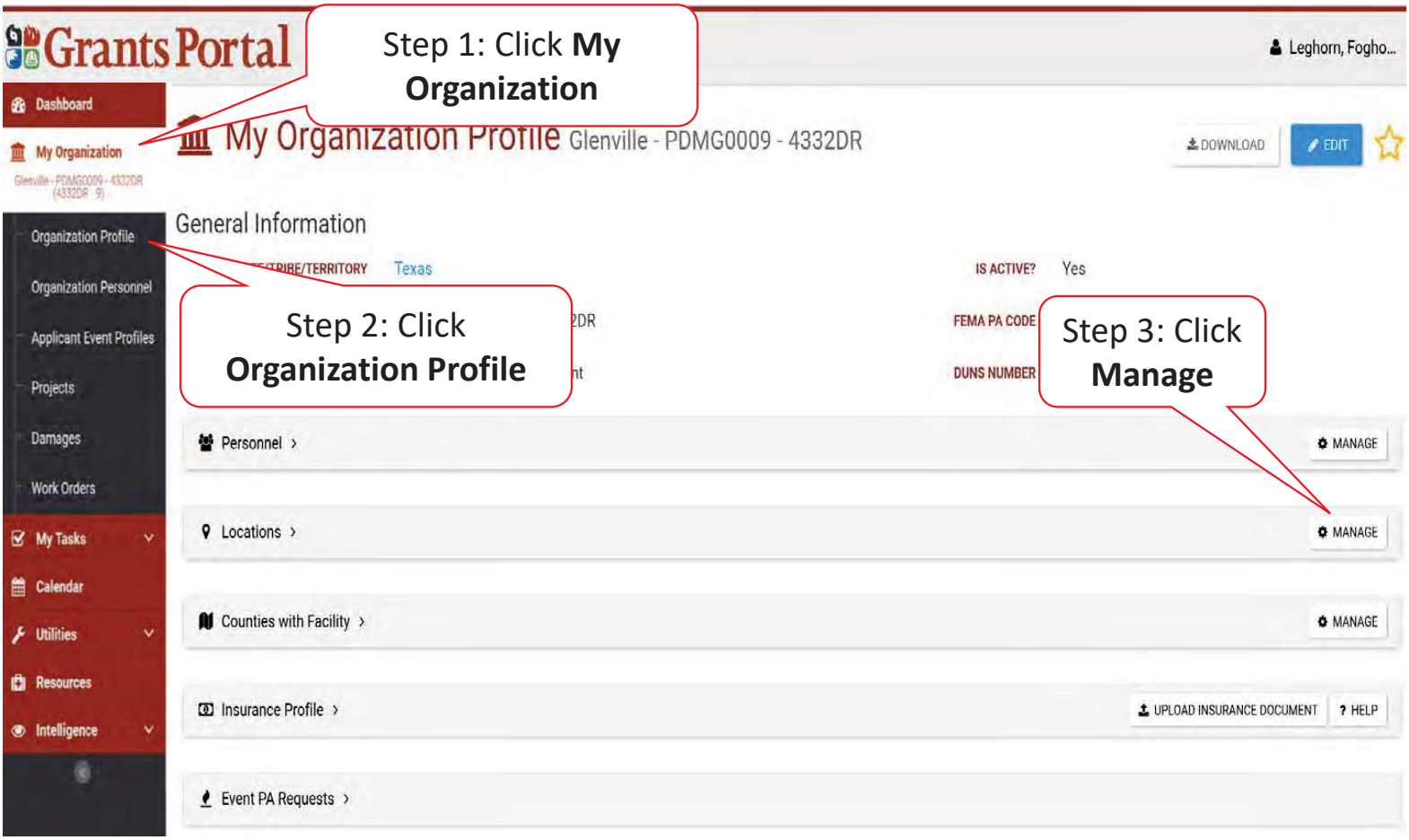
Grant/Edit Roles



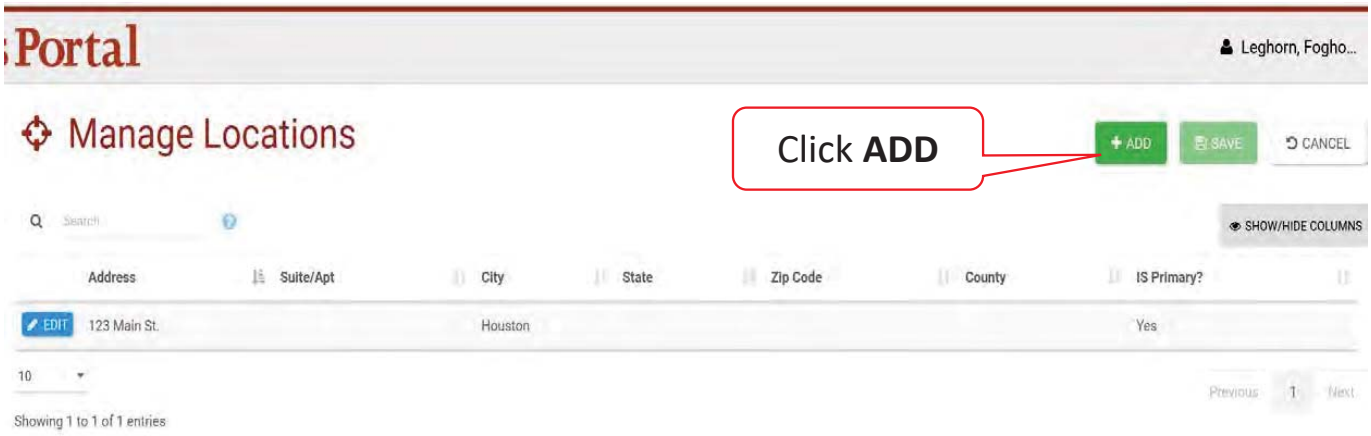
Organization

Facility Locations

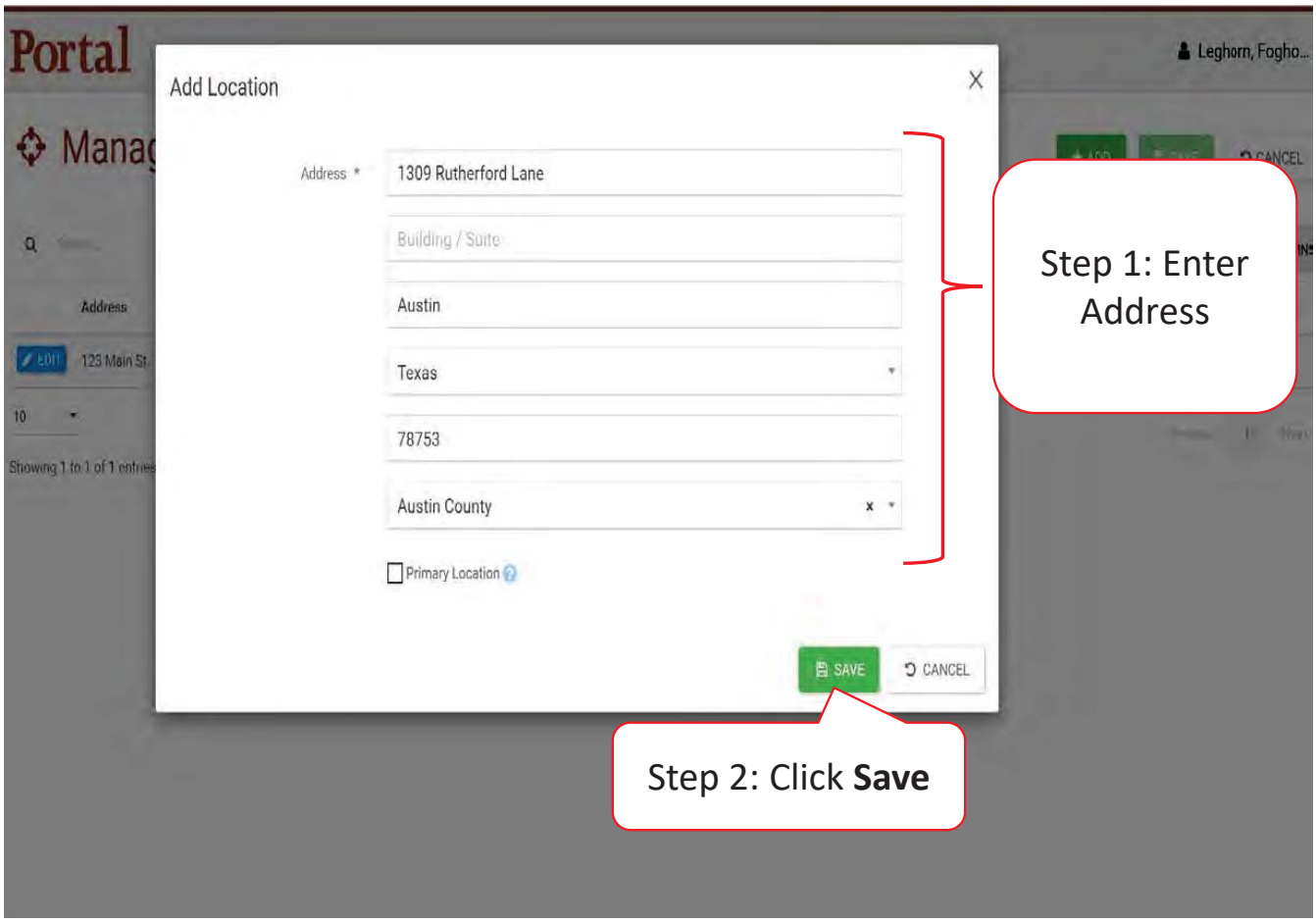
Add Locations to Profile



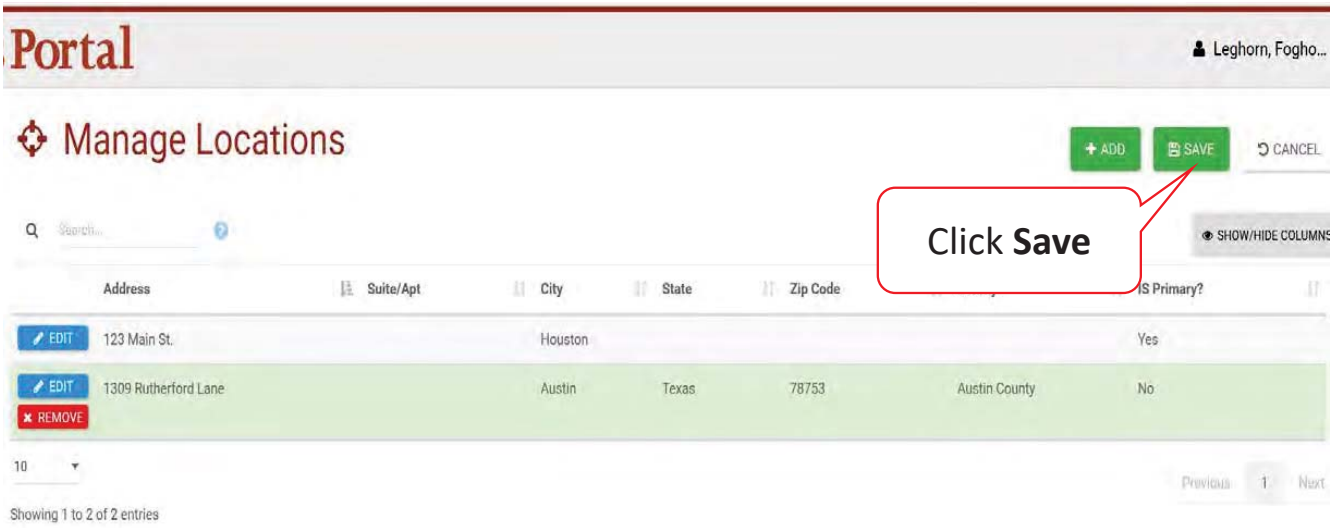
Add Locations



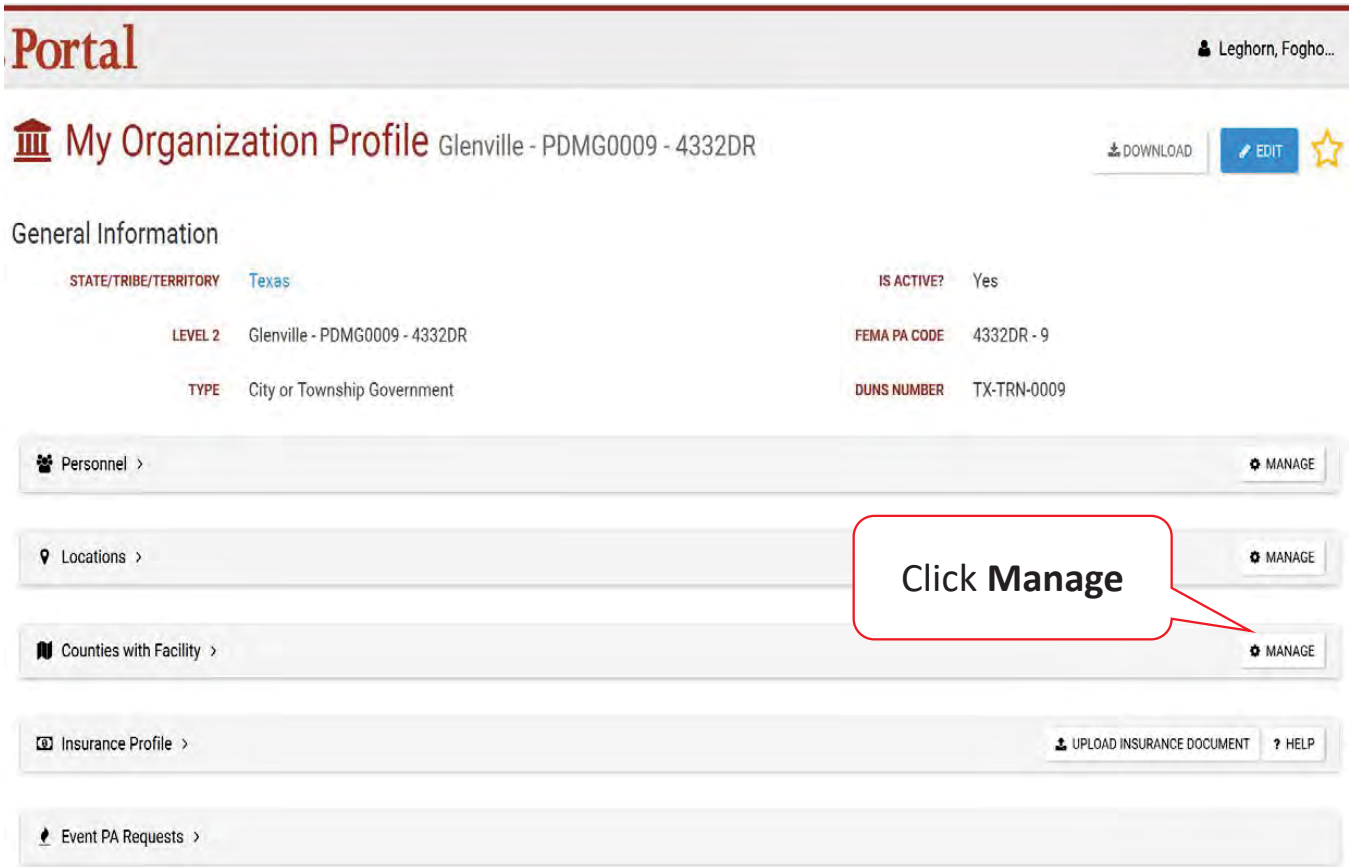
Enter Facility Location



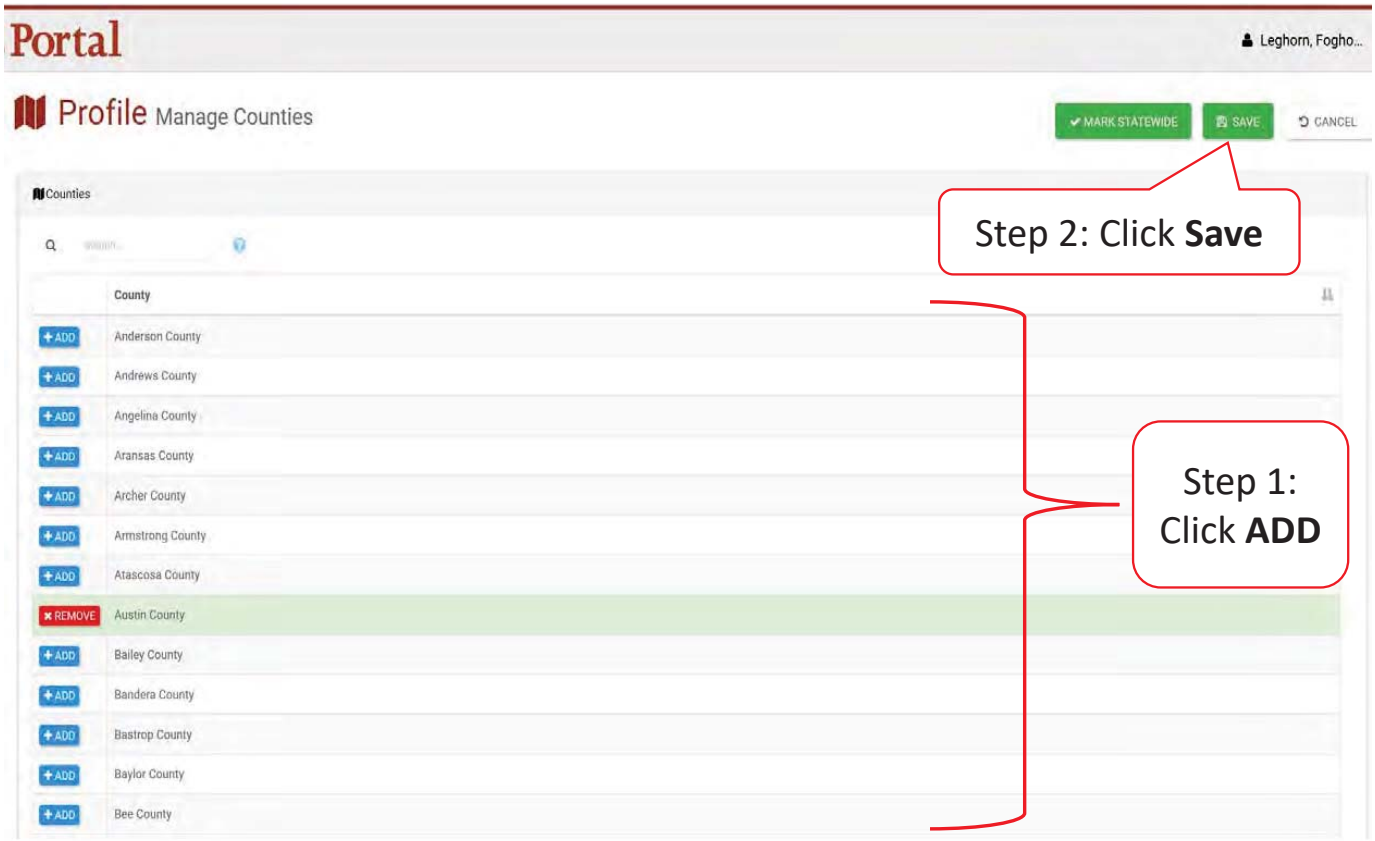
Save Location



Counties With Facility

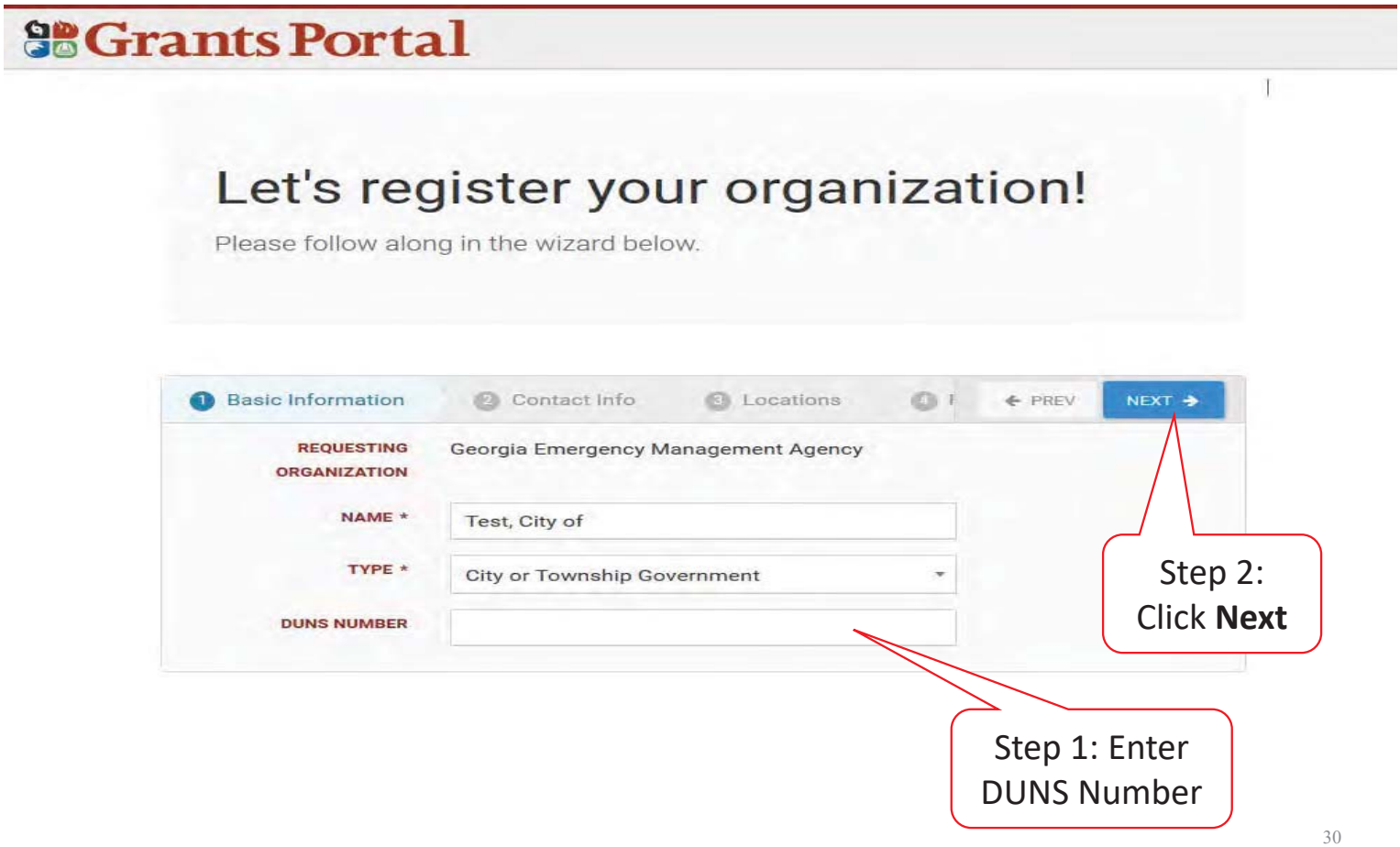


Add Counties

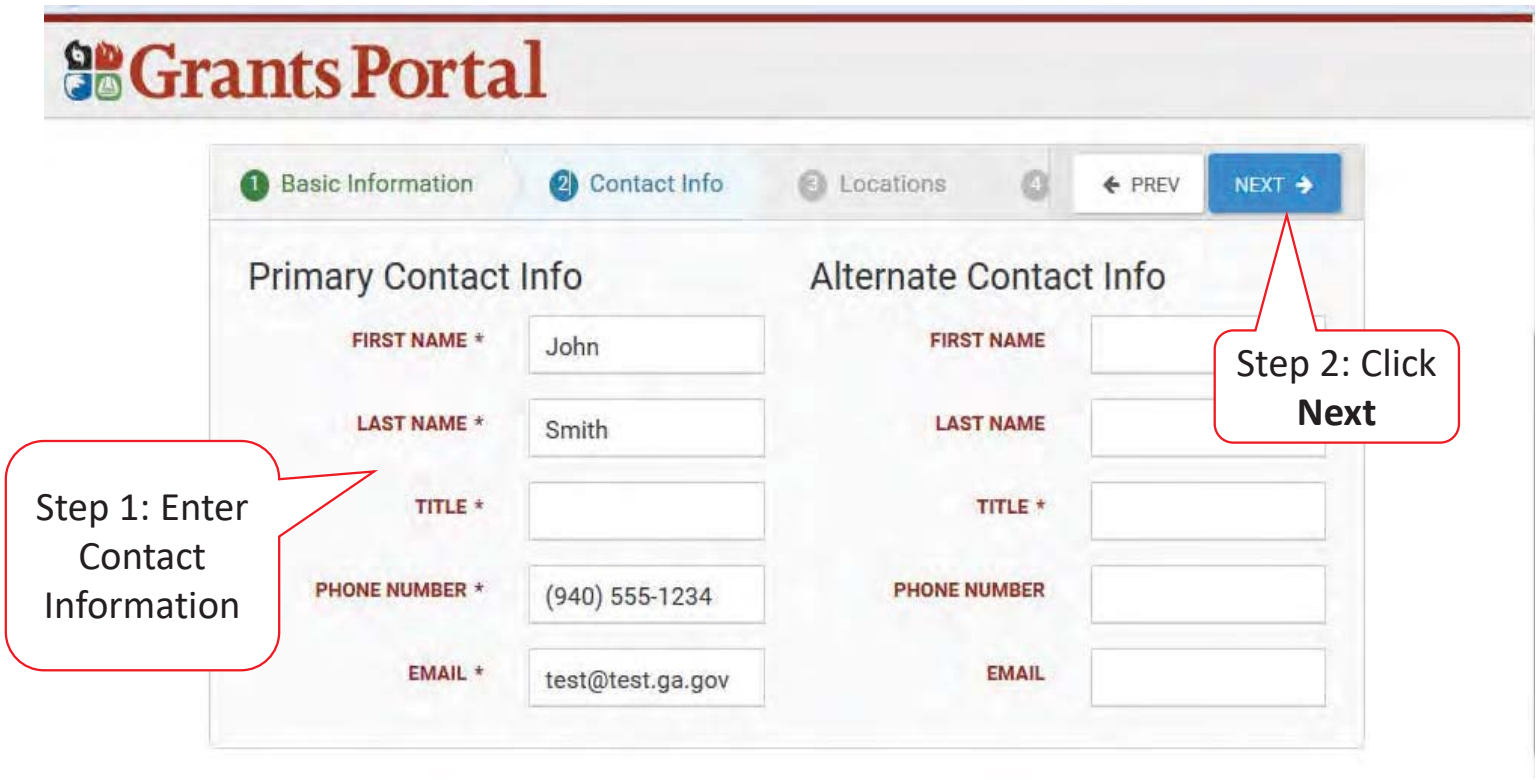


Register Organization

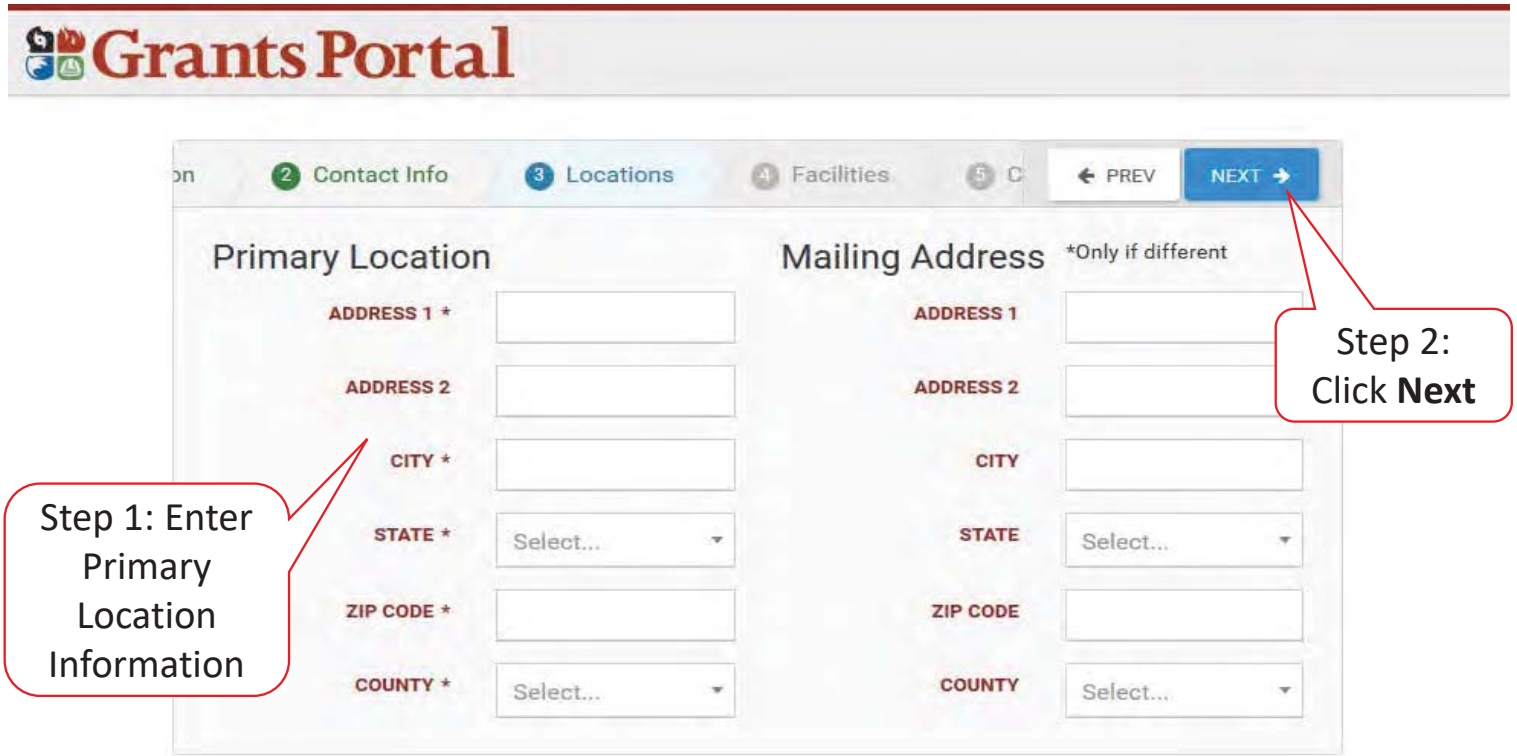
Organization Information



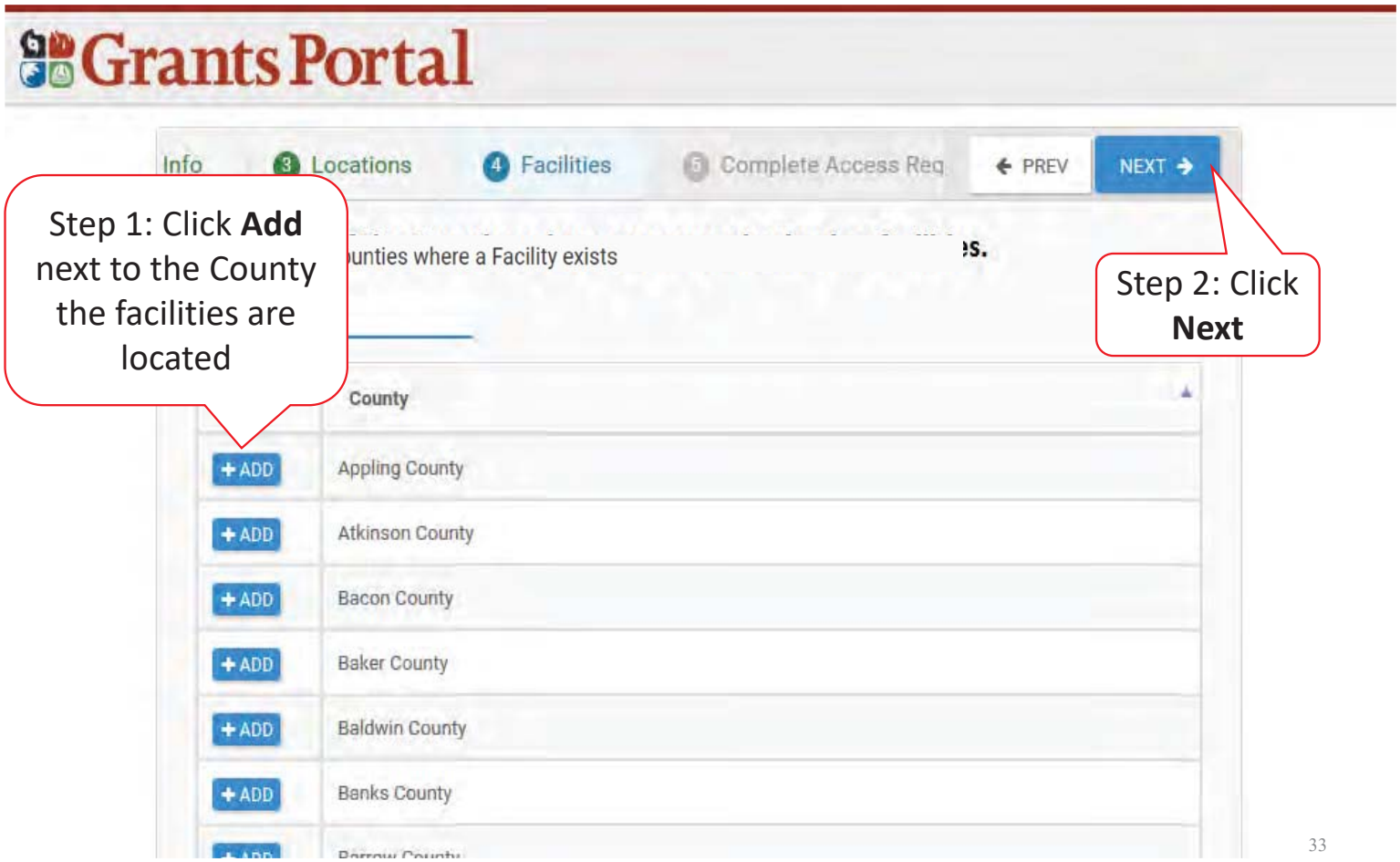
Enter Contact Information



Enter Location Information



Add Applicable Counties with Facilities

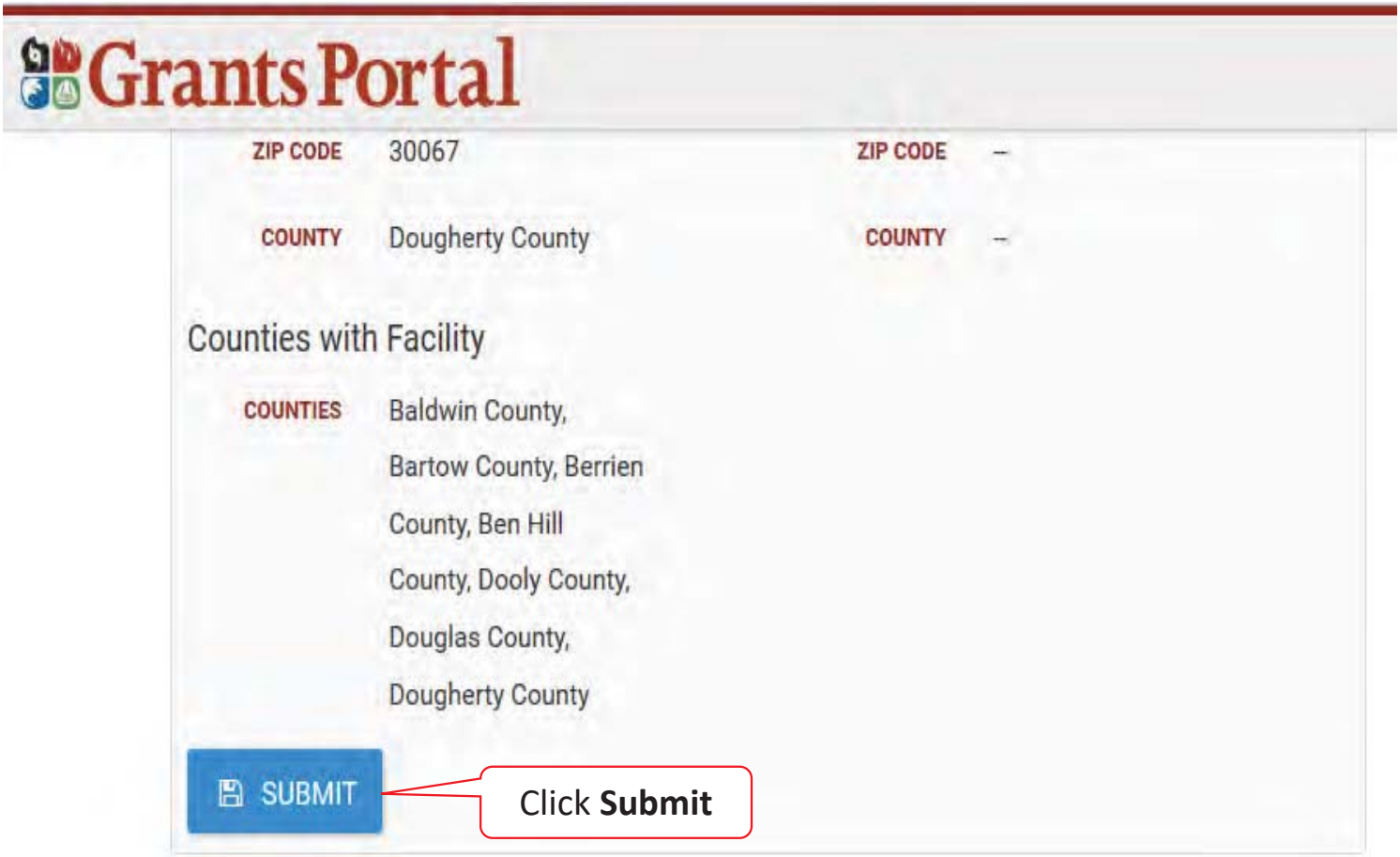


Step 1: Click **Add** next to the County the facilities are located

Step 2: Click **Next**

Verify Information

Submit Information



Confirmation of Submittal

Your access request has been submitted!

You will be contacted once your request has been approved.

Email Confirmation of Submittal

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

Hello Sherry,

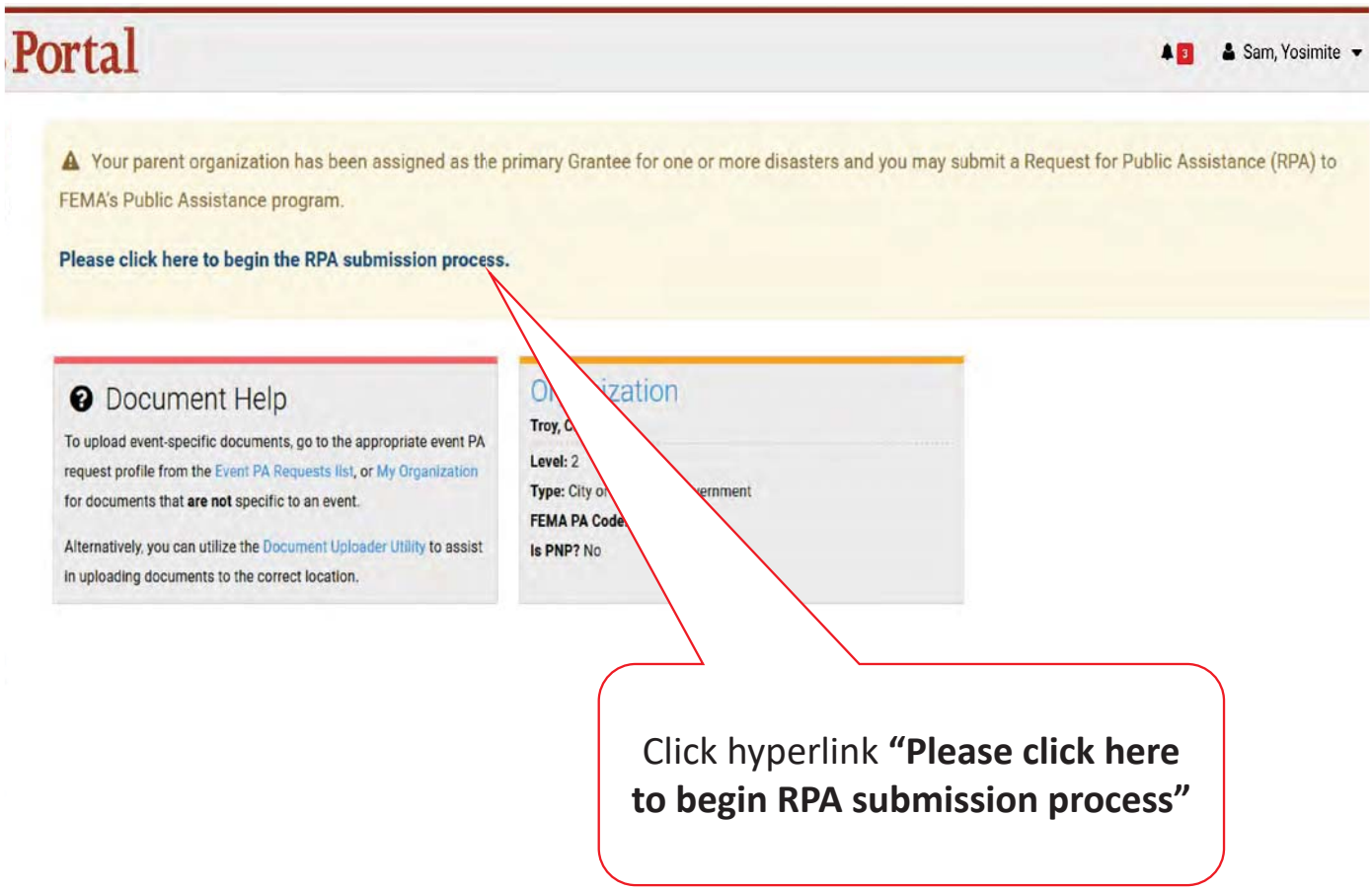
You have successfully initiated an Org Account Request. You will receive another notification whether the request is approved or rejected.

-FEMA PA Support Team

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

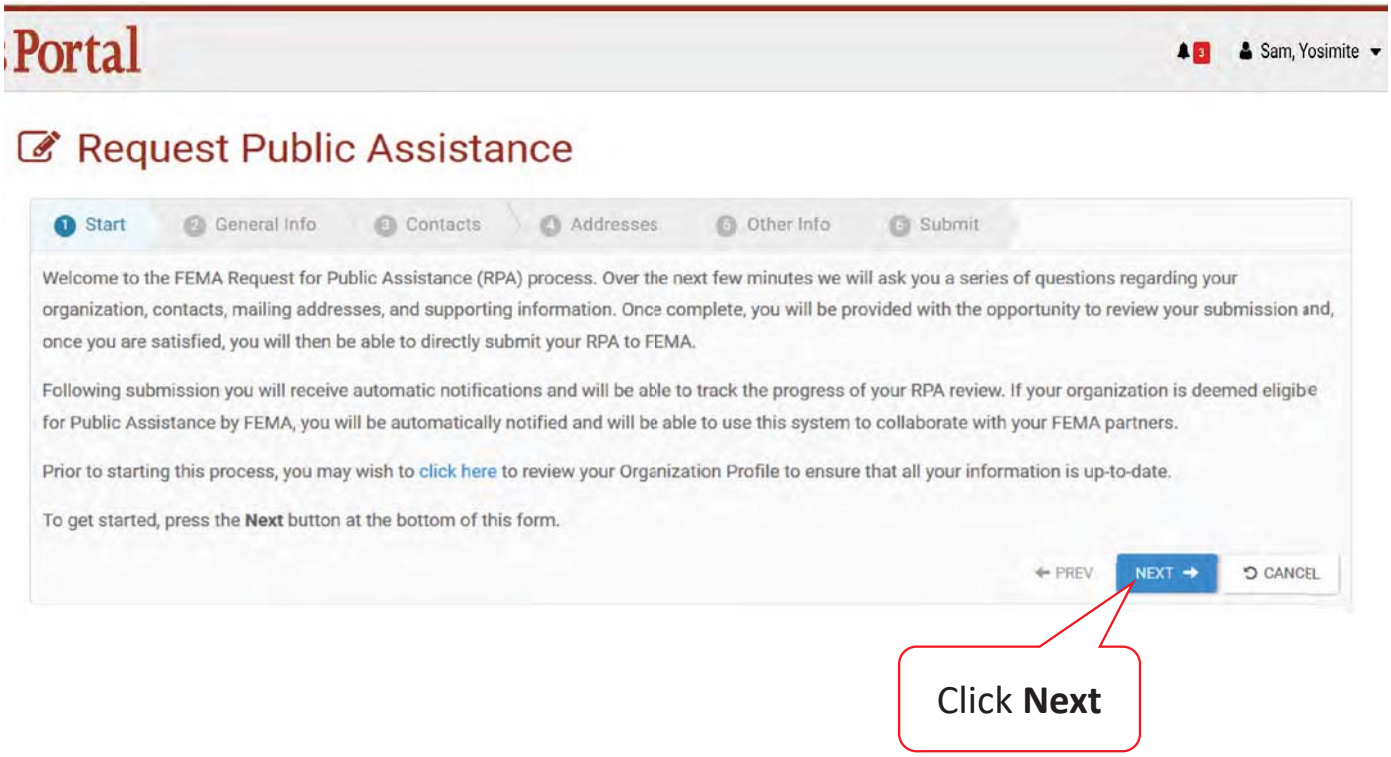
Submit Request For Public Assistance (RPA)

My Organization Dashboard



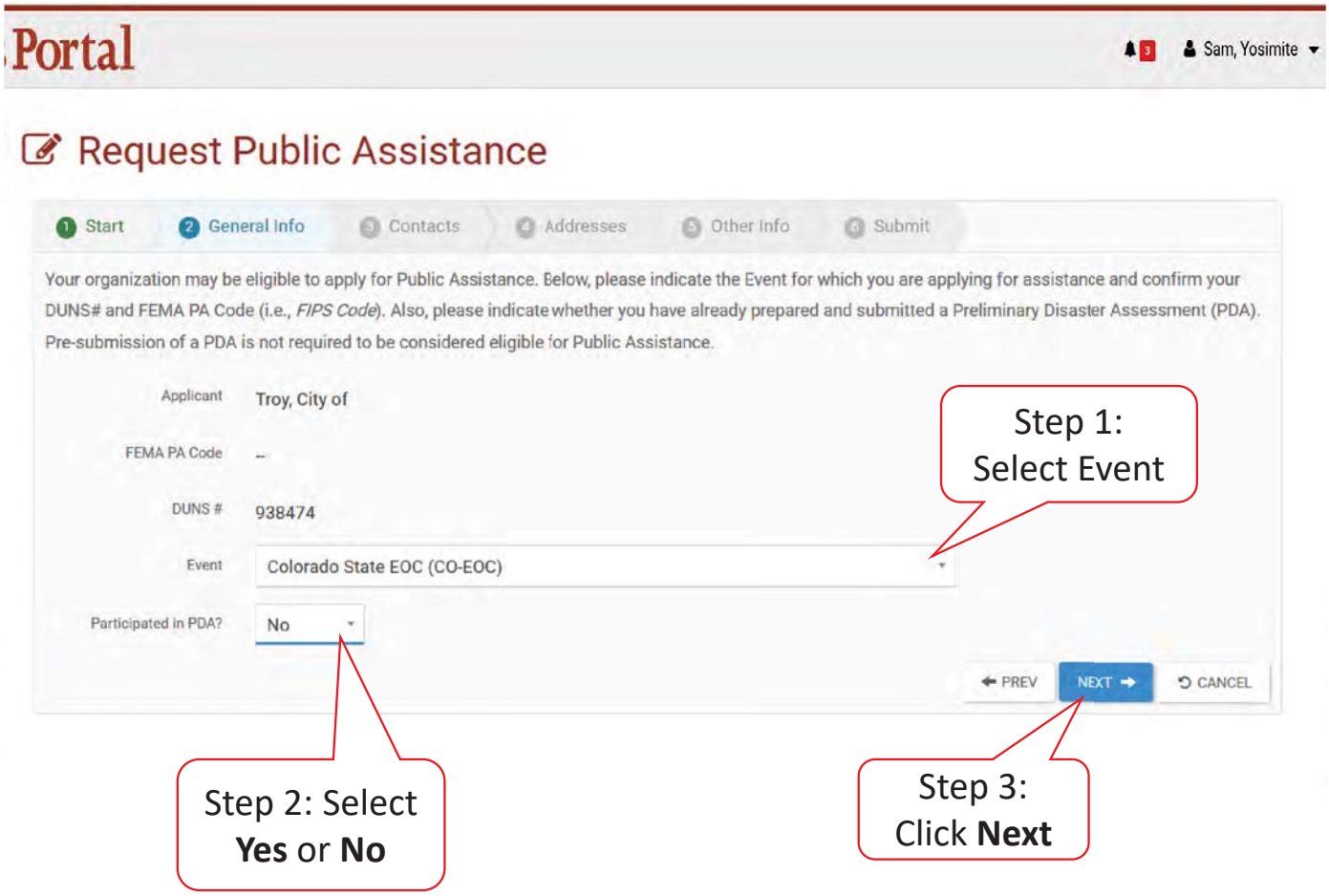
Click hyperlink **"Please click here to begin RPA submission process"**

Start Request Public Assistance Process

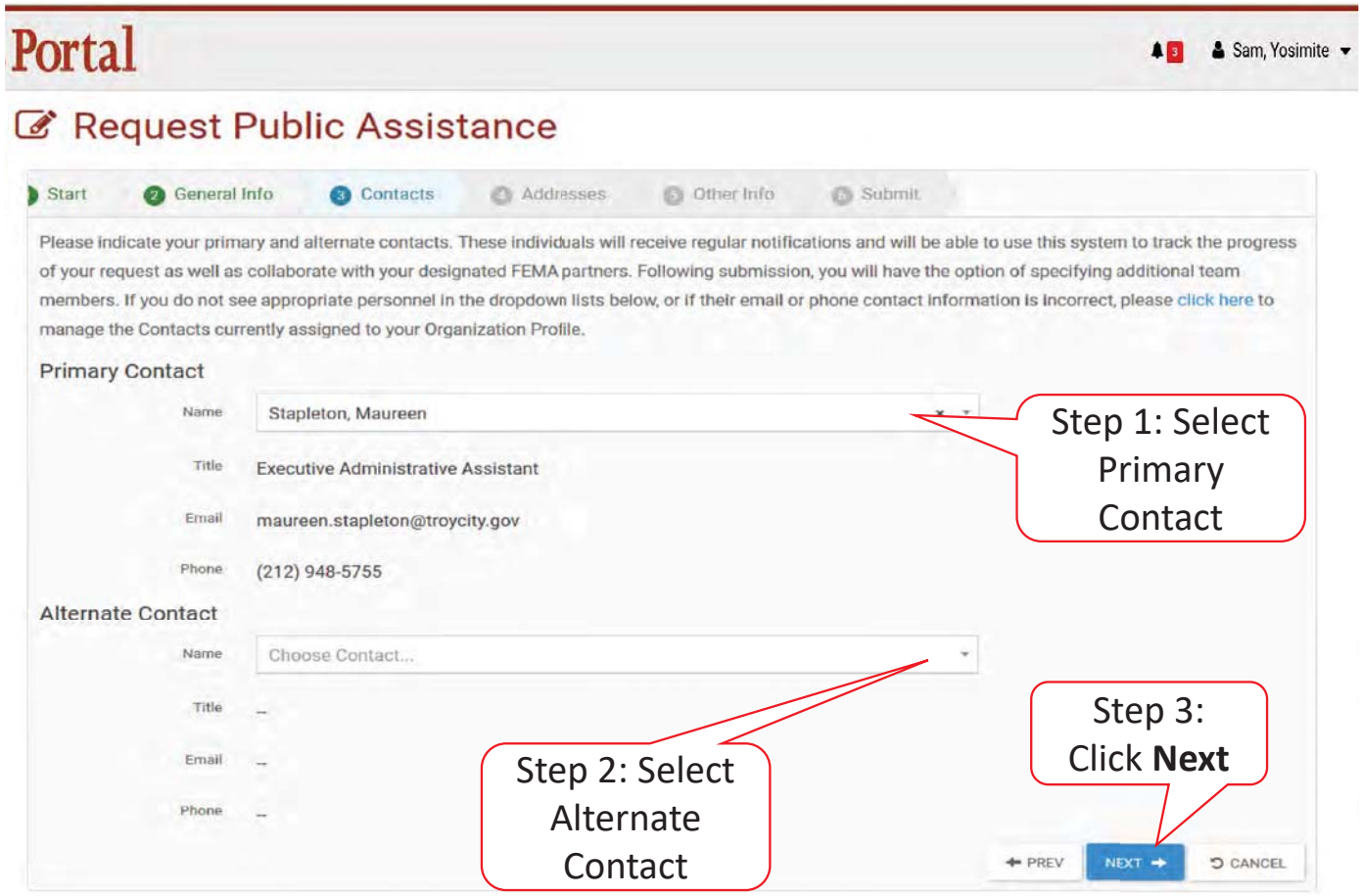


Click **Next**

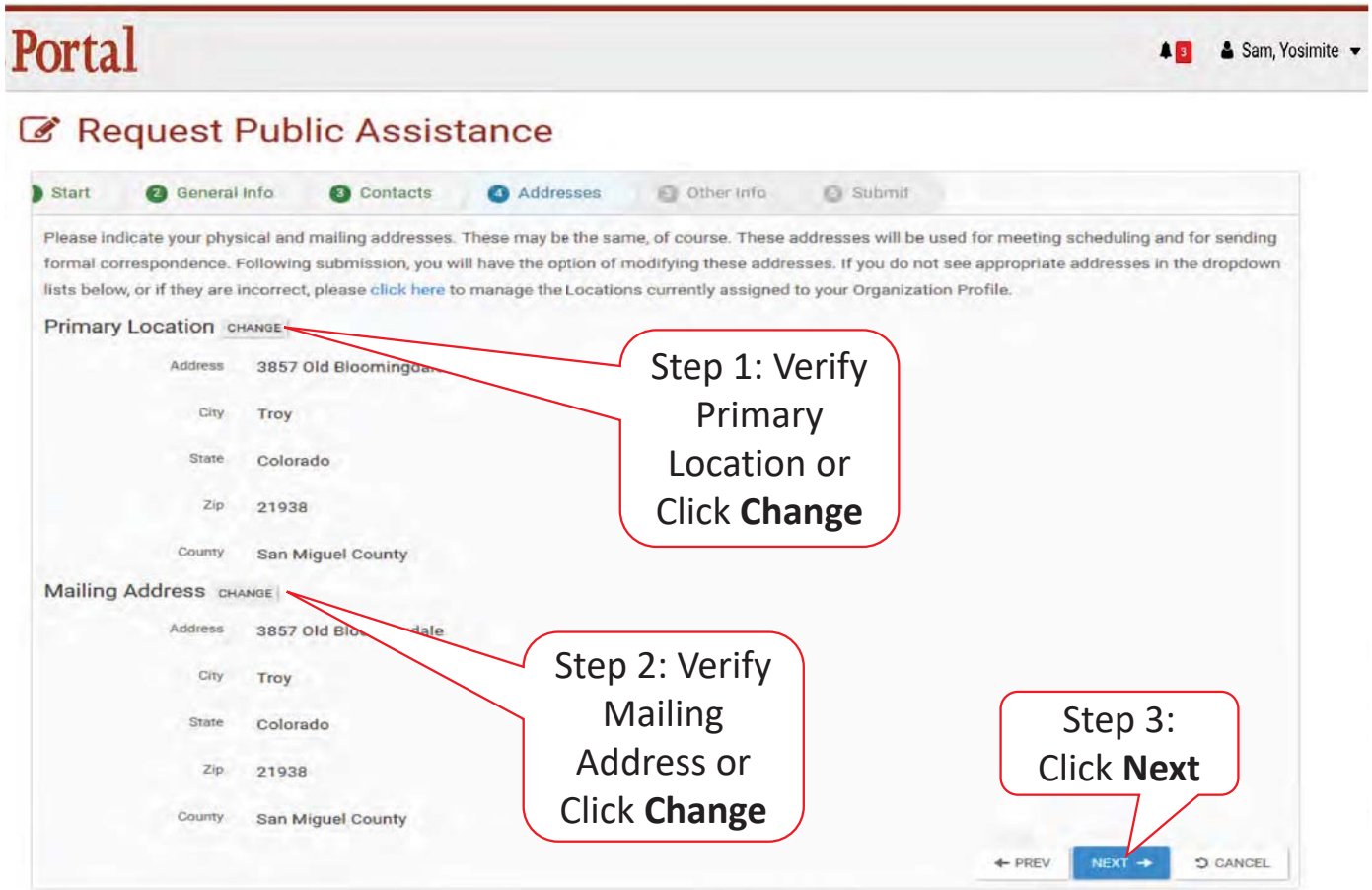
General Information



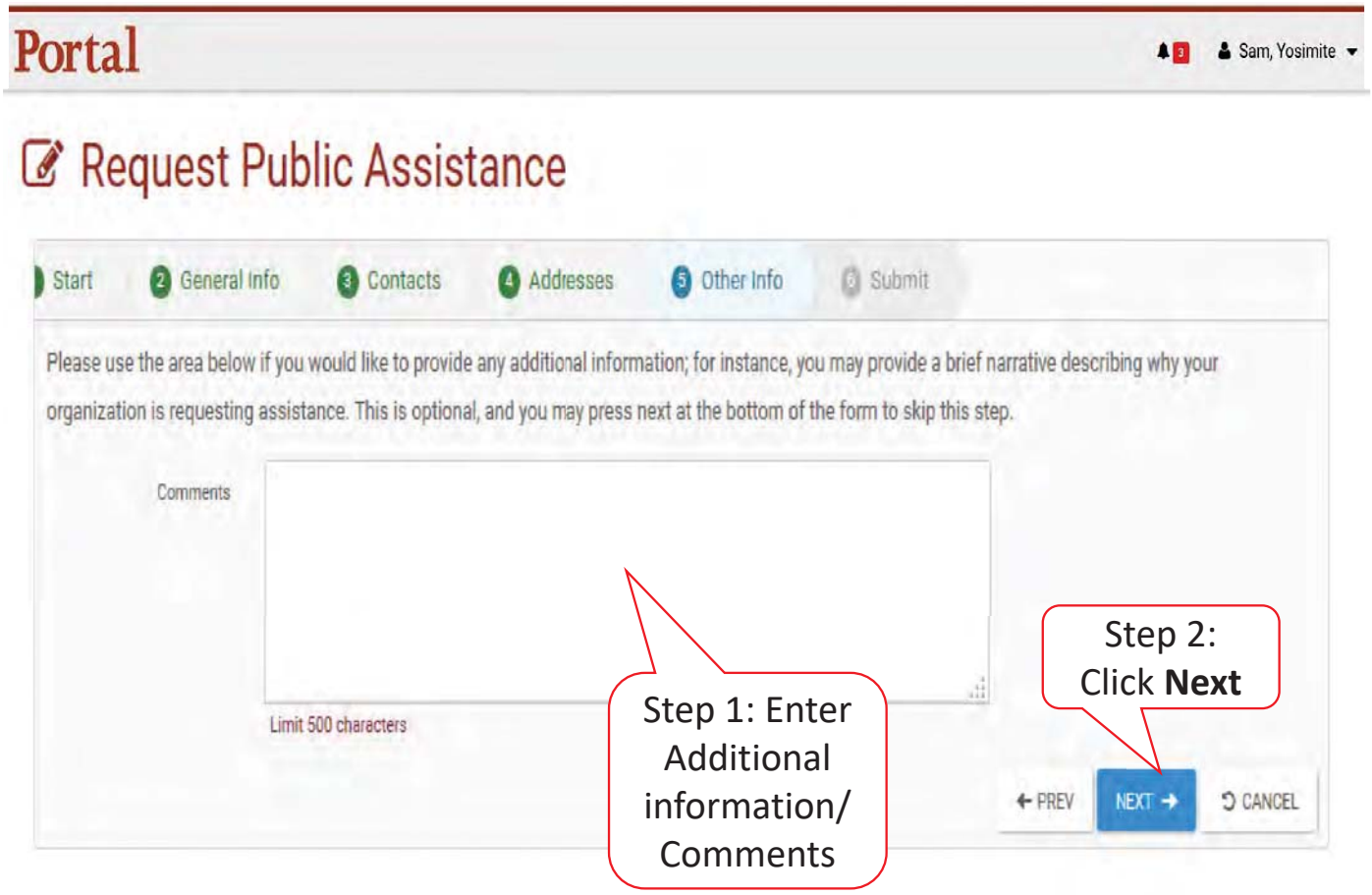
Primary/Alternate Contact Information



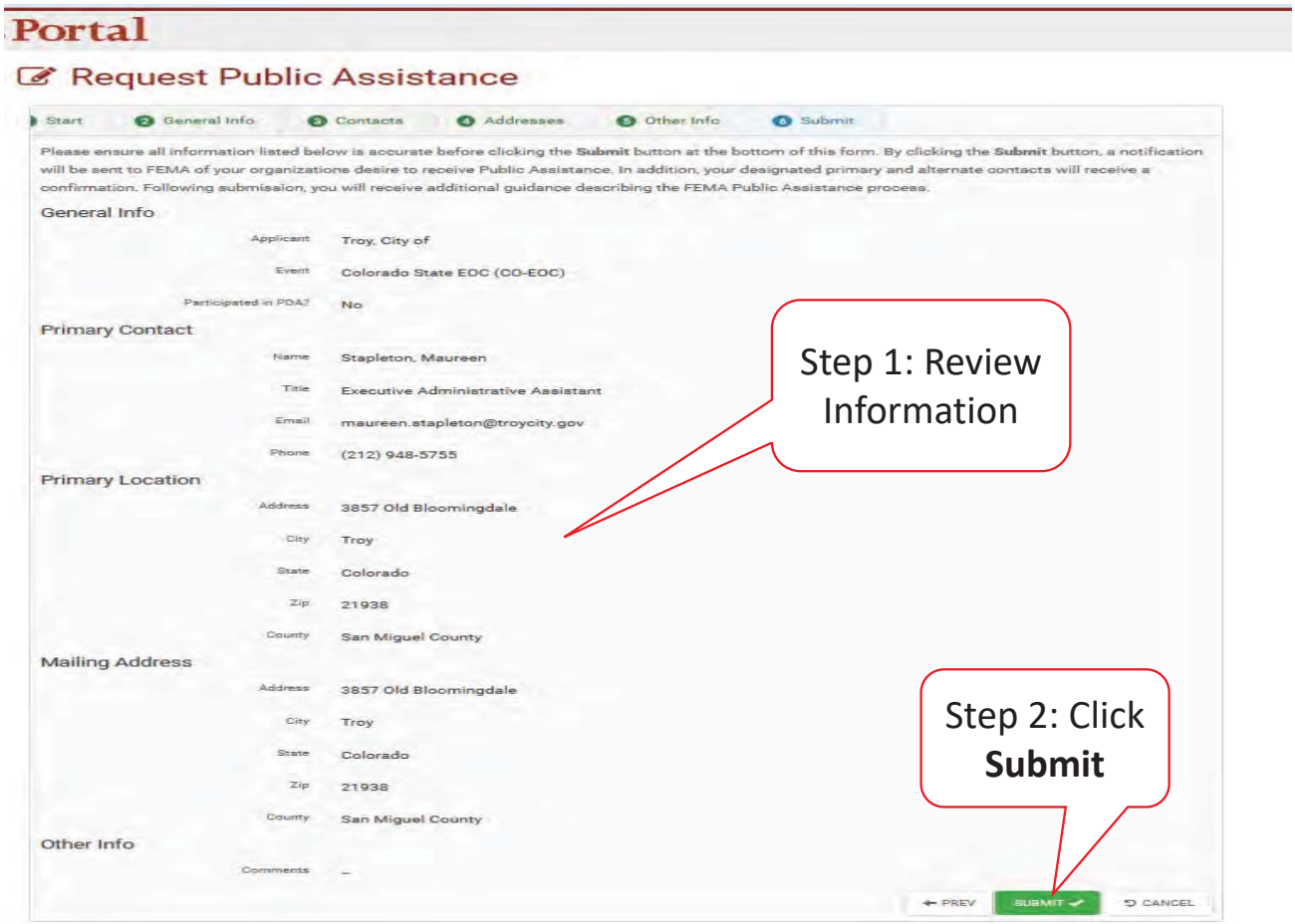
Verify/Change Primary Location & Mailing Address



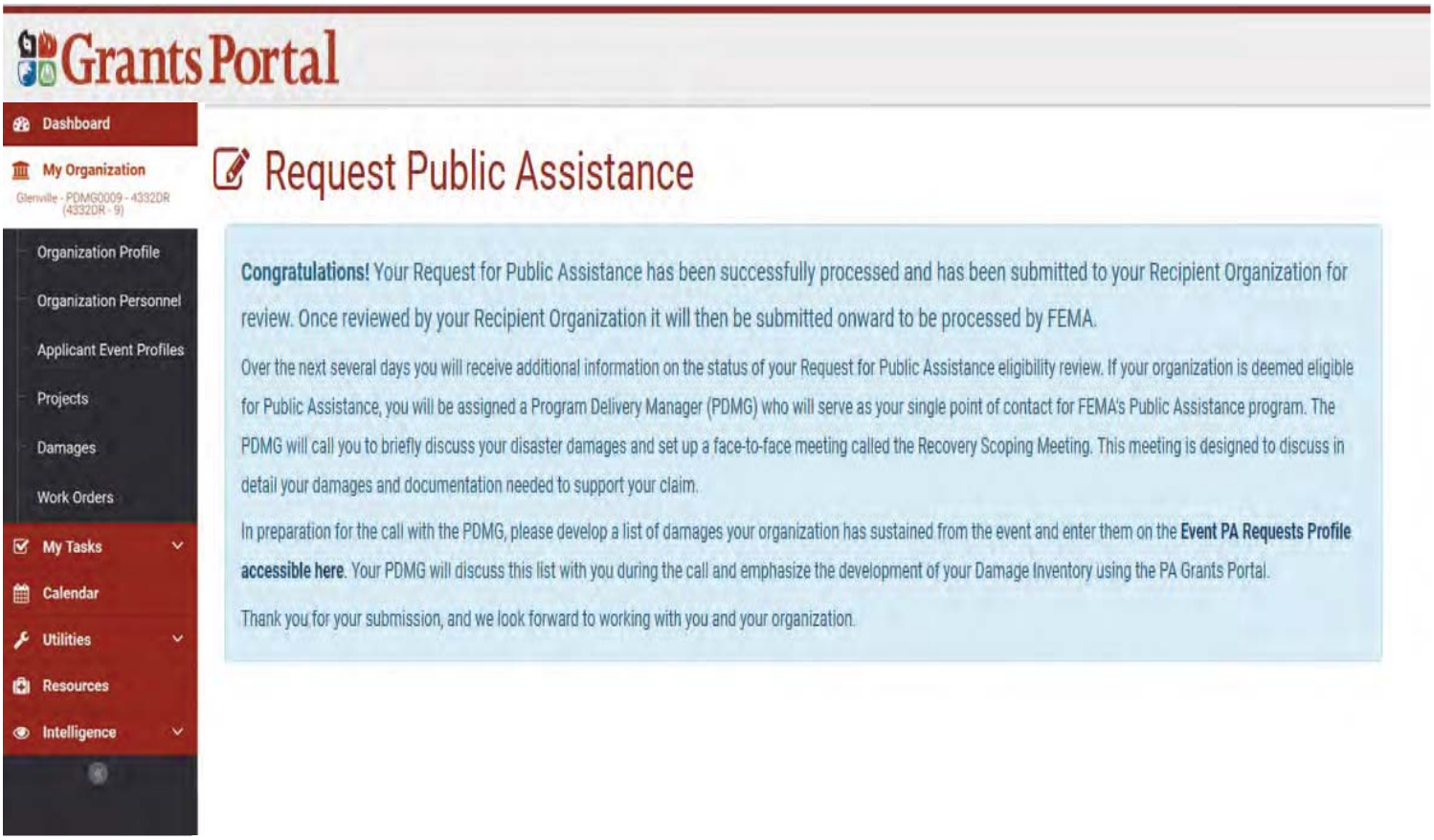
Other Information/Comments



Review Request



Congratulations Screen



Private Non-Profit Request for Public Assistance

Request Public Assistance

1 Start | 2 General Info | 3 Contacts | 4 Addresses | 5 PNP Info | 6 Justification | 7 Other Info | 8 Submit

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

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

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

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

PREV | NEXT | CANCEL

Click **Next**

General Information

Request Public Assistance

1 Start | 2 General Info | 3 Contacts | 4 Addresses | 5 PNP Info | 6 Justification | 7 Other Info | 8 Submit

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

Organization: St. Peter Church

FEMA PA Code: --

DUNS #: 565874

Event: 4332DR-TX (4332DR)

Participated in PDA?: Yes

← PREV | NEXT → | ⊘ CANCEL

Step 1: Select **Event**

Step 2: Select **Yes** or **No**

Step 3: Click **Next**

Primary And Alternate Contact Information

Request Public Assistance

art | 2 General Info | 3 Contacts | 4 Addresses | 5 PNP Info | 6 Justification | 7 Other Info | 8 Submit

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

Primary Contact

Name: Lanneau, Peter

Title: Bishop

Email: peterl@stpeter.org

Phone: (512) 589-6532

Alternate Contact

Name: Wings, Angelic

Title: Administrator

Email: angelicw@stpeter.org

Phone: (512) 589-6533

Step 1: Select Primary Contact

Step 2: Select Alternate Contact

Step 3: Click **Next**

PREV | NEXT | CANCEL

Verify/Change Primary Location & Mailing Address

Request Public Assistance

l Info | 3 Contacts | 4 Addresses | 5 PNP Info | 6 Justification | 7 Other Info | 8 Submit

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

Primary Location CHANGE

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

Step 1: Verify Primary Location or Click **Change**

Mailing Address CHANGE

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

Step 2: Verify Mailing Address or Click **Change**

Step 3: Click **Next**

← PREV | NEXT → | ⊘ CANCEL

Enter PNP Information

Request Public Assistance

Contacts | Addresses | PNP Info | Justification | Other Info | Submit

FEMA and State personnel will use this questionnaire to determine the eligibility of specific facilities of an approved Private Non-Profit (PNP) organization (See 44 CFR 206.221). Owners of critical facilities (i.e., power, water (including providing by an irrigation organization or facility, if it is not provided solely for irrigation purposes), sewer, wastewater treatment, communications and emergency medical care) can apply directly to FEMA for assistance for emergency work (debris removal and emergency protective measures) and permanent work (repair, restore or replace a damaged facility). Owners of non-critical facilities can apply directly to FEMA for assistance for emergency work, but must first apply to the U.S. Small Business Administration (SBA) for assistance for permanent work. If the owner of a non-critical facility does not qualify for an SBA loan or the cost to repair the damaged facility exceeds the SBA loan amount, the owner may apply to FEMA for assistance.

Name of the damaged facility and location	St. Peter Church
What was the primary purpose of the damaged facility?	Public religious facility
Is the facility a critical facility as described above?	○ Yes ◉ No
Who may use the facility?	Open to the Public
Is there a fee to use the facility?	○ Yes ◉ No
Was the facility in use at the time of the disaster?	◉ Yes ○ No
Did the facility sustain damage as a direct result of the disaster?	◉ Yes ○ No
What type of assistance is being requested?	Public Assistance
Does the PNP organization own the facility?	◉ Yes ○ No
Provide Proof of Ownership	Attach Proof of Ownership
Does the PNP organization have the legal responsibility to repair the facility?	◉ Yes ○ No
Provide Proof of Legal Responsibility	Attach Proof of Legal Responsibility
Is the facility insured?	◉ Yes ○ No
Provide Copy of Insurance Policy	Attach Copy of Insurance Policy
Additional information or comments	

Additional Documentation

Please provide valid Charter and/or By-Laws	Attach Charter and/or By-Laws
Please provide valid Accreditation	Attach Accreditation
Please provide valid Tax Exemption Certificate	Attach Tax Exemption Certificate

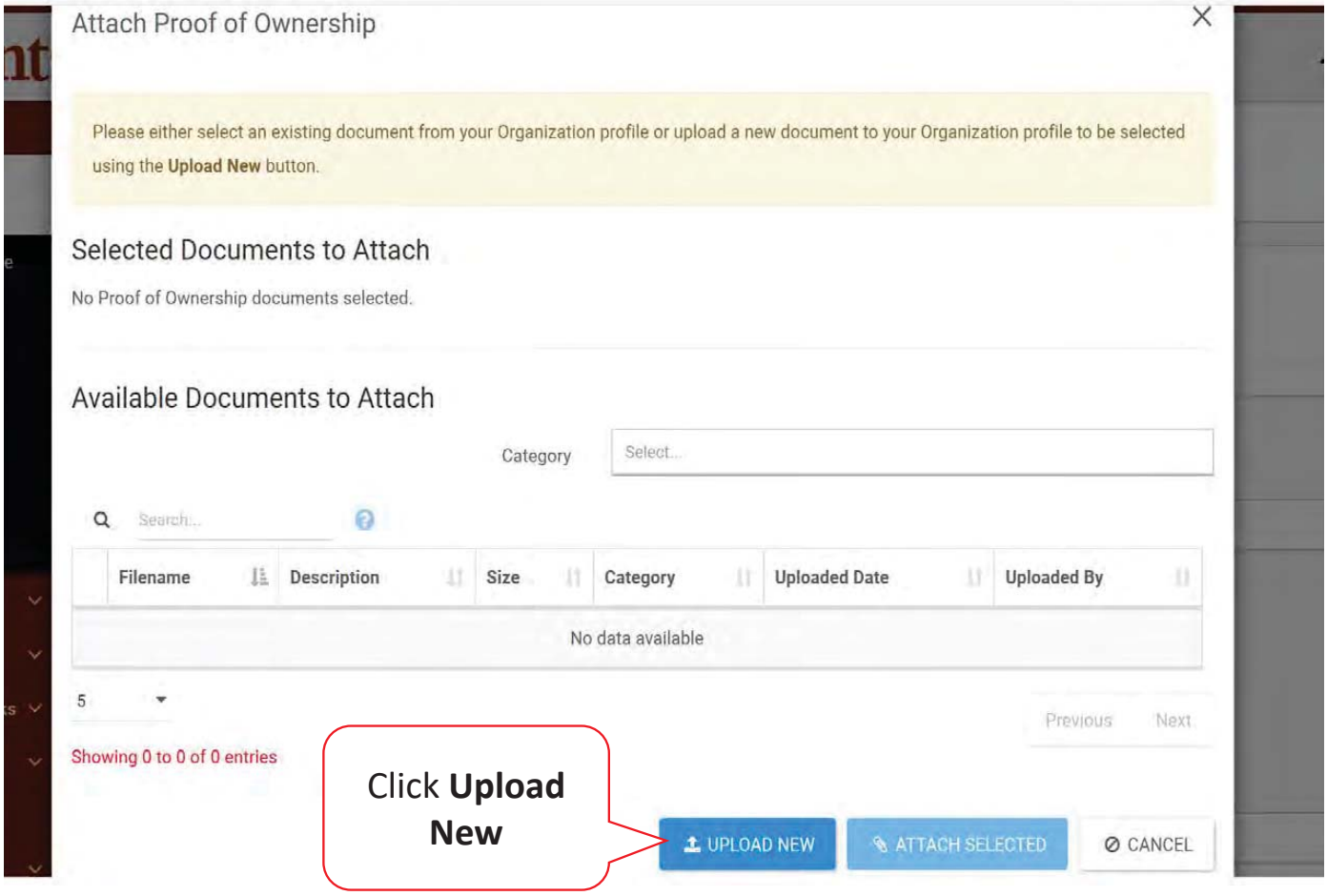
PREV | NEXT | CANCEL

Step 1: Enter and answer questions

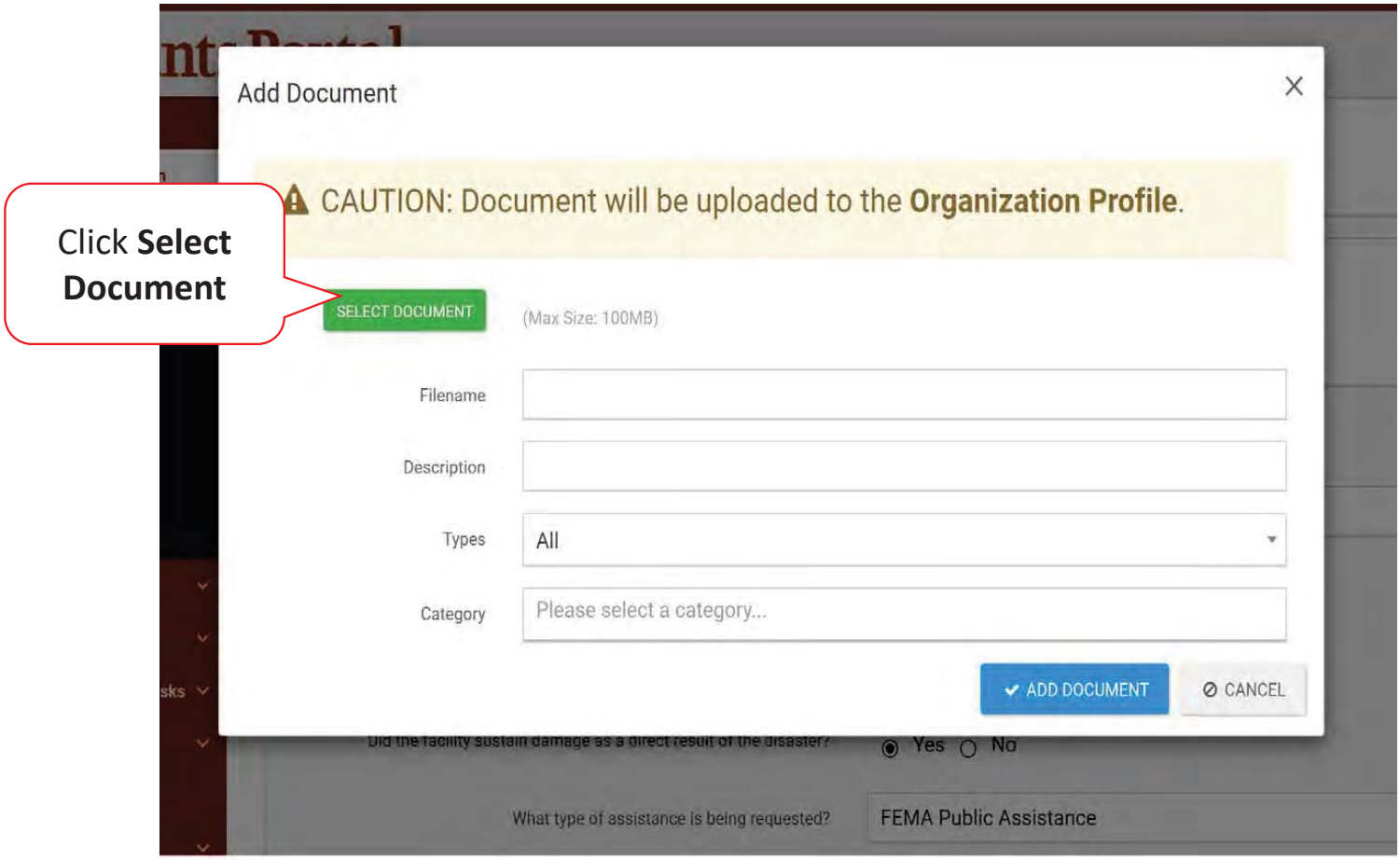
Step 2: Click the blue items to attach required document

Step 3: Click **Next**

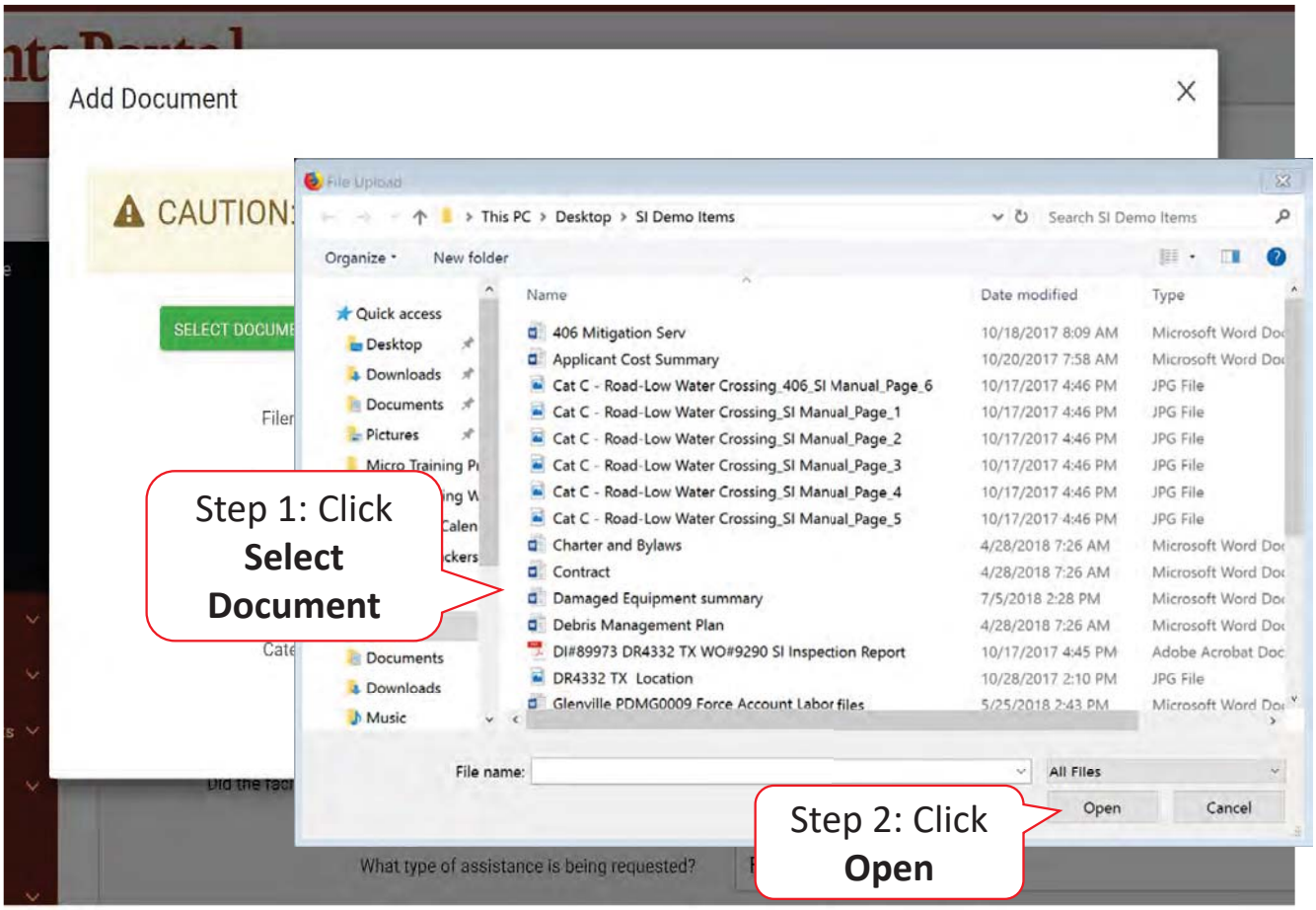
Attaching PNP Required Documents



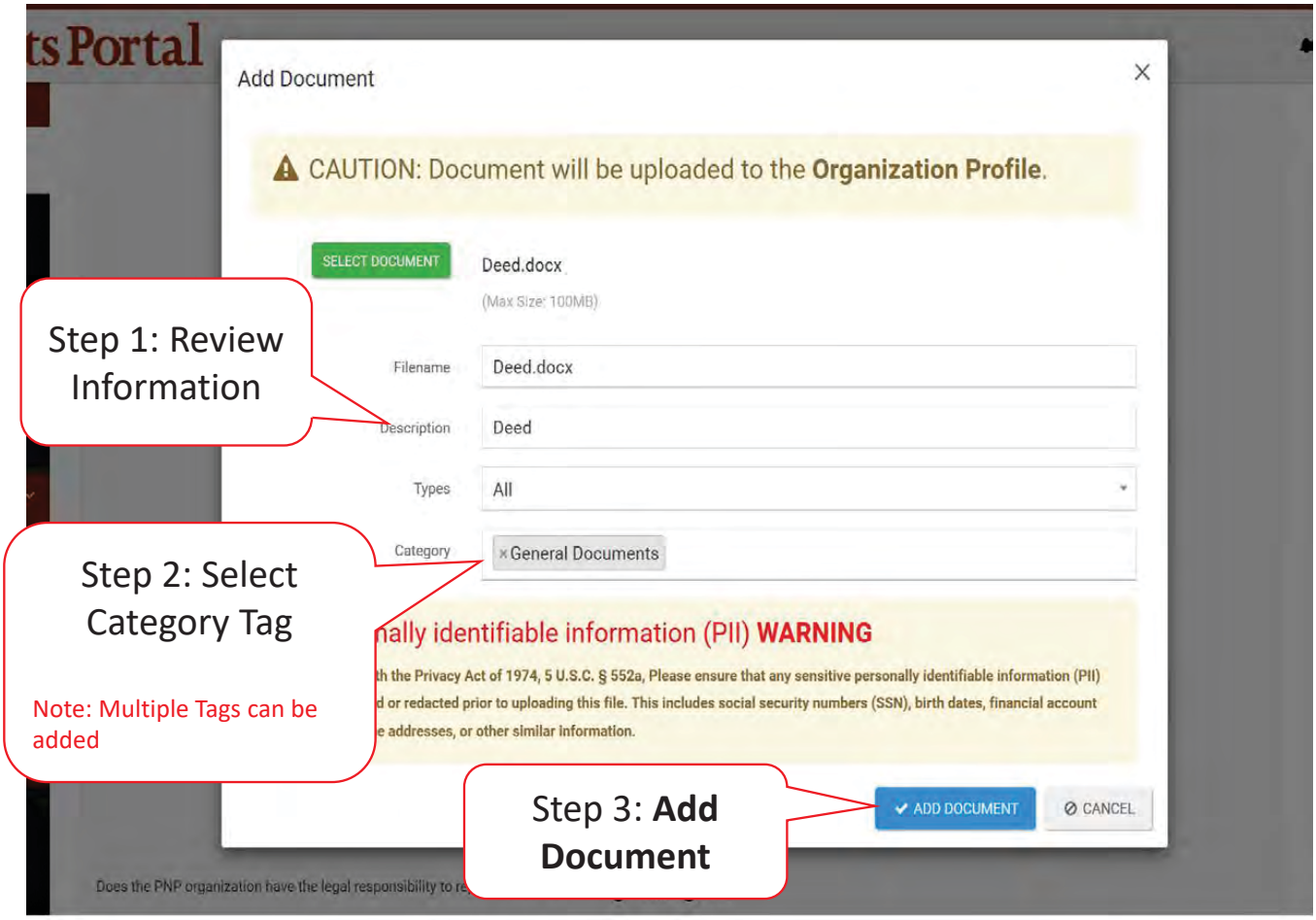
Add PNP Required Document



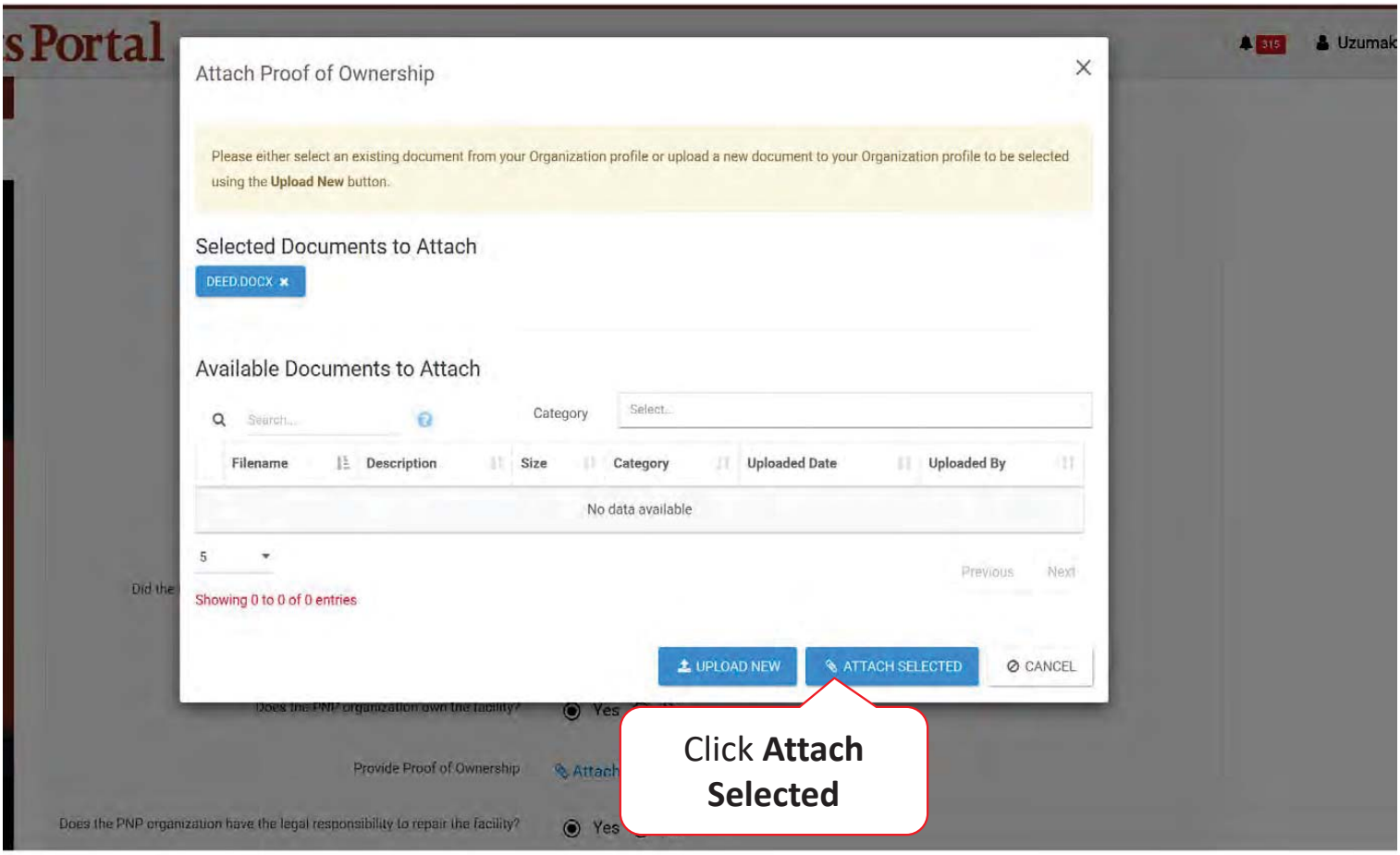
Upload PNP Required Document



Add Document



Attach Document



Other Information/Comments

Review Request

Request Public Assistance

3 Contacts | 4 Addresses | 5 PNP Info | 6 Justification | 7 Other Info | 8 Submit

Please ensure all information listed below is accurate before clicking the **Submit** button at the bottom of this form. By clicking the **Submit** button, a notification will be sent to FEMA of your organizations desire to receive Public Assistance. In addition, your designated primary and alternate contacts will receive a confirmation. Following submission, you will receive additional guidance describing the FEMA Public Assistance process.

General Info

Applicant	St. Peter Church
Event	4332DR-TX (4332DR)
Participated in PDA?	Yes

Primary Contact

Name	Lanneau, Peter
Title	Bishop
Email	peterl@stpeter.org
Phone	(512) 589-6532

Alternate Contact

Name	Wings, Angelic
Title	Administrator
Email	angelicw@stpeter.org
Phone	(512) 589-6533

Primary Location

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

Step 1: Review Information

Who may use the facility?	Open to the public
Is there a fee to use the facility?	No
Was the facility in use at the time of the disaster?	Yes
Did the facility sustain damage as a direct result of the disaster?	Yes
What type of assistance is being requested?	Public Assistance
Does the PNP organization own the facility?	Yes
Proof of Ownership	• Deed.docx
Does the PNP organization have the legal responsibility to repair the facility?	Yes
Proof of Legal Responsibility	• Deed.docx
Is the facility insured?	Yes
Copy of Insurance Policy	• Insurance Policy.docx
Additional information or comments	–

Additional Documentation

Charter and/or By-Laws	• Charter and Bylaws.docx
Accreditation	• Church Accreditation.docx
Tax Exemption Certificate	• Tax Exempt Cert.docx

Justification

Late Submission Justification	The Documentation needed to submit for the RPA was not readily available prior to the deadline.

Other Info

Comments	–

Justification

Late Submission Justification	The Documentation needed to submit for the RPA was not readily available prior to the deadline.

Step 2: Click **Submit**

← PREV | SUBMIT ✔ | ⊘ CANCEL

Congratulations Screen

Request Public Assistance

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

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

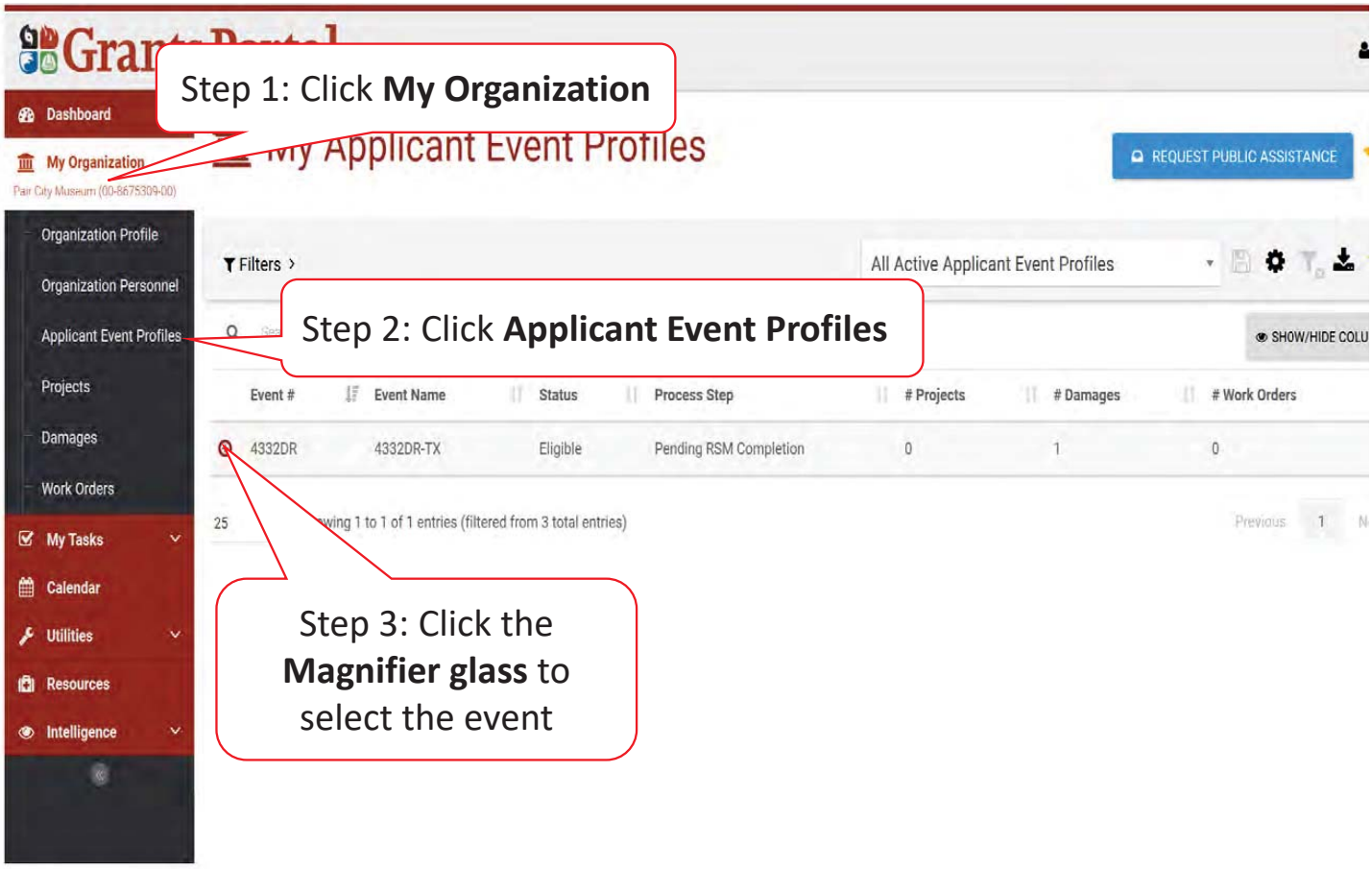
In preparation for the call with the PDMG, please develop a list of damages your organization has sustained from the event and enter them on the **Event PA Requests Profile accessible here**. Your PDMG will discuss this list with you during the call and emphasize the development of your Damage Inventory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

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

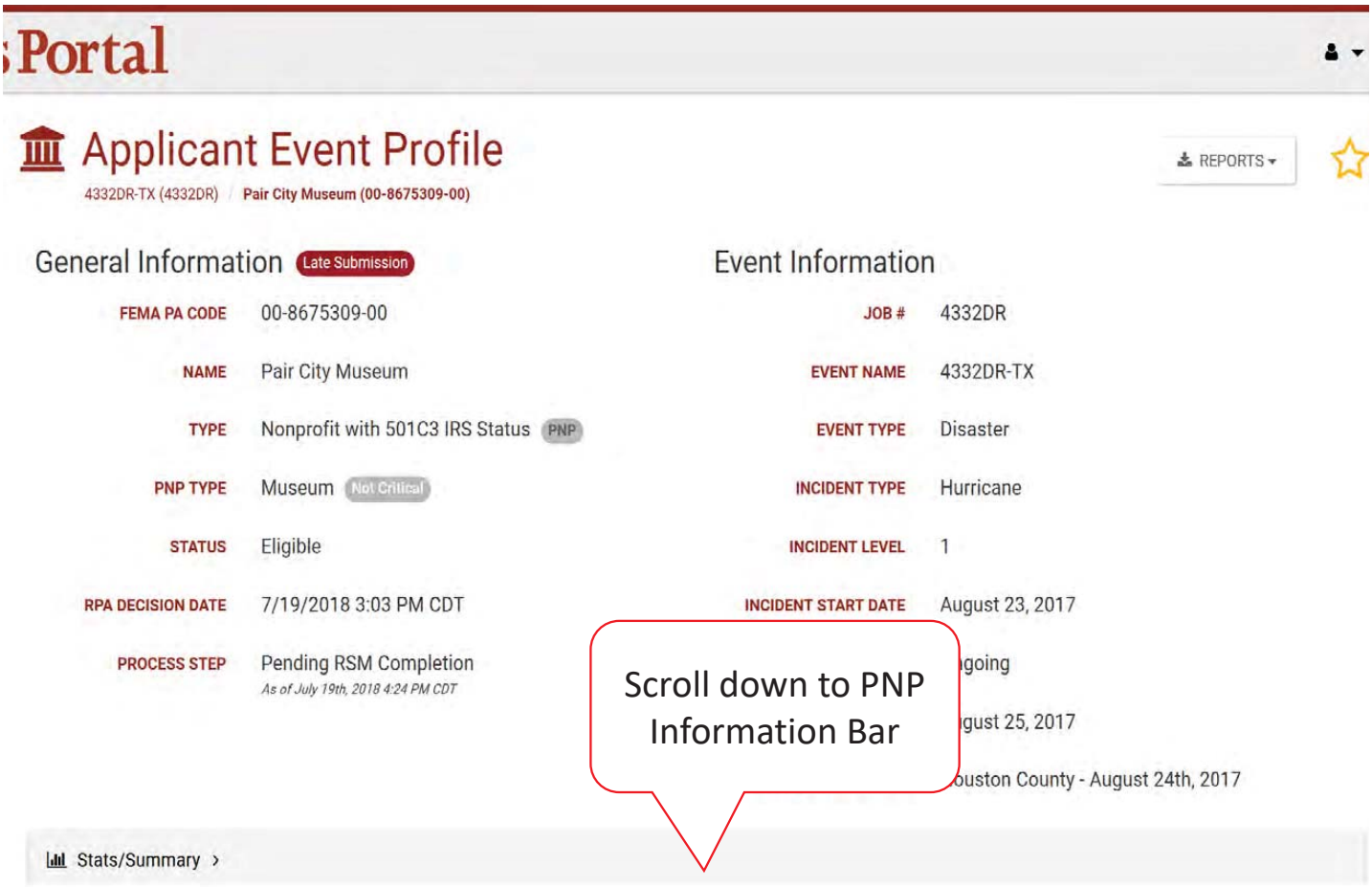
Small Business Administration (SBA)

Note: This section can only be completed after your Organization is deemed eligible and a PDMG is assigned

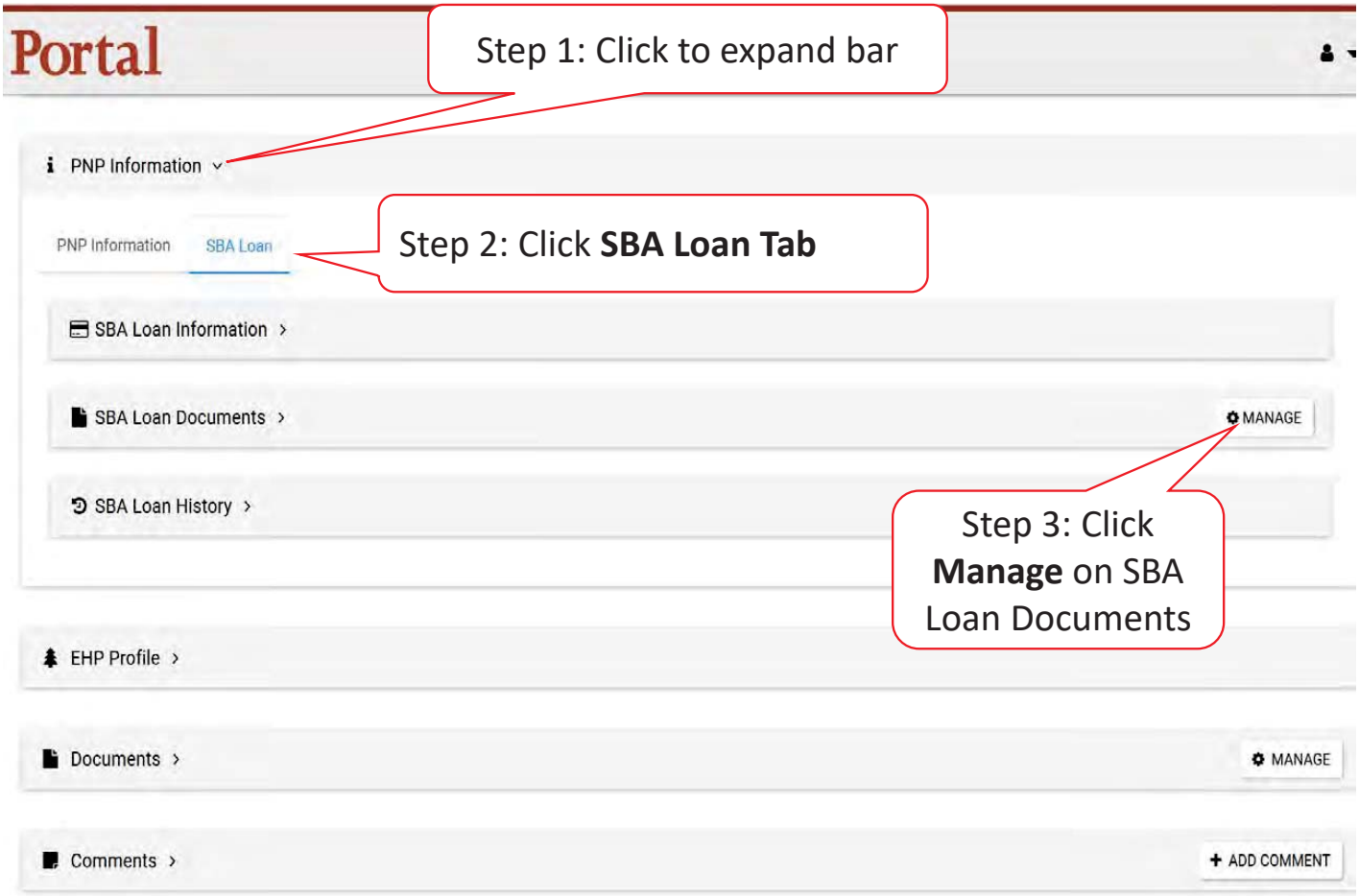
Applicant Event Profiles



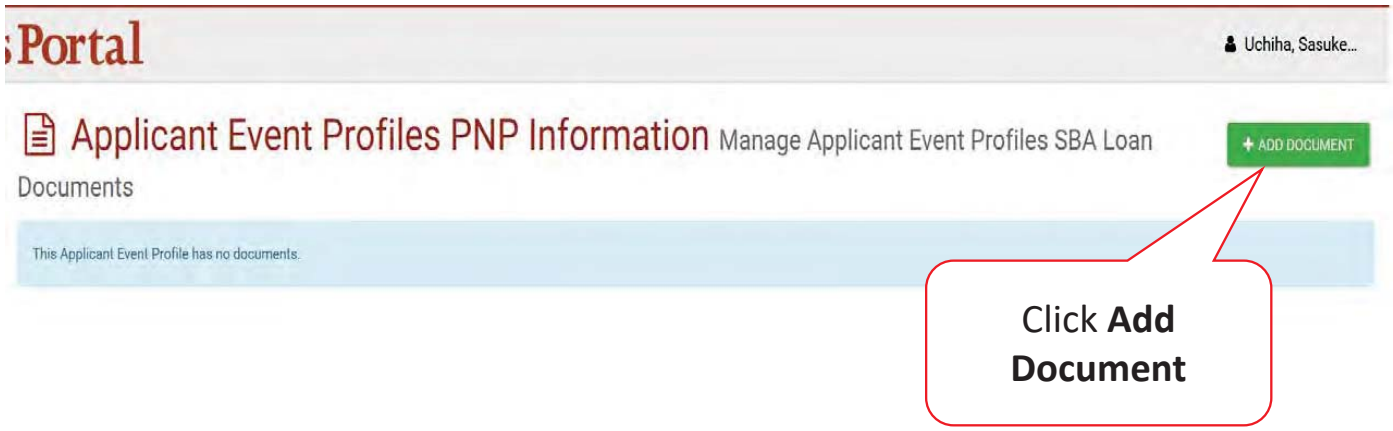
Applicant Event Profile



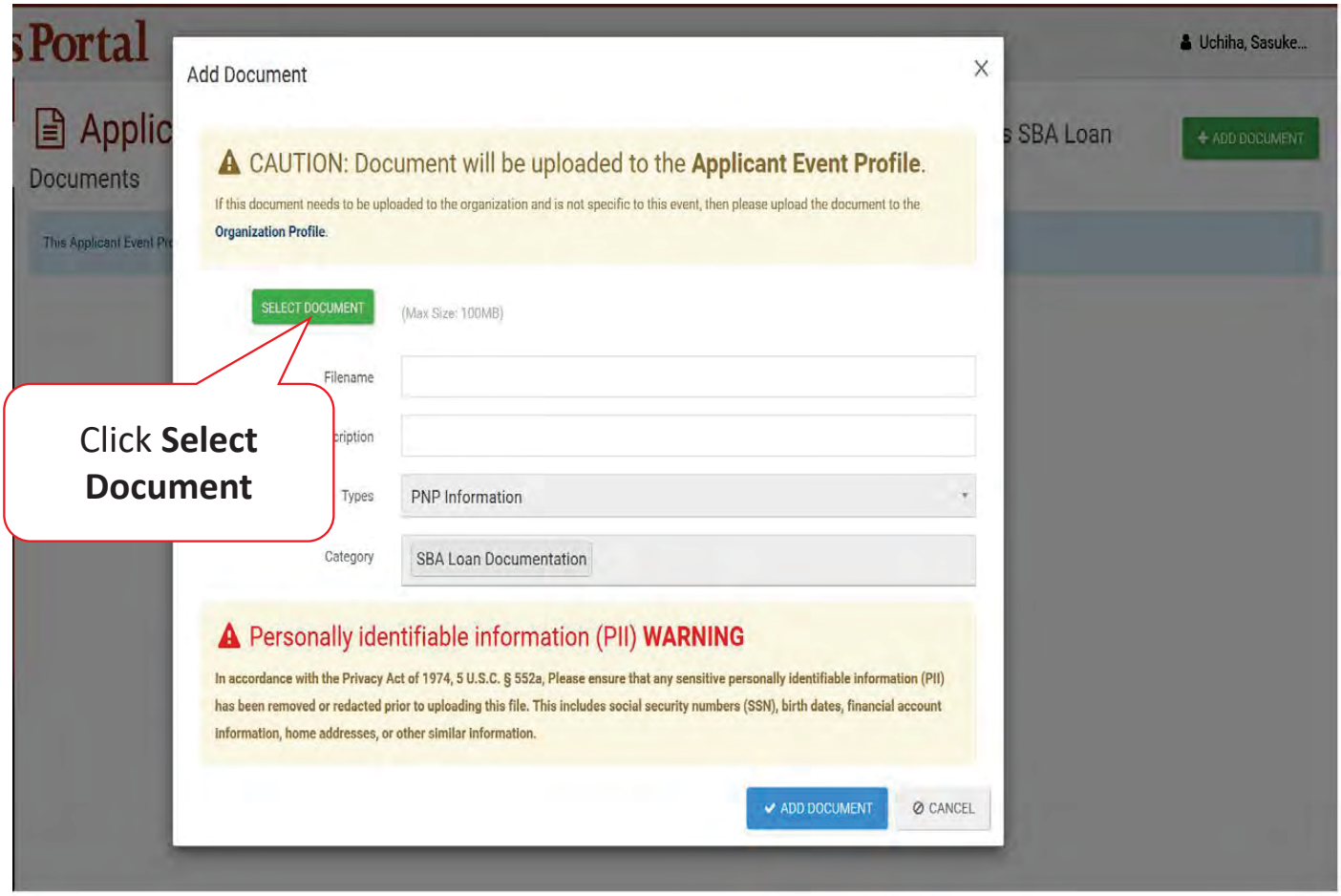
PNP Information Bar



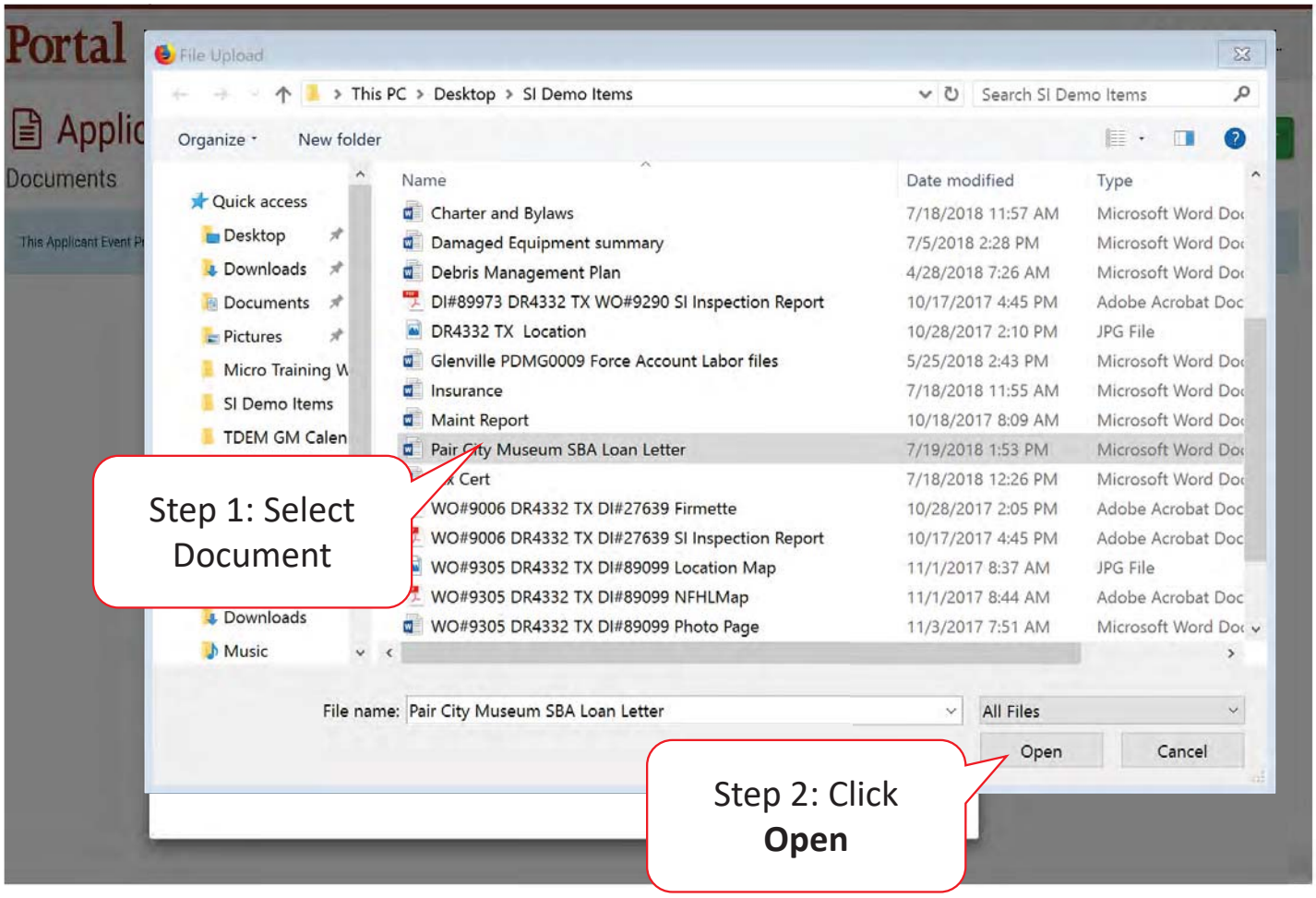
Manage Event PA Request SBA Documents



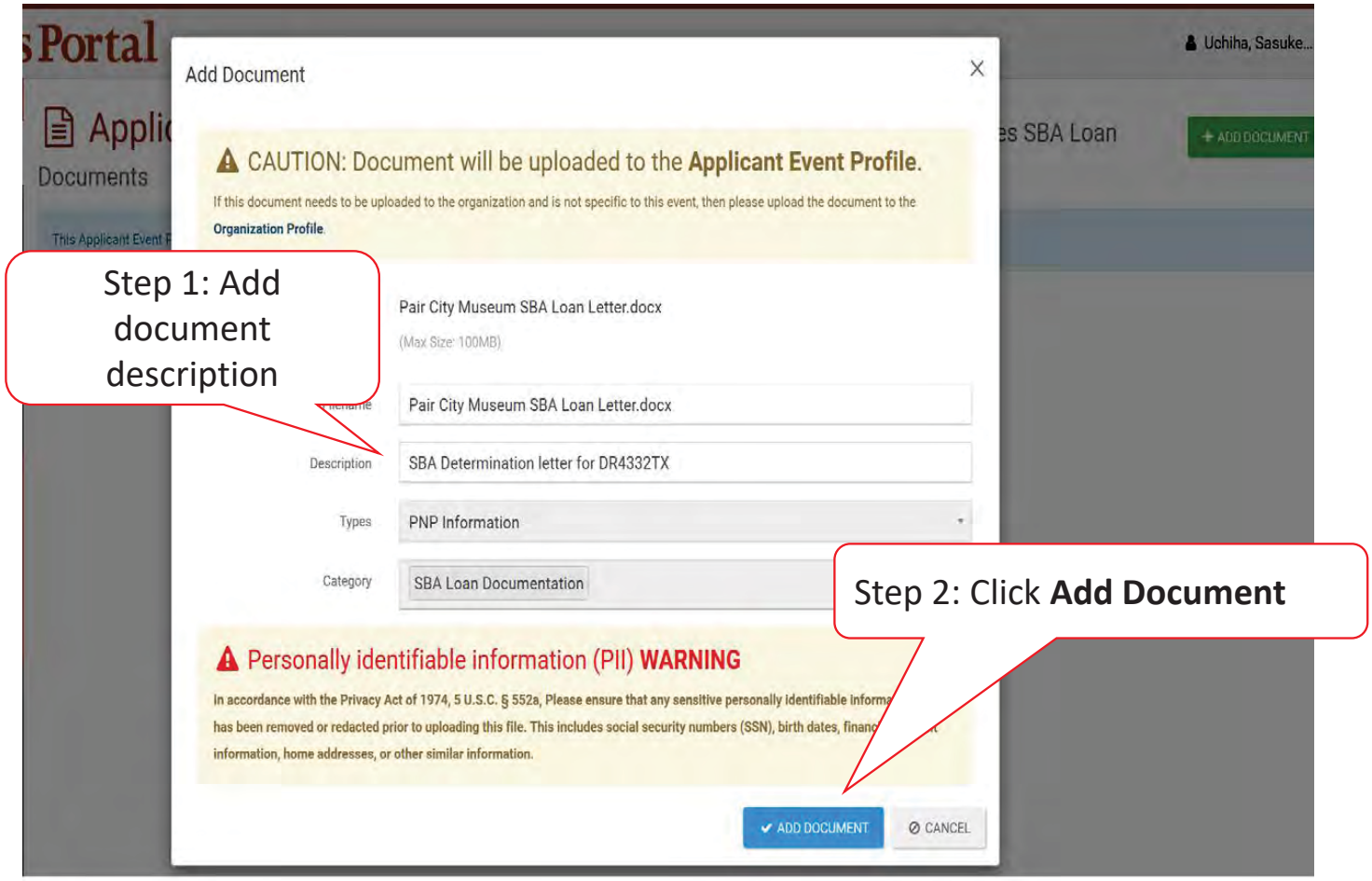
Add SBA Document



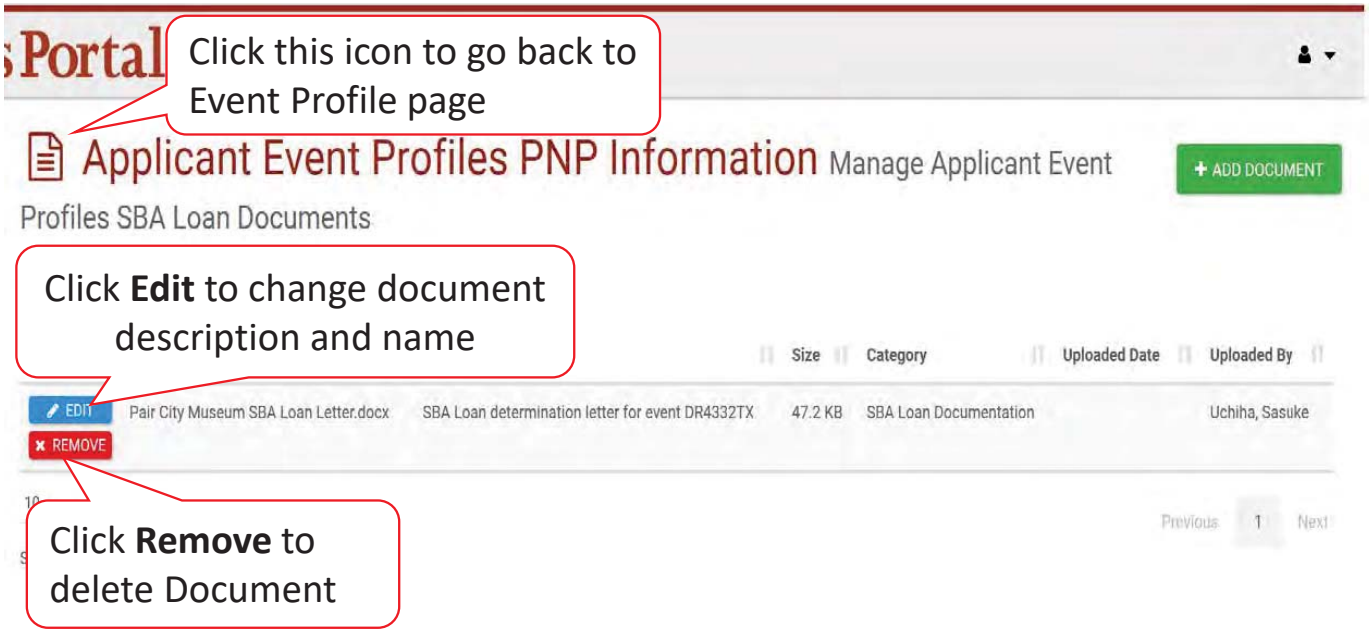
Select SBA Document



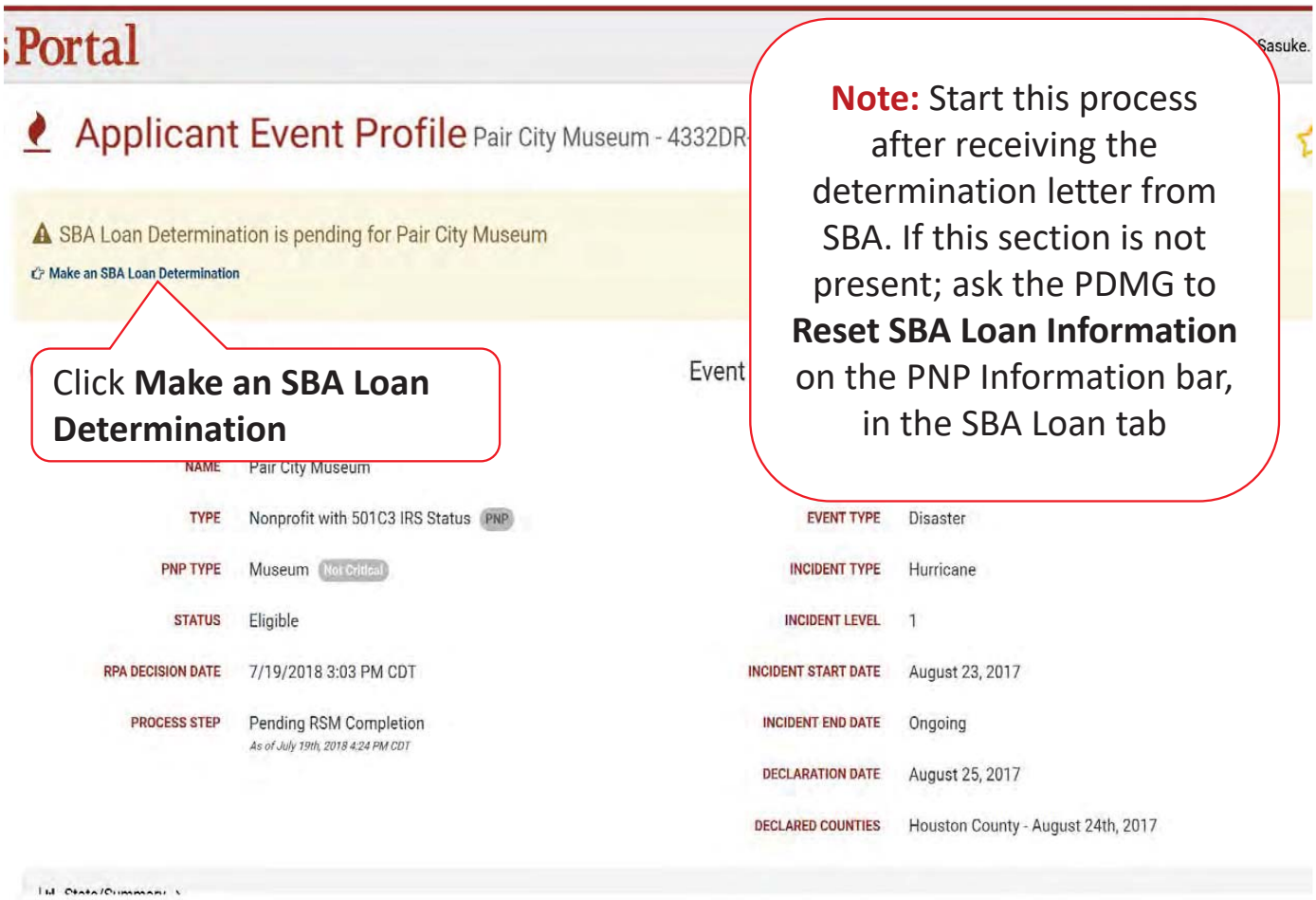
Upload SBA Loan Document



Edit Uploaded Document



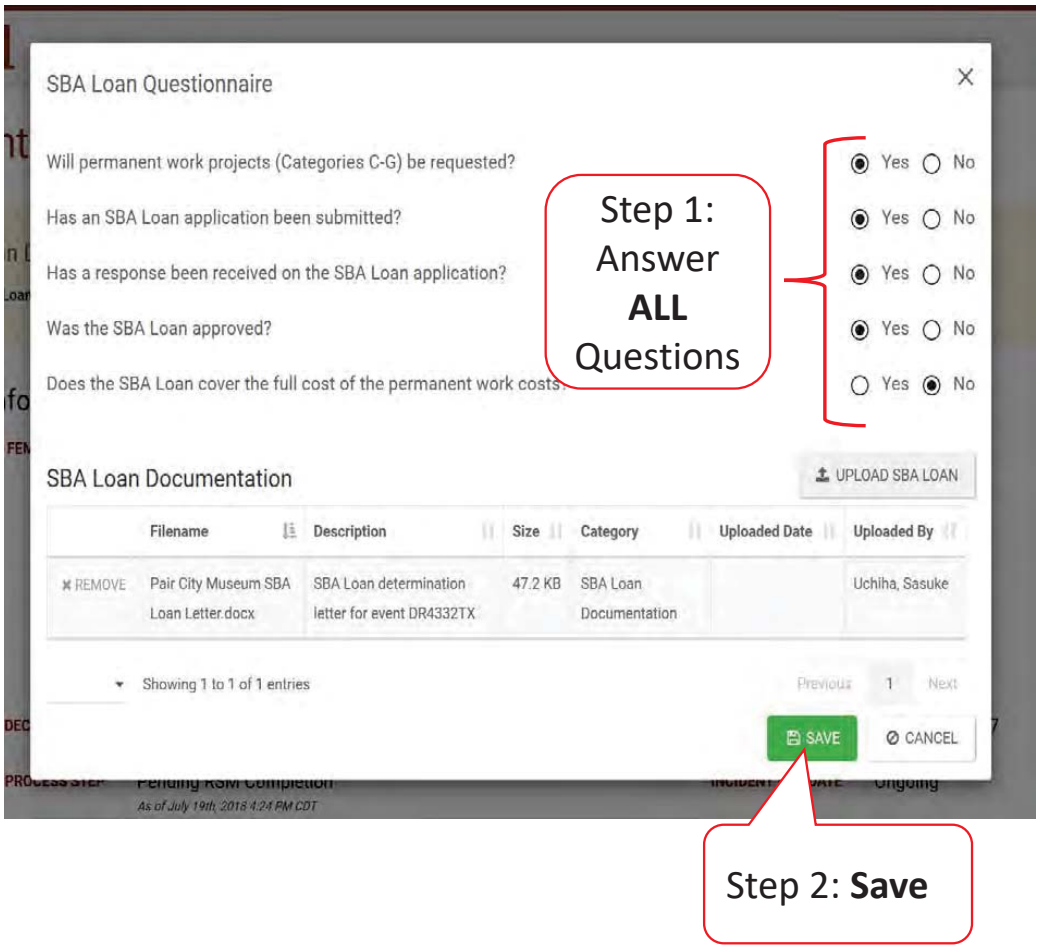
SBA Loan Determination



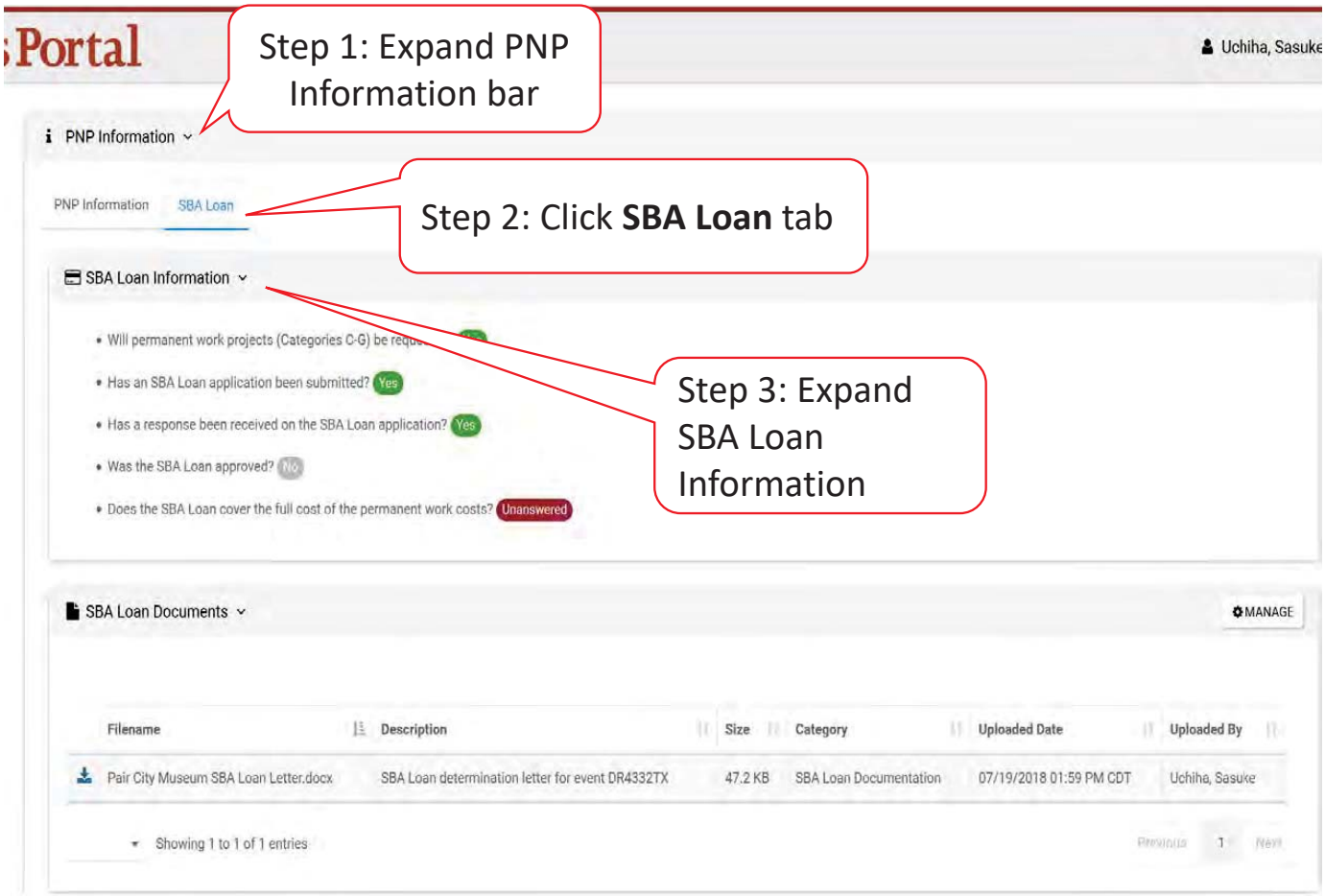
Click **Make an SBA Loan Determination**

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

SBA Loan Determination Questions

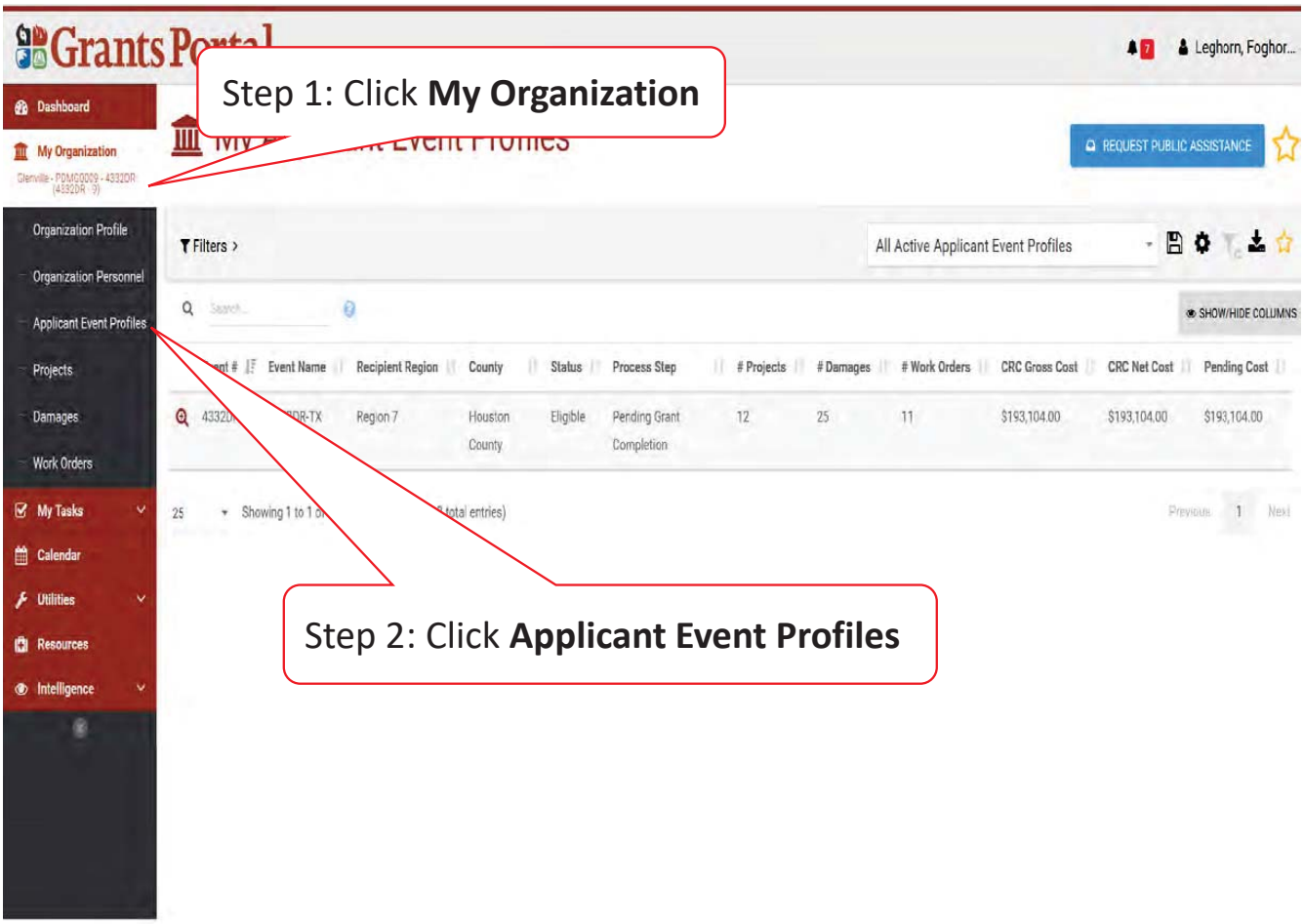


Confirm SBA Loan Information Questions

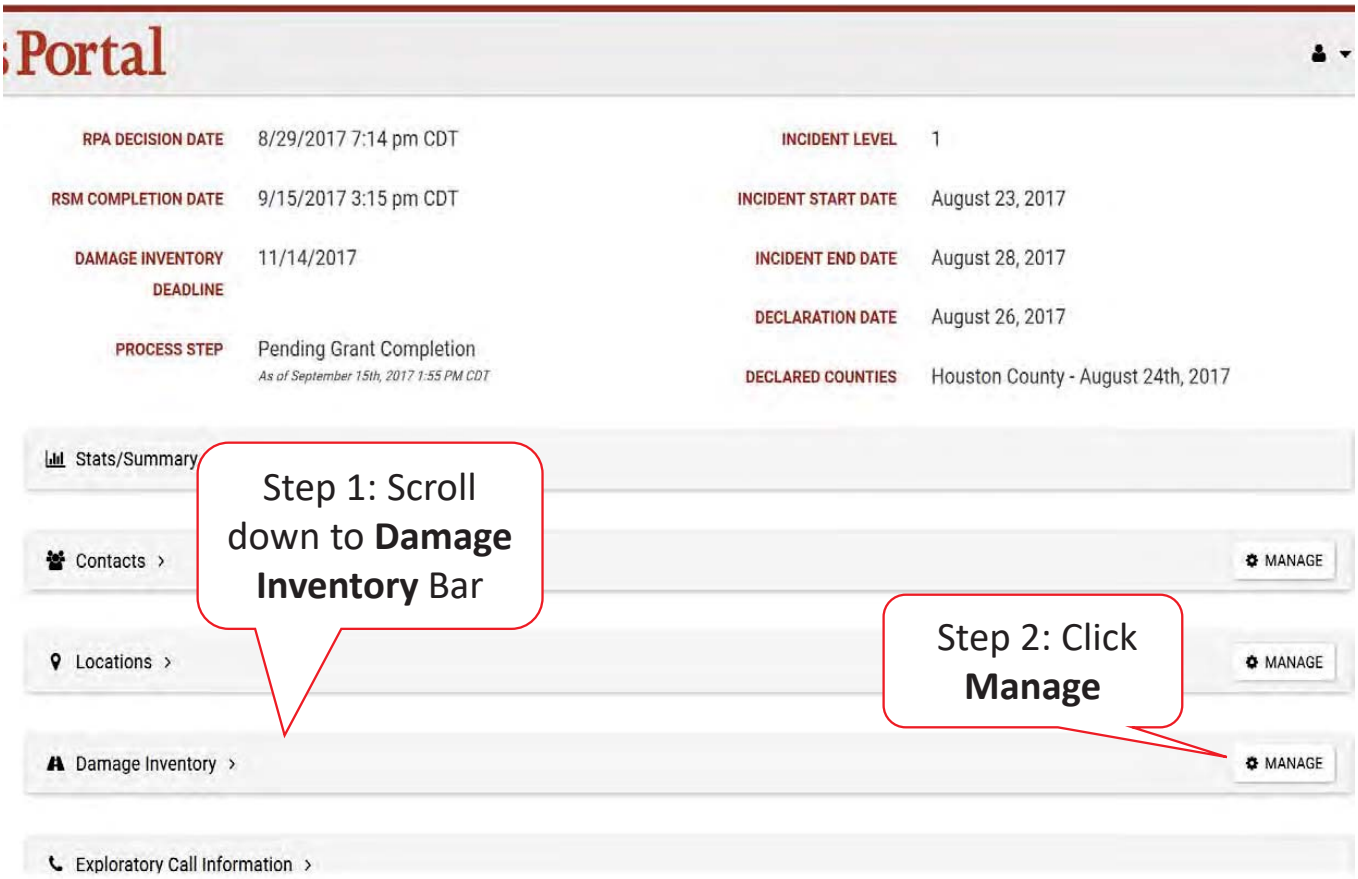


Damage Inventory And Template

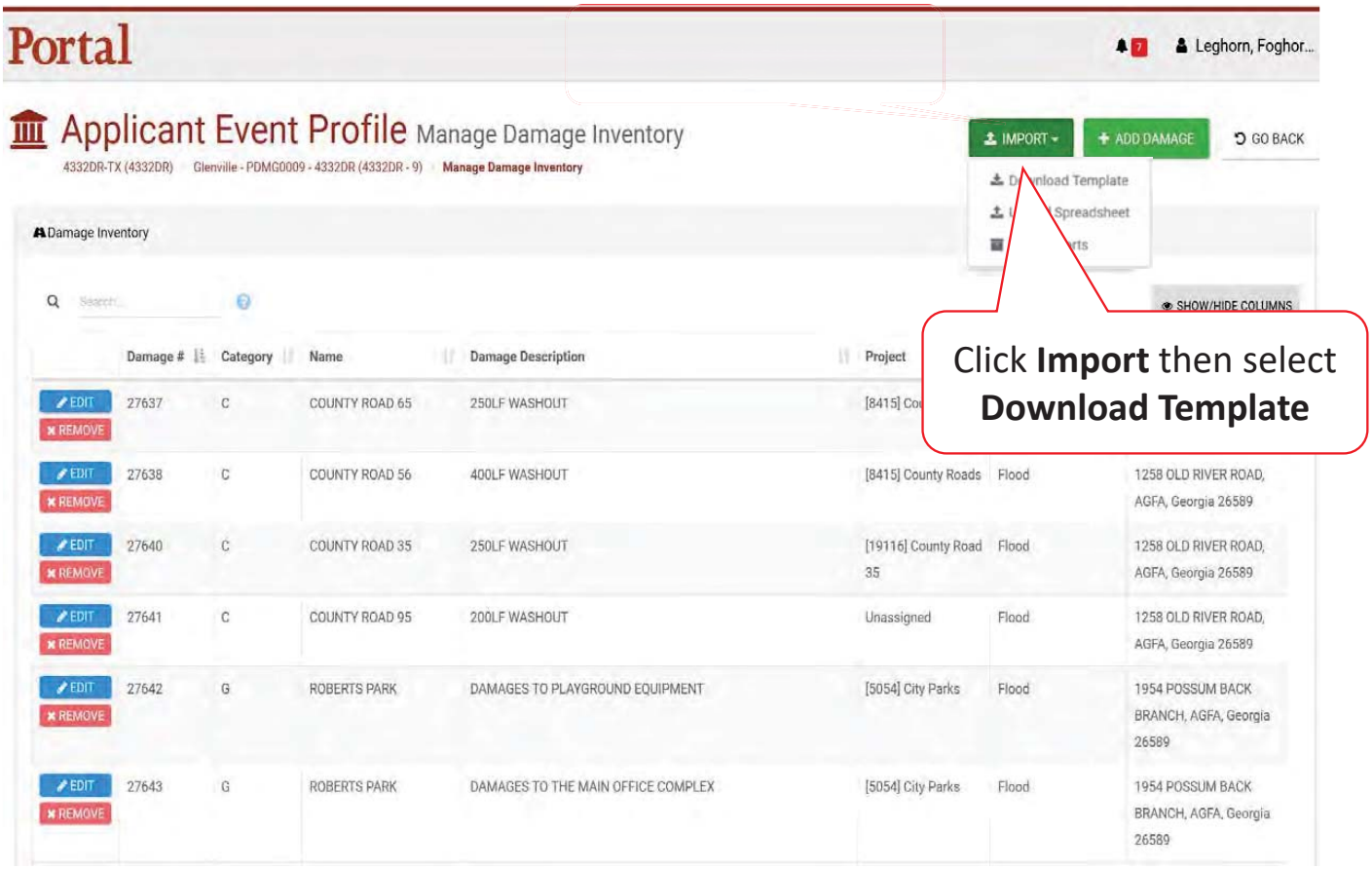
Applicant Event Profiles



Manage Damage Inventory

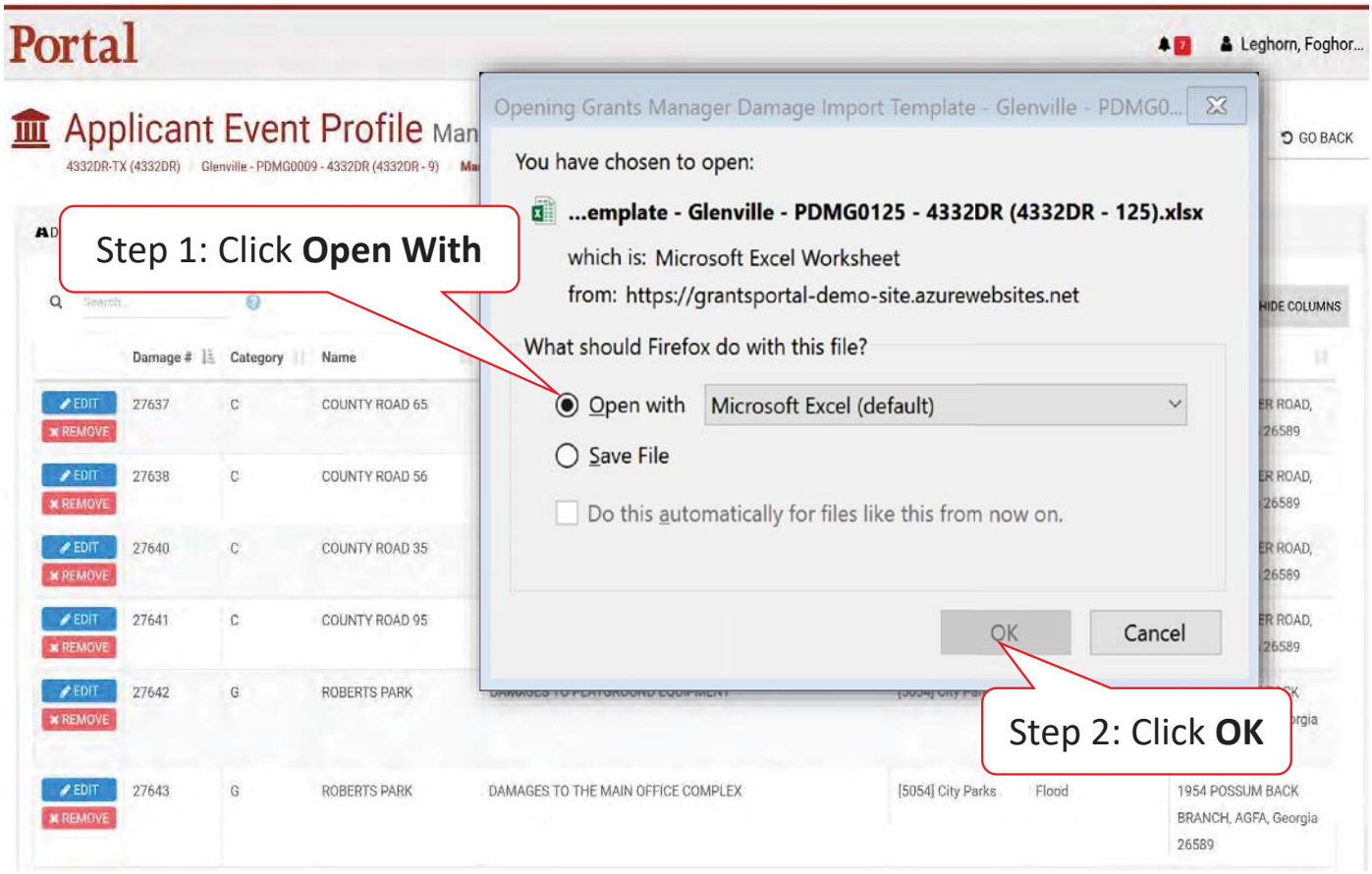


Download Damage Inventory Template

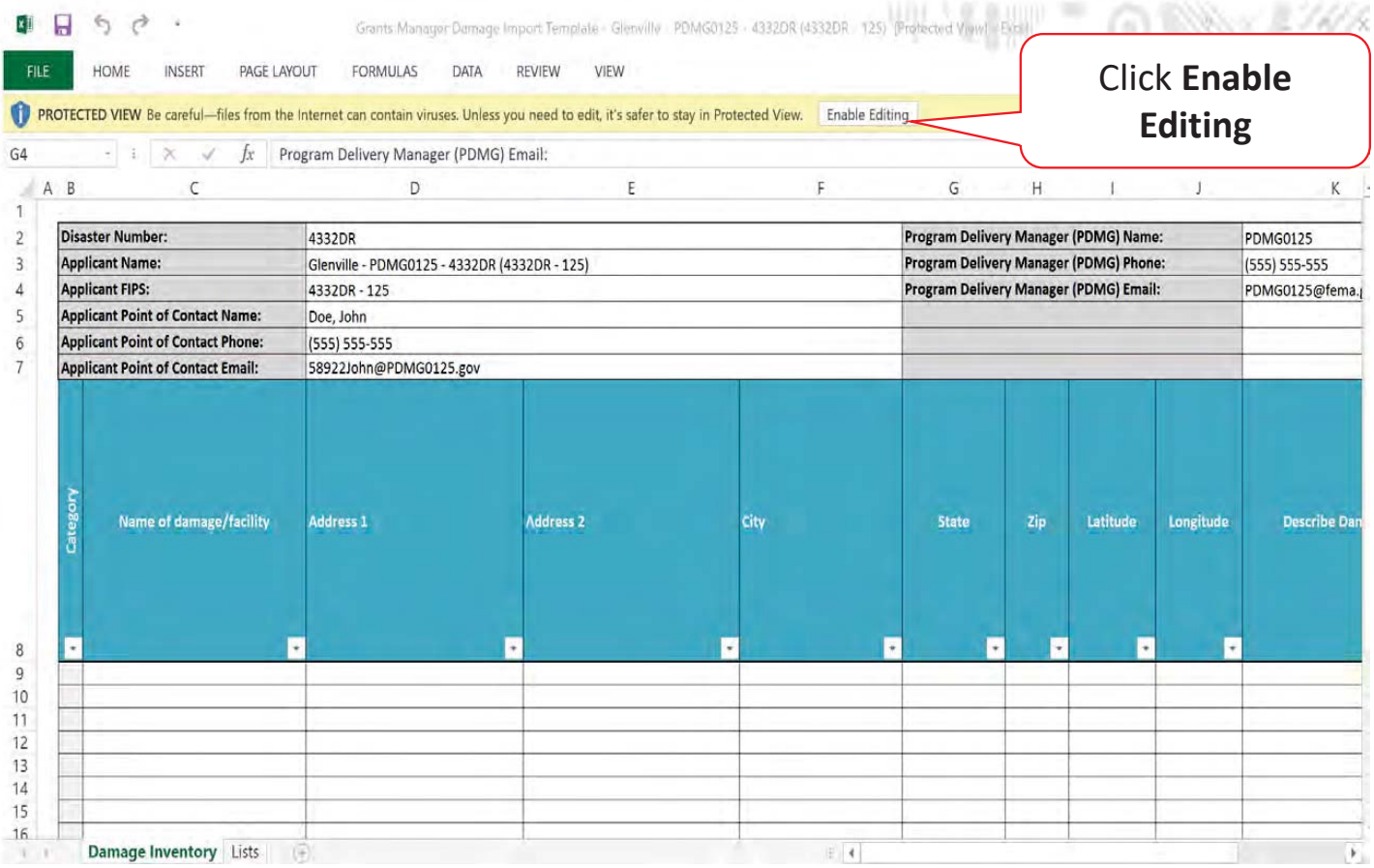


	Damage #	Category	Name	Damage Description	Project		
EDIT REMOVE	27637	C	COUNTY ROAD 65	250LF WASHOUT	[8415] Co		
EDIT REMOVE	27638	C	COUNTY ROAD 56	400LF WASHOUT	[8415] County Roads	Flood	1258 OLD RIVER ROAD, AGFA, Georgia 26589
EDIT REMOVE	27640	C	COUNTY ROAD 35	250LF WASHOUT	[19116] County Road 35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

Download Damage Inventory Template Pop-Up Box



Enable Editing On Template



Completed Damage Inventory Template & Save

M12

Disaster Number:	4332DR	Program Delivery Manager (PDMG) Name:	PDMG0125
Applicant Name:	Glenville - PDMG0125 - 4332DR (4332DR - 125)	Program Delivery Manager (PDMG) Phone:	(555) 555-555
Applicant FIPS:	4332DR - 125	Program Delivery Manager (PDMG) Email:	PDMG0125@fema.gov
Applicant Point of Contact Name:	Doe, John		
Applicant Point of Contact Phone:	(555) 555-555		
Applicant Point of Contact Email:	58922John@PDMG0125.gov		

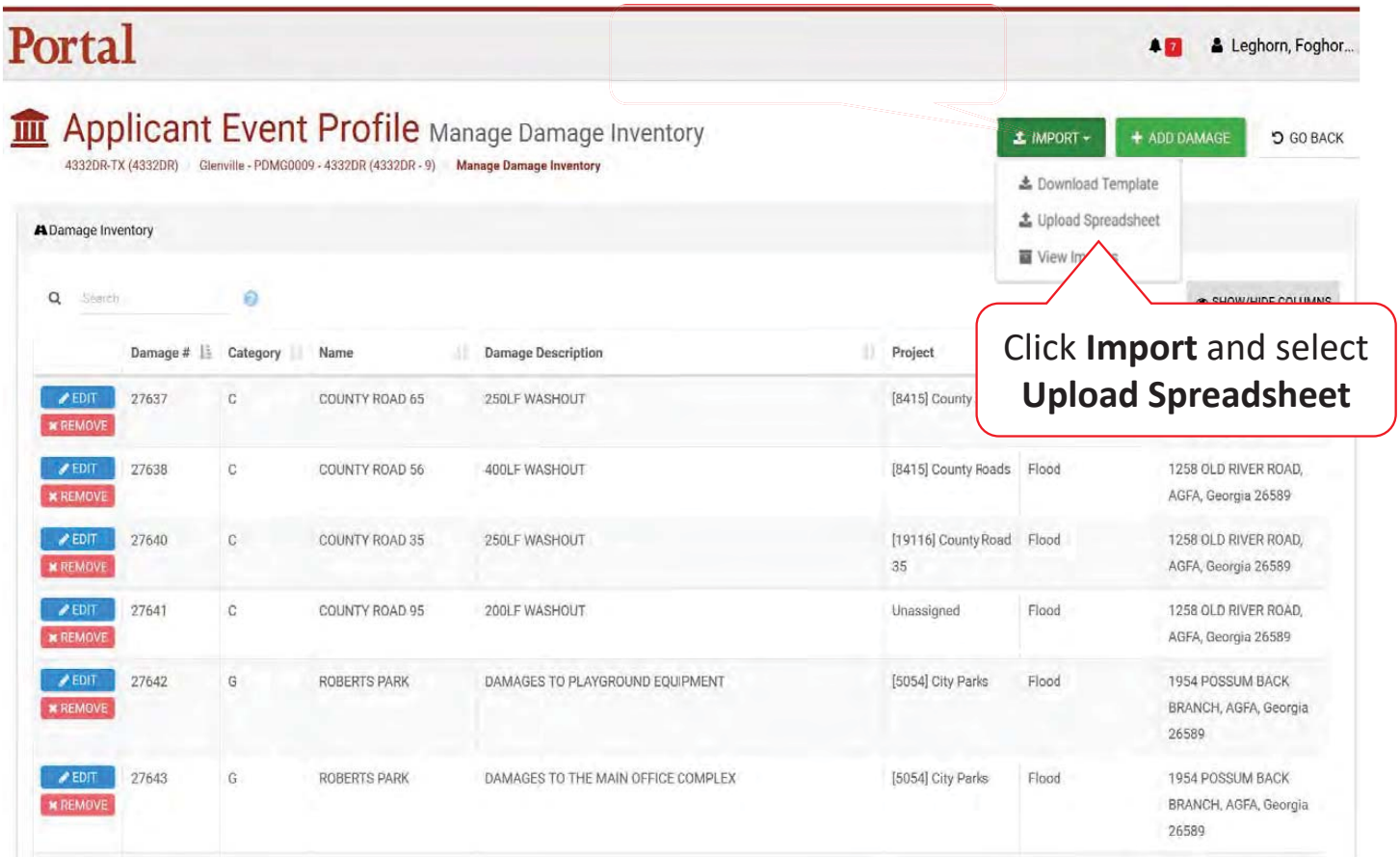
Category	Name of damage/facility	Address 1	Address 2	City	State	Zip	Latitude	Longitude	Describe Damage	Primary Cause of Damage	Approx. Cost	% Work Complete	Labor Type	Has received PA grant(s) on this facility in a past?	Applicant priority
E	Fire Station #9	1611 Headway Cir	Bldg 2	Austin	TX	78754	30.33234	-9768259	10000sf 2 story, no basement. 5 dorm rooms with 1-2 ft standing flood water for 1 day. Draywall, carpet, bed, chair and desk. 5 windows damage and Parking lot lights.	Hurricane	$50,000	30%	FA	U	High

Complete each column then save on your computer

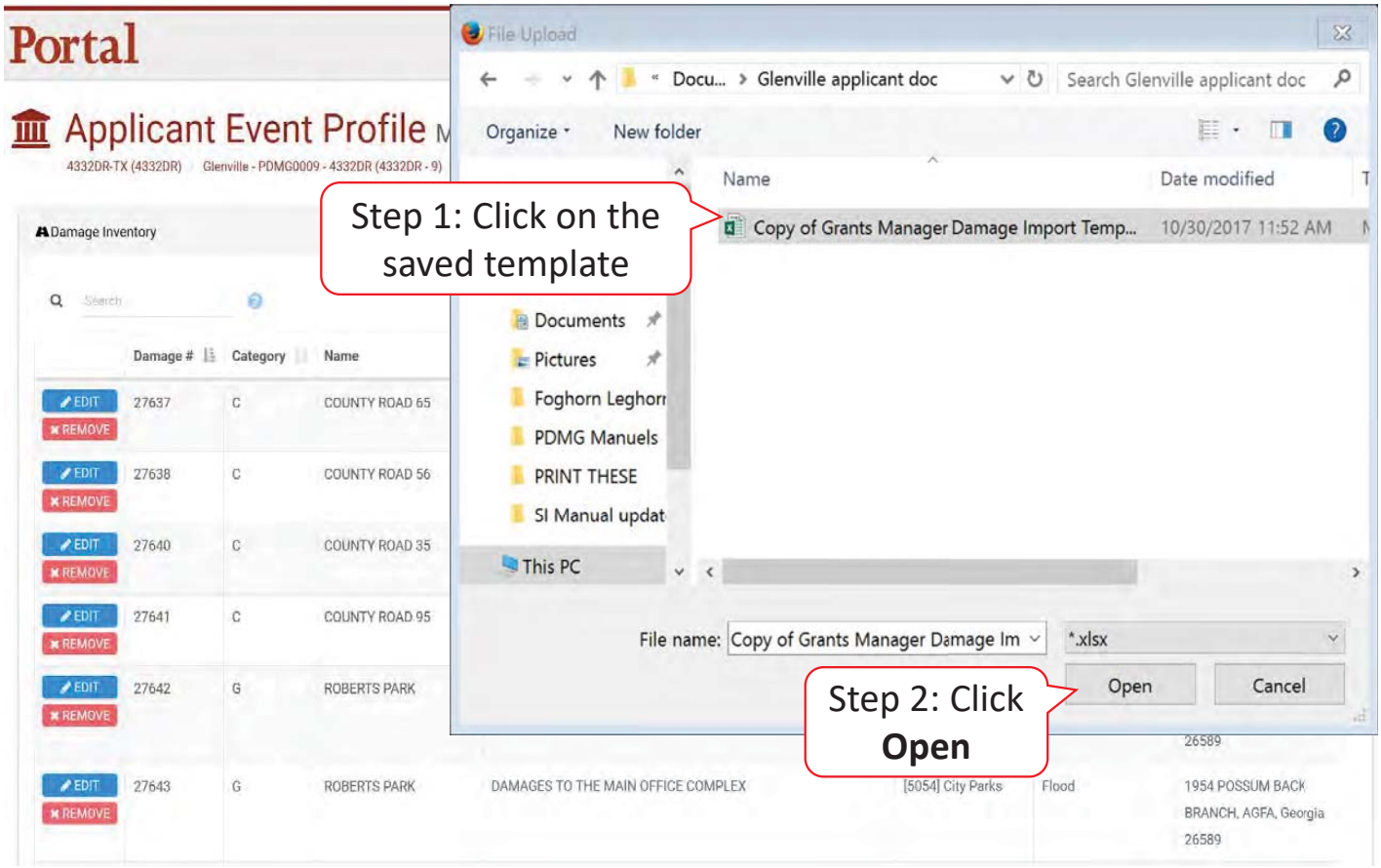
Damage Inventory | Lists

DO NOT CHANGE TEMPLATE OR SKIP LINES

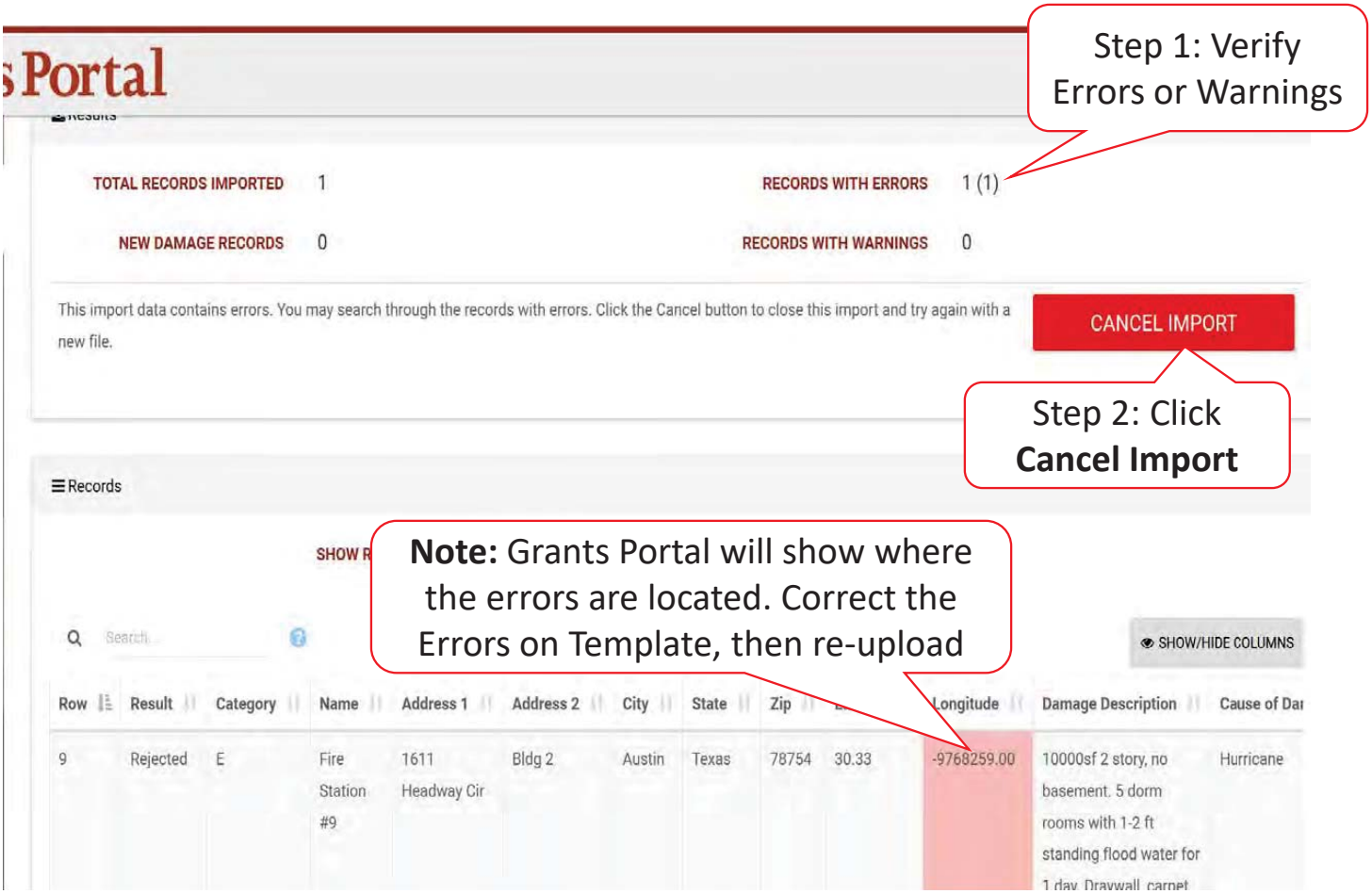
Upload Damage Inventory Spreadsheet



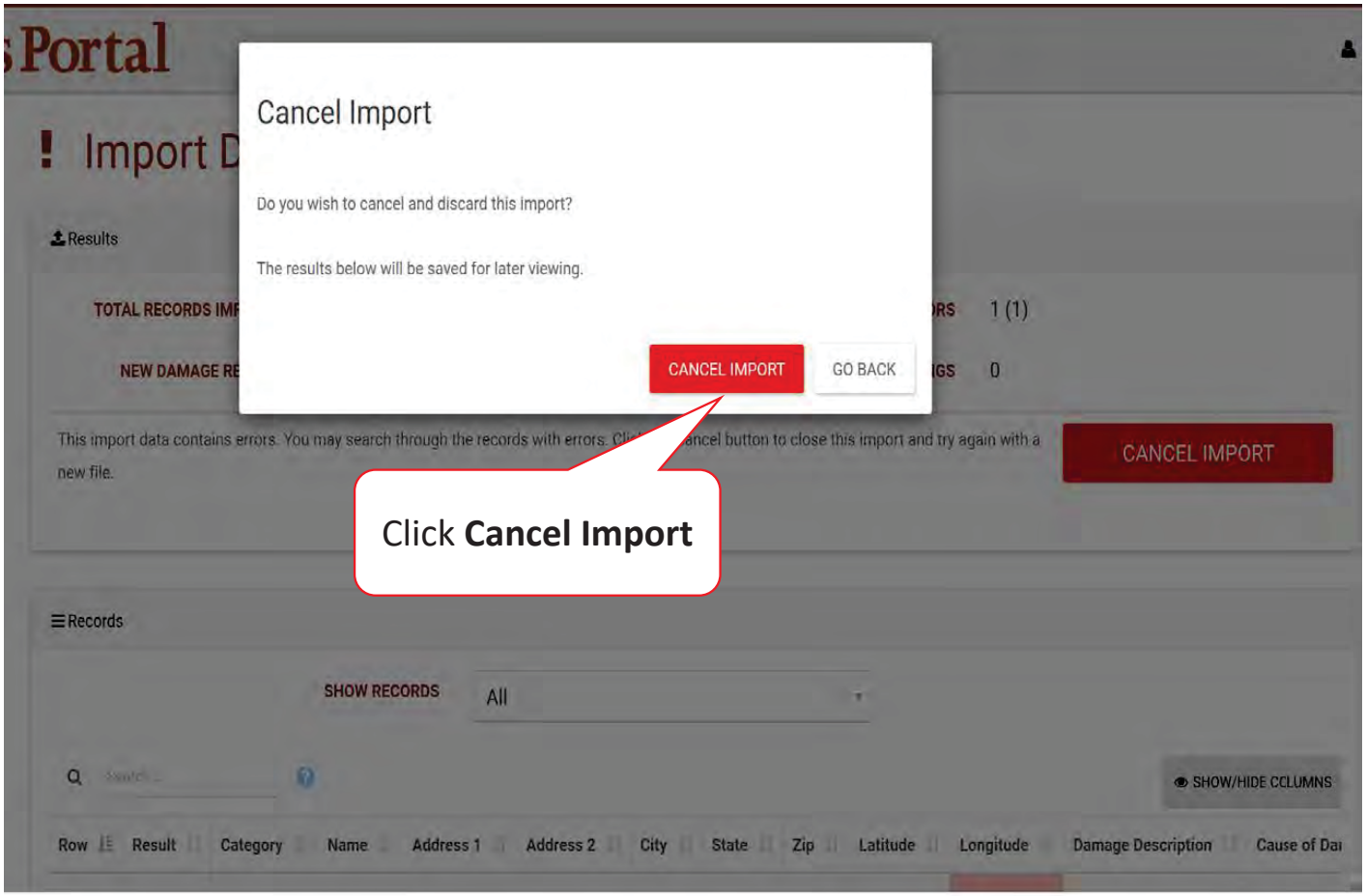
Select Damage Inventory Spreadsheet



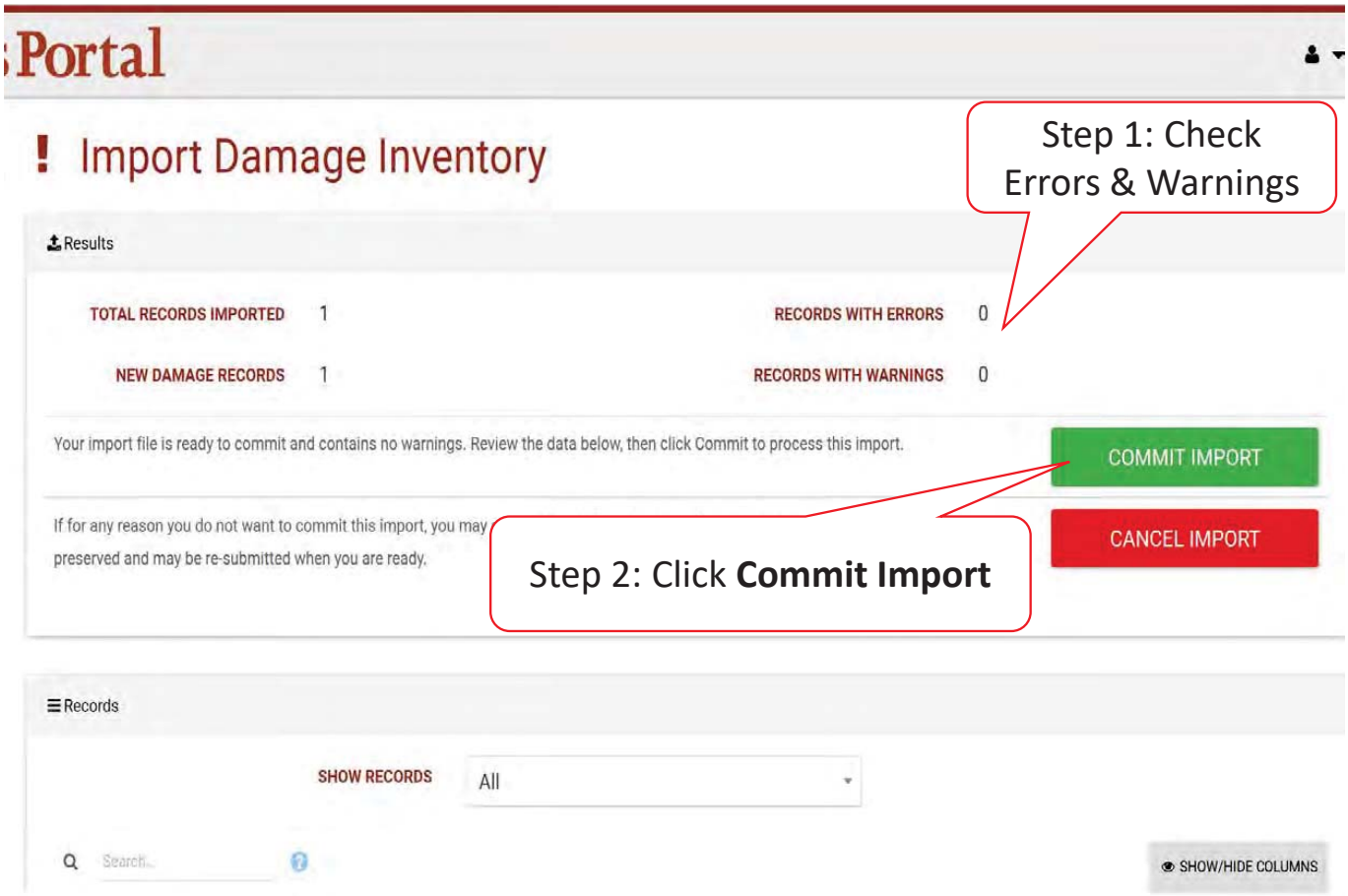
Damage Inventory Template with Errors



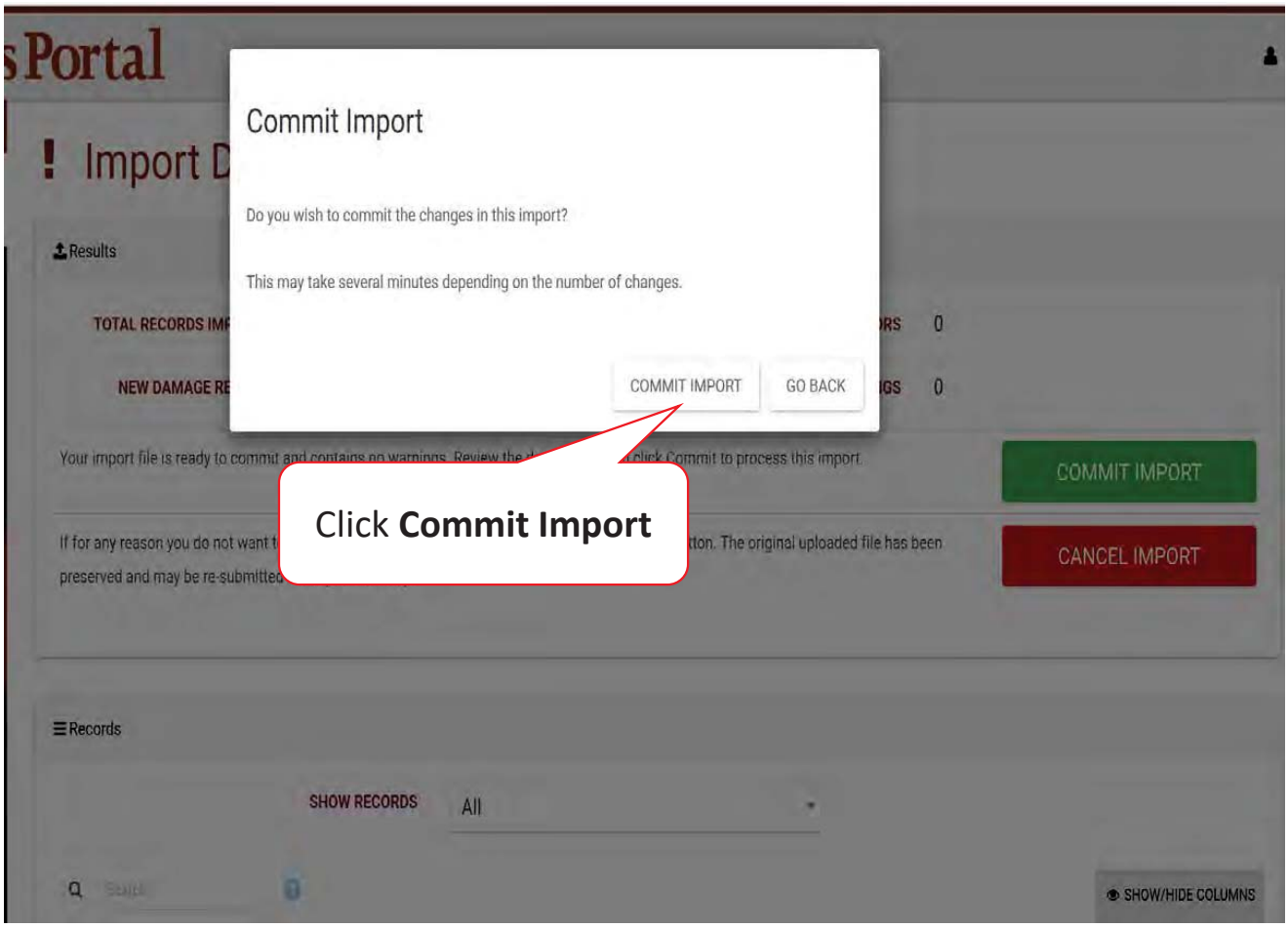
Cancel Import



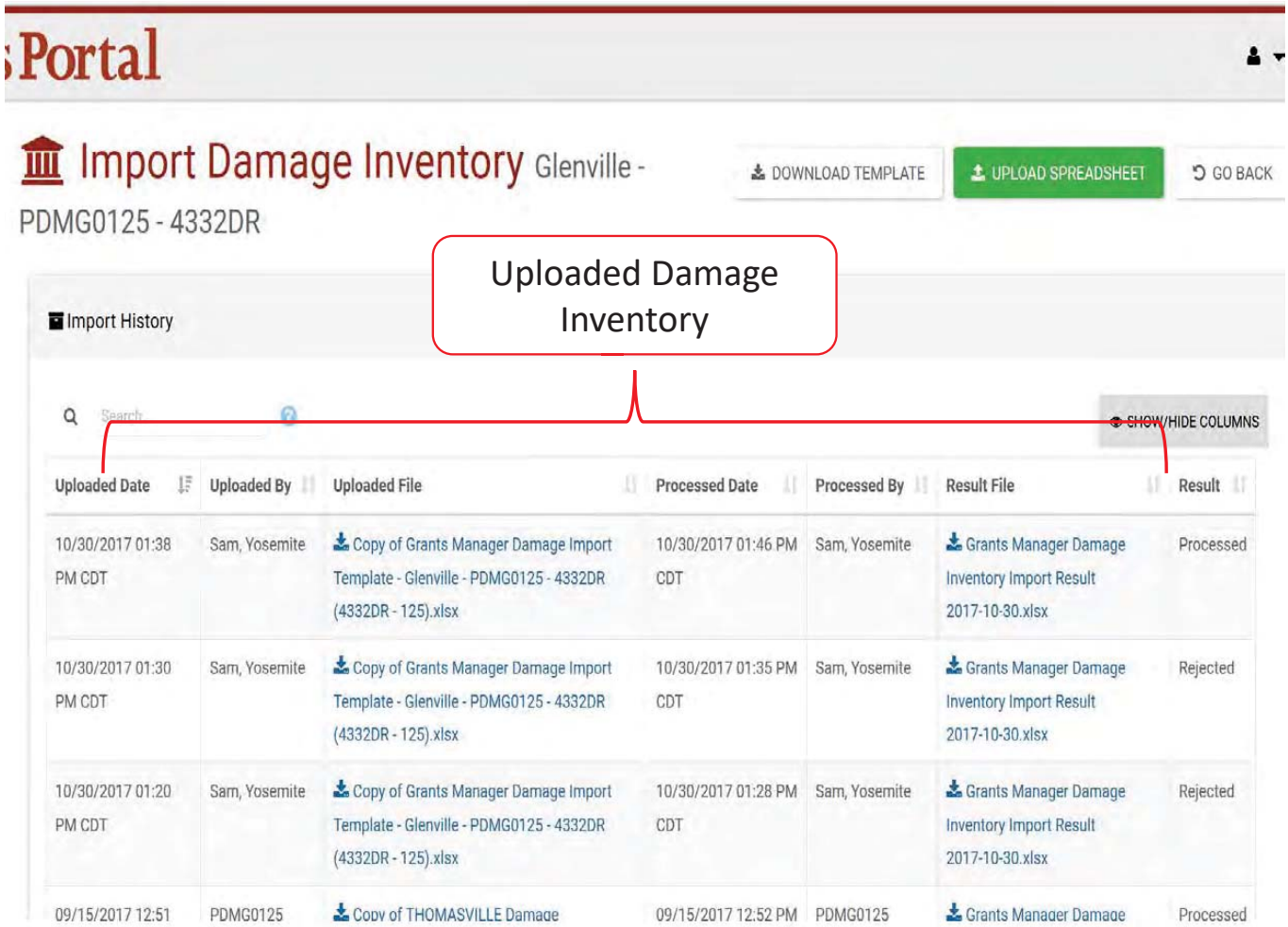
Import Damage Inventory Template With No Errors



Commit Import Pop-Up Box

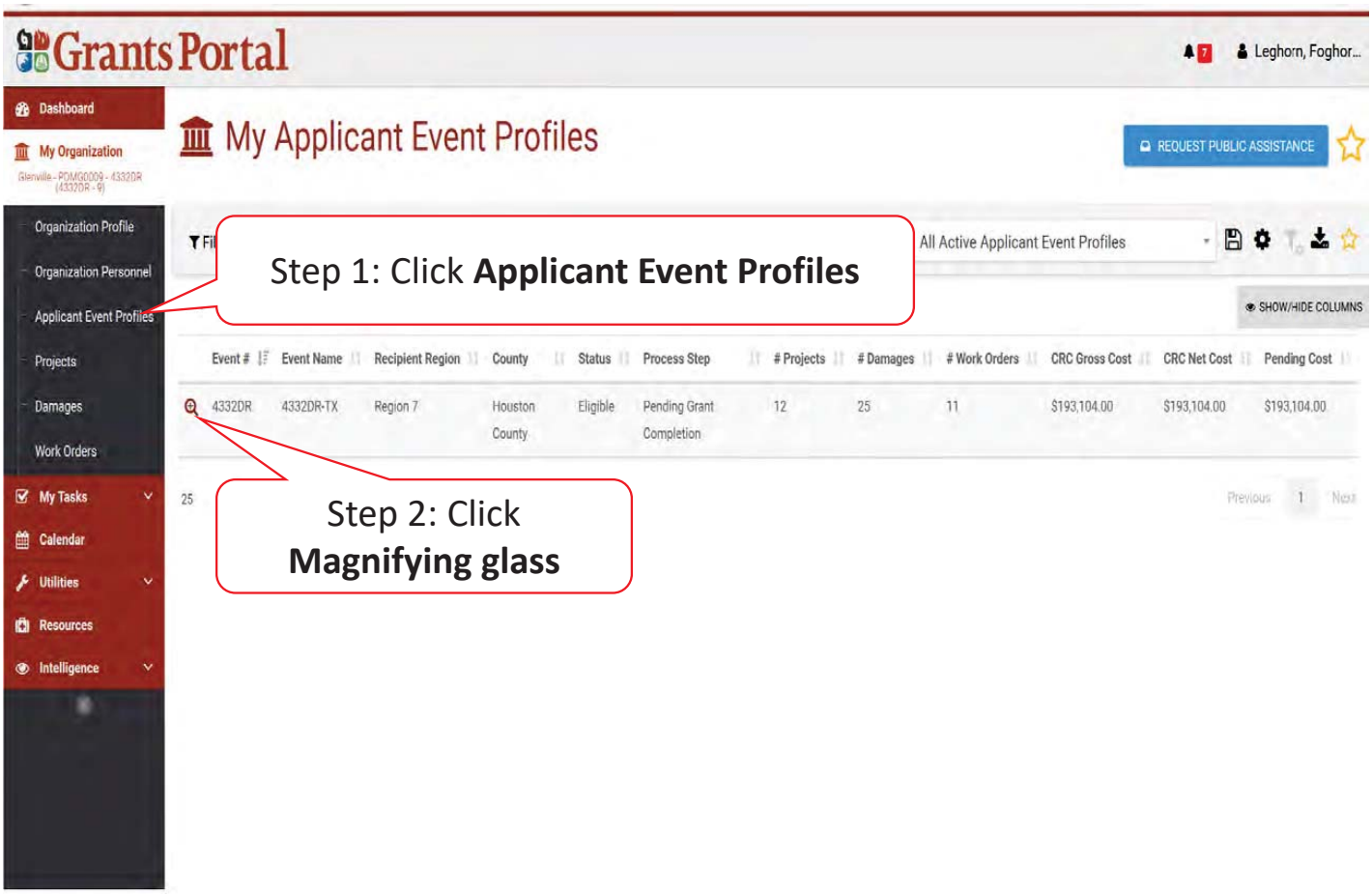


Damage Inventory Template Upload Successful

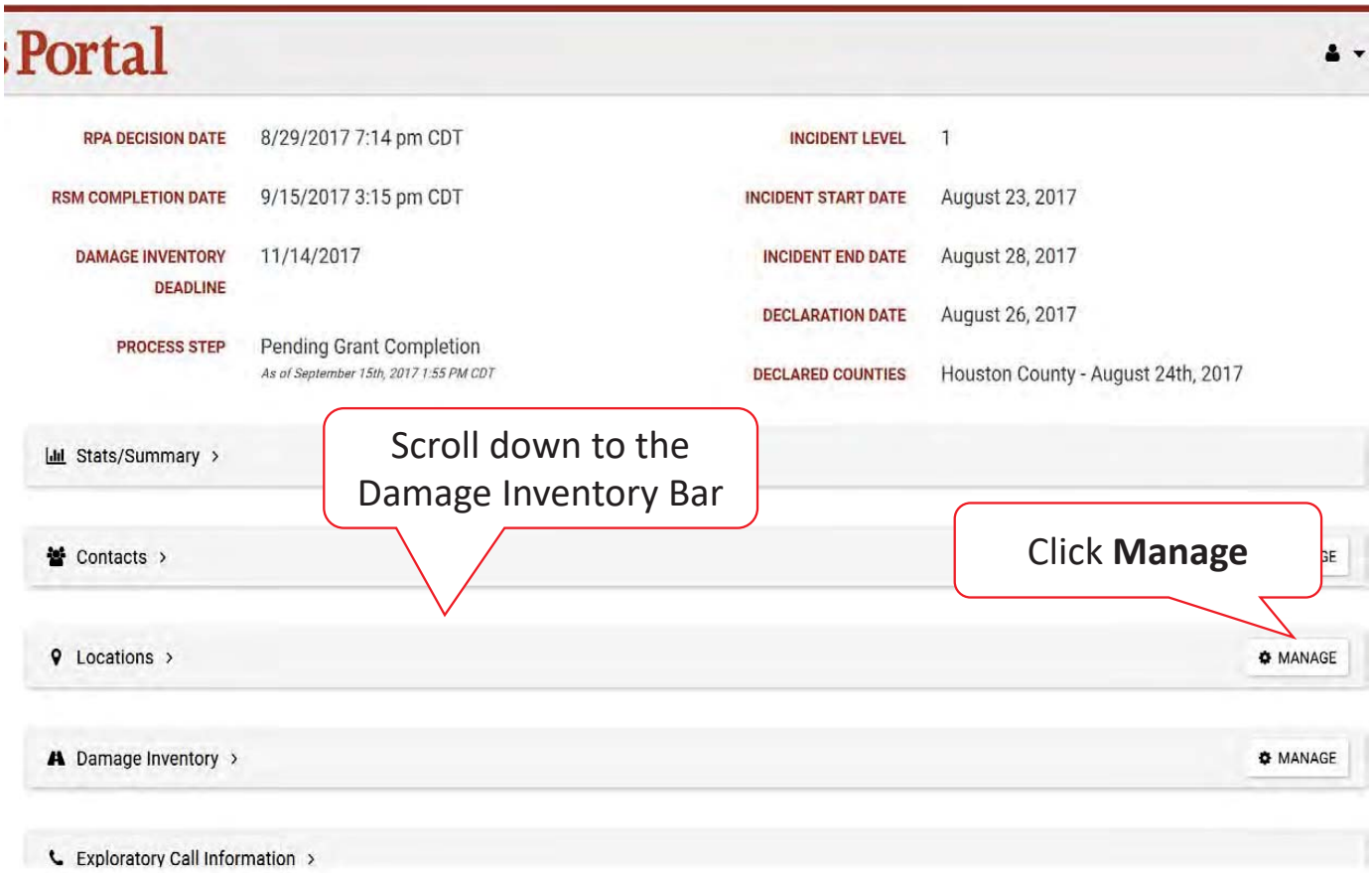


Damage Inventory
Add Single Damage

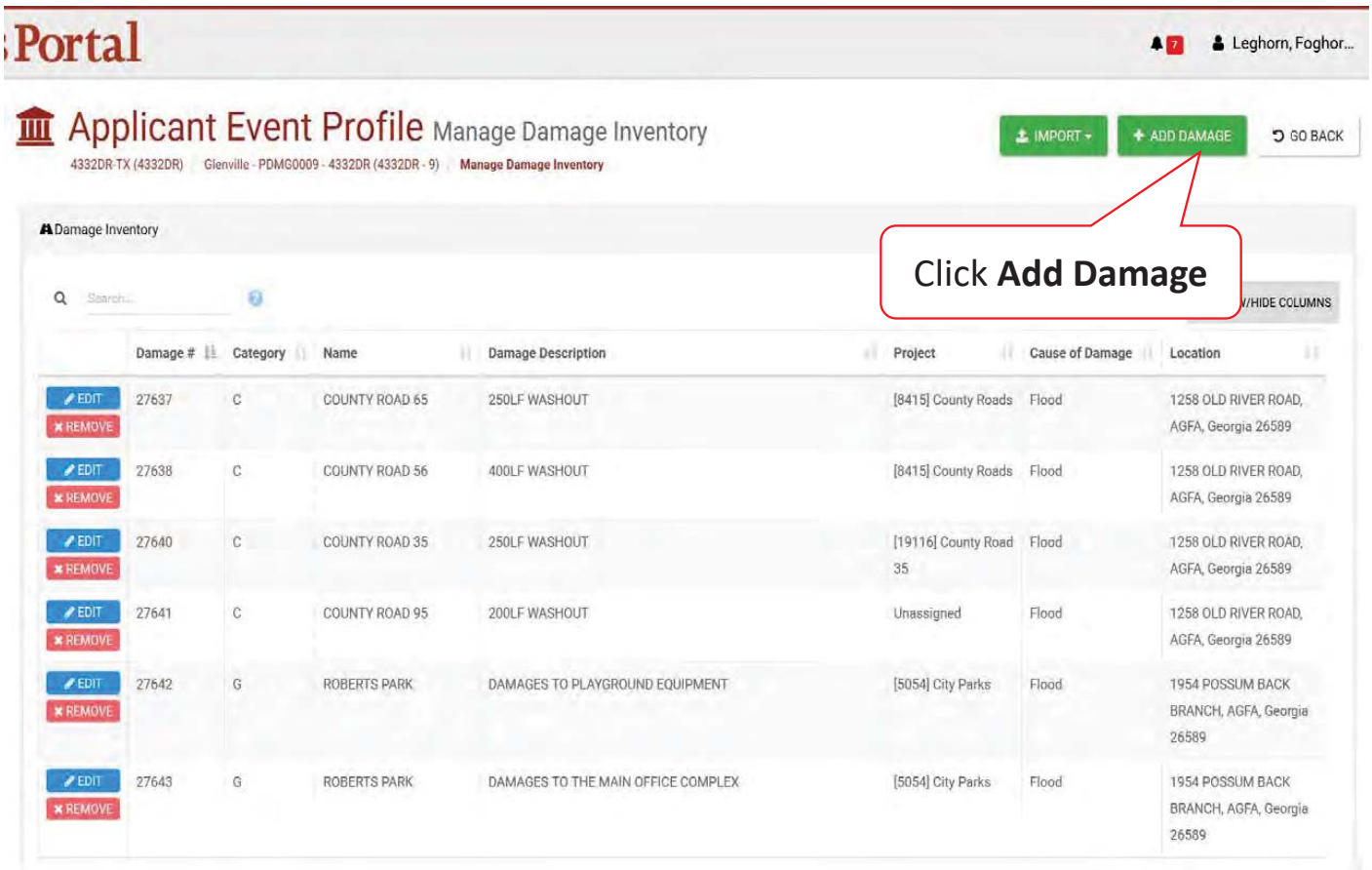
Applicant Event Profiles



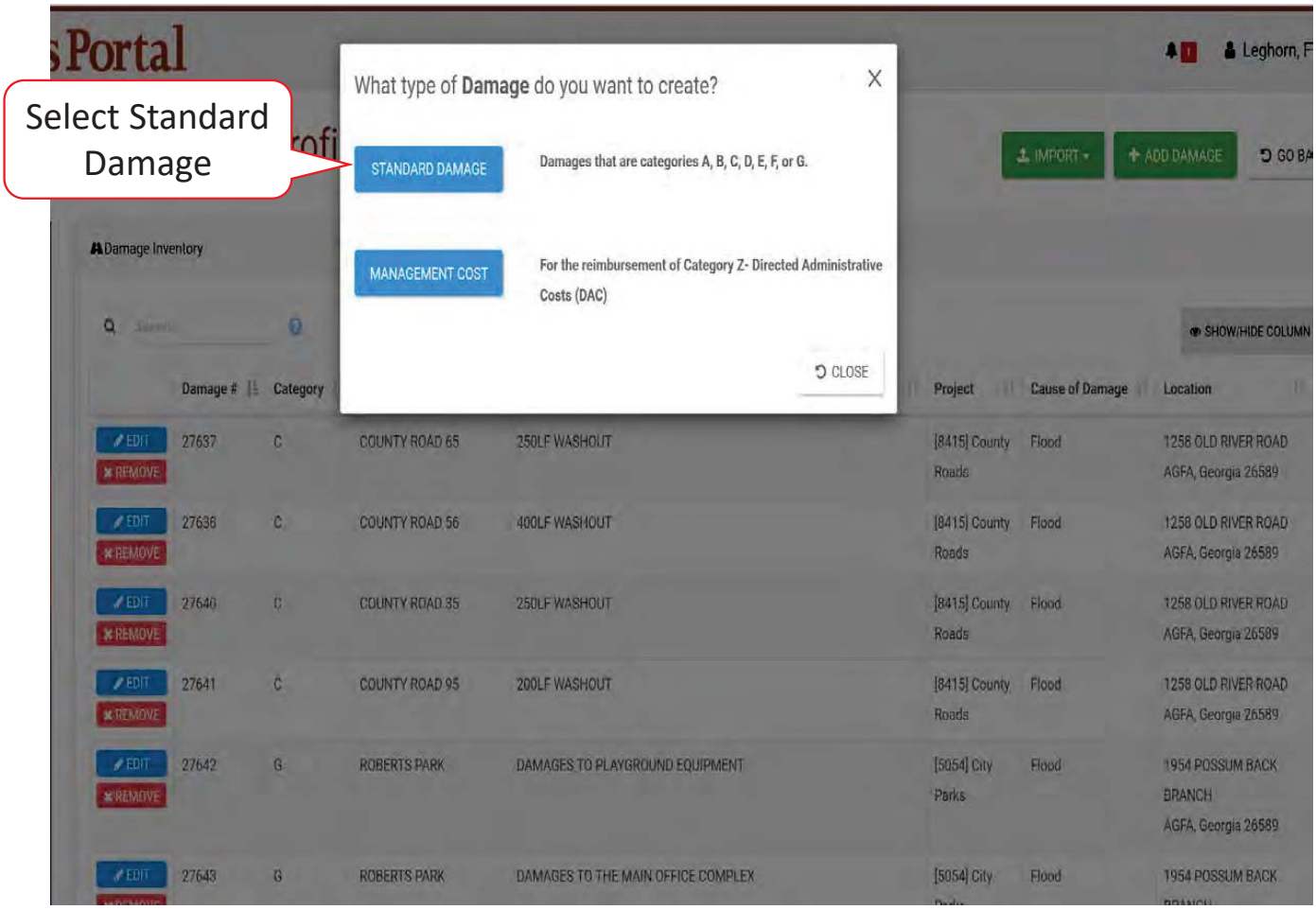
Manage Damage Inventory



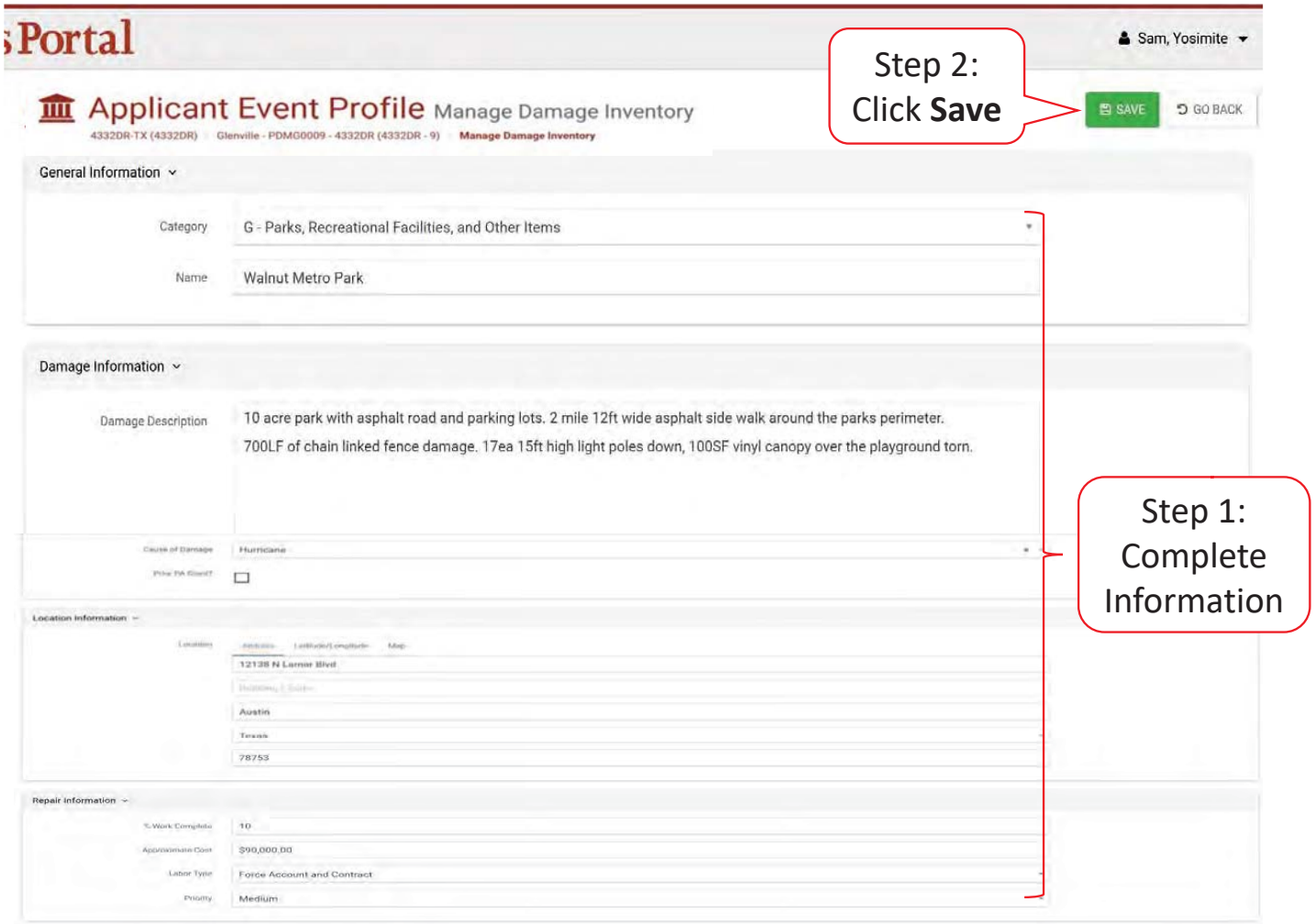
Add A Single Damage



Select Damage Type

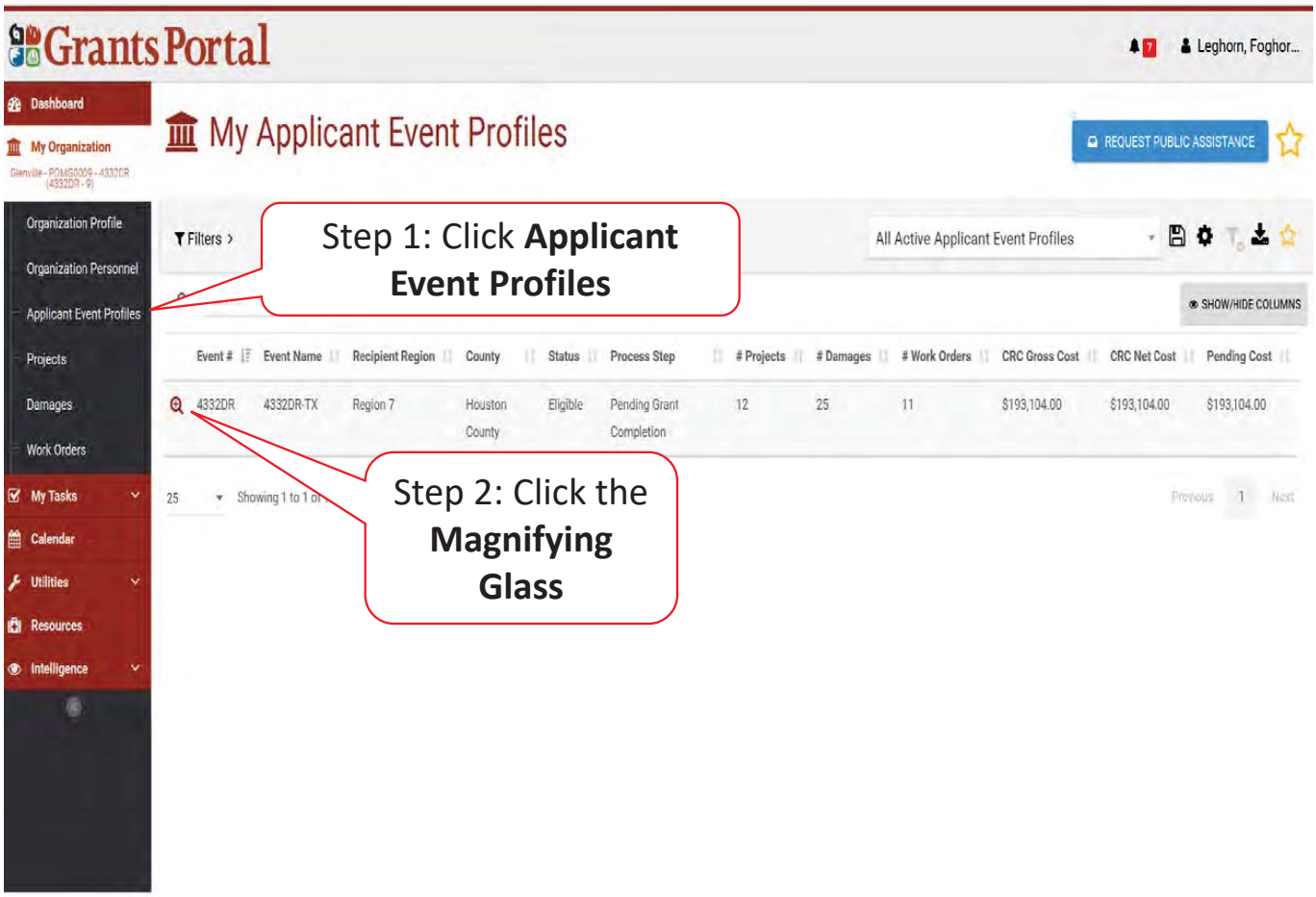


Add Damaged Site Information

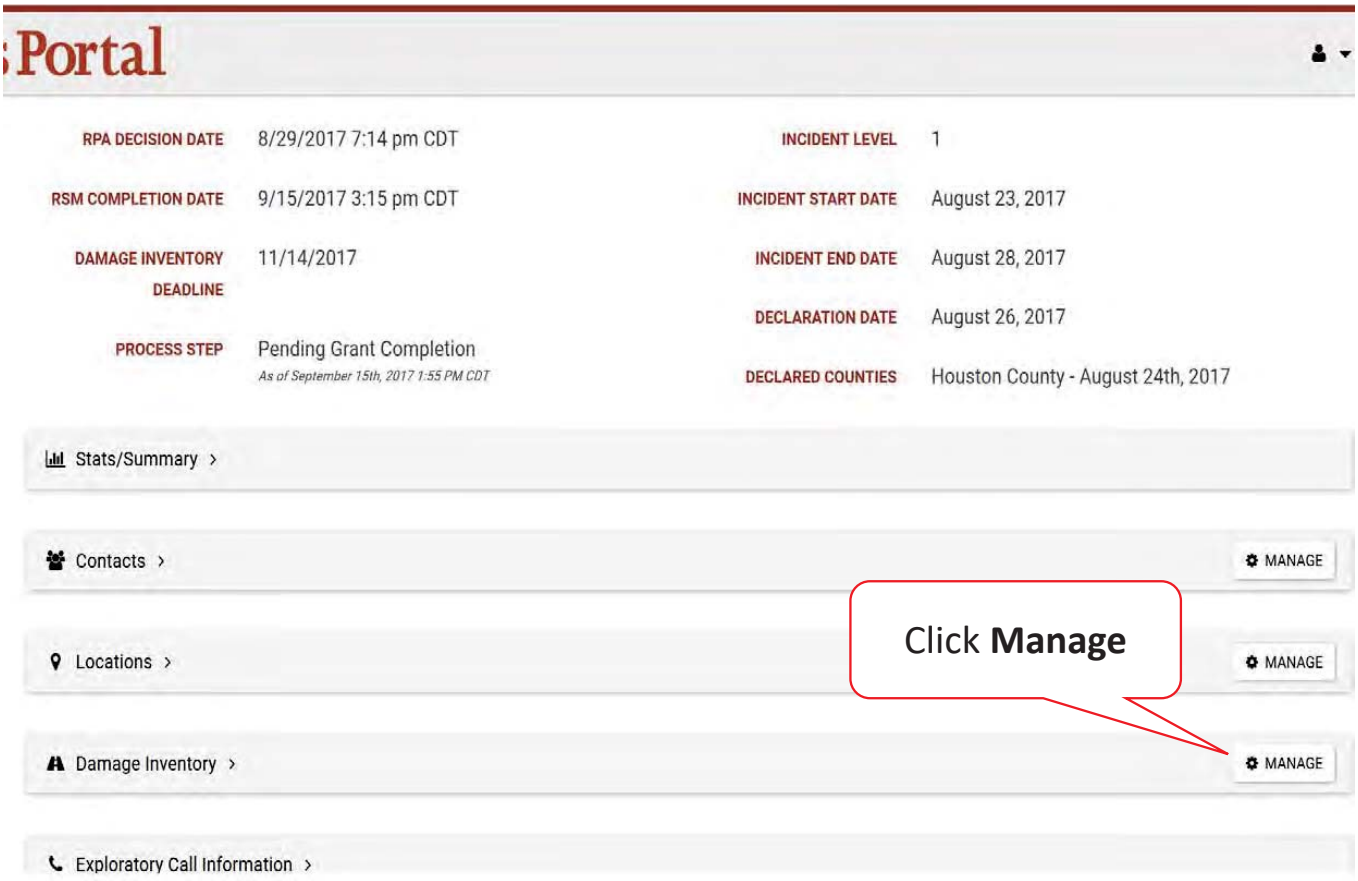


Edit Damage Inventory

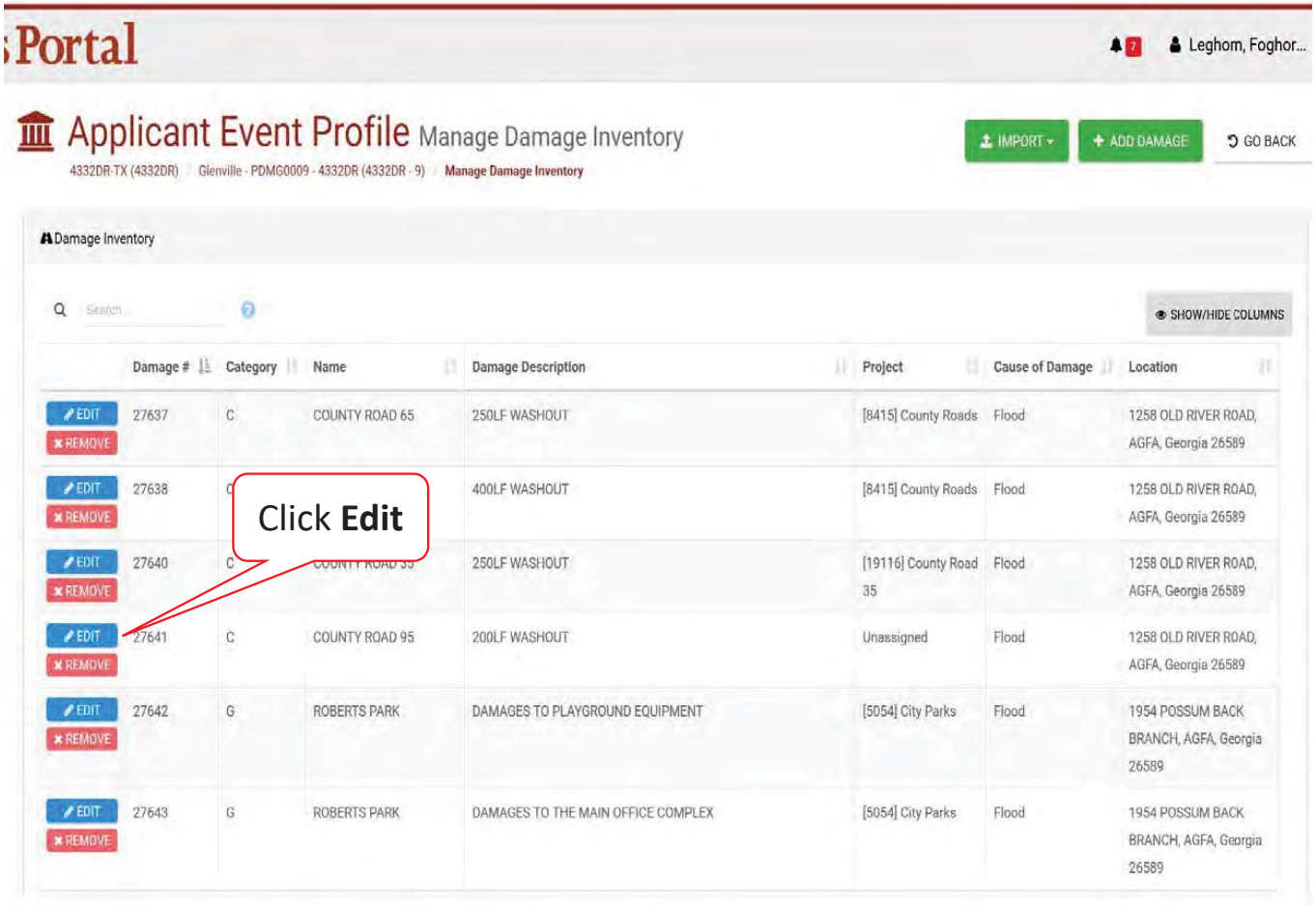
My Event Requests



Damage Inventory Bar

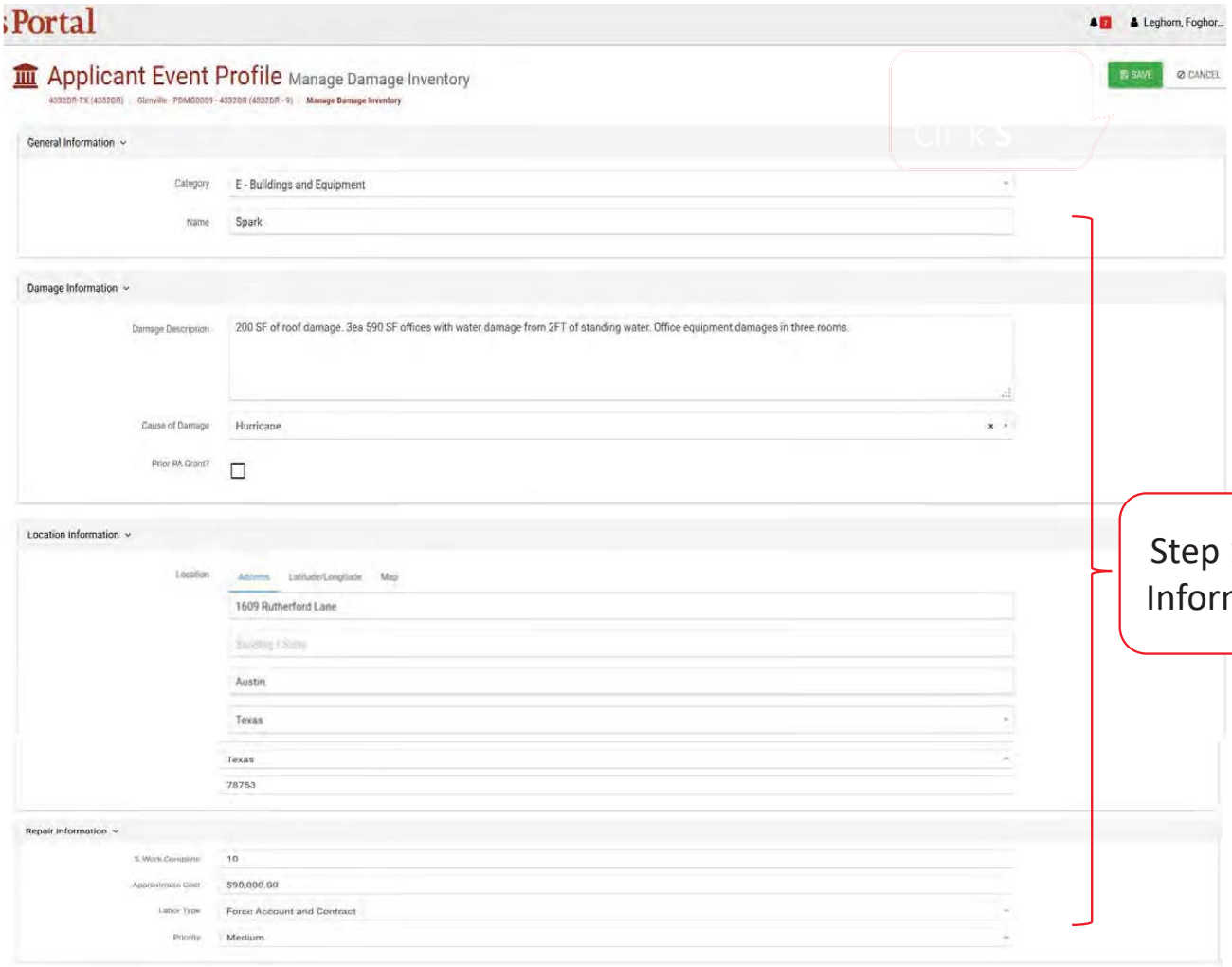


Edit Damage Inventory



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

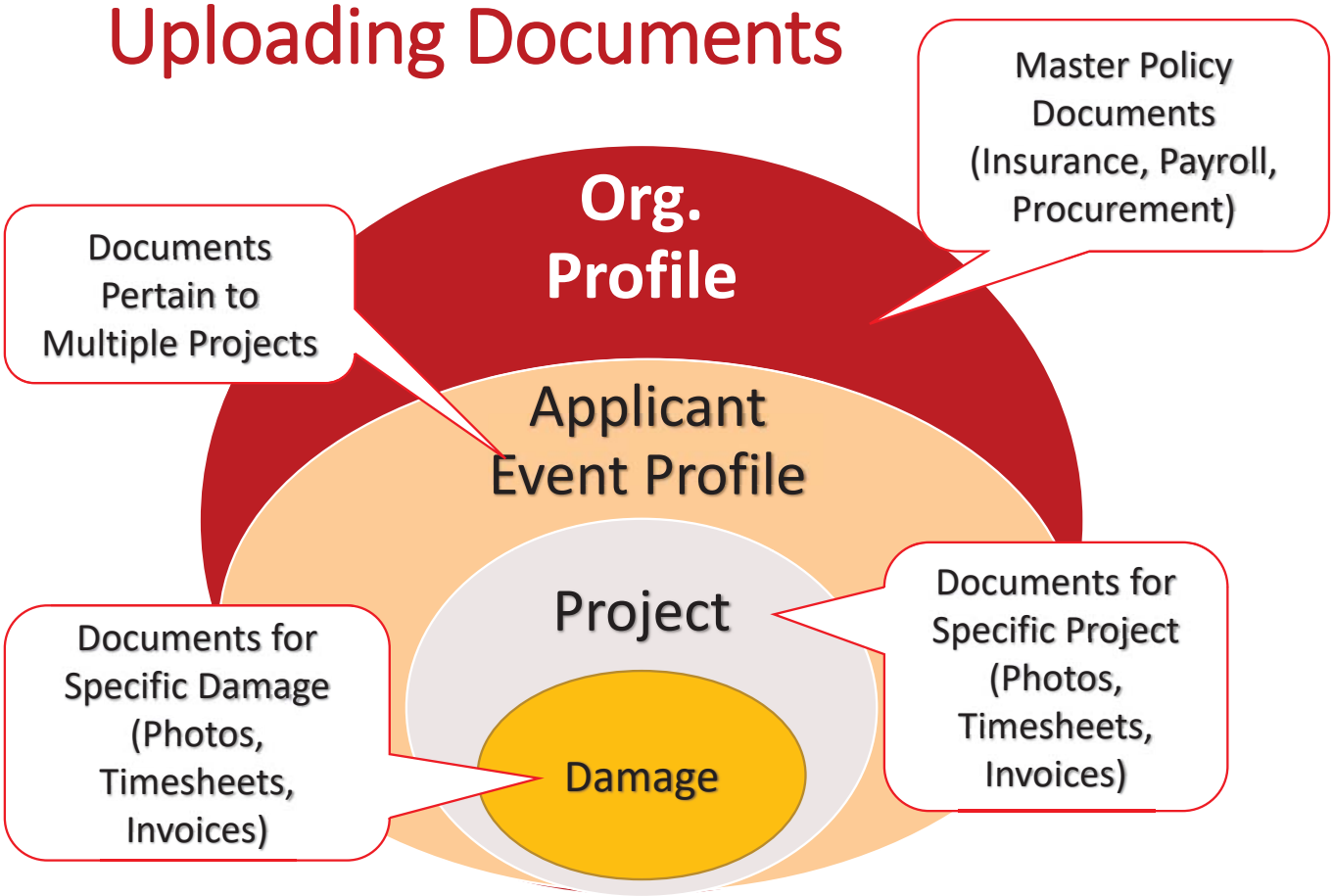
Edit Damage Information



Step 1: Edit Information

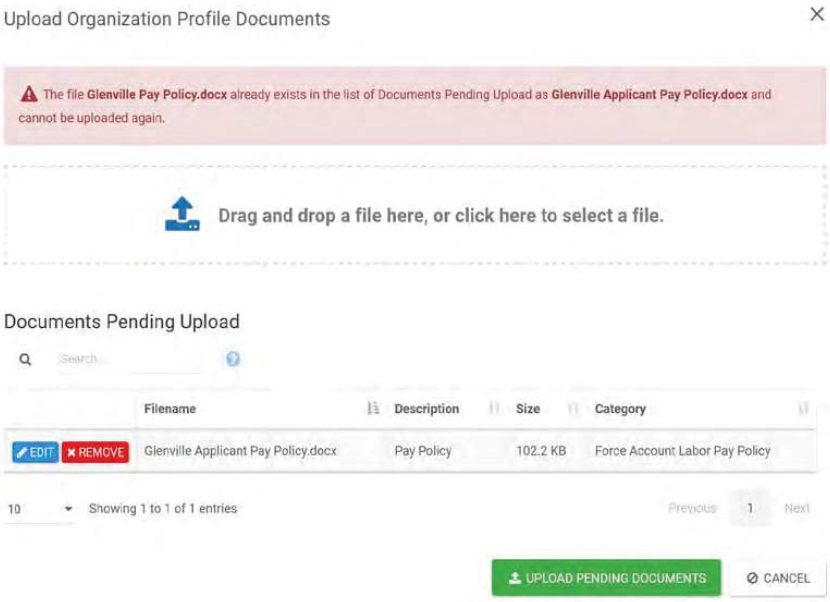
Upload Documents

Uploading Documents



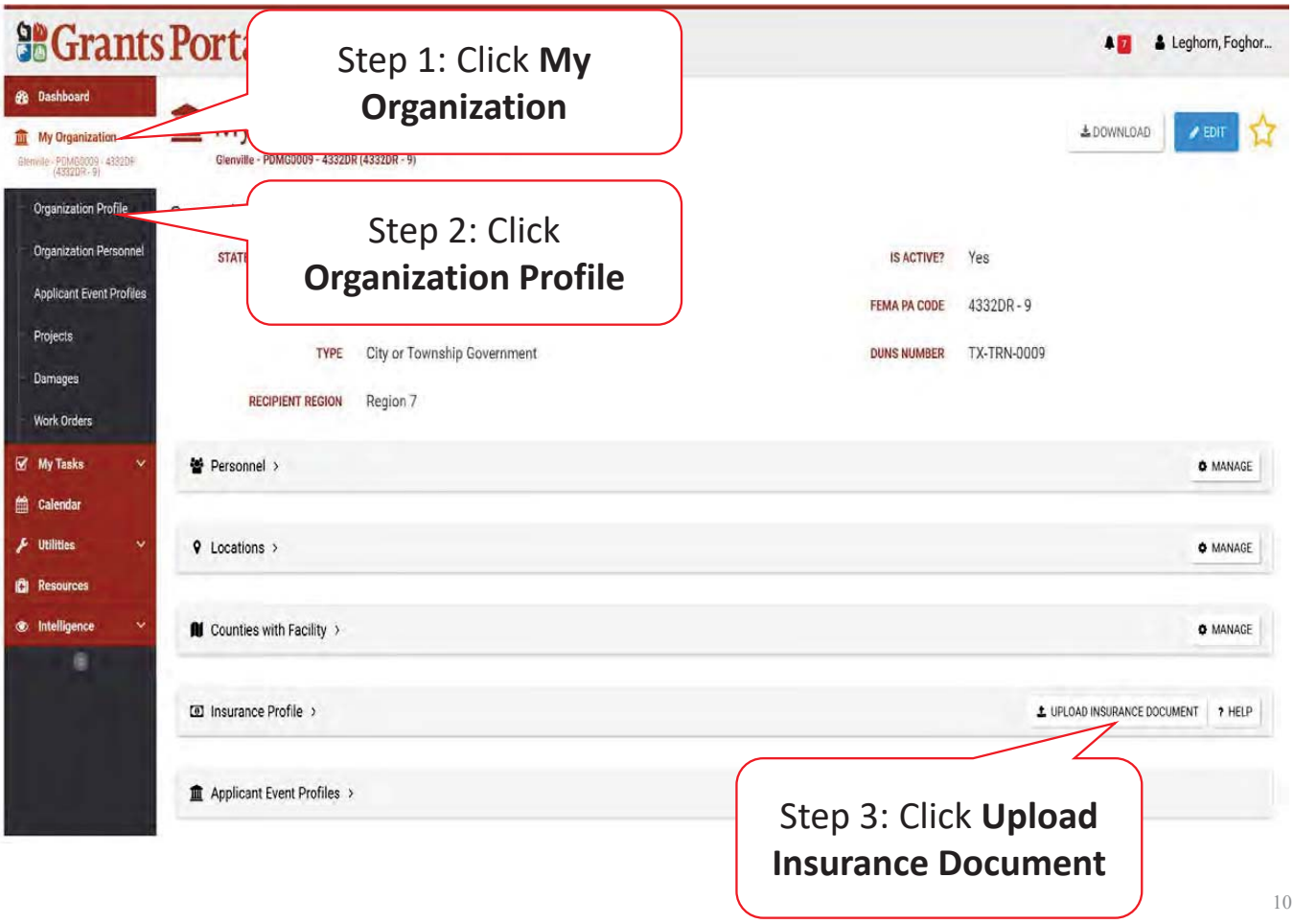
Duplicate Documents

- Grants Portal will not allow duplicate documents to be uploaded in the same location
- The system determines duplicate documents by reading the document content
  - Text Recognition (OCR) is needed on Scanned documents
- Blue Icon are attached to duplicate documents.
  - Click the Blue Icon to view duplicated document location
- Documents can only be removed at the location it was uploaded

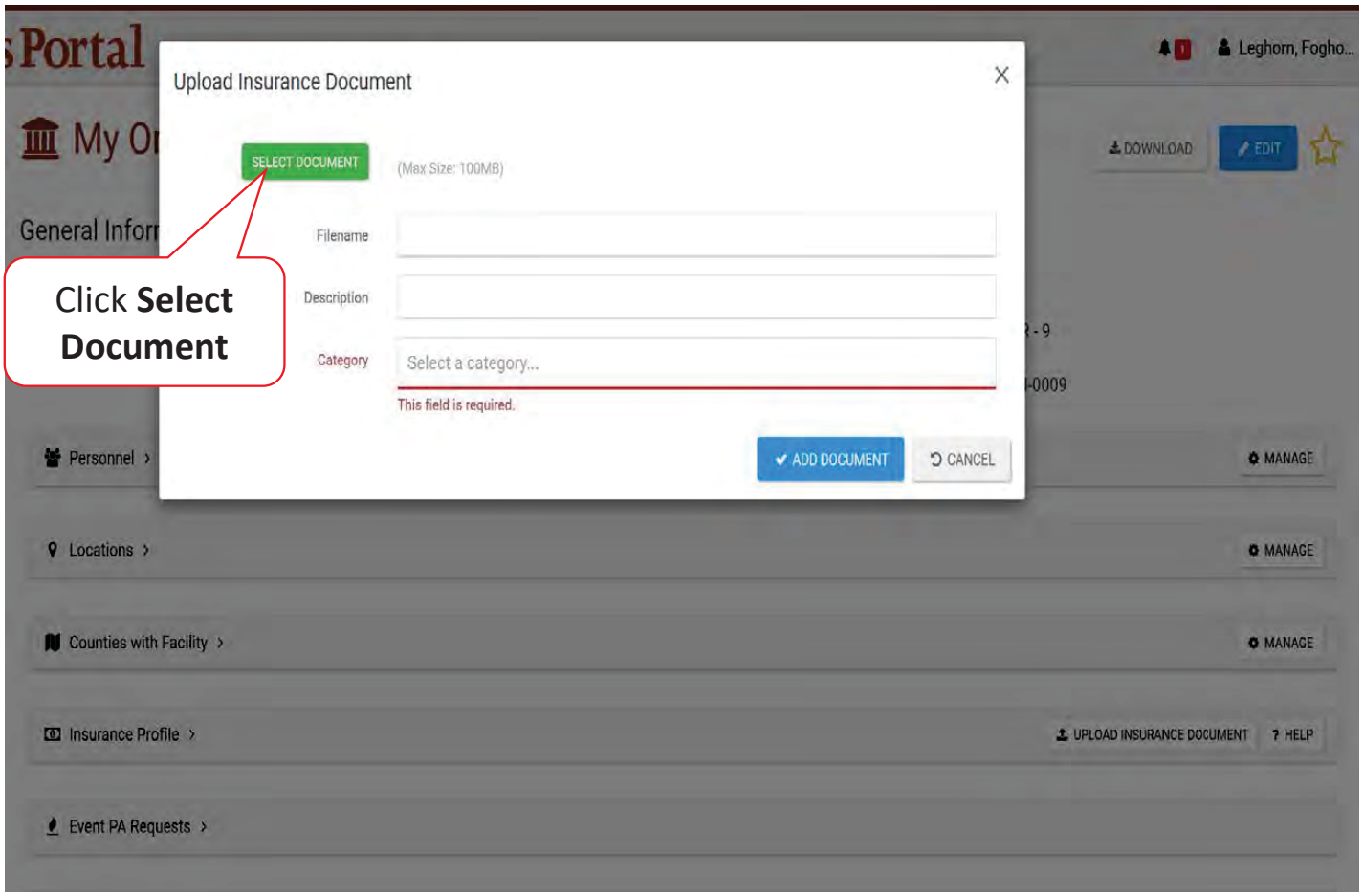


Add Documents Under Organization

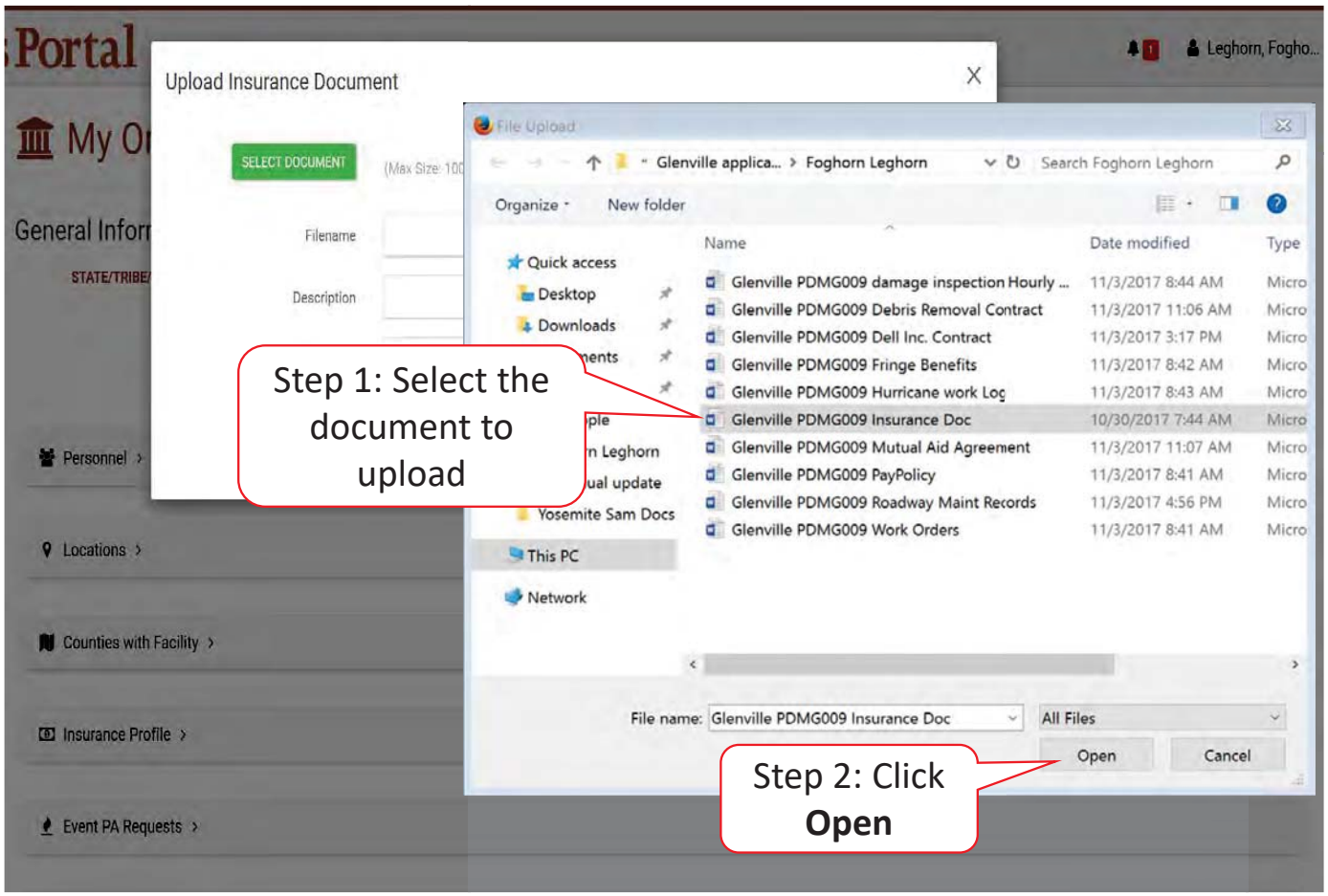
My Organization Profile Insurance Document



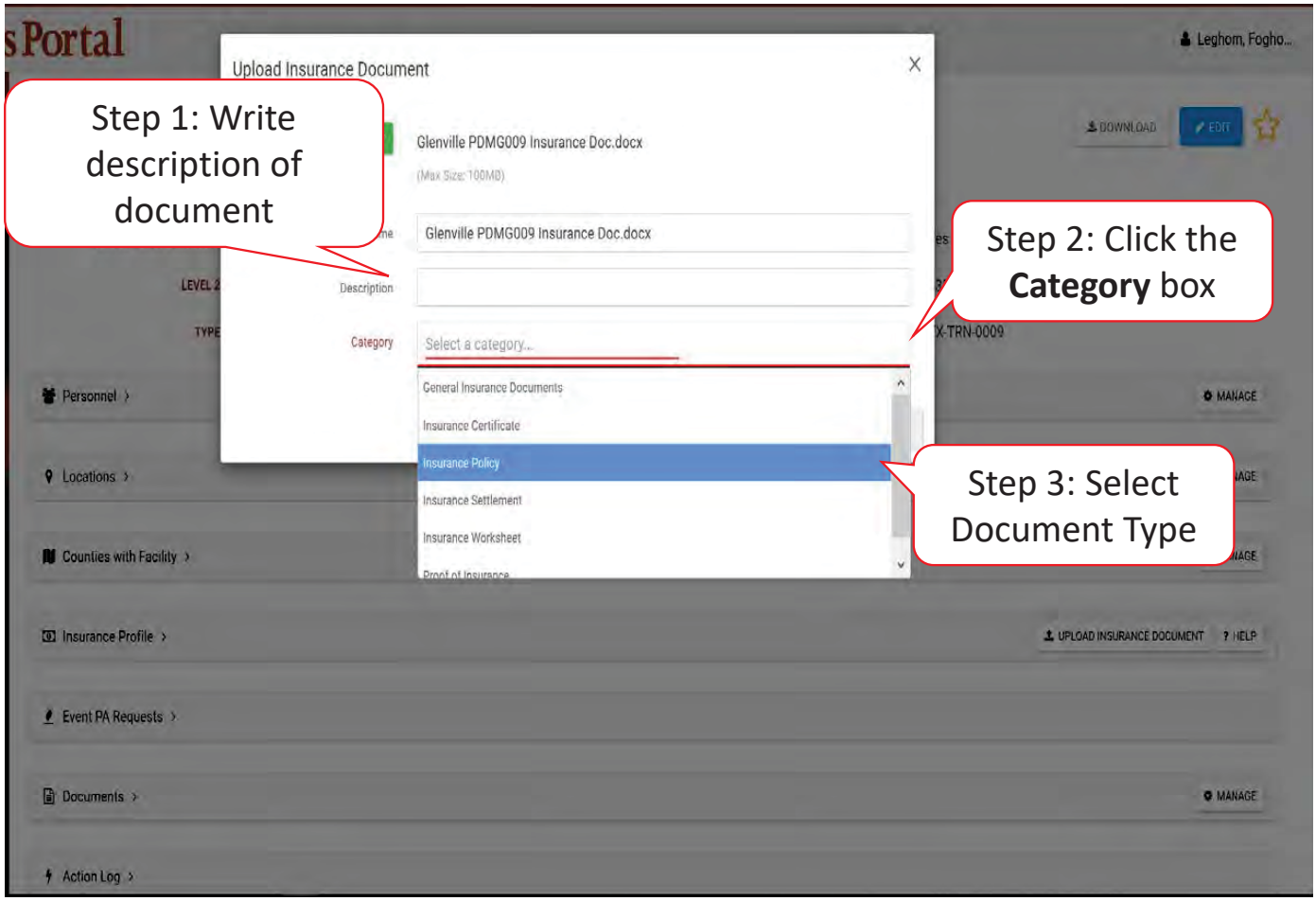
Upload Insurance Document



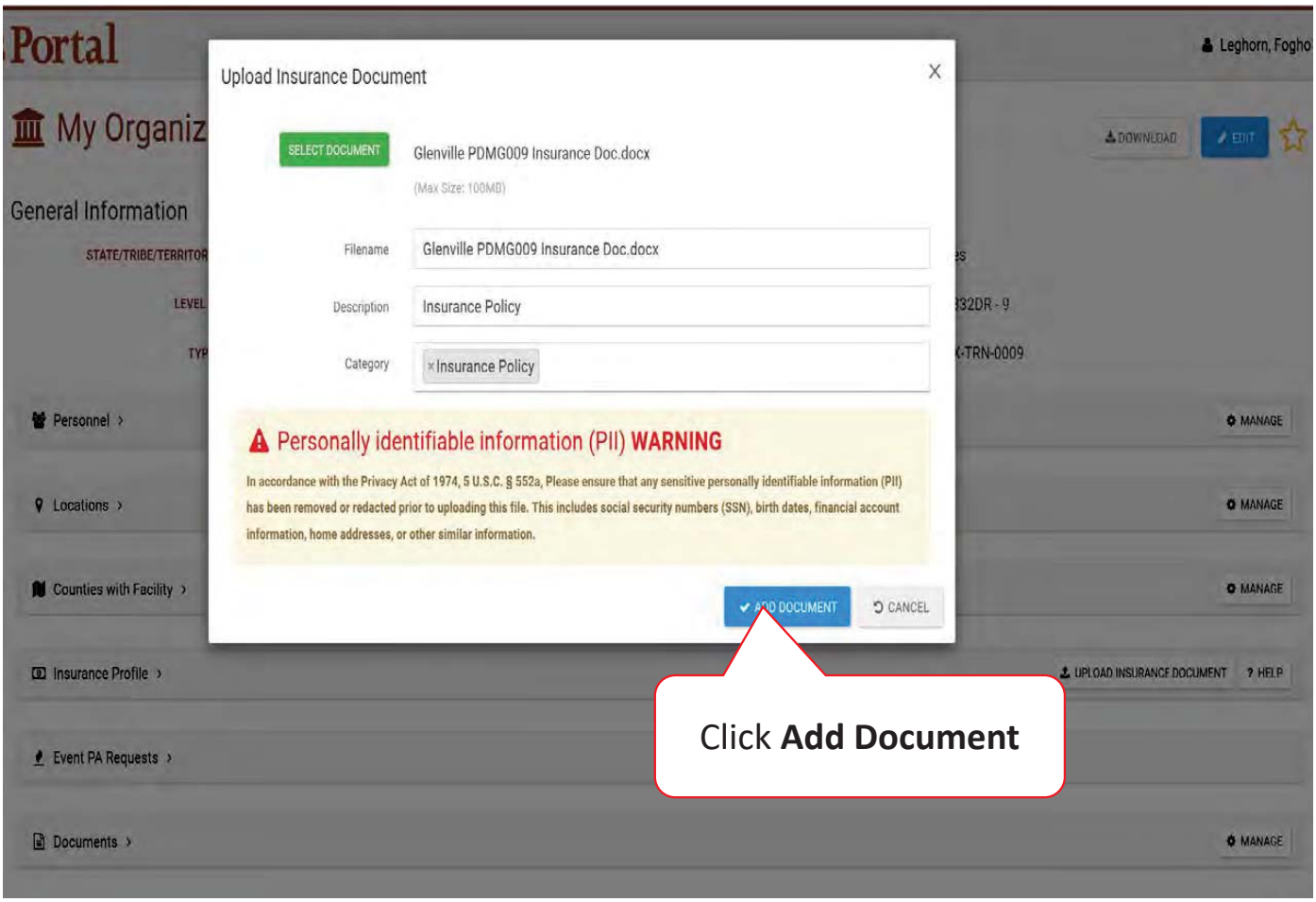
Select Insurance Document – Pop-Up Box



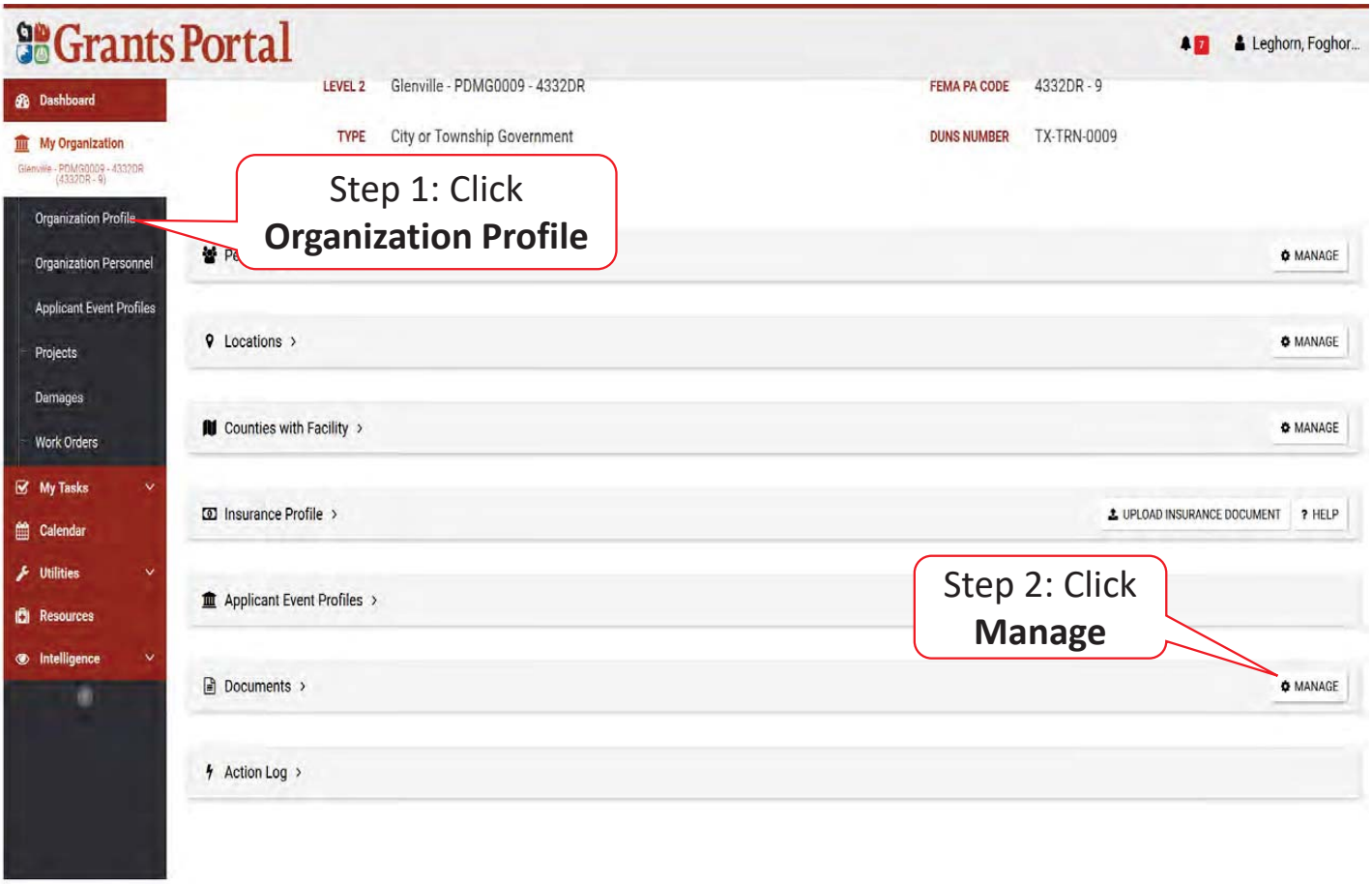
Add Document Description & Category Tag



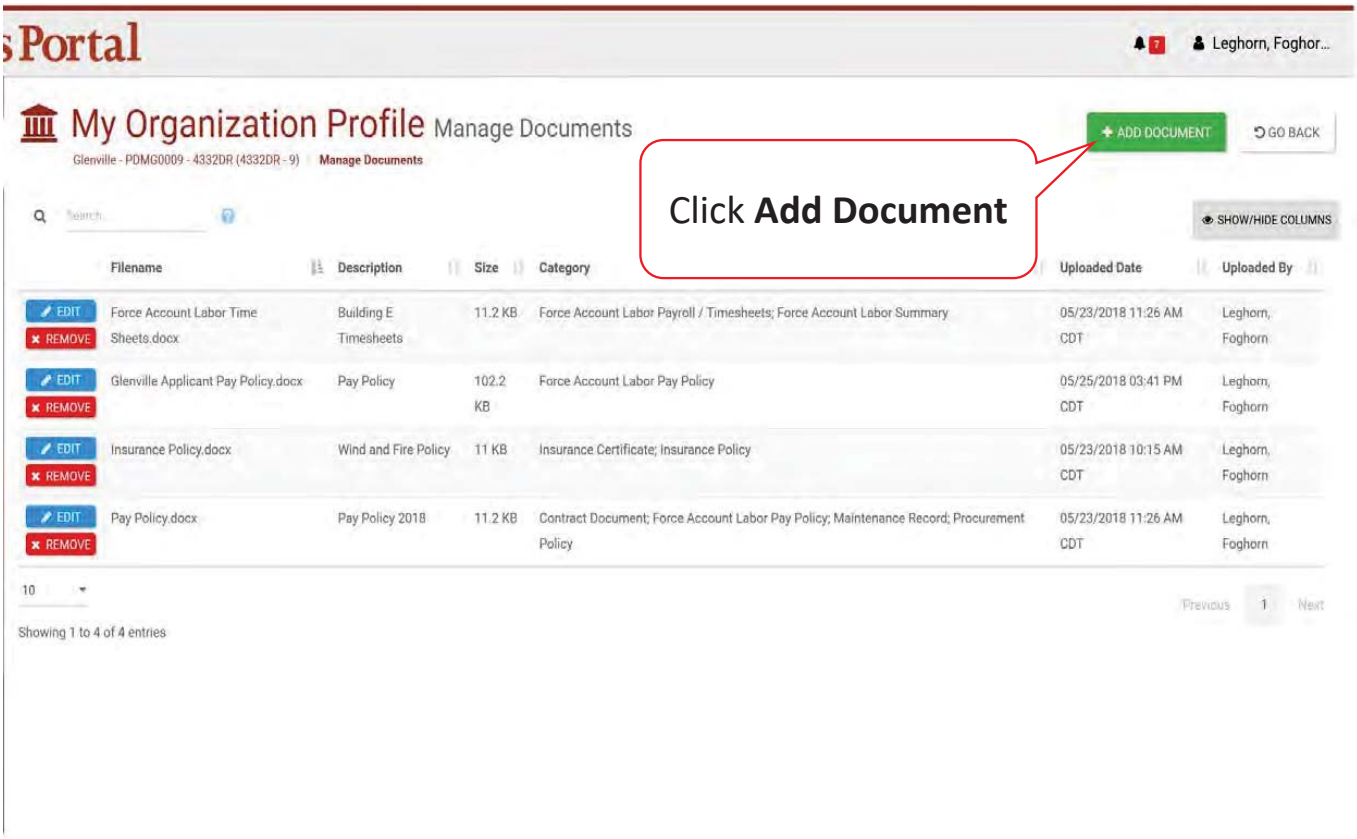
Add Insurance Documents



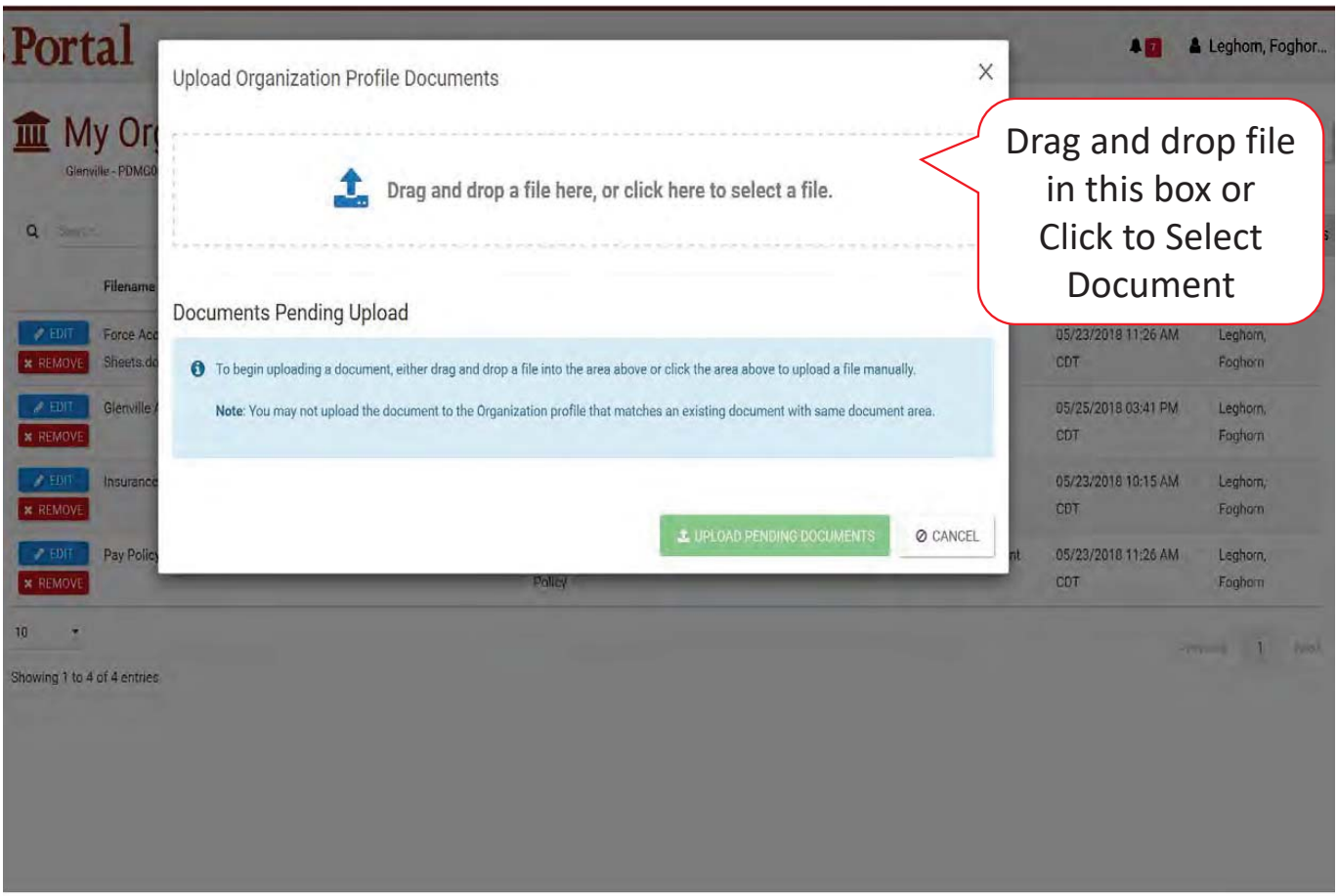
My Organization Profile Documents Bar



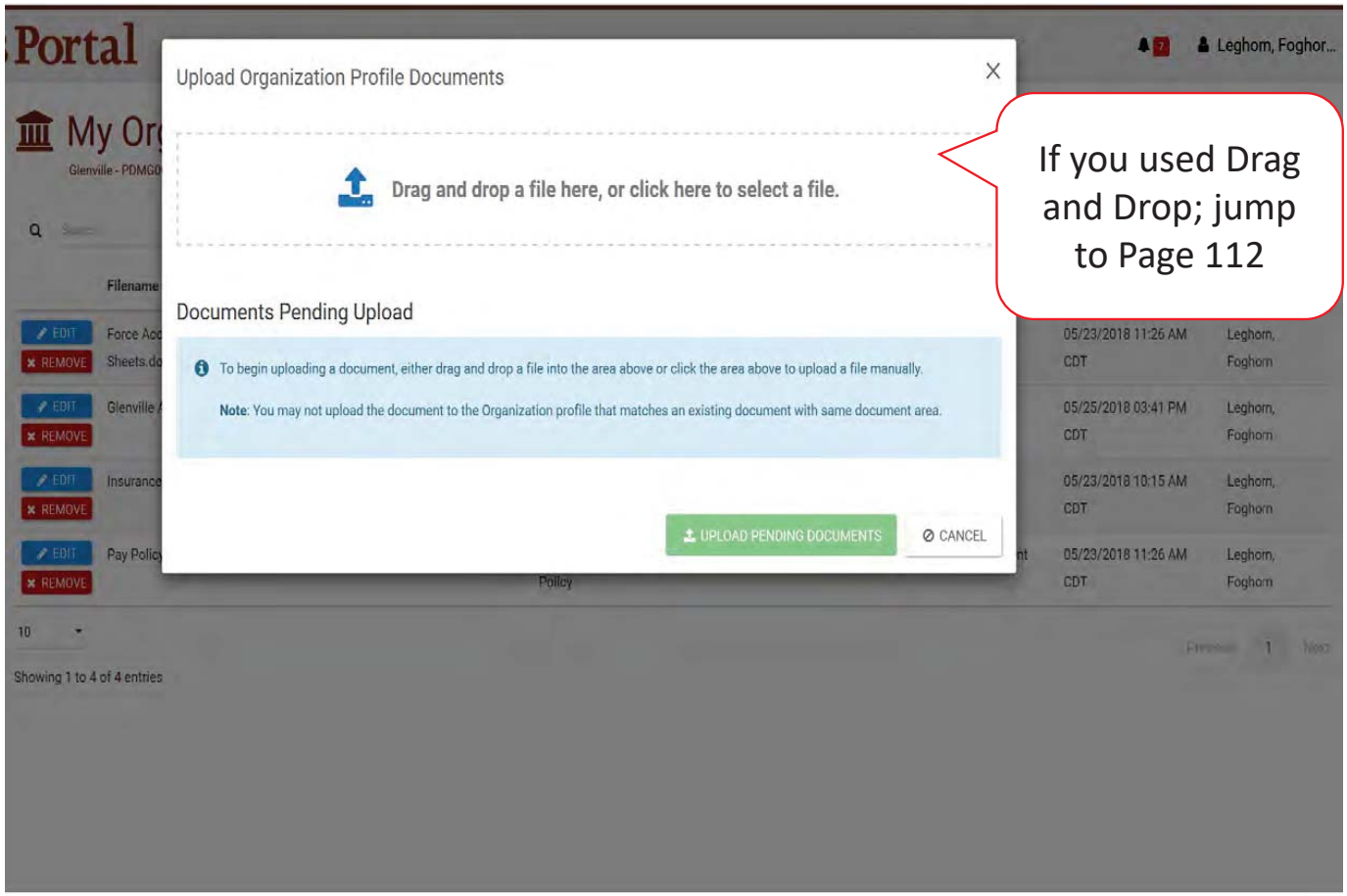
Manage Documents (Policy Documents)



Manage Documents Upload – Pop Up Box

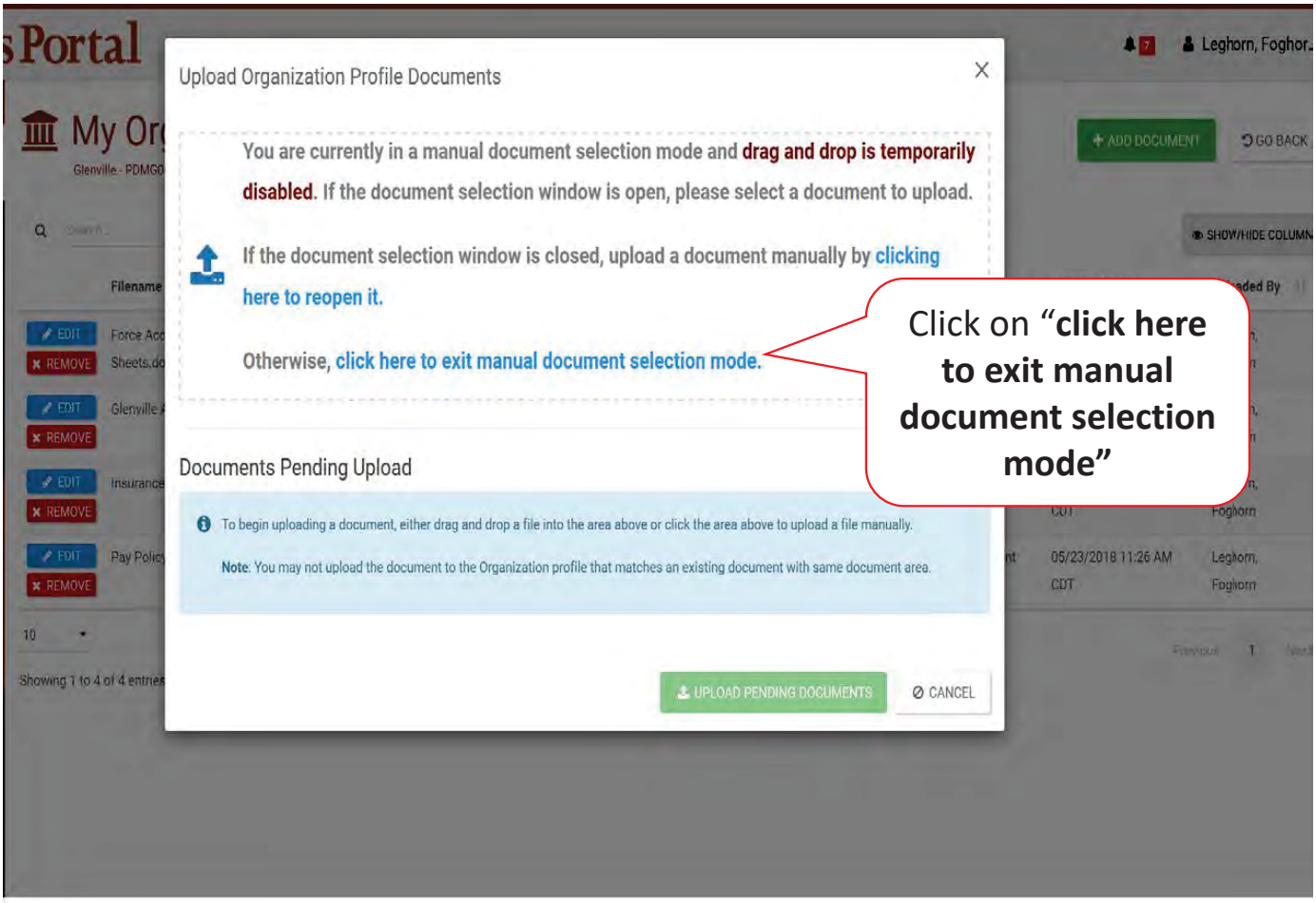


Drag and Drop Document Upload

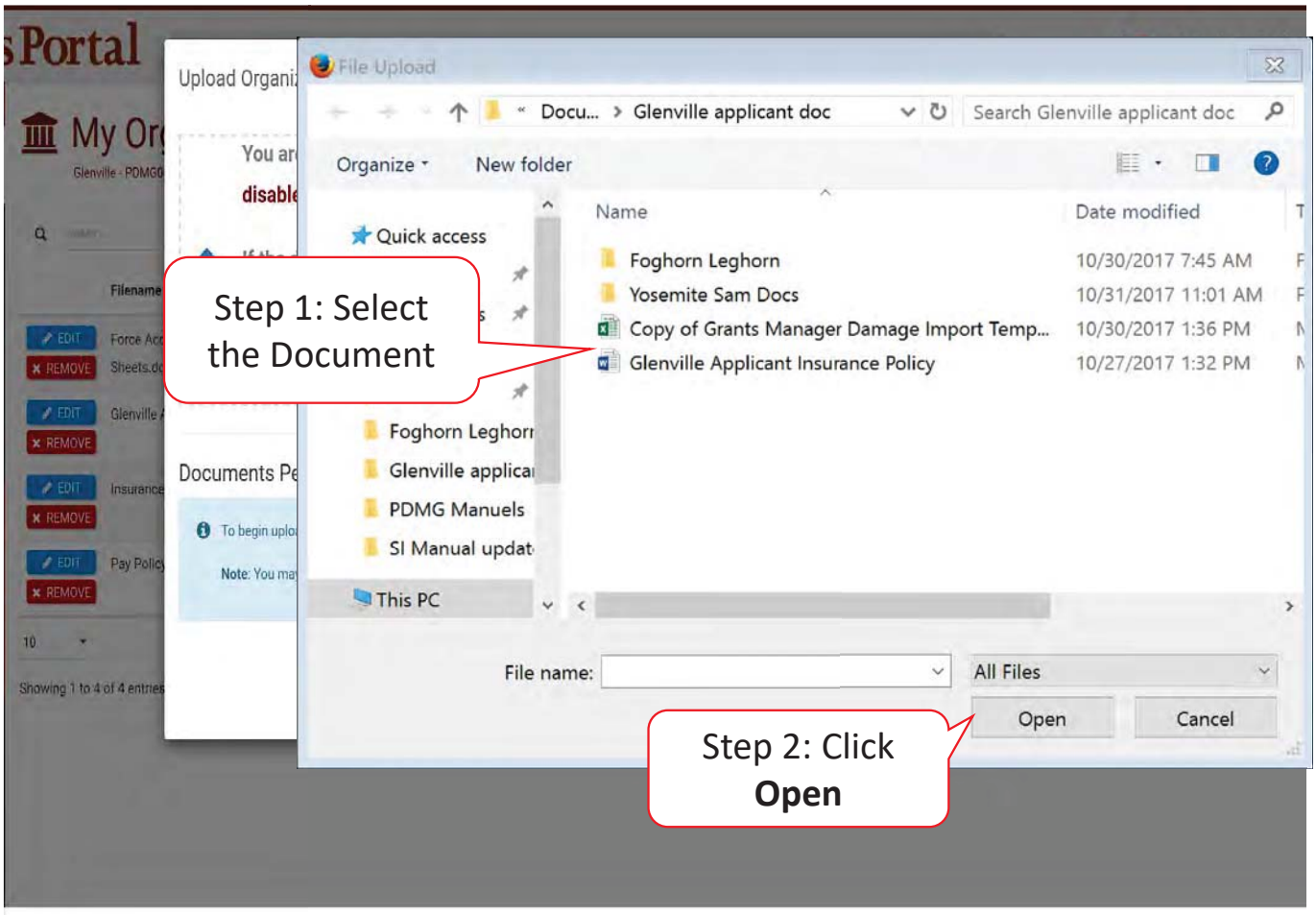


If you used Drag and Drop; jump to Page 112

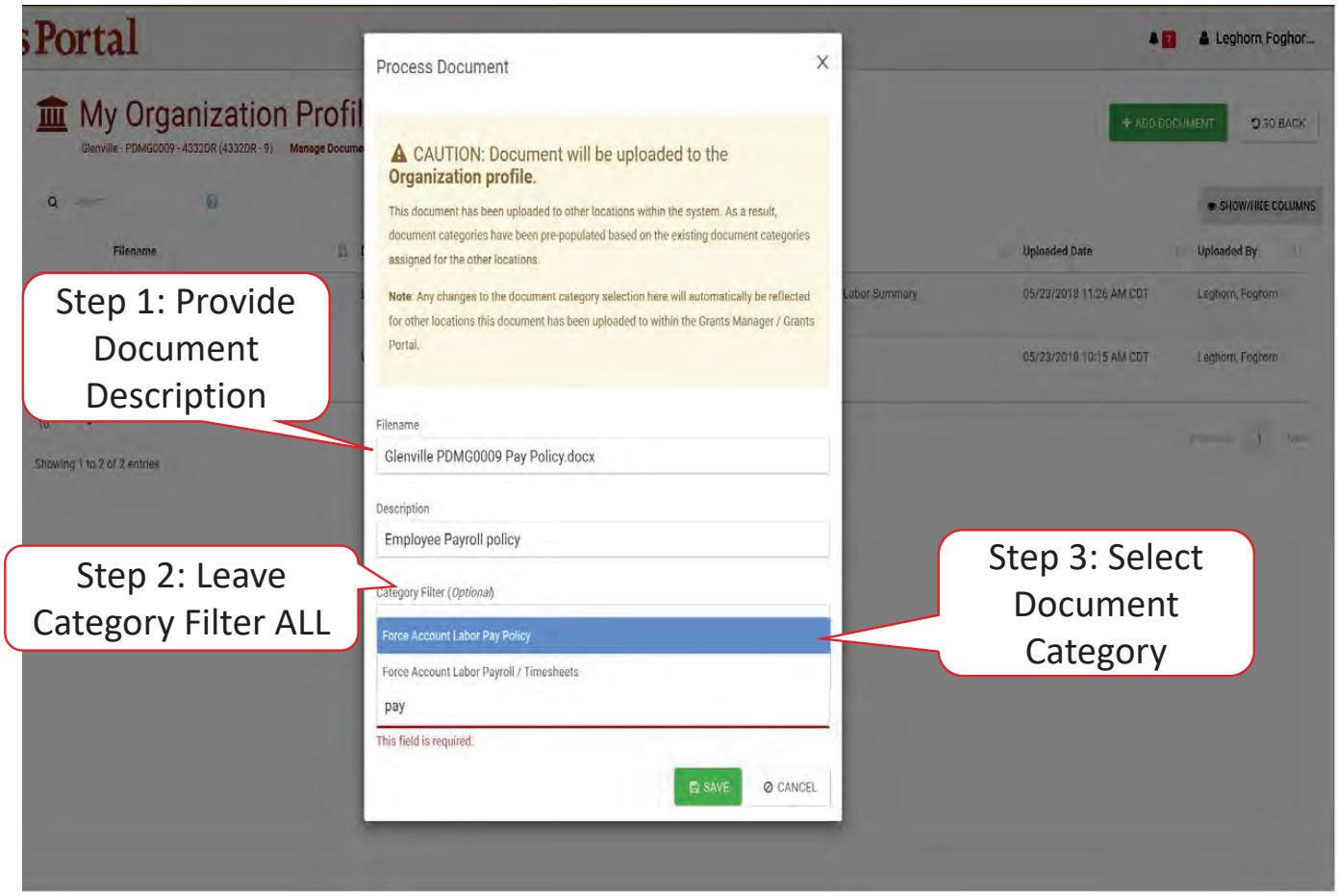
Click to Select Document Upload



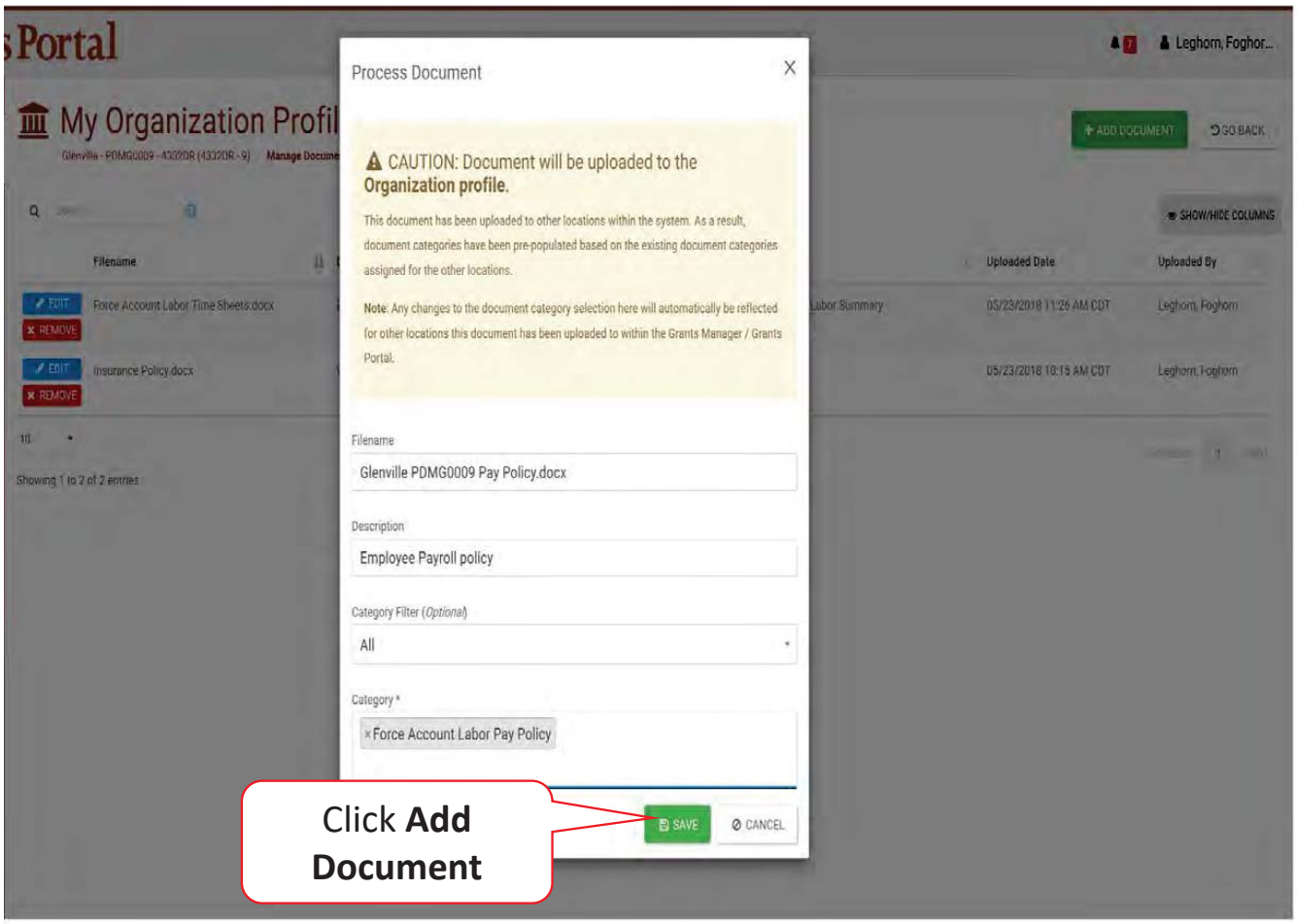
Select Document – Pop Up Box



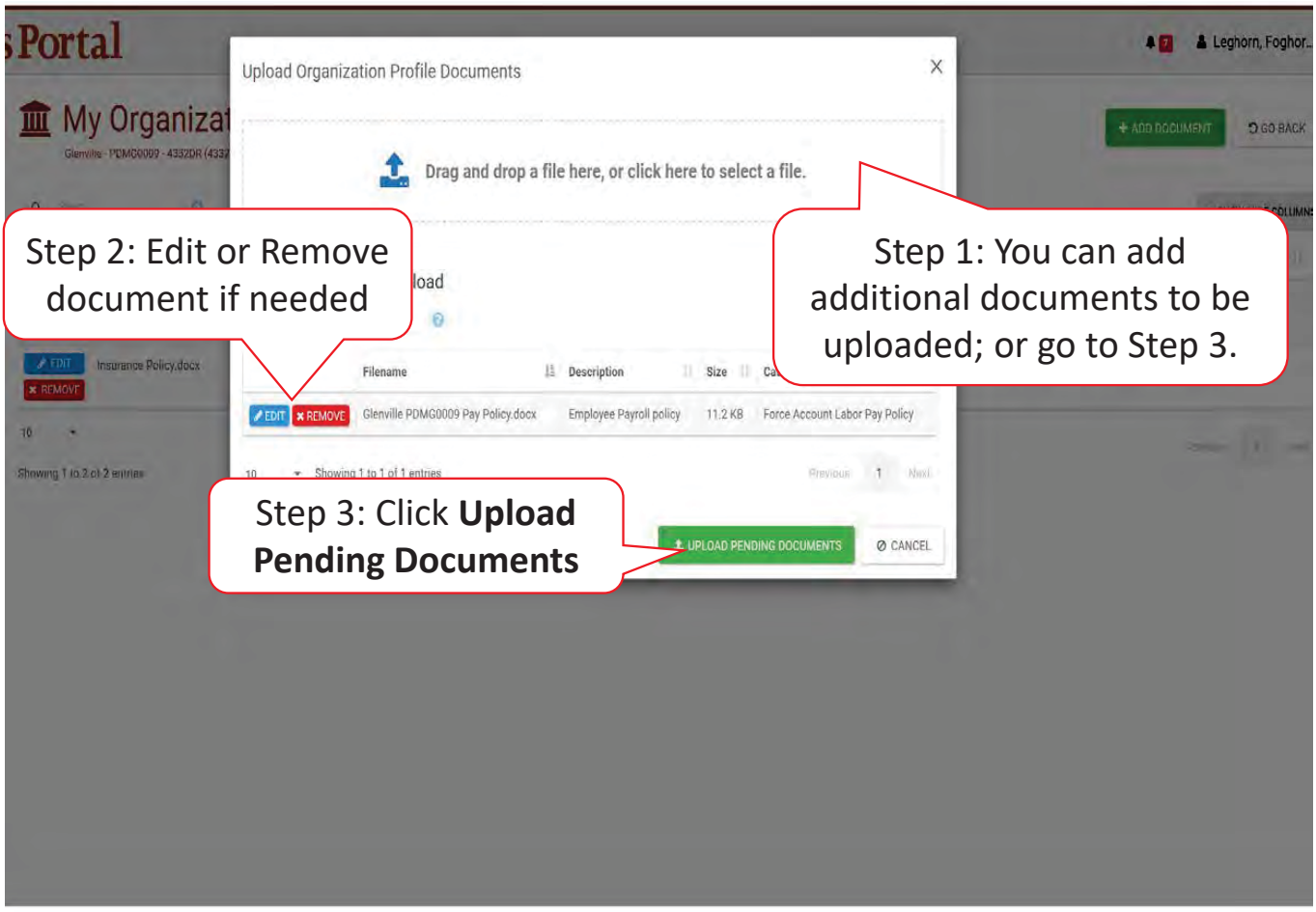
Add Document Description and Category Tag



Add Document



Upload Additional Document



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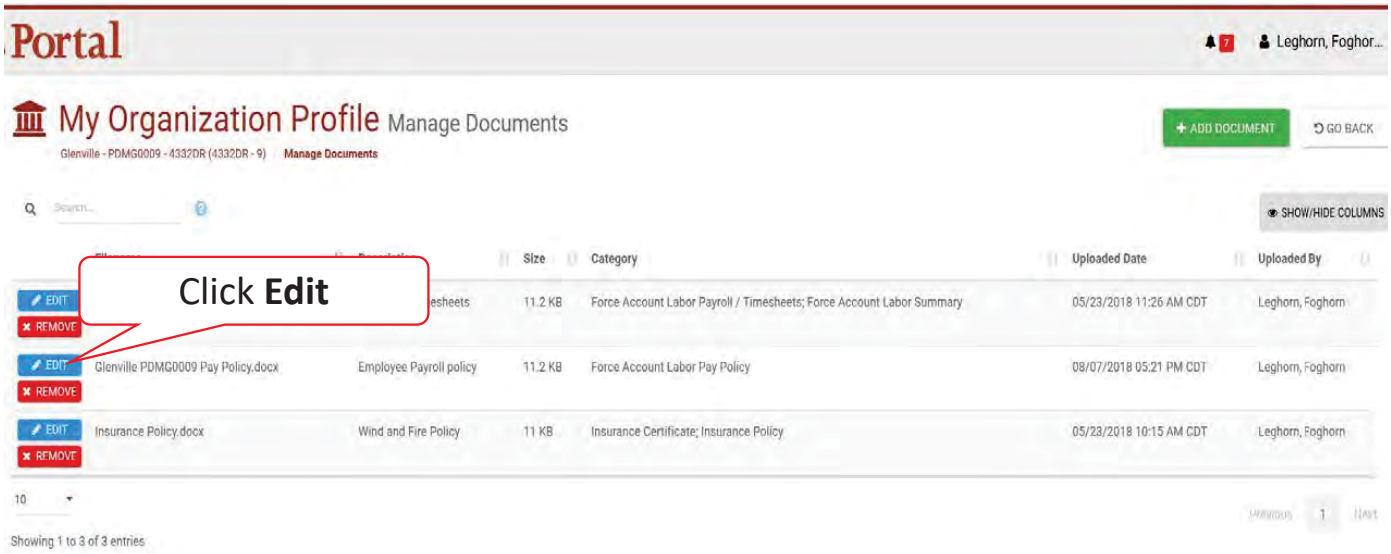

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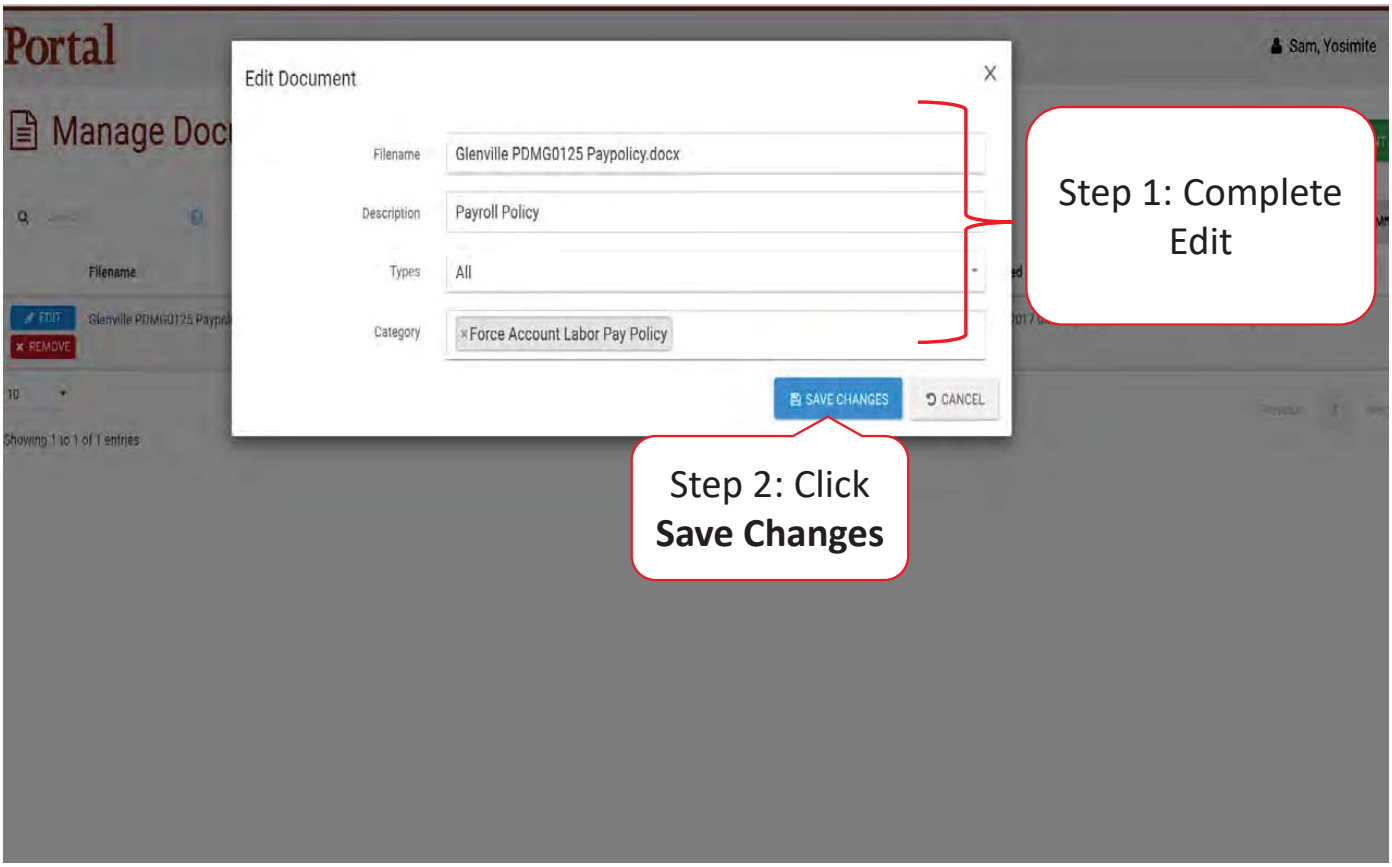
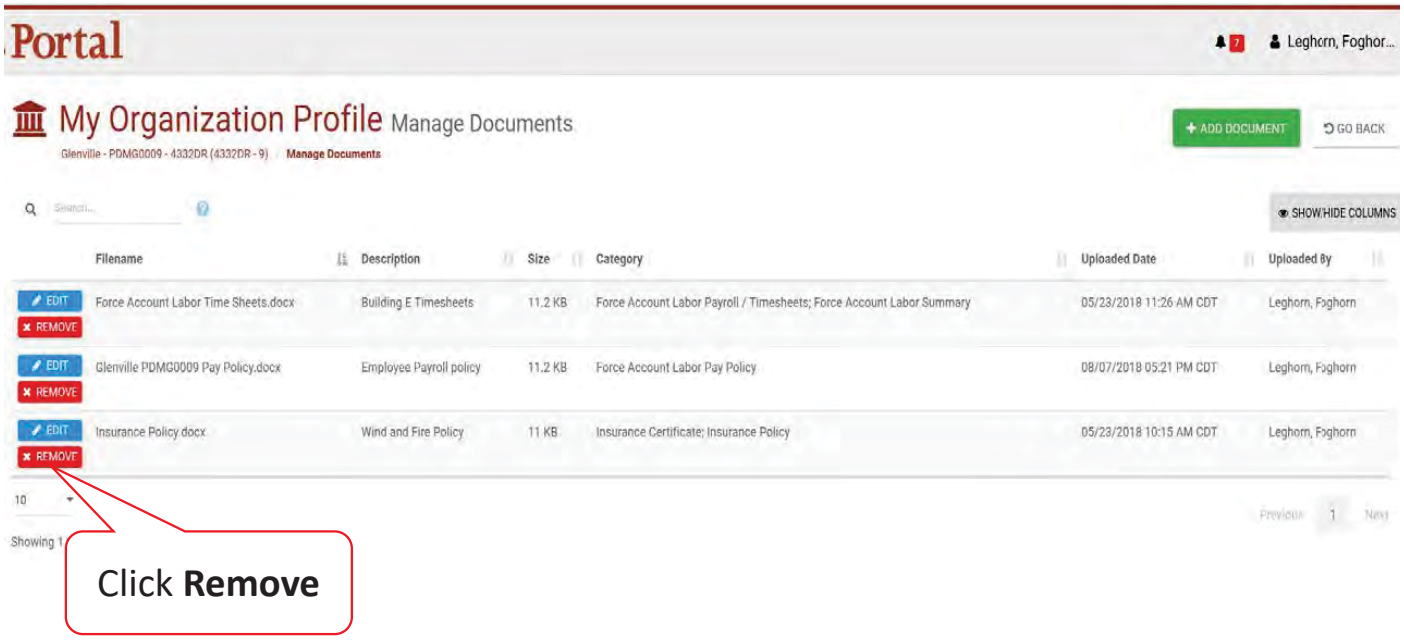
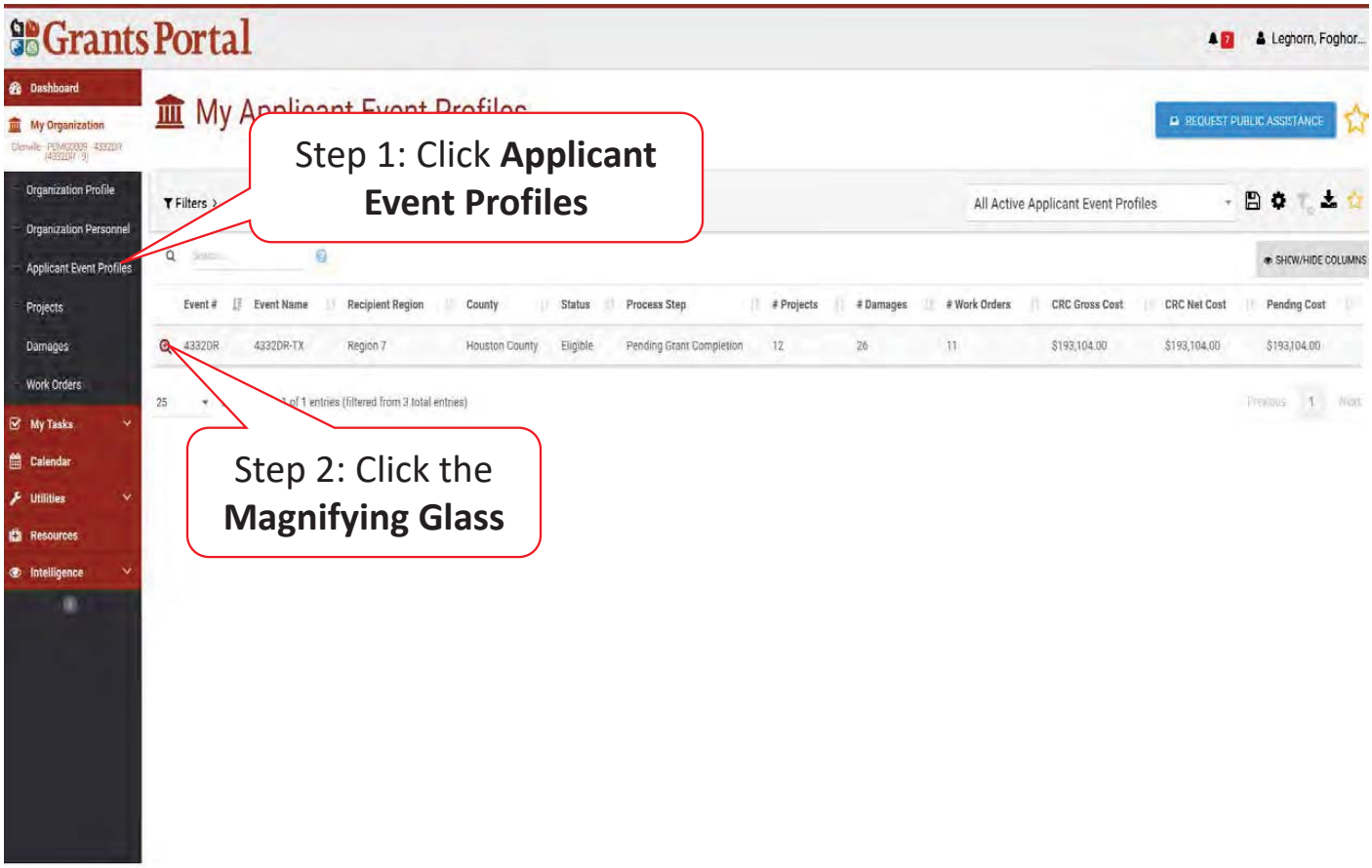

Portal
Sam, Yosimite
Manage Doc
Filename
EDIT
REMOVE
Showing 1 to 1 of 1 entries
Edit Document
Filename
Glenville PDMG0125 Paypolicy.docx
Description
Payroll Policy
Types
All
Category
Force Account Labor Pay Policy
SAVE CHANGES
CANCEL
Step 1: Complete Edit
Step 2: Click **Save Changes**

Remove Documents

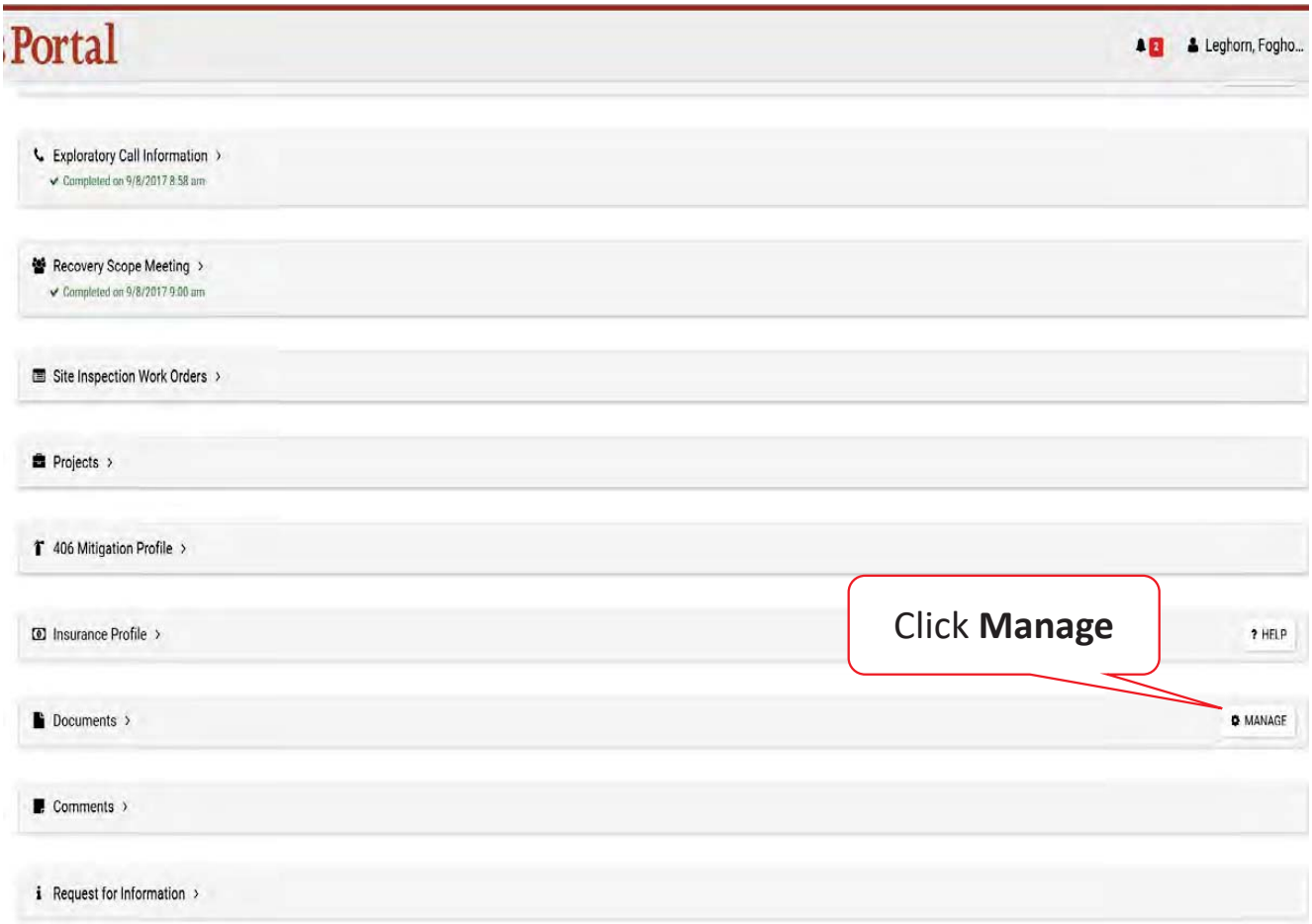


Uploading Documents Under Applicant Event

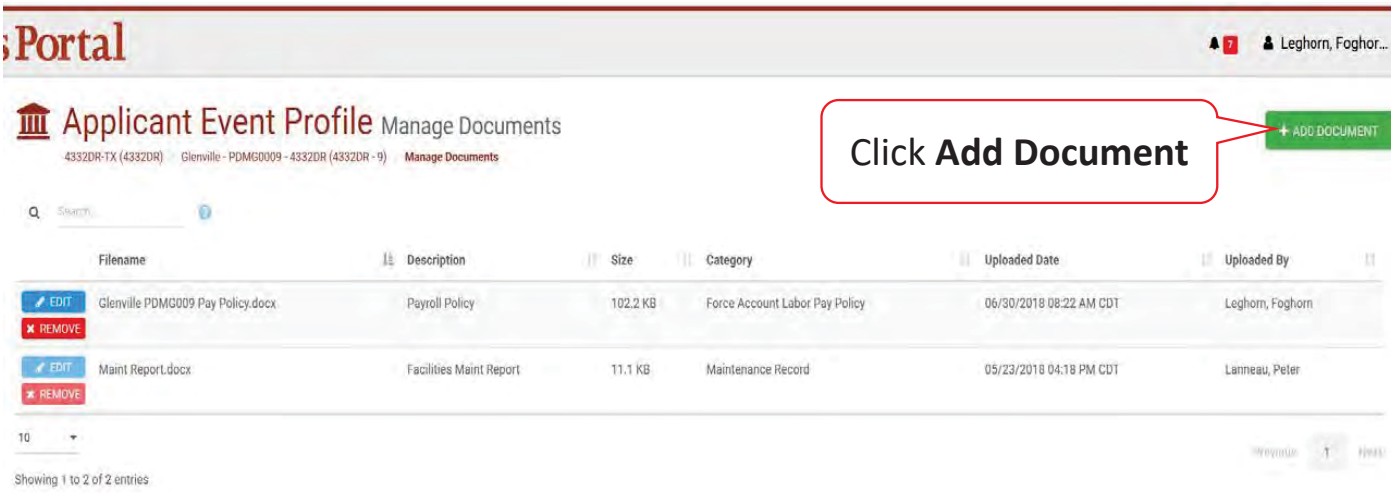
Add Documents To An Event



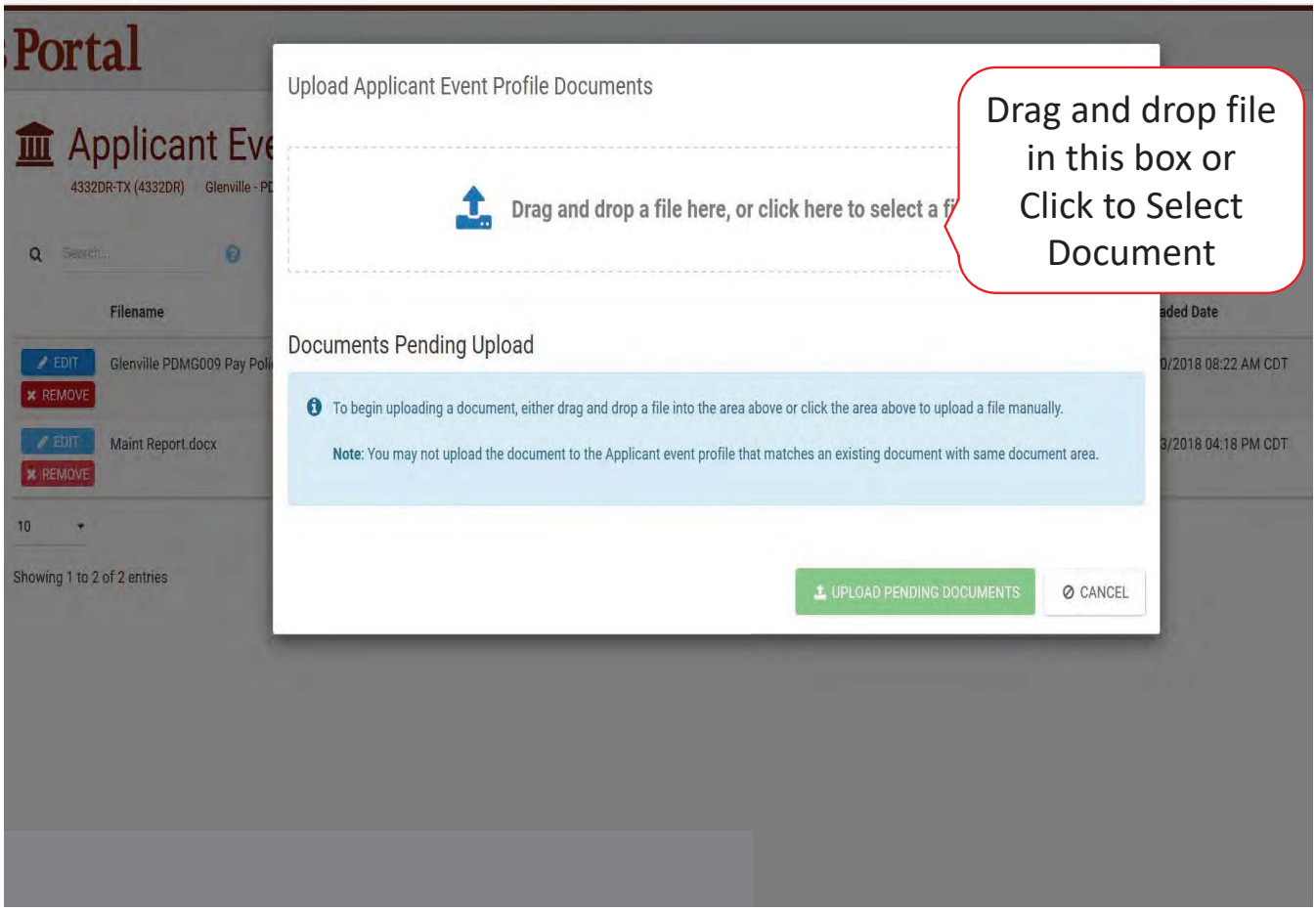
Applicant Event Profile Document



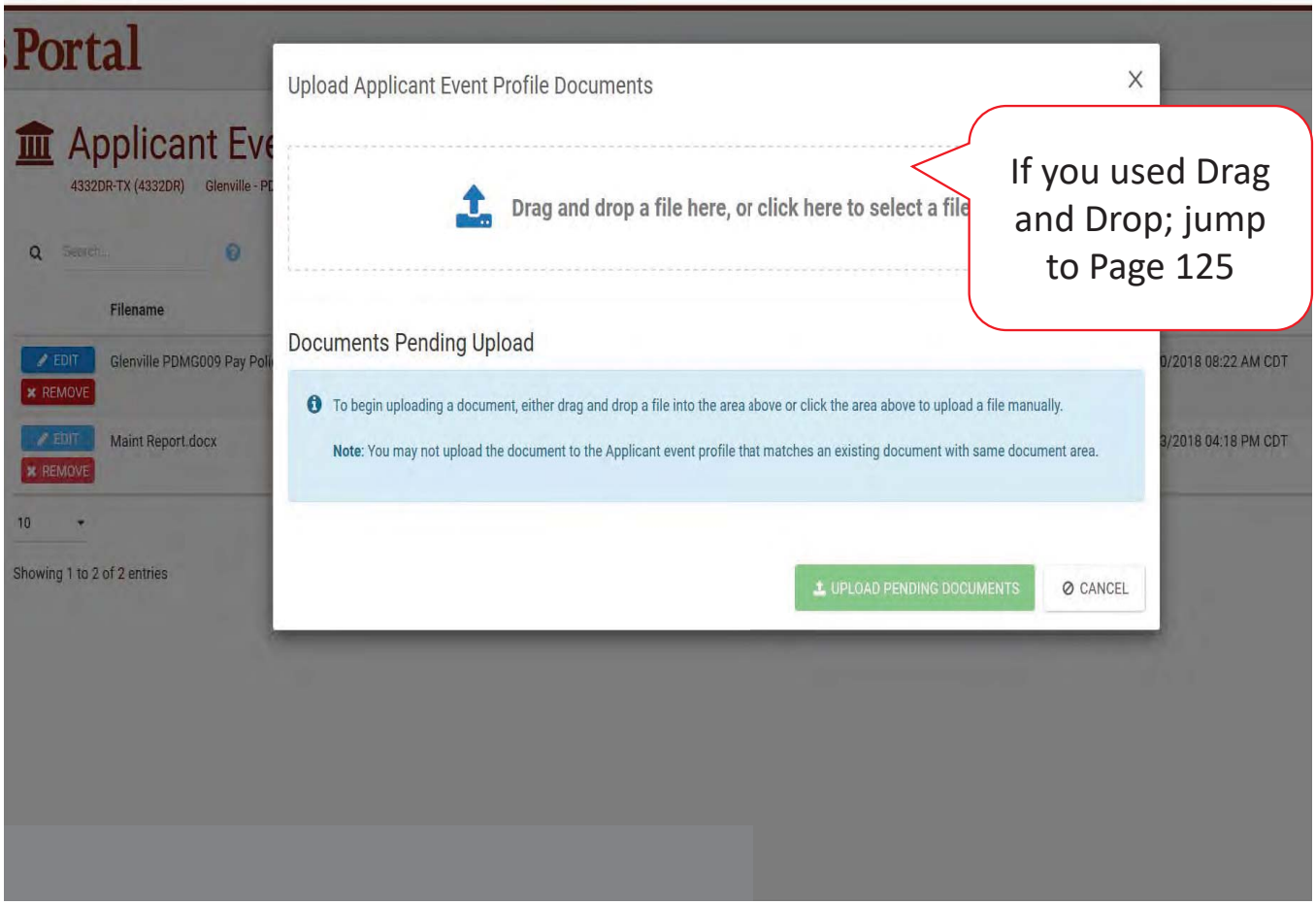
Applicant Event Profile Manage Documents



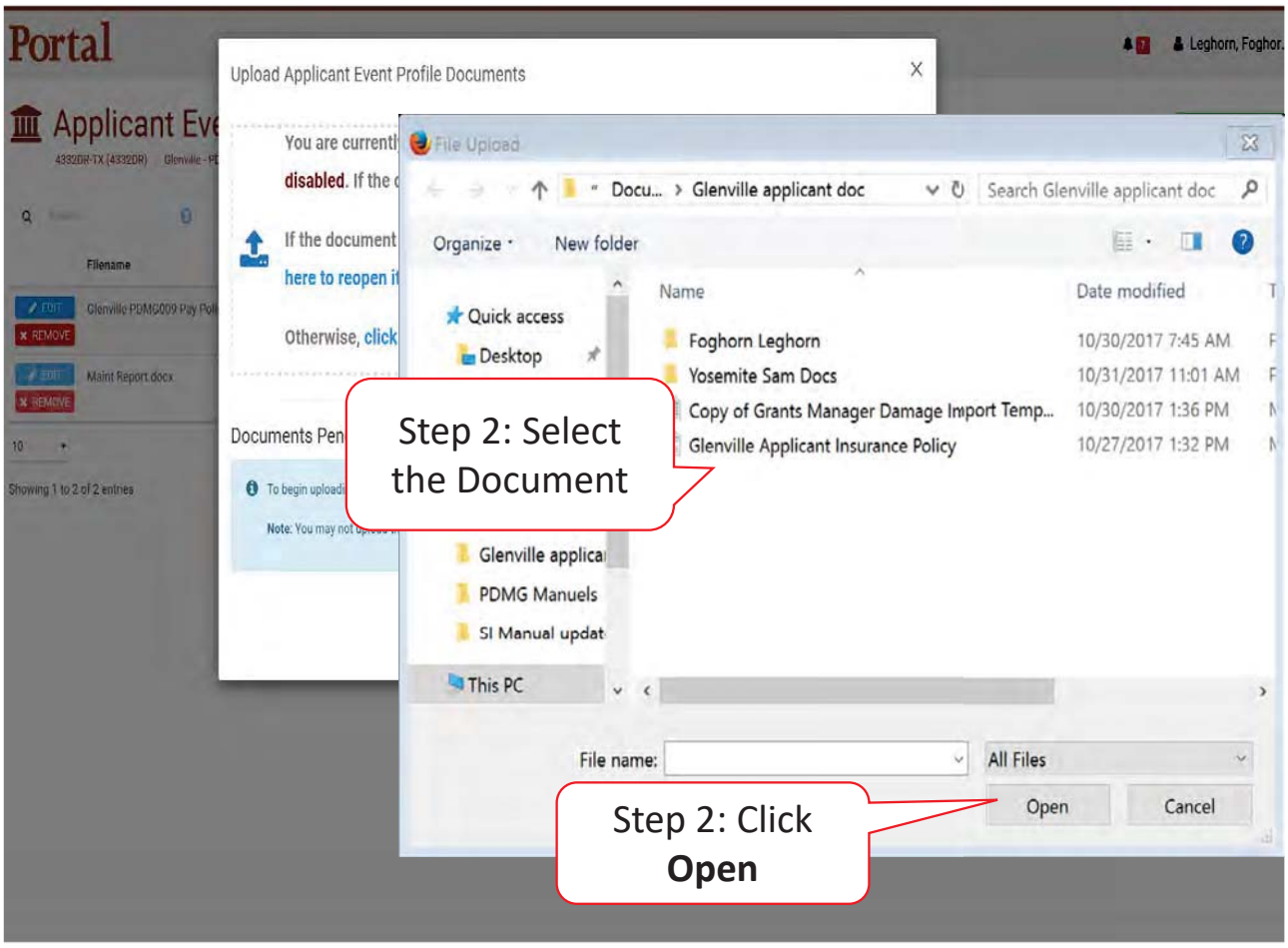
Applicant Event Profile Manage Document Upload – Pop Up



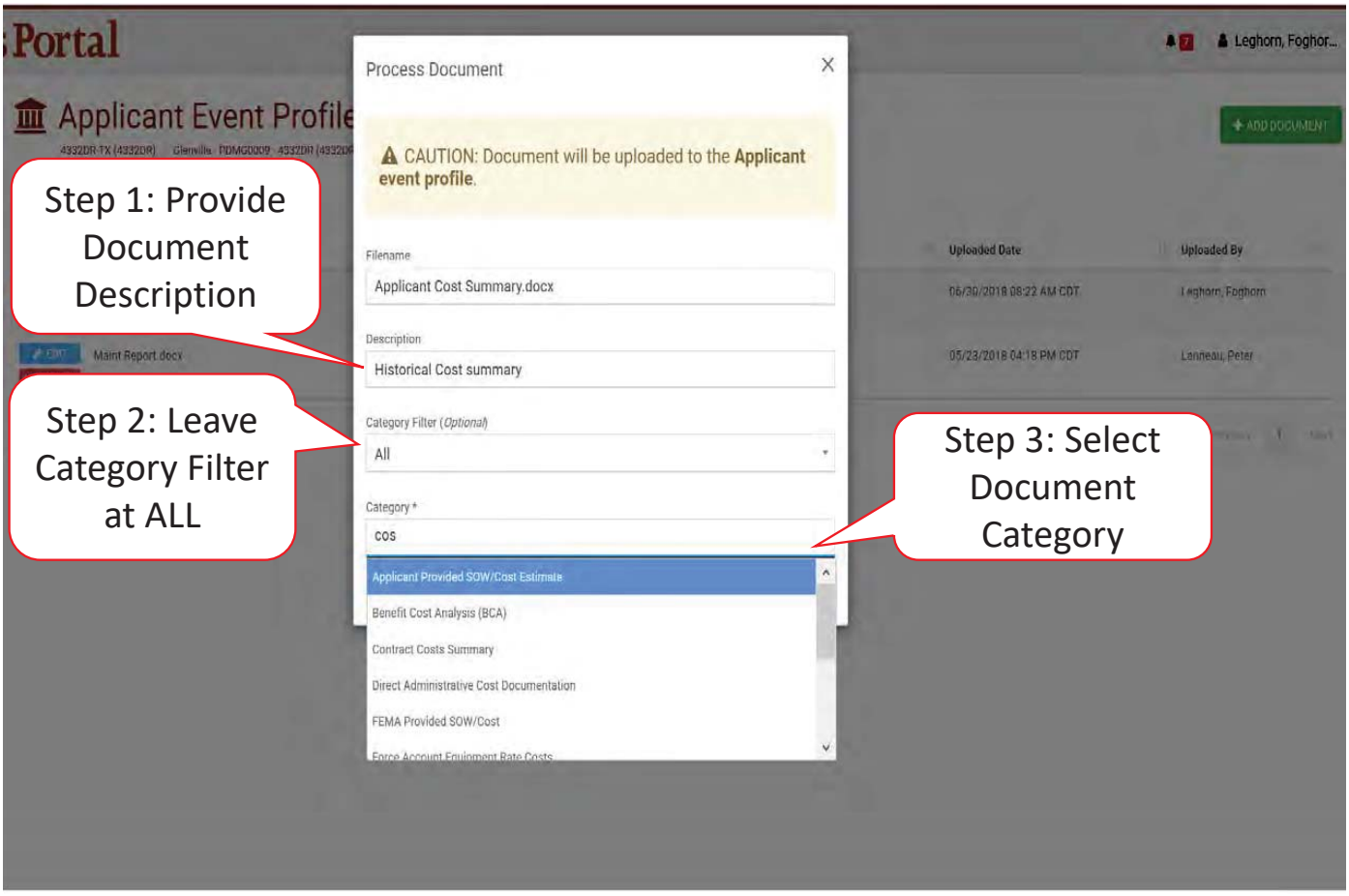
Applicant Event Profile Manage Document Upload Drag and Drop



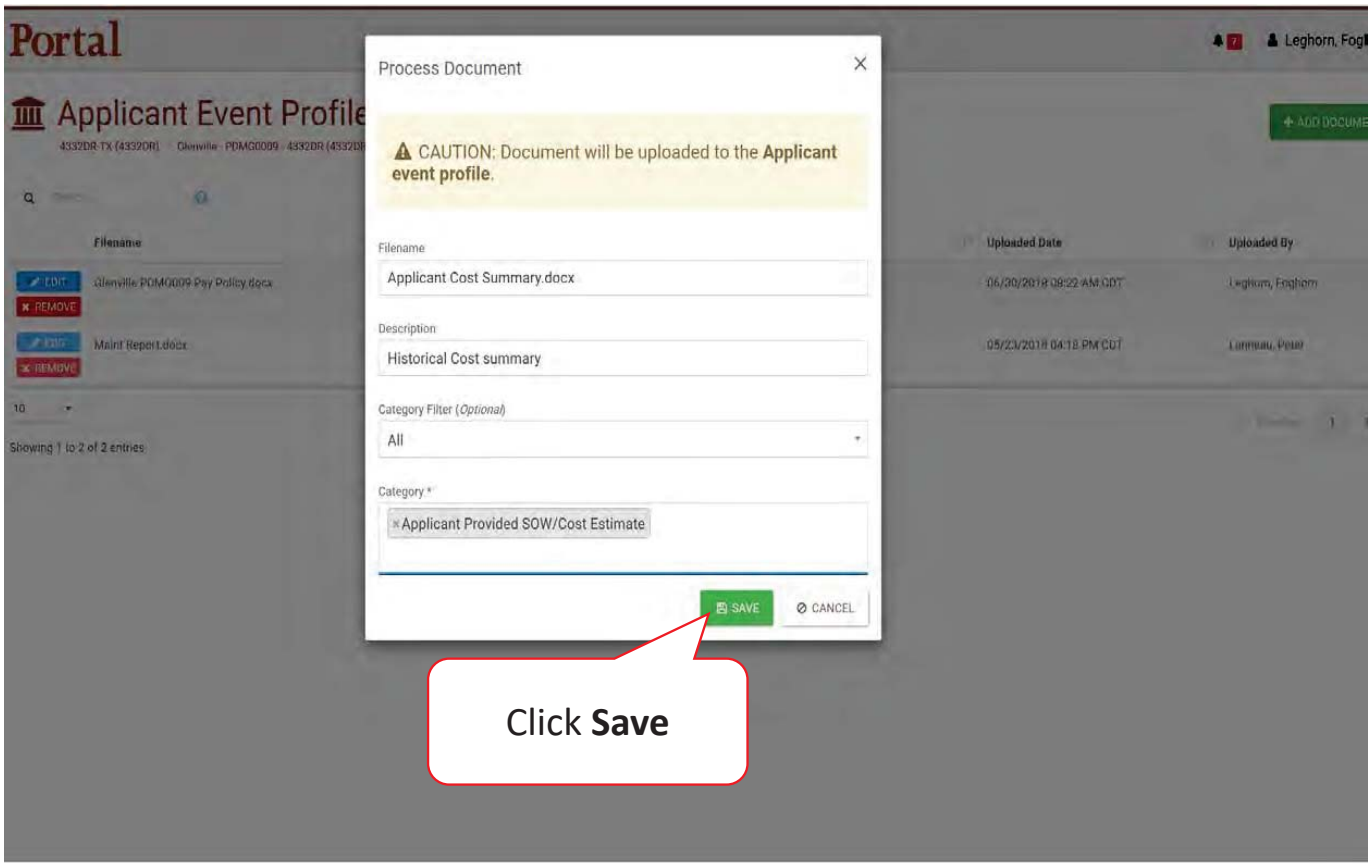
Click To Select Document – Pop Up Box



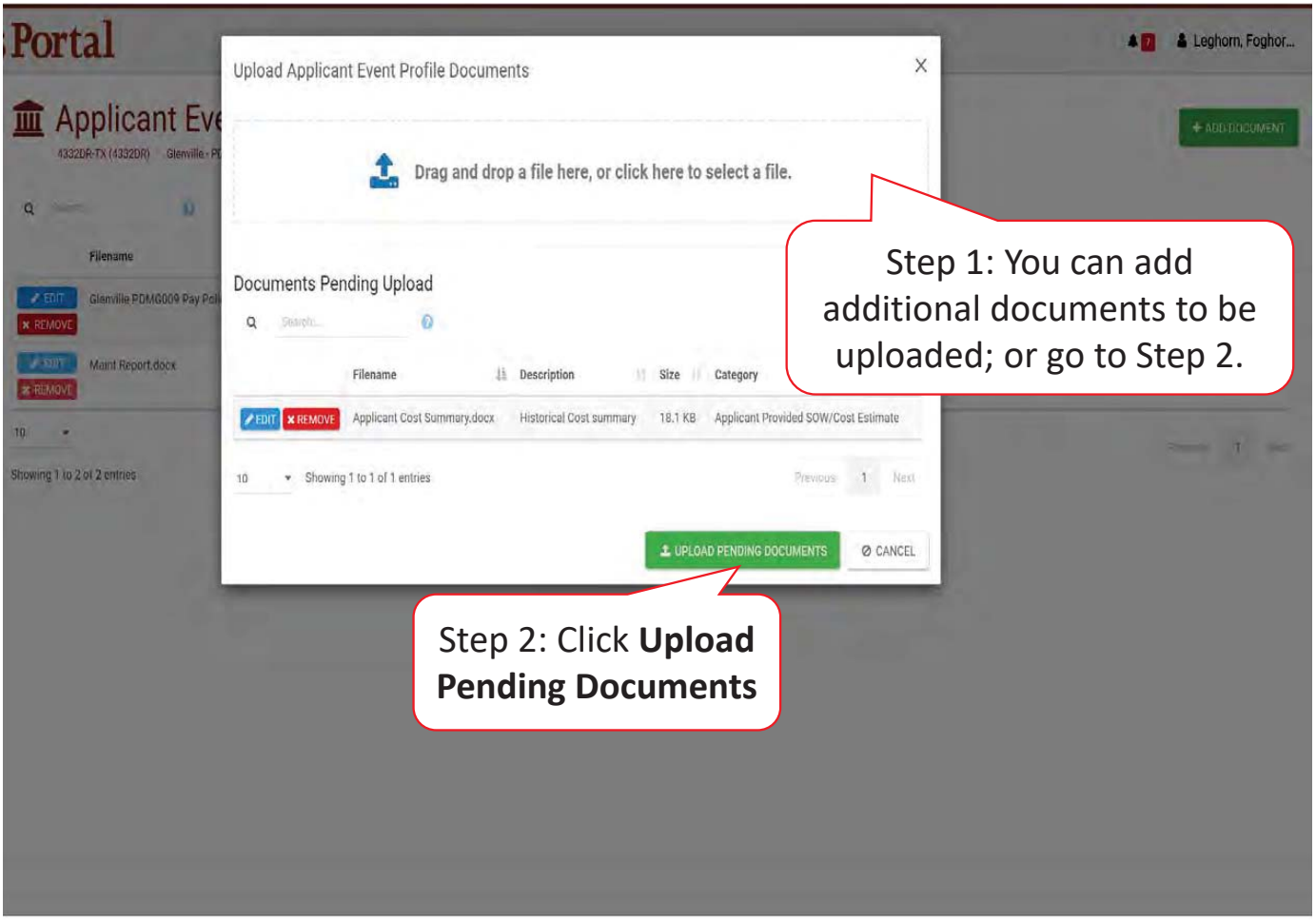
Add Document Description And Category Tag



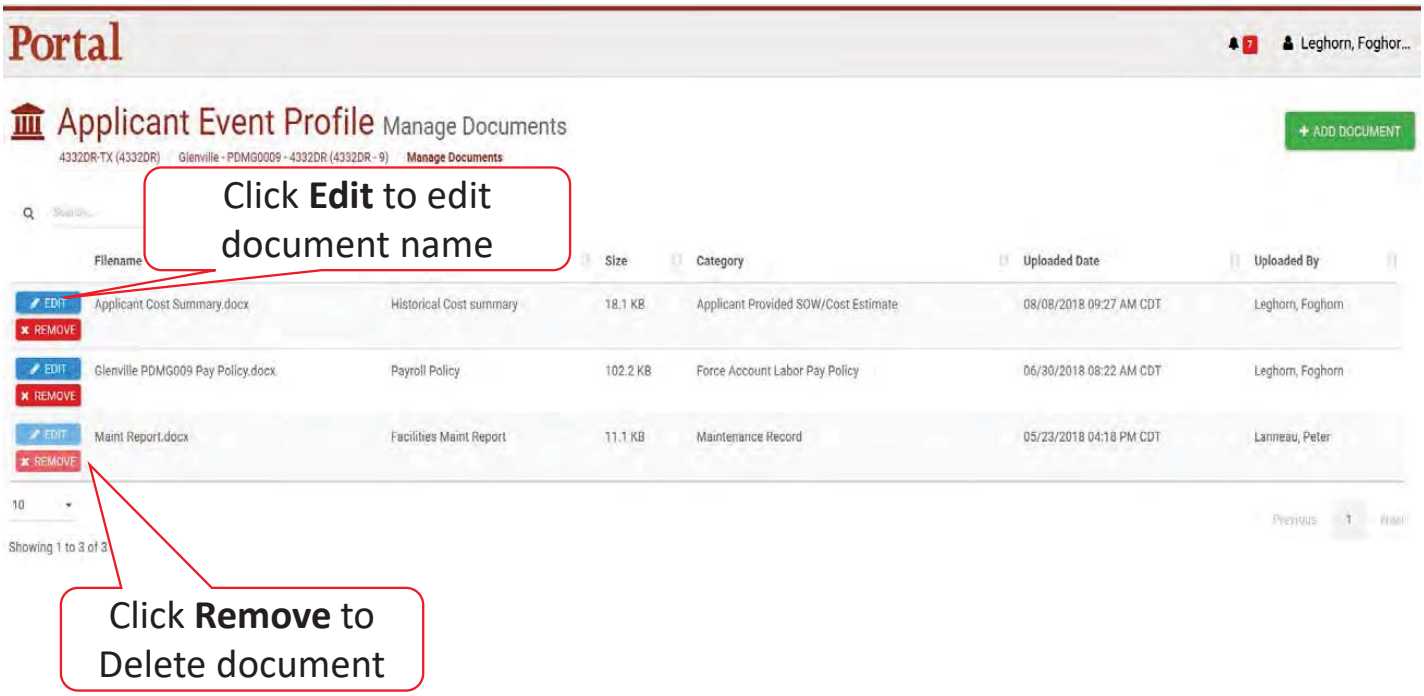
Add Document



Upload Pending Document/s

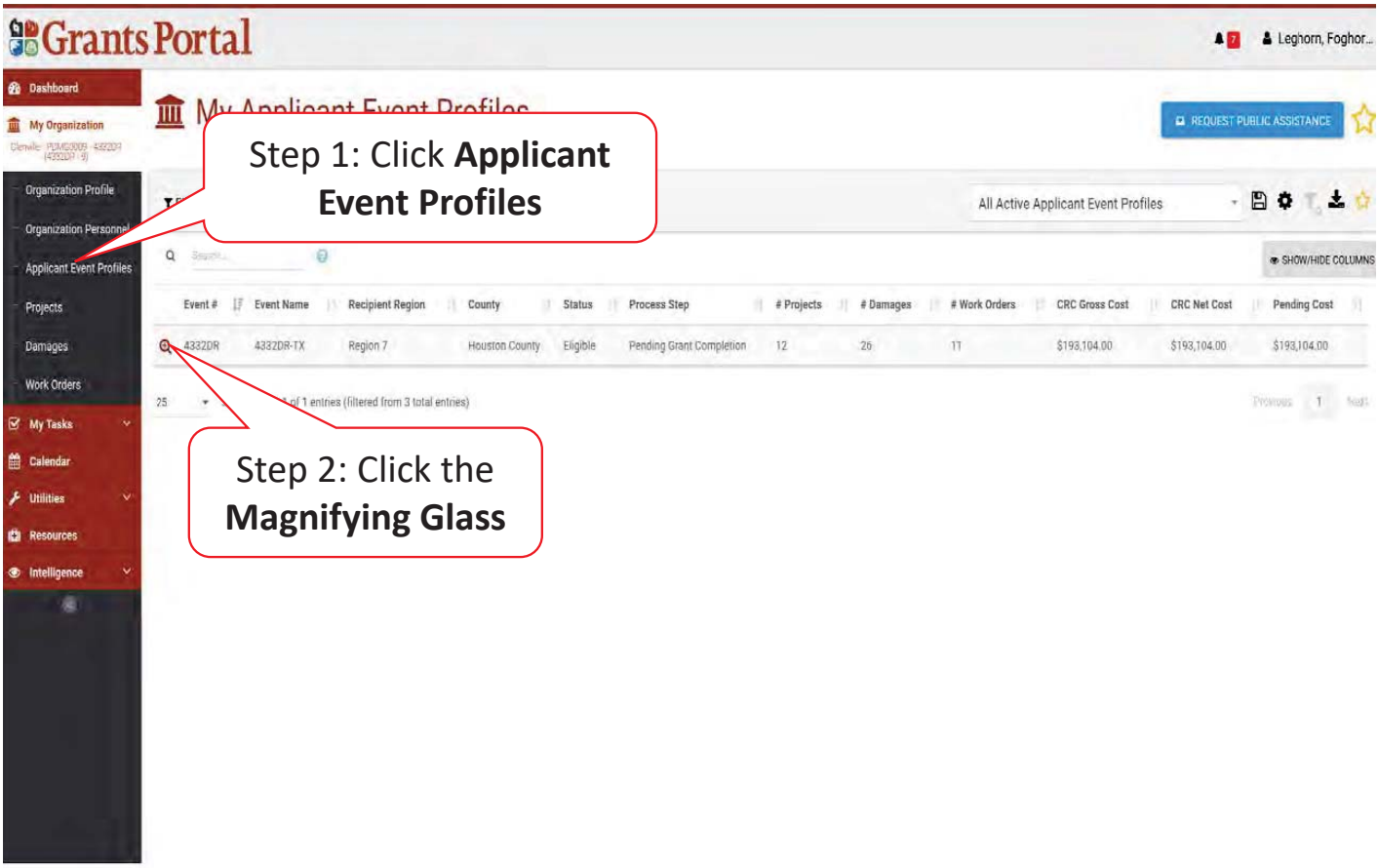


Edit Or Remove Documents

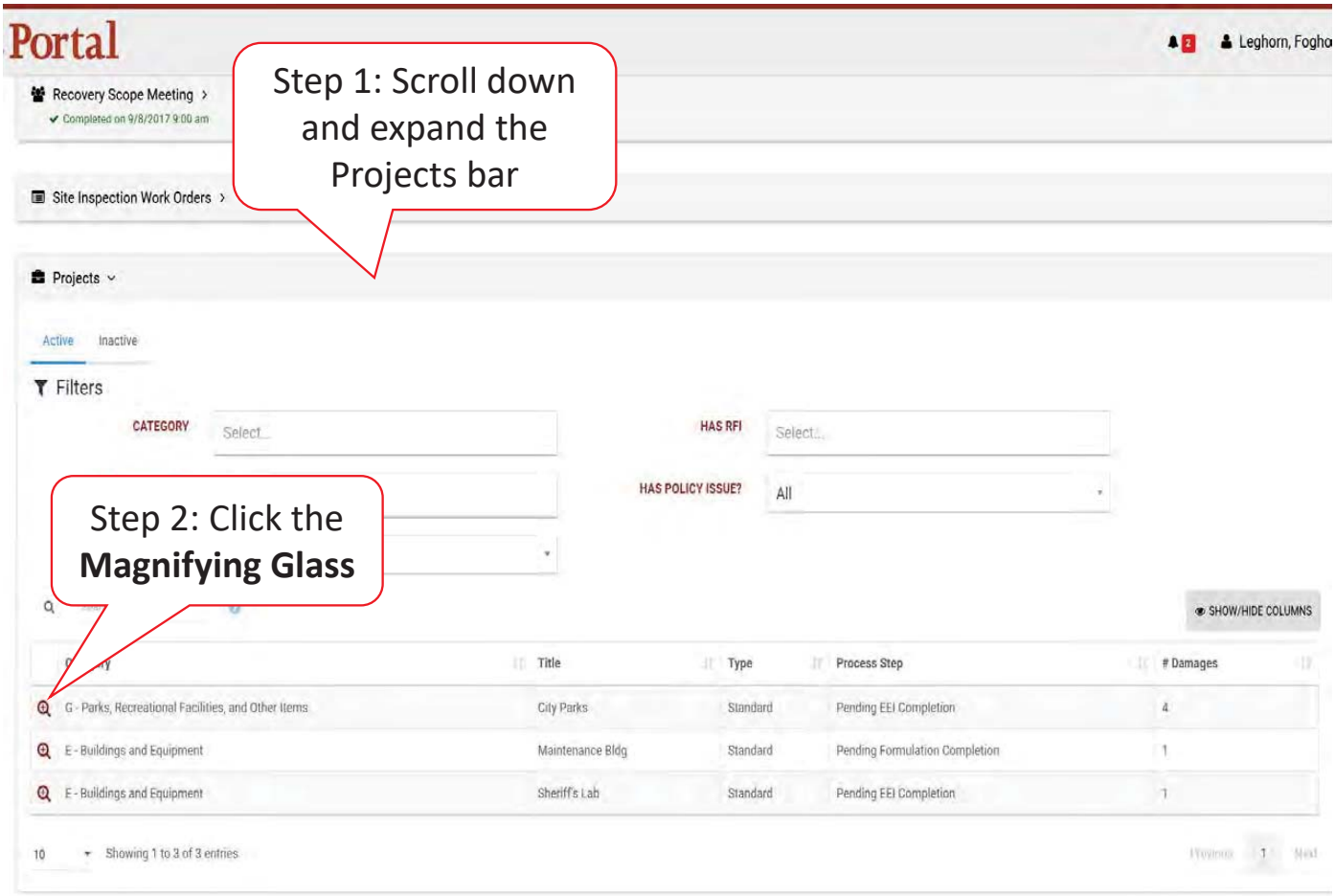


Uploading Documents Under Projects

Applicant Event Profiles



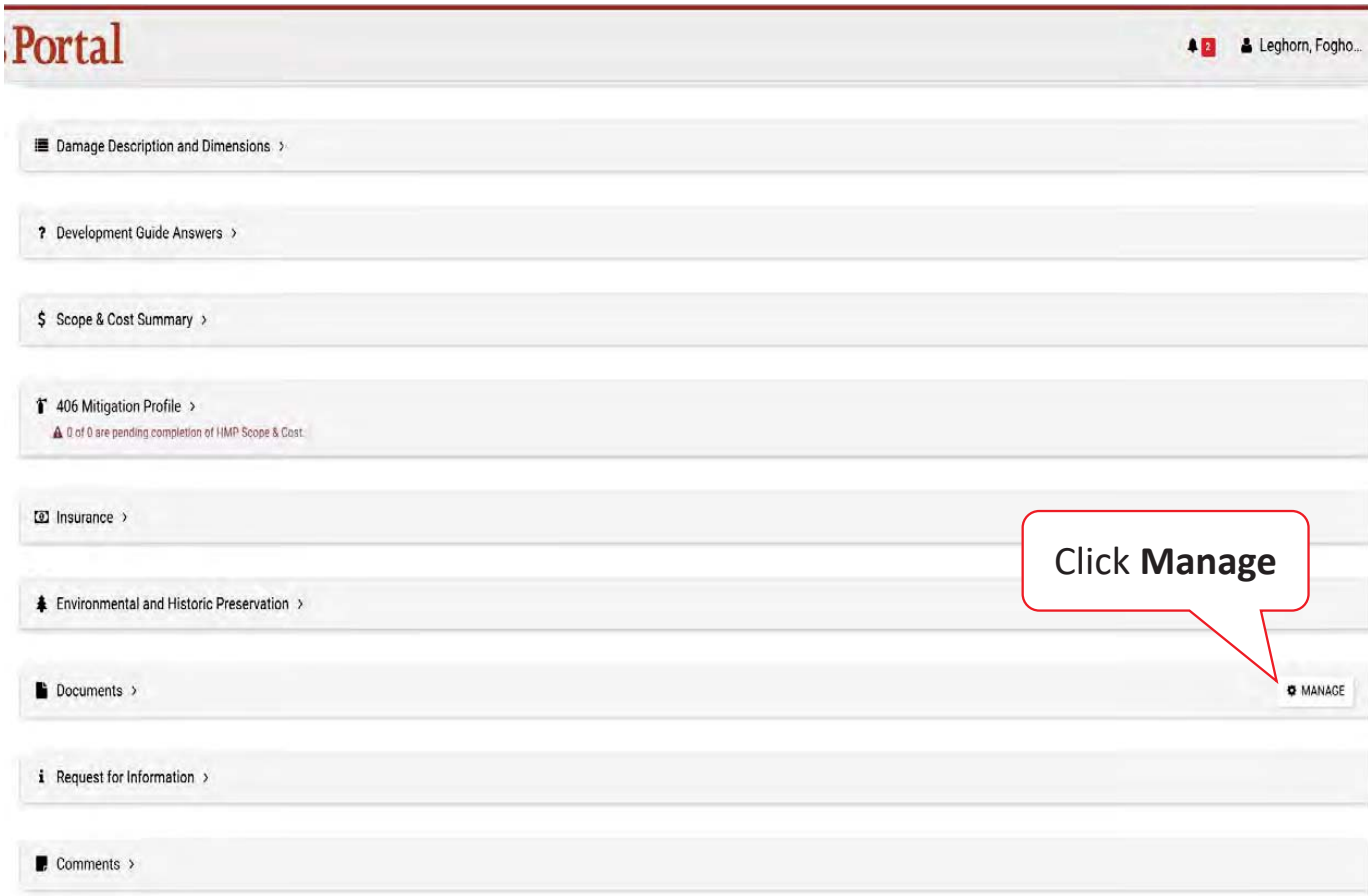
Event PA Requests Profile Document



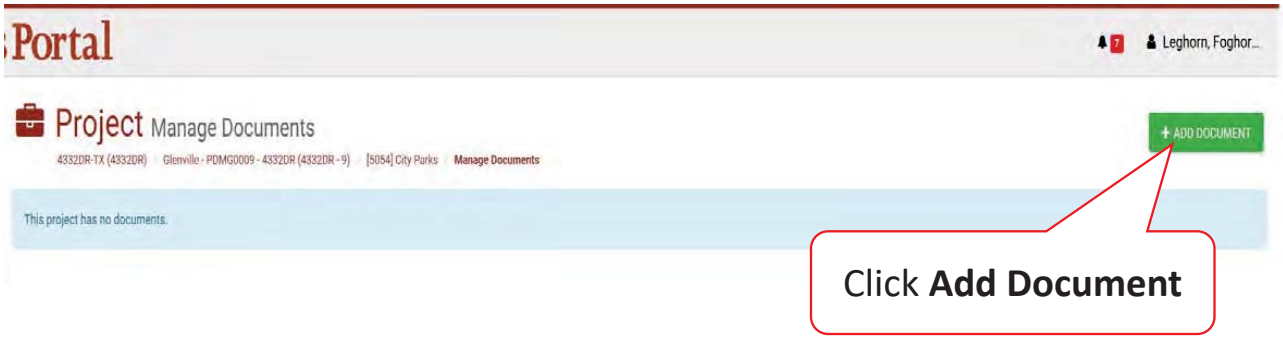
Step 1: Scroll down and expand the Projects bar

Step 2: Click the **Magnifying Glass**

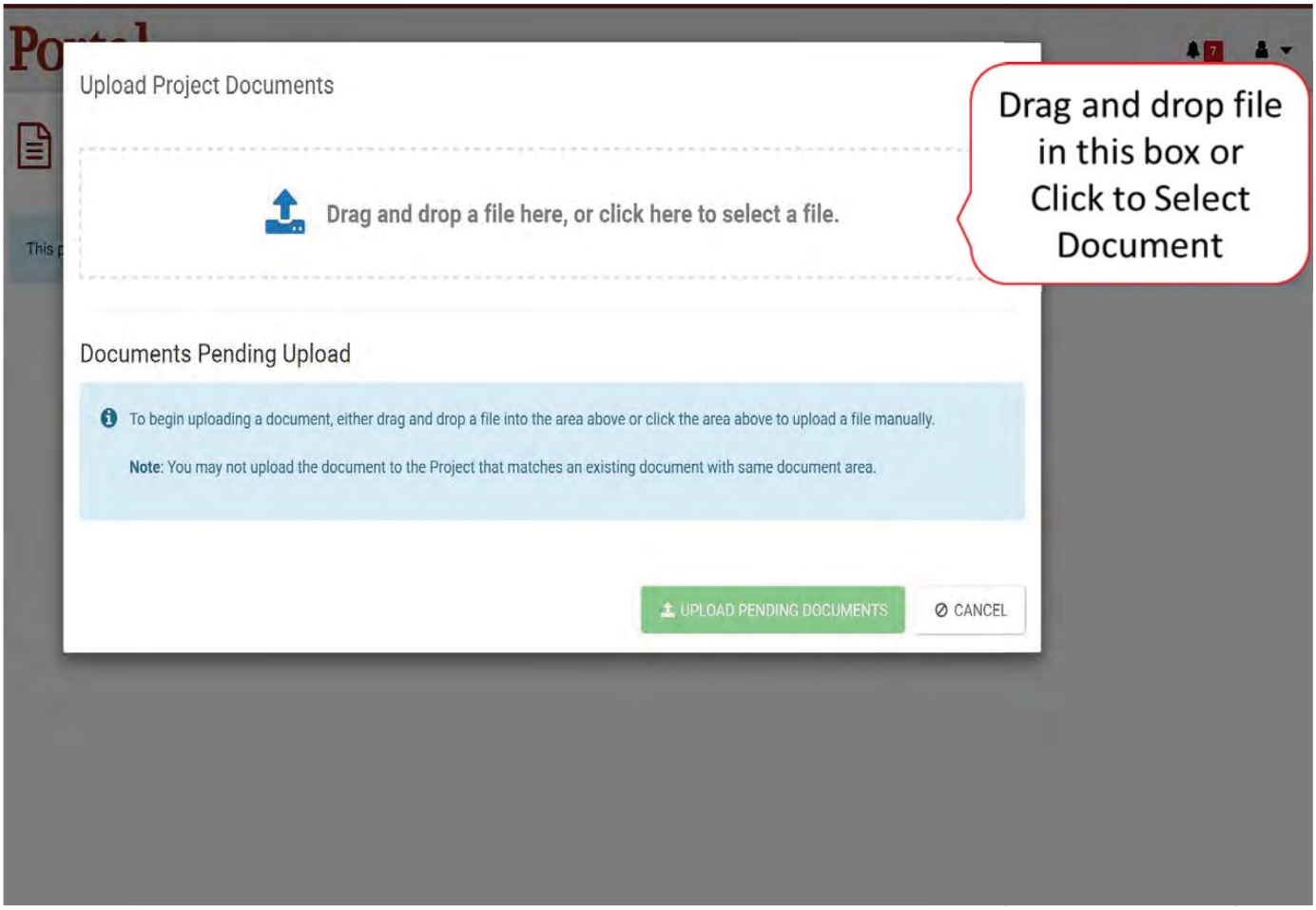
Project Document



Project Details Mange Documents



Project Details Document Upload – Pop Up



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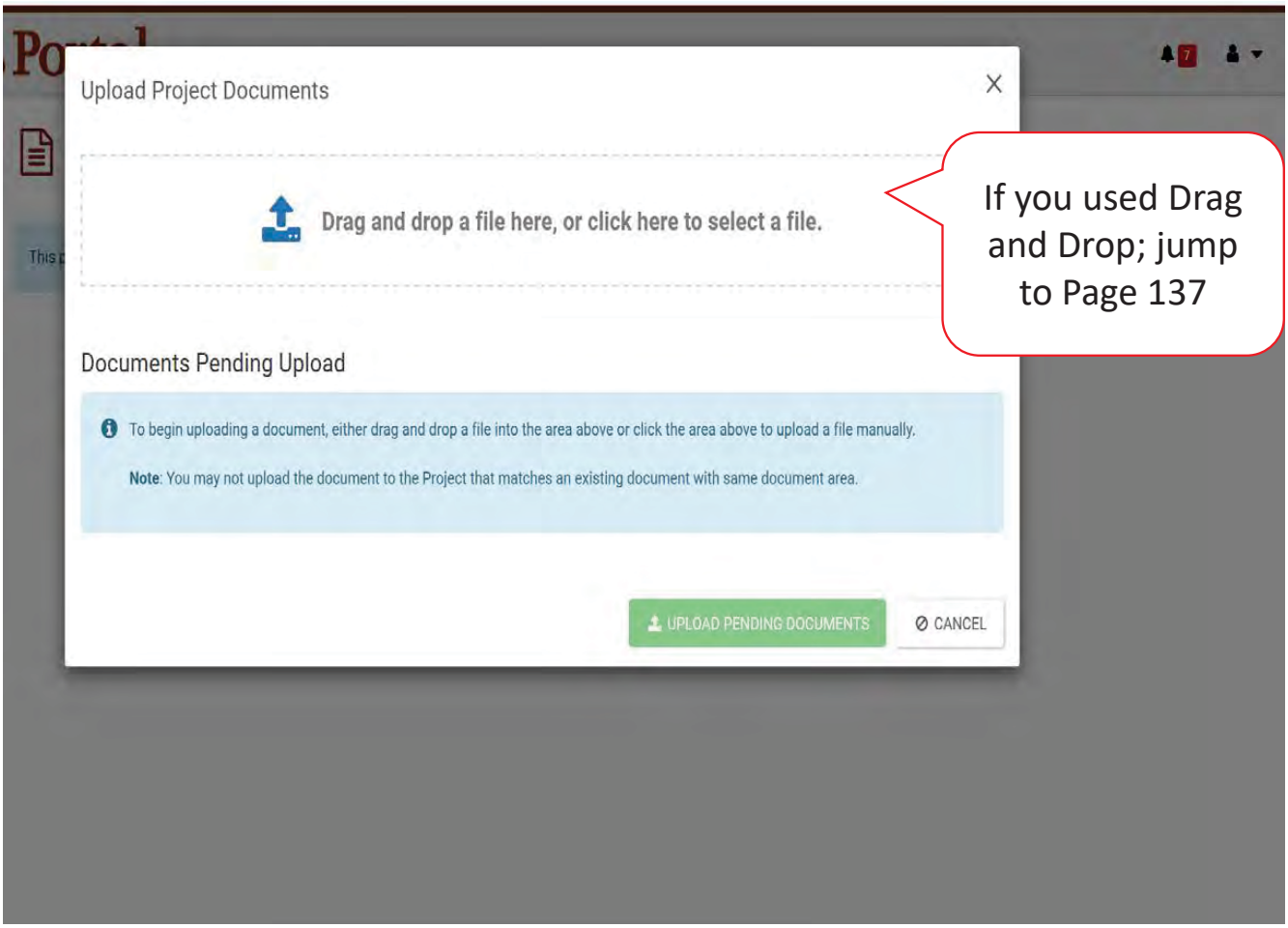
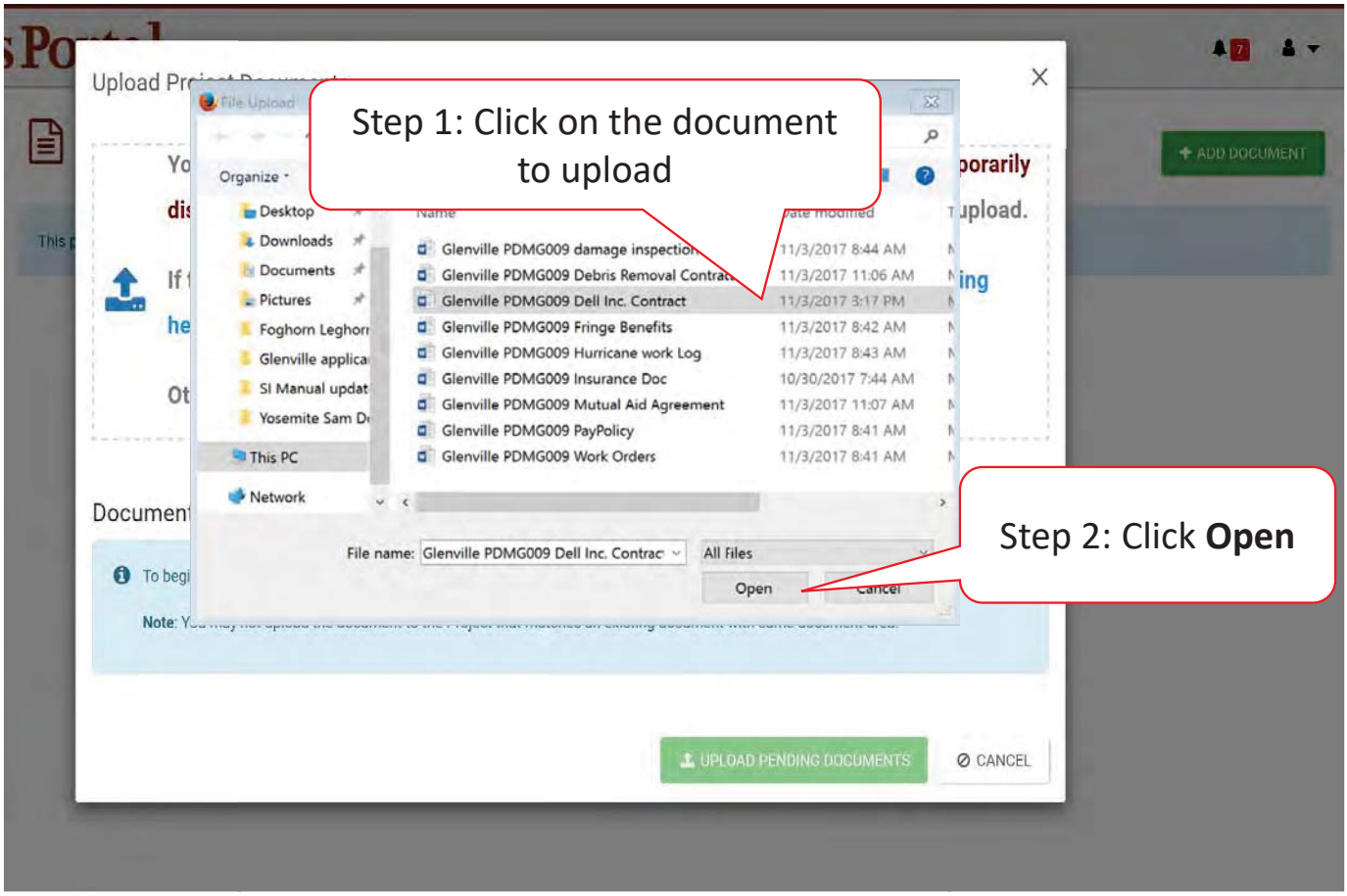


If you used Drag and Drop; jump to Page 137

Click to Select Document Upload – Pop Up Box



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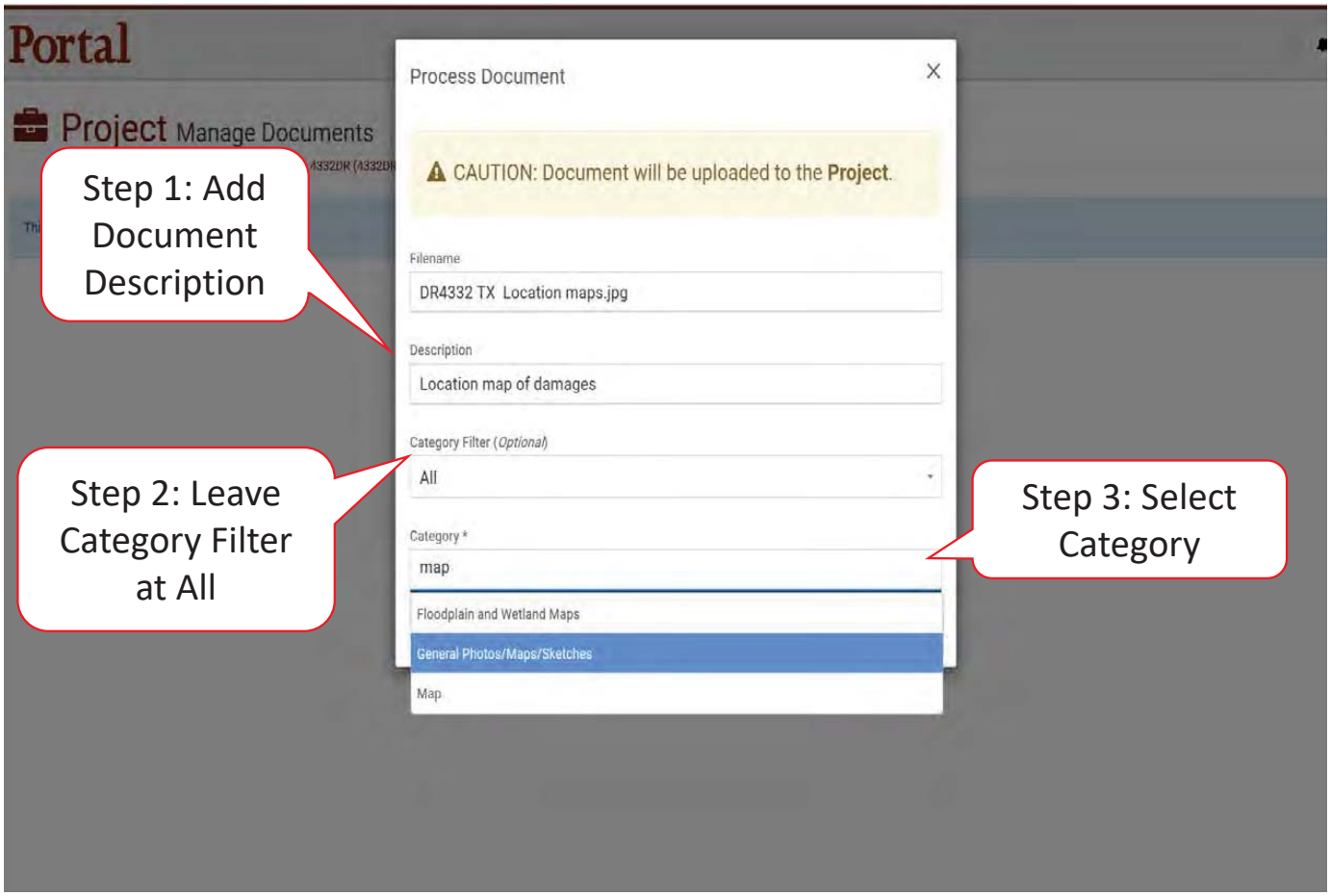
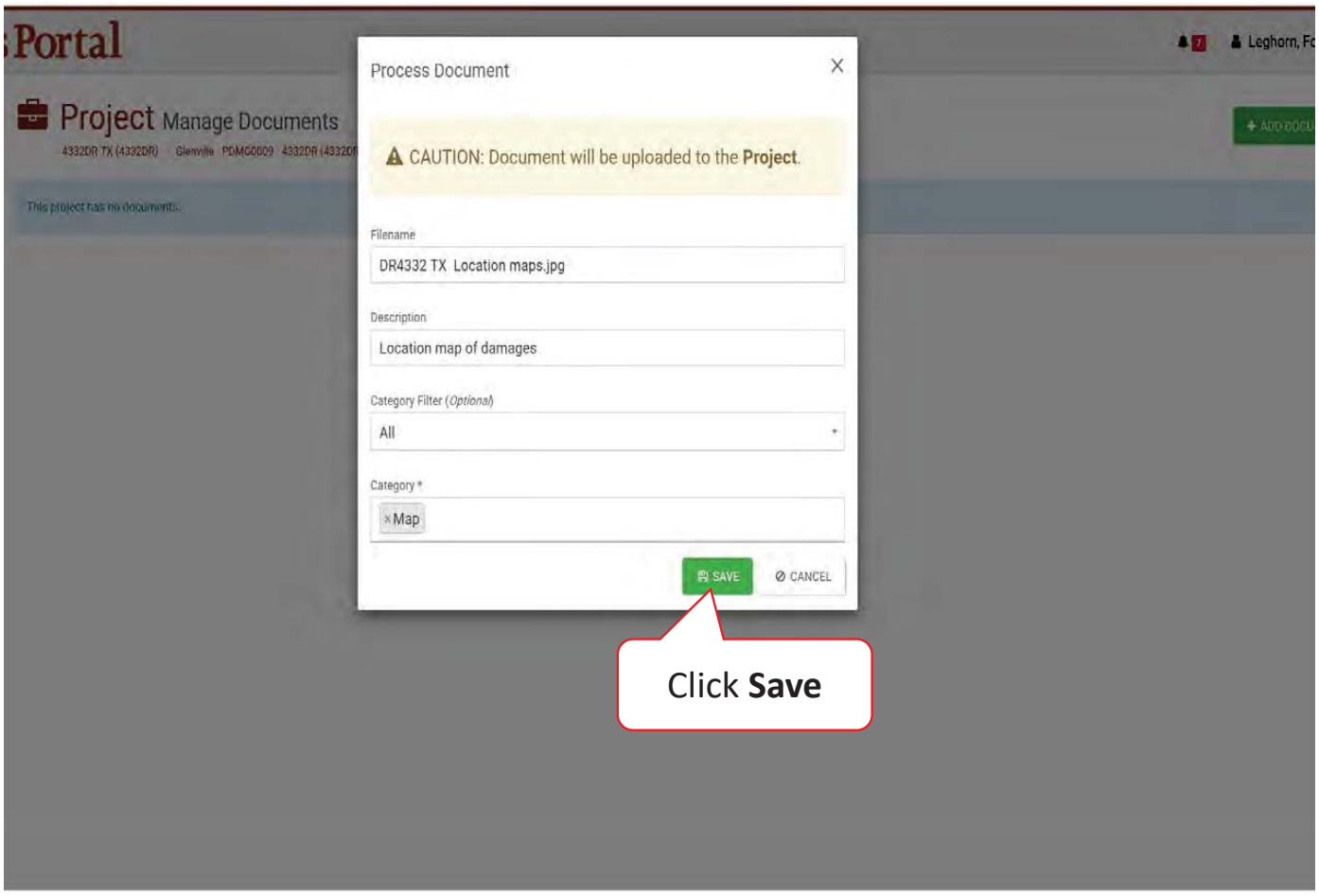
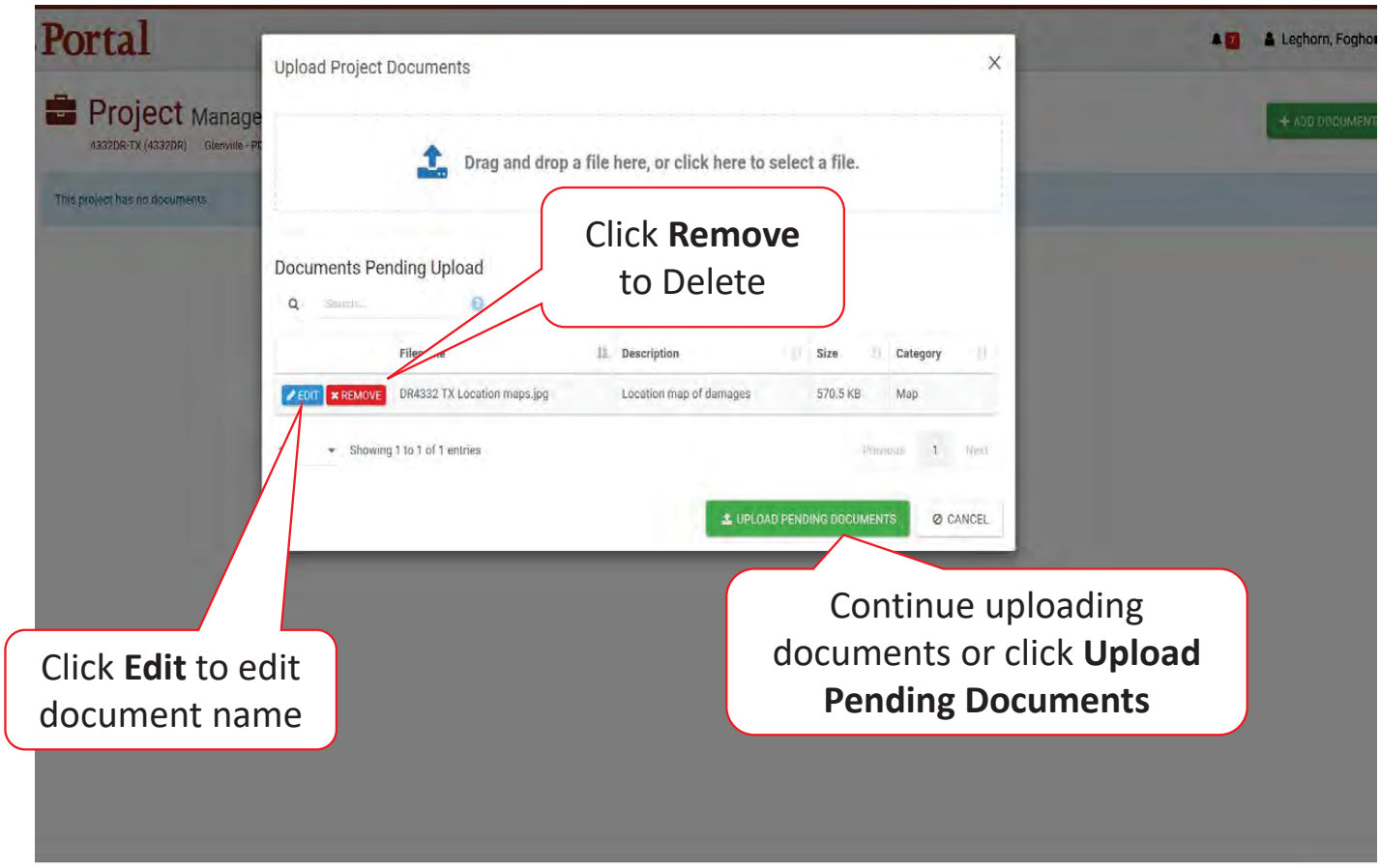


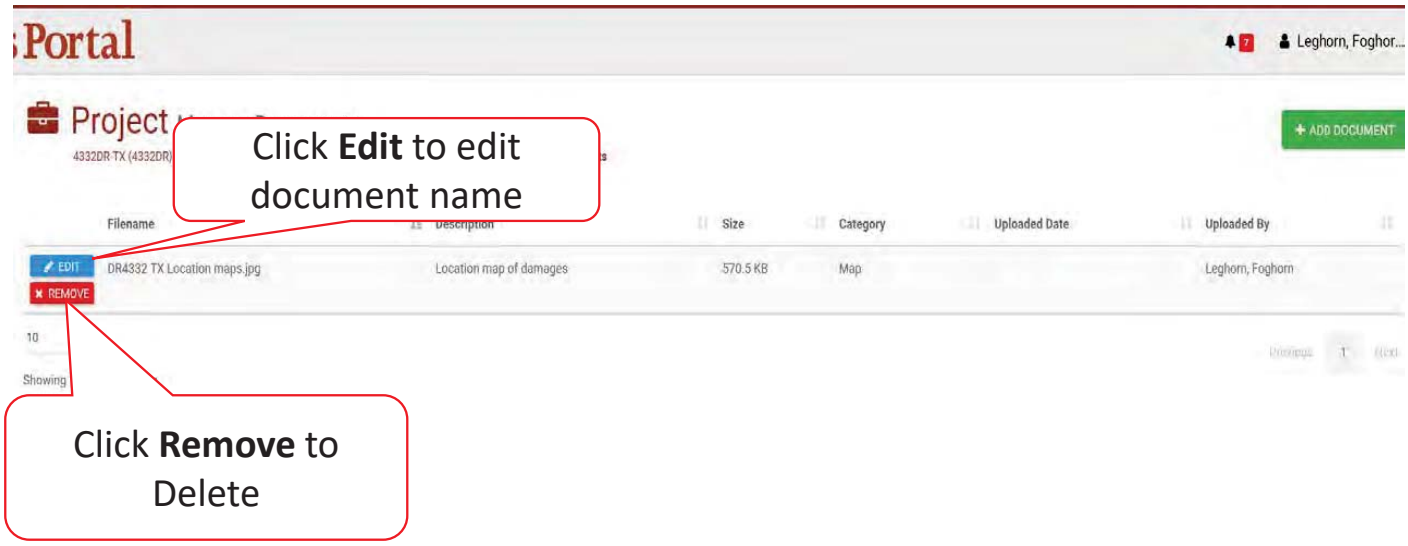
Add Document to Project Details



Upload Pending Document/s

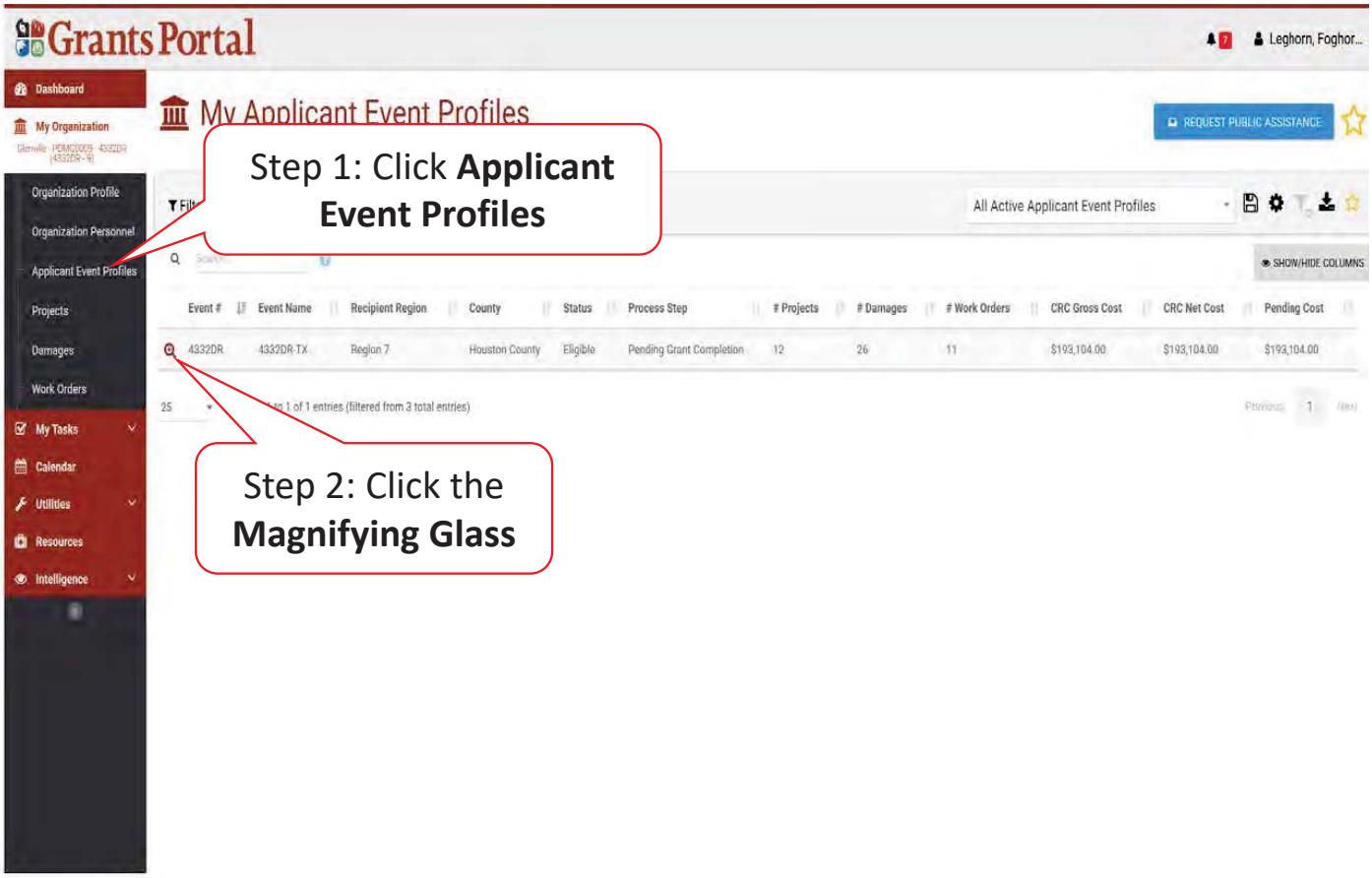


Edit Or Remove Documents

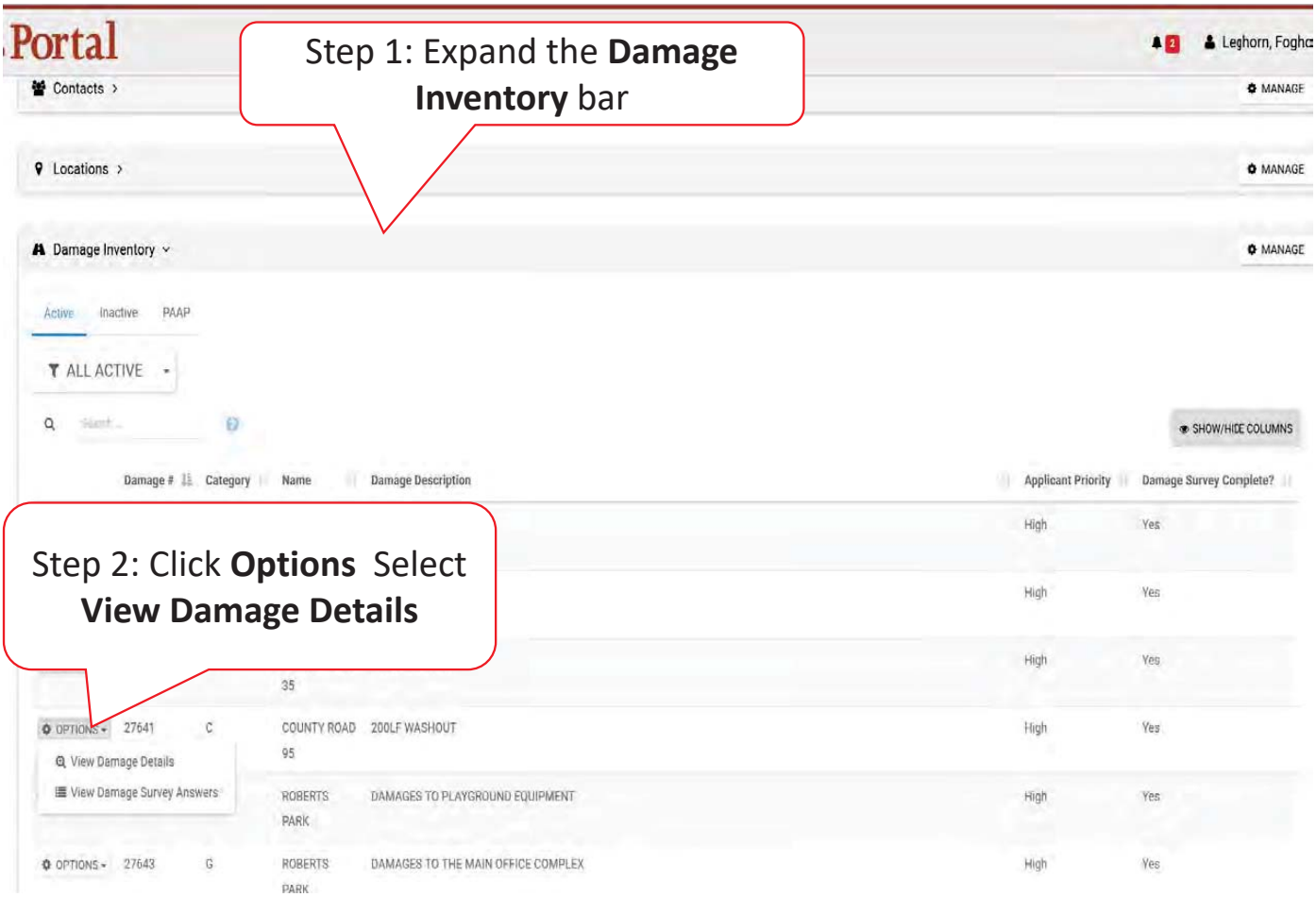


Uploading Documents To Damage Inventory Line Item

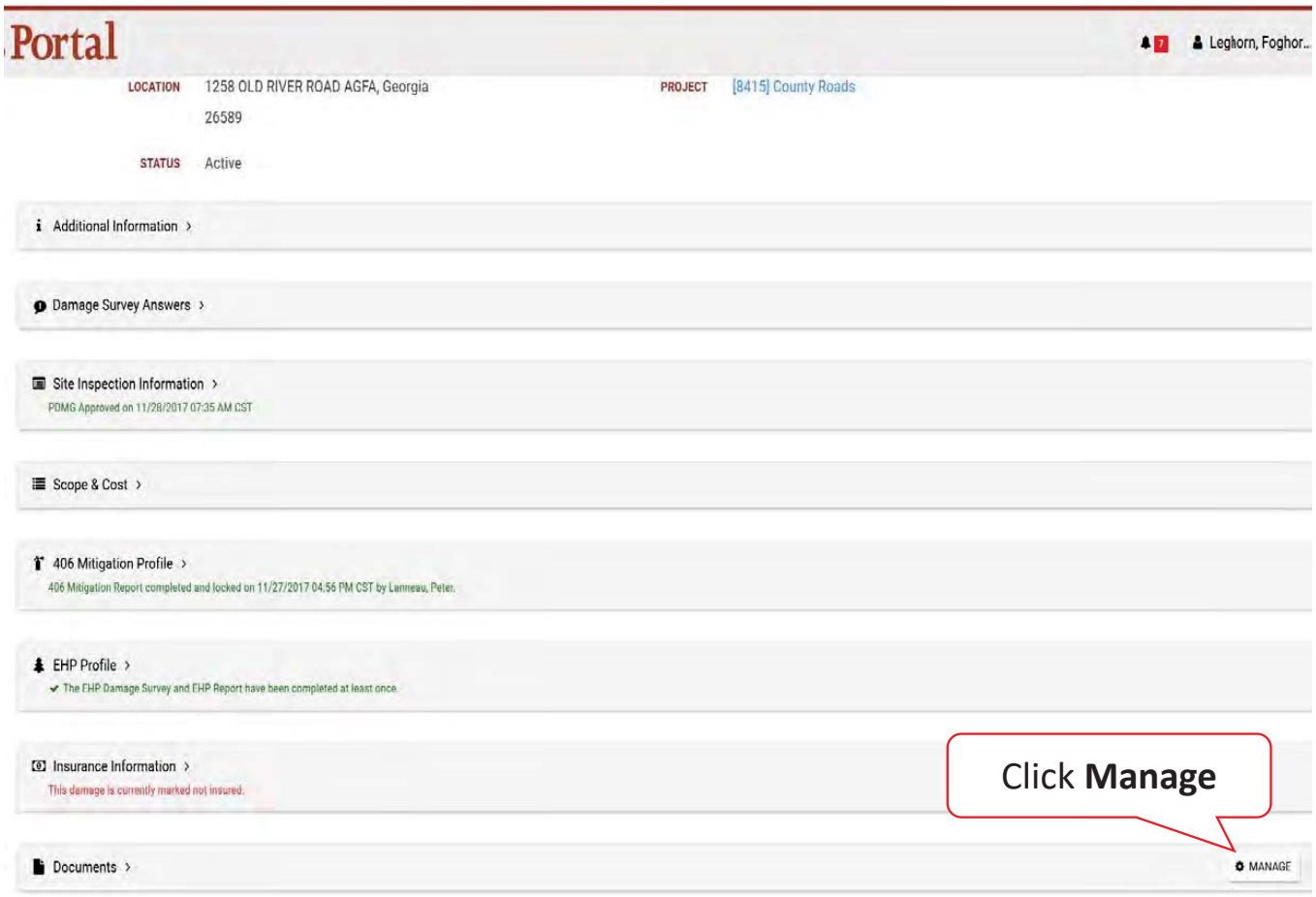
Applicant Event Profiles



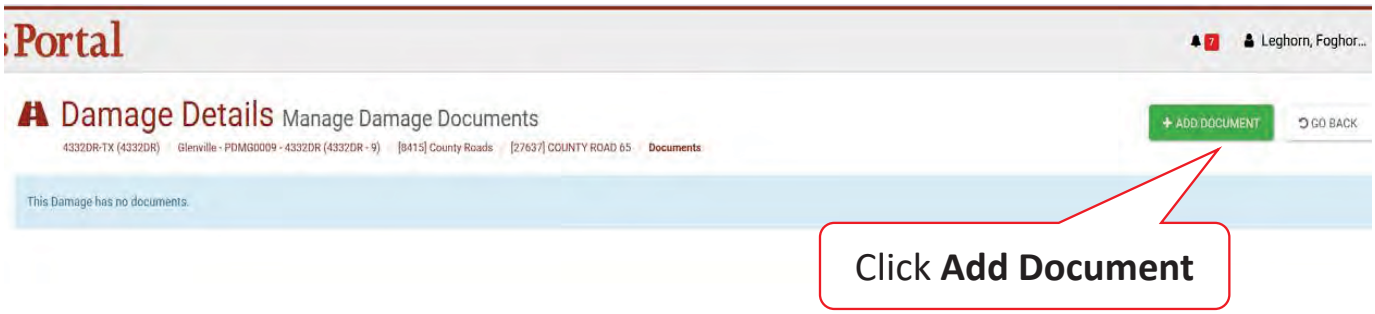
Event Profile Damage Inventory



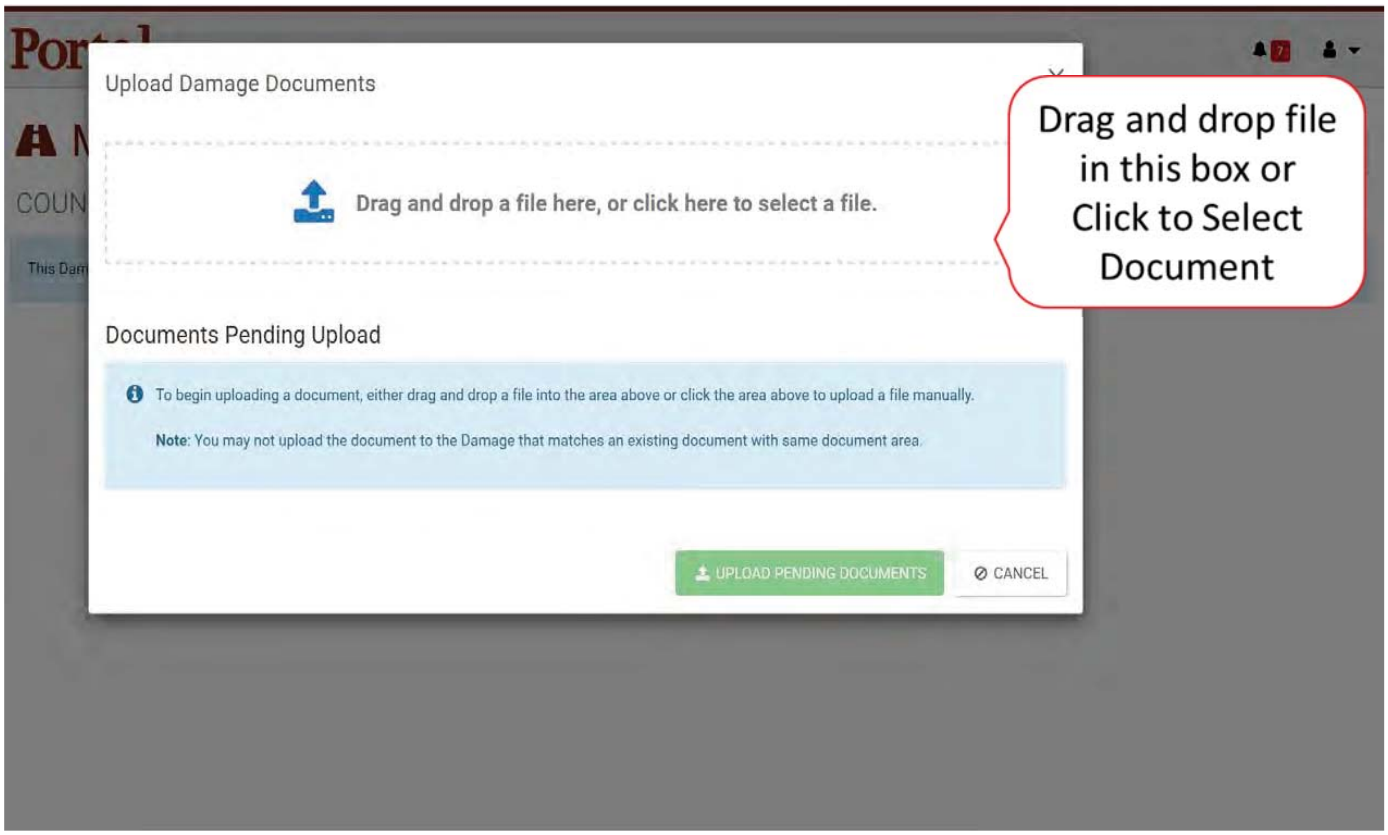
Damage Details Documents Bar



Damage Details Manage Damage Documents



Damage Details Upload Document – Pop Up



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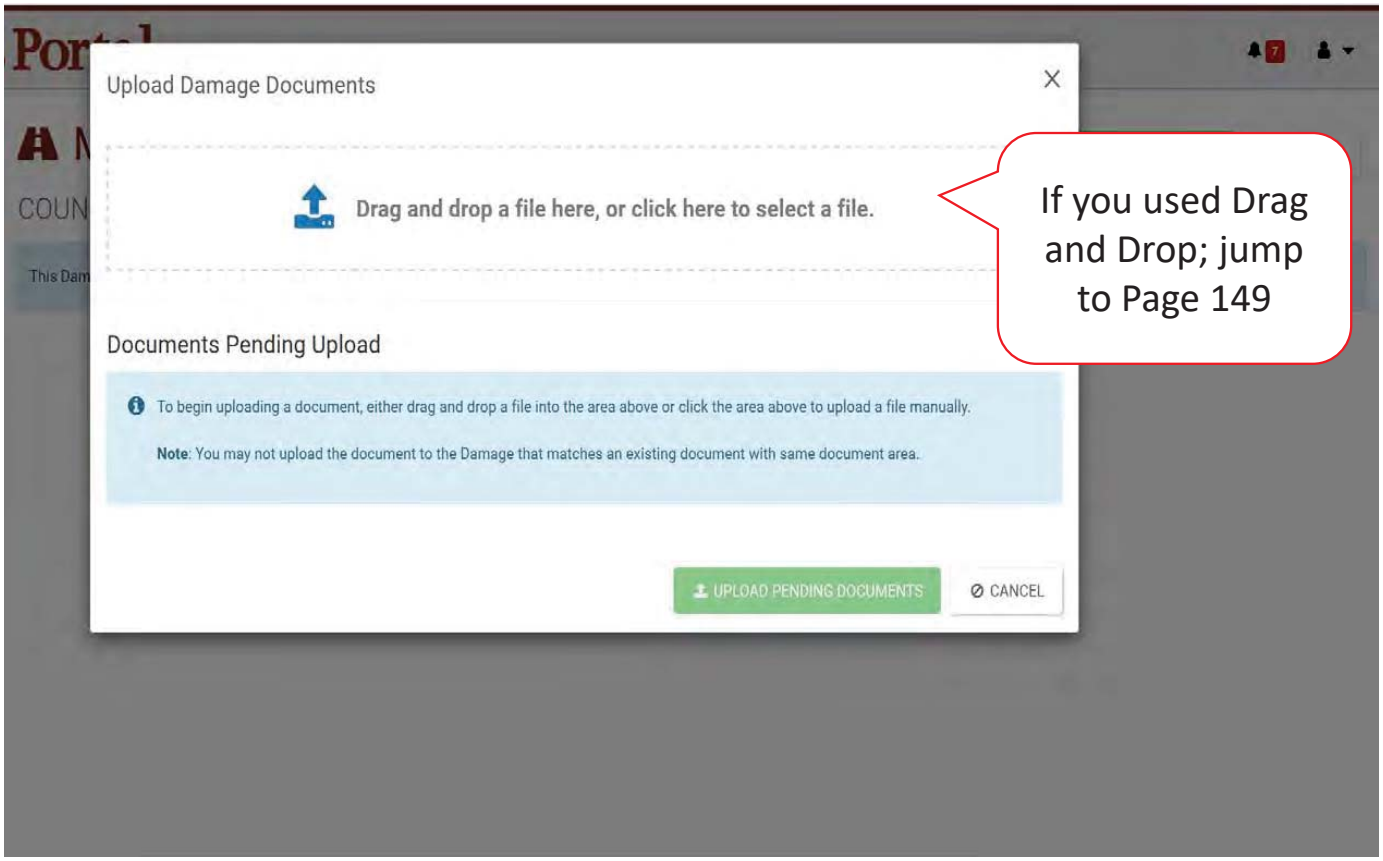
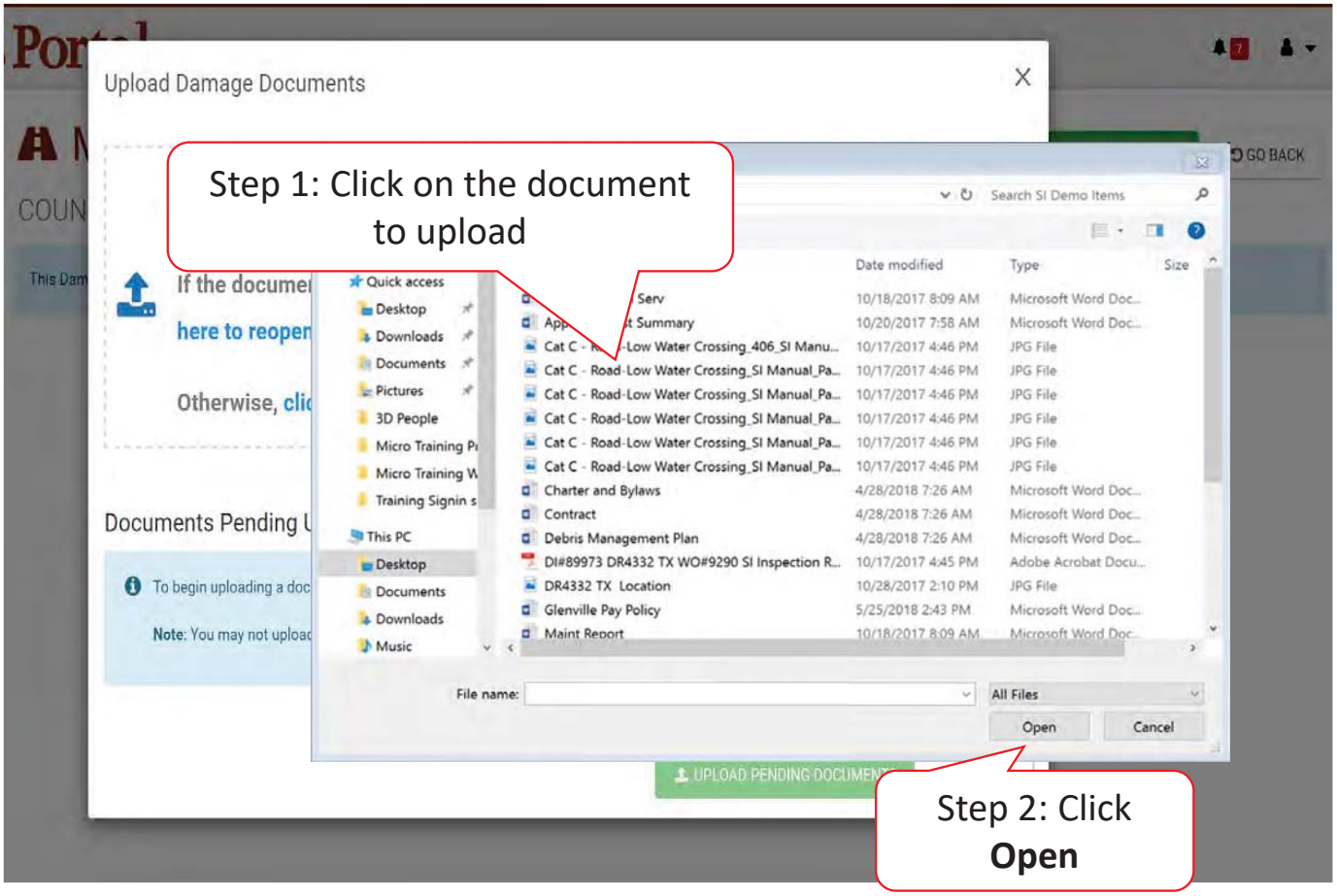
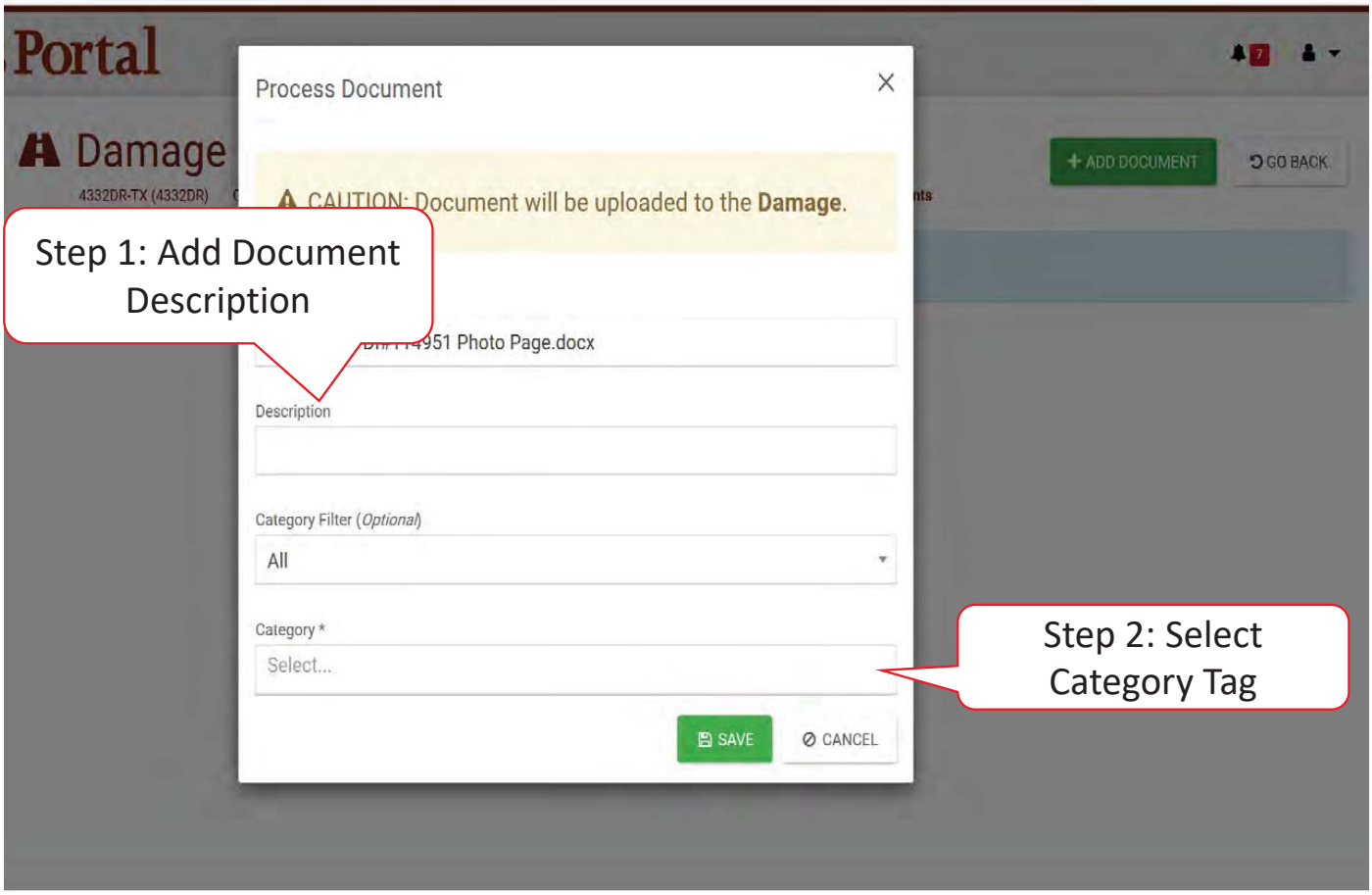


If you used Drag and Drop; jump to Page 149

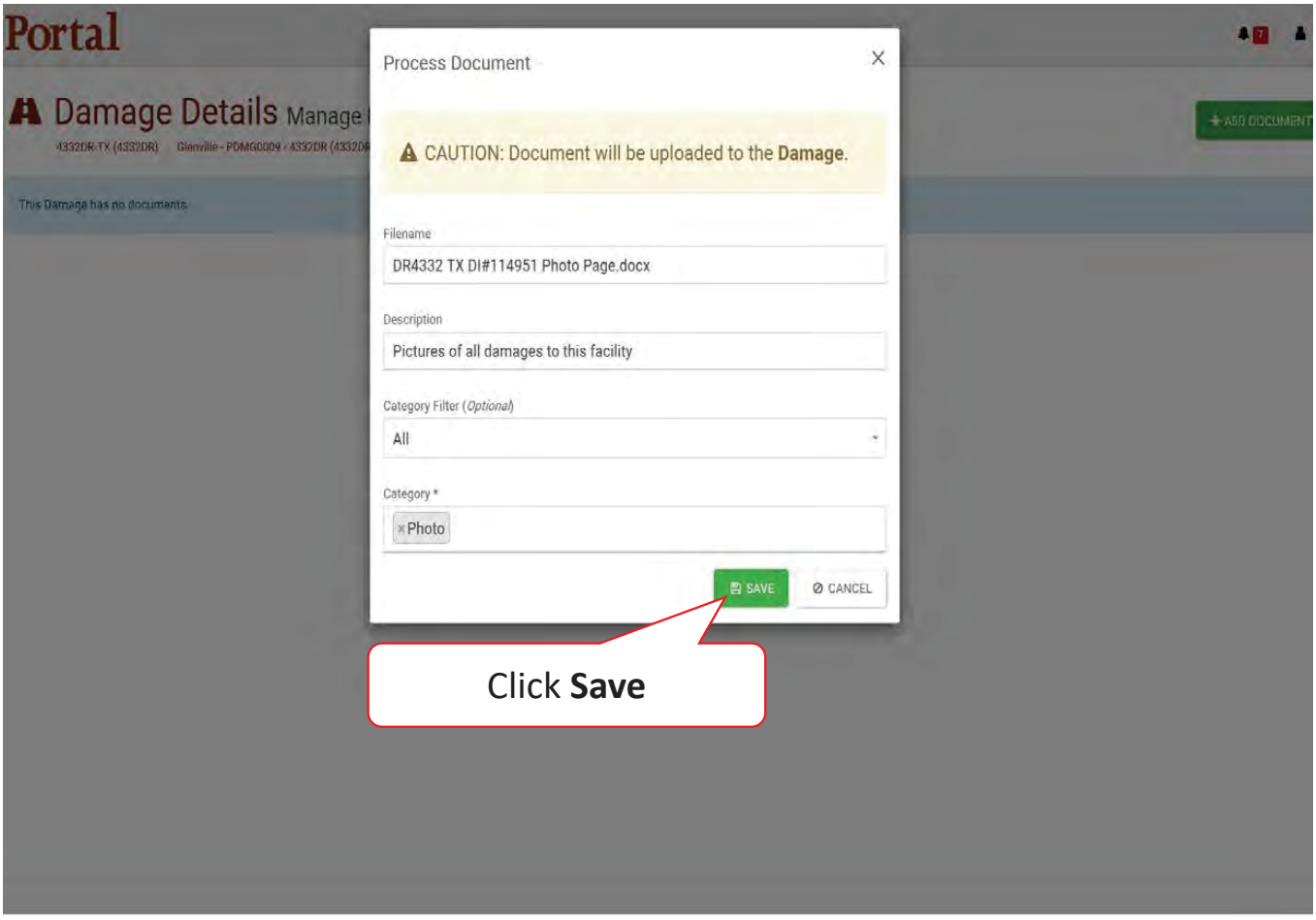
Click To Select Document Upload – Pop Up



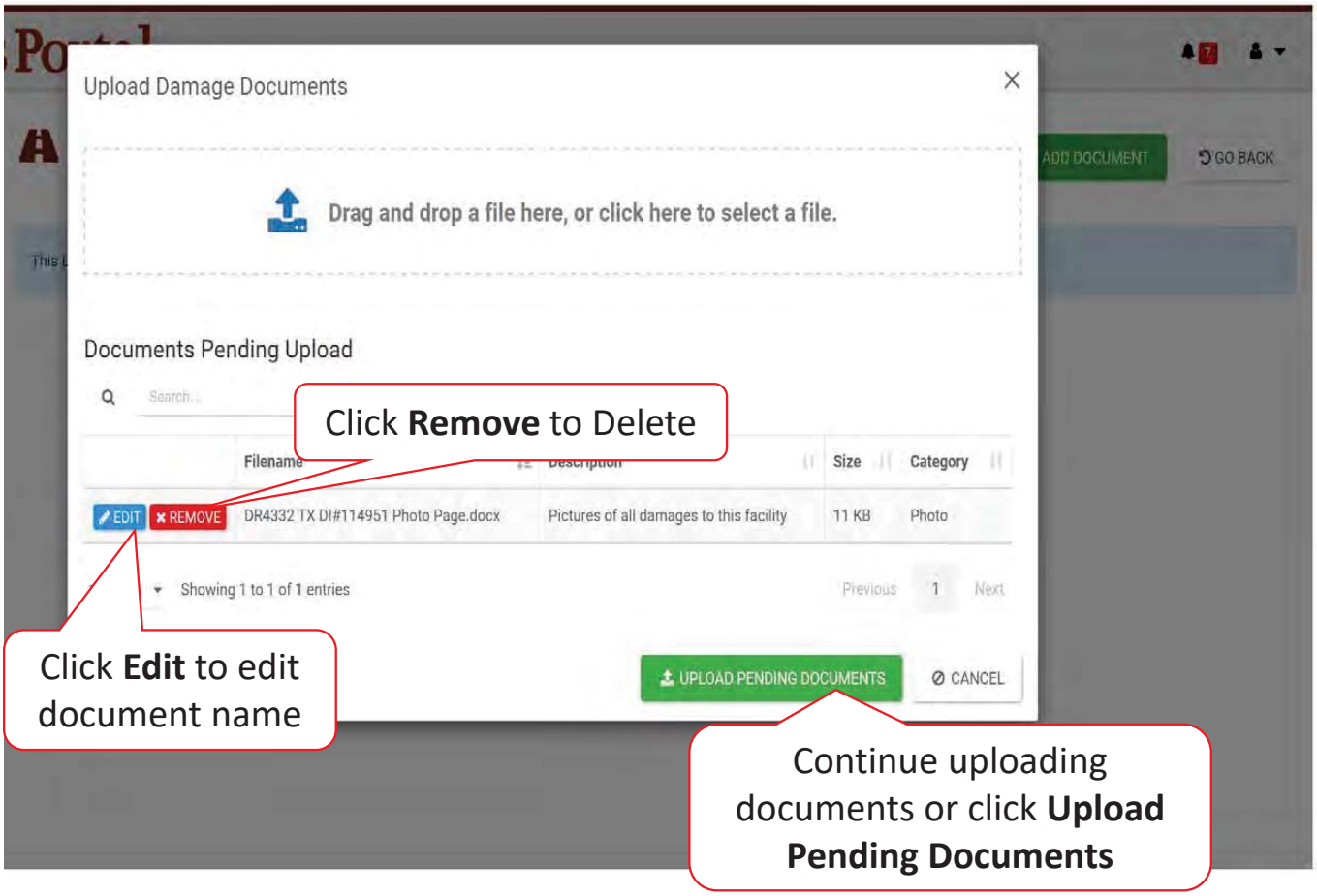
Add Document Description & Category Tag



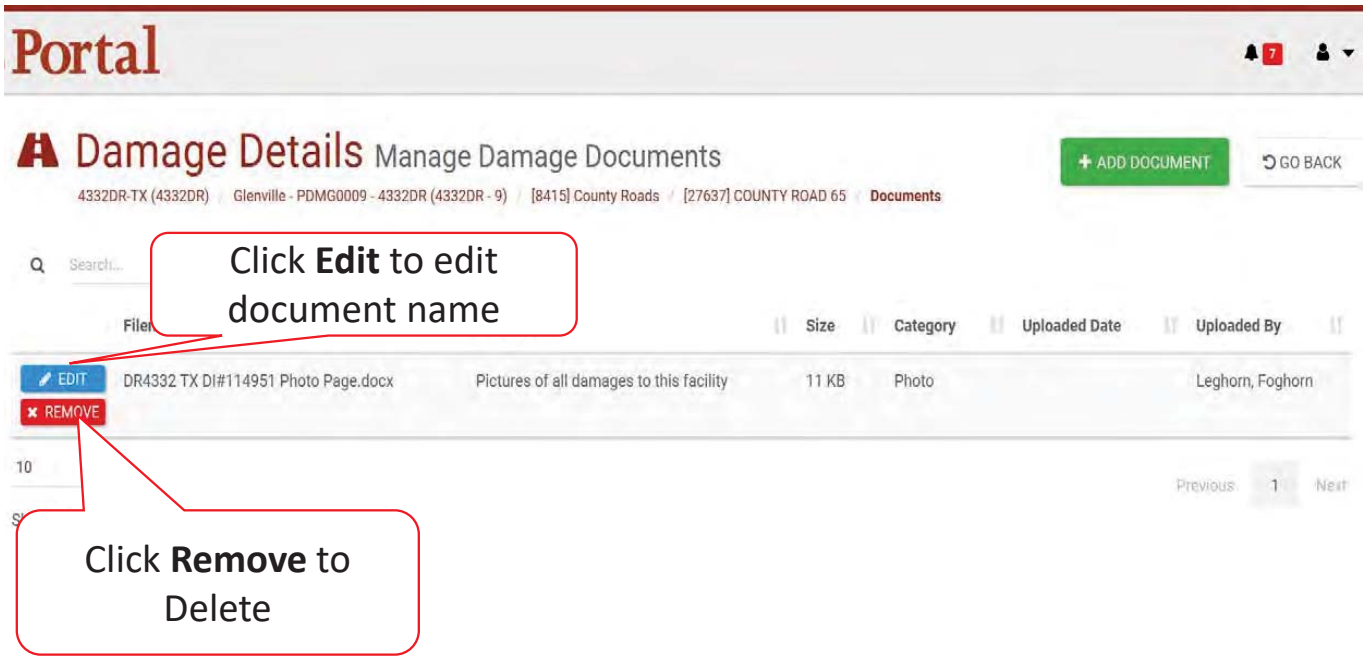
Save Uploaded Document



Uploaded Pending Document/s

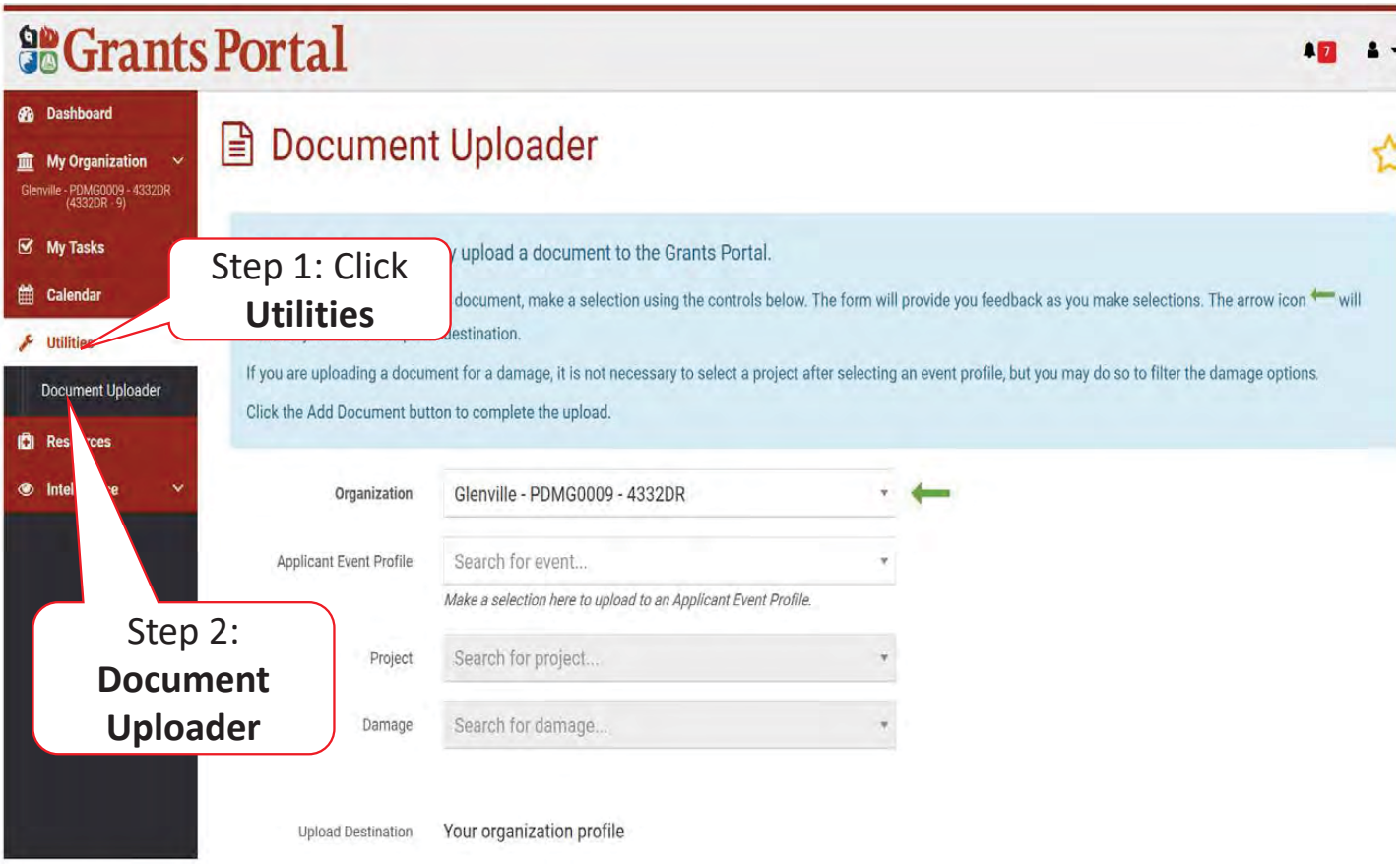


Edit Or Remove Documents

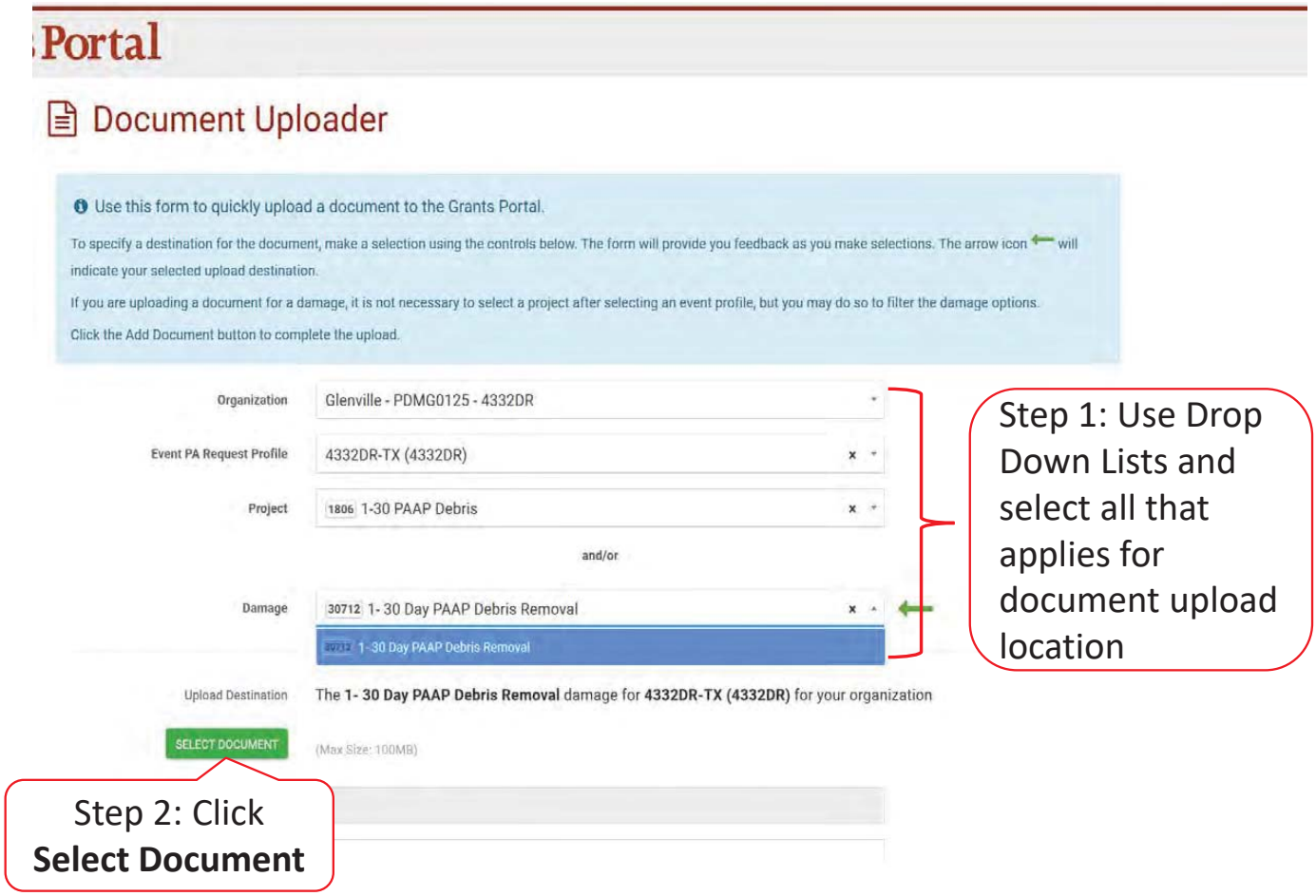


Upload Documents Using Document Uploader Wizard

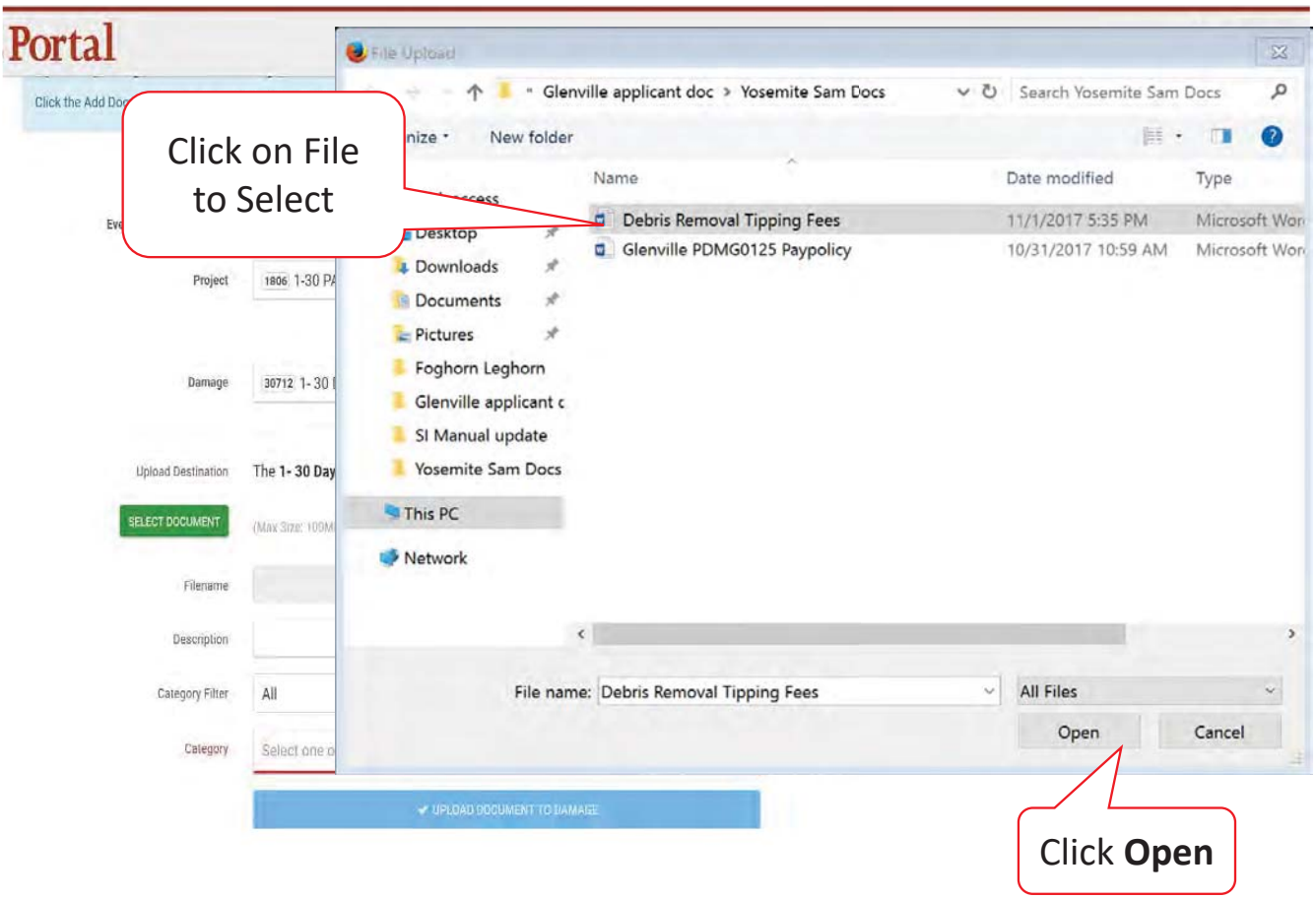
Utilities Menu



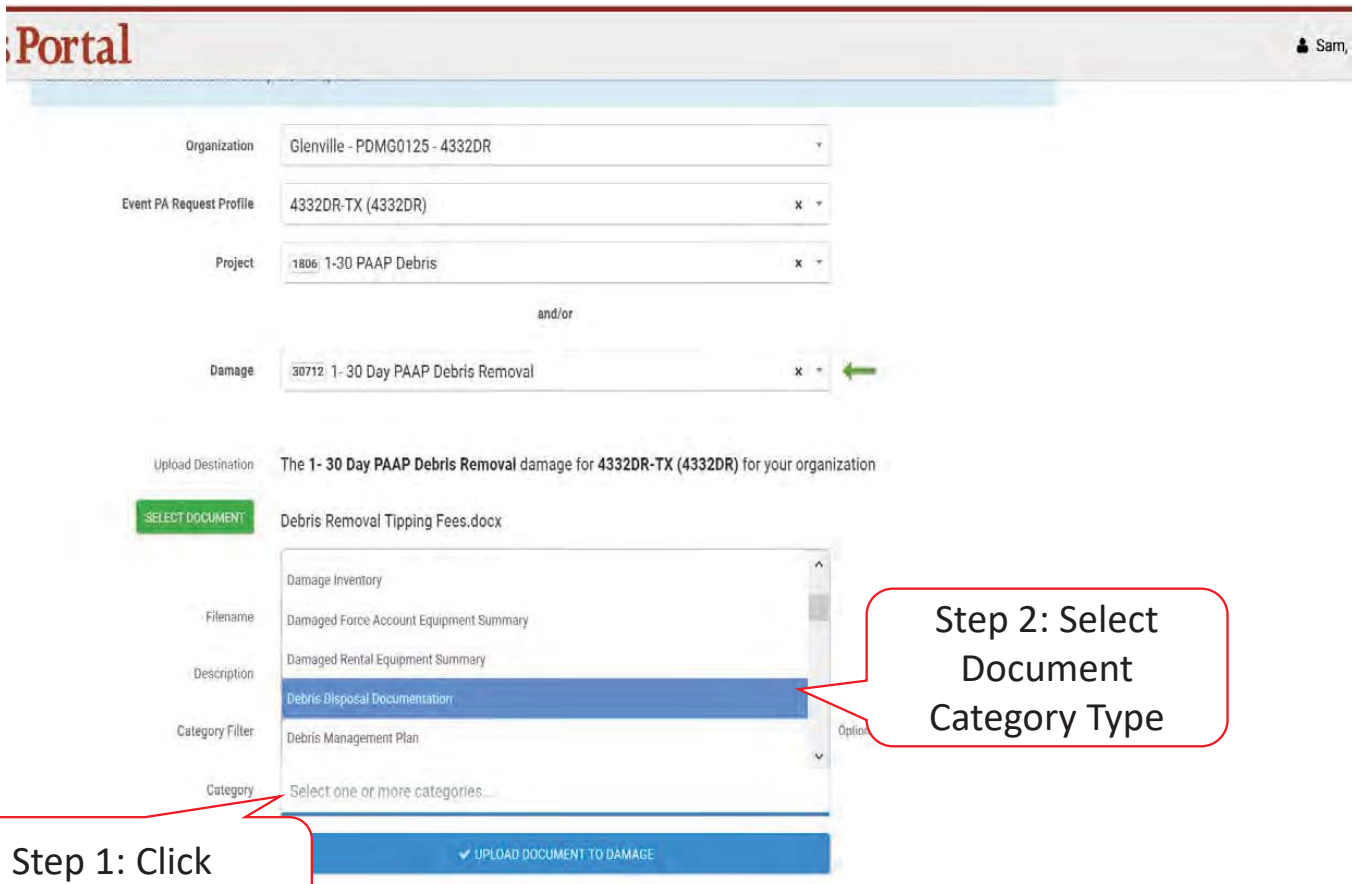
Select Where To Load Document



Select Document To Be Uploaded



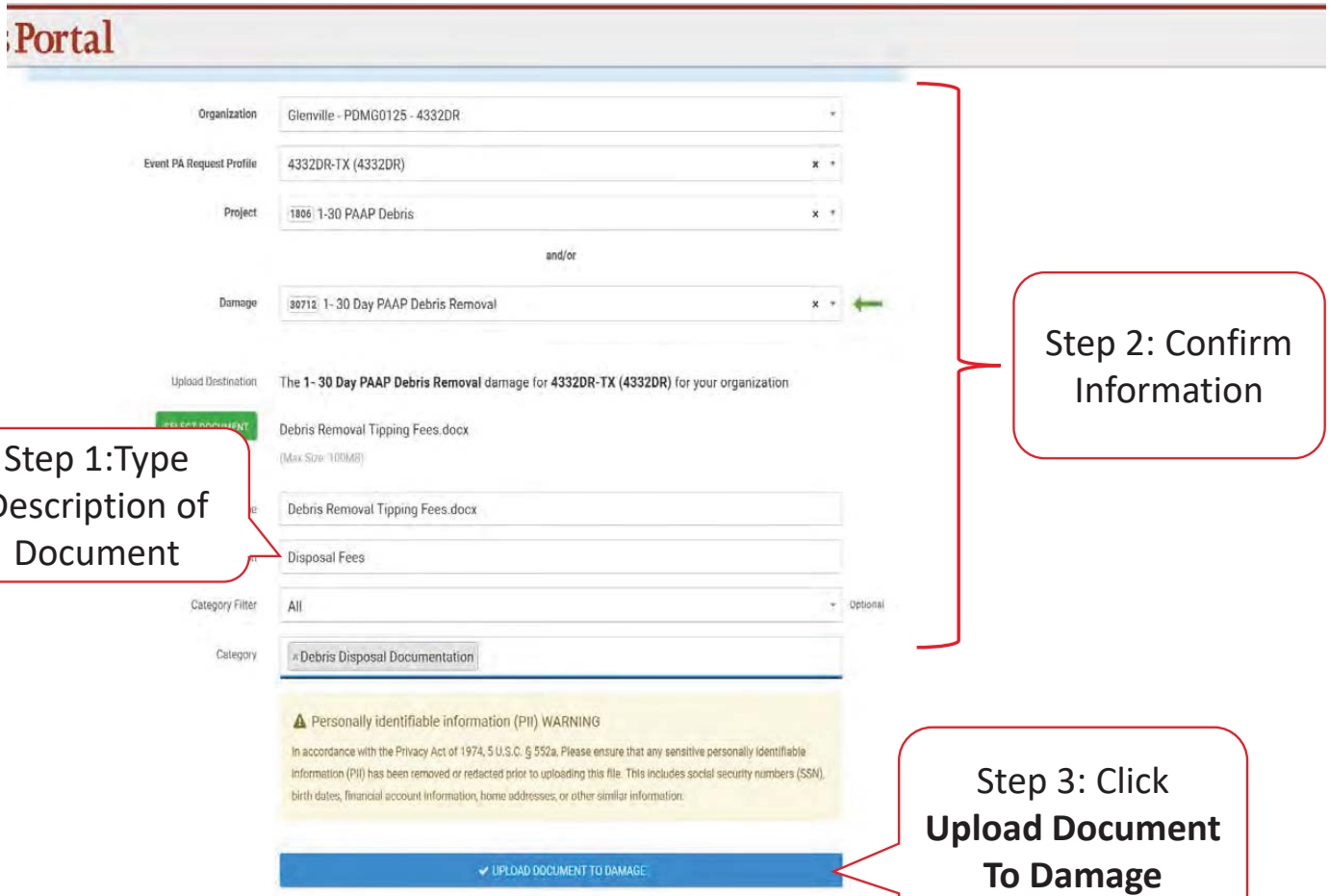
Document Description And Category



Step 2: Select Document Category Type

Step 1: Click **Category** Bar

Upload Document

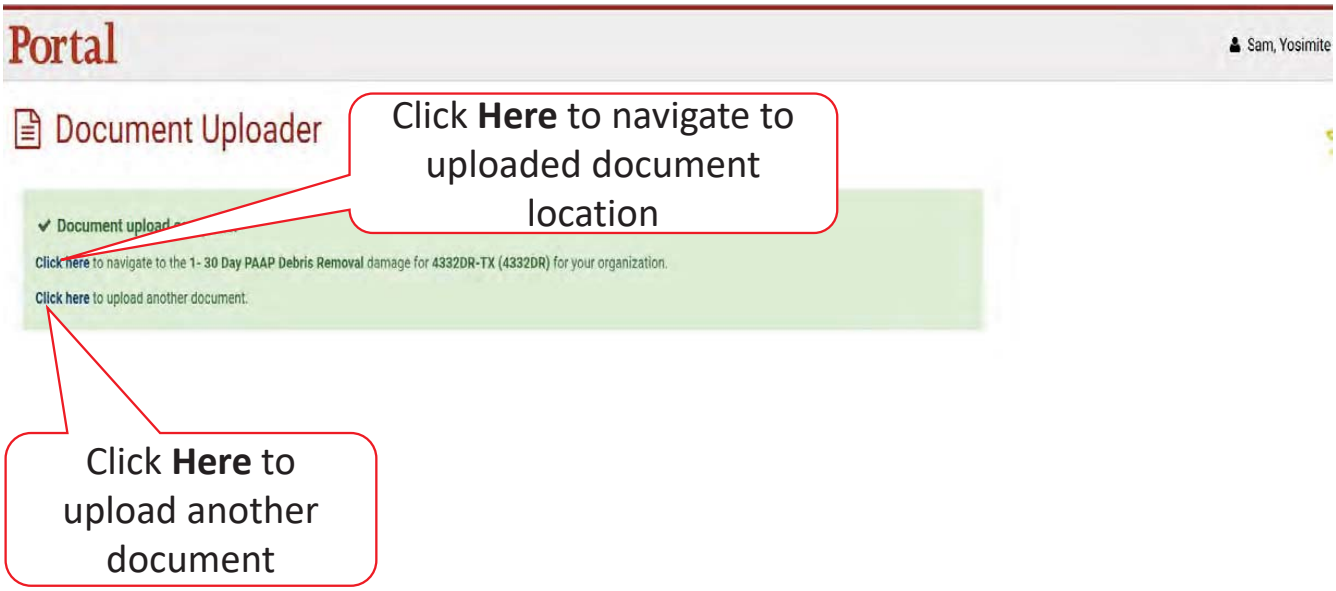


Step 1:Type Description of Document

Step 2: Confirm Information

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

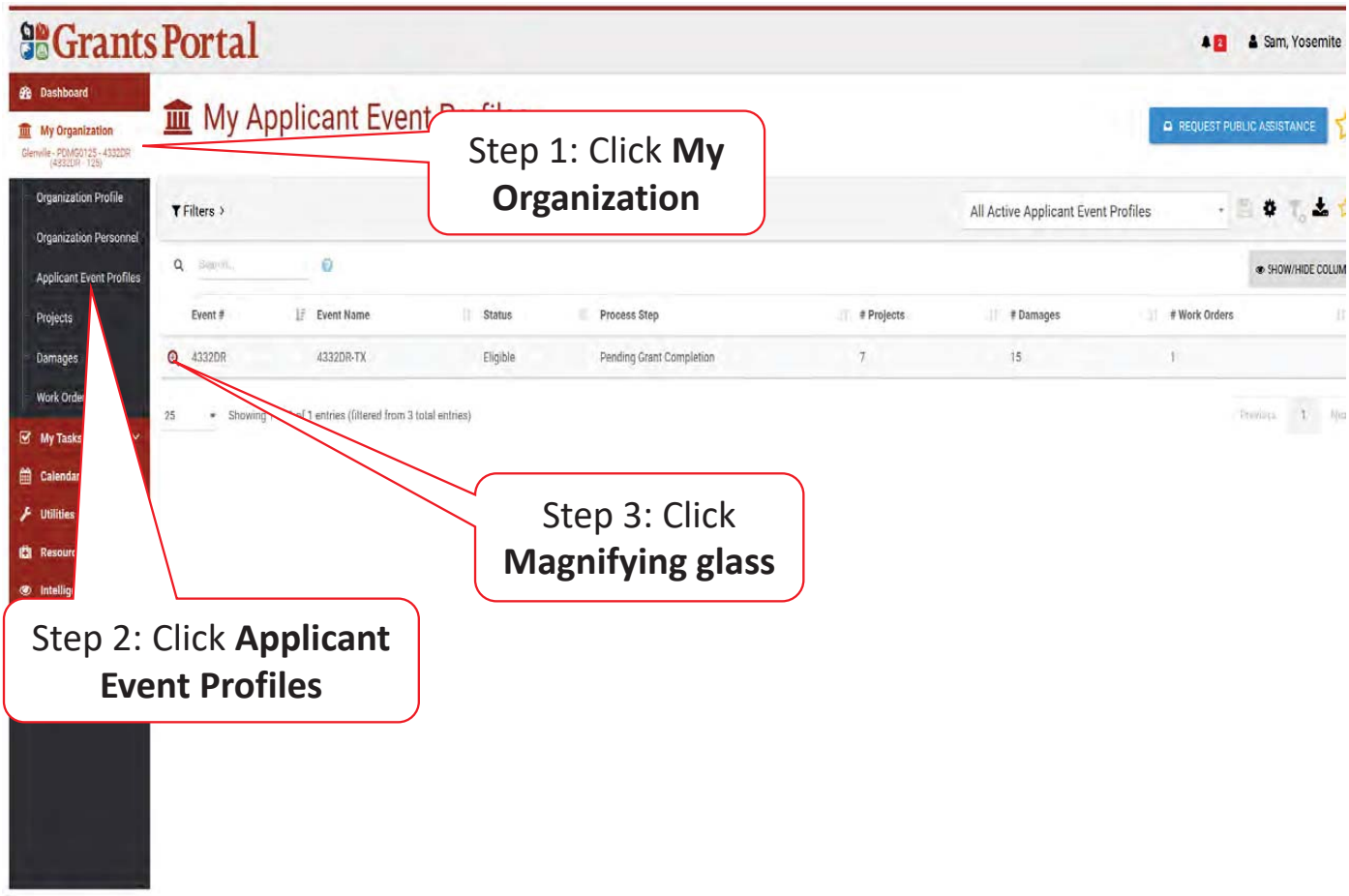
Upload Additional Documents



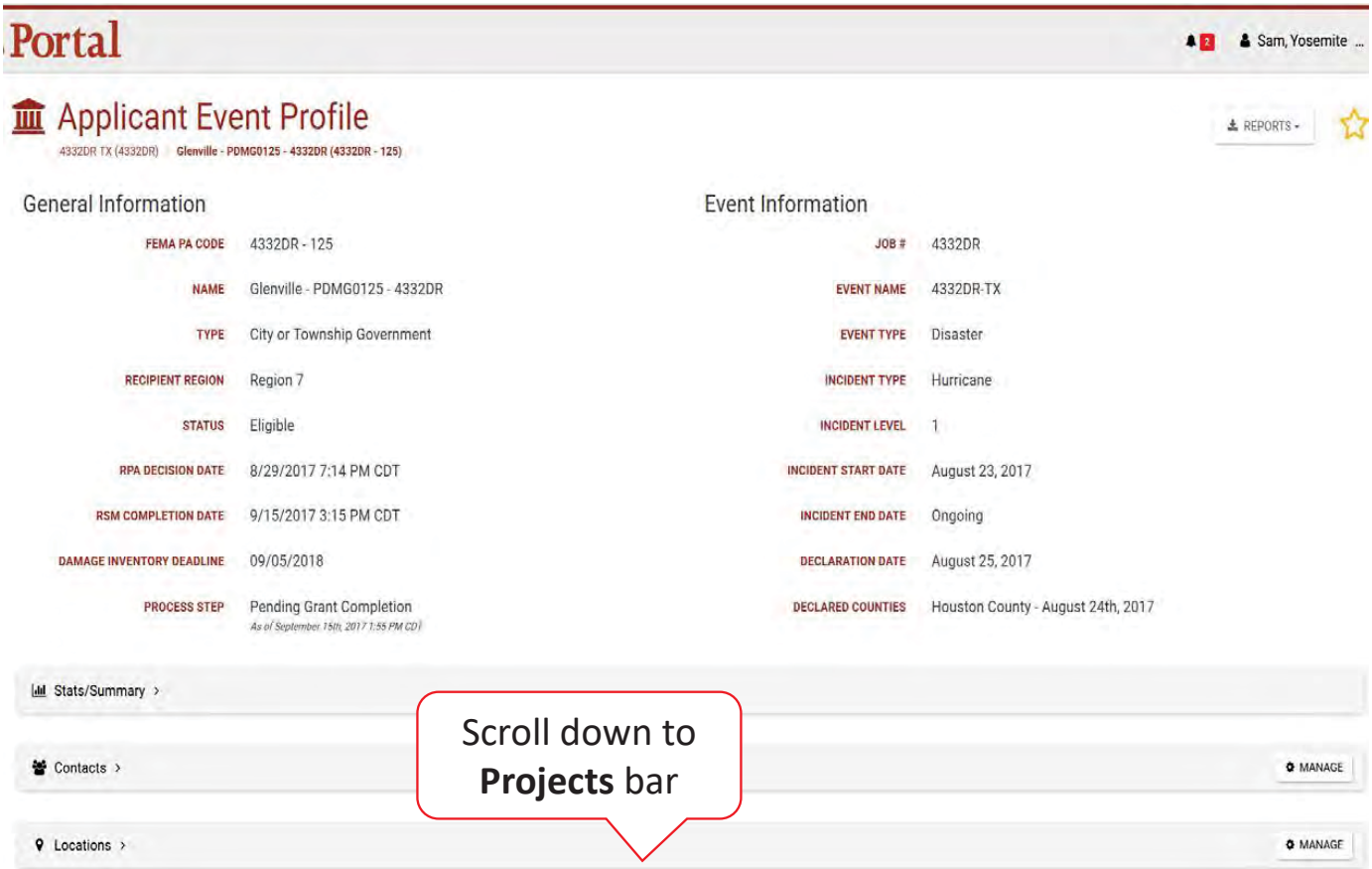
Essential Elements of Information (EEI)

Unanswered Questions

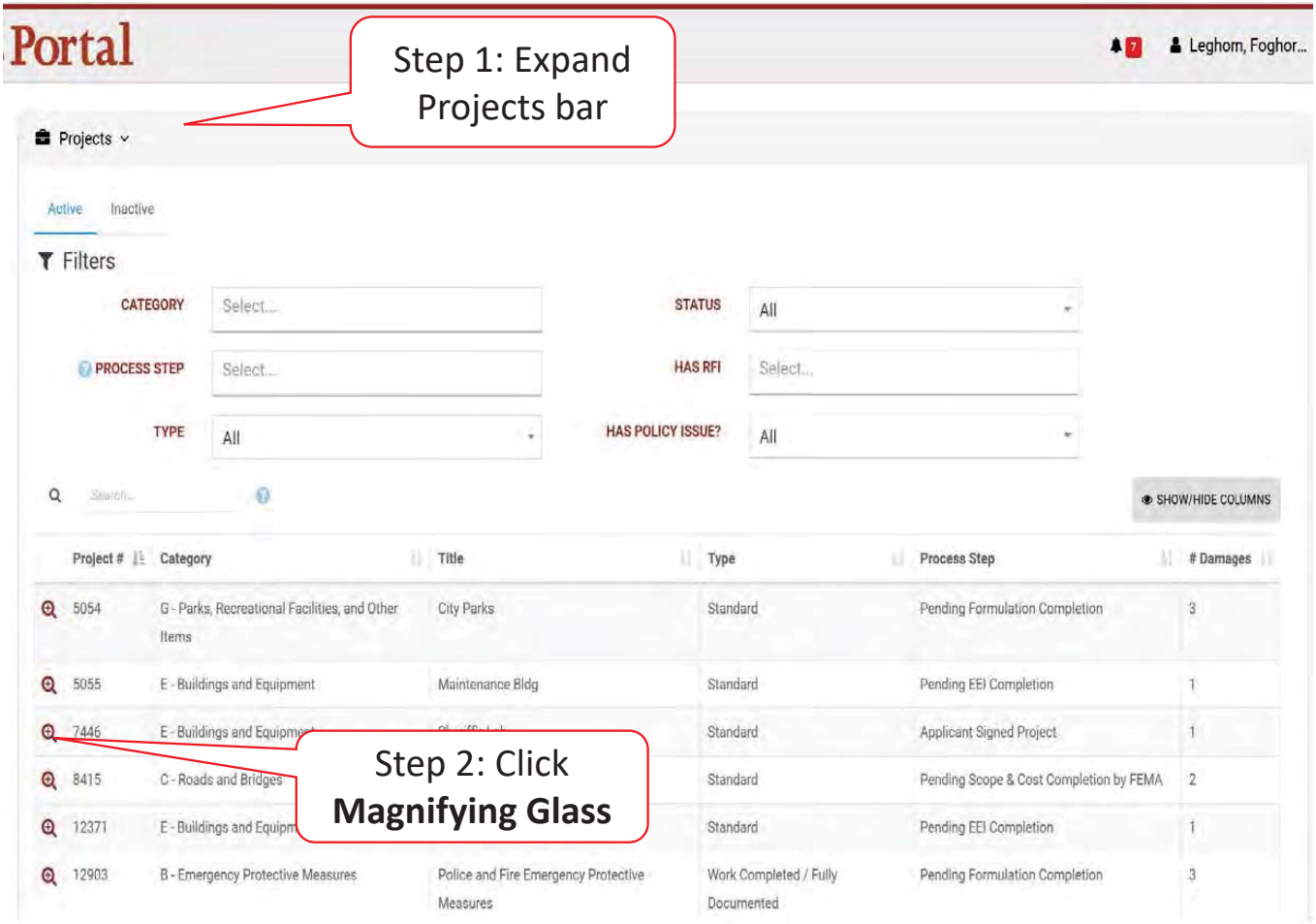
Applicant Event Profiles



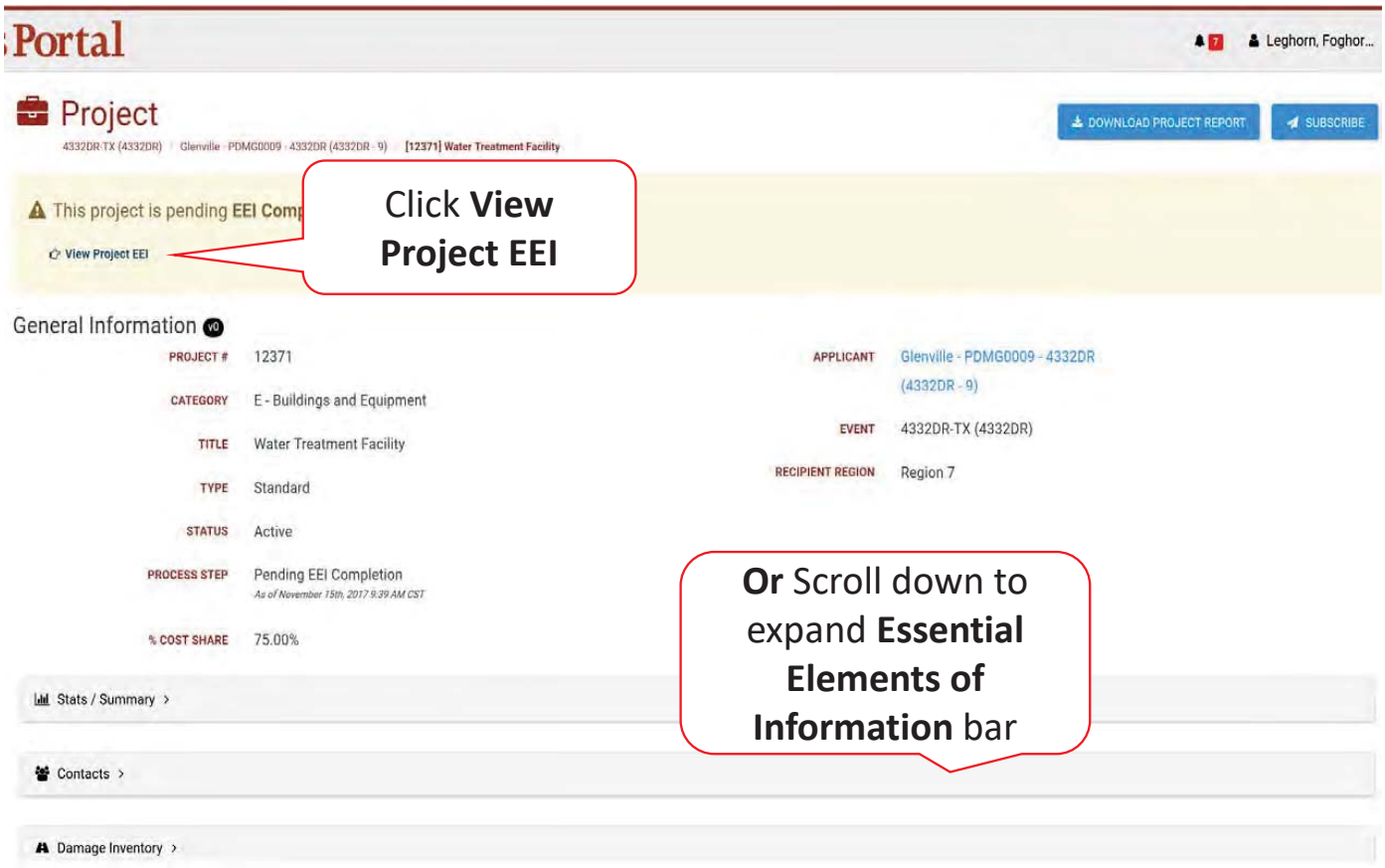
Applicant Event Profile



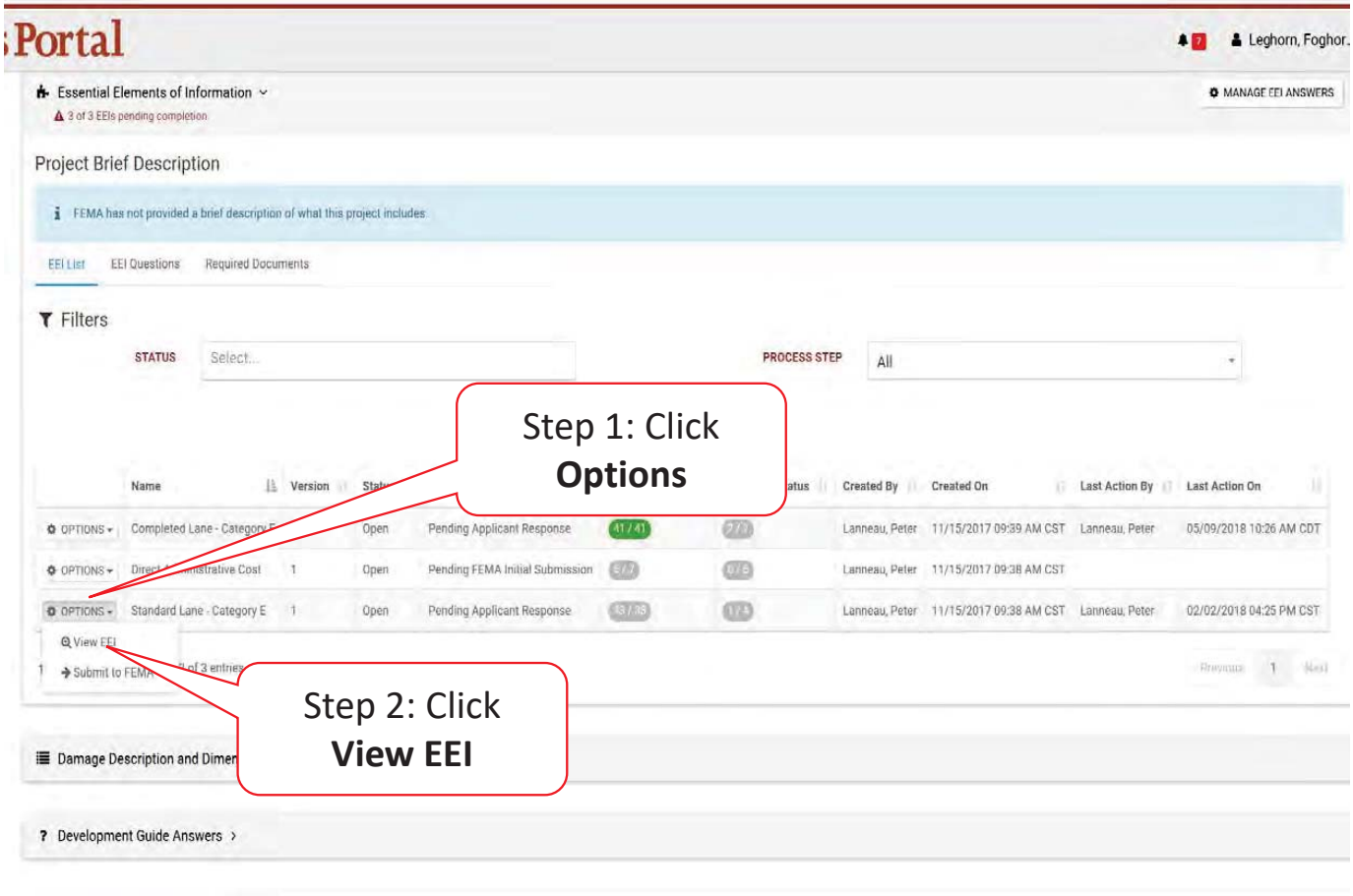
Locate Projects



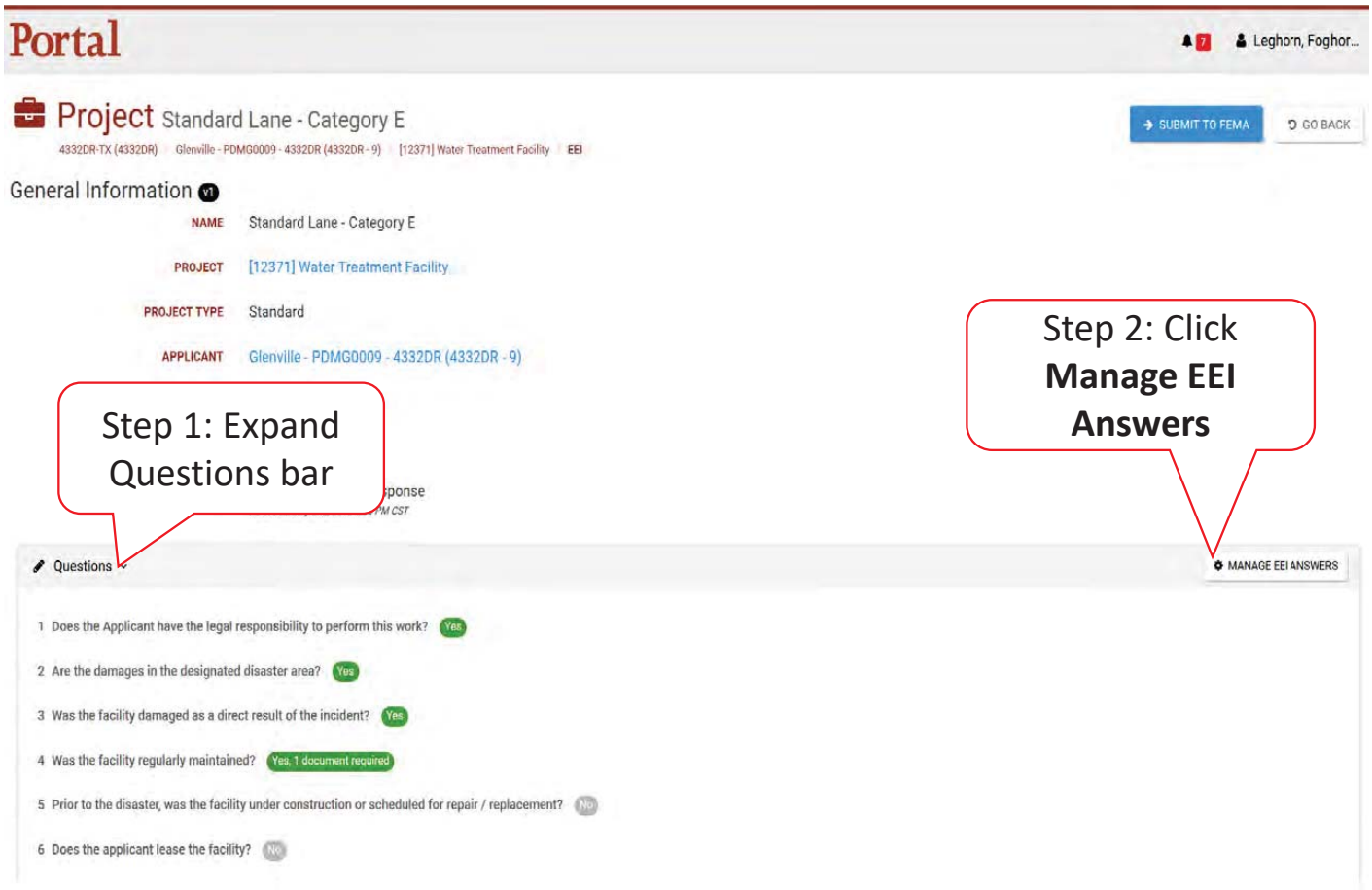
Locate Project Essential Elements Of Information (EEI)



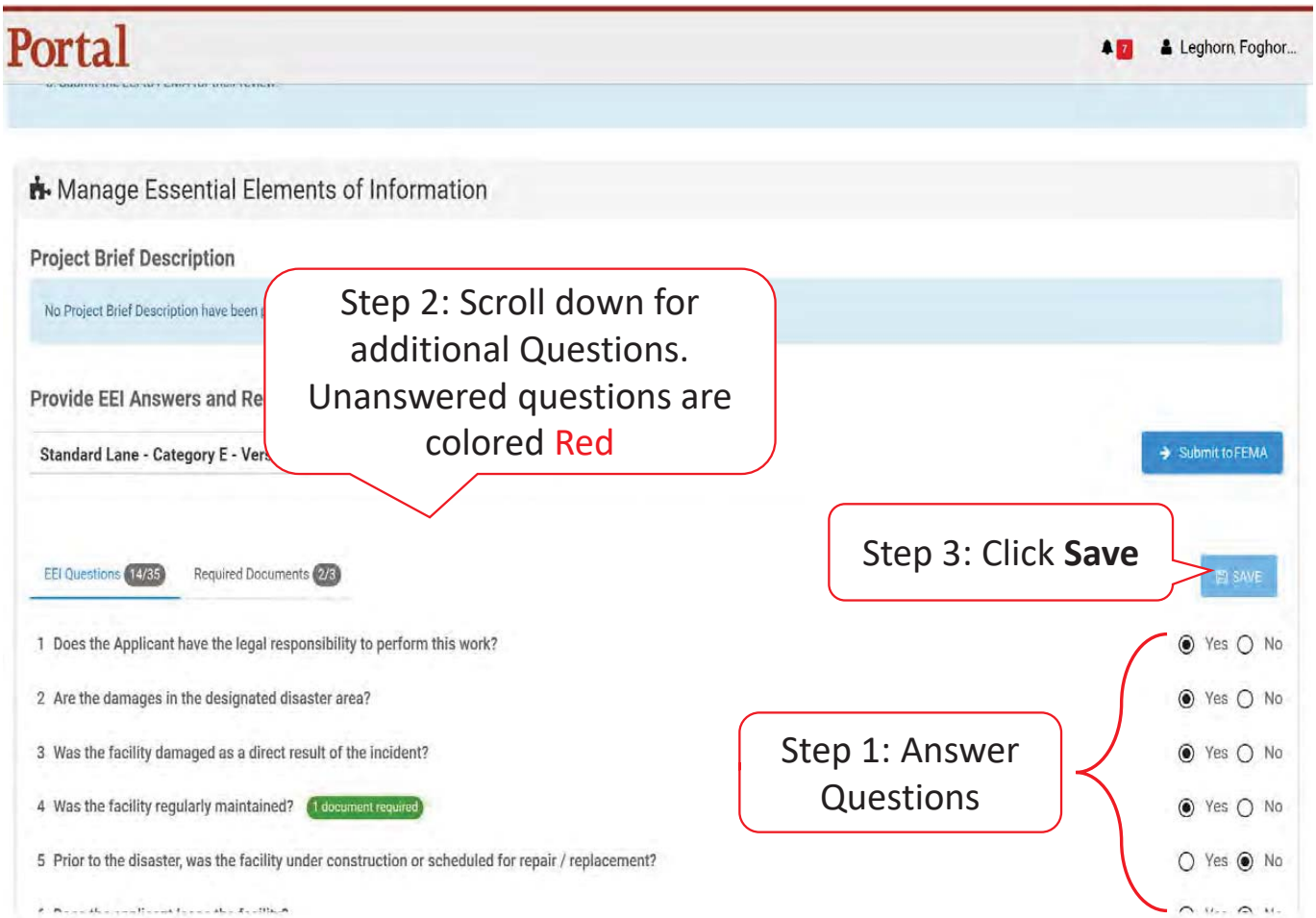
Select Essential Elements of Information (EEI)



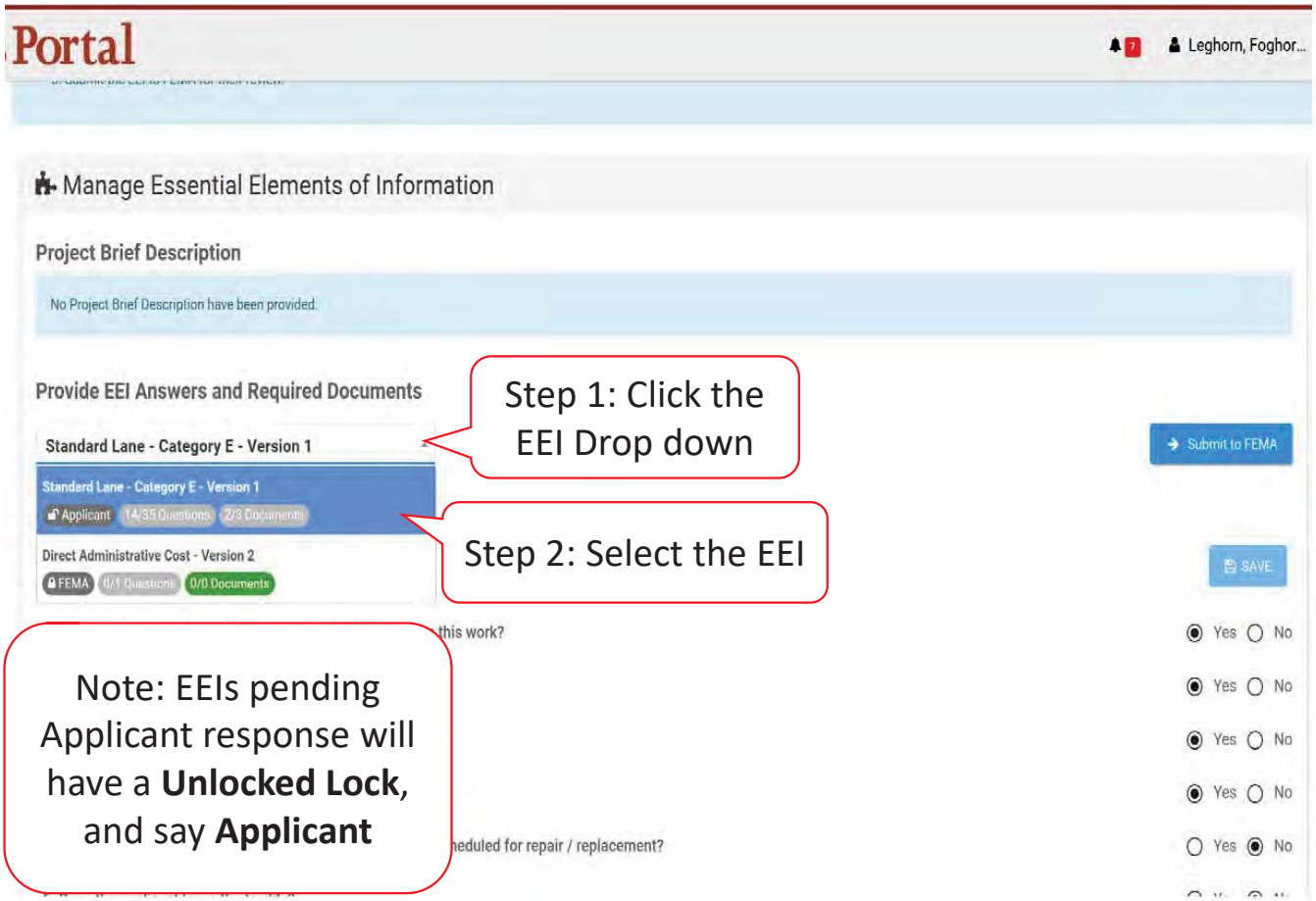
Review Unanswered Questions



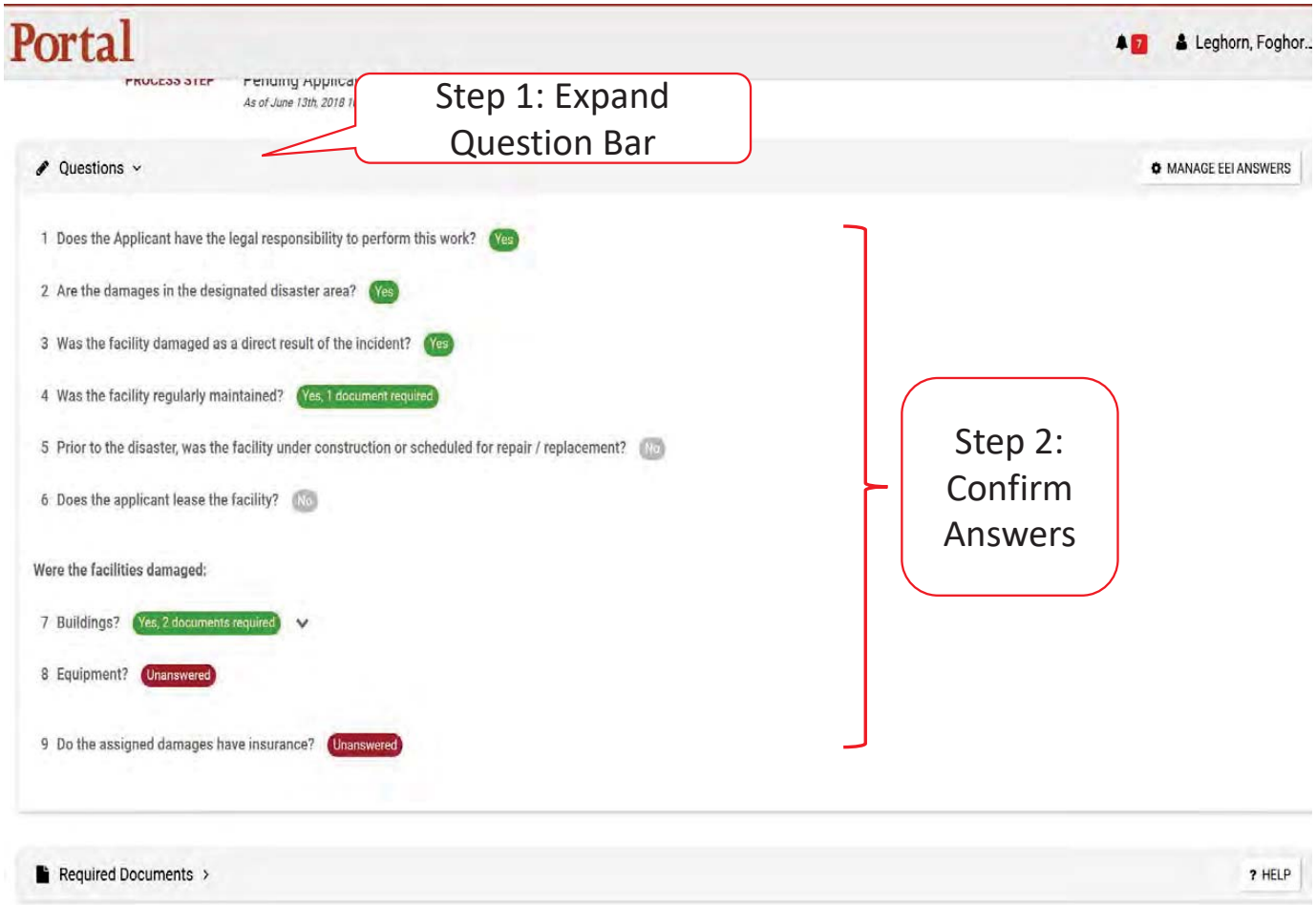
Answer Questions



Answer Another EEI Questions



Confirm Answers

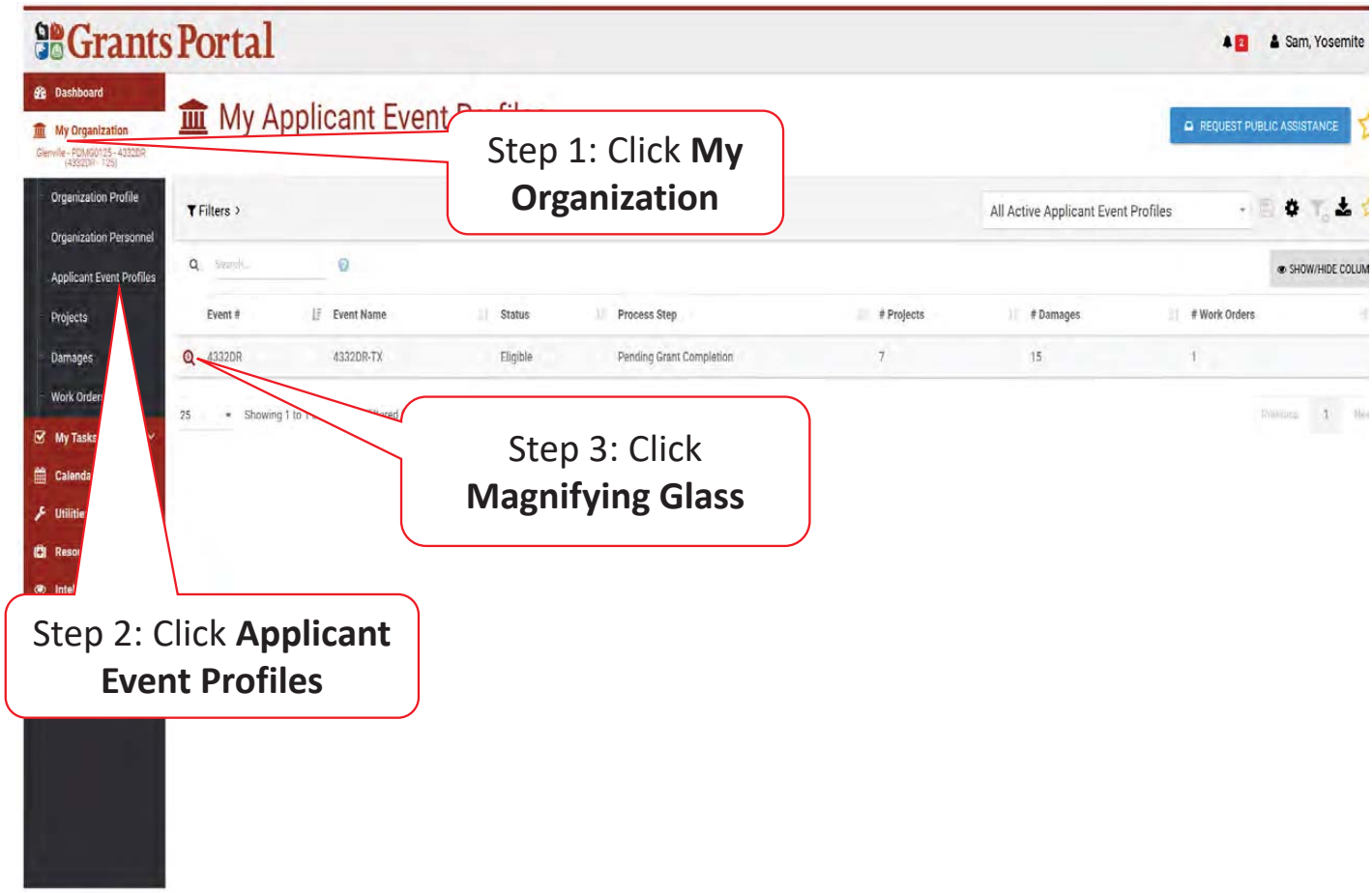


Essential Elements of Information (EEI)

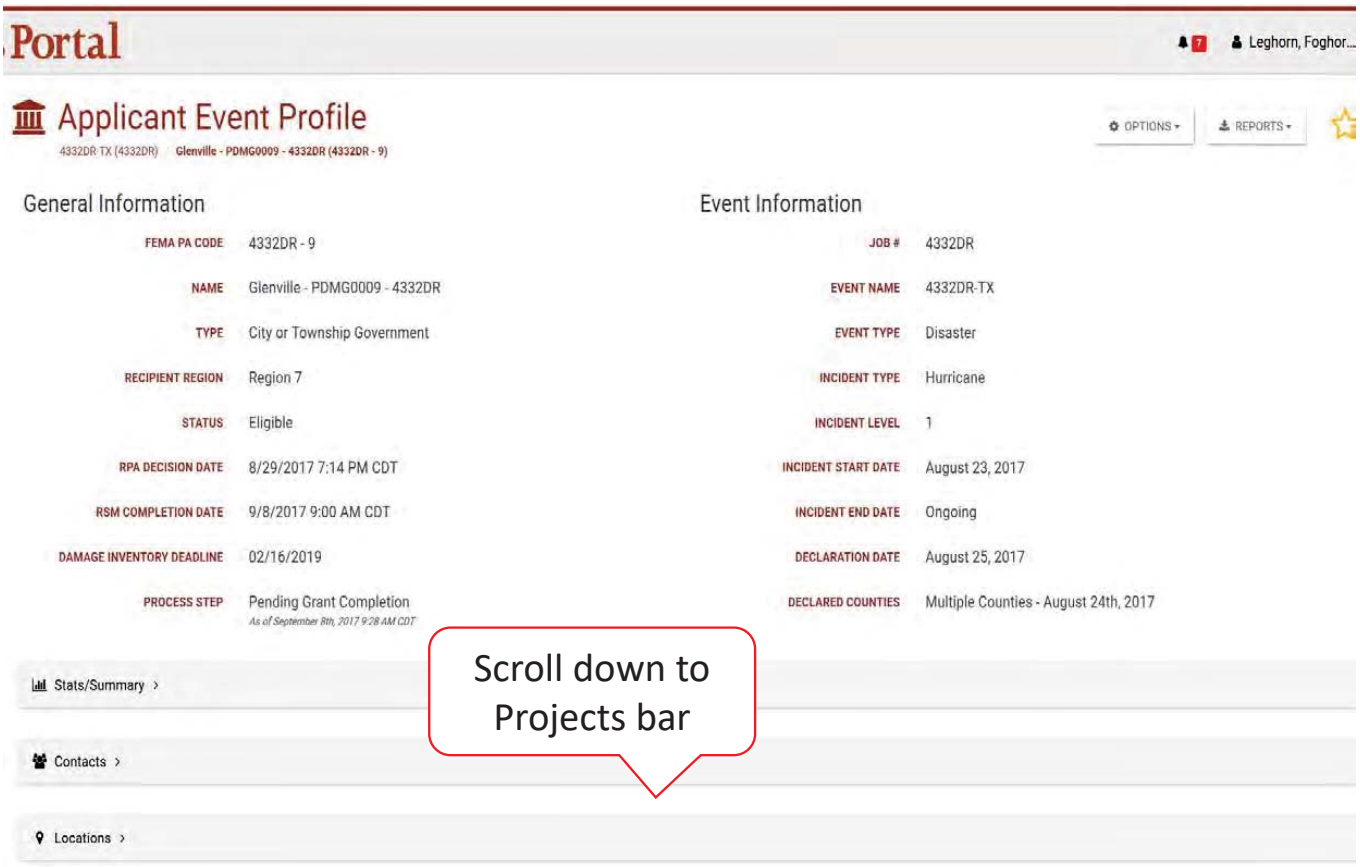
Questions Answered

Document Upload

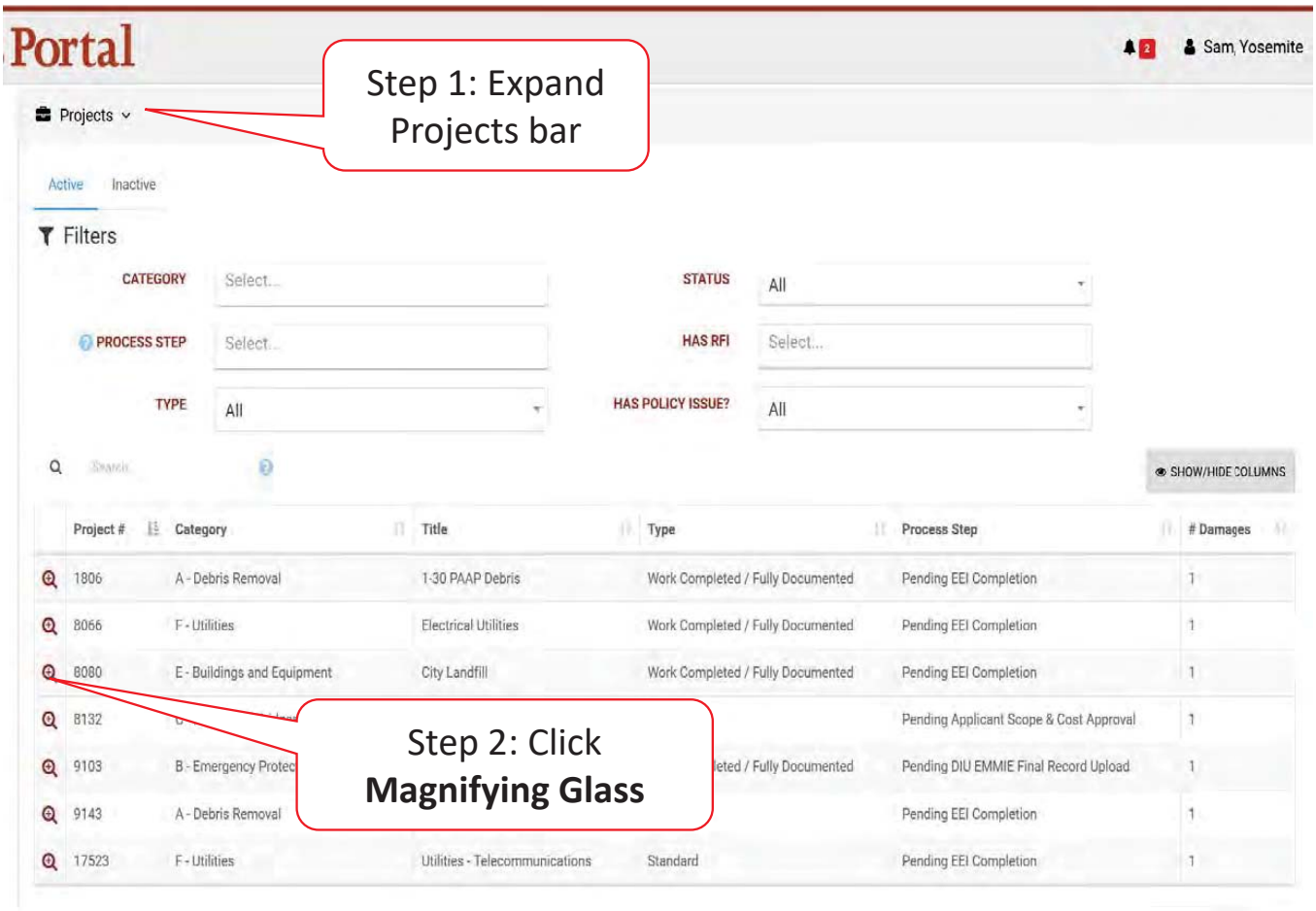
Applicant Event Profiles



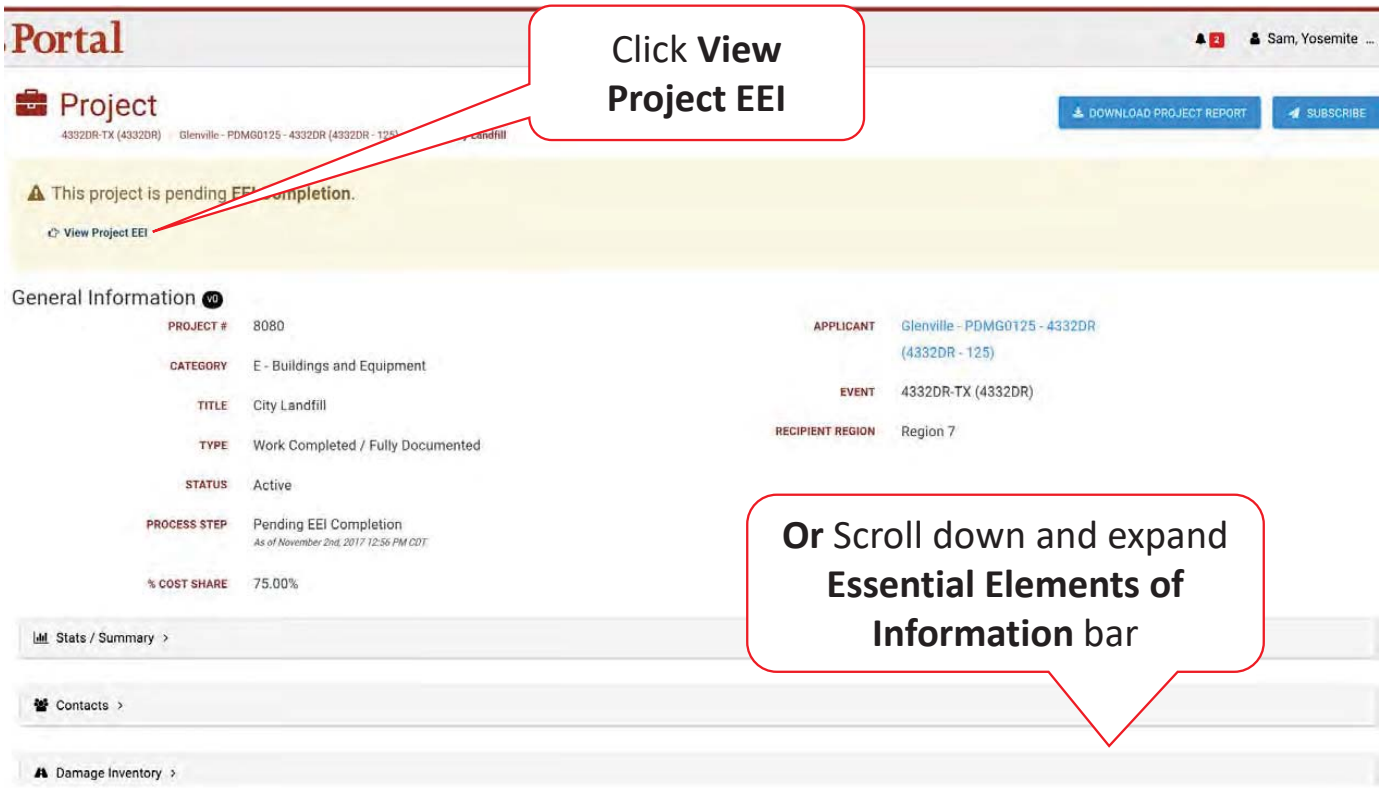
Event PA Requests Profile



Locate Projects



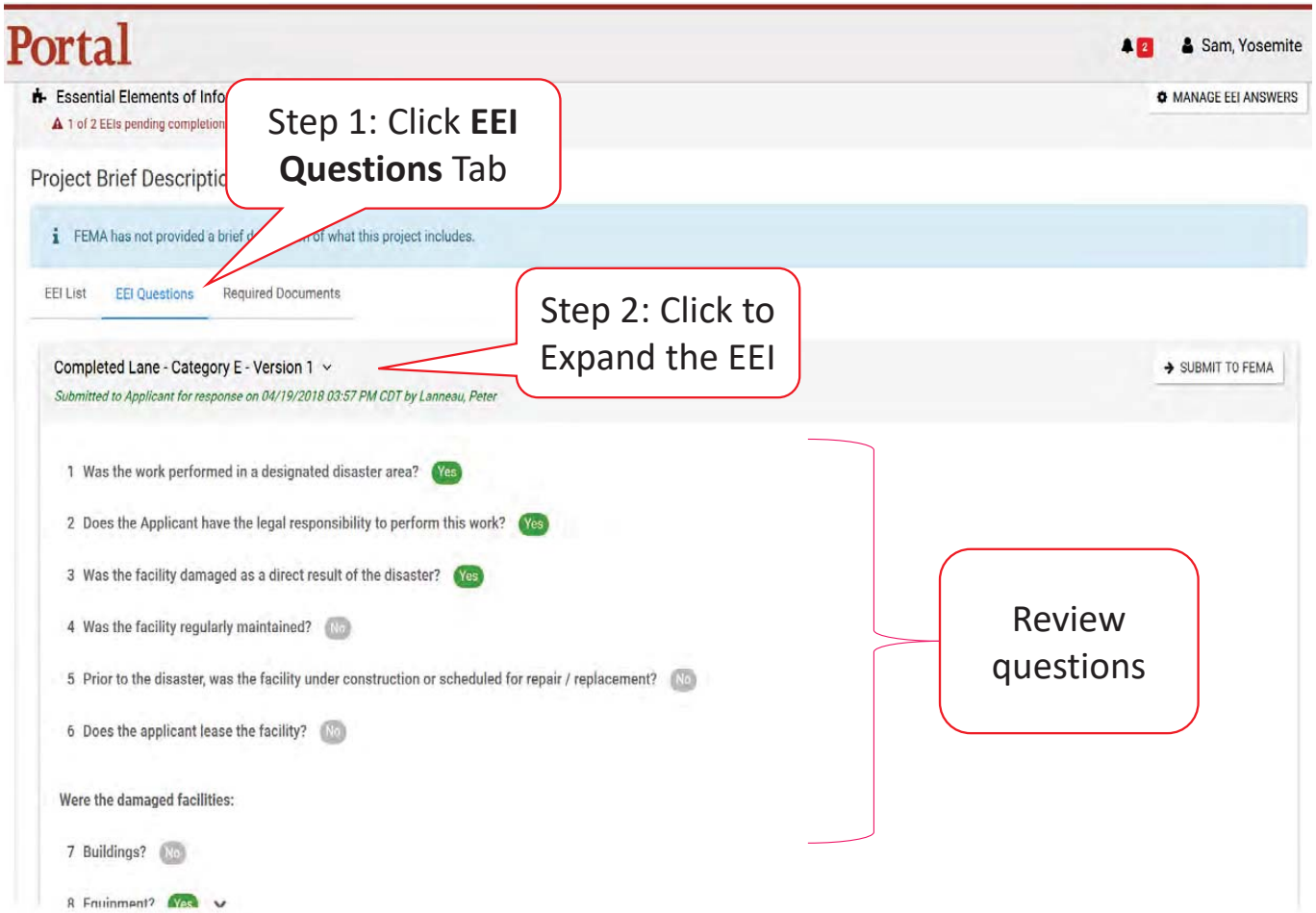
Locate Project Essential Elements Of Information (EEI)



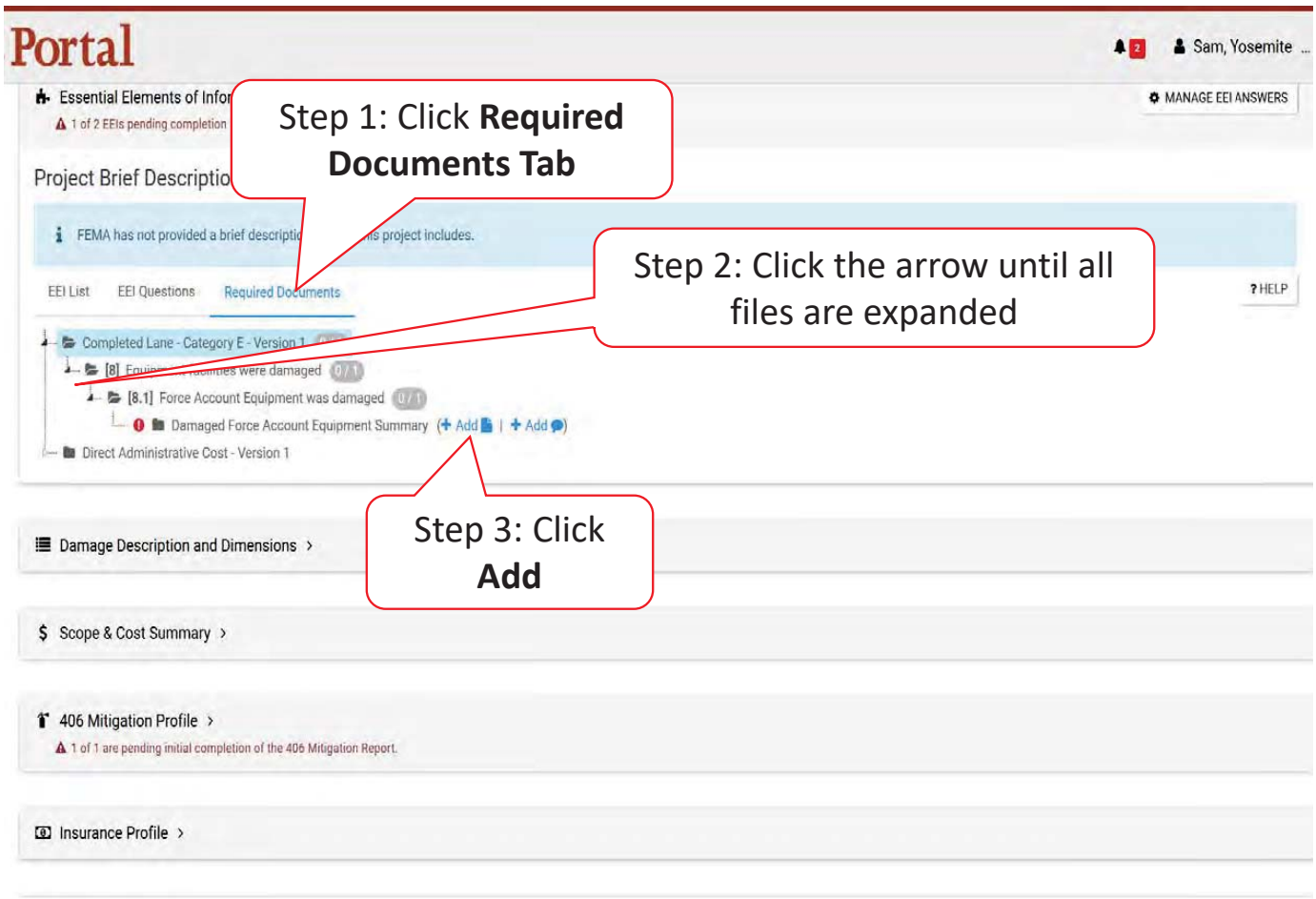
Click **View Project EEI**

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

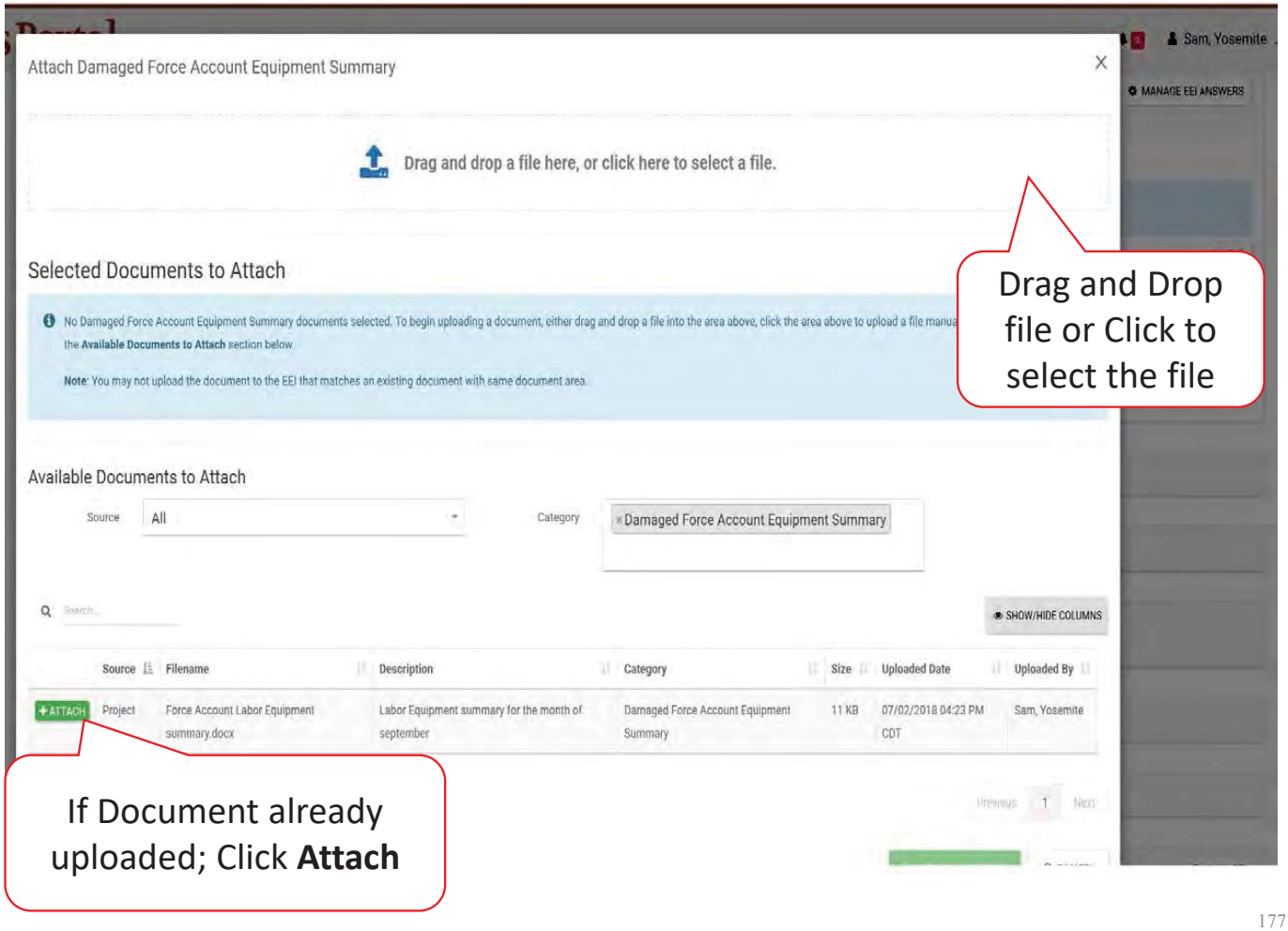
Select The EEI



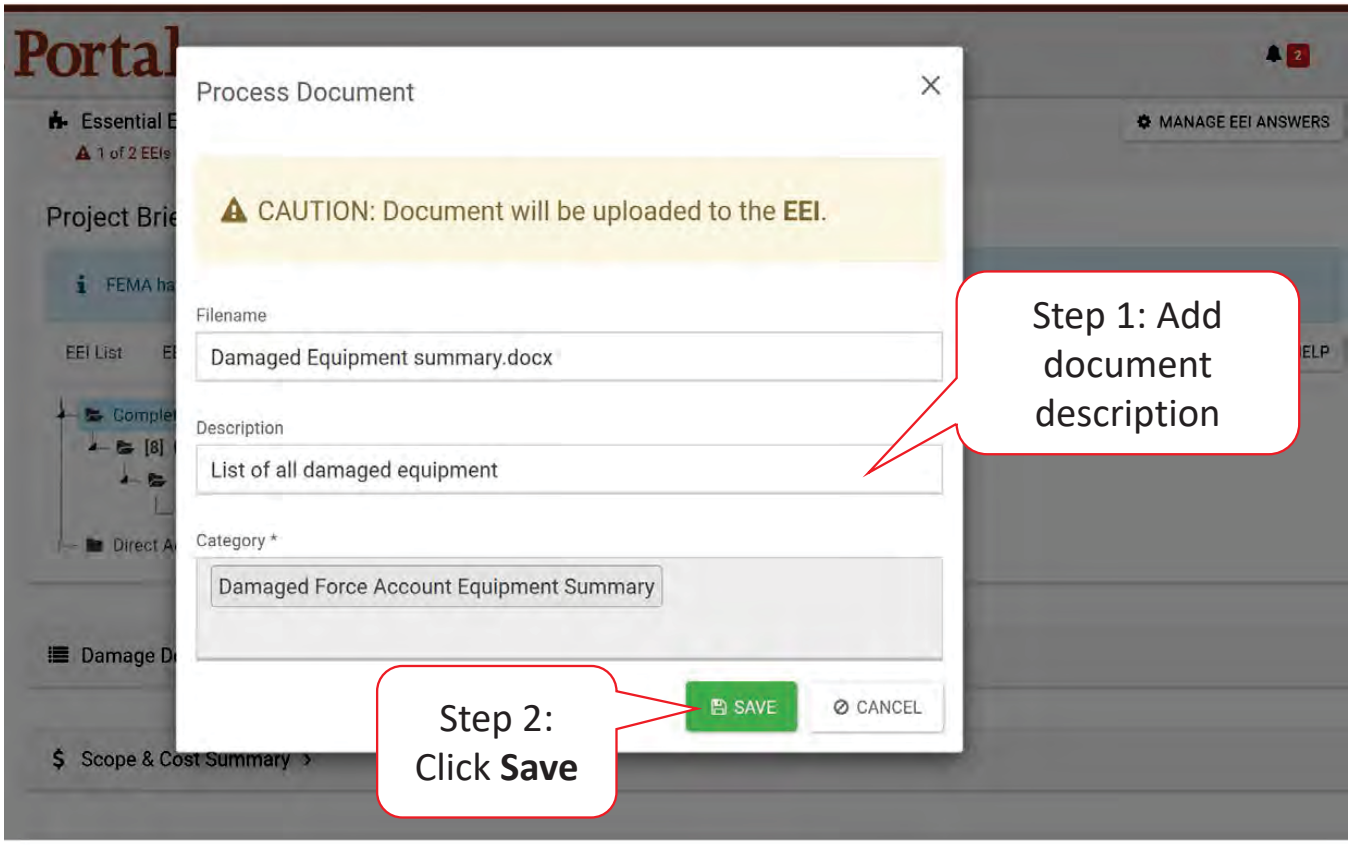
Attach Documents to EEI



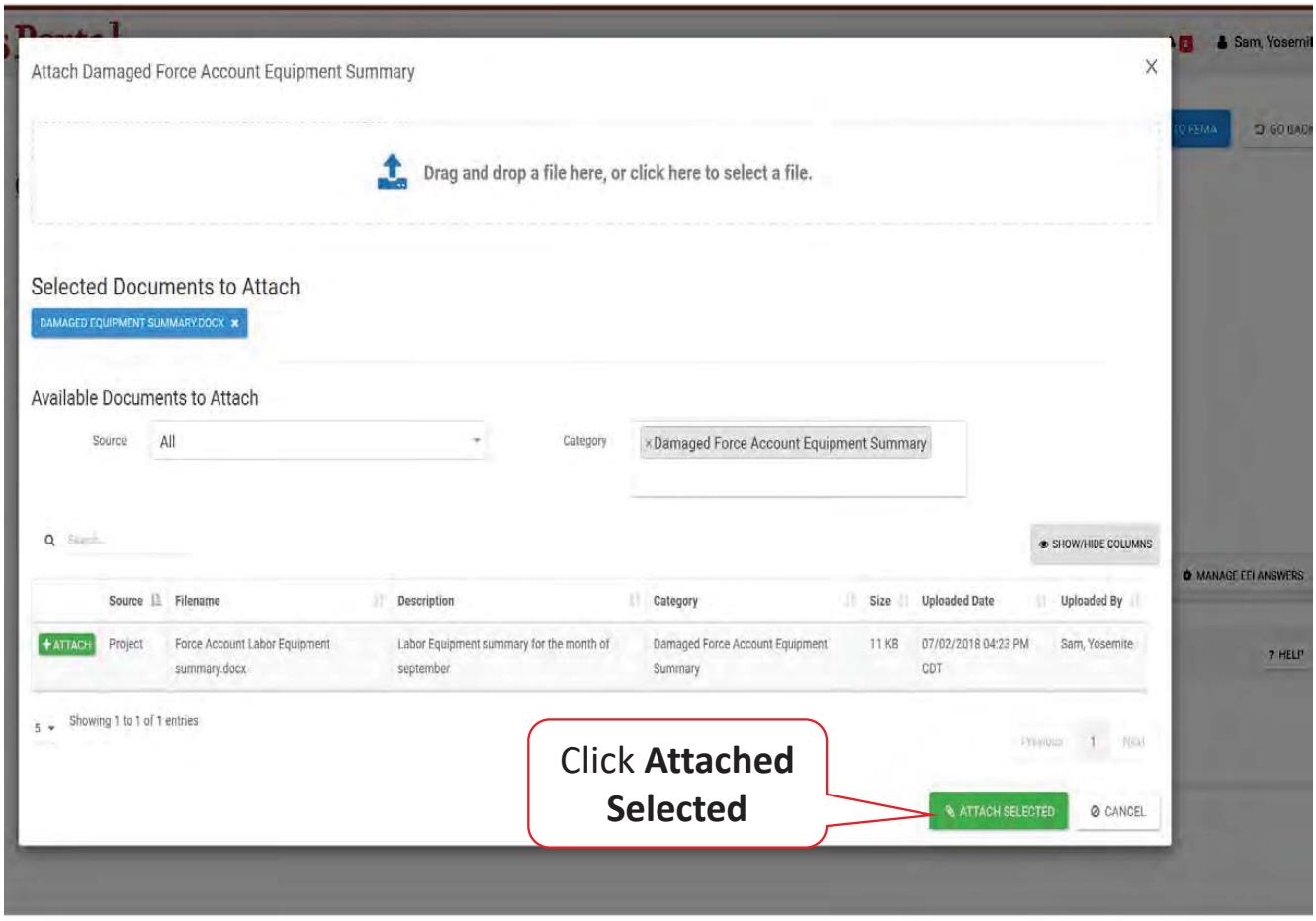
Upload New Document to EEI – Pop Up Box



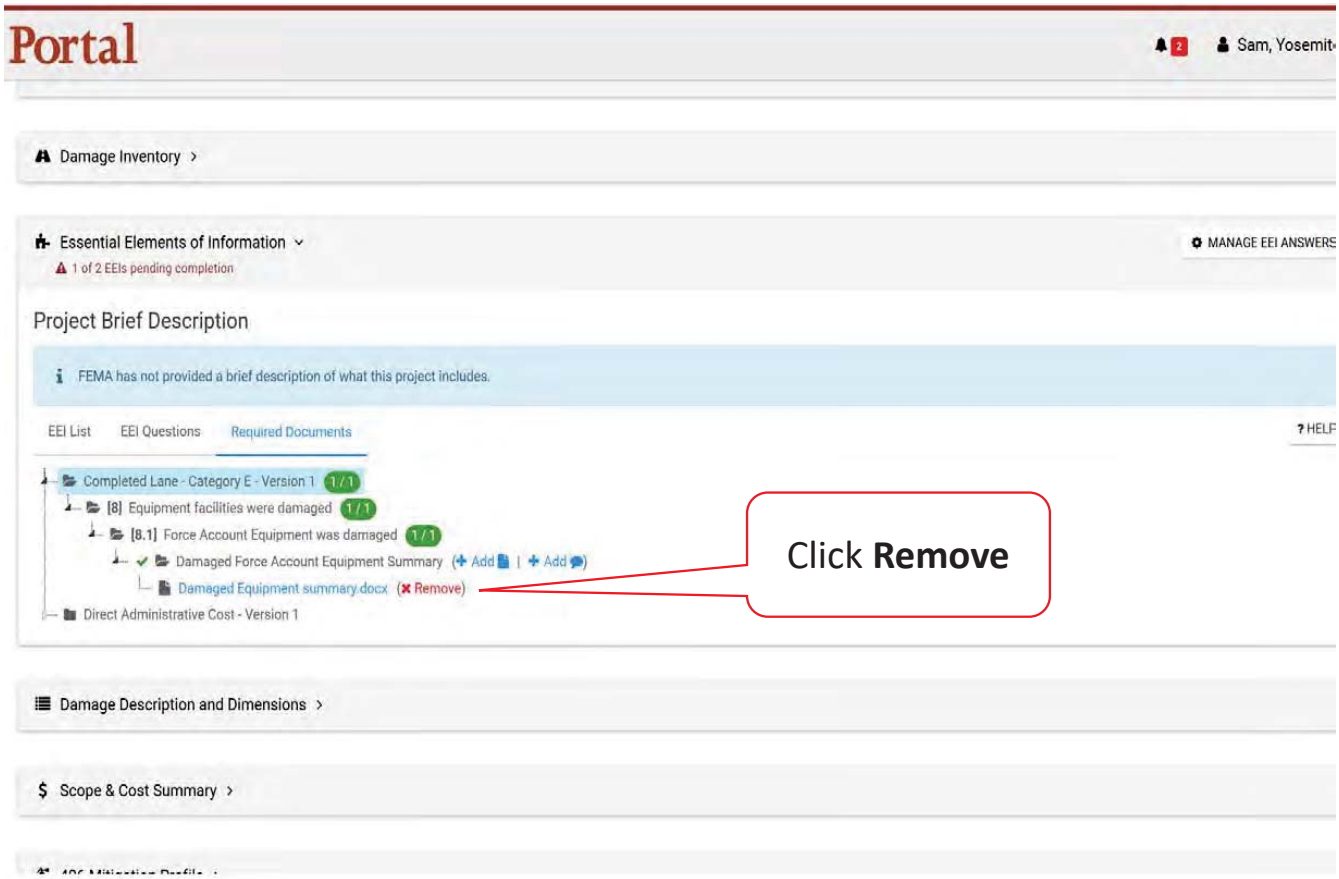
Add Document Pop Up Box



Selected Document – Pop Up Box



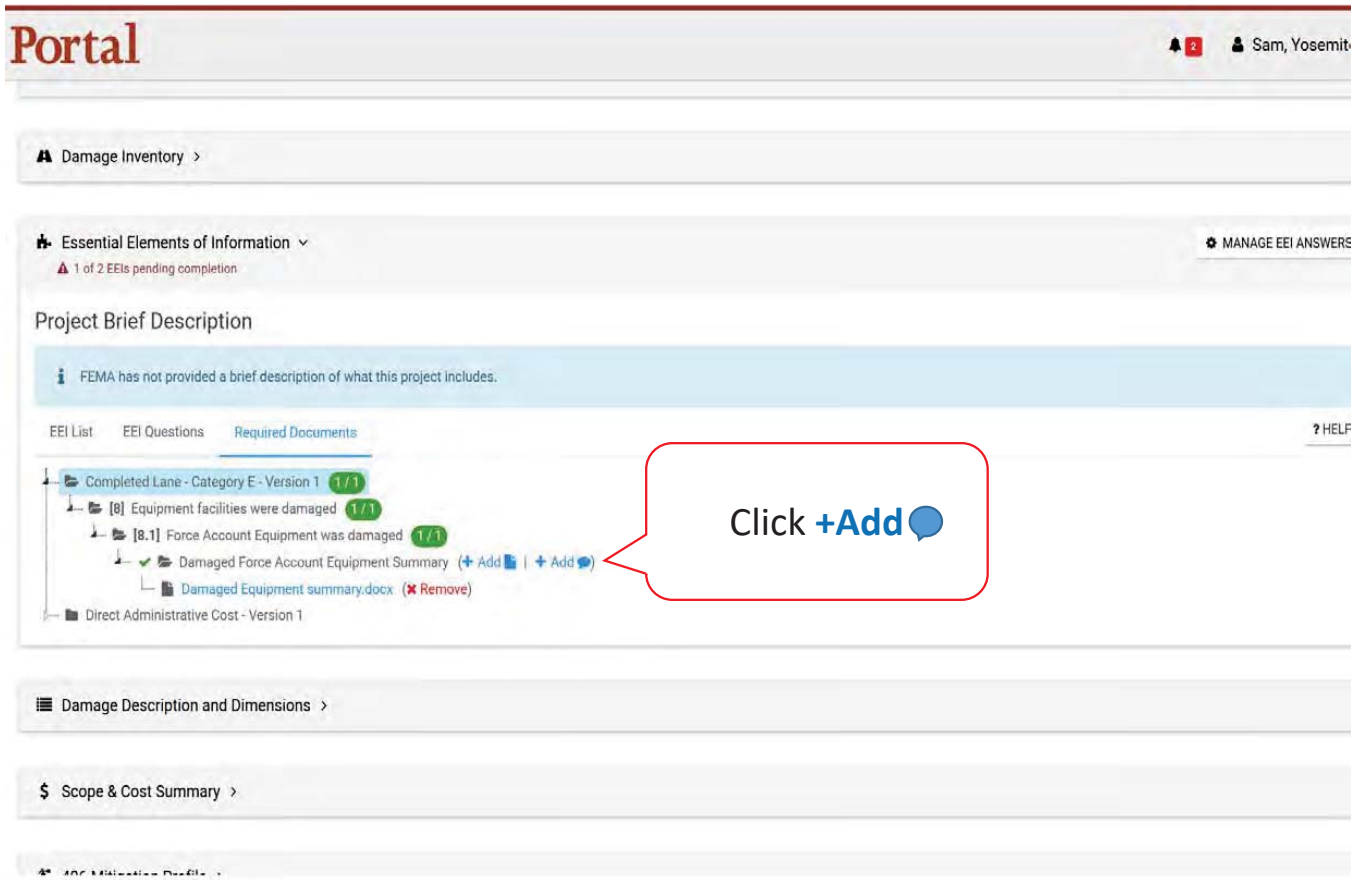
Remove Documents from EEI



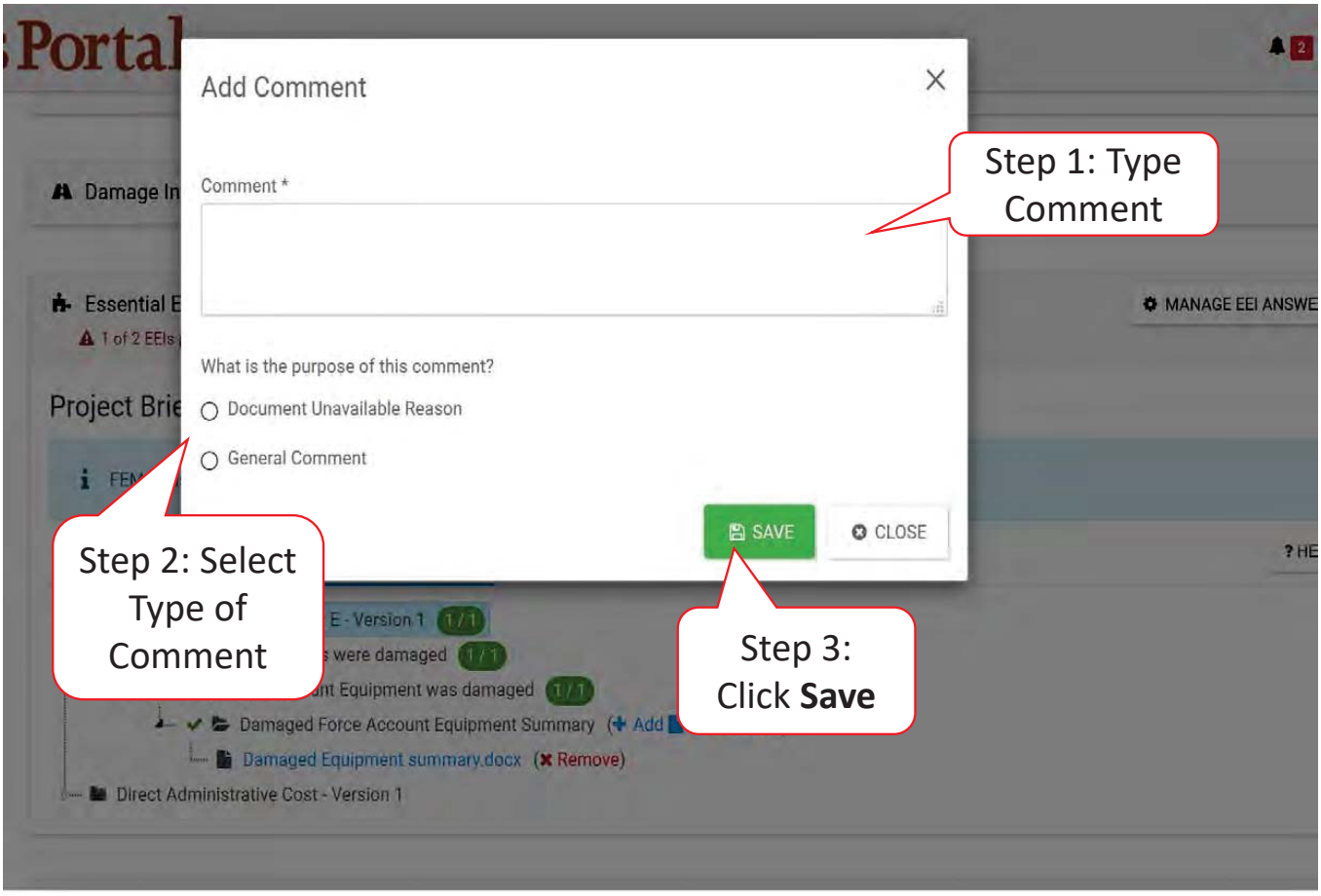
Essential Elements of Information (EEI)

Add Comments

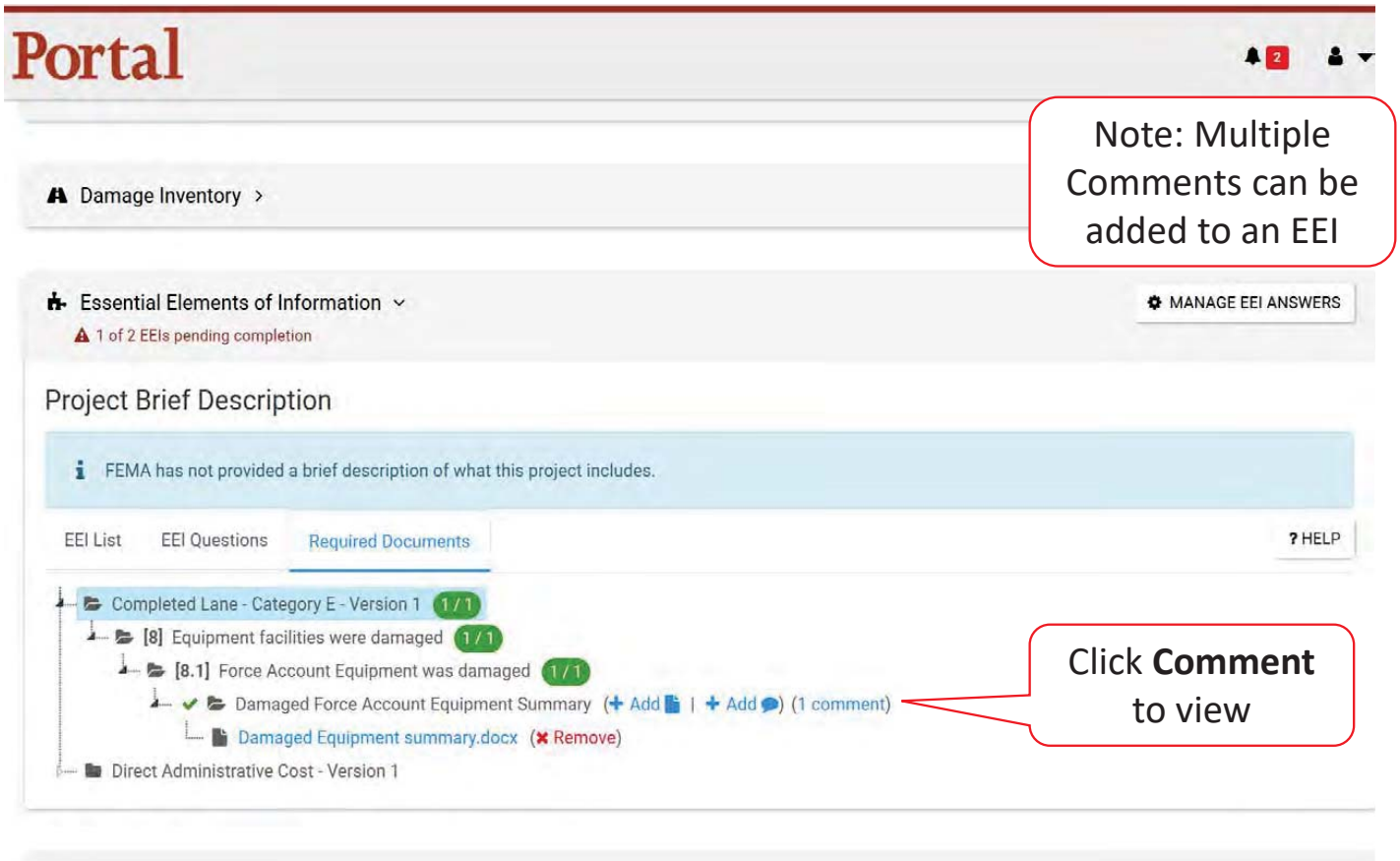
Add Comments to EEI



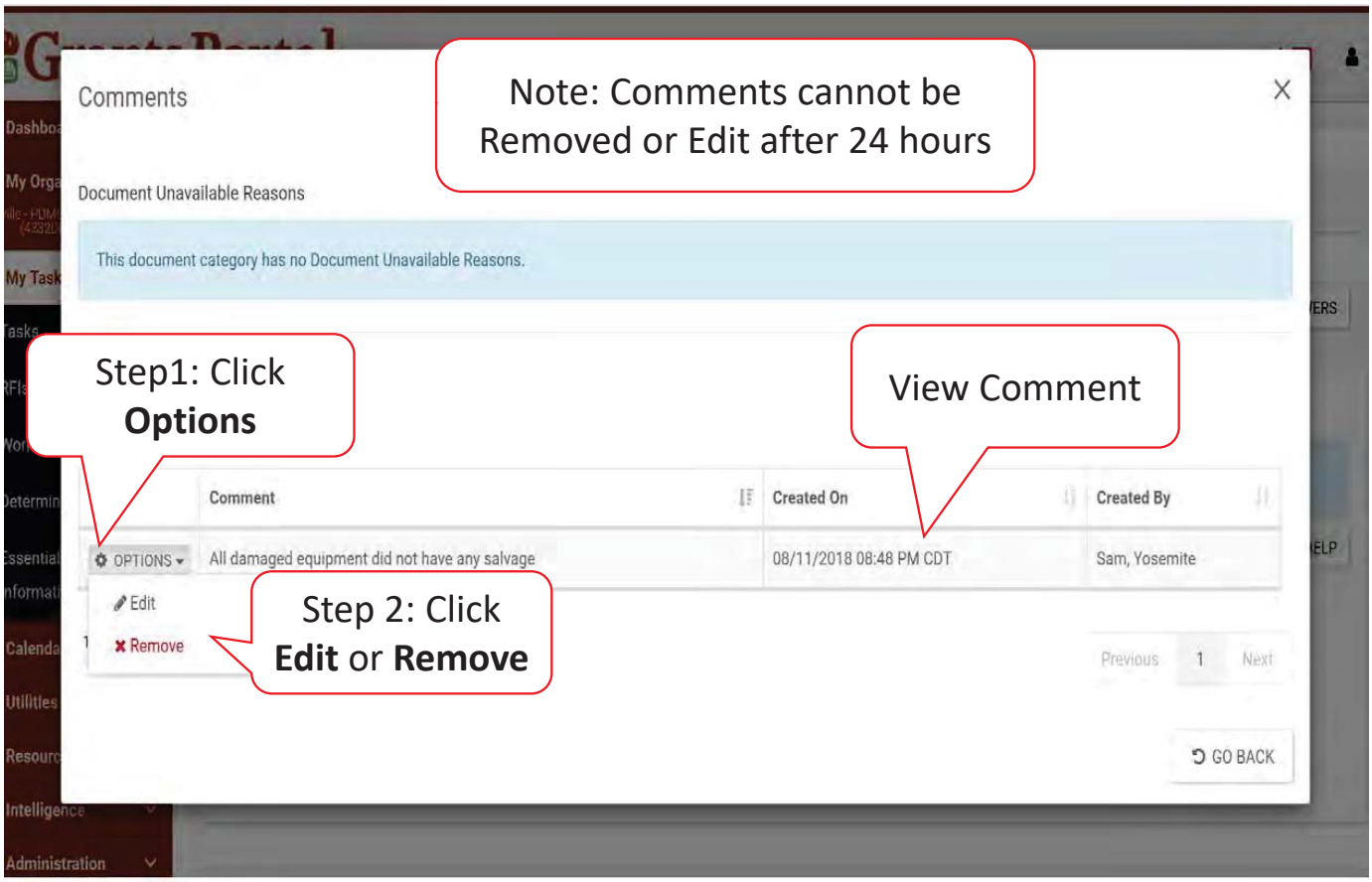
Add Comment to EEI Question



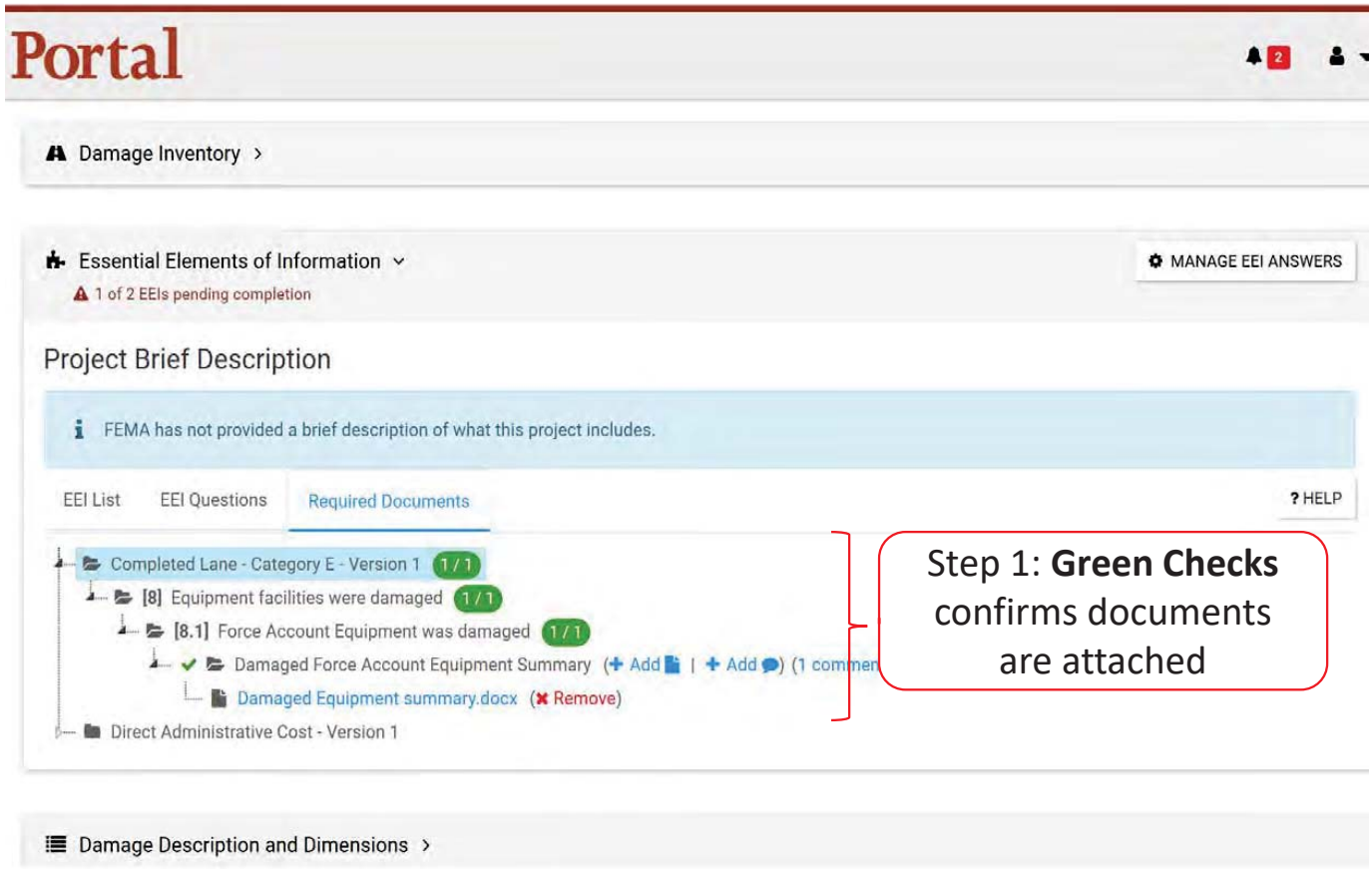
Verify Comment Attached



View, Edit, Or Remove EEI Comment

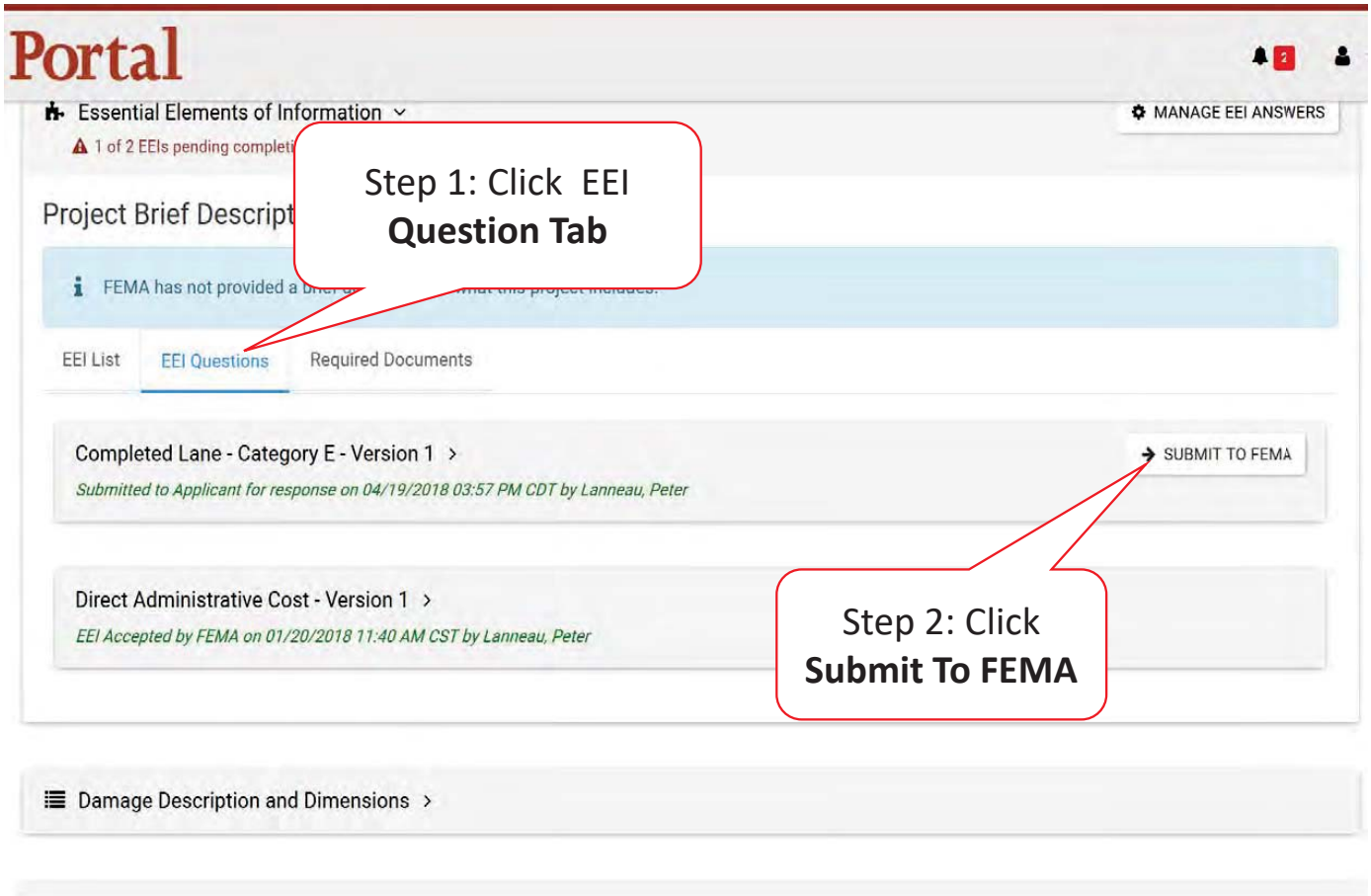


Confirm Uploading Documents

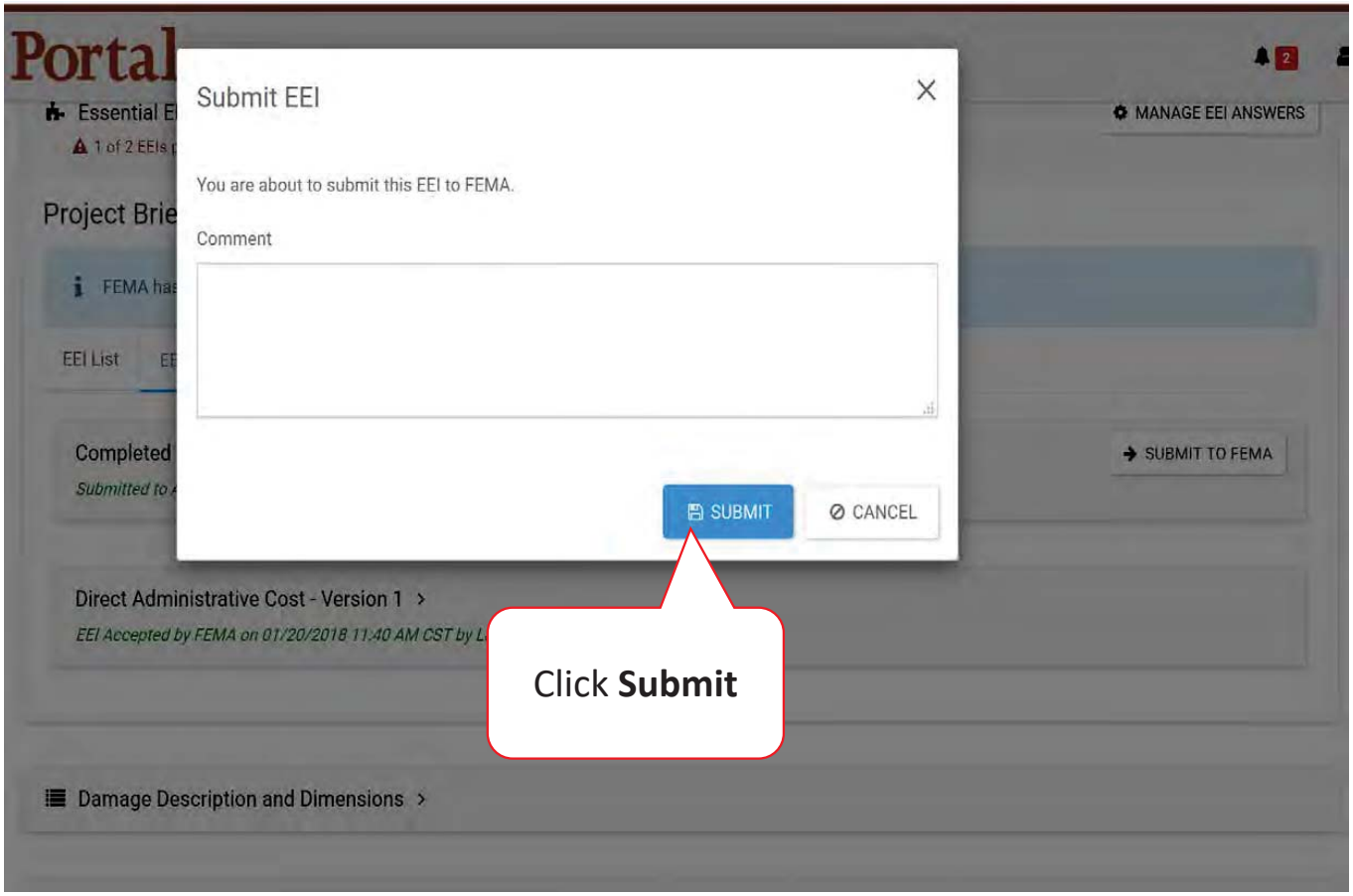


Step 1: **Green Checks** confirms documents are attached

Submit to FEMA - Pop Up Box

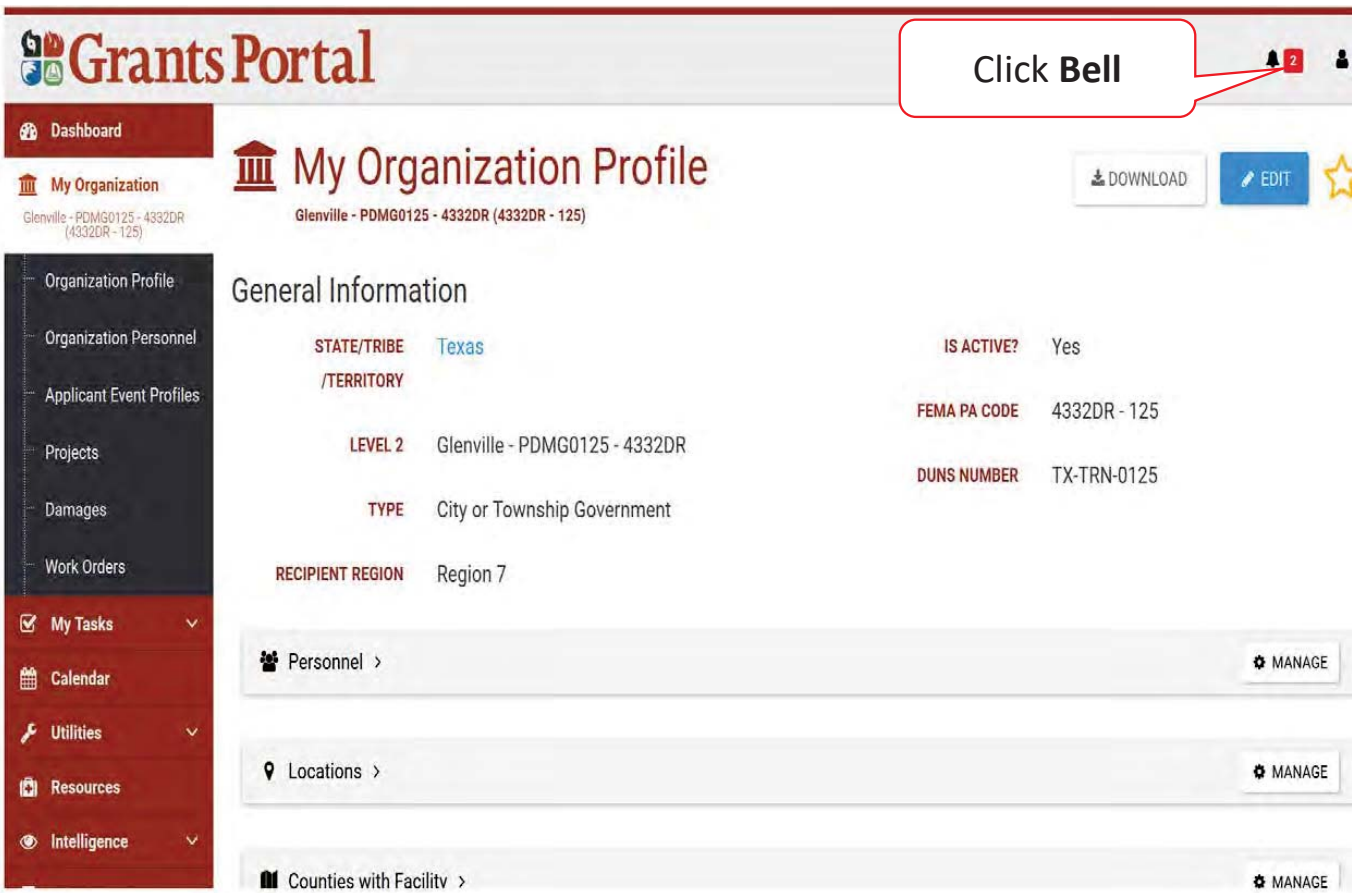


Submit to FEMA – Pop up

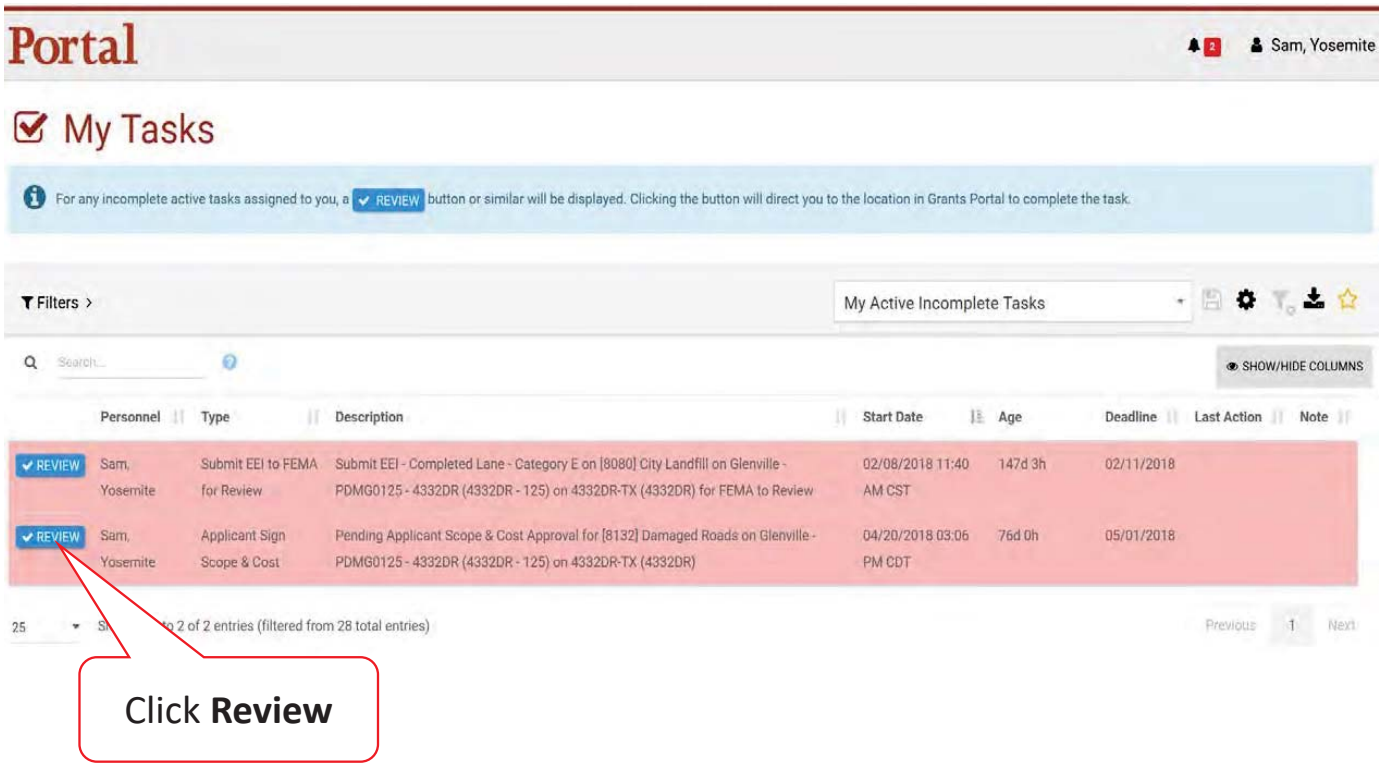


Identify Tasks to Complete

Identify Tasks to Complete



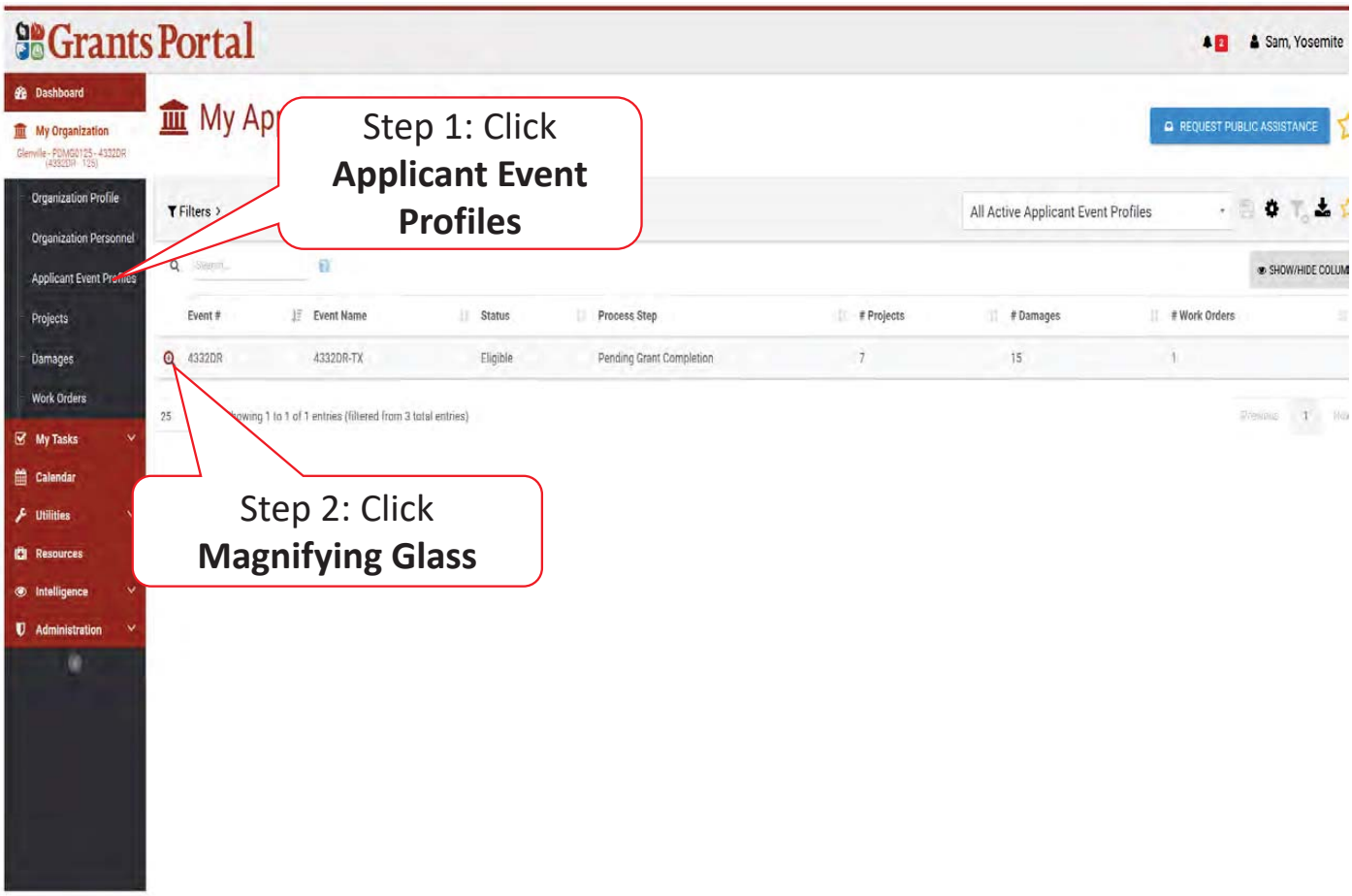
Review Task to Complete



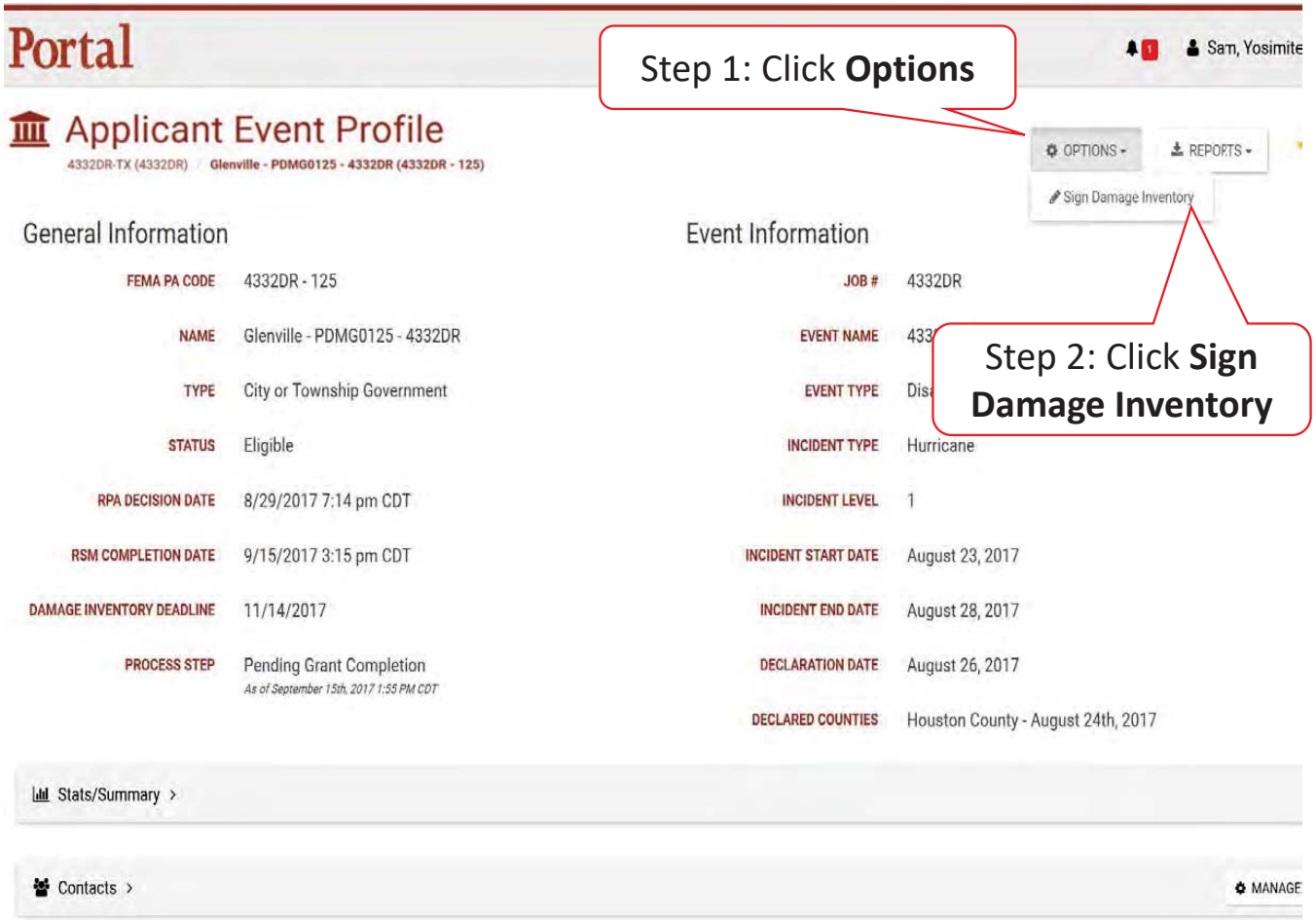
Sign Damage Inventory

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

Applicant Event Profiles



Sign Damage Inventory



Review Damage Inventory

Portal

Applicant Event Profile Glenville - PDMG0009 - 4332DR - 4332DR-TX

SUBMIT CANCEL

Please review and sign

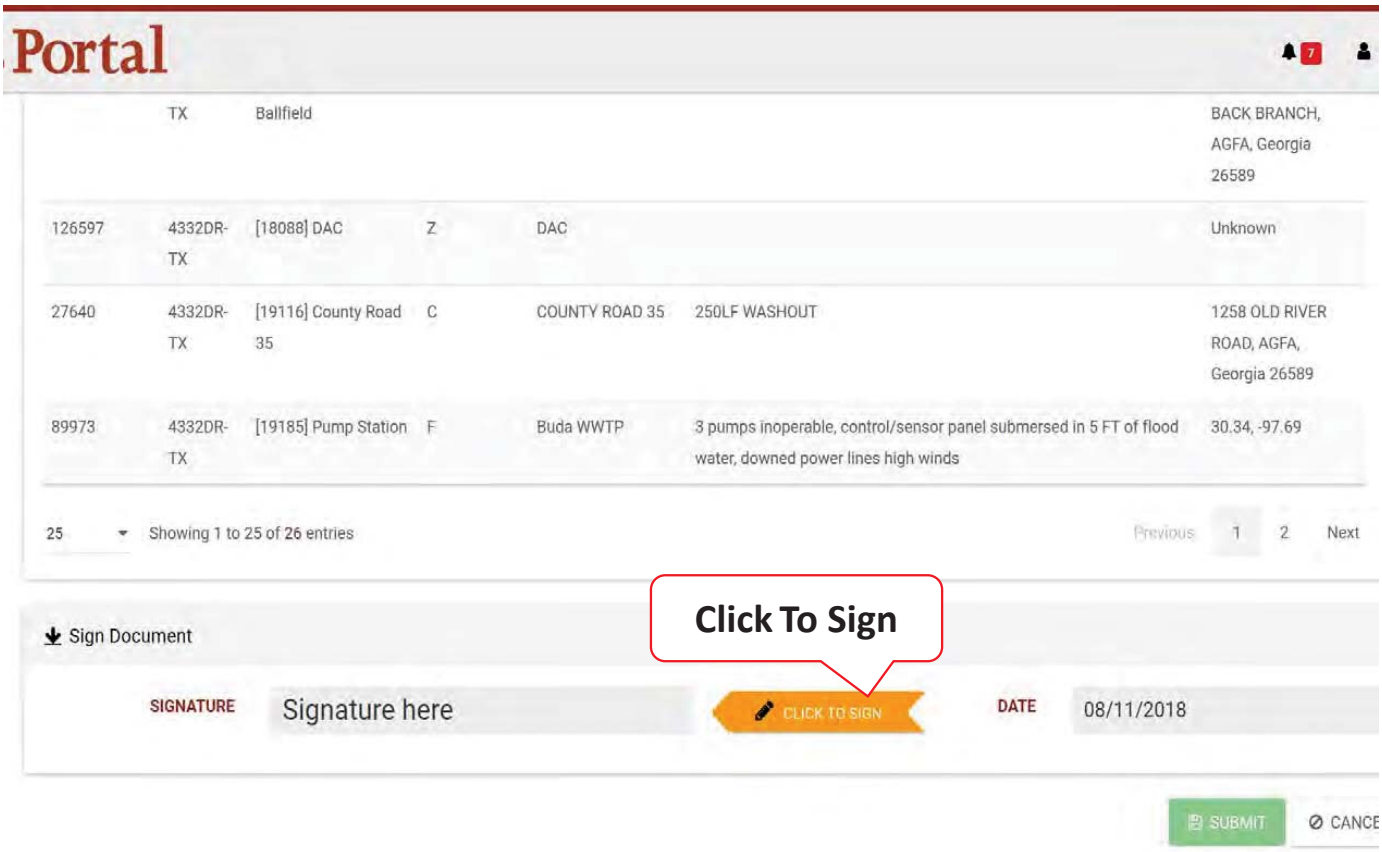
Scroll Down while Reviewing Damage Inventory

Search...

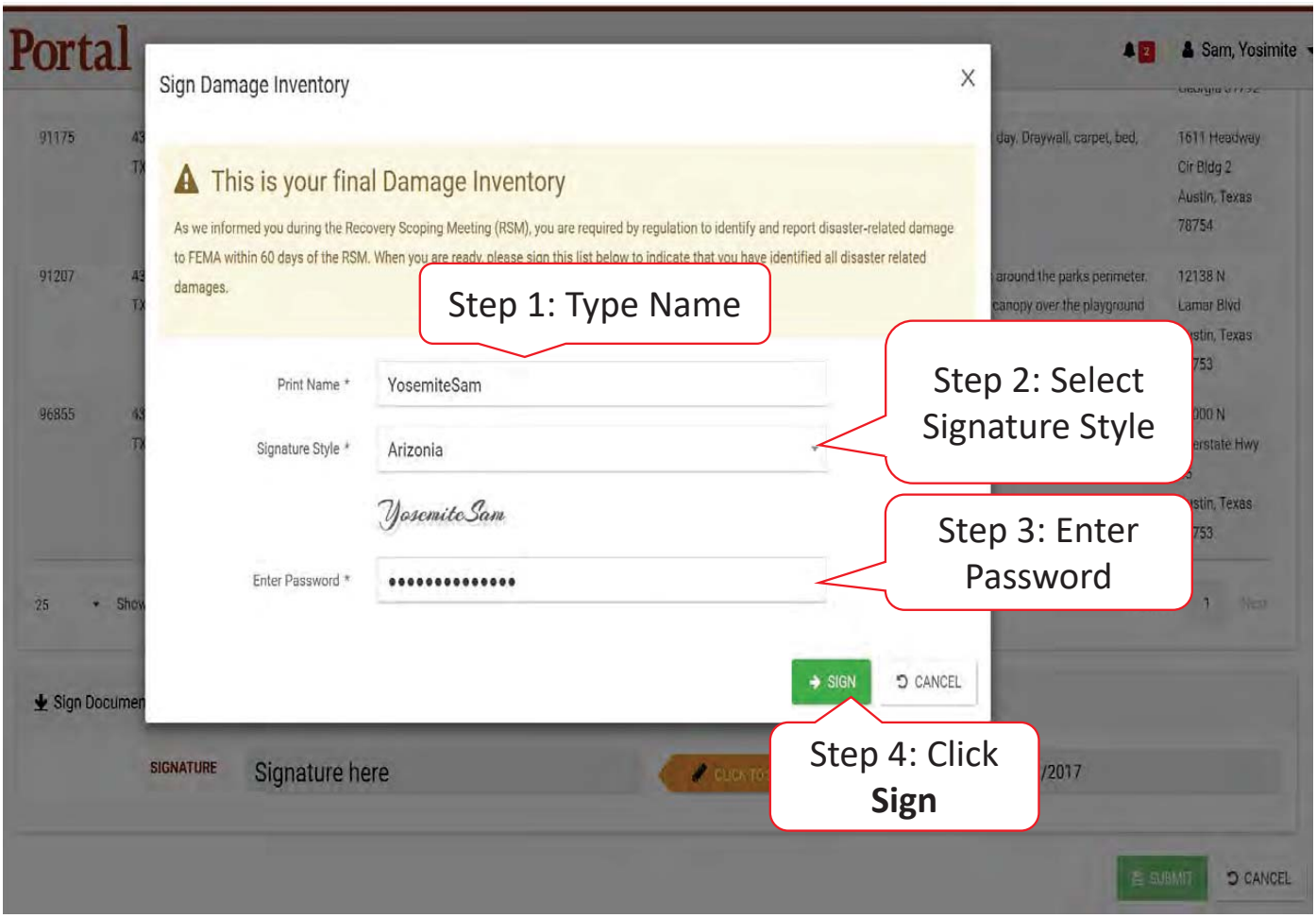
SHOW/HIDE COLUMNS

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

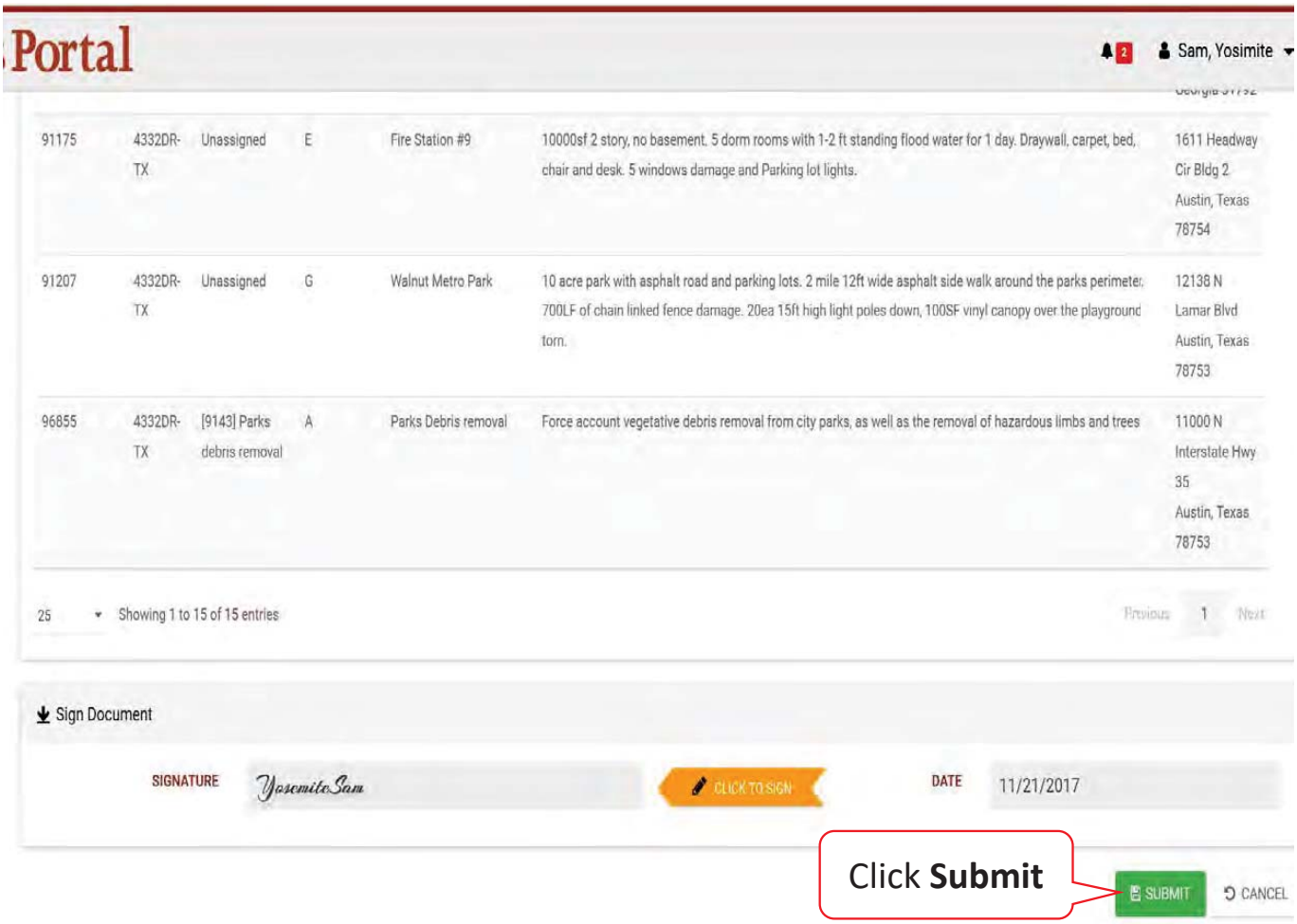
Sign Damage Inventory



Add Signature

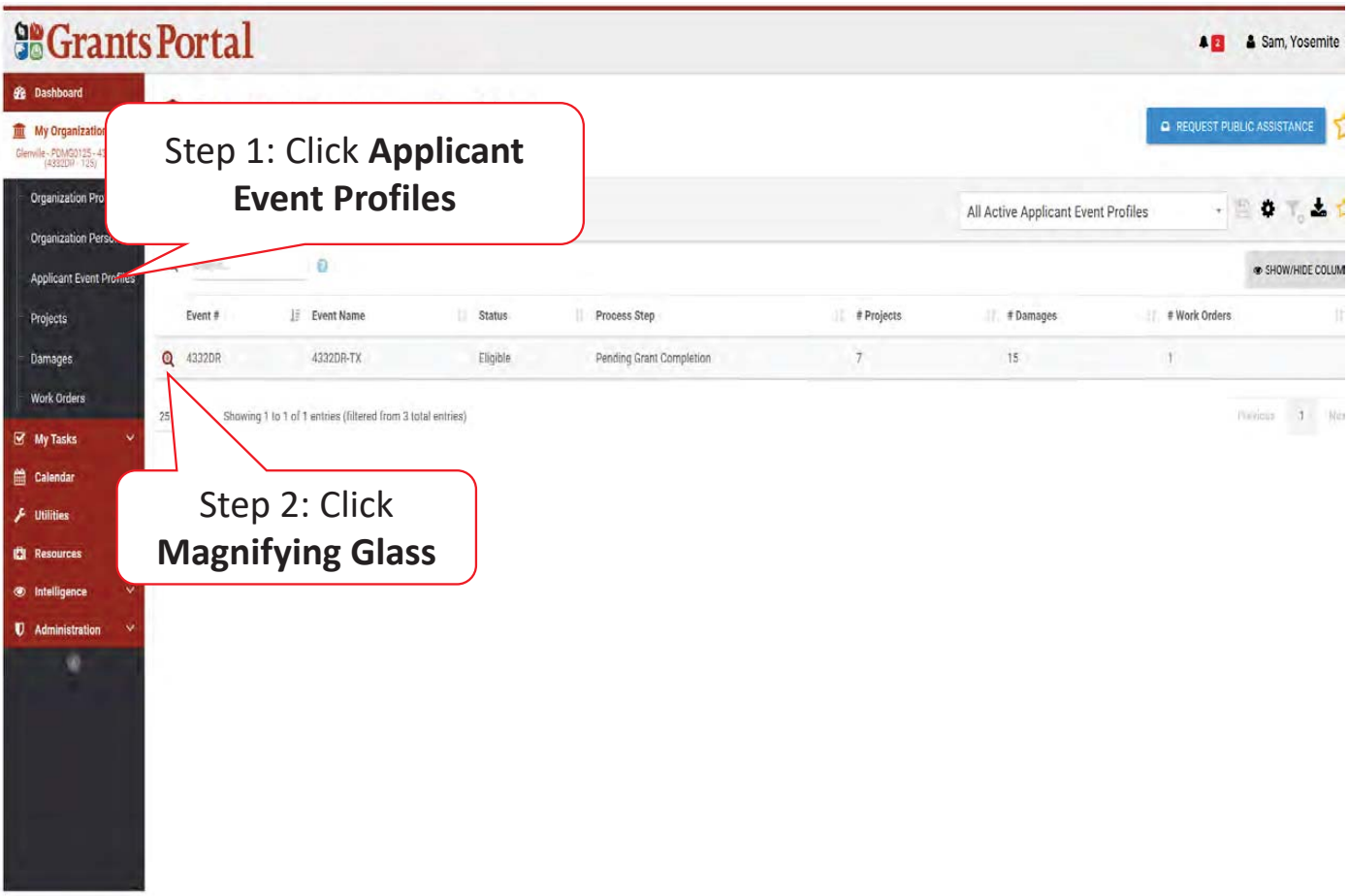


Submit Signed Damage Inventory

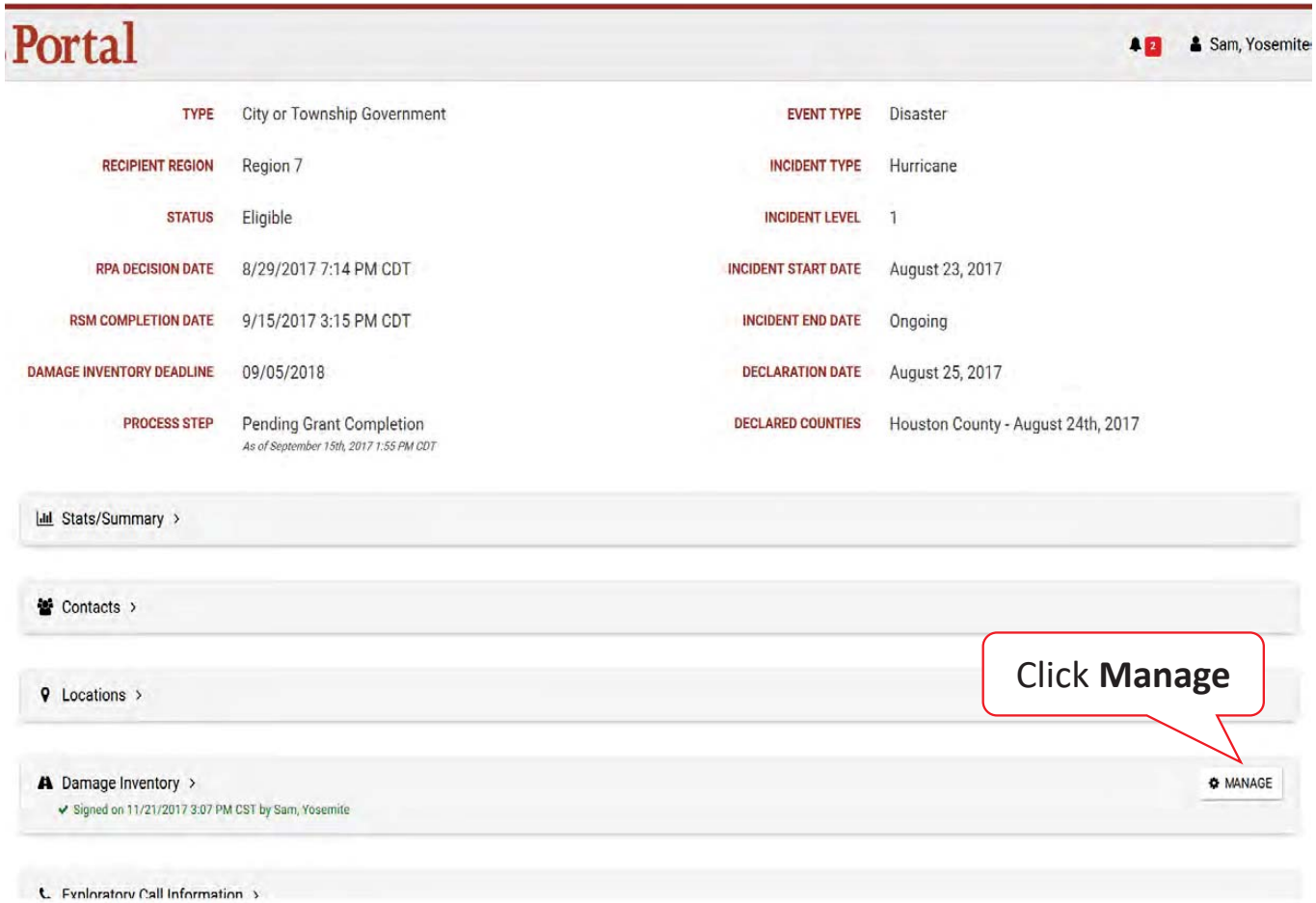


LATE DAMAGE INVENTORY LINE ITEM SUBMISSION

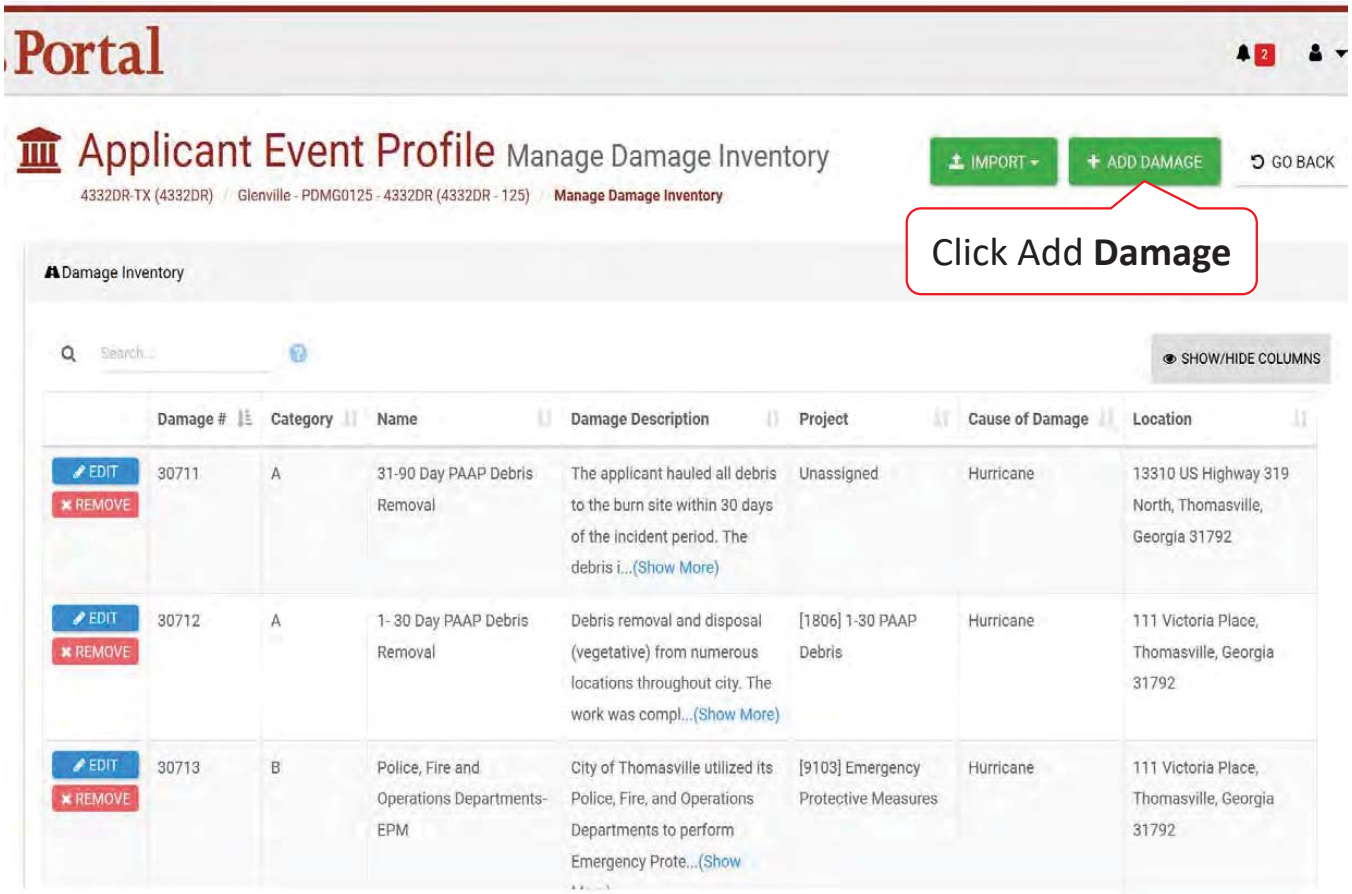
Applicant Event Profiles



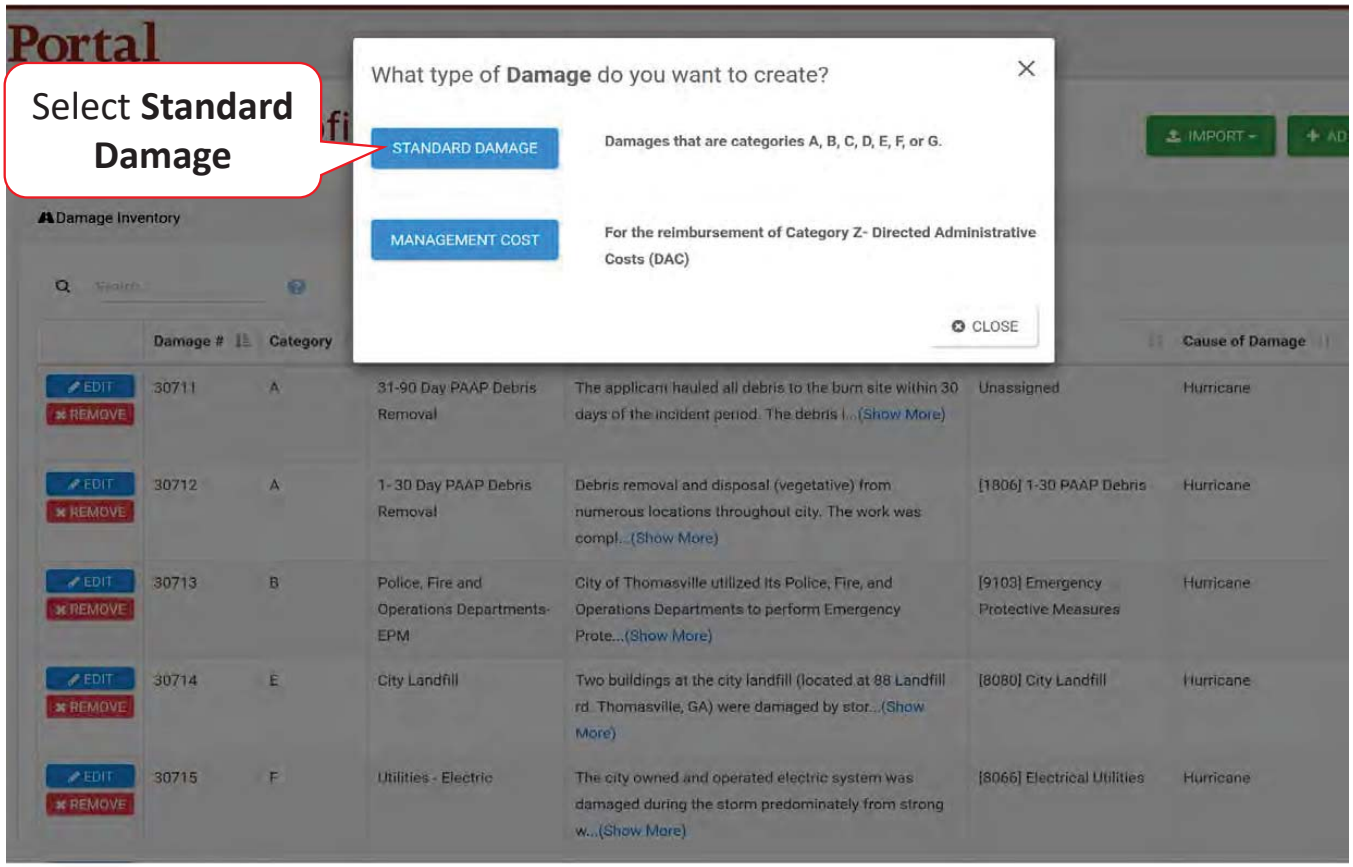
Applicant Event Profile



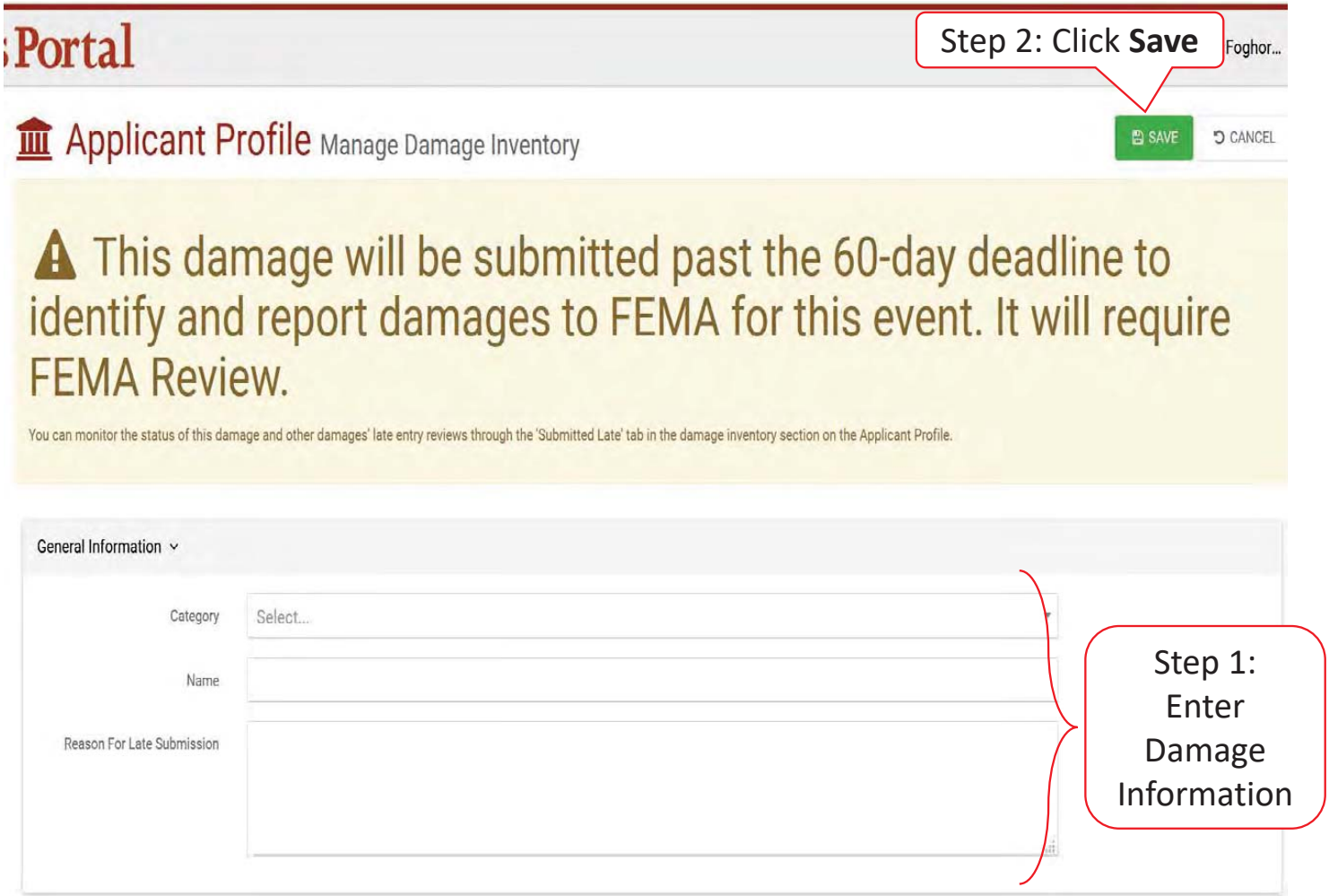
Manage Damage Inventory



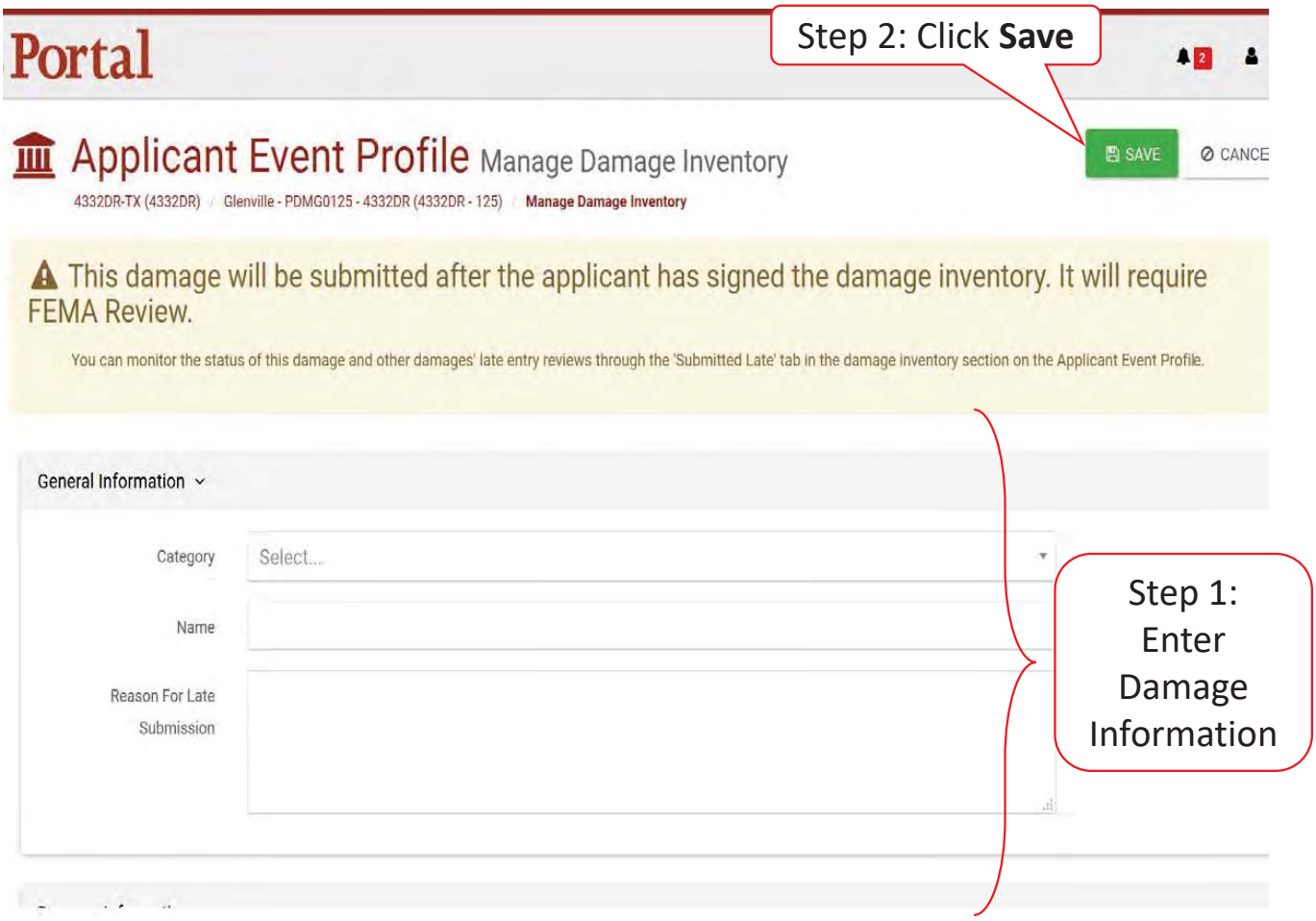
Select Damage Type



Add Damage Information



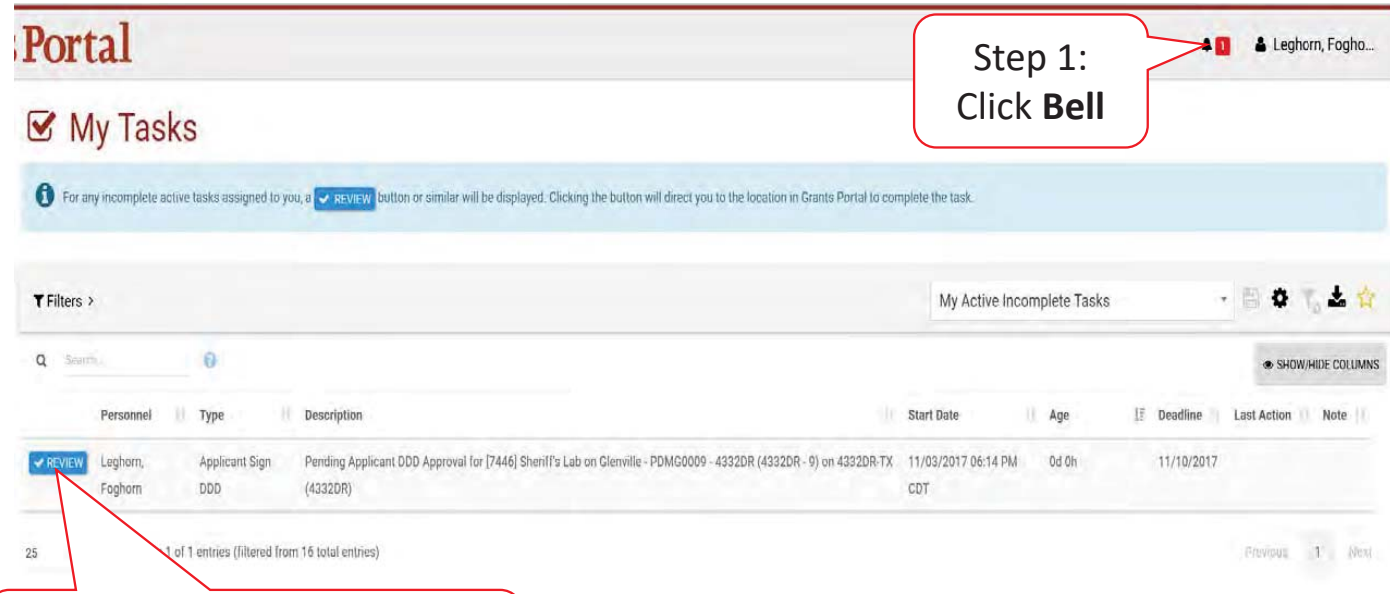
Add Damage Information After Signed Inventory



Sign Project Damage Description and Dimension (DDD)

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

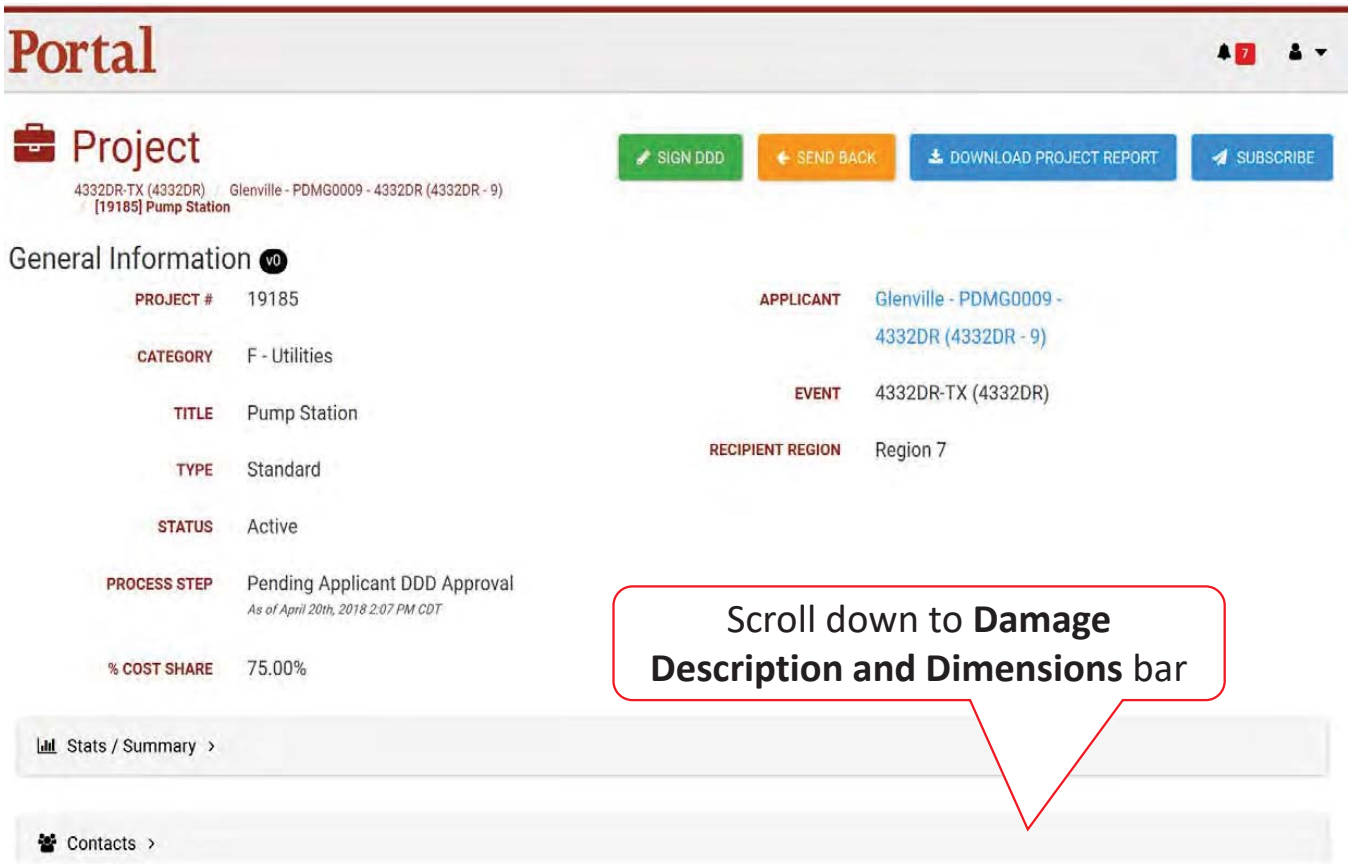
My Tasks



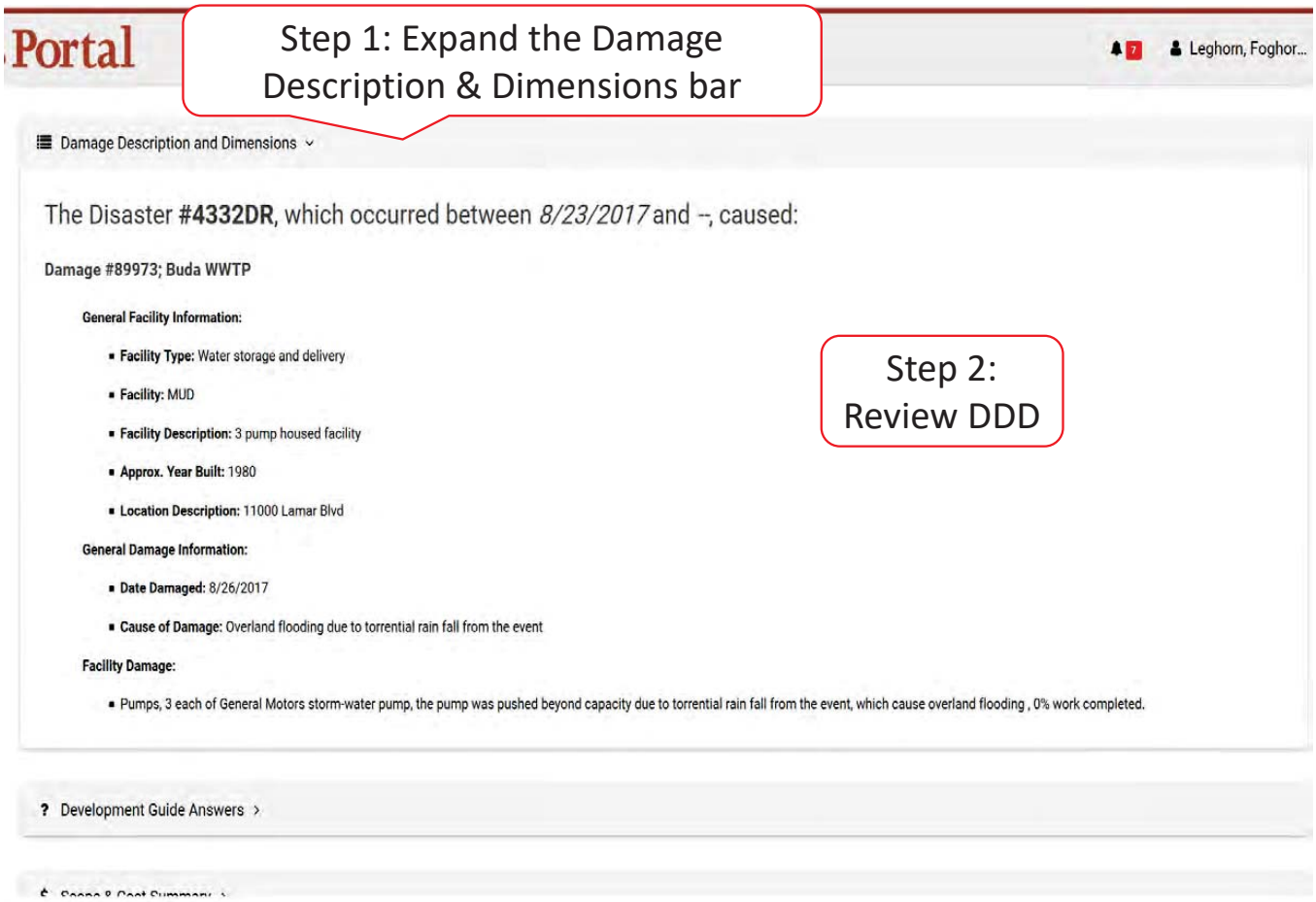
Step 1: Click **Bell**

Step 2: Click **Review** next to the project needing signature

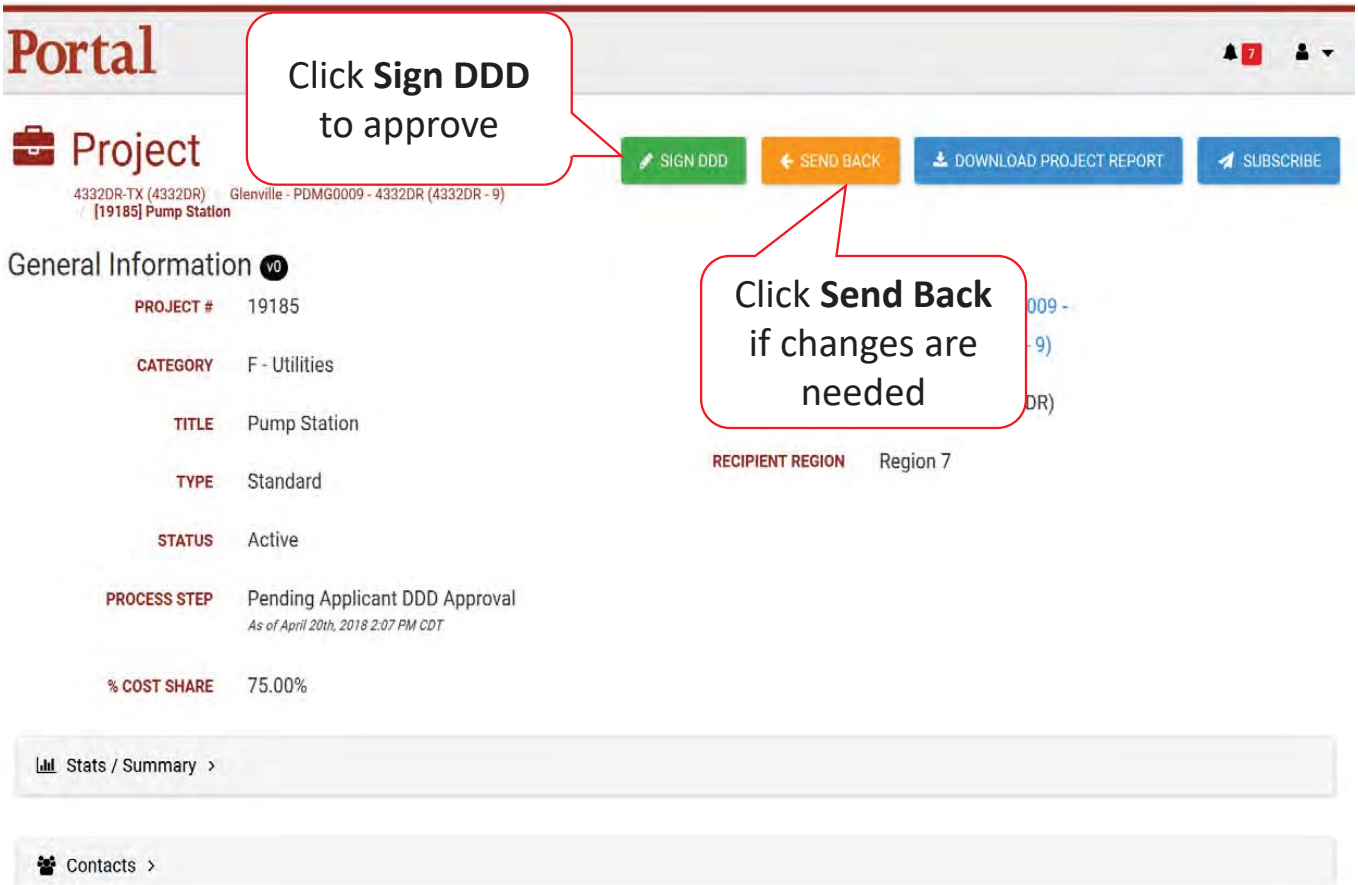
Project Details Damage Description & Dimensions



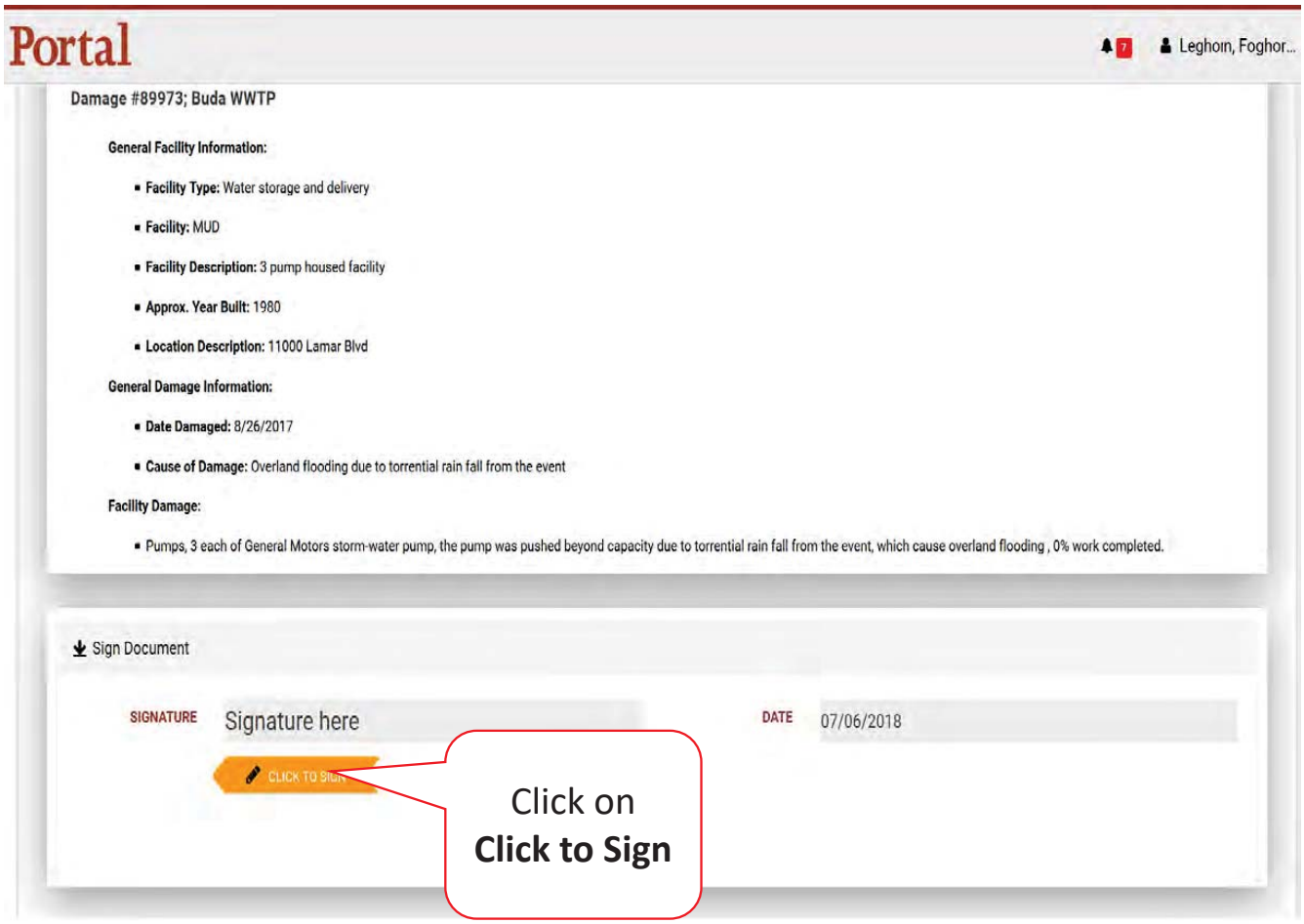
Review Damage Description & Dimensions (DDD)



Project Details

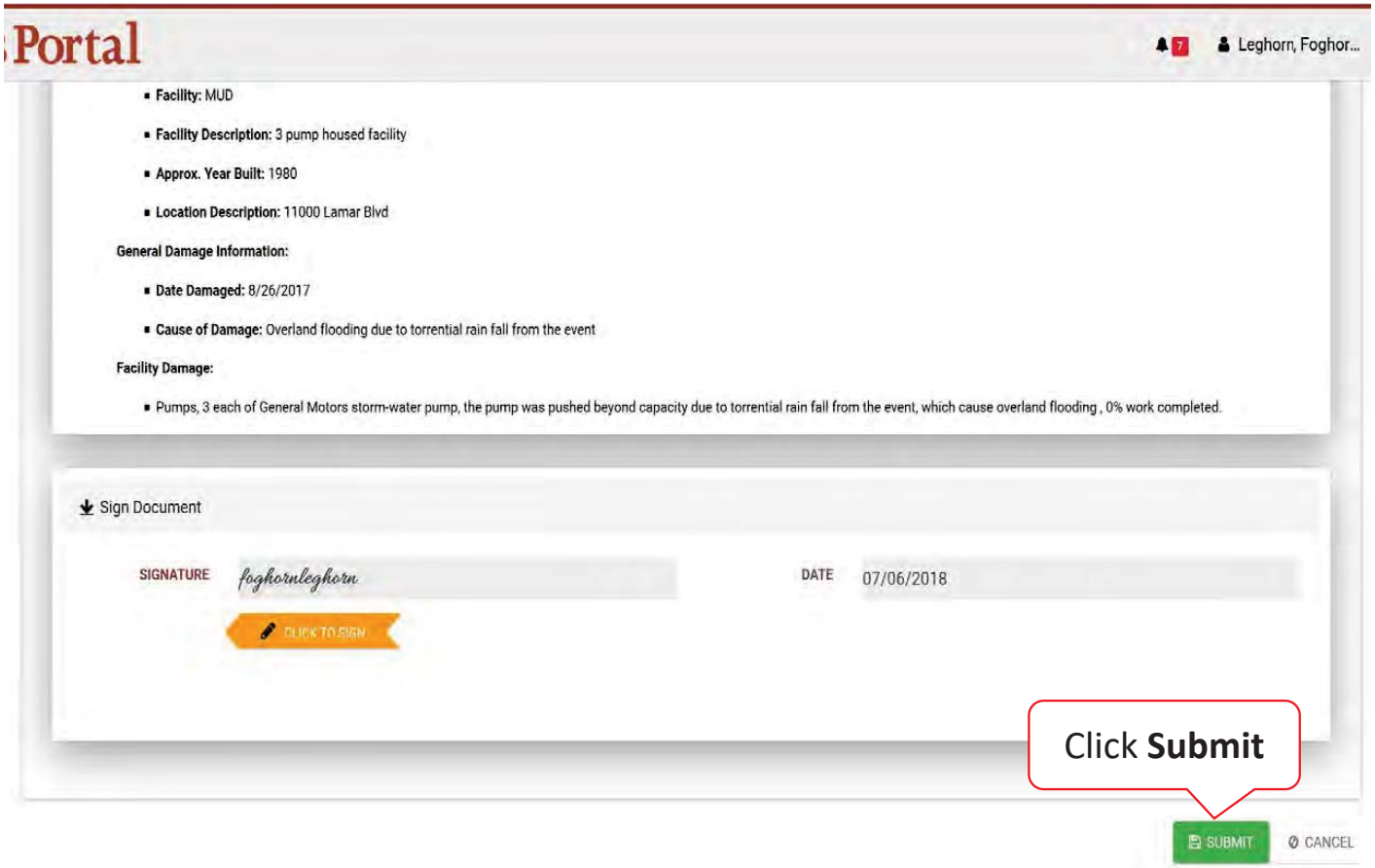


Project Signature

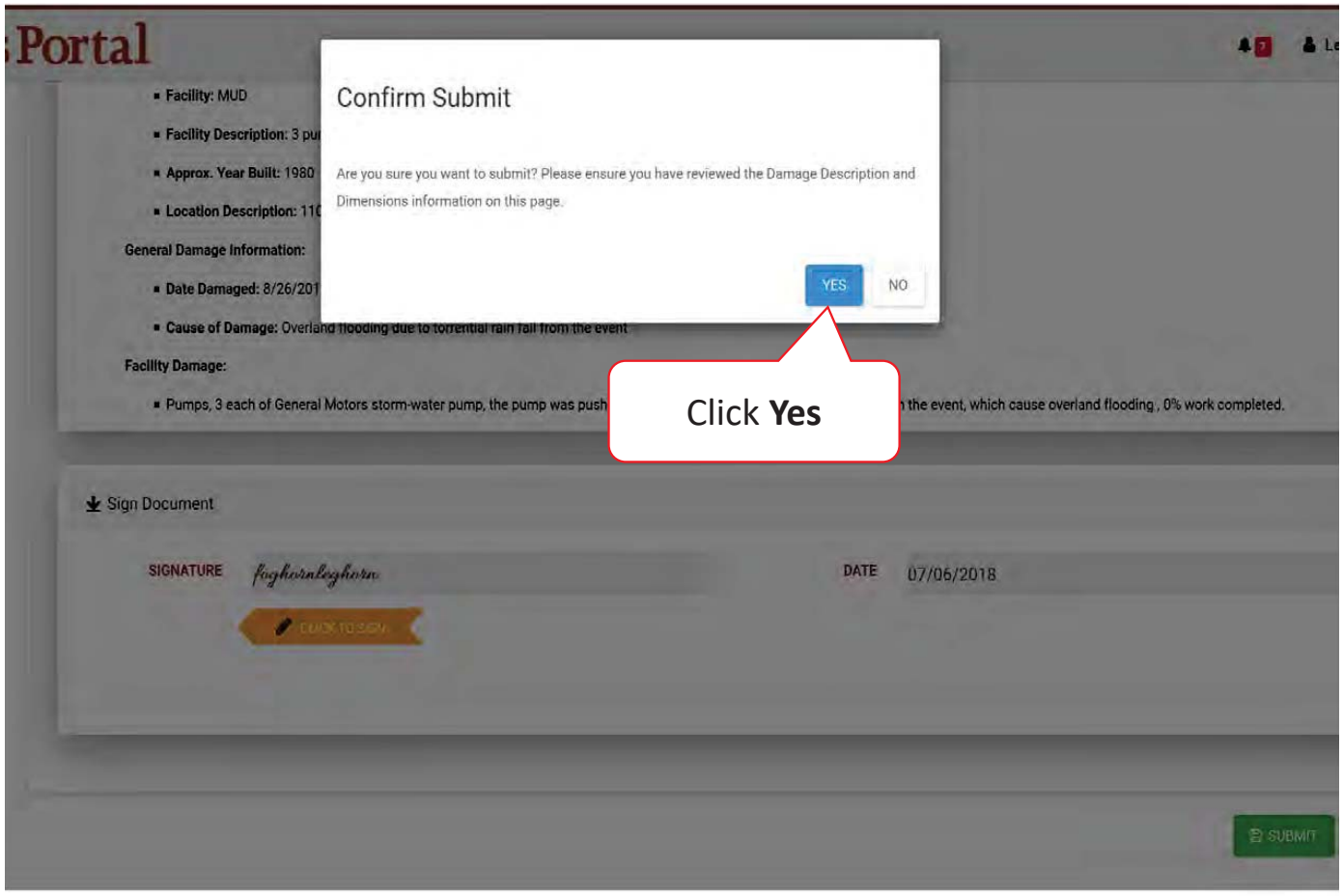


Input Signature & Style

Submit Signed Project



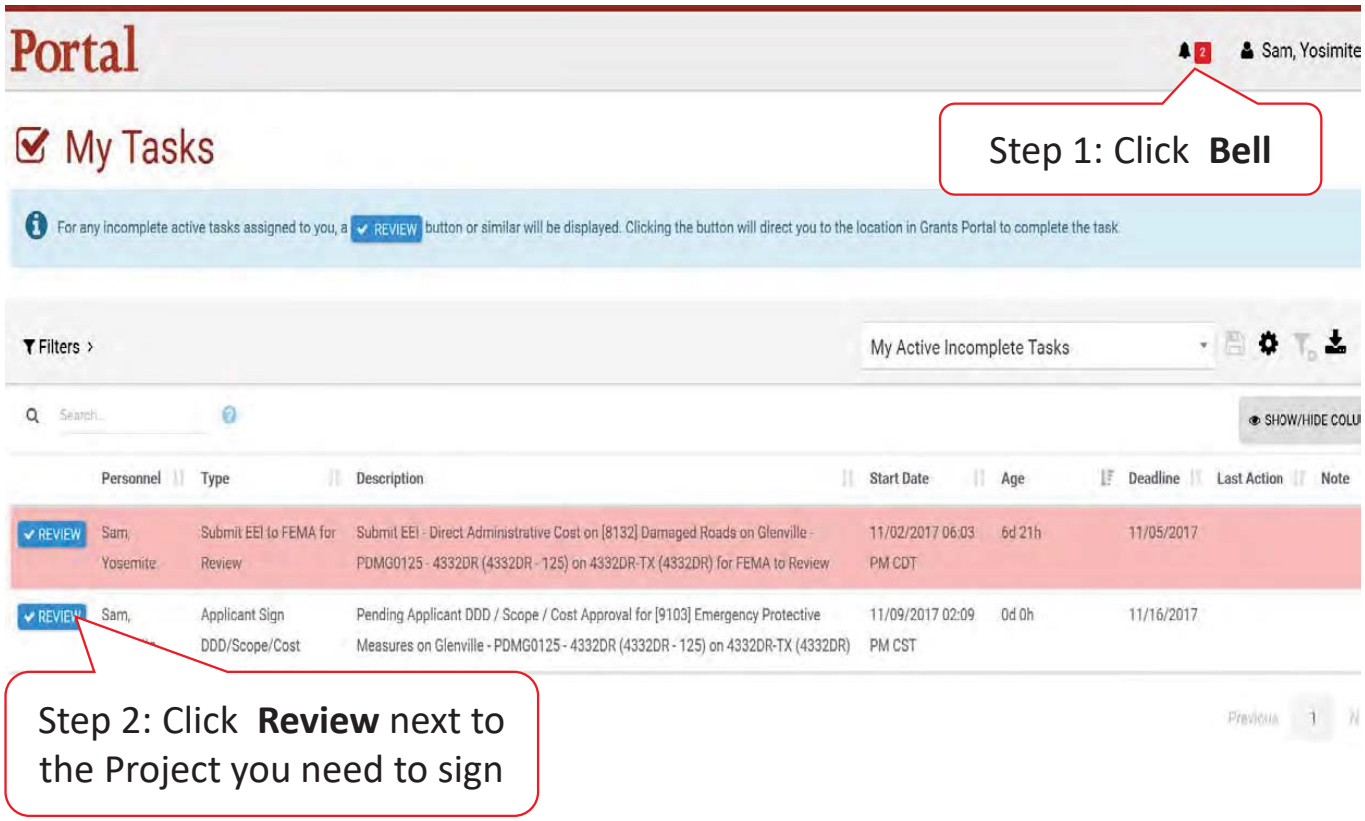
Confirm Signed Project Submittal



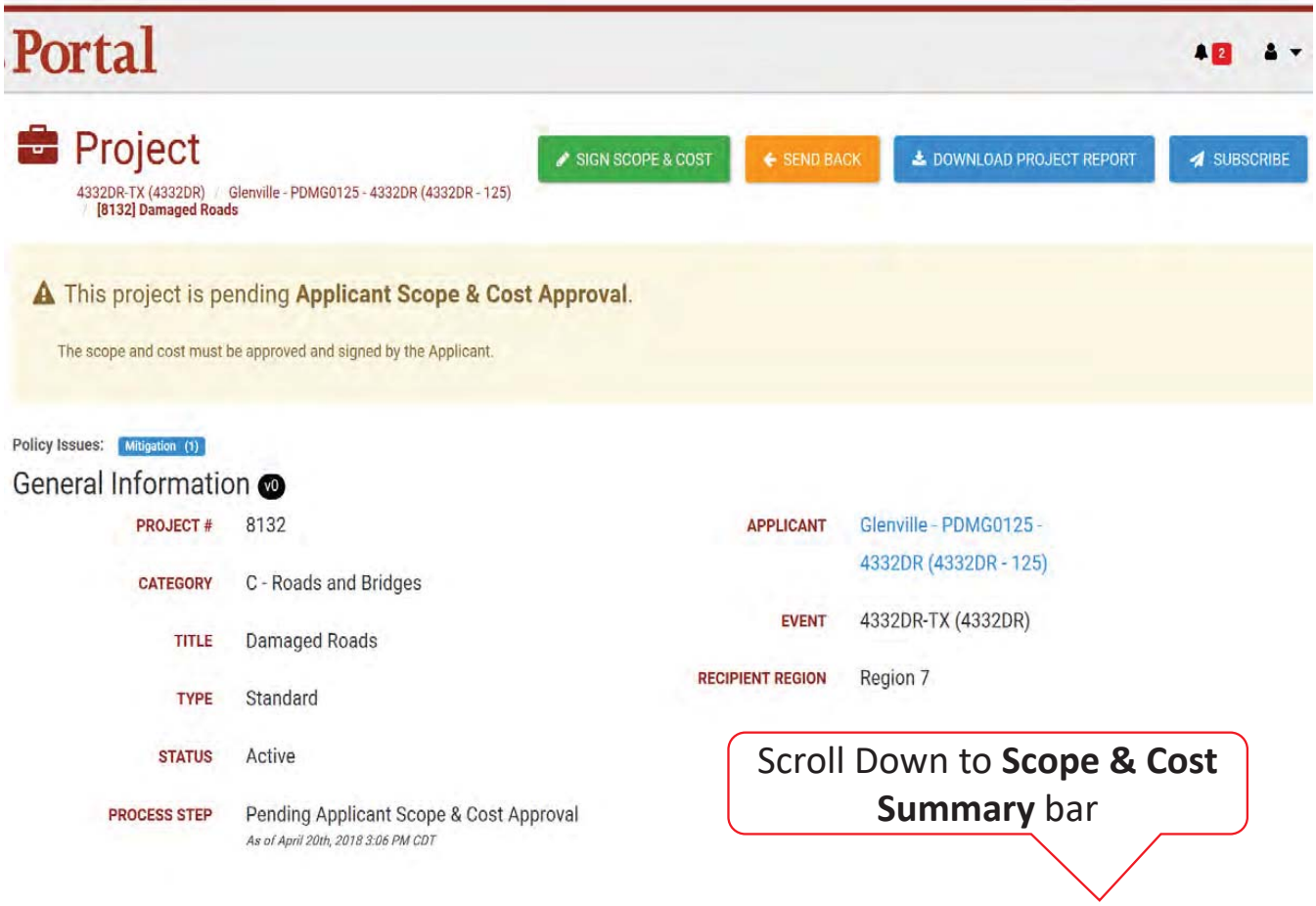
Sign Project Scope and Cost

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

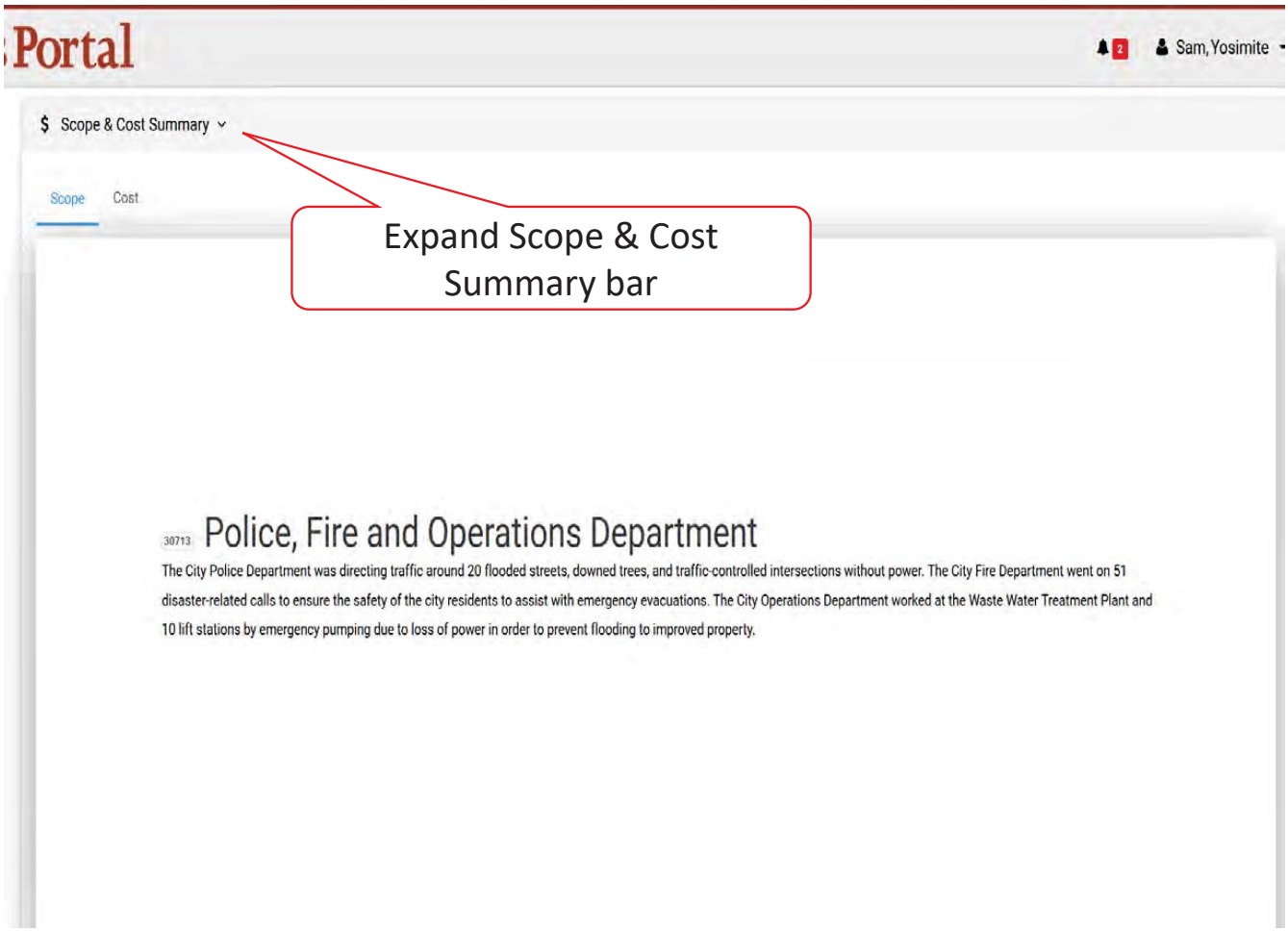
My Tasks


Portal
Sam, Yosimite
My Tasks
Step 1: Click **Bell**
For any incomplete active tasks assigned to you, a REVIEW button or similar will be displayed. Clicking the button will direct you to the location in Grants Portal to complete the task.
Filters
My Active Incomplete Tasks
Search...
SHOW/HIDE COLU
Personnel
Type
Description
Start Date
Age
Deadline
Last Action
Note
REVIEW
Sam, Yosemite
Submit EEI to FEMA for Review
Submit EEI - Direct Administrative Cost on [8132] Damaged Roads on Glenville - PDMG0125 - 4332DR (4332DR - 125) on 4332DR-TX (4332DR) for FEMA to Review
11/02/2017 06:03 PM CDT
6d 21h
11/05/2017
REVIEW
Sam,
Applicant Sign DDD/Scope/Cost
Pending Applicant DDD / Scope / Cost Approval for [9103] Emergency Protective Measures on Glenville - PDMG0125 - 4332DR (4332DR - 125) on 4332DR-TX (4332DR)
11/09/2017 02:09 PM CST
0d 0h
11/16/2017
Previous
1
Step 2: Click **Review** next to the Project you need to sign

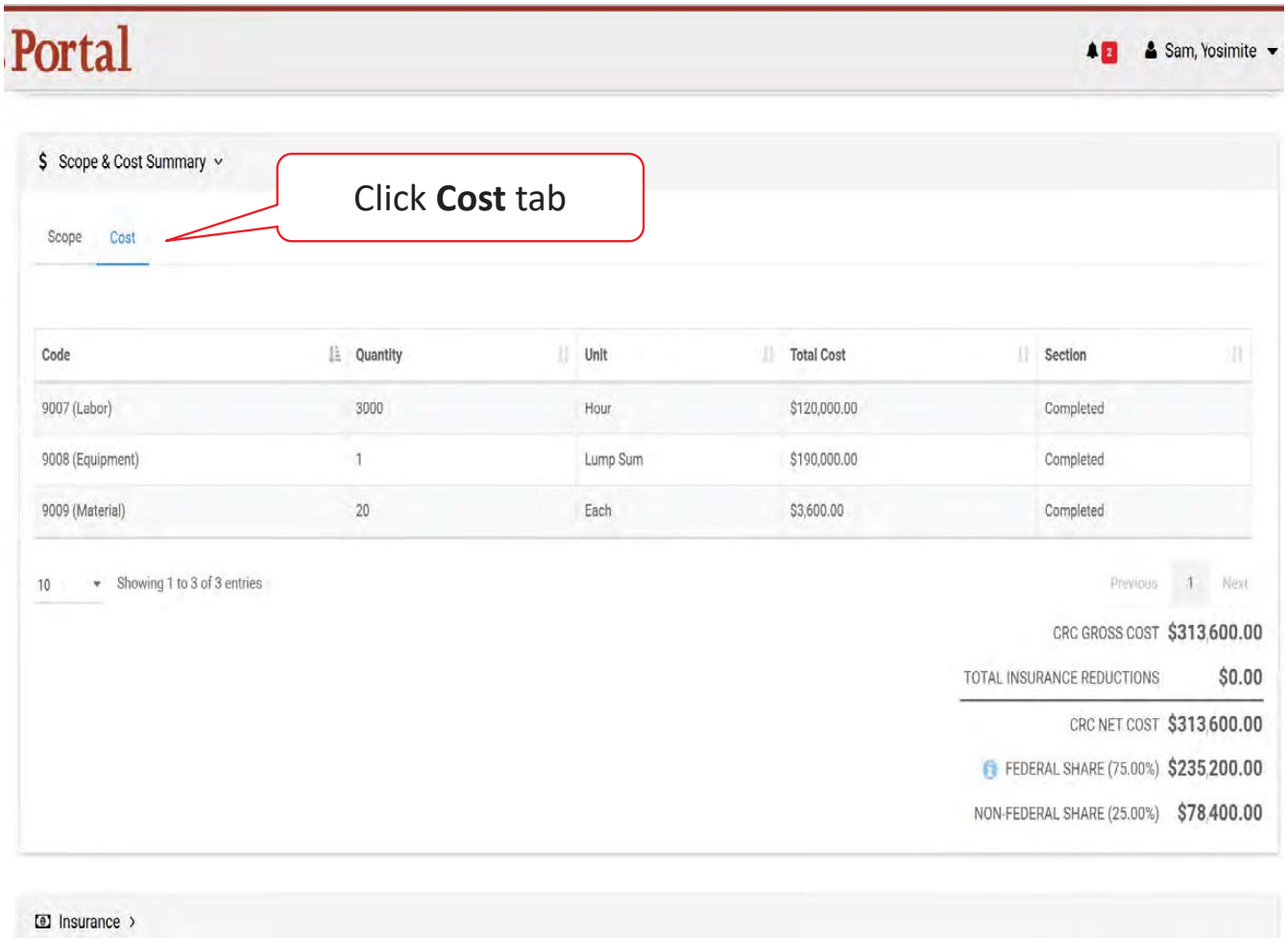
Project Details



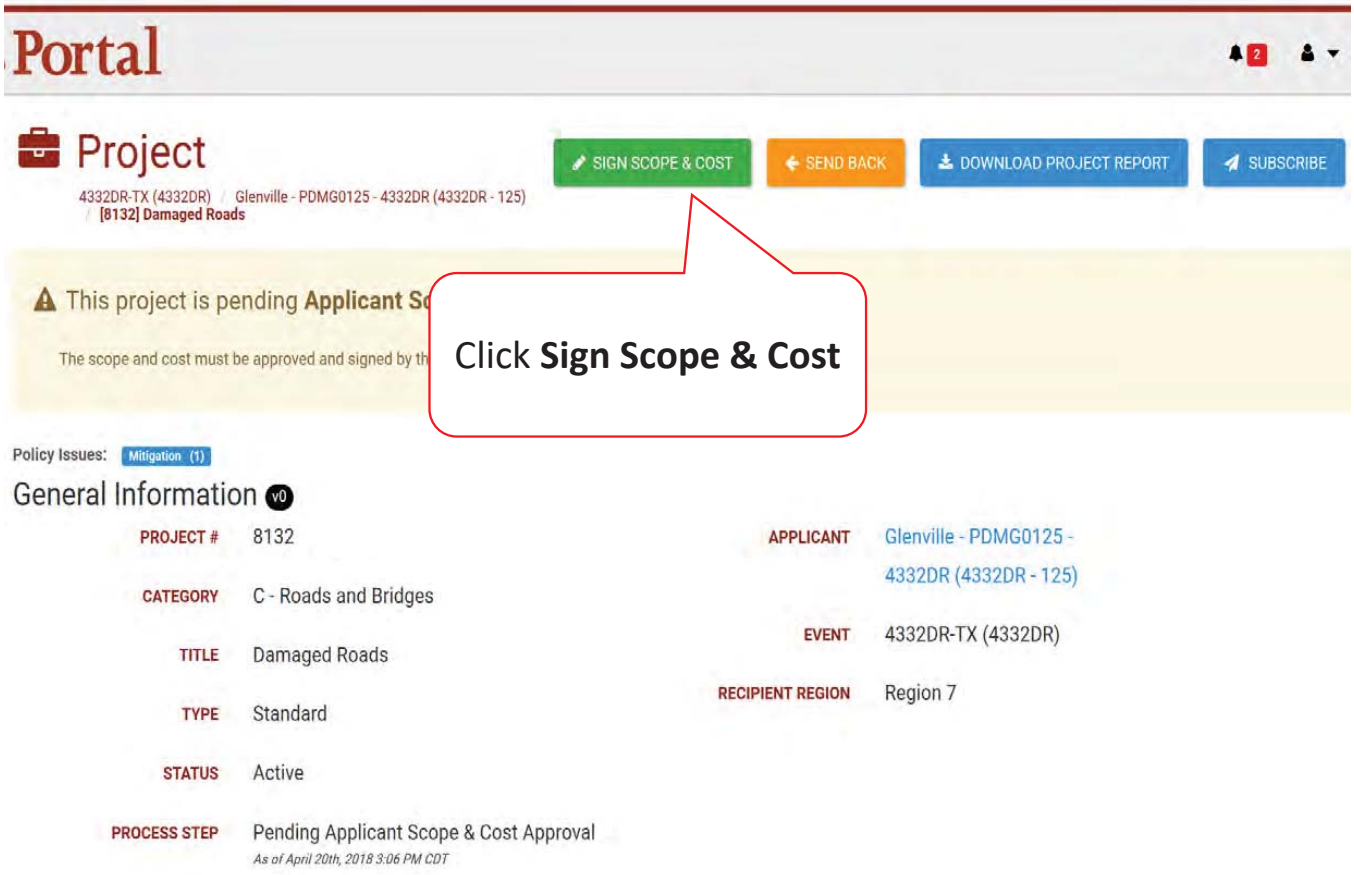
Review Project Scope



Review Project Cost Summary



Sign Project



Applicant DDD Scope & Cost Approval

Portal

Sam, Yosimite

Applicant DDD / Scope / Cost Approval Emergency Protective Measures

CANCEL

Please review and sign

General Information

PROJECT #	9103	PROJECT TYPE	Work Completed / Fully Documented
PROJECT CATEGORY	B Emergency Protective Measures	APPLICANT	Glenville PDMG0125 4332DR (4332DR 125)
PROJECT TITLE	Emergency Protective Measures	EVENT	4332DR-TX (4332DR)

Damage Description and Dimensions

The Disaster **#4332DR**, which occurred between *8/23/2017* and *8/28/2017*, caused:

Damage # 30713; Emergency Protective Measures (Police, Fire and Operations Departments-EPM)

During the incident period of 8/23/2017 through 8/28/2017, Hurricane Harvey created an immediate threat to the health and safety of the general public requiring emergency response and protective measures.

- Provided Police blocking flooded streets and downed power lines for public health and safety at multiple city street from 8/26/2017 to 9/9/2017.
- Provided Evacuation and Sheltering for emergency evacuations throughout the flooded area at city wide from 8/26/2017 to 9/9/2017.
- Provided Flood Fighting for emergency pumping due to power loss at Glenville Waste Water Treatment Plant and 10 lift stations from 8/26/2017 to 9/9/2017.

Scroll down to the **Sign Document** bar

Scope

30713 **Police, Fire and Operations Department**

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

Applicant DDD Scope & Cost Approval

Portal

Sam, Yosimite

Subgrant Conditions

- As described in 2 CFR, Part 200 § 200.333, financial records, supporting documents, statistical records and all other non-Federal entity records pertinent to a Federal award must be retained for a period of three (3) years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the Federal awarding agency or pass-through entity in the case of a sub-recipient. Federal awarding agencies and pass-through entities must not impose any other record retention requirements upon non-Federal entities. Exceptions, Part 200.333, (a) – (f), (1), (2). All records relative to this Project Worksheet are subject to examination and audit by the State, FEMA and the Comptroller General of the United States and must reflect work related to disaster-specific costs.

Insurance

There are no additional insurance information on **Emergency Protective Measures**.

Mitigation

There are no additional mitigation information on **Emergency Protective Measures**.

Environmental Historical Preservation

Is this project compliant with EHP laws and orders? Yes

EHP Conditions

- Any change to the approved scope of work will require re-evaluation for compliance with NEPA and other Laws and Executive Orders.
- This review does not address all federal, state and local requirements. Acceptance of federal funding requires recipient to comply with all federal, state and local laws. Failure to obtain all appropriate federal, state and local environmental permits and clearances may jeopardize funding.
- If ground disturbing activities occur during construction, applicant will monitor ground disturbance and if any potential archaeological resources are discovered, will immediately cease construction in that area and notify the State and FEMA.
- This project is STADEX exempt

EHP Additional Information

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

Sign Document

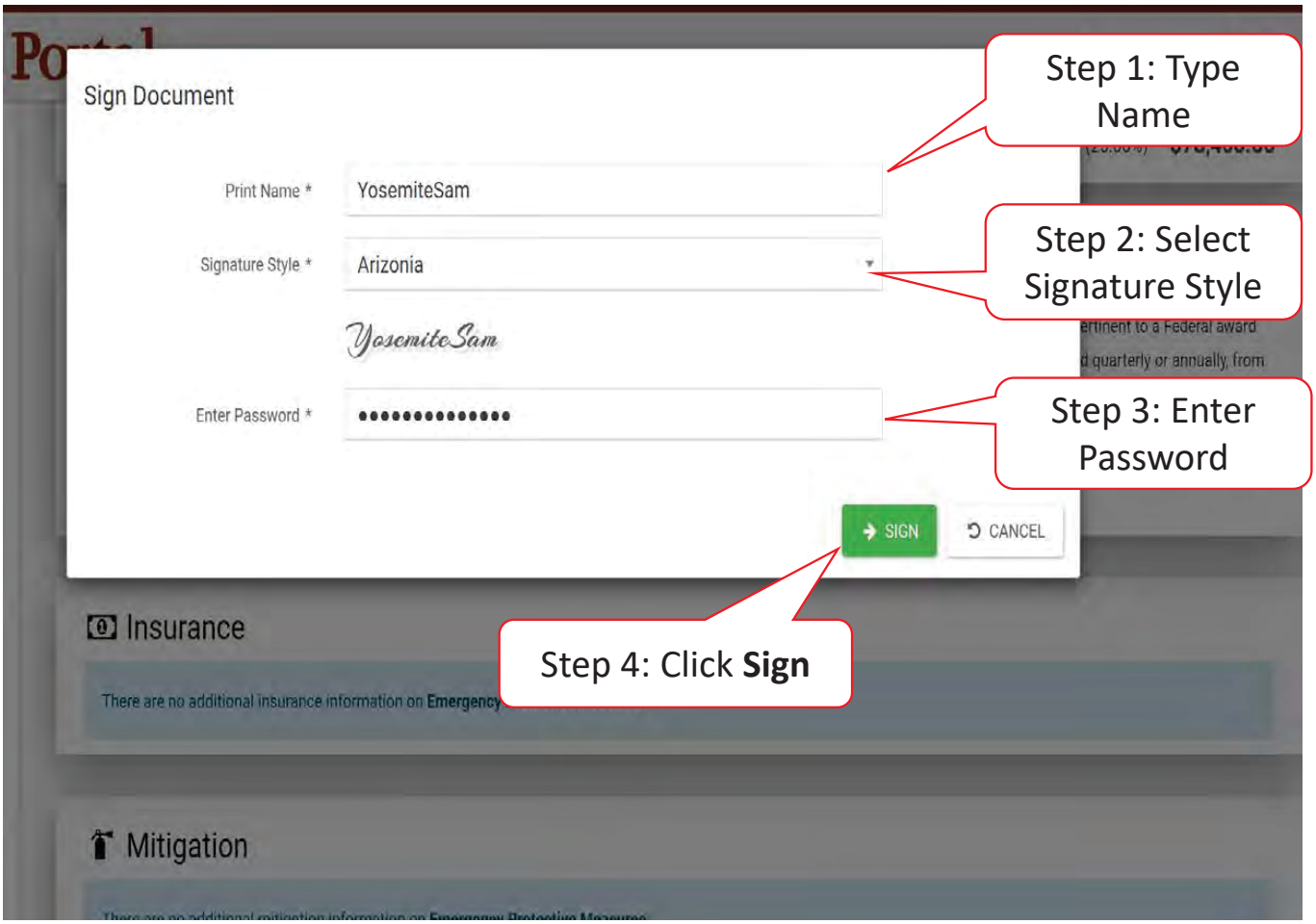
SIGNATURE Signature here

DATE 11/09/2017

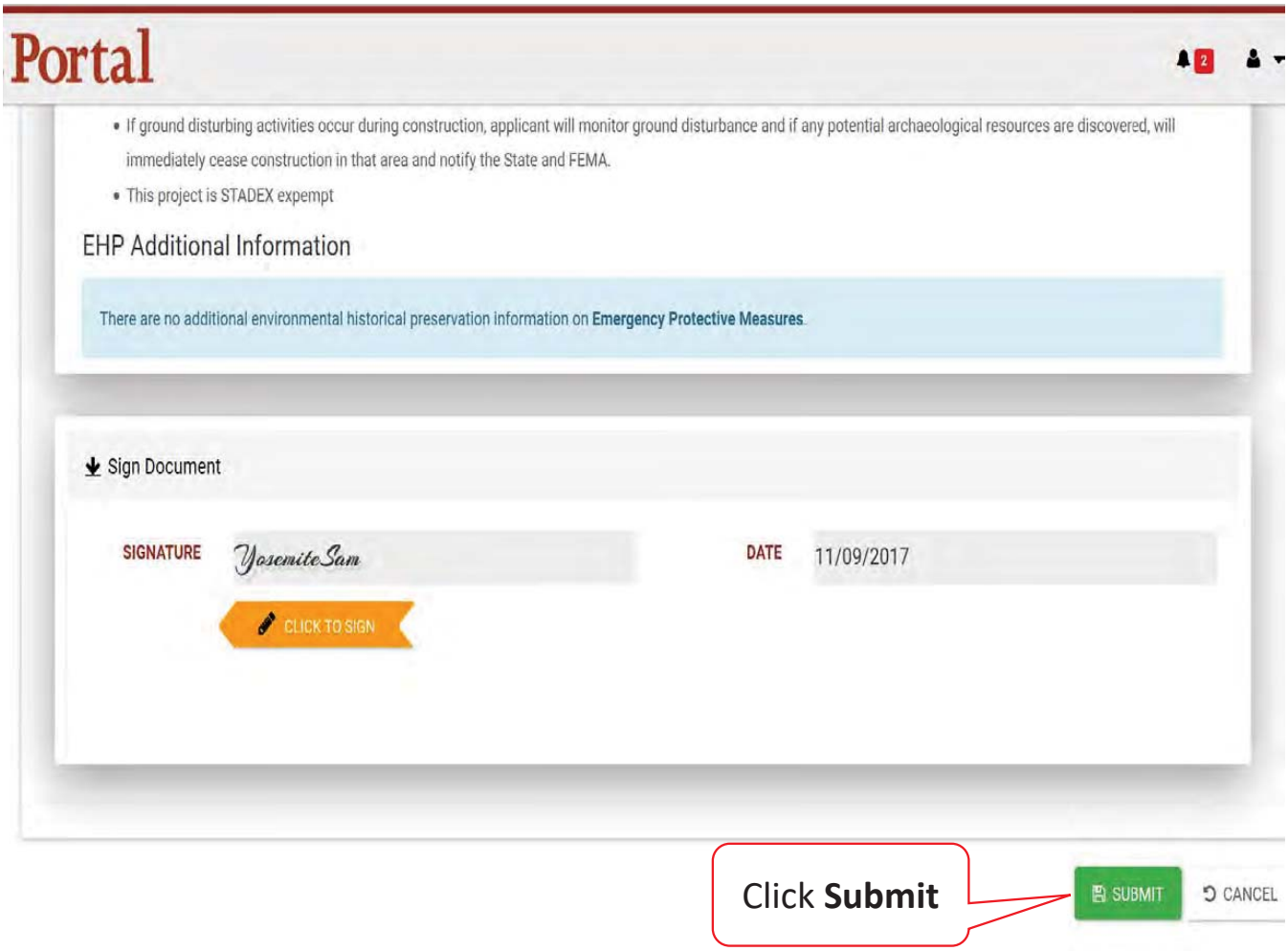
CLICK TO SIGN

Click To Sign

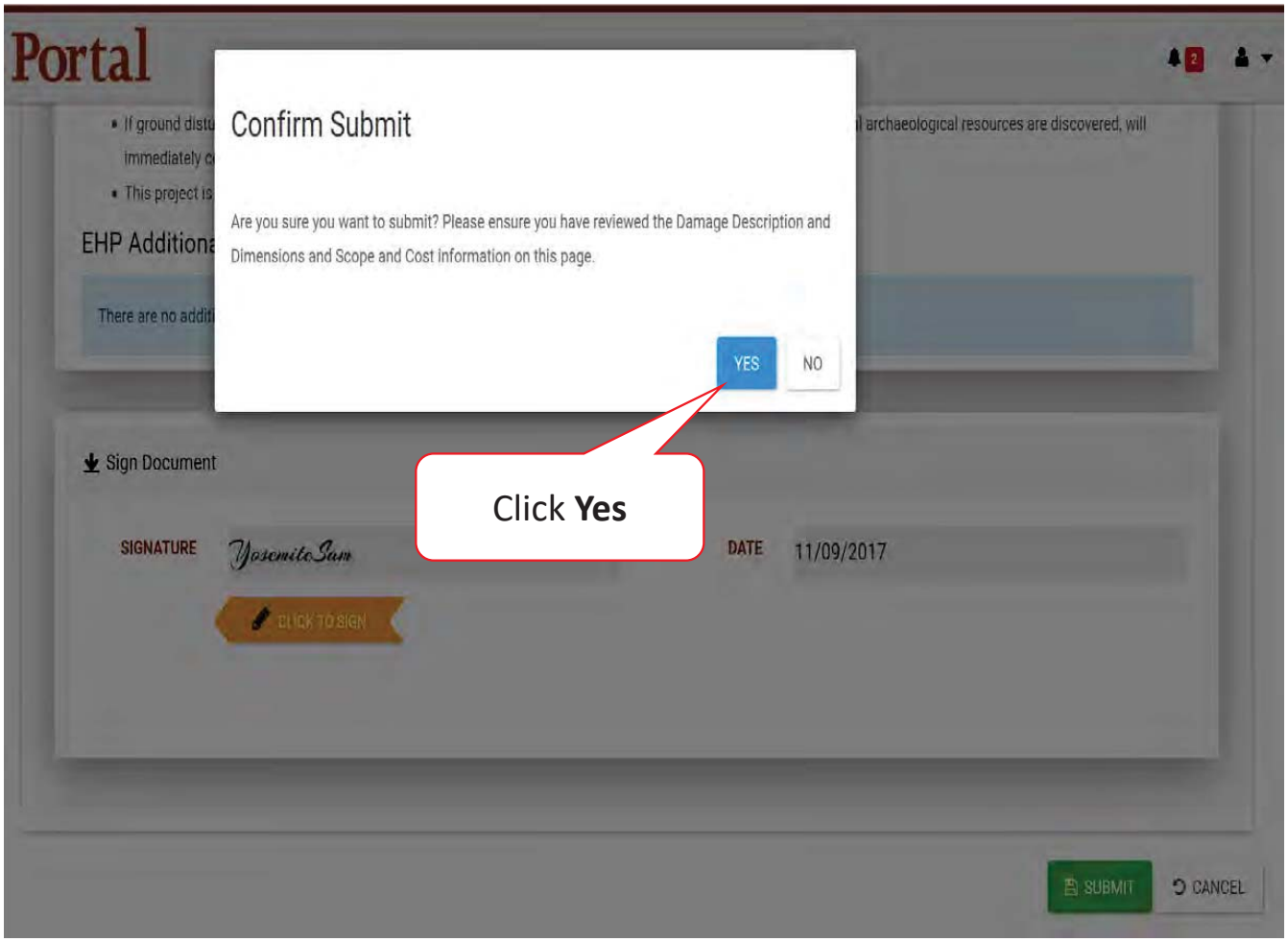
Sign Project DDD Scope & Cost – Pop Up



Submit Signed Project

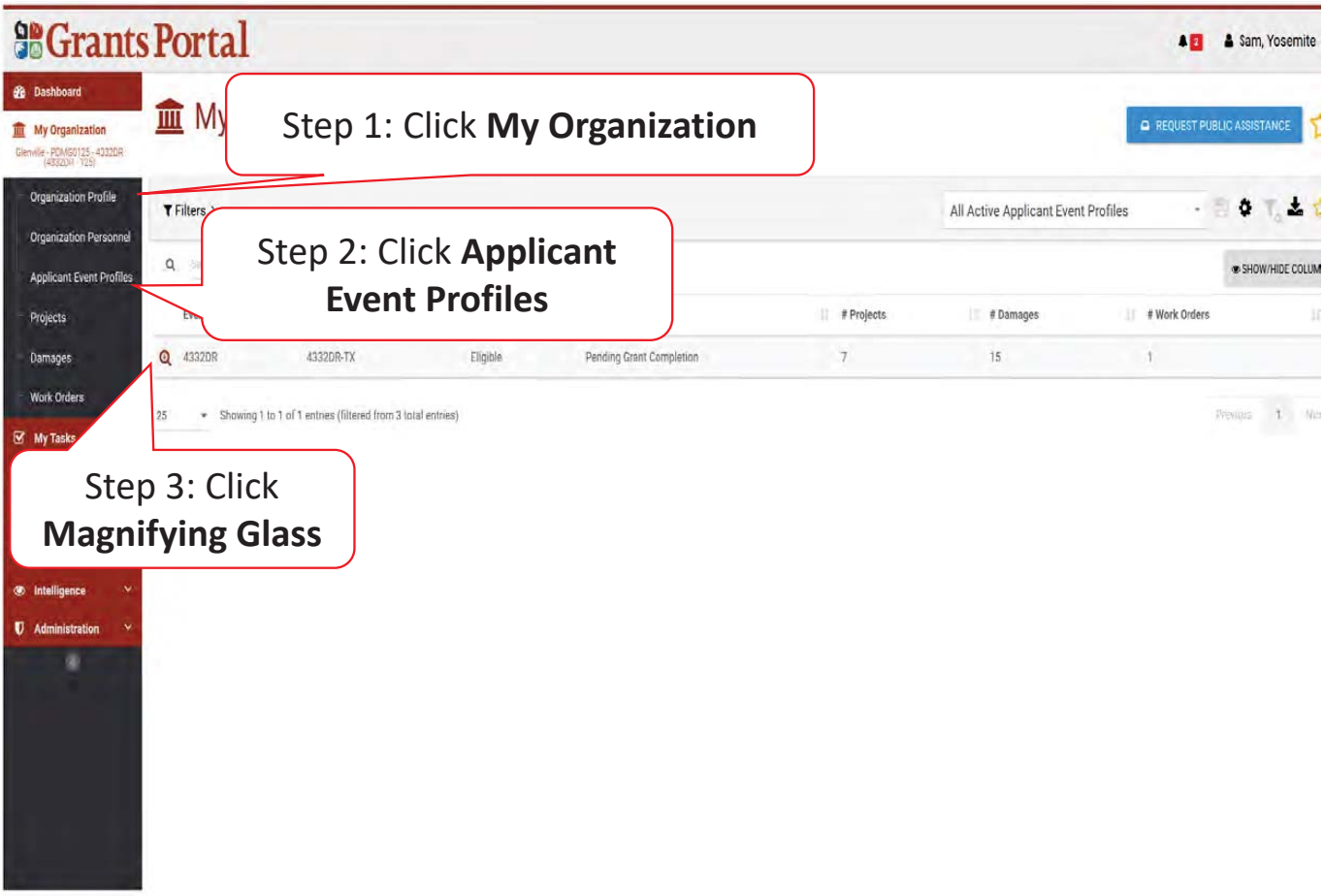


Submit Signed Project – Pop Up

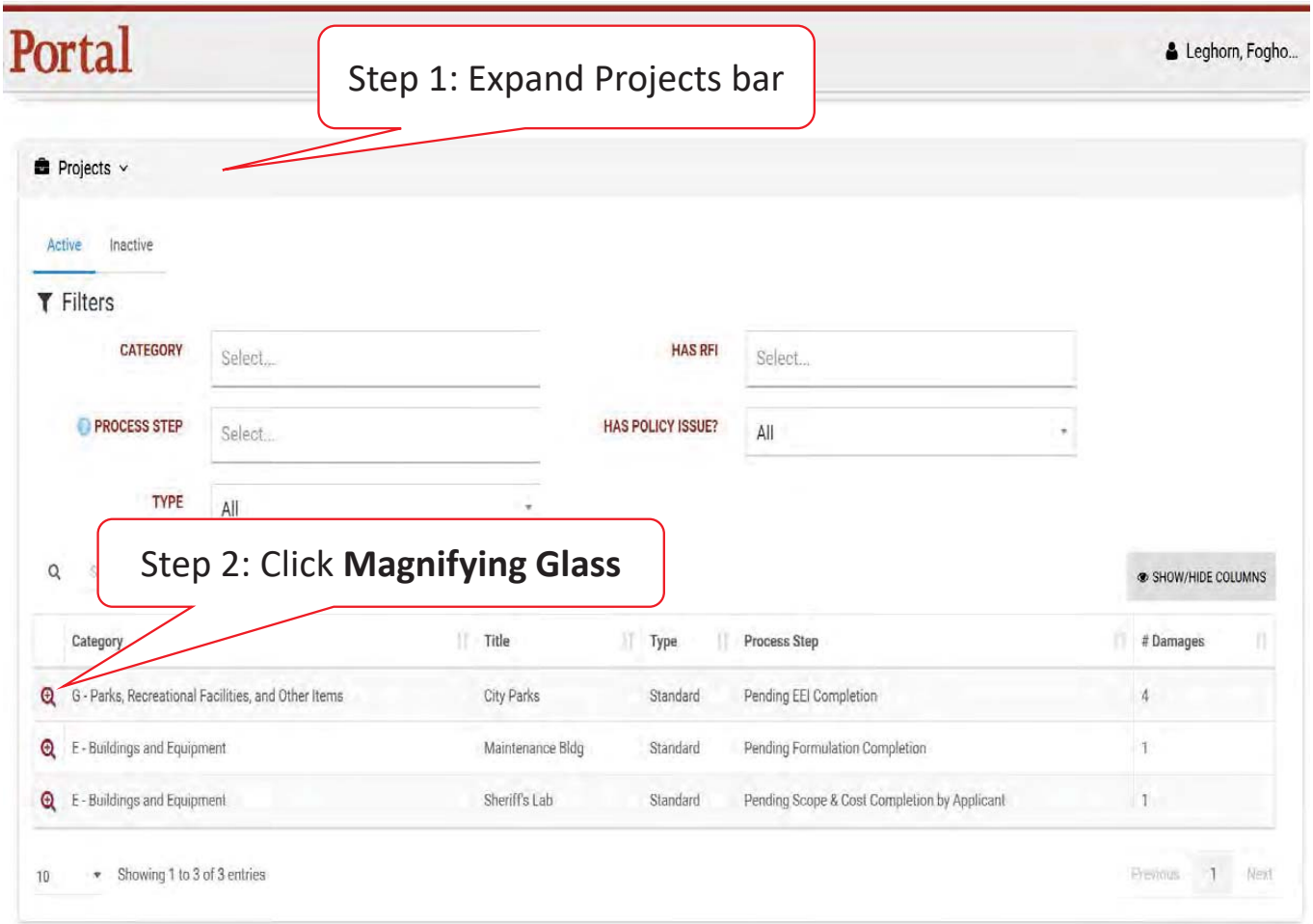


Create Your Own Scope Of Work & Cost For Work To Be Completed

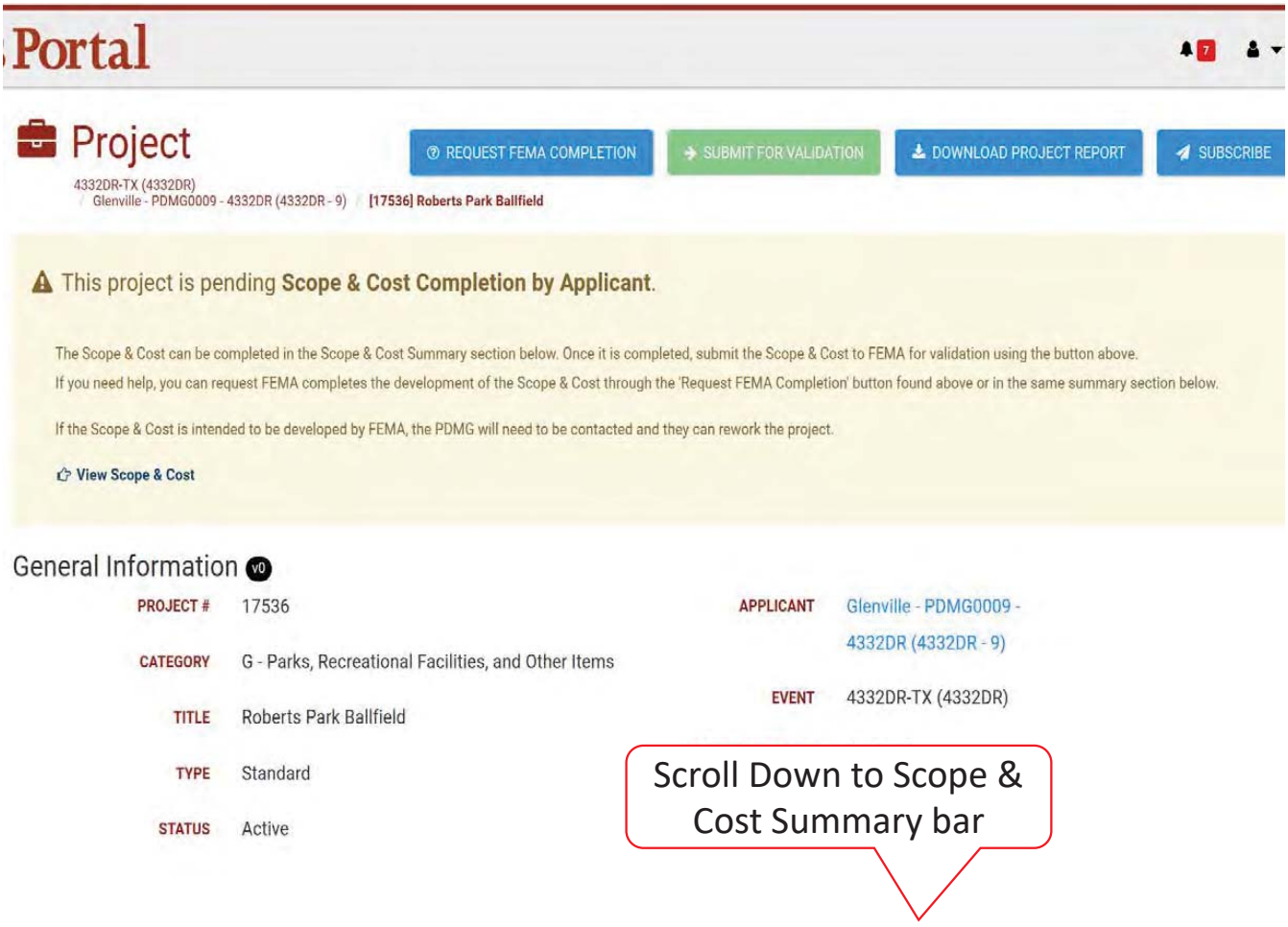
Applicant Event Profiles



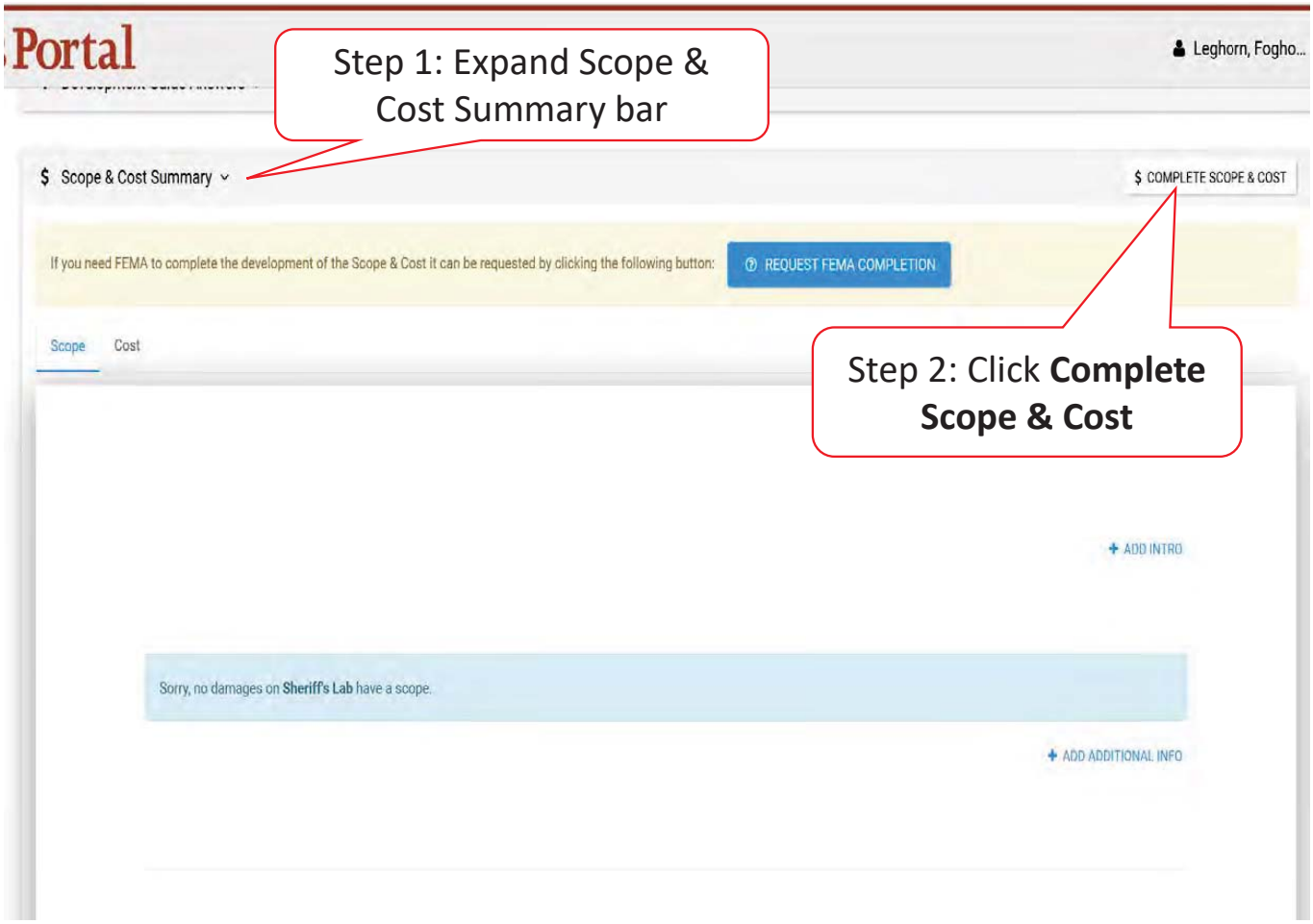
Event Profile



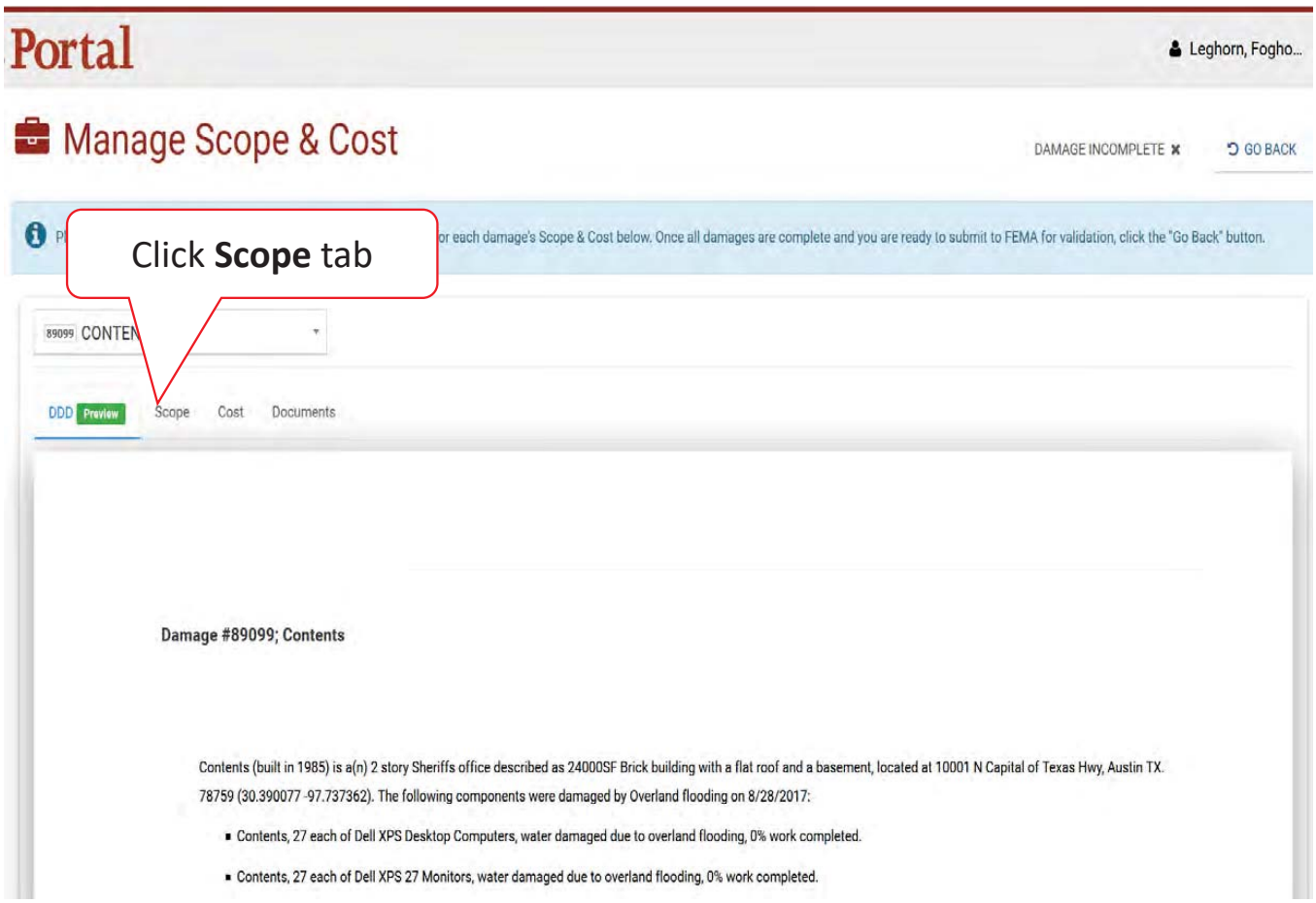
Project Details



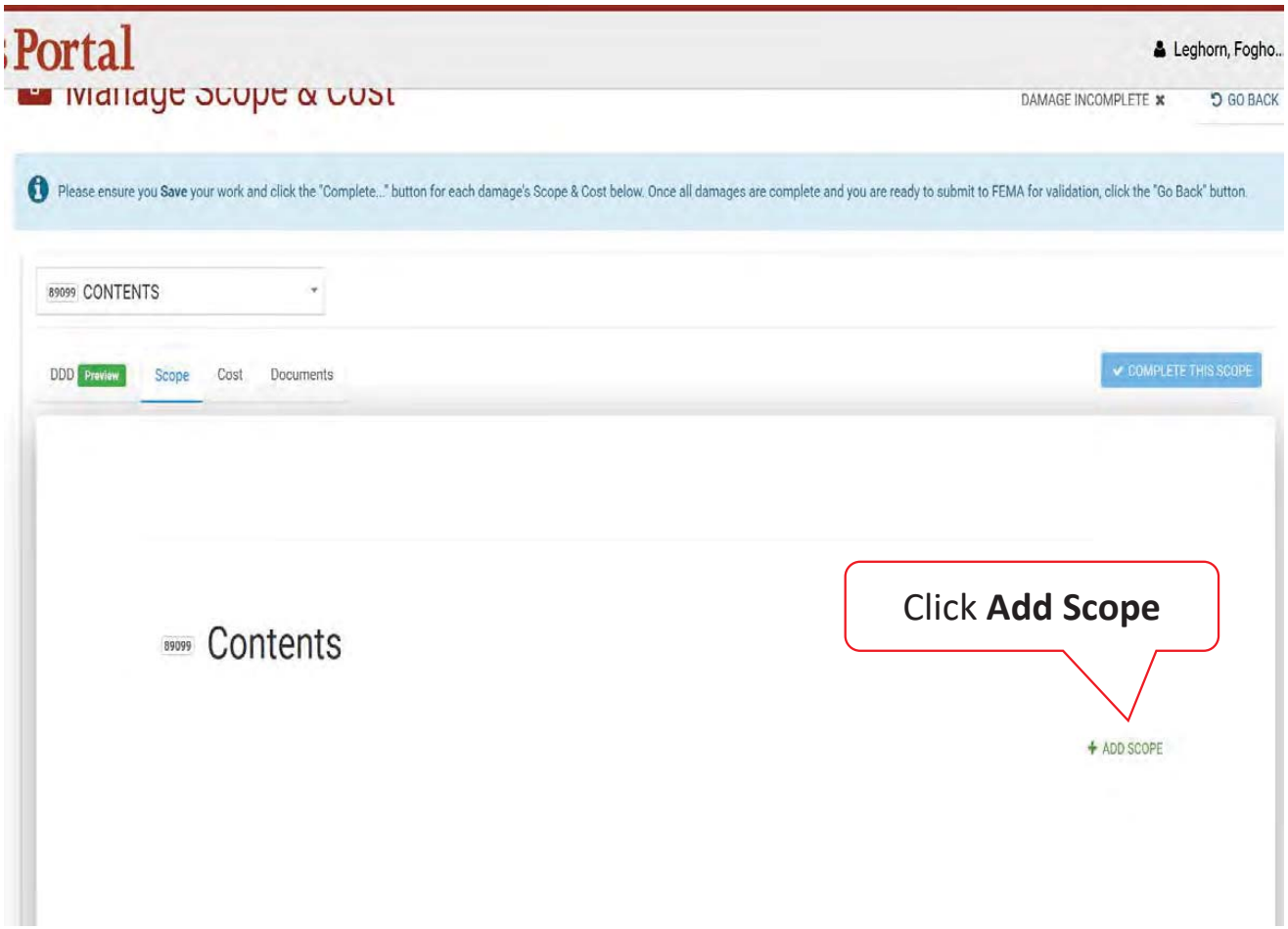
Scope & Cost Summary Bar



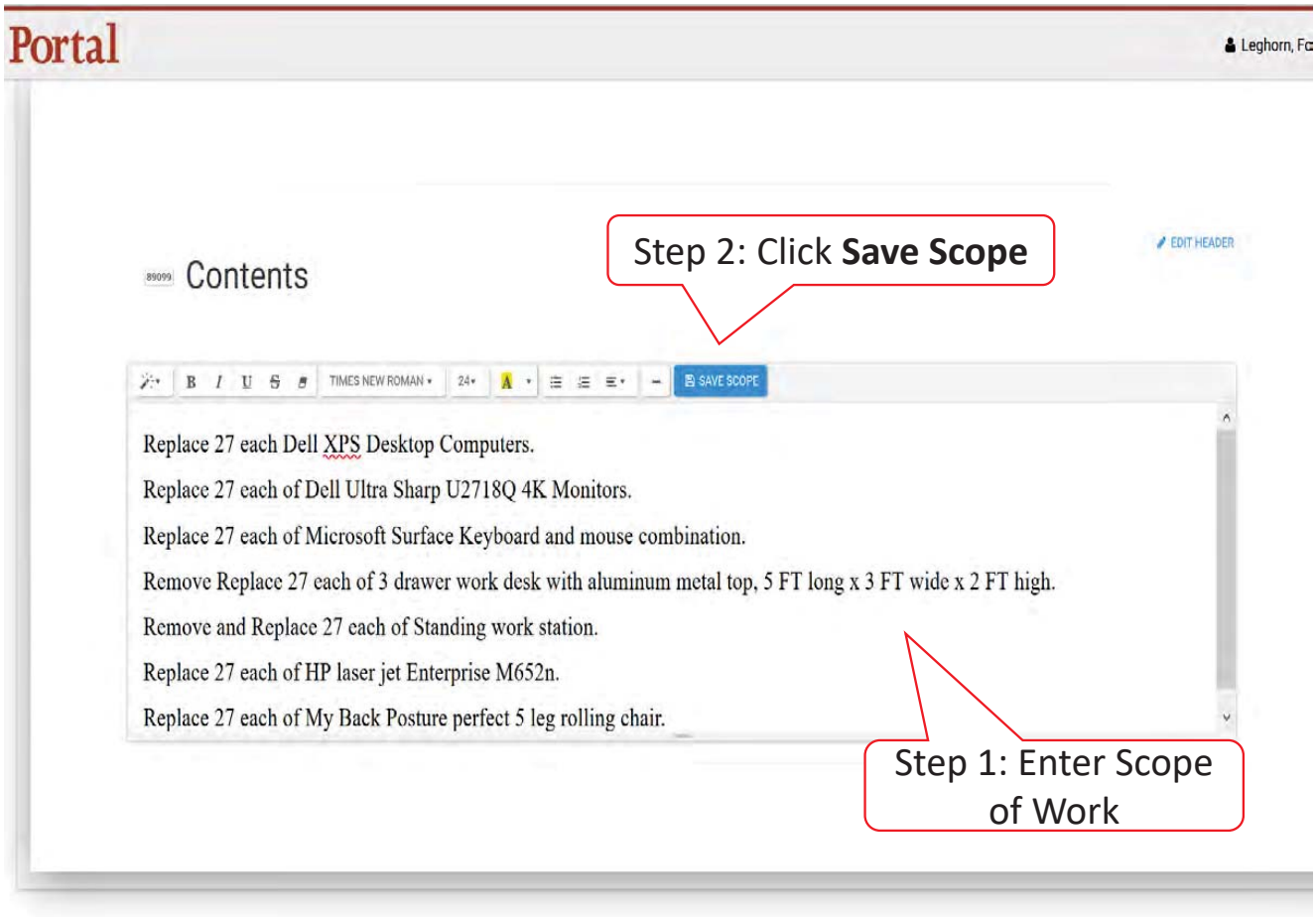
Manage Scope & Cost



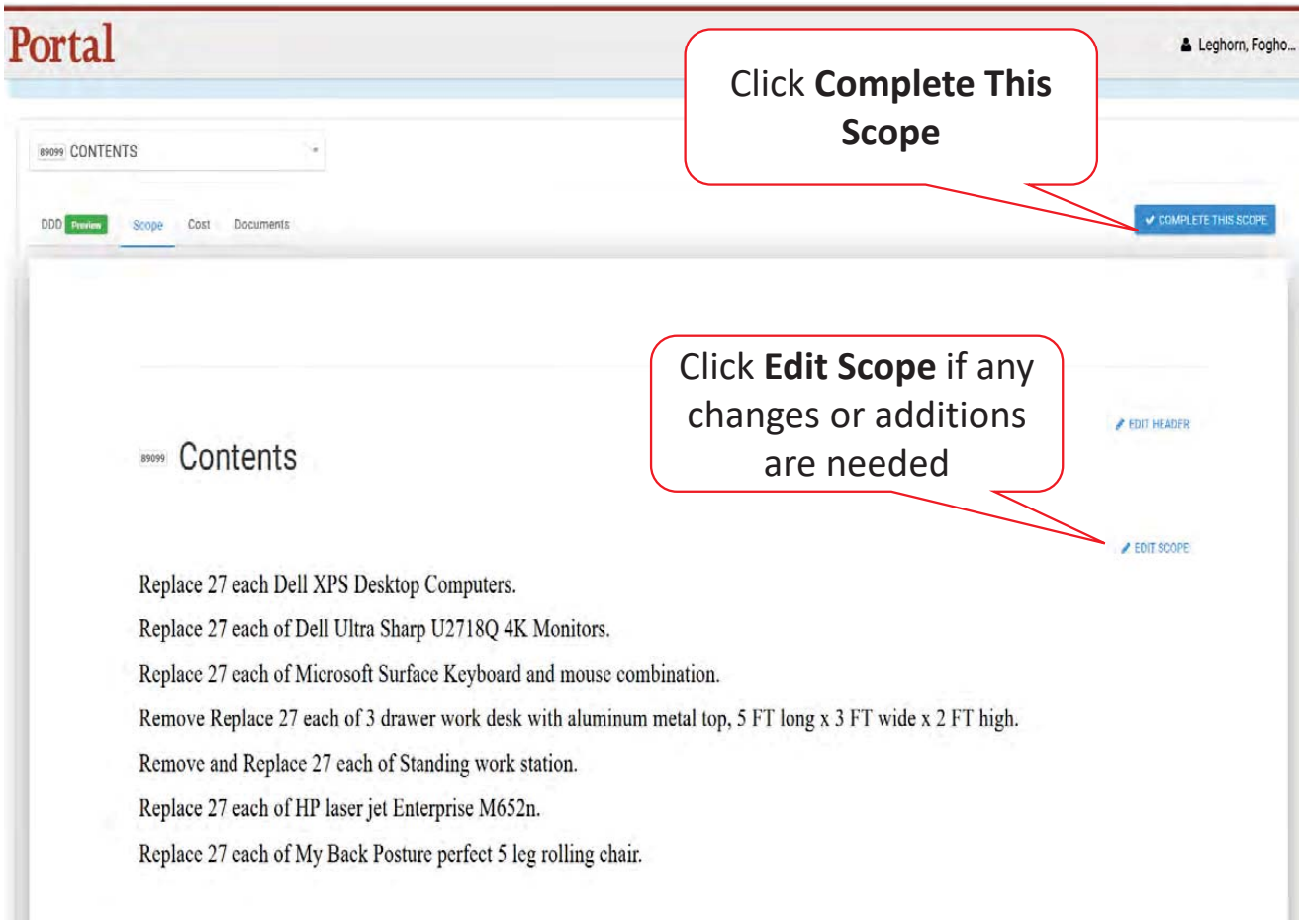
Add Project Scope



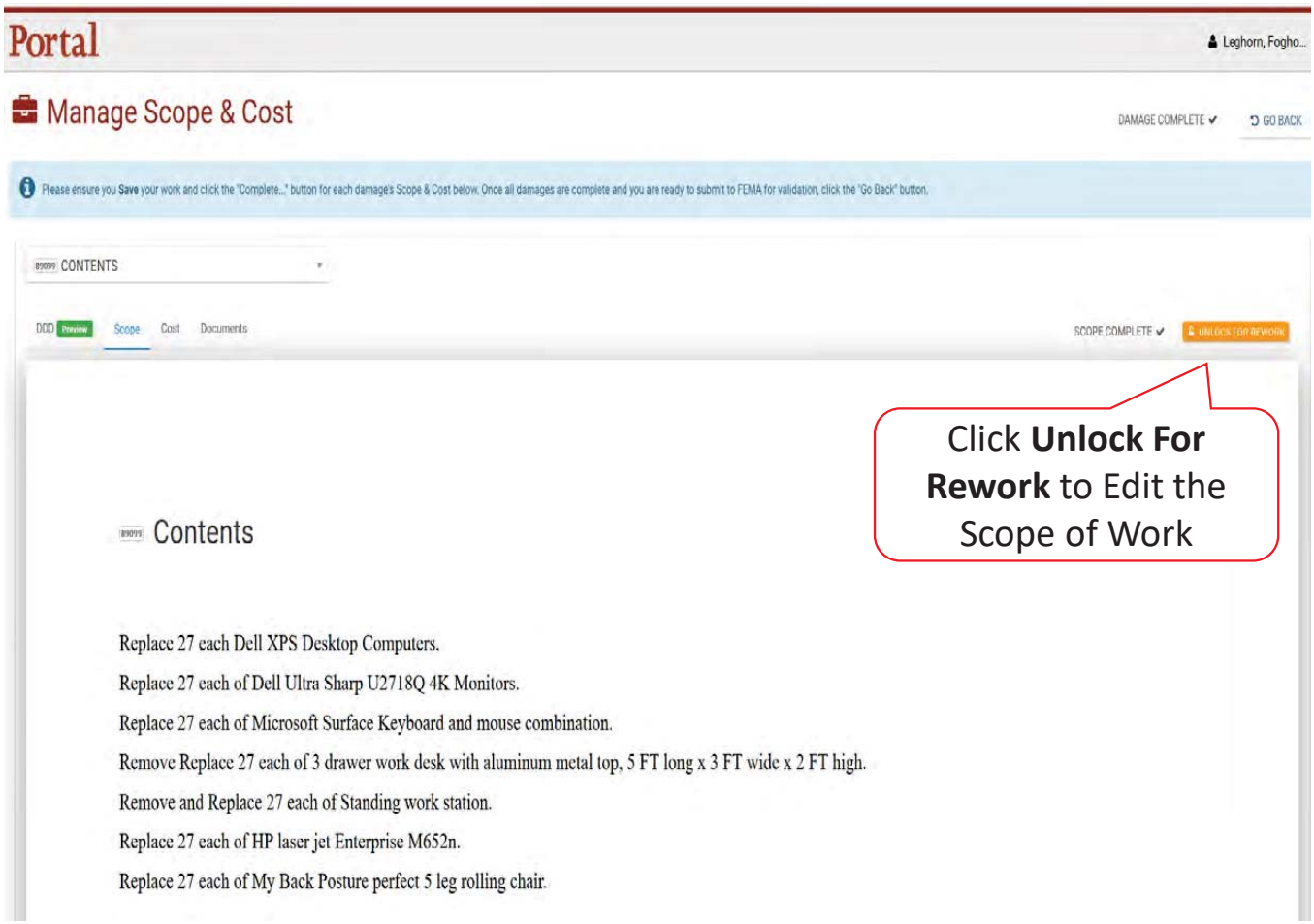
Enter Scope Of Work



Review/Edit Scope Of Work

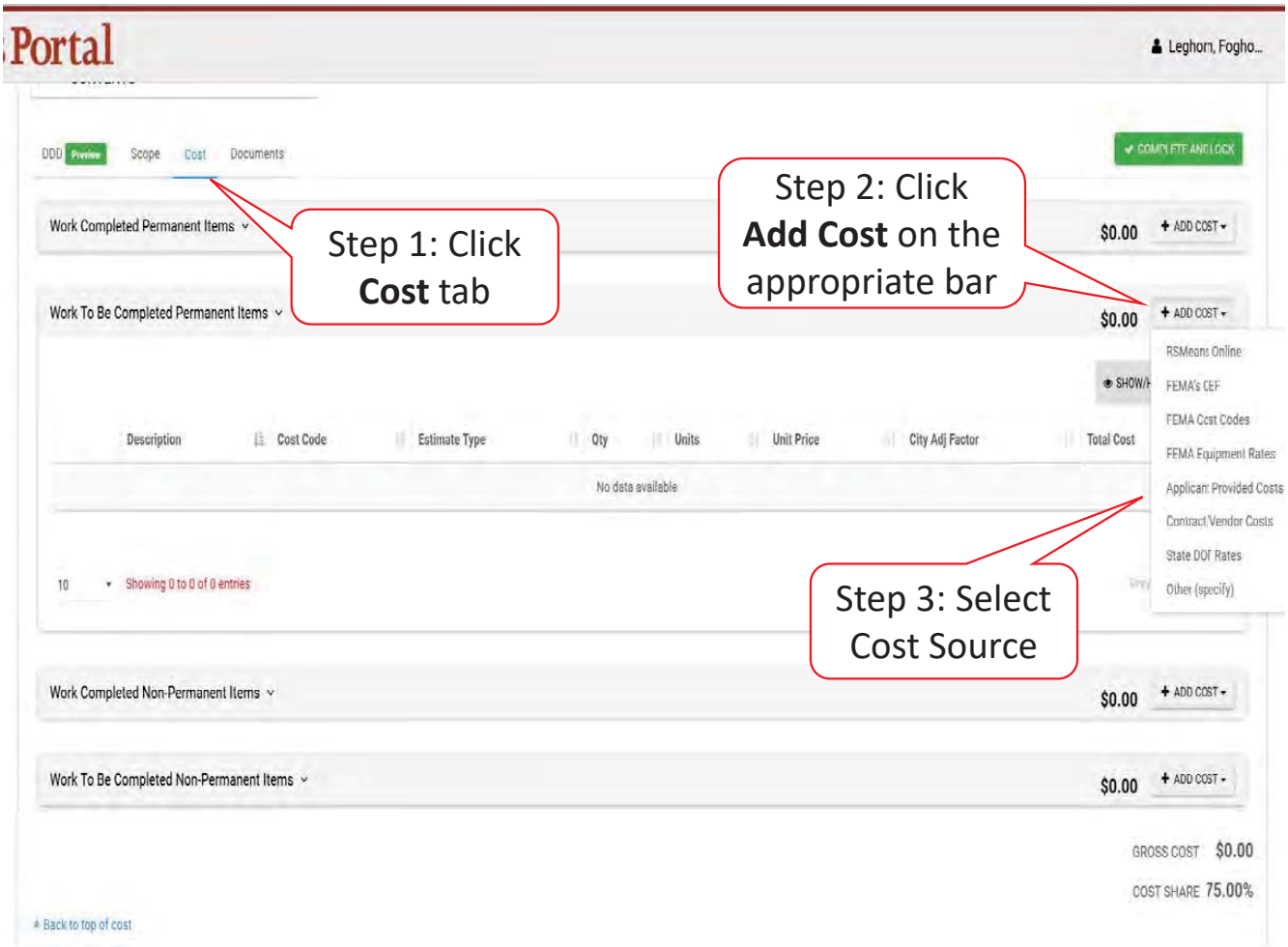


Rework/Edit Completed Scope of Work

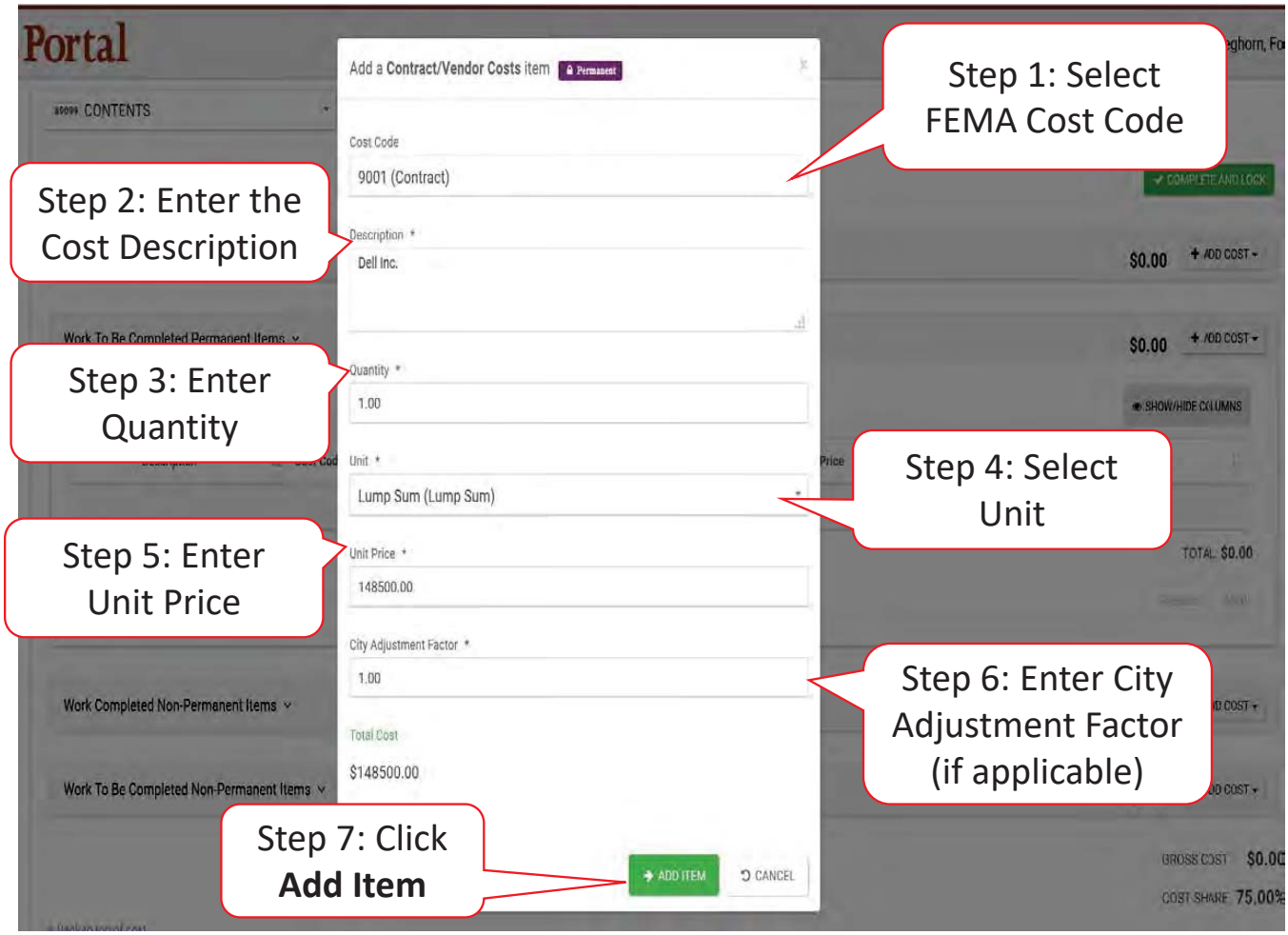


Click **Unlock For Rework** to Edit the Scope of Work

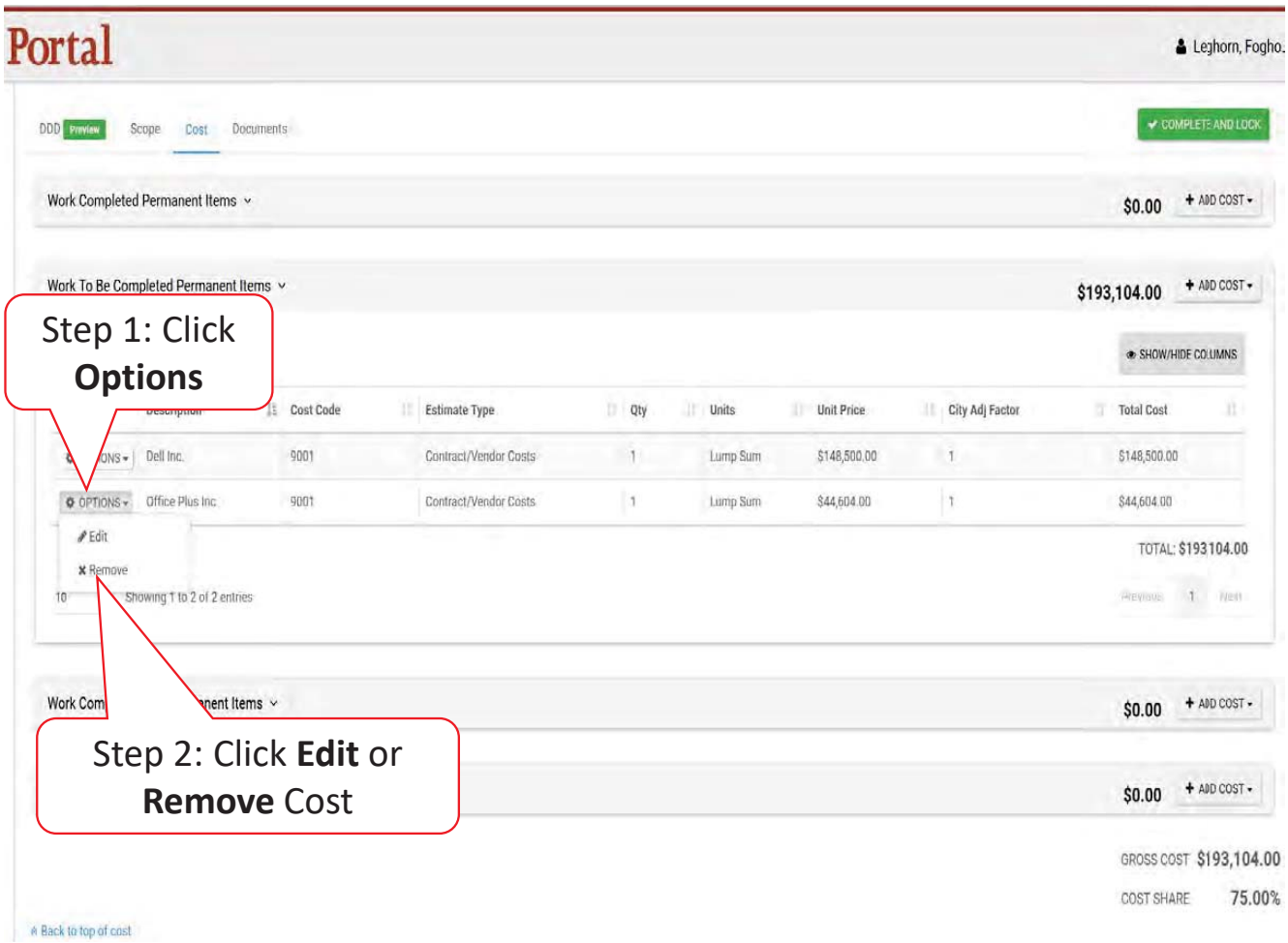
Add Project Cost



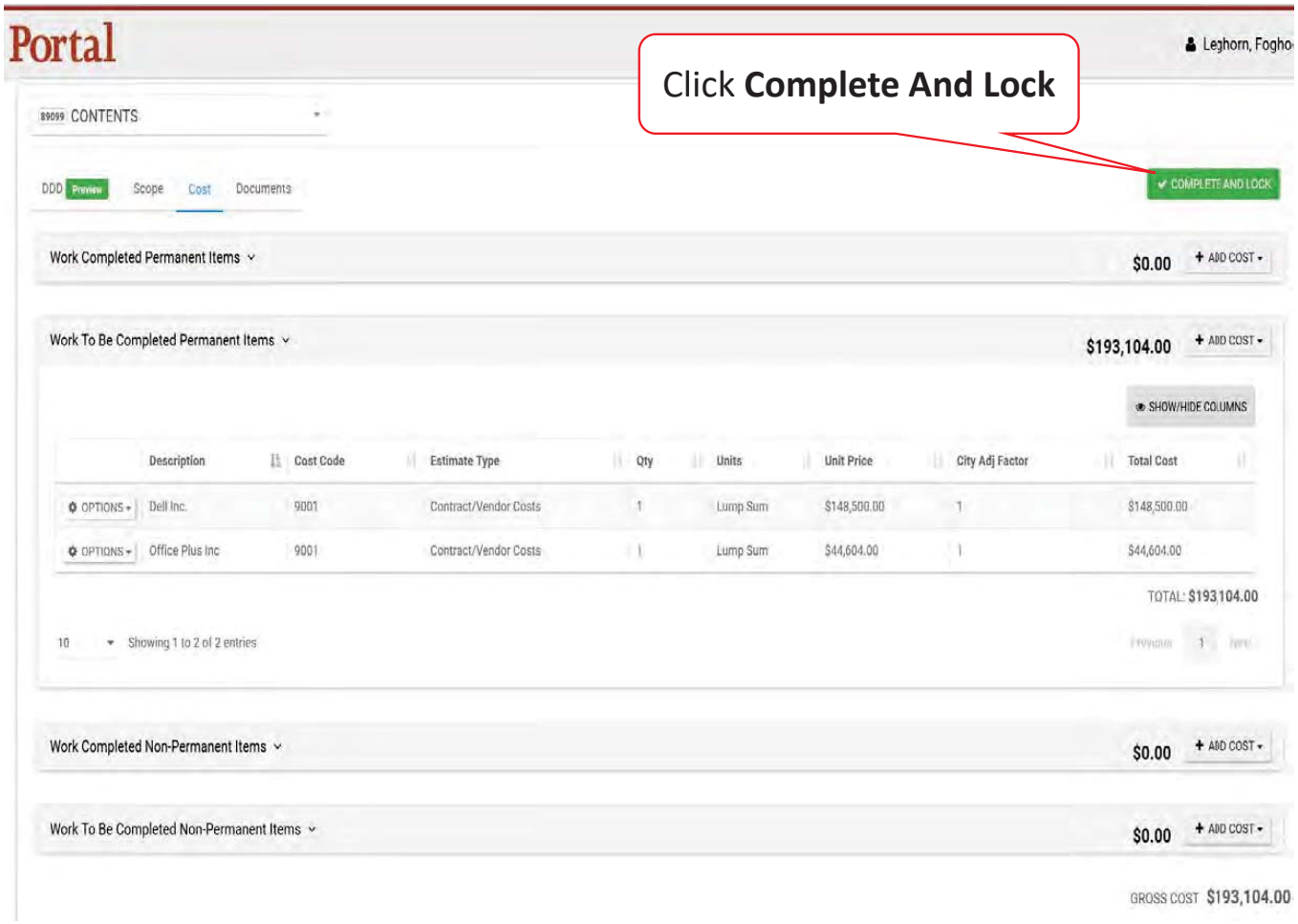
Enter Cost Information



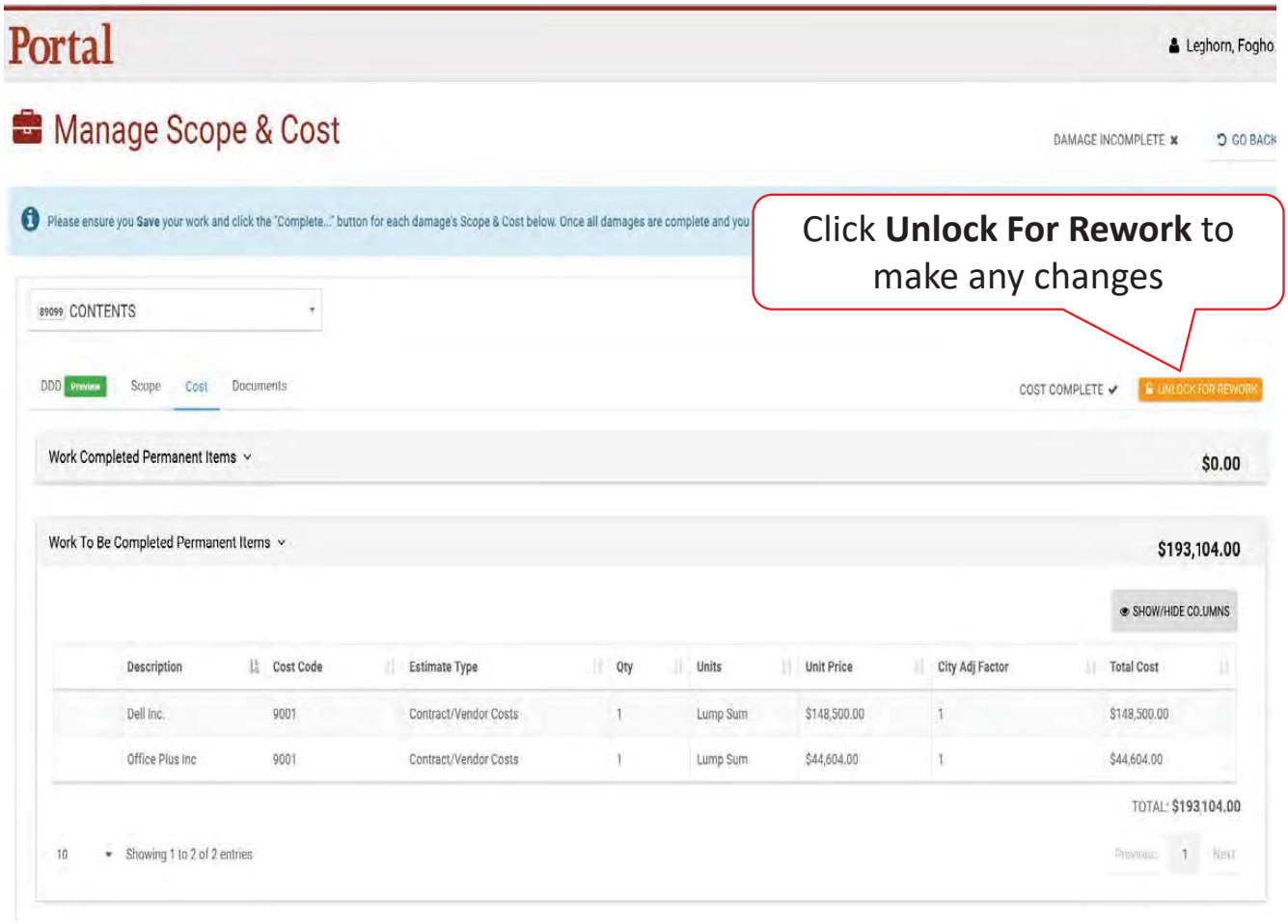
Edit/Remove Cost Line Item



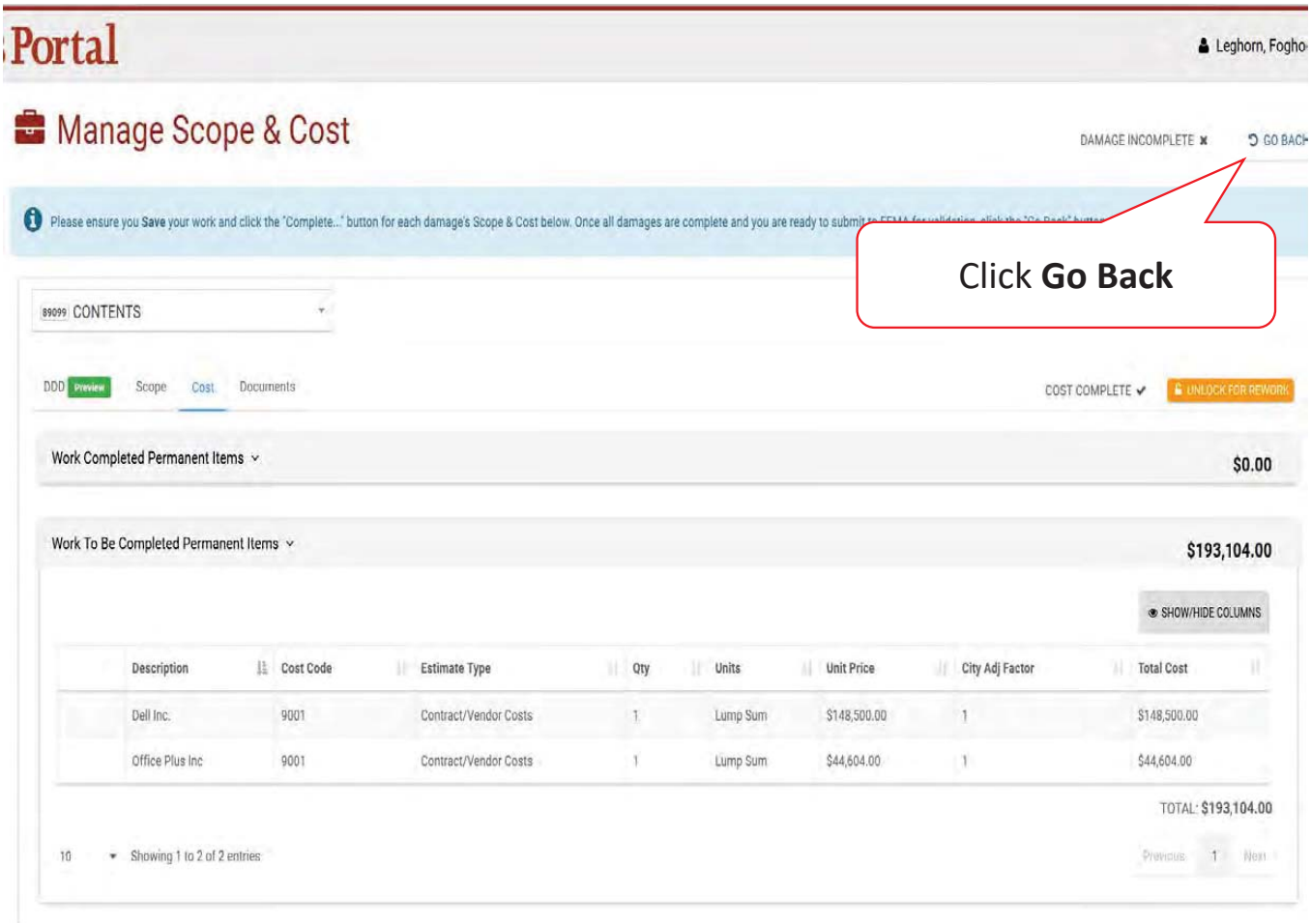
Complete Scope And Cost



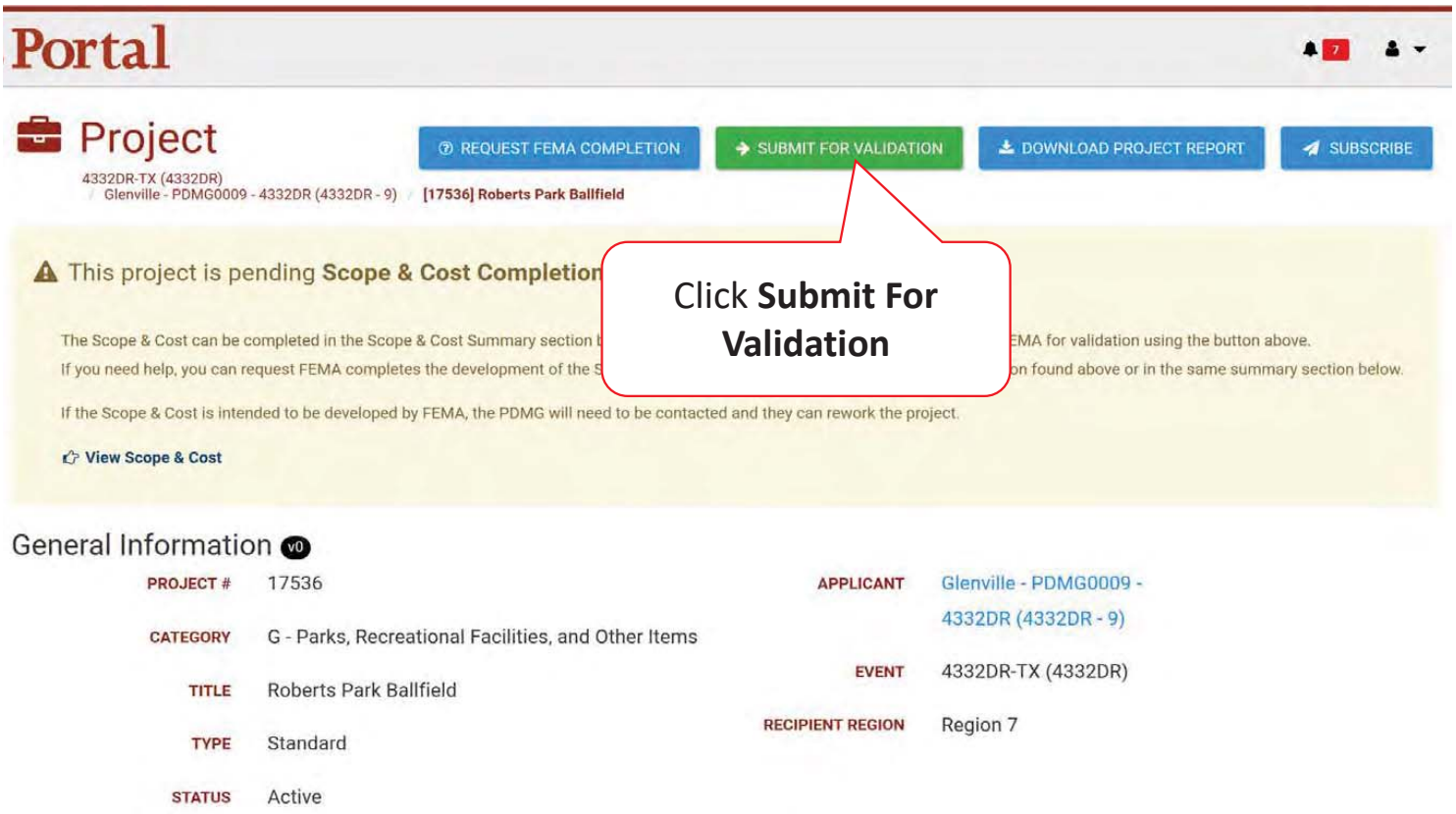
Manage Scope & Cost



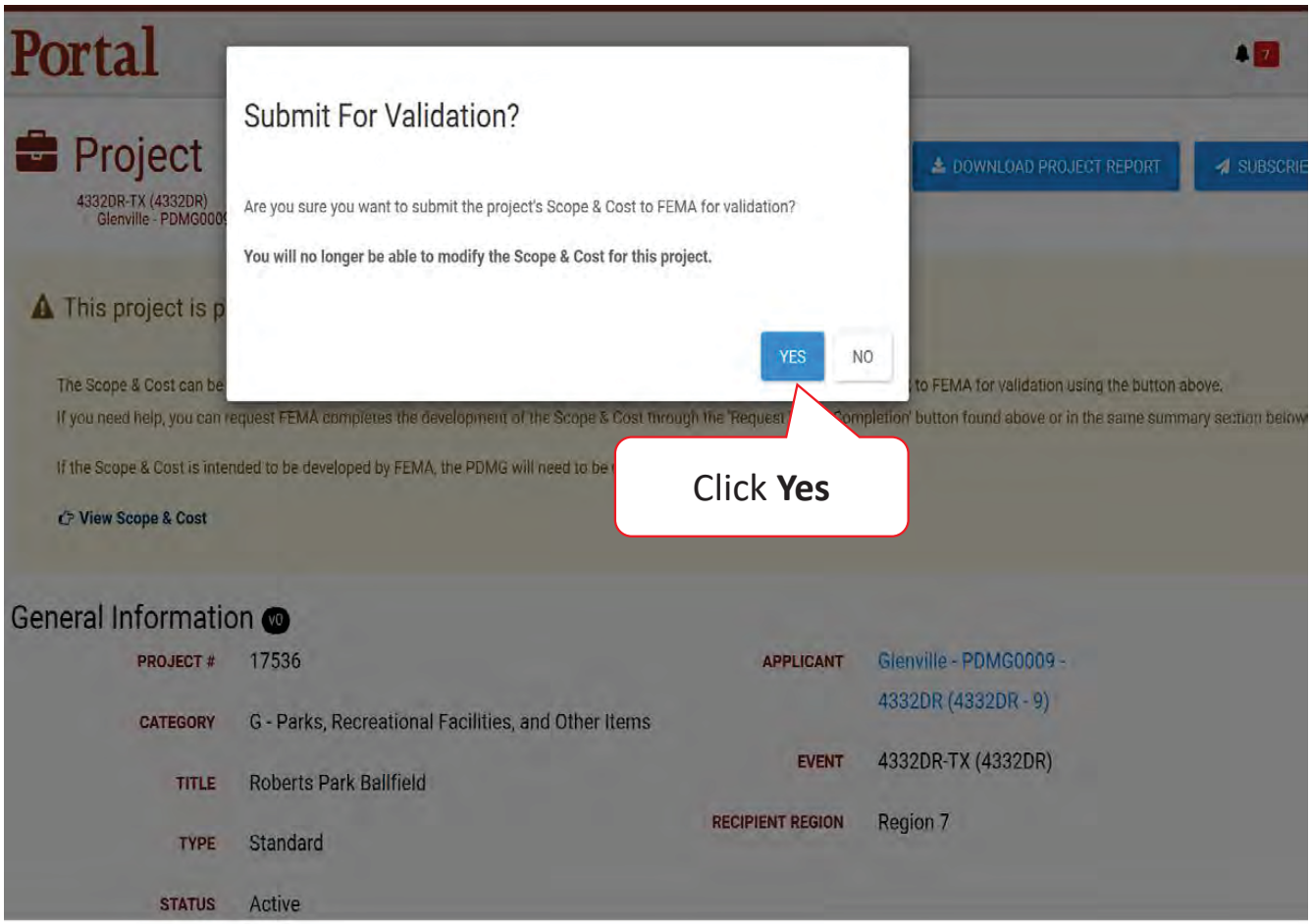
Manage Scope & Cost



Submit Scope and Cost to FEMA

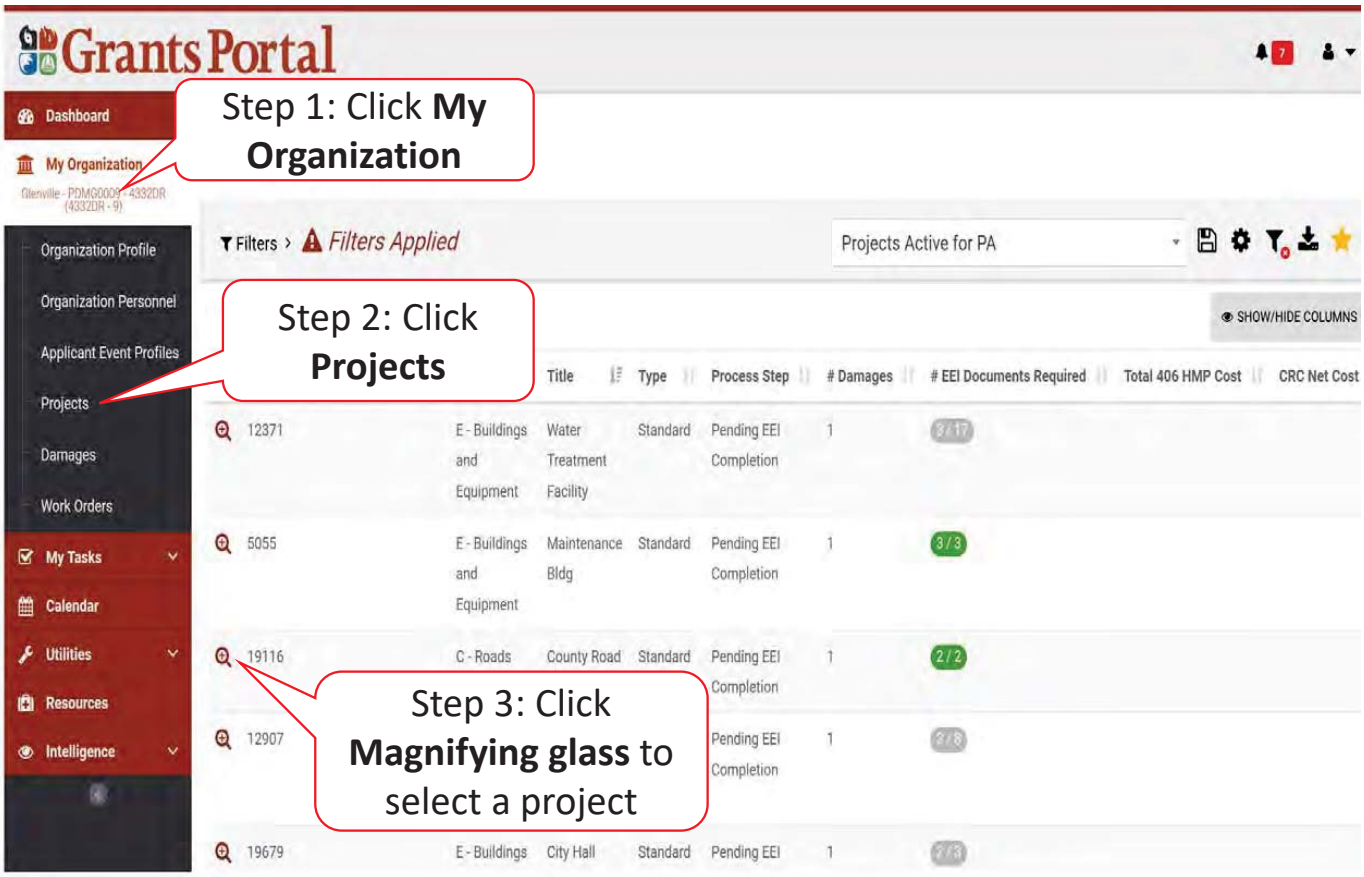


Confirm Submit For Validation

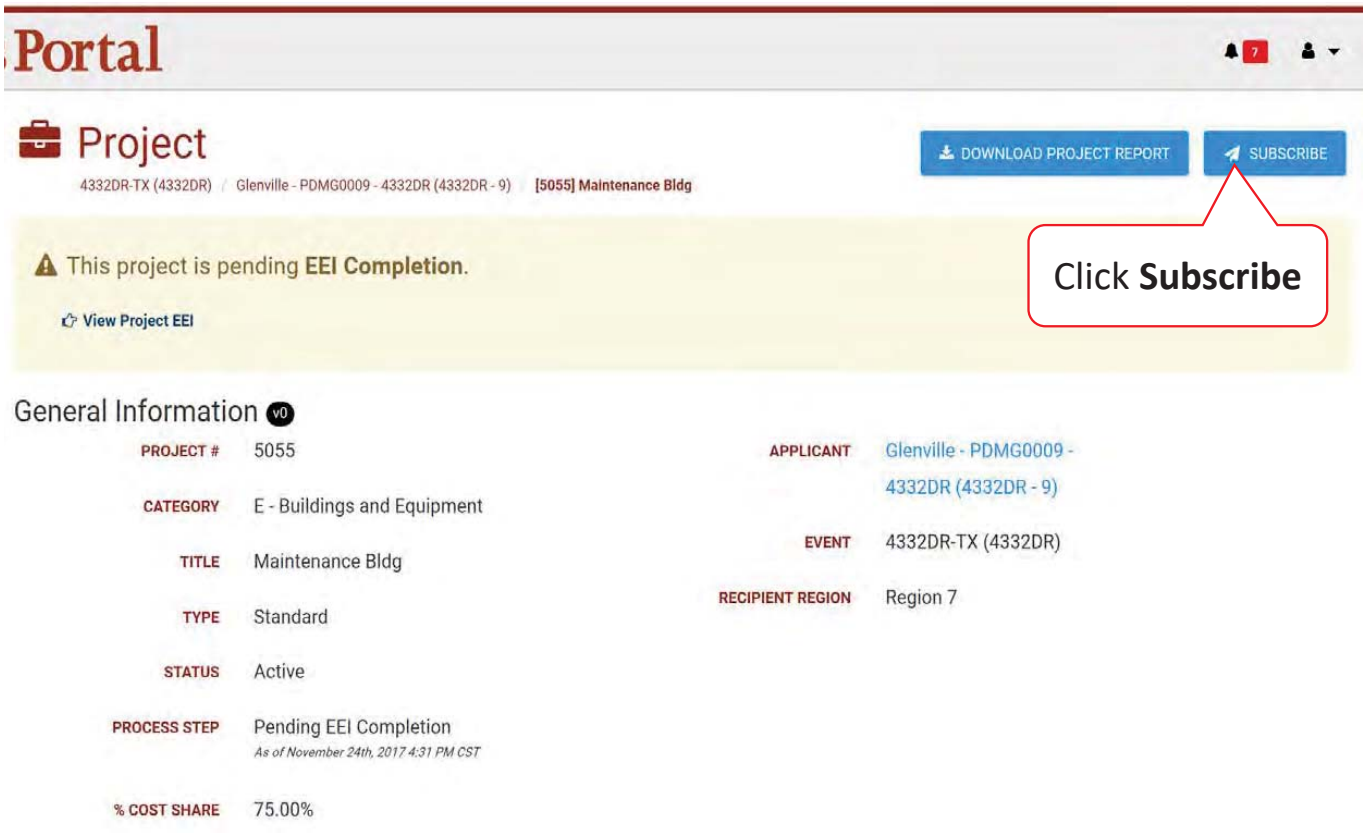


Subscribing To Projects

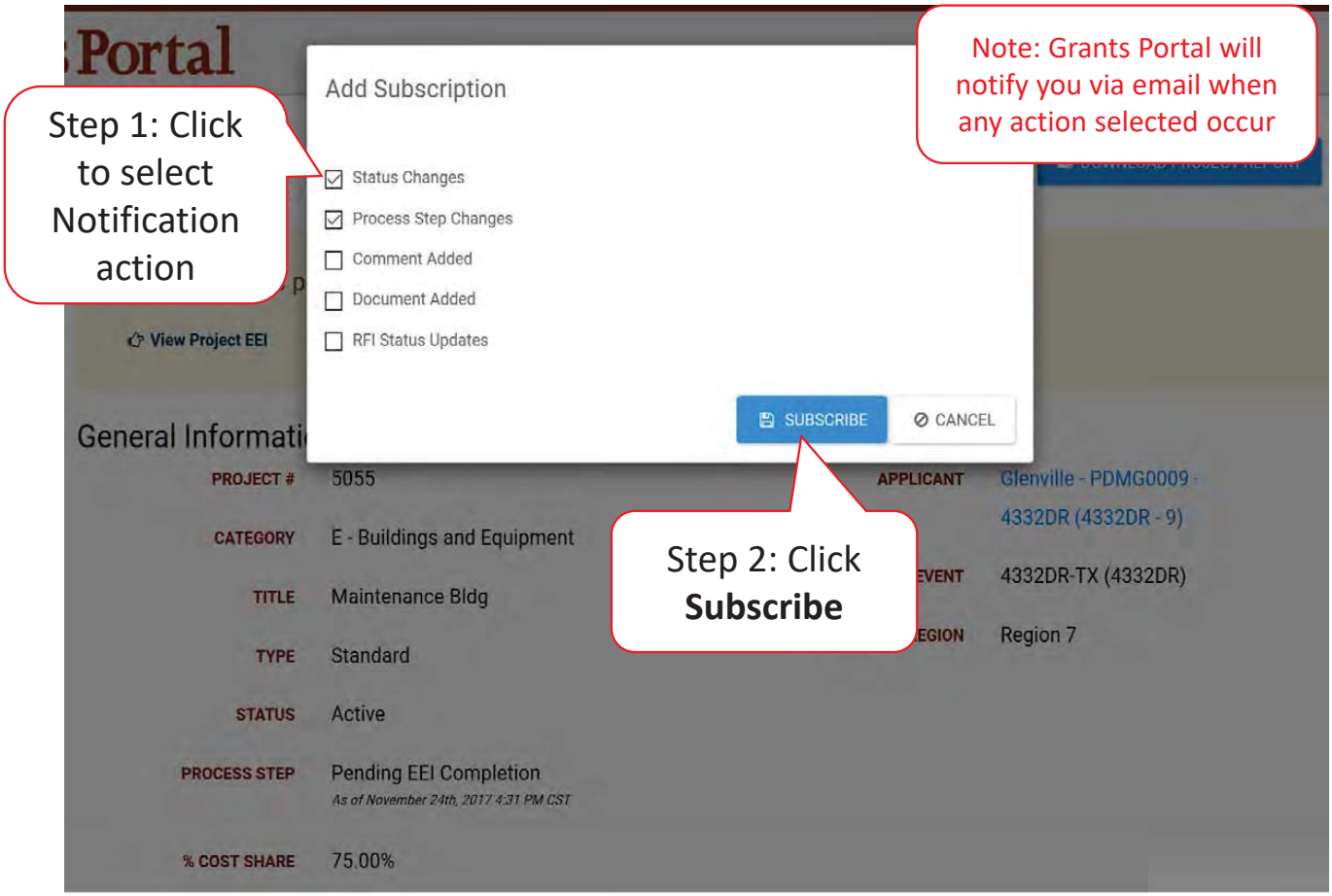
My Projects


Grants Portal
Dashboard
My Organization
Organization Profile
Organization Personnel
Applicant Event Profiles
Projects
Damages
Work Orders
My Tasks
Calendar
Utilities
Resources
Intelligence
Step 1: Click **My Organization**
Step 2: Click **Projects**
Step 3: Click **Magnifying glass** to select a project
Filters
Filters Applied
Projects Active for PA
SHOW/HIDE COLUMNS
Title
Type
Process Step
Damages
EEI Documents Required
Total 406 HMP Cost
CRC Net Cost
12371
E - Buildings and Equipment
Water Treatment Facility
Standard
Pending EEI Completion
1
5055
E - Buildings and Equipment
Maintenance Bldg
Standard
Pending EEI Completion
1
3 / 3
19116
C - Roads
County Road
Standard
Pending EEI Completion
1
2 / 2
12907
Pending EEI Completion
1
19679
E - Buildings
City Hall
Standard
Pending EEI
1

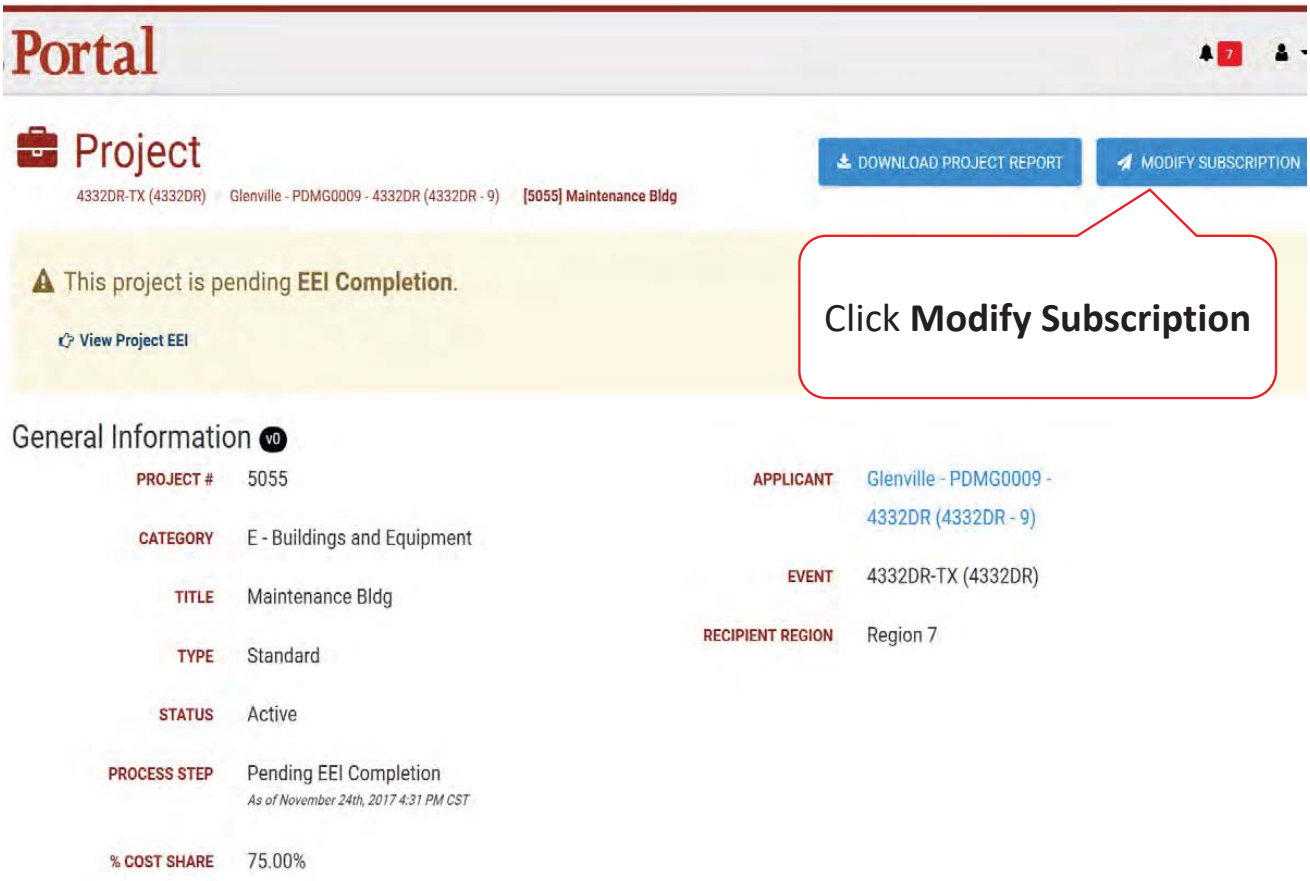
Subscribe to a Project



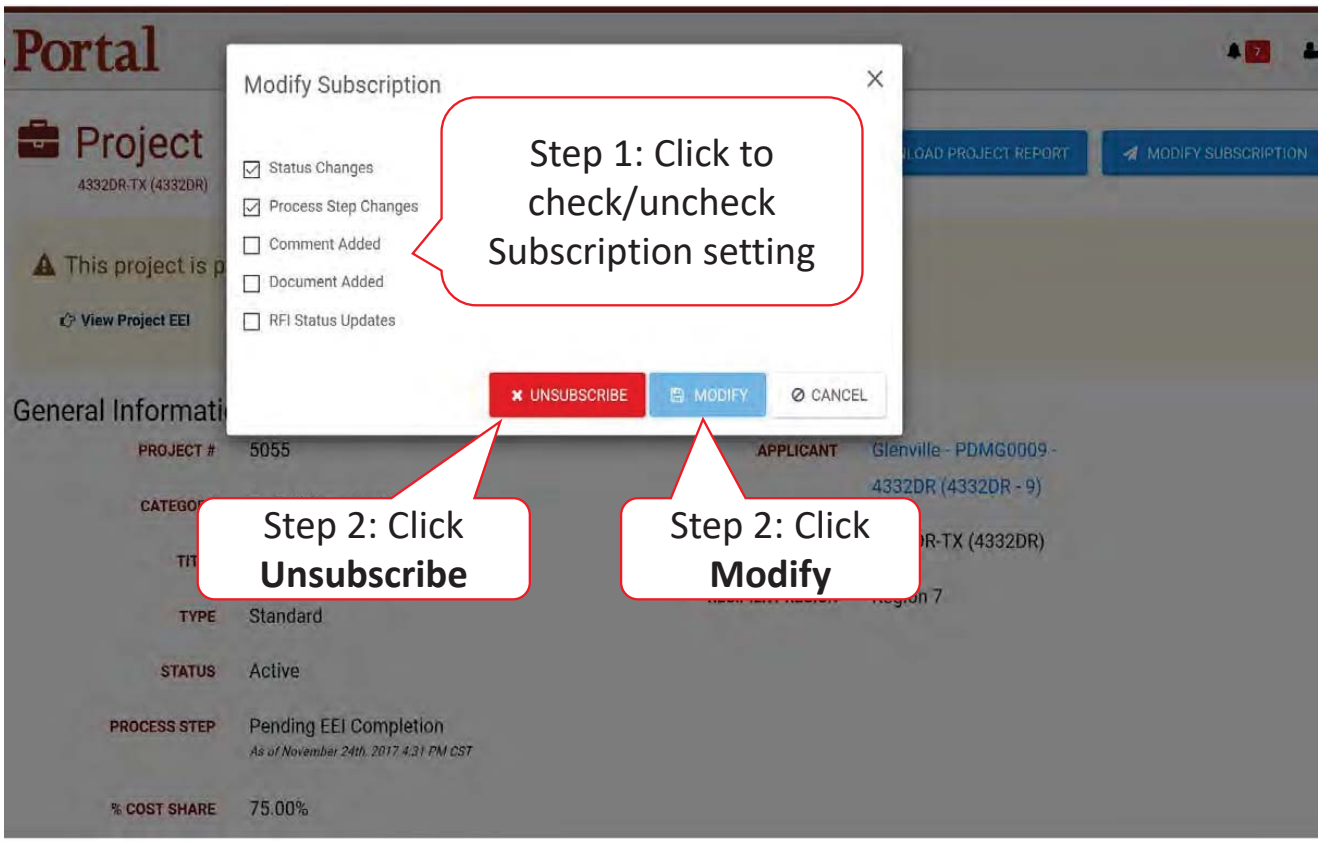
Subscription Notification Setting



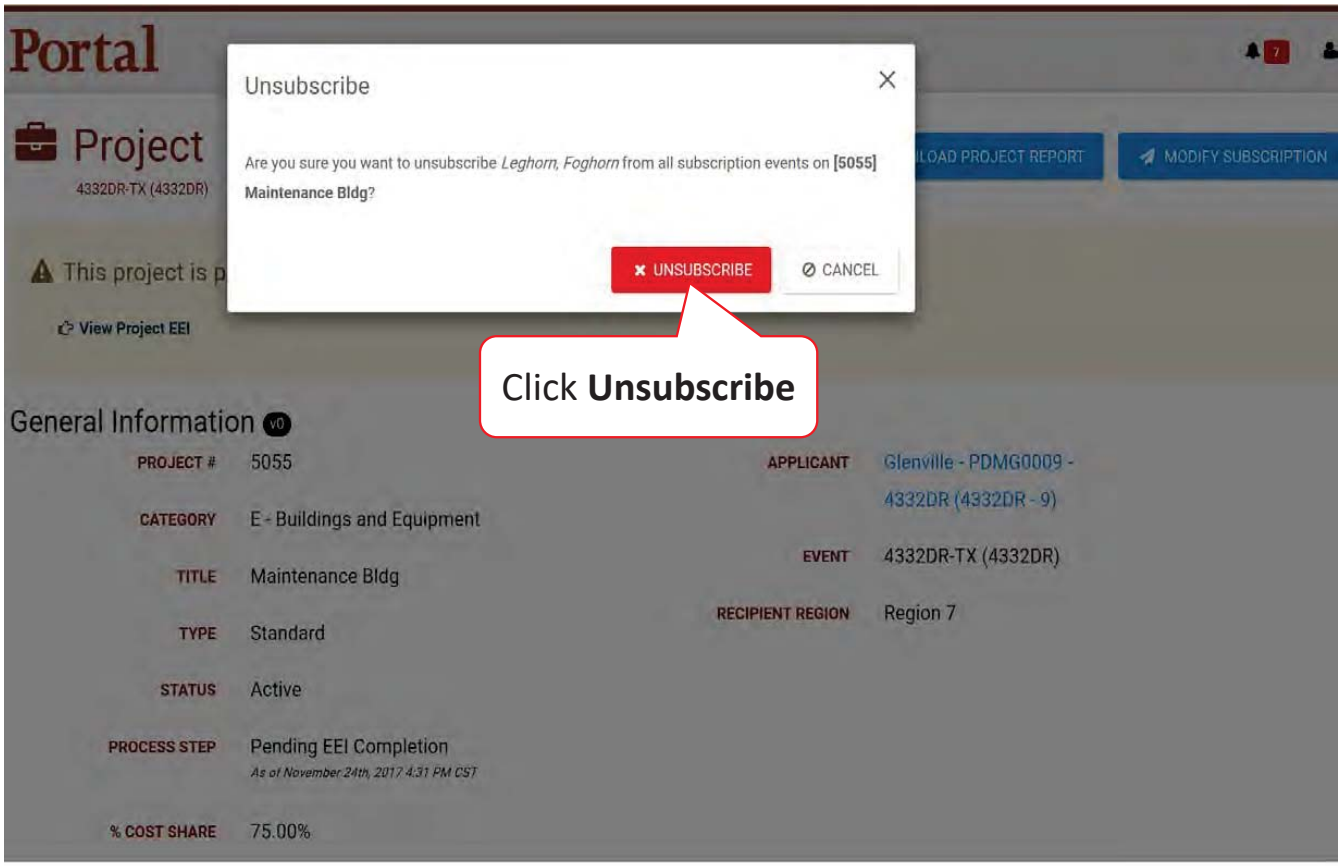
Modify Subscription



Modify or Unsubscribe

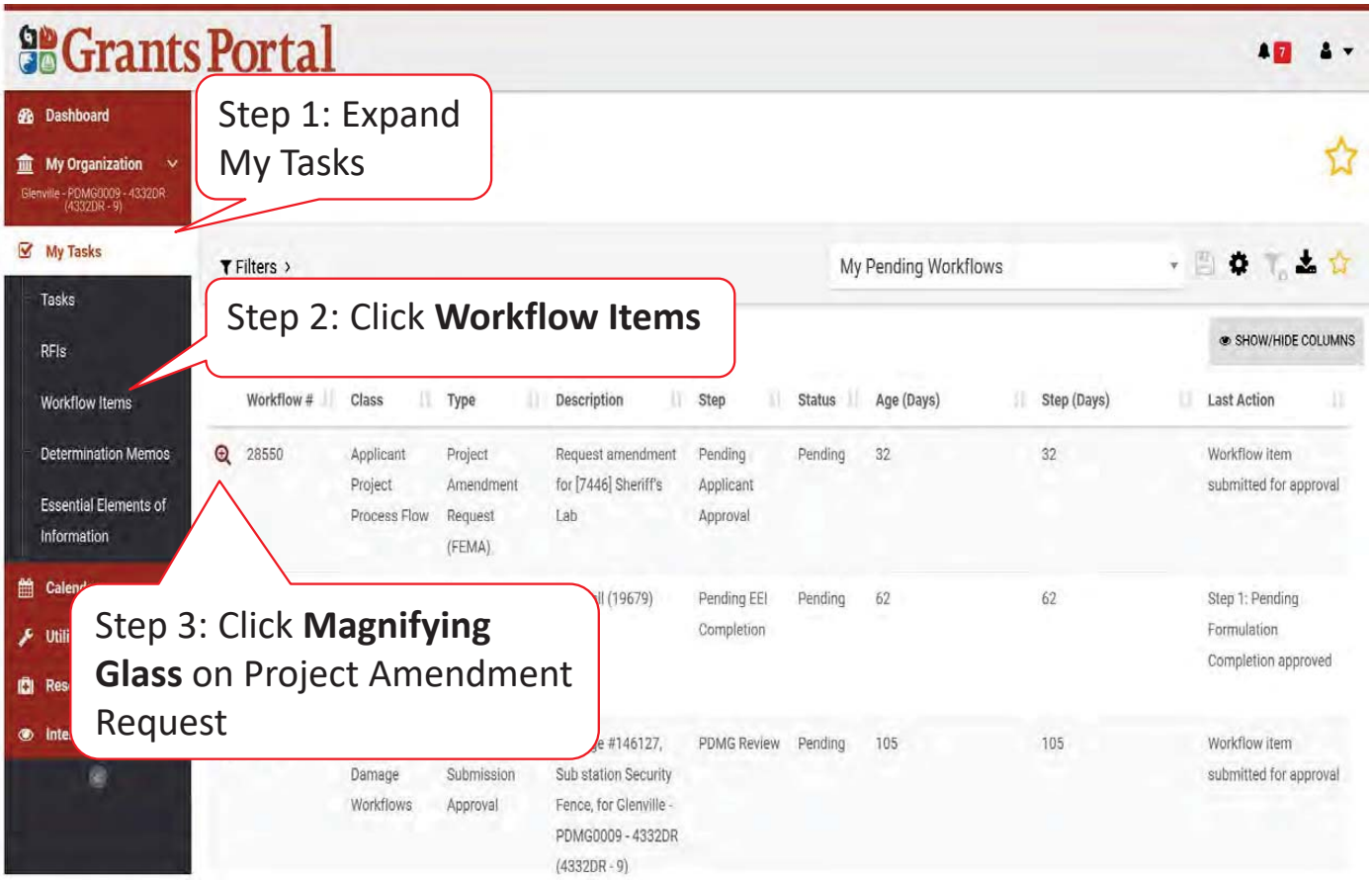


Unsubscribe Pop-up



Applicant Approval of Amendment

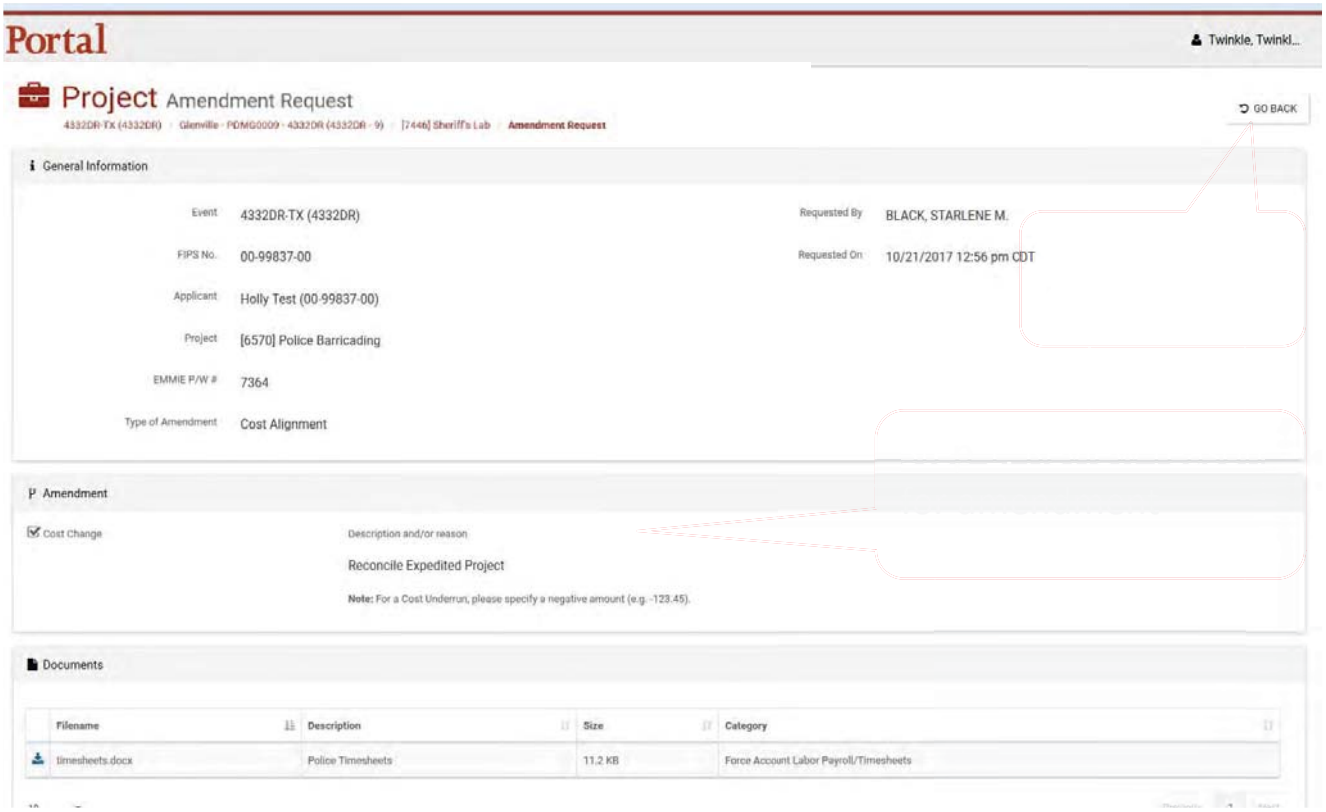
Applicant Amendment Request



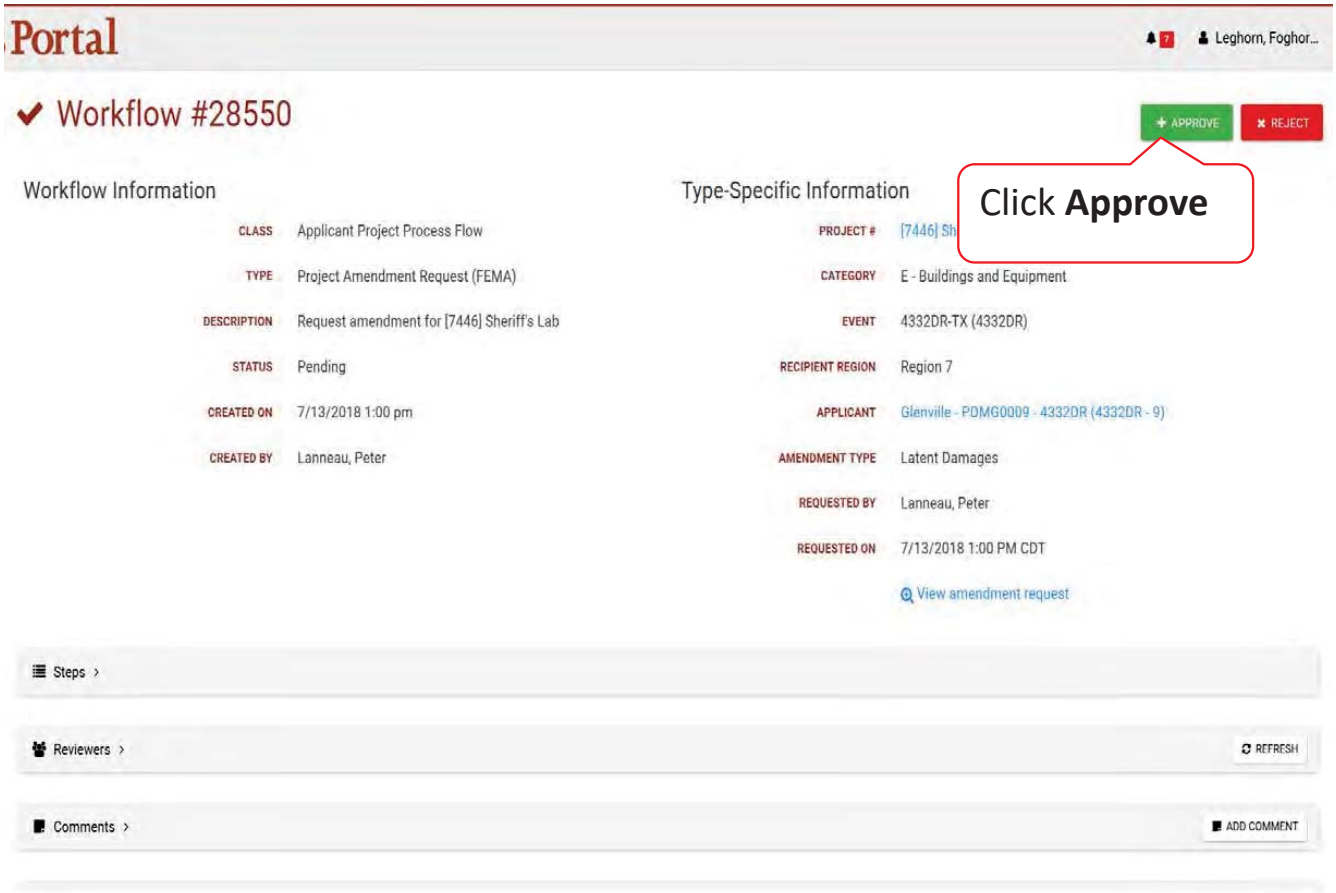
View Amendment Request

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

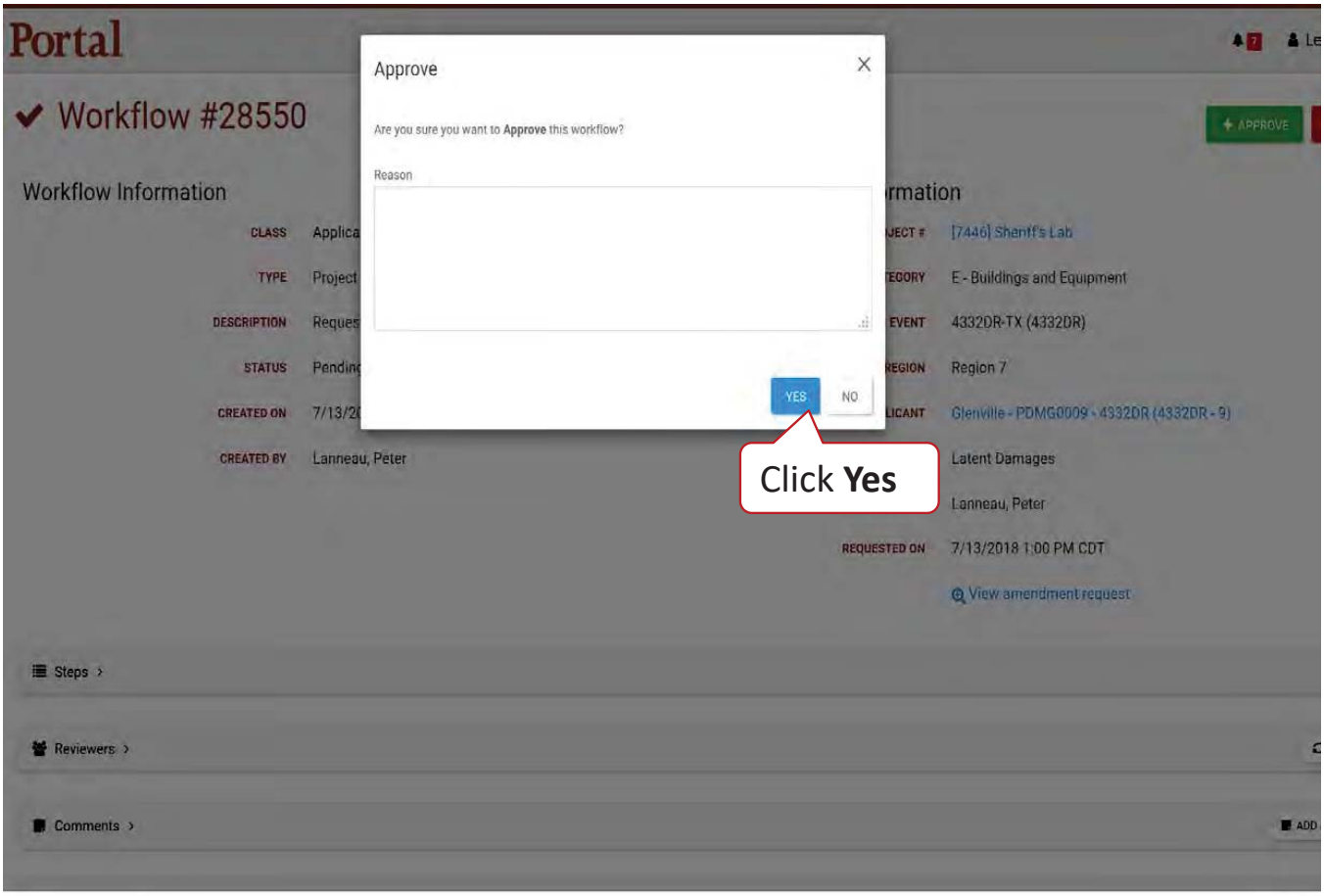
Review Amendment Request



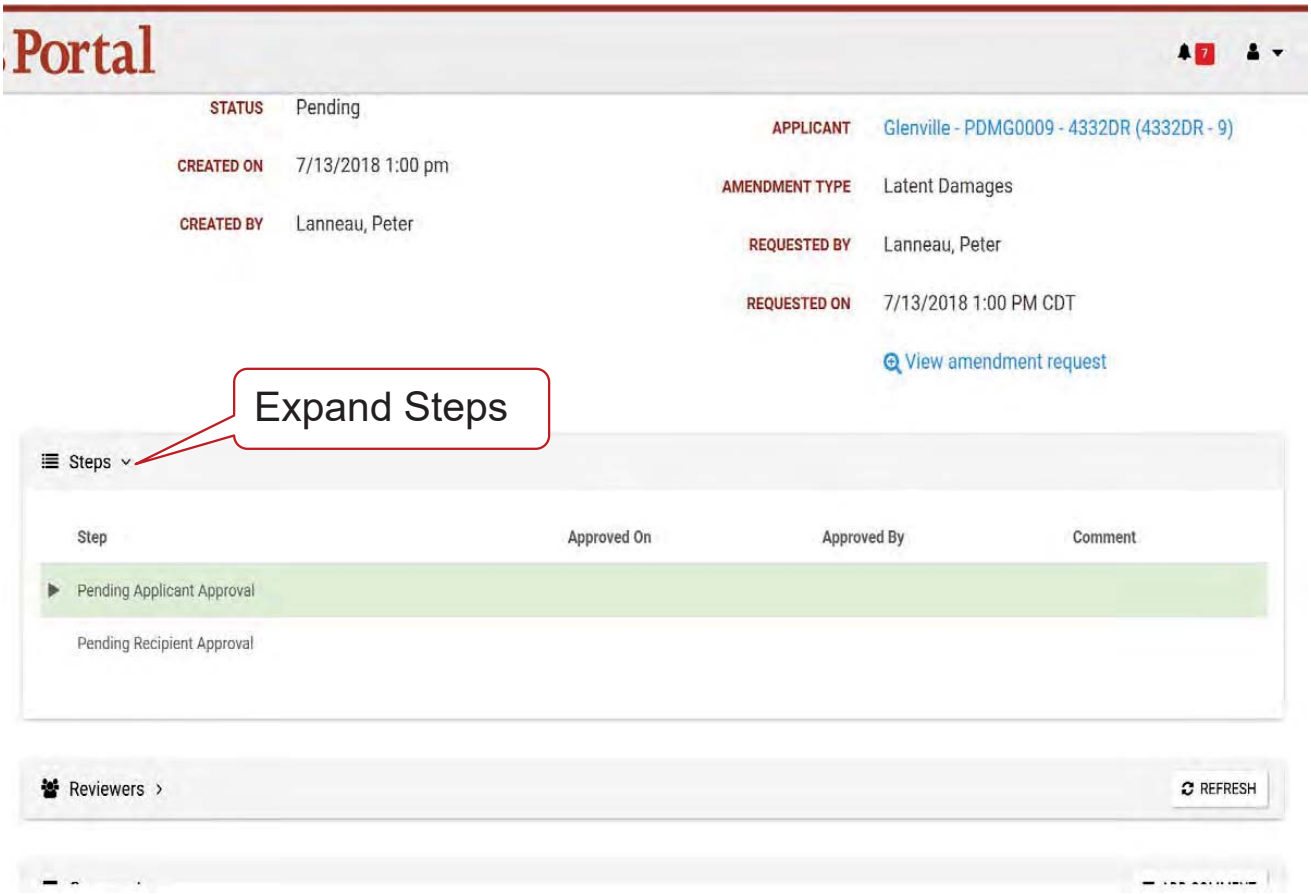
Approve Amendment Request



Amendment Request Approval Pop-up

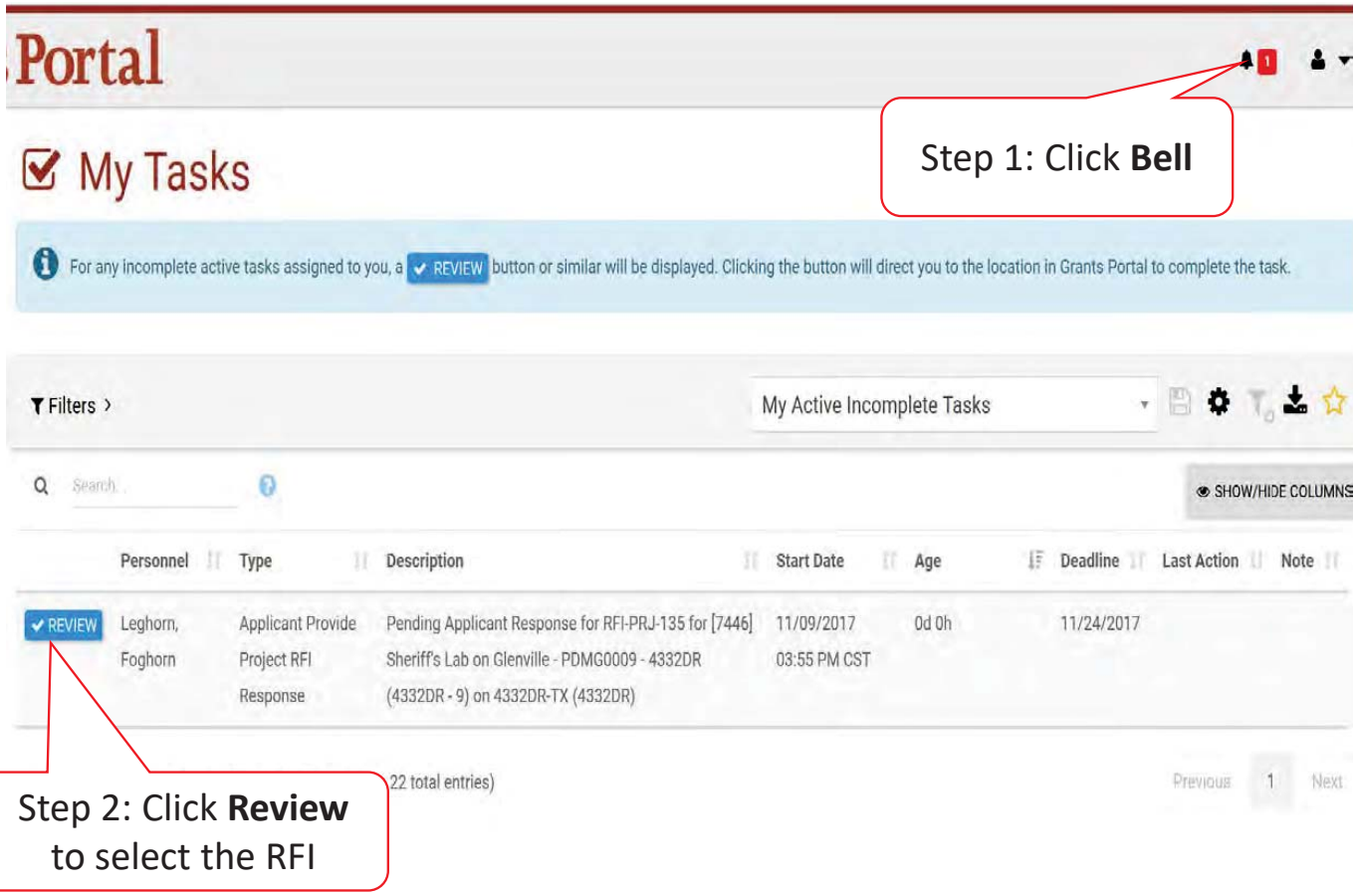


Pending Recipient Approval

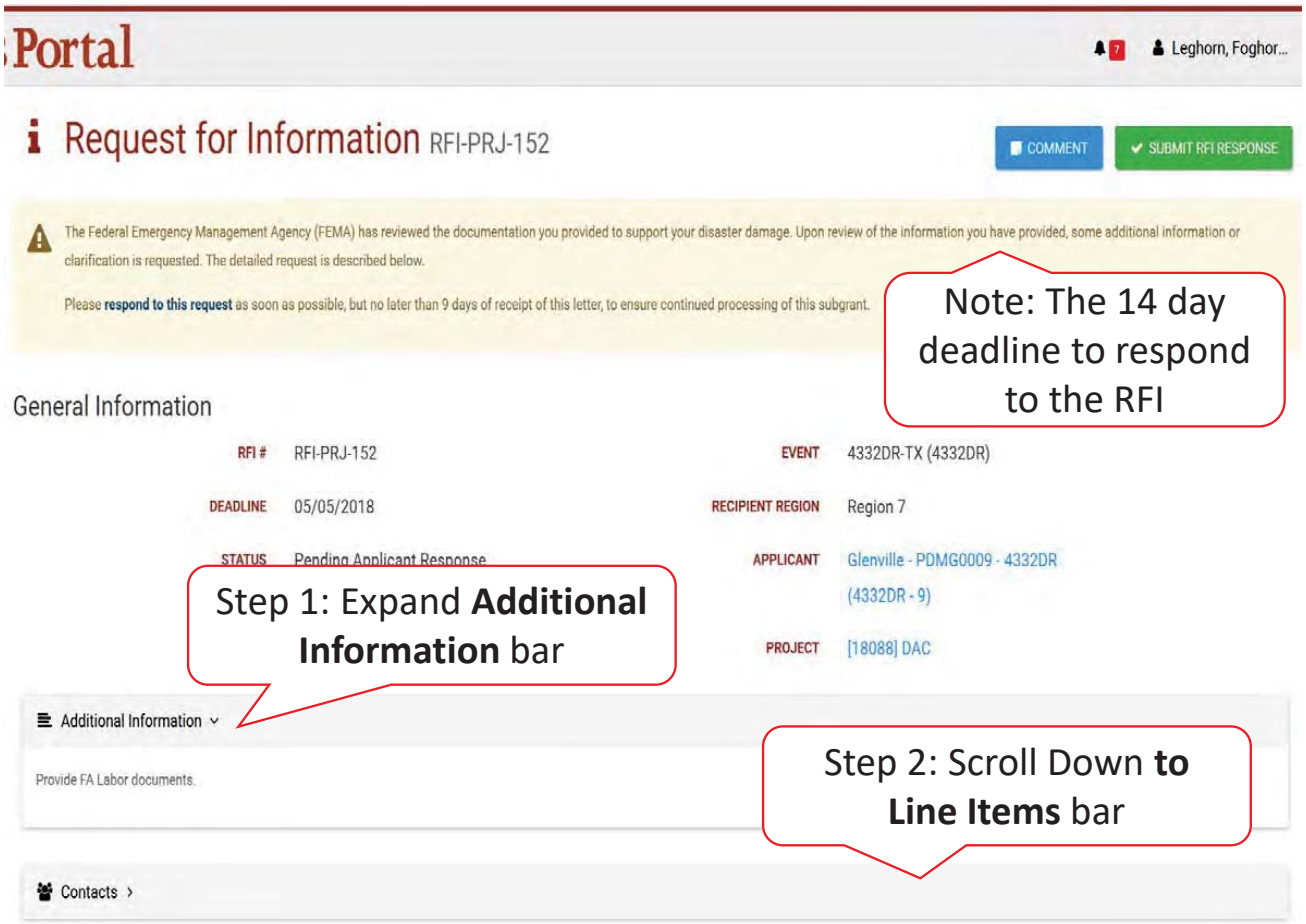


Request For Information (RFI)

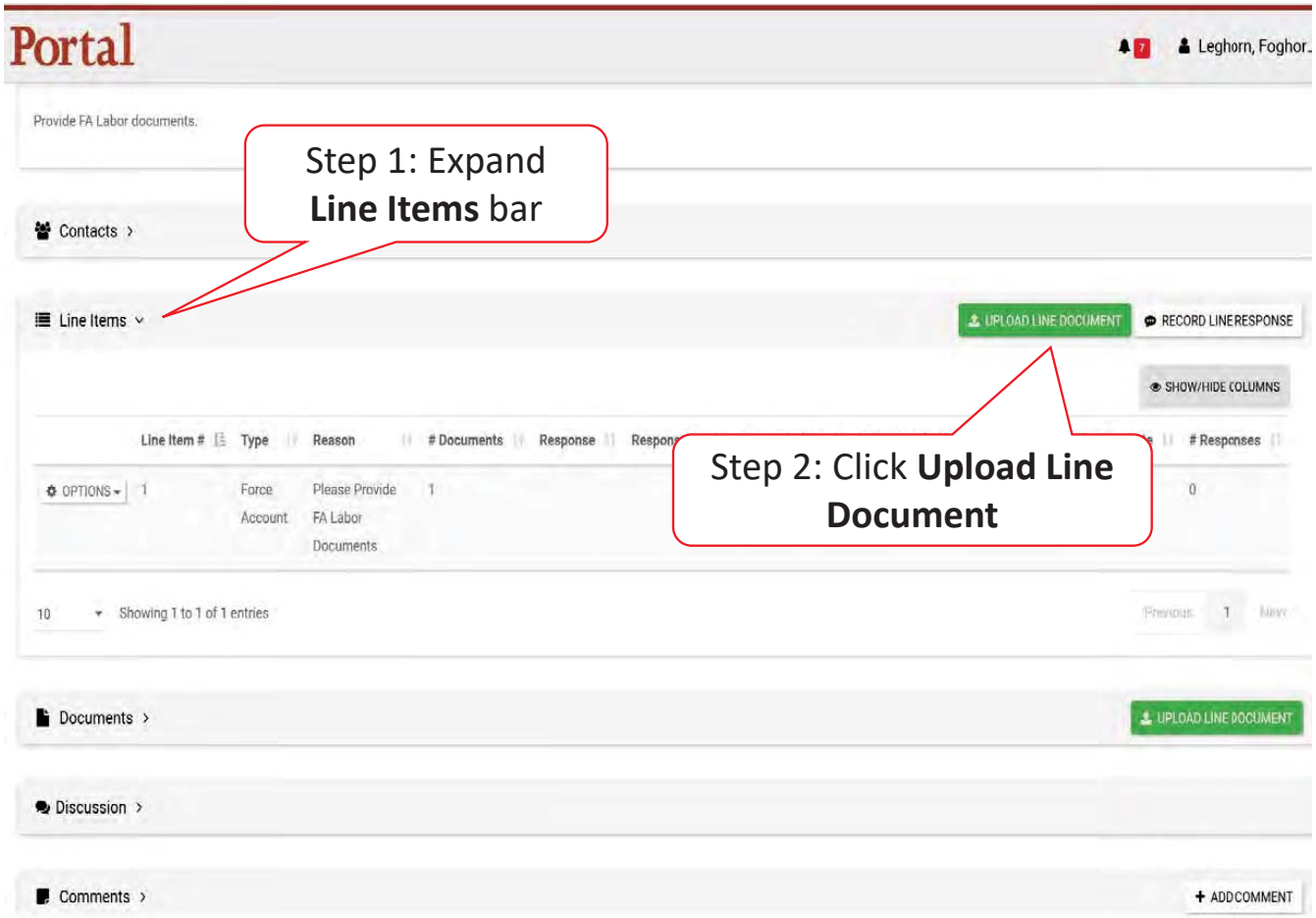
My Tasks


Portal
My Tasks
Step 1: Click **Bell**
For any incomplete active tasks assigned to you, a REVIEW button or similar will be displayed. Clicking the button will direct you to the location in Grants Portal to complete the task.
Filters
My Active Incomplete Tasks
Search
SHOW/HIDE COLUMNS
Personnel
Type
Description
Start Date
Age
Deadline
Last Action
Note
REVIEW
Leghorn, Foghorn
Applicant Provide Project RFI Response
Pending Applicant Response for RFI-PRJ-135 for [7446] Sheriff's Lab on Glenville - PDMG0009 - 4332DR (4332DR - 9) on 4332DR-TX (4332DR)
11/09/2017 03:55 PM CST
0d 0h
11/24/2017
22 total entries)
Previous
1
Next
Step 2: Click **Review** to select the RFI

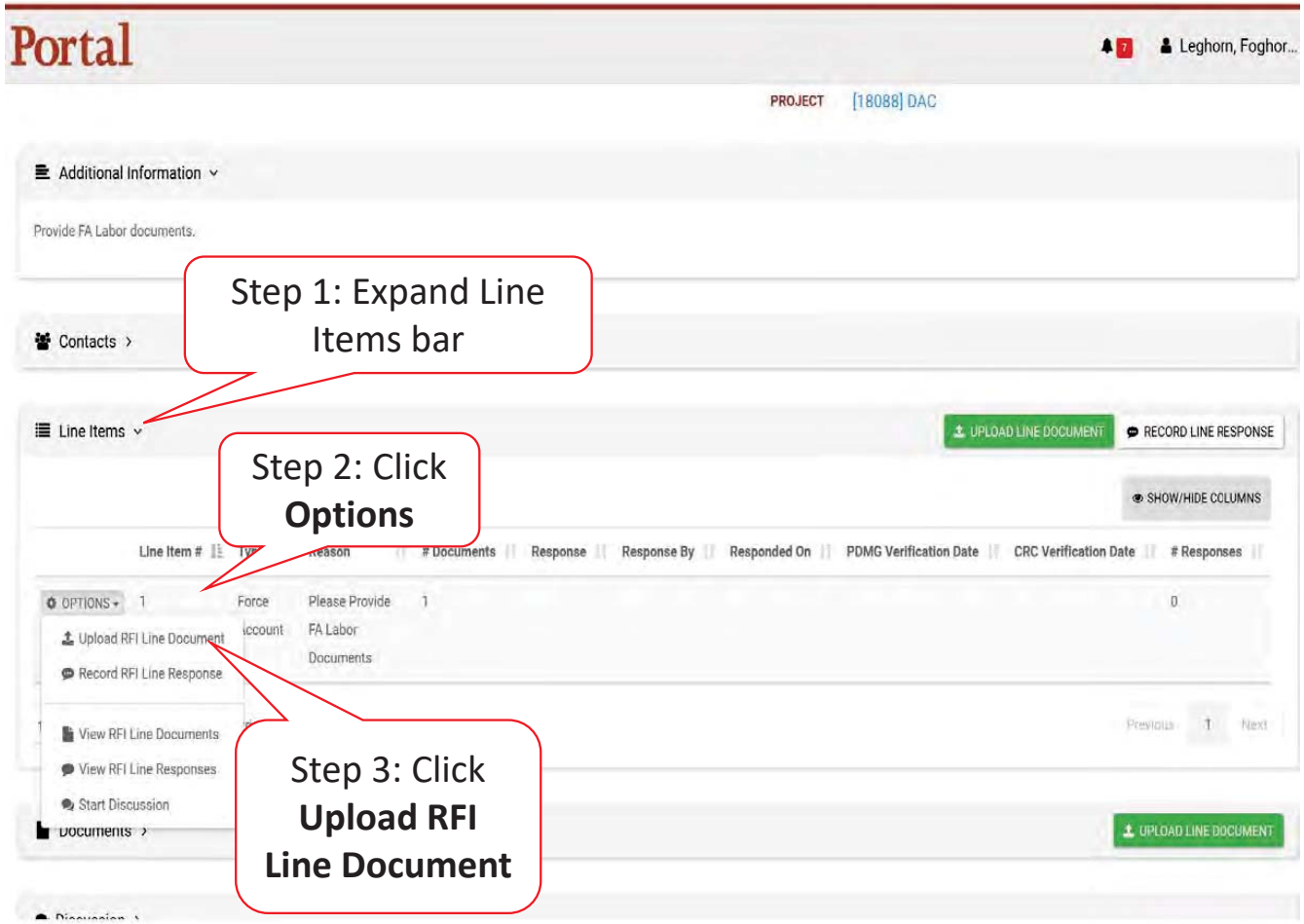
Request For Information



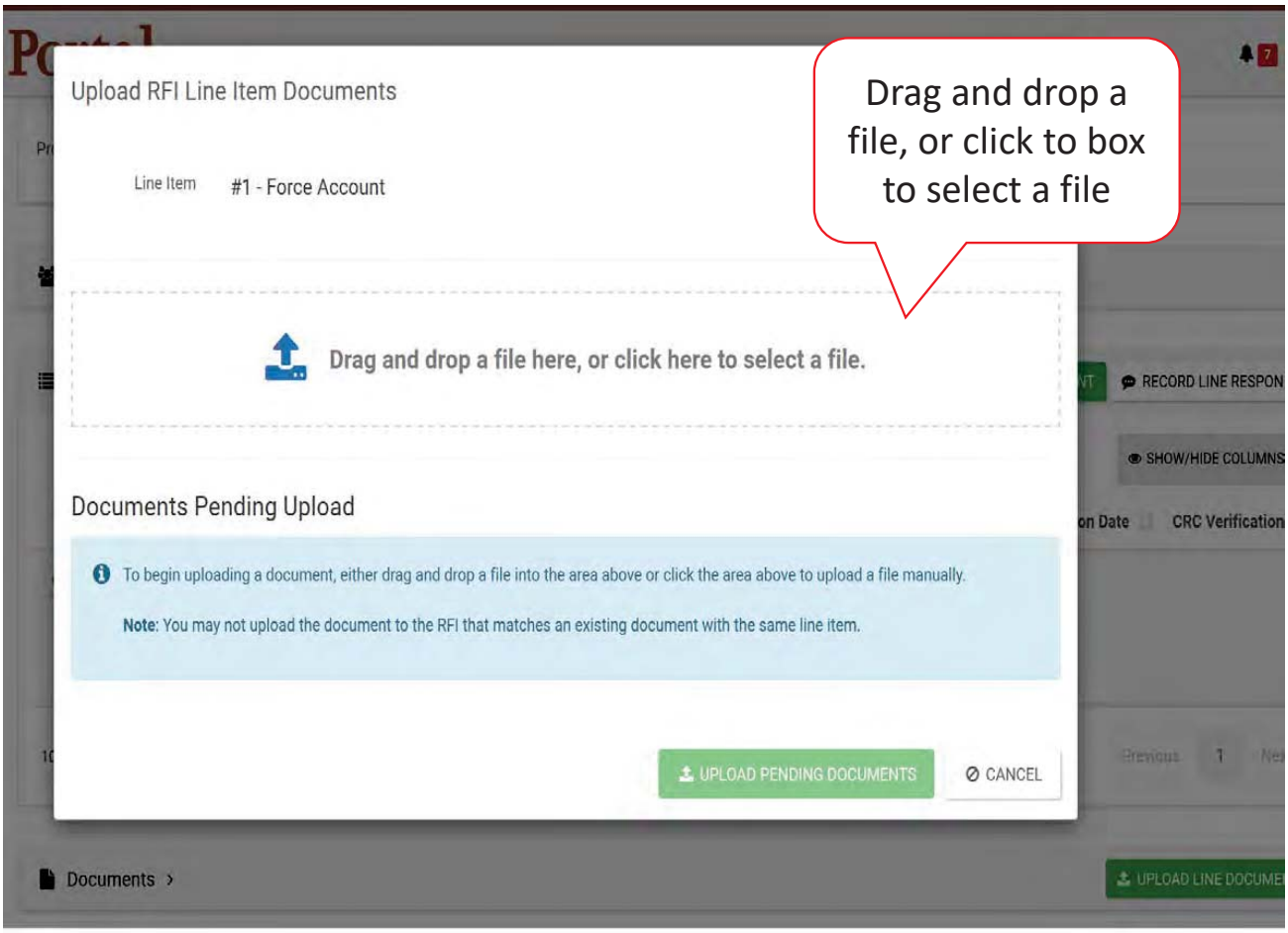
Line Items RFI



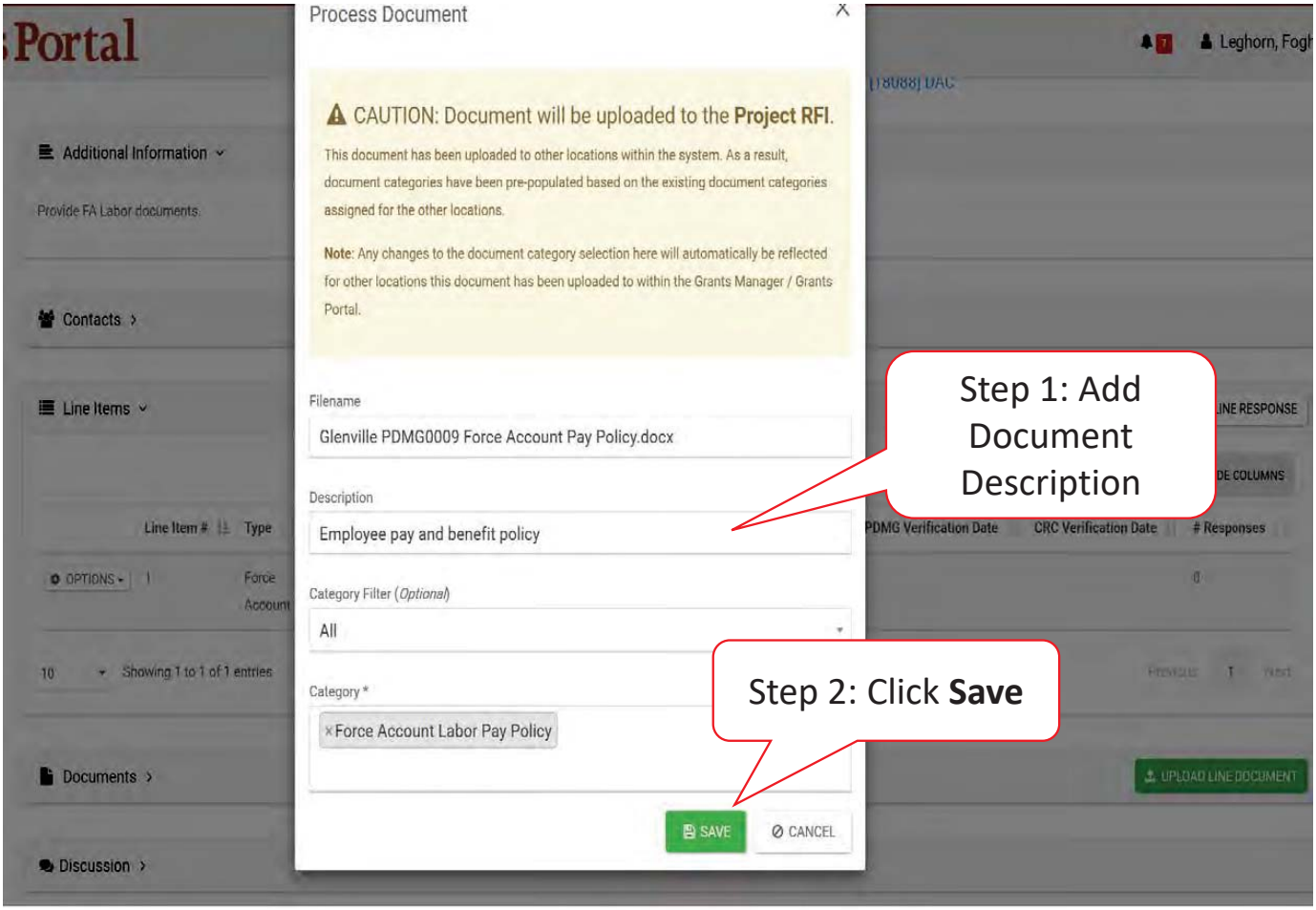
Select RFI Line Item



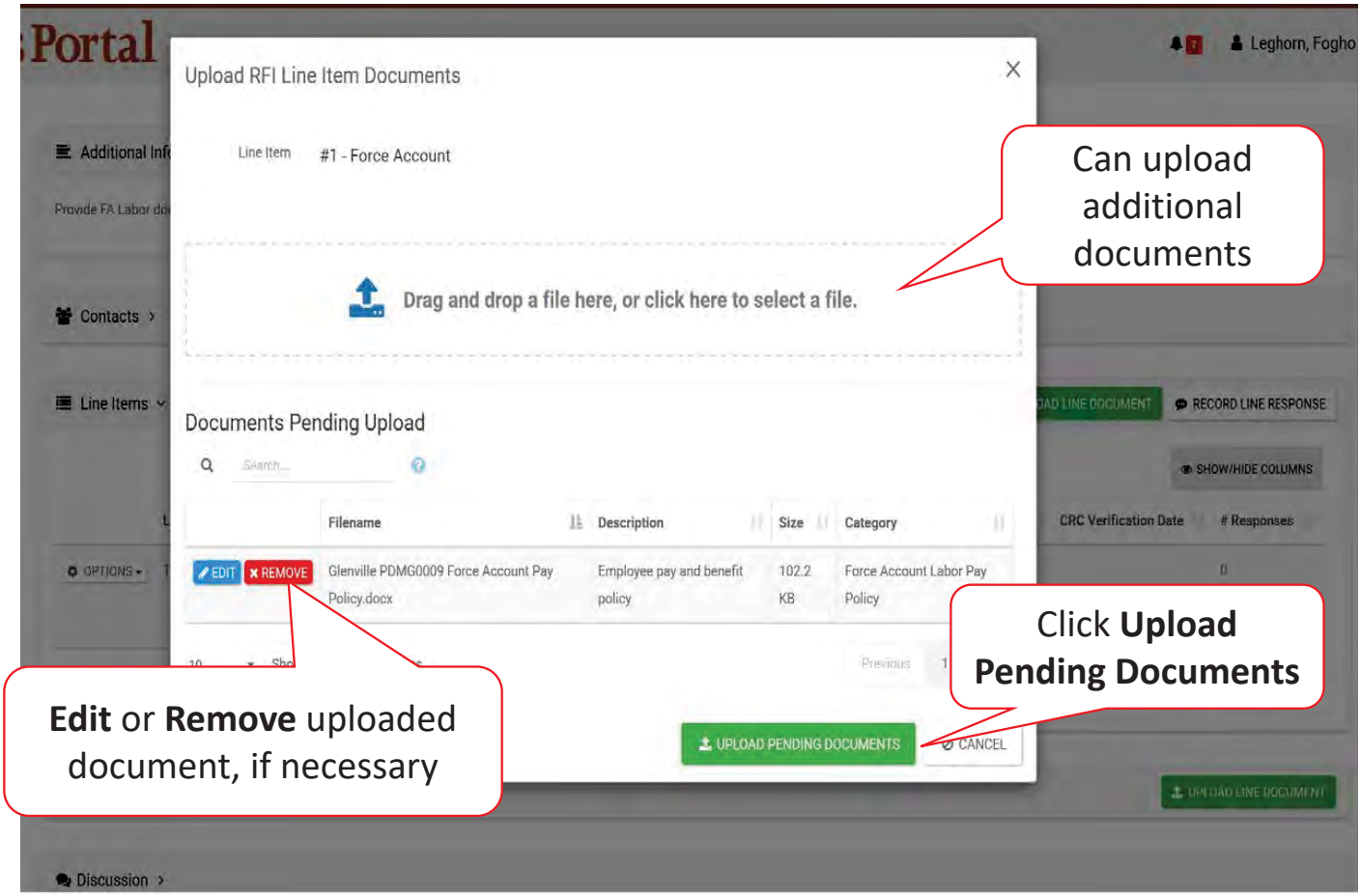
Line Item RFI Document Upload-Pop up



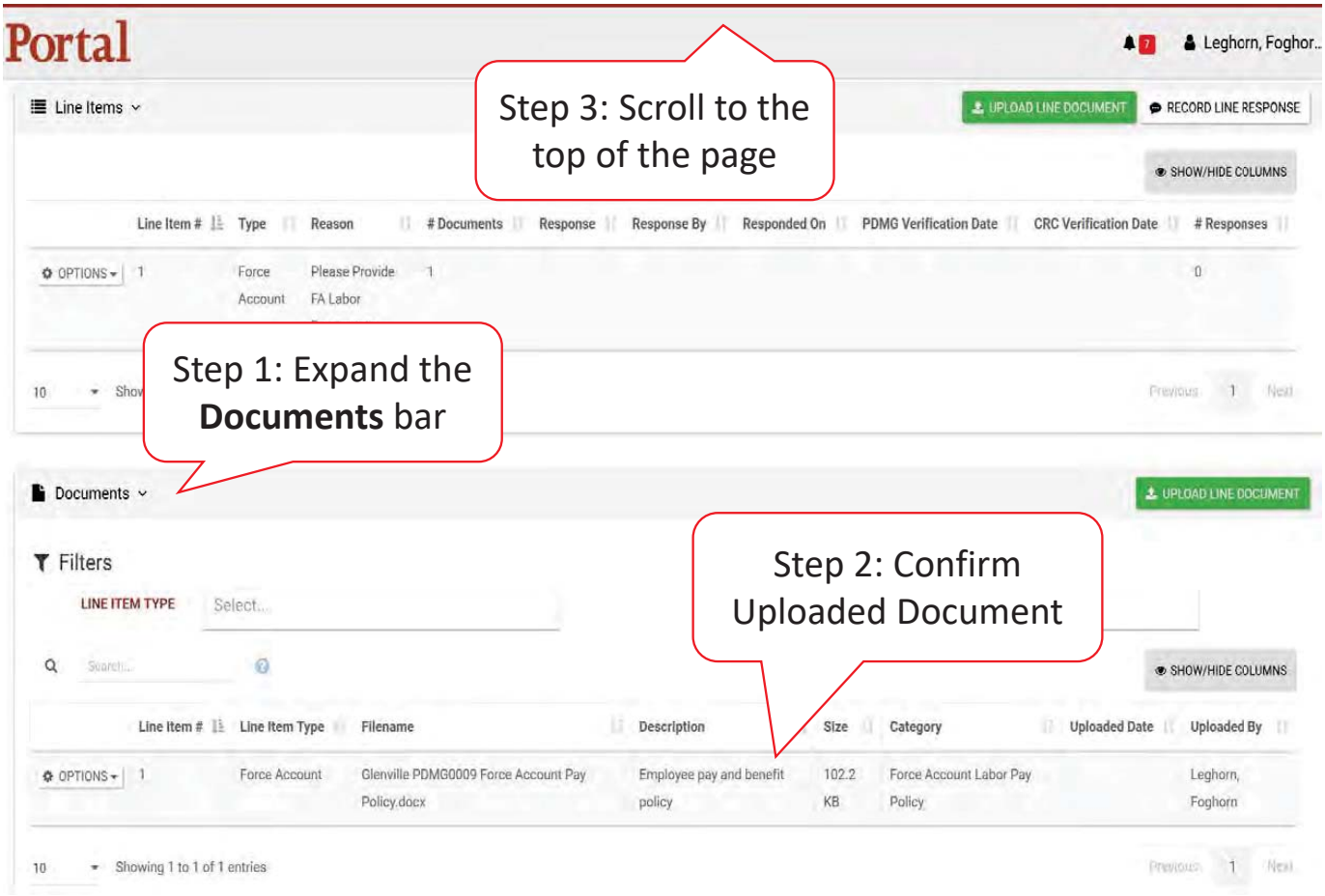
Line Item RFI Document Description & Type



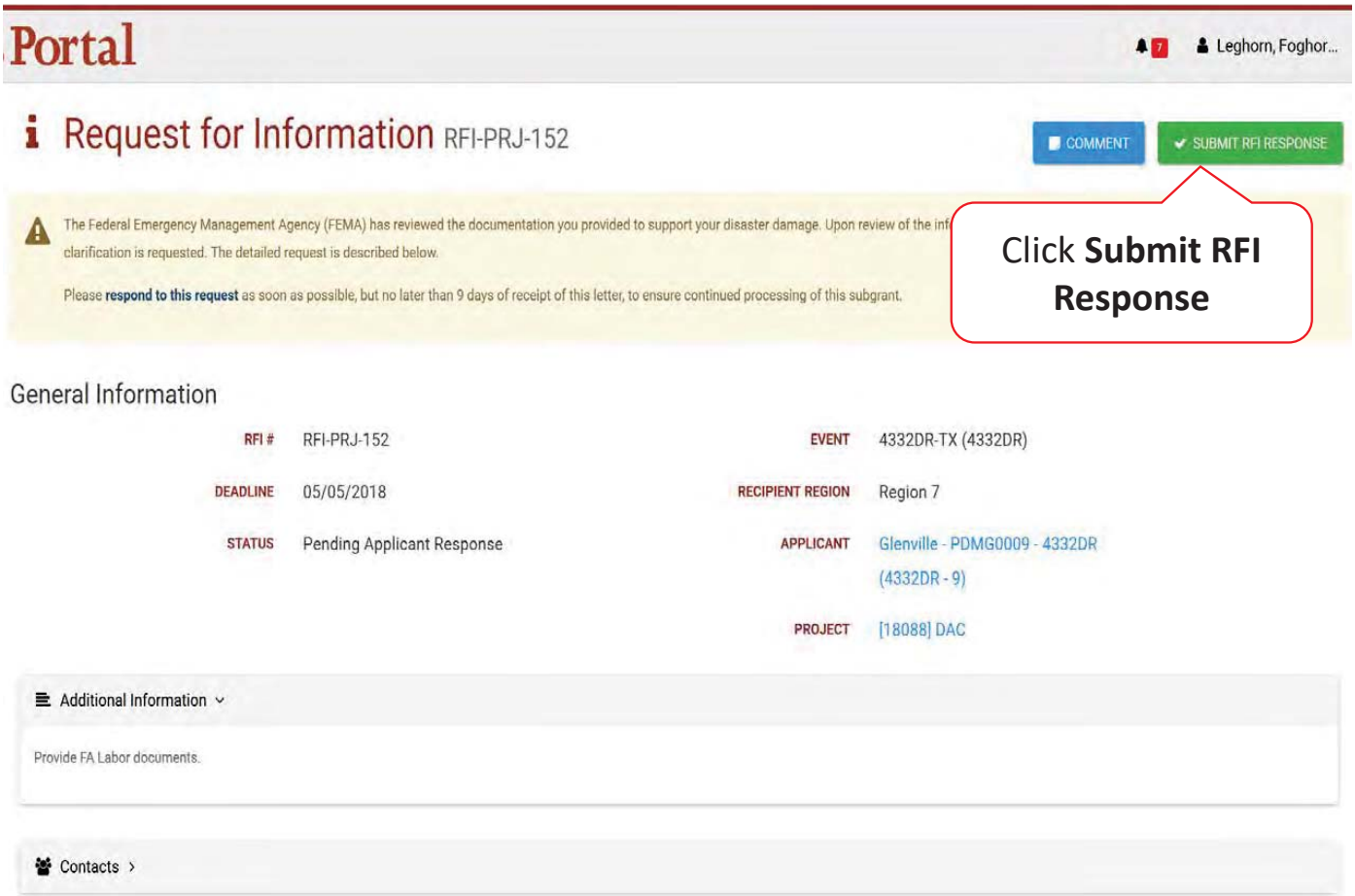
Line Item RFI Document Pending Upload



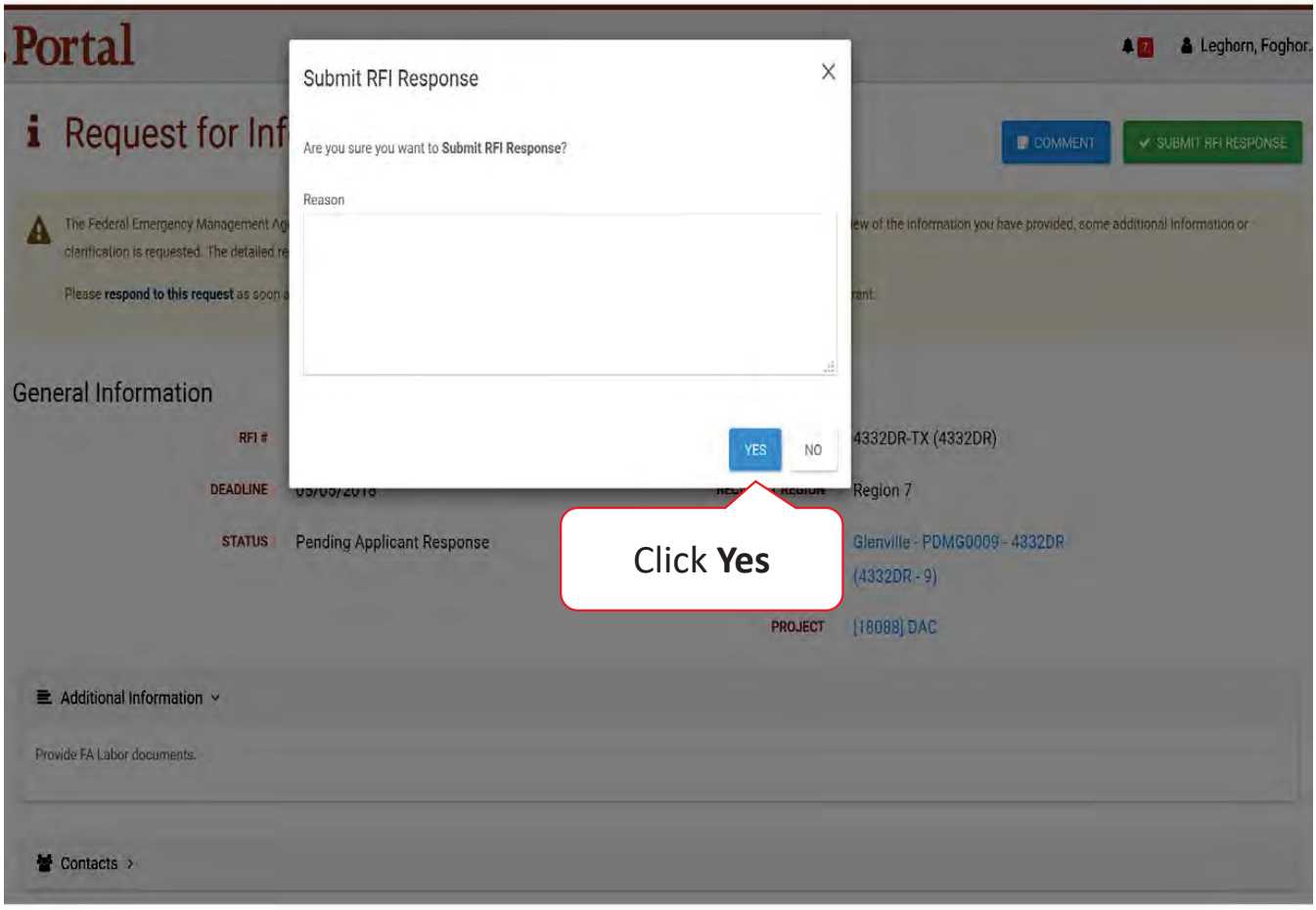
Confirm Line Document Upload



Submit RFI Response



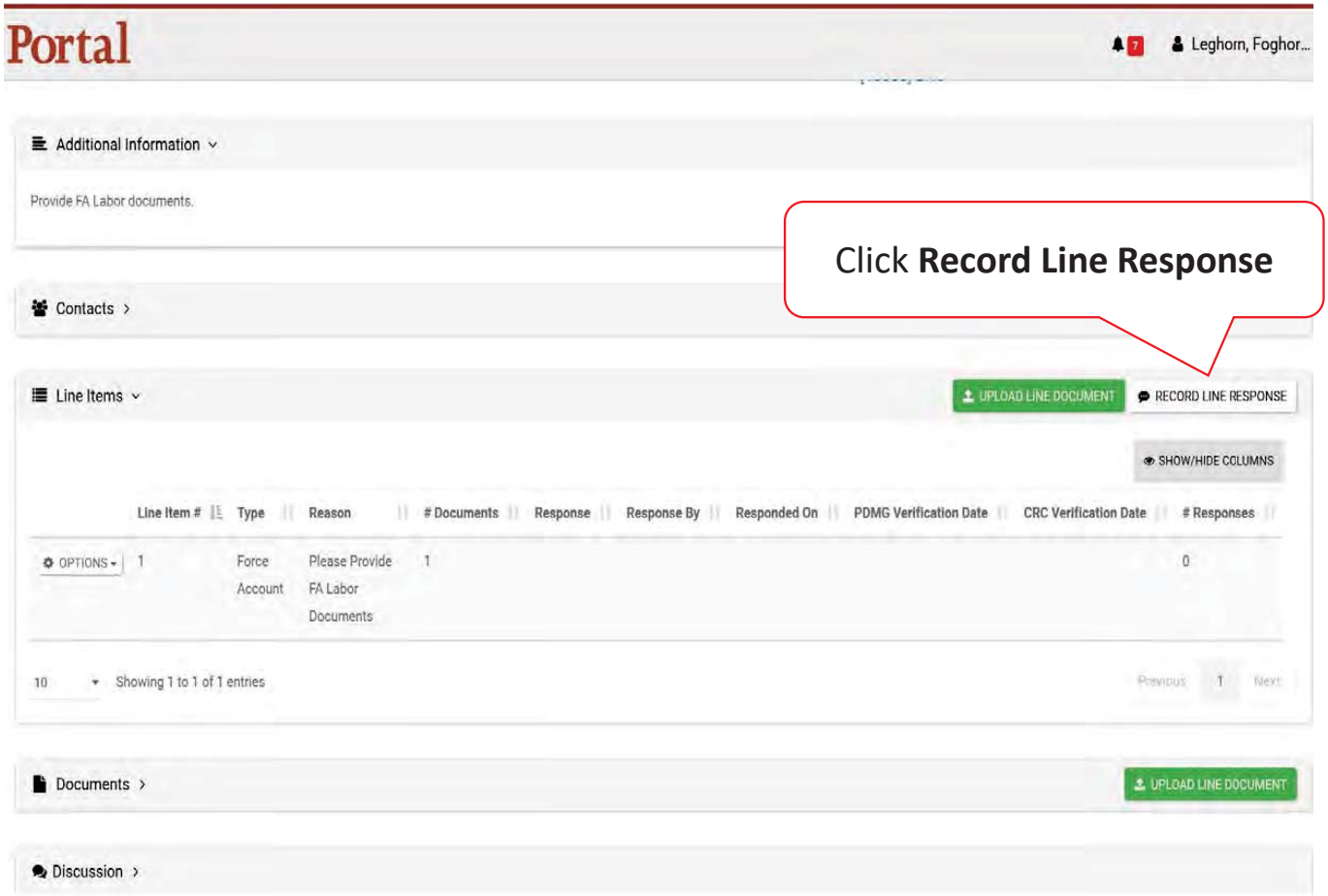
Submit RFI Response



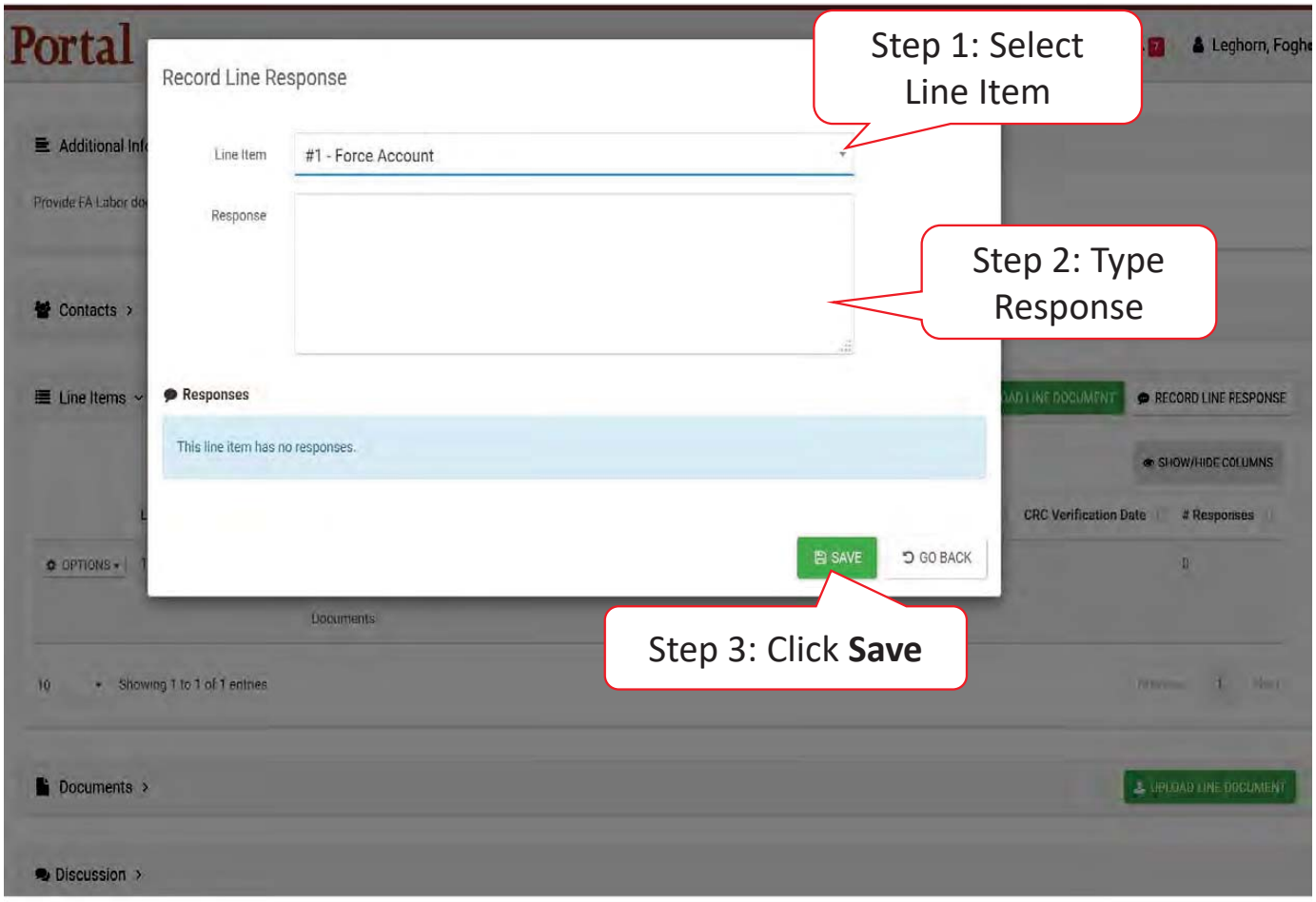
Respond to a Request For Information (RFI)

Documents Not Available

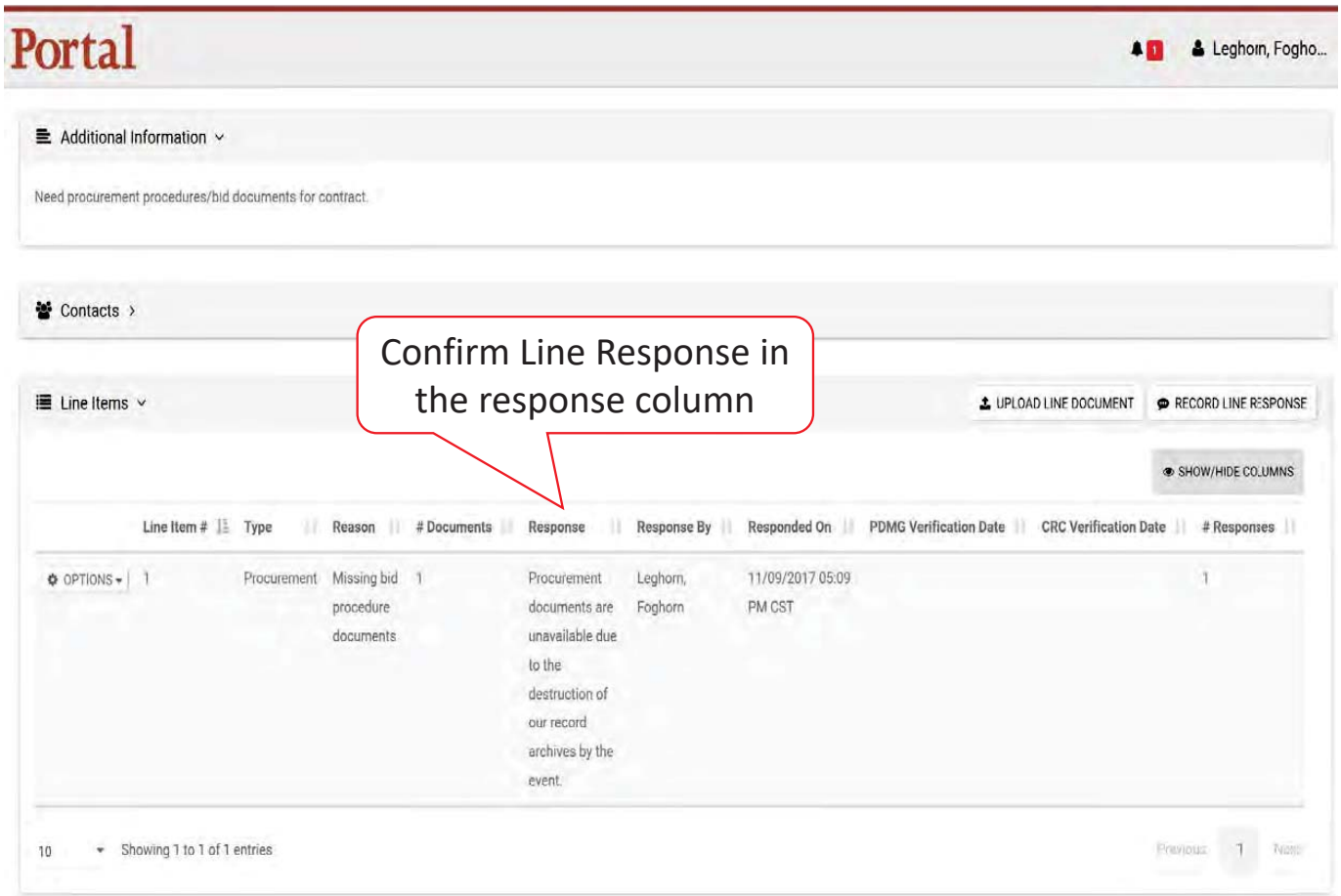
Record Line Response



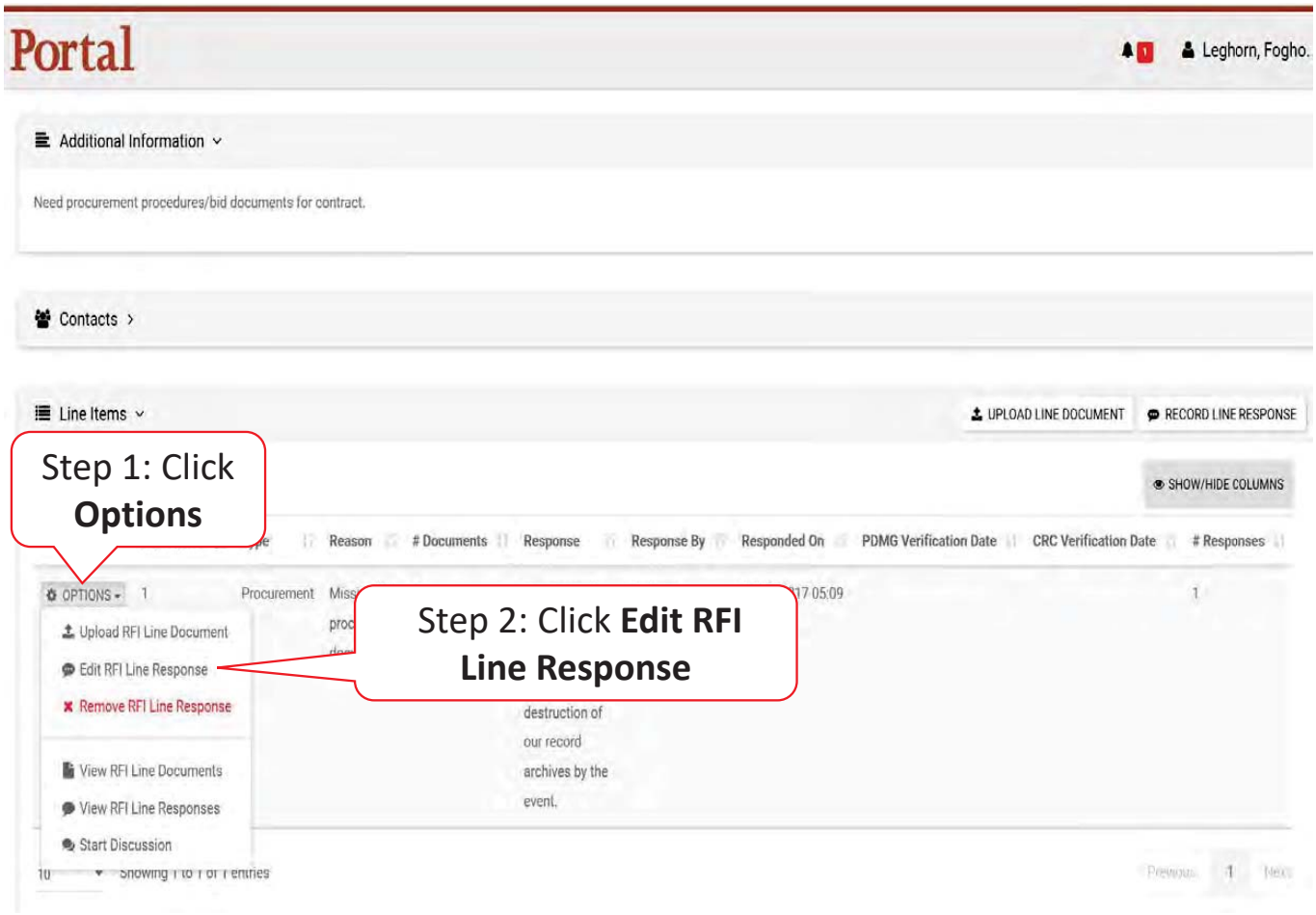
Add Line Response



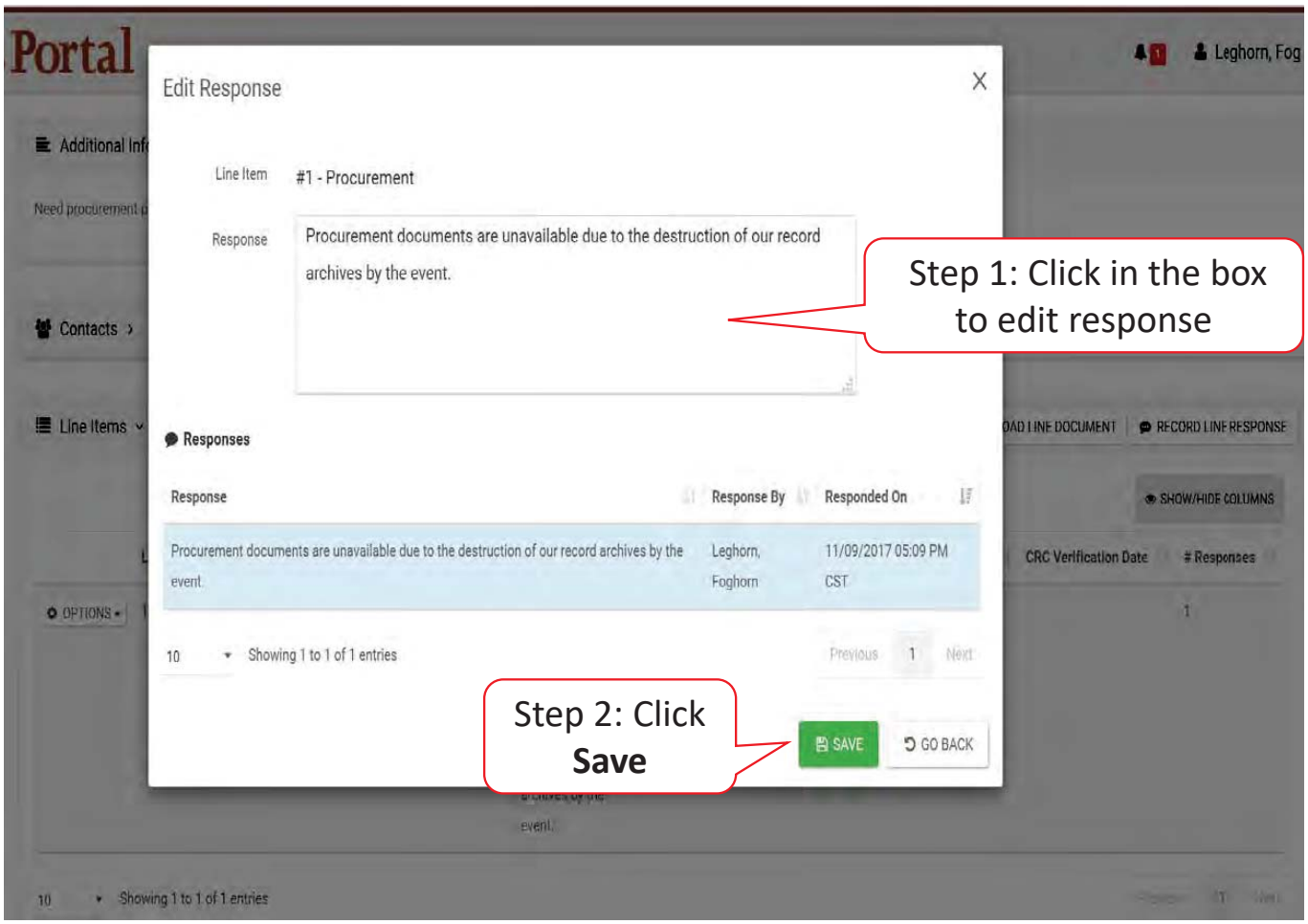
Confirm Line Response



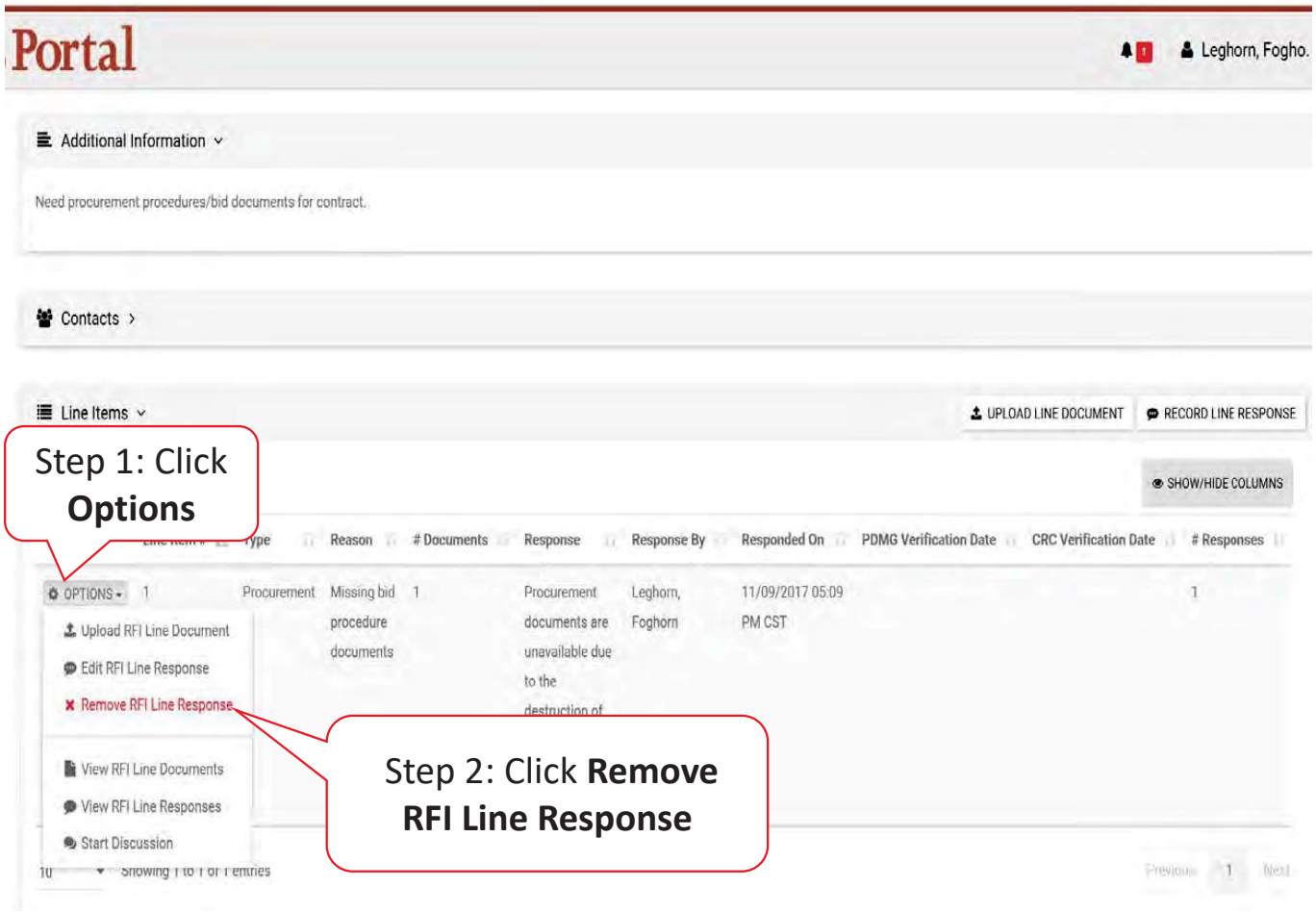
Edit Line Response



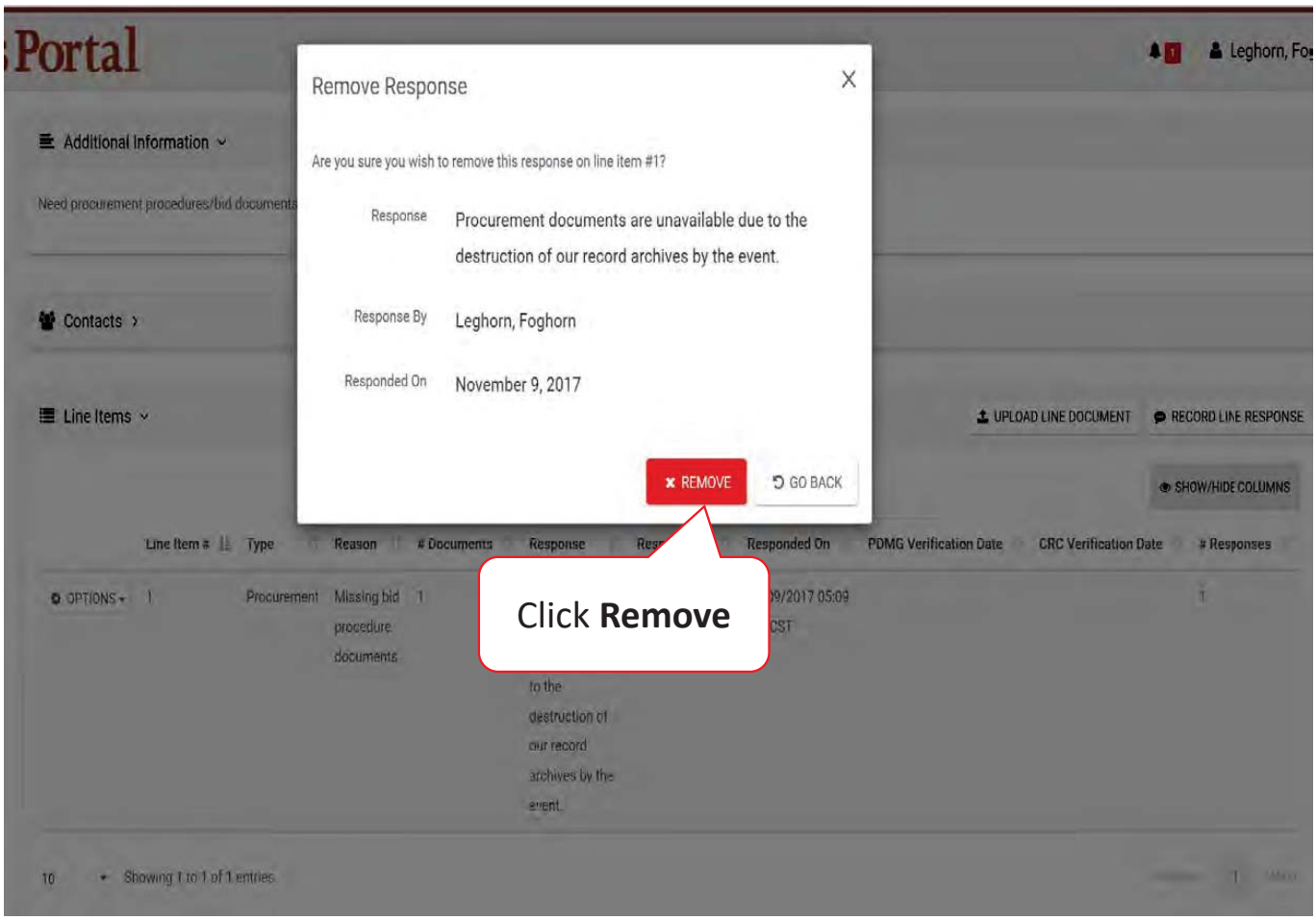
Edit Line Response – Pop Up



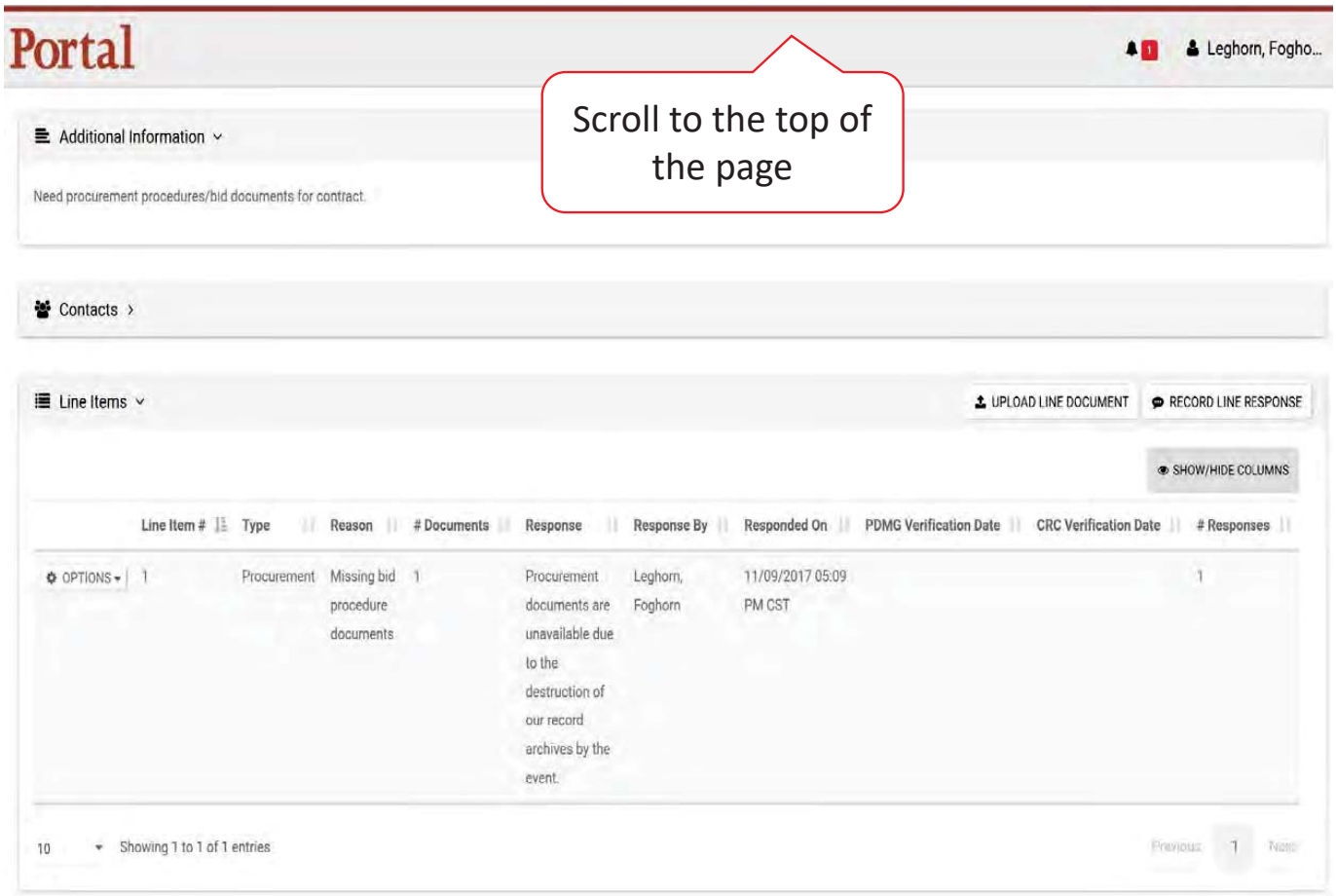
Remove Line Response



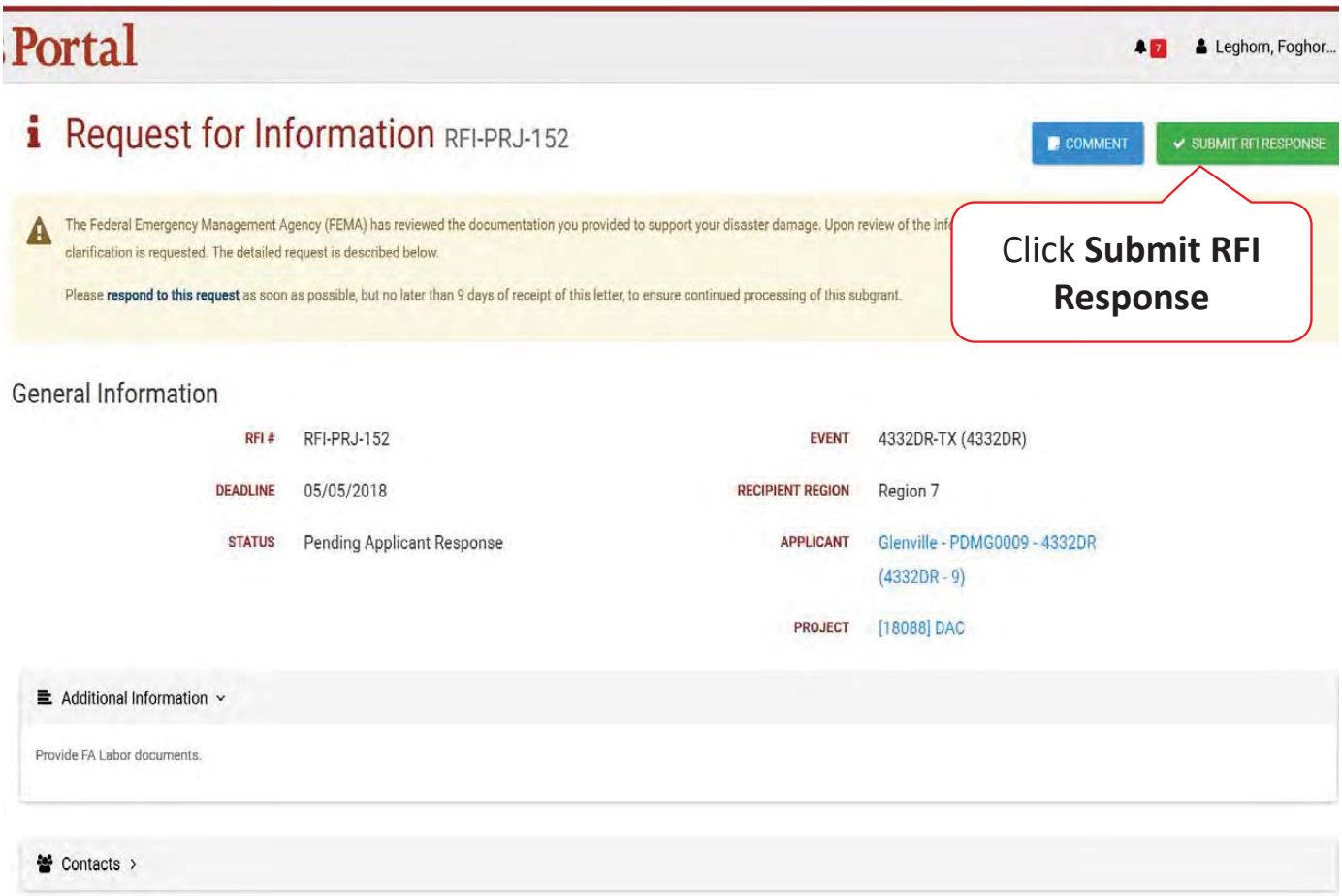
Remove Line Response – Pop Up



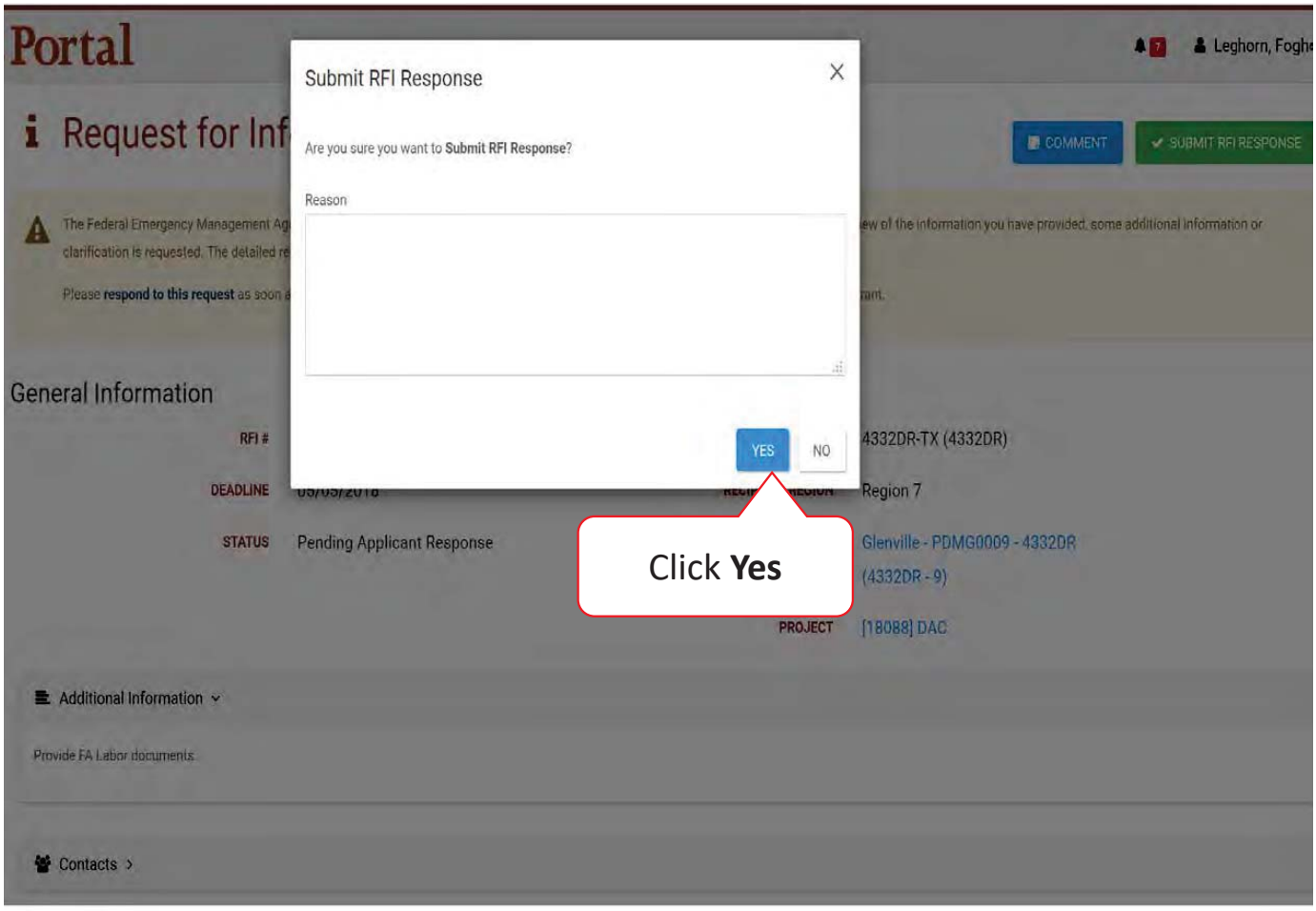
Submit Line Response



Submit RFI Response

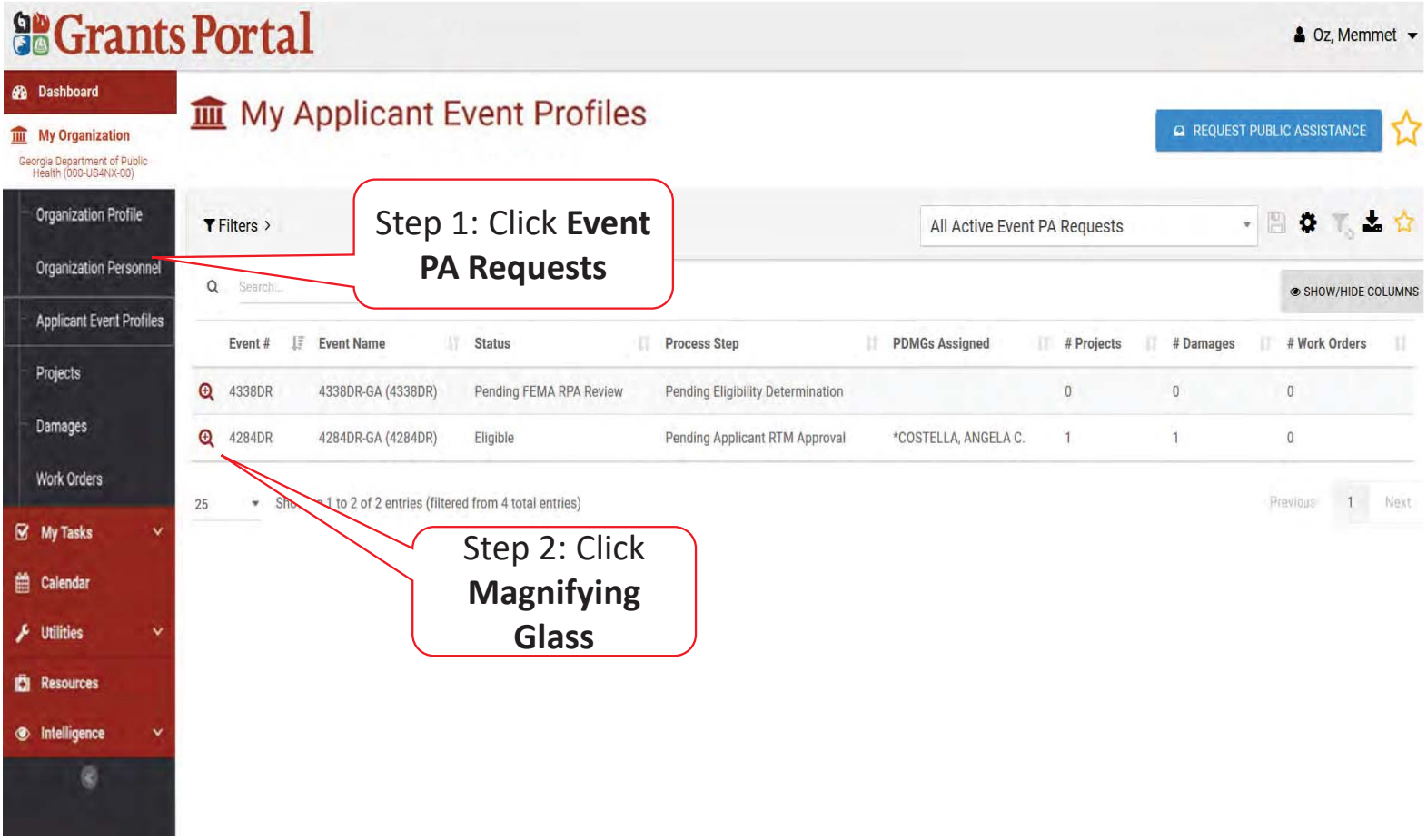


Submit RFI Response

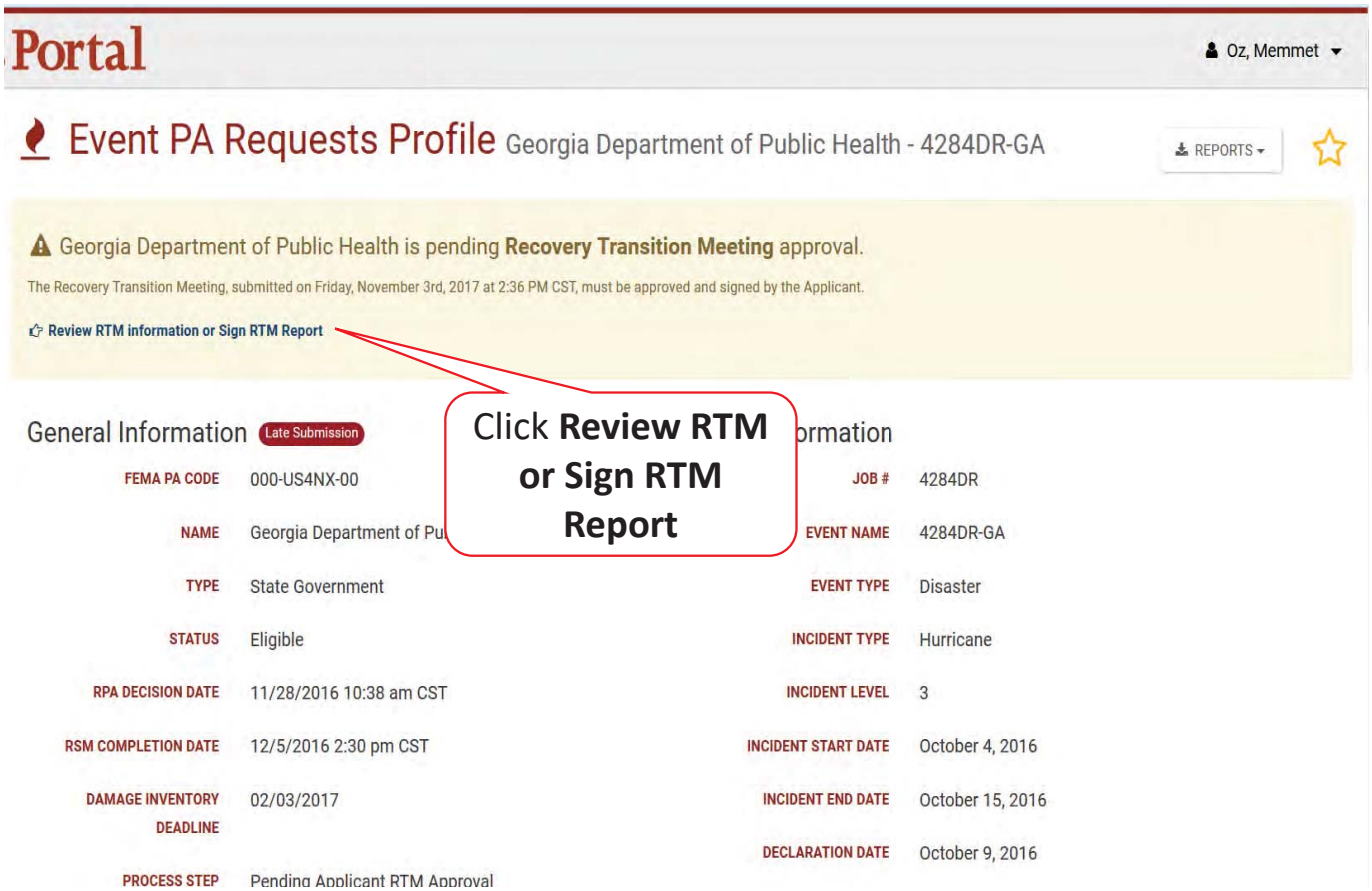


Sign Recovery Transition Meeting (RTM)

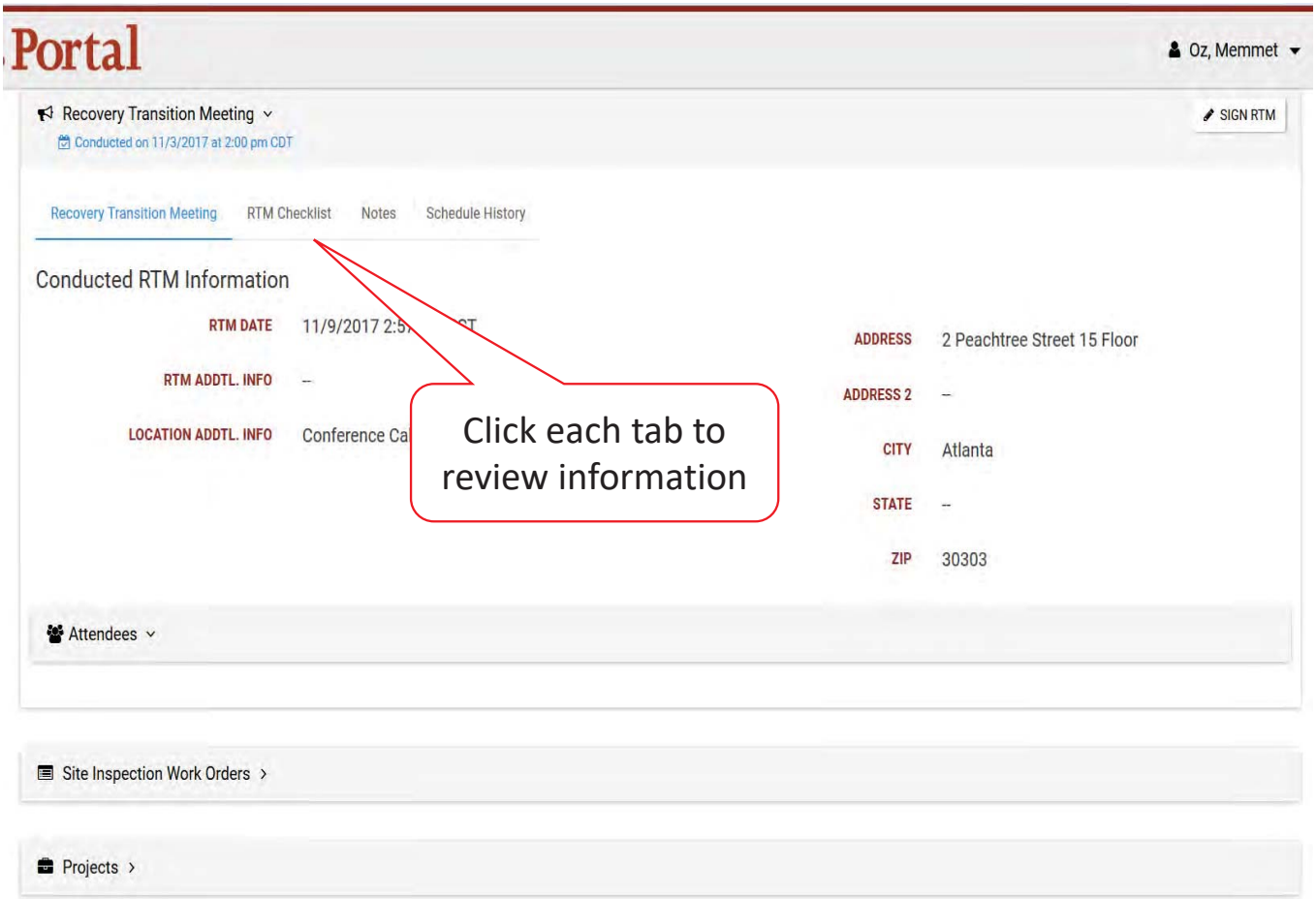
Locate Pending RTM Approval



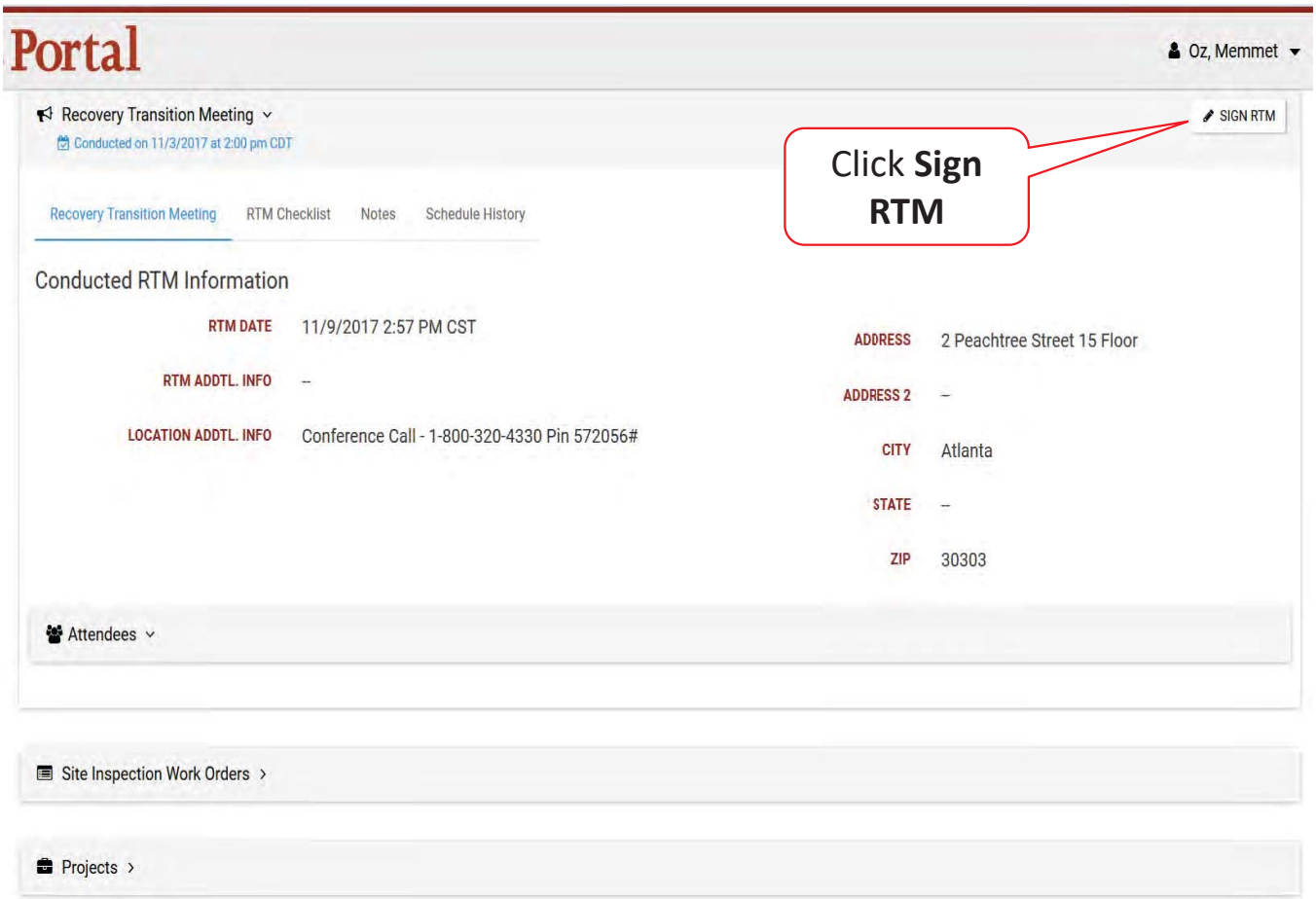
Applicant Event Profile



Recovery Transition Meeting (RTM)



Sign RTM


Portal
Oz, Memmet
Recovery Transition Meeting
Conducted on 11/3/2017 at 2:00 pm CDT
SIGN RTM
Click **Sign RTM**
Recovery Transition Meeting
RTM Checklist
Notes
Schedule History
Conducted RTM Information
RTM DATE
11/9/2017 2:57 PM CST
RTM ADDTL. INFO
--
LOCATION ADDTL. INFO
Conference Call - 1-800-320-4330 Pin 572056#
ADDRESS
2 Peachtree Street 15 Floor
ADDRESS 2
--
CITY
Atlanta
STATE
--
ZIP
30303
Attendees
Site Inspection Work Orders
Projects

Review RTM and Certify

Portal

Oz, Memmet

Sign Recovery Transition Meeting

SUBMIT CANCEL

Please review and sign

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

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

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

No Recipient POC Assigned

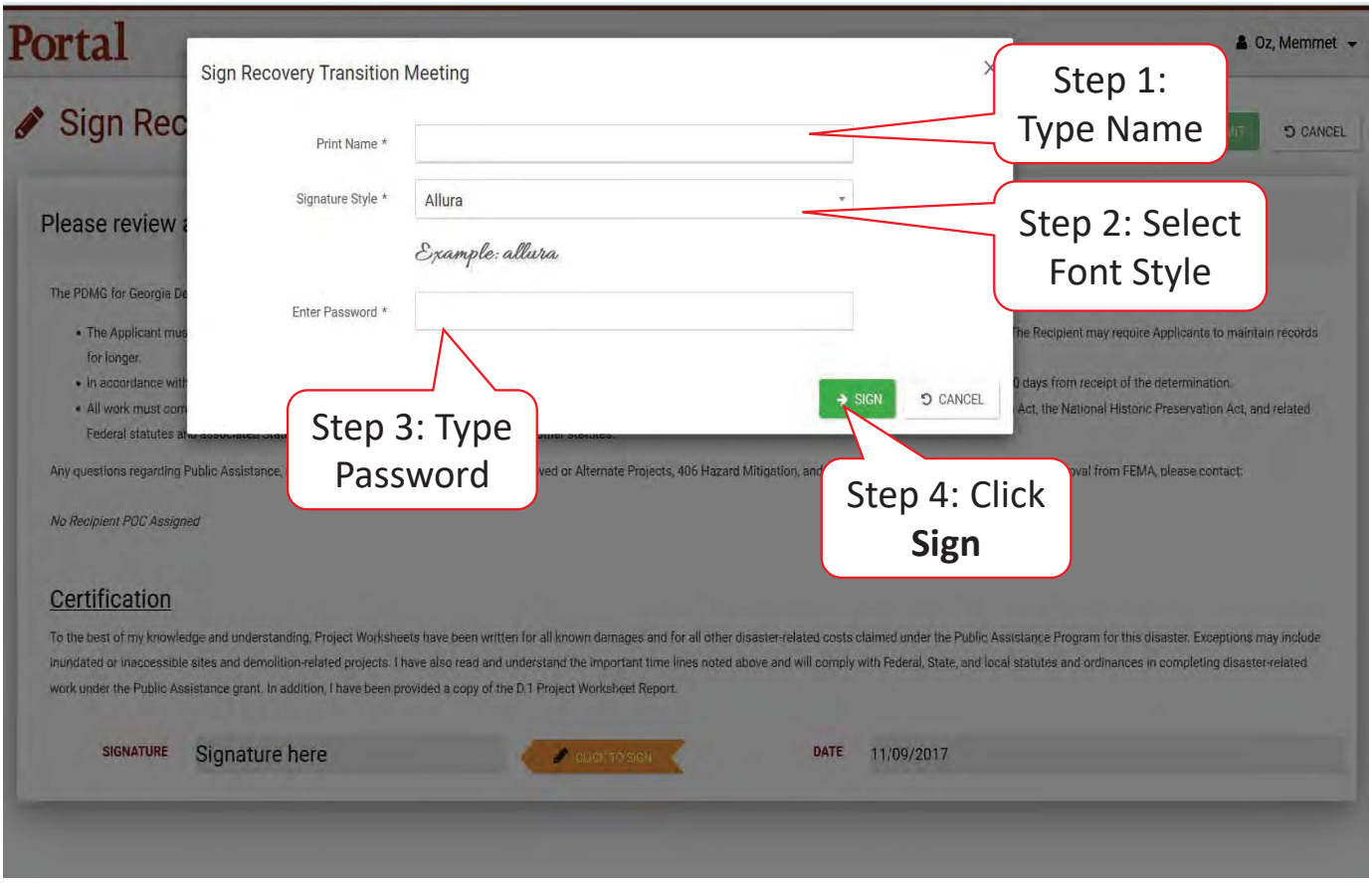
Click on
Click To Sign

Certification

To the best of my knowledge and understanding, Project Worksheets have been written for all known damages and fo[illegible]er 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 [illegible]ve and will comply with Federal, State, and local statutes and ordinances in completing disaster-related work under the Public Assistance grant. In addition, I have been provided a copy of the D.1 Project Worksheet Report.

SIGNATURE Signature here CLICK TO SIGN DATE 11/09/2017

RTM Signature – Pop Up Box



Submit Signed RTM

Portal

Oz, Memmet

Sign Recovery Transition Meeting

SUBMIT CANCEL

Click **Submit**

Please review and sign

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

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- In accordance with §206.206 of 44CFR, Applicants may appeal any determination related to an application for or the provision of Federal assistance, but must do so within 60 days from receipt of the determination.
- All work must comply with provisions of the Clean Water Act, Clear Air Act, Resource Conservation and Recovery Act, Endangered Species Act, Fish and Wildlife Coordination Act, the National Historic Preservation Act, and related Federal statutes and associated State, Tribal and local laws, codes, ordinances and other statutes.

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

No Recipient POC Assigned

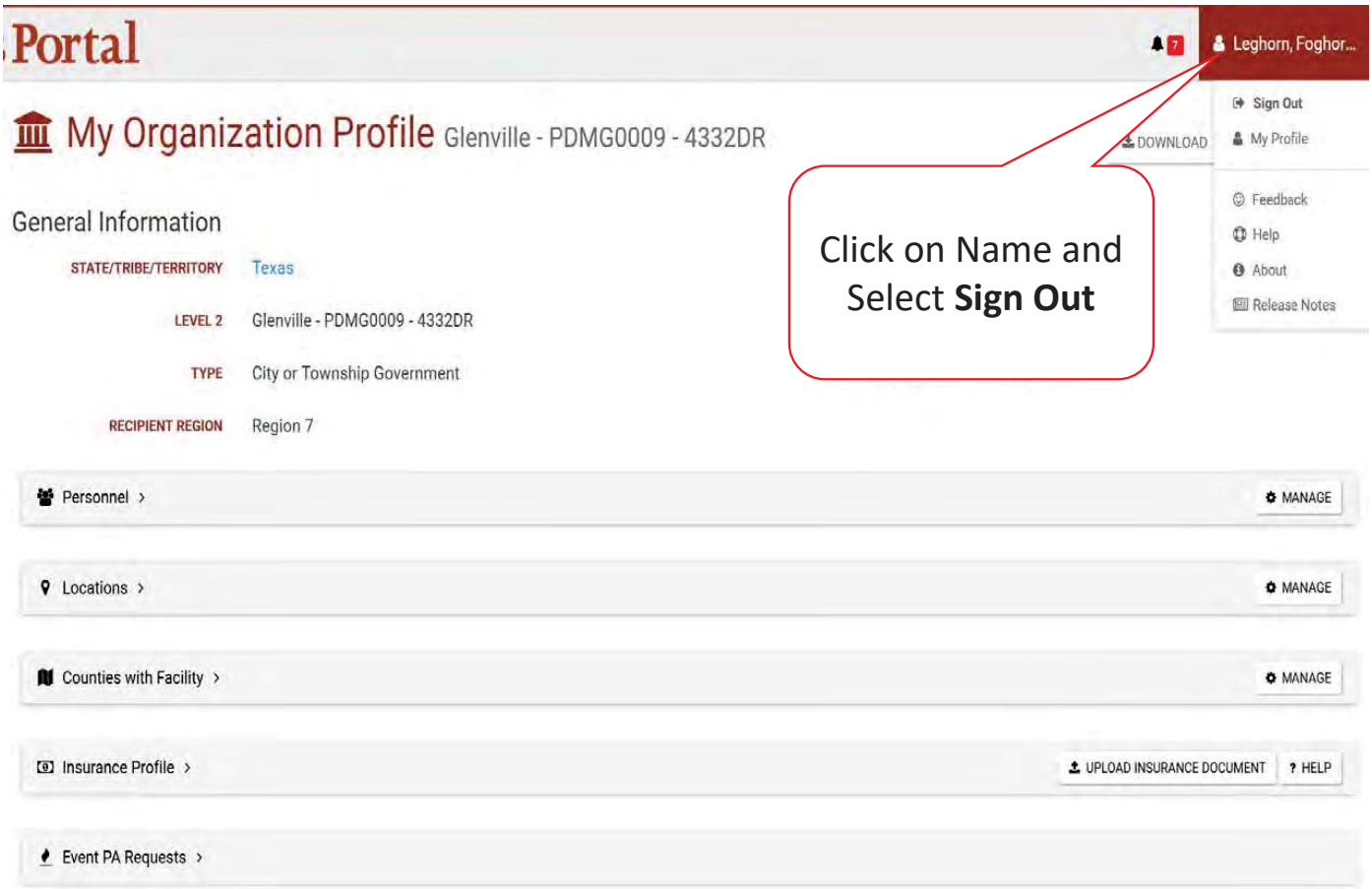
Certification

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

SIGNATURE Memmet Oz CLICK TO SIGN DATE 11/09/2017

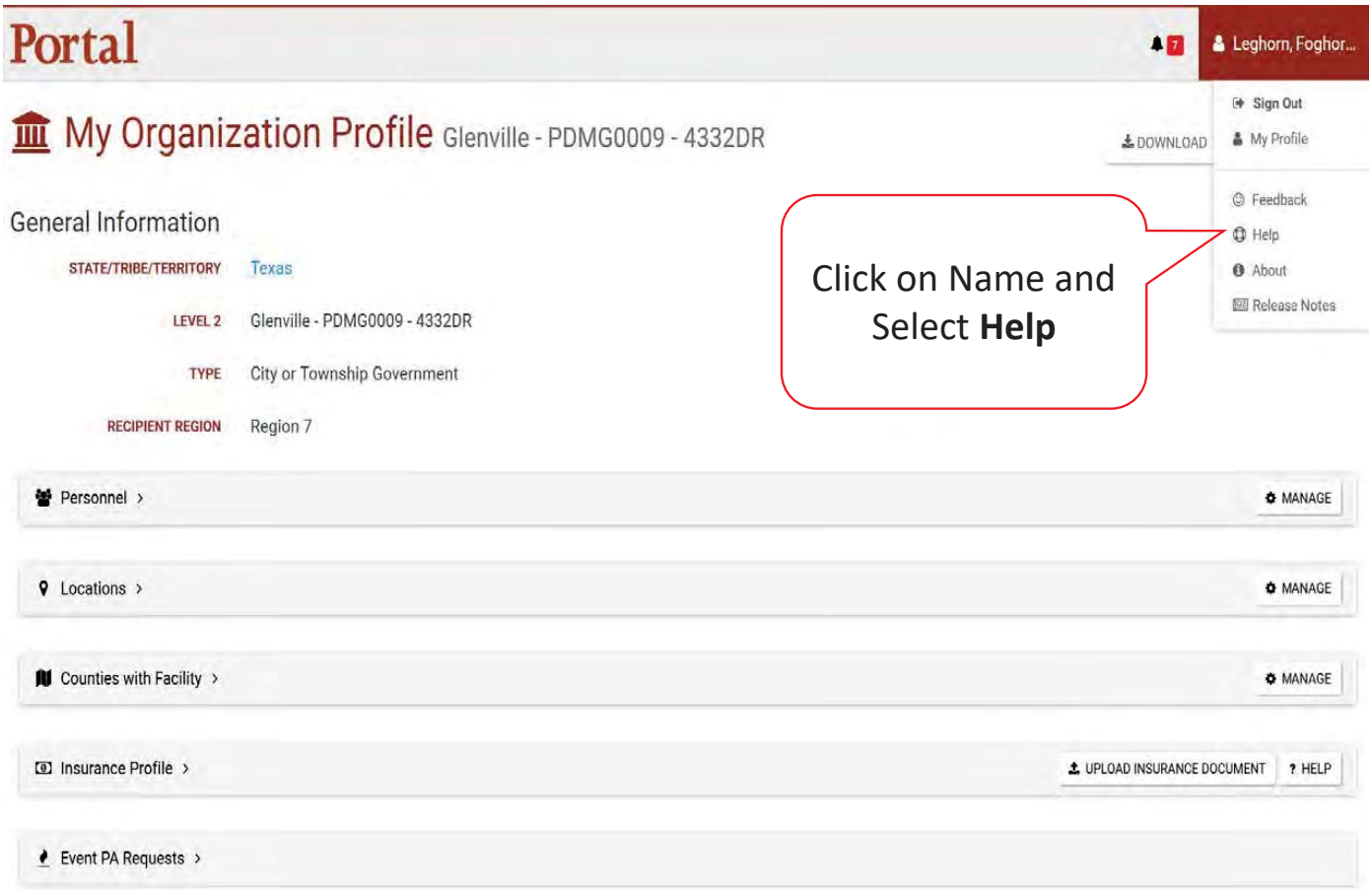
Sign Out of Grants Portal & Help

Sign Out of Grants Portal

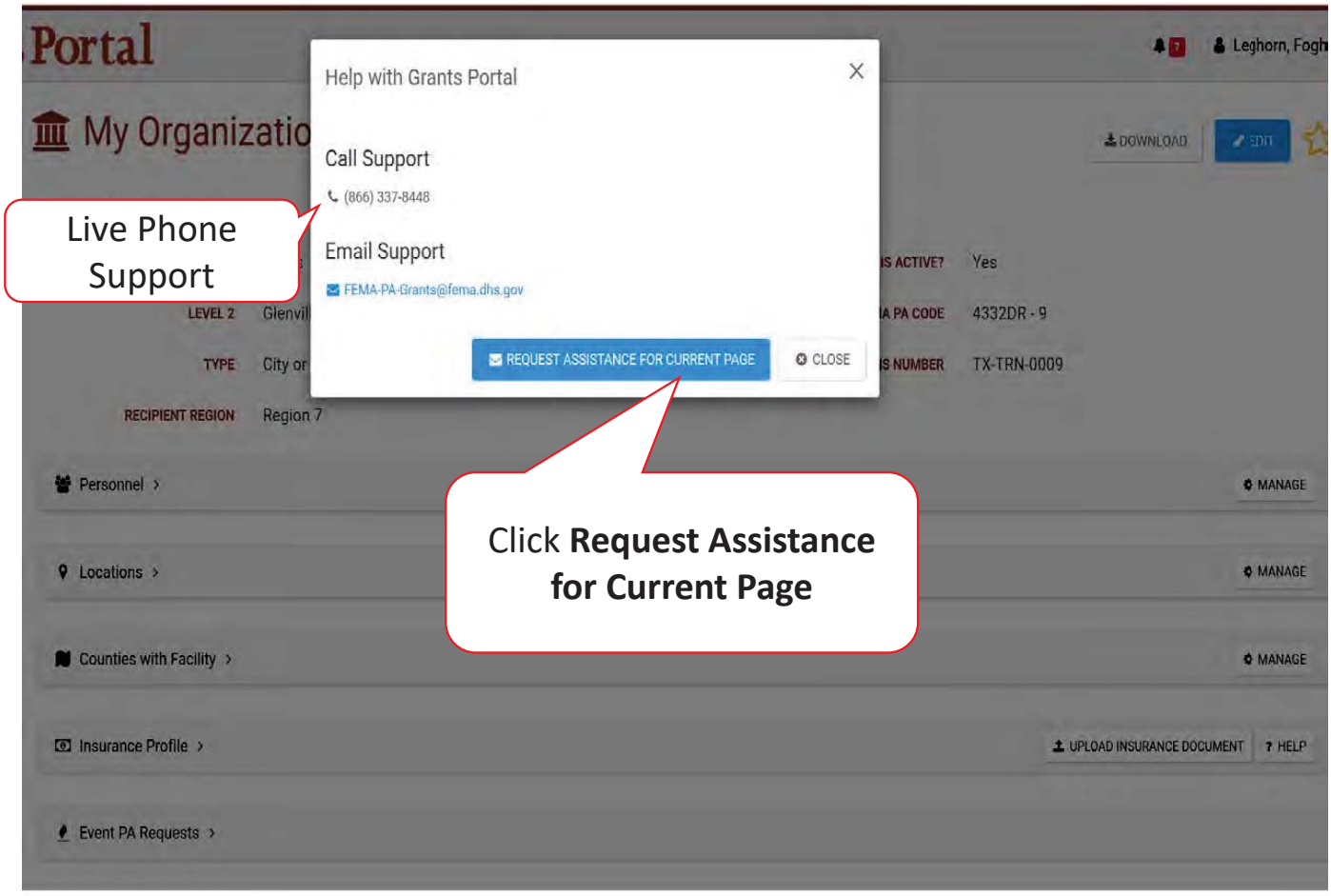


Click on Name and Select **Sign Out**

Locate Help Information



Locate Help Information



Grants Portal Hotline for Assistance:

(866) 337-8448