



Grants Portal

Applicant
Pre-Event/Phase 1
User Manual



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Creating Password for a New Account



Login Screen

Sign in to Your Account

USERNAME

[Forgot your username](#)

PASSWORD

[Forgot your password](#)

SIGN IN

Please use Mozilla Firefox as web browser for best results

Website address is <https://grantee.fema.gov>

Privacy Notice Pop-Up (Recipients Only)

Privacy Notice ✕

Authority: FEMA is authorized to collect the information requested pursuant to the Robert T. Stafford Disaster Relief and Emergency Assistance Act, §§ 402-403, 406-407, 417, 423, and 427, 42 U.S.C. 5170a-b, 5172-73, 5184, 5189a, 5189e; The American Recovery and Reinvestment Act of 2009, Public Law No. 111-5, § 601; and "Public Assistance Project Administration," 44 C.F.R. §§ 206.202.

Purpose: FEMA is collecting this information to provide user access to the Grants Portal system. This enables users to collaborate with FEMA and manage their pre-aware disaster grant activities.

Routine Uses: The information on this form may be disclosed as generally permitted under 5 U.S.C. § 552a(b) of the Privacy Act of 1974, as amended. This includes using this information as necessary and authorized by the routine uses published in DHS/ALL – 004 General Information Technology Access Account Records System of Records 74 FR 49882 (September 29, 2009), upon written request, by agreement, or as required by law. The Department's full list of systems of records notices can be found on the Department's website at: <http://www.dhs.gov/systems-of-records-notices-sorns>.

Consequences of Failure to Provide Information: The disclosure of information on this form is voluntary; however, failure to provide the requested information may prevent or delay you from obtaining an account with the Grants Portal system.

REJECT

ACCEPT

Click Accept
or Press Enter

Attention Pop Up Box (Recipients Only)

ATTENTION ×

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

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

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

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

REJECT

ACCEPT

Click Accept
or Press Enter

Attention Pop Up Box

Welcome to the Grants Portal!

To get started, we'll ask you a few questions to get your account set up.

- 1 Start
- 2 Password
- 3 Security Question
- 4 Finalize Account

← PREV NEXT →

Use the Previous and Next buttons to navigate through the steps and fill out your information.

Click Next

Create New Password

Welcome to the Grants Portal!

First, let's create a password so you can access your account. Please select a password and enter it twice below.

1 Start 2 Password 3 Security Question 4 Finalize Account

← PREV NEXT →

USERNAME

maureen

CHOOSE A PASSWORD

.....

Weak

RE-ENTER YOUR PASSWORD

.....

Password Tips

- Make your password at least 8 characters long. The longer, the better.
- Include uppercase and lowercase characters, numbers, punctuation marks, and symbols. The greater the variety, the more secure your password is.

Step 1: Type New Password

Step 2: Click Next

Create Security Question

Almost done!

Now create a security question in case you forget your password

1 Start 2 Password 3 Security Question 4 Finalize Account

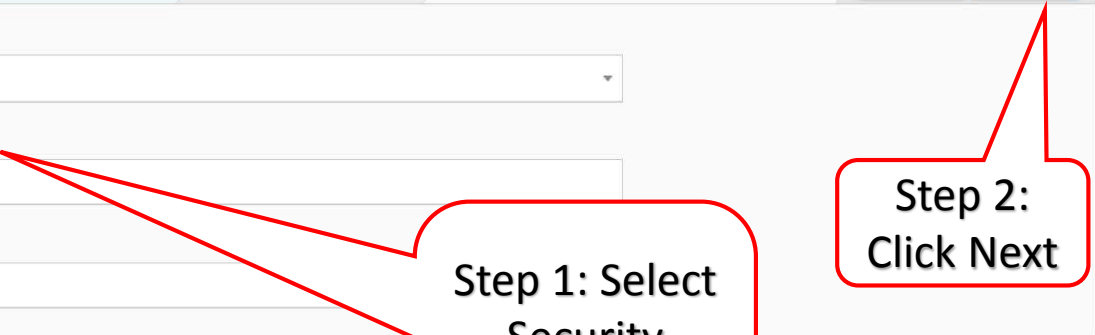
← PREV NEXT →

SECURITY QUESTION

What was your childhood nickname?

SECURITY ANSWER

RE-ENTER YOUR SECURITY ANSWER



Step 1: Select Security Question and Answer

Step 2: Click Next

Review Information

Let's review

Please make sure your selections are correct below. If everything looks good, press the Submit button, otherwise, use the Previous and Next buttons to go back and make any changes.


Step 1:
Review
Information

1 Start > 2 Password > 3 Security Question > 4 Finalize Submit

← PREV NEXT →

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

USERNAME	maureen
PASSWORD	*****
SECURITY QUESTION	What was your childhood nickname?
SECURITY ANSWER	twinkie

 SUBMIT

Step 2:
Click Next

Congratulations Screen

Congratulations!

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

RETURN TO LOGIN SCREEN

Click Return to
Login Screen

Re-Login to Grants Portal

Sign in to Your Account

USERNAME

[Forgot your username](#)

PASSWORD

[Forgot your password](#)

SIGN IN

Enter User Name
and NEW Password

Privacy Notice Pop-Up

Privacy Notice ✕

Authority: FEMA is authorized to collect the information requested pursuant to the Robert T. Stafford Disaster Relief and Emergency Assistance Act, §§ 402-403, 406-407, 417, 423, and 427, 42 U.S.C. 5170a-b, 5172-73, 5184, 5189a, 5189e; The American Recovery and Reinvestment Act of 2009, Public Law No. 111-5, § 601; and "Public Assistance Project Administration," 44 C.F.R. §§ 206.202.

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REJECT

ACCEPT

Click Accept
or Press Enter

Attention Pop Up Box

ATTENTION



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- The government may disclose or use any communications or data transiting, stored on or traveling to or from this information system for any lawful government purpose.
- You are NOT authorized to process classified information on this information system.

REJECT

ACCEPT

Click Accept
or Press Enter

Customizable Dashboard

Grants Portal Stapleton, Maur...

Dashboard

My Organization ▼
Troy, City of

- Organization Profile
- Event PA Requests
- Operations** ▼
- Tasks ▼
- Utilities ▼

⚠ Your parent organization has been assigned as the primary Grantee for one or more disasters and you may submit a Request for Public Assistance (RPA) to FEMA's Public Assistance program. ✕

[Please click here to begin the RPA submission process.](#)

? Document Help

To upload event-specific documents, go to the appropriate event PA request profile from the [Event PA Requests list](#), or [My Organization](#) for documents that **are not** specific to an event.

Alternatively, you can utilize the [Document Uploader Utility](#) to assist in uploading documents to the correct location.

Organization

Troy, City of

Level: 2

Type: City or Township Government

FEMA PA Code:

Is PNP? No

Inviting Applicant Organizations

Recipient
Only



Organization Profile

General Information

STATE/TRIBE/TERRITORY Georgia
TYPE State Government

Step 1: Click on My Organization

IS ACTIVE? Yes
FEMA PA CODE 000-00000-111
DUNS NUMBER --
ELIGIBILITY STATUS Pending

Organizations >

MANAGE

RPA's >

REQUEST PUBLIC ASSISTANCE

Step 2: Select Organization Profile

Personnel >

MANAGE

Counties with Facility >

MANAGE

Locations >

MANAGE

Insurance Profile >

UPLOAD INSURANCE DOCUMENT HELP

Documents >

MANAGE

Events >

Adding Applicant Organization (Recipient Only Function)

Grants Portal Black, Star

My Organization Profile Georgia Emergency Management Agency DOWNLOAD EDIT ★

Georgia Emergency Management Agency (000-U039E-00)

General Information

STATE/TRIBE/TERRITORY	Georgia Emergency Management Agency	IS ACTIVE?	Yes
TYPE	State Government	FEMA PA CODE	000-U039E-00
		DUNS NUMBER	808475321

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

Click Manage

Inviting Single Applicant Organization (Recipient Only Function)

The screenshot shows the Grants Portal interface. The main heading is "Subrecipient Organization Profiles". A sidebar on the left contains navigation options: Dashboard, My Organization (Georgia Emergency Management Agency), Organization Profile, Event PA Requests, Operations, Subrecipients, Tasks, and Utilities. The main content area includes a search bar, a table of organization profiles, and a "NEW ORGANIZATION" dropdown menu. A red callout box highlights the "Add" option in the dropdown menu, with the text "Click Add Organization Select Invite".

**Click Add Organization
Select Invite**

Name	Type	PNP?	PNP Type	State/Tribe/Territory	Last User Login
addedNEW	U.S. Territory or Possession	No		Georgia Emergency Management Agency	
Adel	City or Township Government	No		Georgia Emergency Management Agency	07/21/2017 10:07 AM CDT
Albany	City or Township Government	No		Georgia Emergency Management Agency	07/10/2017 11:25 AM CDT
Albany /Albany City Housing Authority	Public / Indian Housing Authority	No		Georgia Emergency Management Agency	04/12/2017 08:55 AM CDT
Albany Museum of Art	Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)	Yes	Museum	Georgia Emergency Management Agency	06/13/2017 01:48 PM CDT
Albany State University	Public/State Controlled Institution of Higher Education	No		Georgia Emergency Management Agency	07/10/2017 01:50 PM CDT
Appling County	County Government	No		Georgia Emergency Management Agency	07/10/2017 07:48 AM

Inviting Single Applicant Organization (Recipient Only Function)

Grants Portal 2 Black, Star ▾

Invite Organization SAVE CANCEL

General Information

Requesting Organization Georgia Emergency Management Agency

Organization Name *

Type *

Contact Information

First Name *

Last Name *

Phone Number *

Email *

Step 1: Enter Applicant Information

Step 2: Click Save

Dashboard

My Organization ▾
Georgia Emergency Management Agency (000-U039E-00)

Organization Profile

Event PA Requests

Operations ▾

Subrecipients ▾

Tasks ▾

Utilities ▾

javascriptvoid(0);

Review Organization Invitation (Recipient Only Function)

Grants Portal 🔔 2 👤 Black, Star

Dashboard | **My Organization** | **Organization Invitation** 📧 RESEND CANCEL

Georgia Emergency Management Agency (000-U039E-00)

- Organization Profile
- Event PA Requests
- Operations**
- Subrecipients
- Tasks
- Utilities

General Information

REQUESTING ORGANIZATION	Georgia Emergency Management Agency
ORGANIZATION NAME	Macon, City of
ORG TYPE	City or Township Government
CREATED BY	Black, Star
CREATED ON	07/29/2017 05:49 PM CDT
ACCOUNT ACTIVATE LINK	https://pacustomer-tdl-manager.azurewebsites.net/#orgama...request/form/ecd8c1ec-12db-4d32-acdf-c4e6822813f3

Contact Information

FIRST NAME	Little
LAST NAME	Richard
PHONE NUMBER	(912) 847-5757
EMAIL	little.richard@macon.gov

Review information

Return to Applicant Organization Profile (Recipient Only Function)

Grants Portal 🔔 2 👤 Black, Star ▾

My Organization Profile Georgia Emergency Management Agency 📄 DOWNLOAD ✎ EDIT ☆

Georgia Emergency Management Agency (000-U039E-00)

General Information

STATE/TERRITORY	Georgia Emergency Management Agency	IS ACTIVE?	Yes
TYPE	State Government	FEMA PA CODE	000-U039E-00
		DUNS NUMBER	808475321

- Subrecipient Organization Profiles > ⚙️ MANAGE
- Personnel > ⚙️ MANAGE
- Locations > ⚙️ MANAGE
- Counties with Facility > ⚙️ MANAGE
- Insurance Profile > 📄 UPLOAD INSURANCE DOCUMENT ? HELP

Step 1: Click Organization Profile

Step 2: Click Manage

Manage Applicant Organization Invitations (Recipient Only Function)

The screenshot displays the Grants Portal interface. The top navigation bar includes the 'Grants Portal' logo, a notification bell with a red '2', and the user name 'Black, Star'. The left sidebar contains navigation options: Dashboard, My Organization (Georgia Emergency Management Agency), Organization Profile, Event PA Requests, Operations, Subrecipients, Tasks, and Utilities. The main content area is titled 'Subrecipient Organization Profiles' and features a search bar, a 'Filters Applied' indicator, and a dropdown menu for 'Organization Profiles'. A red callout box with the text 'Click Invitations/Requests' points to a button labeled 'INVITATIONS/REQUESTS' in the top right of the main content area. Below this is a table of organization profiles with columns for Name, Type, PNP?, PNP Type, State/Tribe/Territory, and Last User Login.




Name	Type	PNP?	PNP Type	State/Tribe/Territory	Last User Login
addedNEW	U.S. Territory or Possession	No		Georgia Emergency Management Agency	
Adel	City or Township Government	No		Georgia Emergency Management Agency	07/21/2017 10:07 AM CDT
Albany	City or Township Government	No		Georgia Emergency Management Agency	07/10/2017 11:25 AM CDT
Albany /Albany City Housing Authority	Public / Indian Housing Authority	No		Georgia Emergency Management Agency	04/12/2017 08:55 AM CDT
Albany Museum of Art	Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)	Yes	Museum	Georgia Emergency Management Agency	06/13/2017 01:48 PM CDT
Albany State University	Public/State Controlled Institution of Higher Education	No		Georgia Emergency Management Agency	07/10/2017 01:50 PM CDT

View List of Invitations and Requests (Recipient Only Function)

Grants Portal 🔔 2 👤 Black, Star

Invitations and Requests

Filters > Search... SHOW/HIDE COLUMNS

Name	Parent Org	Org Type	Created	Created By	Submitted	Status
 Macon, City of	Georgia Emergency Management Agency	City or Township Government	7/29/2017 5:49 pm	Black, Star	--	Invited
 invited Org	Georgia Emergency Management Agency	State Government	7/19/2017 3:06 pm	Phlipot, Jesse	--	Invited
 NEW2	Georgia Emergency Management Agency	U.S. Territory or Possession	7/19/2017 1:18 pm	Khan, Shahjahan	--	Invited

25 Show of 3 entries (filtered from 148 total entries) Previous 1 Next

Click Magnifier to "Drill In" to Applicant

Resend Email Activation Link (Recipient Only Function)

Grants Portal 🔔 2 👤 Black, Star

Dashboard

My Organization ▼
Georgia Emergency Management Agency (000-U039E-0b)

Organization Profile
Event PA Requests

Operations ▼

Subrecipients ▼

Tasks ▼

Utilities ▼

Organization Invitation

RESEND **CANCEL**

General Information

REQUESTING ORGANIZATION	Georgia Emergency Management Agency
ORGANIZATION NAME	Macon, City of
ORG TYPE	City or Township Government
CREATED BY	Black, Star
CREATED ON	07/29/2017 05:49 PM CDT
ACCOUNT ACTIVATE LINK	https://pacustomer-tdl-manager.azurewebsites.net/#organizationrequest/form/ecd8c1ec-12db-4d32-acdf-c4e6822813f3

Contact Information

FIRST NAME	Little
LAST NAME	Richard
PHONE NUMBER	(912) 847-5757
EMAIL	little.richard@macon.gov

Click Resend

Activation Link (can copy and paste into separate email)

Manage Organization Personnel



Organization Profile - Manage User Accounts (Recipient Screen)

My Organization Profile Georgia Emergency Management Agency

DOWNLOAD

EDIT



General Information

STATE/TRIBE/TERRITORY	Georgia Emergency Management Agency	IS ACTIVE?	Yes
TYPE	State Government	FEMA PA CODE	000-U039E-00
		DUNS NUMBER	808475321

Subrecipient Organization Profiles >

MANAGE

Personnel >

MANAGE

Locations >

MANAGE

Counties with Facility >

MANAGE

Insurance Profile >

UPLOAD INSURANCE DOCUMENT

HELP

Click Manage on Personnel Bar

Organization Profile - Manage User Accounts (Applicant Screen)

Grants Portal Stapleton, Maur...

My Organization Profile Troy, City of DOWNLOAD EDIT ★

General Information

STATE/TRIBE/TERRITORY	Colorado	IS ACTIVE?	Yes
LEVEL 2	Troy, City of	FEMA PA CODE	--
TYPE	City or Township Government	DUNS NUMBER	938474
		ELIGIBILITY STATUS	Pending

Personnel > MANAGE

Locations > MANAGE

Counties with Facility > MANAGE

Insurance Profile > UPLOAD INSURANCE DOCUMENT ? HELP

Event PA Requests > REQUEST PUBLIC ASSISTANCE

Documents > MANAGE

Click Manage on Personnel Bar

Manage Personnel

Manage Personnel

+ CREATE GO BACK

Search...

SHOW/HIDE COLUMNS

	Last Name	First Name	Roles	Emails	Phones
ACCOUNT INFO CONTACT INFO ROLES	Abraham	Daniel	Organization Admin Primary PA Coordinator	Abraham_Recipient@State.gov, Work	
ACCOUNT INFO CONTACT INFO ROLES	Arrington	Bert	Account Manager Alternate PA Coordinator Organization Admin Personnel Manager Primary PA Coordinator Subordinate Organization Admin	ly@gmail.com, Work	
ACCOUNT INFO CONTACT INFO ROLES	Bethel	Eamonn	Organization Admin Primary PA Coordinator	Bethel_Recipient@State.gov, Work	
ACCOUNT INFO CONTACT INFO ROLES	Black	Starlene	Account Manager Alternate PA Coordinator Organization Admin Personnel Manager Primary PA Coordinator Subordinate Organization Admin		(555) 555-5555, Work (Desk)
ACCOUNT INFO CONTACT INFO ROLES	Black	NotStar	Account Manager Alternate PA Coordinator Organization Admin Personnel Manager Primary PA Coordinator Subordinate Organization Admin	sblack@sblacki.com, Work	(555) 555-5555, Work (Fax)

Click Create

Complete Personnel Information

The screenshot shows the 'Grants Portal' interface with a 'Create Personnel' modal form open. The form is titled 'Create Personnel' and has a close button (X) in the top right corner. The form fields are as follows:

- Primary Organization: Georgia
- First Name *: Elizabeth
- Last Name *: Wilson
- Middle Initial: (empty)
- Title *: Finance Chief
- Phone: (empty)
- Mobile Phone: (empty)
- Email *: Elizabeth@wilson.net
- Confirm Email *: Elizabeth@wilson.net
- Username *: ewilson
- Password *: (masked with dots)
- Confirm Password *: (masked with dots)

At the bottom of the form, there are two buttons: a green 'SAVE' button and a white 'CANCEL' button. A red callout bubble with the text 'Complete Information' points to the 'Title' field. Another red callout bubble with the text 'Click Save' points to the 'SAVE' button. The background shows a sidebar with navigation options like 'Dashboard', 'My Organization', 'Operations', 'Subrecipients', 'Tasks', and 'Utilities'. The main content area shows a 'Manage Personnel' table with columns for 'Last Name' and buttons for 'ACCOUNT INFO', 'CONTACT INFO', and 'ROLES' for each entry.

Provide Roles to Personnel

Grants Portal Datar, Shardul

Dashboard | **My Organization** (Georgia (000-00000-111)) | **Organization Profile** | **Event PA Requests** | **Operations** | **Subrecipients** | **Tasks** | **Utilities**

Manage Personnel

[+ CREATE](#) [GO BACK](#)

Search: [?](#) [SHOW/HIDE COLUMNS](#)

Last Name	First Name	Roles	Emails	Phones
ACCOUNT INFO Kerr	Kristen	ROLES	kristen@kerr.net	

Showing 1 to 1 of 1 entries (filtered from 39 total entries) [Previous](#) [1](#) [Next](#)

Click Roles

Grant/Edit Roles

Grants Portal

Stapleton, Maur...

Dashboard

My Organization
Troy, City of

Organization Profile

Event PA Requests

Operations

Tasks

Utilities

Manage Personnel

Search...

Last Name

ACCOUNT INFO

CONTACT INFO

ROLES

Showing 1 to 1 of 1 entries

Previous 1 Next

CREATE

GO BACK

SHOW/HIDE COLUMNS

Phones

Work (212) 948-5755, Work (Desk)

Primary PA Coordinator ?

Alternate PA Coordinator ?

Account Manager ?

Personnel Manager ?

Organization Admin ?

SAVE

CANCEL

Step 1: Select system roles

Place mouse over "?" for definition of role

Step 2: Click Save

Organization Profile



Organization Profile

Grants Portal Datar, Shardul

My Organization Profile Georgia

Georgia (000-00000-111)

General Information

STATE/TRIBE/TERRITORY	Georgia
TYPE	State Government

IS ACTIVE? Yes
FEMA PA CODE 000-00000-111
DUNS NUMBER --
ELIGIBILITY STATUS Pending

Organizations > MANAGE

RPA's > REQUEST PUBLIC ASSISTANCE

Personnel > MANAGE

Counties with Facility > MANAGE

Locations > MANAGE

Insurance Profile > UPLOAD INSURANCE DOCUMENT HELP

Documents > MANAGE

Events >

Step 1: Click on My Organization

Step 2: Select Organization Profile

Dashboard
My Organization
Organization Profile
Event PA Requests
Operations
Subrecipients
Tasks
Utilities

Add Counties to Profile

Grants Portal 🔔 2 👤 Black, Star

Dashboard **My Organization Profile** Georgia Emergency Management Agency 📄 DOWNLOAD ✎ EDIT ★

Georgia Emergency Management Agency (000-U039E-00)

Organization Profile
Event PA Requests
Operations ▼
Subrecipients ▼
Tasks ▼
Utilities ▼

General Information

STATE/TRIBE/TERRITORY	Georgia Emergency Management Agency	IS ACTIVE?	Yes
TYPE	State Government	FEMA PA CODE	000-U039E-00
		DUNS NUMBER	808475321

- Subrecipient Organization Profiles** > ⚙️ MANAGE
- Personnel** > ⚙️ MANAGE
- Locations** > ⚙️ MANAGE
- Counties with Facility** > ⚙️ MANAGE
- Insurance Profile** > 📄 UPLOAD INSURANCE DOCUMENT 🔍 HELP

Click Manage on Location Bar

Identify Counties with Facilities/Locations

Grants Portal

Datar, Shardul

Dashboard

My Organization Georgia (000-00000-111)

Organization Profile

Event PA Requests

Operations

Subrecipients

Tasks

Utilities

Profile Manage Counties

SELECT ALL COUNTIES SAVE CANCEL

Counties

Search...

	County
✖ REMOVE	Appling County
+ ADD	Atkinson County
+ ADD	Bacon County
+ ADD	Baker County
+ ADD	Baldwin County
+ ADD	Banks County
+ ADD	Barrow County
+ ADD	Bartow County
+ ADD	Ben Hill County
+ ADD	Berrien County

Showing 1 to 10 of 159 entries

Previous 1 2 3 4 5 ... 16 Next

Step 1: Click Add for each county

Step 2: Click Save

Uploading Insurance Documents

Grants Portal Stapleton, Maur...

Dashboard

My Organization Troy, City of DOWNLOAD EDIT ★

My Organization Profile Troy, City of

General Information

STATE/TRIBE/TERRITORY	Colorado	IS ACTIVE?	Yes
LEVEL 2	Troy, City of	FEMA PA CODE	--
City or Township Government		DUNS NUMBER	938474
		ELIGIBILITY STATUS	Pending

Personnel > MANAGE

Locations > MANAGE

Counties with Facility > MANAGE

Insurance Profile > UPLOAD INSURANCE DOCUMENT ? HELP

Event PA Requests > REQUEST PUBLIC ASSISTANCE

Documents > MANAGE

Action Log >

Step 1: Click on My Organization

Step 2: Select Organization Profile

Step 3: Click Upload Insurance Document

Upload Insurance Documents

The screenshot shows the 'Upload Insurance Document' form in the Grants Portal. The form includes a 'SELECT DOCUMENT' button, a '(Max Size: 100MB)' label, and input fields for 'Filename', 'Description', and 'Category'. The 'Category' dropdown menu is open, showing options like 'General Insurance Documents', 'Insurance Certificate', 'Insurance Policy', 'Insurance Settlement', 'Insurance Worksheet', and 'Proof of Insurance'. Two callout boxes provide instructions: 'Step 1: Click Select Document' points to the 'SELECT DOCUMENT' button, and 'Step 2: Write a description of document & Select Category (Document type)' points to the 'Description' and 'Category' fields.

Step 1: Click Select Document

Step 2: Write a description of document & Select Category (Document type)

Registering Organization



Upon receiving Invite email, Applicant Organization clicks the link to create their organization

From: support@pagrants.fema.gov [<mailto:support@pagrants.fema.gov>]

Sent: Wednesday, February 01, 2017 10:16 AM

Subject: FEMA PA Notification - You have been invited to join the Grants Portal.

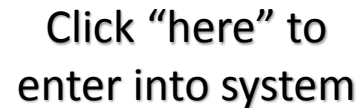
Hello Sherry,

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

-FEMA PA Support Team

FEMA-PA-Support@FEMA.DHS.Gov

<https://pagrants.fema.gov>



Click "here" to enter into system

Ensure that Firefox is the chosen Web Browser

Organization Information

Let's register your organization!

Please follow along in the wizard below.

1 Basic Information 2 Contact Info 3 Locations 4 F

← PREV **NEXT** →

REQUESTING ORGANIZATION Georgia Emergency Management Agency


NAME *

TYPE *

DUNS NUMBER

Click Next

Enter Contact Information

 **Grants Portal**

1 Basic Information 2 Contact Info 3 Locations 4

← PREV NEXT →

Primary Contact Info		Alternate Contact Info	
FIRST NAME *	<input type="text" value="John"/>	FIRST NAME	<input type="text"/>
LAST NAME *	<input type="text" value="Smith"/>	LAST NAME	<input type="text"/>
TITLE *	<input type="text"/>	TITLE *	<input type="text"/>
PHONE NUMBER *	<input type="text" value="(940) 555-1234"/>	PHONE NUMBER	<input type="text"/>
EMAIL *	<input type="text" value="test@test.ga.gov"/>	EMAIL	<input type="text"/>

Click Next

Enter Location Information

on > **2 Contact Info** > **3 Locations** > 4 Facilities > 5 C

← PREV **NEXT** →

Primary Location	Mailing Address <small>*Only if different</small>
ADDRESS 1 *	ADDRESS 1
ADDRESS 2	ADDRESS 2
CITY *	CITY
STATE *	STATE
ZIP CODE *	ZIP CODE
COUNTY *	COUNTY

Click Next

Add Applicable Counties with Facilities

The screenshot shows the 'Grants Portal' interface. At the top, there are navigation tabs: 'Info', '3 Locations', '4 Facilities' (the current step), and '5 Complete Access Req'. To the right of these tabs are 'PREV' and 'NEXT' buttons. Below the tabs, the instruction reads: 'Select the Counties where a Facility exists'. There is a search bar with the placeholder text 'Search...'. Below the search bar is a table with a 'County' header and several rows of county names. Each row has a blue '+ ADD' button to its left. A red callout box points to the '+ ADD' button for 'Appling County' with the text 'Click Add'. Another red callout box points to the 'NEXT' button with the text 'Click Next'.

Grants Portal

Info | 3 Locations | 4 Facilities | 5 Complete Access Req

← PREV | NEXT →

Select the Counties where a Facility exists

Search...

	County
+ ADD	Appling County
+ ADD	Atkinson County
+ ADD	Bacon County
+ ADD	Baker County
+ ADD	Baldwin County
+ ADD	Banks County
+ ADD	Borrow County

Verify Information

3 Locations

4 Facilities

5 Complete Access Request

← PREV

NEXT →

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

Organization Information

REQUESTING ORGANIZATION	Georgia Emergency Management Agency
NAME	Test, City of
TYPE	City or Township Government

Click Next

Submit Information



Grants Portal

ZIP CODE 30067

ZIP CODE --

COUNTY Dougherty County

COUNTY --

Counties with Facility

COUNTIES Baldwin County,
Bartow County, Berrien
County, Ben Hill
County, Dooly County,
Douglas County,
Dougherty County

 **SUBMIT**

Click Submit

Confirmation of Submittal

Your access request has been submitted!

You will be contacted once your request has been approved.

Email Confirmation of Submittal

From: support@pagrants.fema.gov [<mailto:support@pagrants.fema.gov>]
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 RPA



My Organization Dashboard

Dashboard

My Organization

Troy, City of


Organization Profile

Event PA Requests

Operations

Tasks

Utilities

 Your parent organization has been assigned as the primary Grantee for one or more disasters and you may submit a Request for Public Assistance (RPA) to FEMA's Public Assistance program.

[Please click here to begin the RPA submission process.](#)

Document Help

To upload event-specific documents, go to the appropriate event PA request profile from the [Event PA Requests list](#), or [My Organization](#) for documents that **are not** specific to an event.

Alternatively, you can utilize the [Document Uploader Utility](#) to assist in uploading documents to the correct location.

My Organization

of

Le

Type: Partnership Government

FEMA P

Is PNP? No

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

Start Request Public Assistance Process

Request Public Assistance

- 1 Start
- 2 General Info
- 3 Contacts
- 4 Addresses
- 5 Other Info
- 6 Submit

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

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

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

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

← PREV **NEXT** → ↻ CANCEL

Click Next

General Information

Request Public Assistance

1 Start 2 General Info 3 Contacts 4 Addresses 5 Other Info 6 Submit

Your organization may be eligible to apply for Public Assistance. Below, please indicate the Event for which you are applying for assistance and confirm your DUNS# and FEMA PA Code (i.e., *FIPS Code*). Also, please indicate whether you have already prepared and submitted a Preliminary Disaster Assessment (PDA). Pre-submission of a PDA is not required to be considered eligible for Public Assistance.

Applicant Troy, City of

FEMA PA Code --

DUNS # 938474

Event Colorado State EOC (CO-EOC)

Participated in PDA? No

← PREV NEXT → CANCEL

Step 1:
Select Event

Step 2:
Select Yes
or No

Step 3:
Click Next

Primary/Alternate Contact Information

Grants Portal

Dashboard

My Organization
Troy, City of

Organization Profile

Event PA Requests

Operations

Tasks

Utilities

Request Public Assistance

Start | 2 General Info | **3 Contacts** | 4 Addresses | 5 Other Info | 6 Submit

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

Primary Contact

Name: Stapleton, Maureen

Title: Executive Administrative Assistant

Email: maureen.stapleton@troycity.gov

Phone: (212) 948-5755

Alternate Contact

Name: Choose Contact...

Title: --

Email: --

Phone: --

← PREV | **NEXT** → | ↺ CANCEL

Step 1: Select Primary Contact

Step 2: Select Alternate Contact

Step 3: Click Next

Verify/Change Primary Location & Mailing Address

Grants Portal

Dashboard

My Organization
Troy, City of

Organization Profile

Event PA Requests

Operations

Tasks

Utilities

Request Public Assistance

Start | 2 General Info | 3 Contacts | **4 Addresses** | 5 Other Info | 6 Submit

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

Primary Location

Address 3857 Old Bloomingdale

City Troy

State Colorado

Zip 21938

County San Miguel County

Mailing Address

Address 3857 Old Bloomingdale

City Troy

State Colorado

Zip 21938

County San Miguel County

← PREV **NEXT** → CANCEL

Step 1: Verify Primary Location or Click Change

Step 2: Verify Mailing Address or Click Change

Step 3: Click Next

Other Information/Comments

Grants Portal

Dashboard

My Organization
Troy, City of

Organization Profile

Event PA Requests

Operations

Tasks

Utilities

Request Public Assistance

Start 2 General Info 3 Contacts 4 Addresses 5 Other Info 6 Submit

Please use the area below if you would like to provide any additional information; for instance, you may provide a brief narrative describing why your organization is requesting assistance. This is optional, and you may press next at the bottom of the form to skip this step.

Comments

Limit 500 characters

← PREV **NEXT** → ↻ CANCEL

Step 1: Enter Additional information/ Comments

Step 2: Click Next

Other Information/Comments

Grants Portal

Dashboard | My Organization (Troy, City of)

Organization Profile | Event PA Requests | Operations | Tasks | Utilities

Request Public Assistance

Start | 2 General Info | 3 Contacts | 4 Addresses | 5 Other Info | 6 Submit

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

General Info

Applicant	Troy, City of
Event	Colorado State EOC (CO-EOC)
Participated in PDA?	No

Primary Contact

Name	Stapleton, Maureen
Title	Executive Administrative Assistant
Email	maureen.stapleton@troycity.gov
Phone	(212) 948-5755

Primary Location

Address	3857 Old Bloomingdale
City	Troy
State	Colorado
Zip	21938
County	San Miguel County

Mailing Address

Address	3857 Old Bloomingdale
City	Troy
State	Colorado
Zip	21938
County	San Miguel County

Other Info

Comments	--
----------	----

← PREV | **SUBMIT ✓** | CANCEL

Step 1: Review Information

Step 2: Click Submit

Congratulations Screen

The screenshot shows a web application interface for the Grants Portal. On the left is a dark sidebar with navigation options: Dashboard, My Organization (Troy, City of), Organization Profile, Event PA Requests, Operations, Tasks, and Utilities. The main header area contains the 'Grants Portal' logo and the title 'Request Public Assistance' with a pencil icon. The central content area features a light blue box with a congratulatory message and instructions regarding the Public Assistance process, including the role of a Program Delivery Manager (PDMG) and the next steps for the user.

Grants Portal

Dashboard

My Organization
Troy, City of

Organization Profile

Event PA Requests

Operations

Tasks

Utilities

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.

Damage Inventory Damage Template



Add Multiple Damages to Damage Inventory

Grants Portal One, Abbey ▾

Dashboard | **My Organization** (City of ABBEY1 (Demo-ABBEY1)) | **Organization Profile** | **Event PA Requests** | **Operations** | **Tasks** | **Utilities**

Event PA Requests Profile City of ABBEY1 - Operation Winchester Freedom

[OPTIONS](#)

General Information		Incident Information	
FEMA PA CODE	Demo-ABBEY1	JOB NUMBER	OP-WIN-FREEDOM
NAME	City of ABBEY1	EVENT NAME	Operation Winchester Freedom
TYPE	City or Township Government	EVENT TYPE	Disaster
STATUS	Eligible	INCIDENT TYPE	Hurricane
RPA DECISION DATE	3/31/2017 6:36 pm EDT	INCIDENT LEVEL	3
RSM COMPLETION DATE	4/4/2017 5:00 am EDT	INCIDENT START DATE	March 31, 2017
DAMAGE INVENTORY DEADLINE	11/30/2017	INCIDENT END DATE	--
PROCESS STEP	Pending Grant Completion <small>As of April 4th, 2017 9:35 AM EDT</small>	DECLARATION DATE	March 31, 2017
		DATE COUNTY DESIGNATED	March 8, 2017

[Stats/Summary >](#)

[Contacts >](#)

[Locations >](#)

[Damage Inventory >](#) [MANAGE](#)

Click
Manage

Download Damage Inventory Template

Grants Portal

Dashboard
My Organization
Georgia Emergency Management Agency (000-U039E-00)
Operations
Events
Projects
Damages
Subrecipients
Tasks
Utilities

Event PA Requests Profile Manage Damage Inventory

IMPORT ADD DAMAGE CANCEL

Download Template
Upload Spreadsheet
View Imports

Damage Inventory

This applicant has no damage inventory.

Click Import & Select Download Template

Damage Inventory Template Pop-Up Box

The screenshot displays the Grants Portal interface. The top navigation bar includes the 'Grants Portal' logo and a user profile for 'Black, Star'. The left sidebar contains navigation options: Dashboard, My Organization (Georgia Emergency Management Agency), Operations, Events, Projects, Damages, Subrecipients, Tasks, and Utilities. The main content area is titled 'Event PA Requests Profile Manage Damage Inventory'. A 'Damage Inventory' section shows a message: 'This applicant has no damage inventory.' A pop-up dialog box is open, titled 'Opening Grants Manager Damage Import Template - Albany State Unive...'. The dialog contains the following text: 'You have chosen to open: ...port Template - Albany State University (000-U77MZ-00).xlsx which is: Microsoft Excel Worksheet from: https://pacustomer-tdl-manager.azurewebsites.net'. Below this, it asks 'What should Firefox do with this file?' with three options: 'Open with Microsoft Excel (default)' (selected), 'Save File', and 'Do this automatically for files like this from now on.' (unchecked). 'OK' and 'Cancel' buttons are at the bottom. A red callout box points to the 'OK' button with the text: 'Click OK to open template in Excel'. In the background, a menu is open with options: 'IMPORT', 'ADD DAMAGE', 'CANCEL', 'Download Template', 'Upload Spreadsheet', and 'View Imports'.

Download Damage Inventory Template

The screenshot displays the Grants Portal interface. At the top left, the 'Grants Portal' logo is visible. The user's profile 'Black, Star' is shown in the top right corner. The main navigation menu on the left includes 'Dashboard', 'My Organization' (Georgia Emergency Management Agency), 'Operations', 'Events', 'Projects', 'Damages', 'Subrecipients', 'Tasks', and 'Utilities'. The current page is titled 'Event PA Requests Profile Manage Damage Inventory'. In the top right of the page content, there are three buttons: 'IMPORT', '+ ADD DAMAGE', and 'CANCEL'. The 'IMPORT' button is open, showing a dropdown menu with three options: 'Download Template', 'Upload Spreadsheet', and 'View Imports'. A red callout box with the text 'Click Import & Select Download Template' points to the 'Download Template' option. Below the buttons, a light blue message box states 'This applicant has no damage inventory.'

Downloaded Damage Inventory Template

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. Enable Editing

B9

Category	Name of damage/facility	Address 1	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?	Is there a potential mitigation opportunity?
4	Applicant FIPS:		000-U77MZ-00		Program Delivery Manager (PDM) Email:		PDMJJP@CBT.org						
5	Applicant Point of Contact Name:		Howell, Lee										
6	Applicant Point of Contact Phone:		(229) 288-8199										
7	Applicant Point of Contact Email:		pafactrax_slitt+406										
8													
9													
10													
11													
12													
13													
14													
15													
16													
17													
18													
19													
20													
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22													
23													
24													
25													
26													
27													

Damage Inventory Lists

Downloaded Damage Inventory Template

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
4		Applicant FIPS:	000-U77MZ-00	Program Delivery Manager (PDM) Email:						PDMJJP@CBT.org							
5		Applicant Point of Contact Name:	Howell, Lee														
6		Applicant Point of Contact Phone:	(229) 288-8199														
7		Applicant Point of Contact Email:	pafactrax_sltt+406														
8		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?	Is there a potential mitigation opportunity?
9																	
10																	
11																	
12																	
13																	
14																	
15																	
16																	
17																	
18																	
19																	
20																	
21																	
22																	
23																	
24																	
25																	
26																	
27																	

DO NOT CHANGE TEMPLATE

**Fill it out completely &
save on computer**

Download Damage Inventory Template

The screenshot displays the Grants Portal interface. At the top left is the 'Grants Portal' logo. The top right shows a notification bell with a red '2' and a user profile for 'Black, Star'. A left sidebar contains navigation items: Dashboard, My Organization (Georgia Emergency Management Agency), Operations, Events, Projects, Damages, Subrecipients, Tasks, and Utilities. The main content area is titled 'Event PA Requests Profile' with a sub-header 'Manage Damage Inventory'. Below this is a 'Damage Inventory' section with a message: 'This applicant has no damage inventory.' To the right of this section are three buttons: 'IMPORT', '+ ADD DAMAGE', and 'CANCEL'. The 'IMPORT' button is open, showing a dropdown menu with three options: 'Download Template', 'Upload Spreadsheet', and 'View Imports'. A red callout box with the text 'Click Import & Select Upload Template' points to the 'IMPORT' button and its dropdown menu.

Grants Portal

Black, Star

Dashboard

My Organization Georgia Emergency Management Agency (000-U039E-00)

Operations

Events

Projects

Damages

Subrecipients

Tasks

Utilities

Event PA Requests Profile Manage Damage Inventory

IMPORT + ADD DAMAGE CANCEL

Download Template

Upload Spreadsheet

View Imports

Damage Inventory

This applicant has no damage inventory.

Click Import & Select Upload Template

Locate Damage Inventory Spreadsheet Pop-Up Box

The screenshot shows the Grants Portal interface with a File Upload dialog box open. The dialog box is titled "File Upload" and shows the Desktop location. The file list includes:

- Travel File folder
- Unused files File folder
- 4317 Grants Manager Training-Access.xlsx Microsoft Excel Worksheet
- Copy of Grants Manager Damage Import Template - Albany State U... Microsoft Excel Worksheet** (highlighted)
- DR4317-MO Printers Shortcut 1.22 KB

The file name field at the bottom of the dialog box contains "Copy of Grants Manager Damage Import Template - Albany State U..." and the file type is set to "*.xlsx". The "Open" button is highlighted with a red callout box.

Step 1: Locate file and Click to highlight

Step 2: Click Open

Import Damage Inventory Template

- Dashboard
- My Organization
- Operations
- Events
- Projects
- Damages
- Subrecipients
- Tasks
- Utilities

! Import Damage Inventory

Results

TOTAL RECORDS IMPORTED 2 RECORDS WITH ERRORS 0
NEW DAMAGE RECORDS 2 RECORDS WITH WARNINGS 0

Your import file is ready to commit and contains no warnings. Review the data below, then click Commit to process this import.

If for any reason you do not want to commit this import, you may cancel it by clicking the Cancel button. The original uploaded file has been preserved and

Step 2: Click Commit Import

COMMIT IMPORT

CANCEL IMPORT

Step 1: Verify No Errors or Warnings

Records

SHOW RECORDS All

Search...

SHOW/HIDE COLUMNS

Row	Result	Category	Name	Address 1	Address 2	City	State	Zip	Latitude	Longitude	Damage Description	Cause of Damage	Approx. Cost	% Work Complete	Labor Type	Insured	Prior PA Grant	Mitigation Opportunity	Priority
9	New Damage	C	Reynolds Road Culvert	2837 Reynolds Road		Test City	Colorado	28374	34.28	-87.39	24 inch CMP washed away	Flood	\$5,000.00	0.00 %	Force Account	Unsure	No	Yes	High
10	New Damage	G	Thompson City Park	3987 Margret Blvd		Test City	Colorado	28374	34.58	-87.49	500 LF Fencing, 2 picnic tables, Swing Set destroyed	Wind	\$7,000.00	0.00 %	Force Account	Unsure	No	No	Low

Showing 1 to 2 of 2 entries

Previous 1 Next

Commit Import Pop-Up Box

Grants Portal

! Import Damage

Do you wish to commit the changes in this import?

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

COMMIT IMPORT **GO BACK**

Click Commit Import

COMMIT IMPORT

CANCEL IMPORT

Results

TOTAL RECORDS IMPORTED 2

NEW DAMAGE RECORDS 2

WITH ERRORS 0

WITH WARNINGS 0

Your import file is ready to commit and contains no warnings. Review the data below, then click **COMMIT IMPORT** to process this import.

If for any reason you do not want to commit this import, click **CANCEL IMPORT**. Your original uploaded file has been preserved and may be re-submitted when you are ready.

Records

SHOW RECORDS All

Search...

SHOW/HIDE COLUMNS

Row	Result	Category	Name	Address 1	Address 2	City	State	Zip	Latitude	Longitude	Damage Description	Cause of Damage	Approx. Cost	% Work Comp
9	New Damage	C	Reynolds Road Culvert	2837 Reynolds Road		Test City	Colorado	28374	34.28	-87.39	24 inch CMP washed away	Flood	\$5,000.00	0.00 %

Import Damage Inventory Template with Errors

Grants Portal Stapleton, Maur.

Import Damage Inventory

Results

TOTAL RECORDS IMPORTED 2 RECORDS WITH ERRORS 1 (1)
NEW DAMAGE RECORDS 1 RECORDS WITH WARNINGS 0

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

CANCEL IMPORT

Step 2: Click Cancel Import

Records

SHOW RECORDS All

Search...

SHOW/HIDE COLUMNS

Row	Result	Category	Name	Address 1	Address 2	City	State	Zip	Latitude	Longitude	Damage Description	Cause of Damage	Approx. Cost	% Work Complete	Labor Type	Insured	Prior PA Grant	Mitigation Opportunity	Priority
9	New Damage	C	Reynolds Road Culvert	2837 Reynolds Road		Test City	Colorado	28374	34.28	-87.39	24 inch CMP washed away	Flood	\$5,000.00	0.00 %	Force Account	Unsure	No	Yes	High
10	Rejected	G	Thompson City Park	3987 Margret Blvd		Test City	Colorado	28374			500 LF Fencing, 2 picnic tables, Swing Set destroyed	Wind		0.00 %	Force Account	Unsure	No	No	Low

Showing 1 to 2 of 2 entries

Previous 1 Next

Step 1: Red box identifies error/missing information

Import Damage Inventory Template Cancel Pop-Up Box

The screenshot shows the 'Grants Portal' interface for 'Import Damage Inventory'. A white pop-up box titled 'Cancel Import' is centered on the screen, asking 'Do you wish to cancel and discard this import?' and 'The results below will be saved for later viewing.' Below the text are two buttons: 'CANCEL IMPORT' (highlighted in red) and 'GO BACK'. A red callout bubble points to the 'CANCEL IMPORT' button with the text 'Click Cancel Import'. The background page shows a summary of import results: 'TOTAL RECORDS IMPORTED: 2' and 'NEW DAMAGE RECORDS: 1'. It also indicates 'RECORDS WITH ERRORS: 1 (1)' and 'RECORDS WITH WARNINGS: 0'. A table of records is visible at the bottom, with two entries. The first entry is 'New Damage' and the second is 'Rejected'.

Cancel Import

Do you wish to cancel and discard this import?

The results below will be saved for later viewing.

CANCEL IMPORT GO BACK

Click Cancel Import

Import Damage Inventory

Results

TOTAL RECORDS IMPORTED 2

NEW DAMAGE RECORDS 1

RECORDS WITH ERRORS 1 (1)

RECORDS WITH WARNINGS 0

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

CANCEL IMPORT

Records

SHOW RECORDS All

Search

SHOW/HIDE COLUMNS

Row	Result	Category	Name	Address 1	Address 2	City	State	Zip	Latitude	Longitude	Damage Description	Cause of Damage	Approx. Cost	% Work Complete	Labor Type	Insured	Prior PA Grant	Mitigation Opportunity	Priority
9	New Damage	C	Reynolds Road Culvert	2837 Reynolds Road		Test City	Colorado	28374	34.28	-87.39	24 inch CMP washed away	Flood	\$5,000.00	0.00 %	Force Account	Unsure	No	Yes	High
10	Rejected	G	Thompson City Park	3987 Margret Blvd.		Test City	Colorado	28374			500 LF Fencing, 2 picnic tables, Swing Set destroyed	Wind		0.00 %	Force Account	Unsure	No	No	Low

Showing 1 to 2 of 2 entries

Previous 1 Next

Damage Inventory

Add Single Damage



Organization/Event PA Request Profile

Grants Portal Stapleton, Maur...

Dashboard **My Organization** **Event PA Requests Profile** Troy, City of - Colorado State EOC OPTIONS - ☆

Organization Profile **Event PA Requests** **Operations** **Tasks** **Utilities**

General Information

FEMA PA CODE 00-00000-00

RPA DECISION DATE 8/9/2017 8:55 pm CDT

PROCESS STEP Pending Exploratory Call Completion
As of August 9th, 2017 8:57 PM CDT

Event Information

JOB # CO-EOC

EVENT NAME Colorado State EOC

EVENT TYPE Disaster

INCIDENT TYPE Hurricane

INCIDENT LEVEL 3

INCIDENT START DATE September 28, 2016

INCIDENT END DATE --

DECLARATION DATE April 12, 2017

DATE COUNTY DESIGNATED April 13, 2017

[Stats/Summary >](#)

[Contacts >](#)

[Locations >](#)

[Damage Inventory >](#)

[Applicant Questionnaire >](#)

[Exploratory Call Information >](#)
⚠ The exploratory call for this applicant is pending completion

[MANAGE](#)

Step 1: Click Event PA Requests

Step 2: Click Manage

Add Damage

The screenshot shows the Grants Portal interface. The top header includes the 'Grants Portal' logo and the user name 'Stapleton, Maur...'. The left sidebar contains navigation options: Dashboard, My Organization (Troy, City of (00-00000-00)), Organization Profile, Event PA Requests, Operations, Tasks, and Utilities. The main content area is titled 'Event PA Requests Profile' with a sub-header 'Manage Damage Inventory'. In the top right of this area are three buttons: 'IMPORT', 'ADD DAMAGE', and 'CANCEL'. A red callout box with the text 'Click Add Damage' points to the 'ADD DAMAGE' button. Below the buttons, a 'Damage Inventory' section contains a light blue message box stating 'This applicant has no damage inventory.'

Add Damage Site Information

Grants Portal

Dashboard | My Organization | Event PA Requests Profile | Manage Damage Inventory

General Information

Category: Select...
This field is required.

Name: _____

Damage Information

Damage Description: _____

Cause of Damage: Select...

Prior PA Grant:

Location Information

Location	Address	Latitude/Longitude	Map
	Street Address: _____		
	Building / Suite: _____		
	City: _____		
	Colorado: _____		
	Zipcode: _____		

Repair Information

% Work Complete: _____

Appointment Cost: _____

Labor Type: Select...
This field is required.

Priority: Select...
This field is required.

Mitigation Issue?

Step 1: Complete All Information

Step 2: Click Save

SAVE **GO BACK**

Add Damage Site Information Pop-Up Box

The screenshot shows the Grants Portal interface for the 'Event PA Requests Profile' page, specifically the 'Manage Damage Inventory' section. A 'Save Changes' pop-up box is displayed in the center, asking 'Are you sure you want to save?' with 'YES' and 'NO' buttons. A red callout box points to the 'YES' button with the text 'Click Yes'. The background shows the 'General Information', 'Damage Information', 'Location Information', and 'Repair Information' sections, each with various input fields and dropdown menus. At the bottom right, there are 'SAVE' and 'GO BACK' buttons.

Grants Portal

Dashboard
My Organization
Organization Profile
Event PA Requests
Operations
Tools
Utilities

Event PA Requests Profile Manage Damage Inventory

General Information

Category: Select...
This field is required.

Save Changes

Are you sure you want to save?

YES NO

Click Yes

Damage Information

Location Information

Repair Information

Location: Address, Latitude, Longitude, Name

Is Work Complete:
Appointment Cost:
Labor Type: Select...
This field is required.
Priority: Select...
This field is required.
Mitigation Issued:

SAVE GO BACK

Edit Damage Inventory



My Event Request/Locate Event

Grants Portal Stapleton, Maur...

My Event PA Requests

Submitted PA Request

SHOW/HIDE COLUMNS

Job #	Name	Status	Process Step	PDMs Assigned	# Projects	# Damages	# Work Orders
CO-EOC	Colorado State EOC	Eligible	Pending Exploratory Call Completion	WILSON, ELIZABETH A.	0	2	0

Showing 1 of 1 entries

Previous 1 Next

Step 1: Click Event PA Requests

Step 2: Drill into Event

Damage Inventory Bar

Grants Portal Stapleton, Maur...

Dashboard **Event PA Requests Profile** Troy, City of - Colorado State EOC OPTIONS

My Organization Troy, City of (00-00000-00)

- Organization Profile
- Event PA Requests
- Operations**
- Tasks
- Utilities

General Information		Event Information	
FEMA PA CODE	00-00000-00	JOB #	CO-EOC
NAME	Troy, City of	EVENT NAME	Colorado State EOC
TYPE	City or Township Government	EVENT TYPE	Disaster
STATUS	Eligible	INCIDENT TYPE	Hurricane
RPA DECISION DATE	8/9/2017 8:55 pm CDT	INCIDENT LEVEL	3
PROCESS STEP	Pending Exploratory Call Completion <small>As of August 9th, 2017 8:57 PM CDT</small>	INCIDENT START DATE	September 28, 2016
		INCIDENT END DATE	--
		DECLARATION DATE	April 12, 2017
		DATE COUNTY DESIGNATED	April 13, 2017

Stats/Summary >

Contacts >

Locations >

Damage Inventory > MANAGE

Click Manage

Manage Damage Inventory – Edit Damages

Damage Inventory

Search

SHOW/HIDE COLUMNS

	Damage #	Category	Name	Damage Description	Project	Cause of Damage	Location
EDIT REMOVE	24407	C	Reynolds Road Culvert	24 inch CMP washed away	Unassigned	Flood	2837 Reynolds Road Test City, Colorado 28374
EDIT REMOVE	24408	G	Thompson City Park	500 LF Fencing, 2 picnic tables, Swing Set destroyed	Unassigned	Wind	3987 Margret Blvd Test City, Colorado 28374

10 Showing

Previous 1 Next

Click Edit

Edit Damage Information

Grants Portal

Dashboard

My Organization
Troy, City of (00-00000-00)

Organization Profile

Event PA Requests

Operations

Tasks

Utilities

Event PA Requests Profile Manage Damage Inventory

General Information

Category: G - Parks, Recreational Facilities, and Other Items

Name: Thompson City Park

Damage Information

Damage Description: 500 LF Fencing, 2 picnic tables, Swing Set destroyed

Cause of Damage: Wind

Prior PA Grant?

Location Information

Step 1: Edit Information

Step 2: Click Save

SAVE

GO BACK

Edit Damage Information Pop-Up Box

The screenshot displays the Grants Portal interface. A central pop-up box titled "Save Changes" asks, "Are you sure you want to save?". Below the question are two buttons: "YES" (highlighted in blue) and "NO". A red callout box with a white background and black border points to the "YES" button, containing the text "Click Yes".

The background interface includes a sidebar with navigation options: Dashboard, My Organization (Trey, City of (00-00000-00)), Organization Profile, Event PA Requests, Operations, Tasks, and Utilities. The main content area is divided into sections: "Location Information" and "Repair Information".

Location Information

Location	Address	Latitude/L
	3987 Margret Blvd	
	Building / Suite	
	Test City	
	Colorado	
	28374	

Repair Information

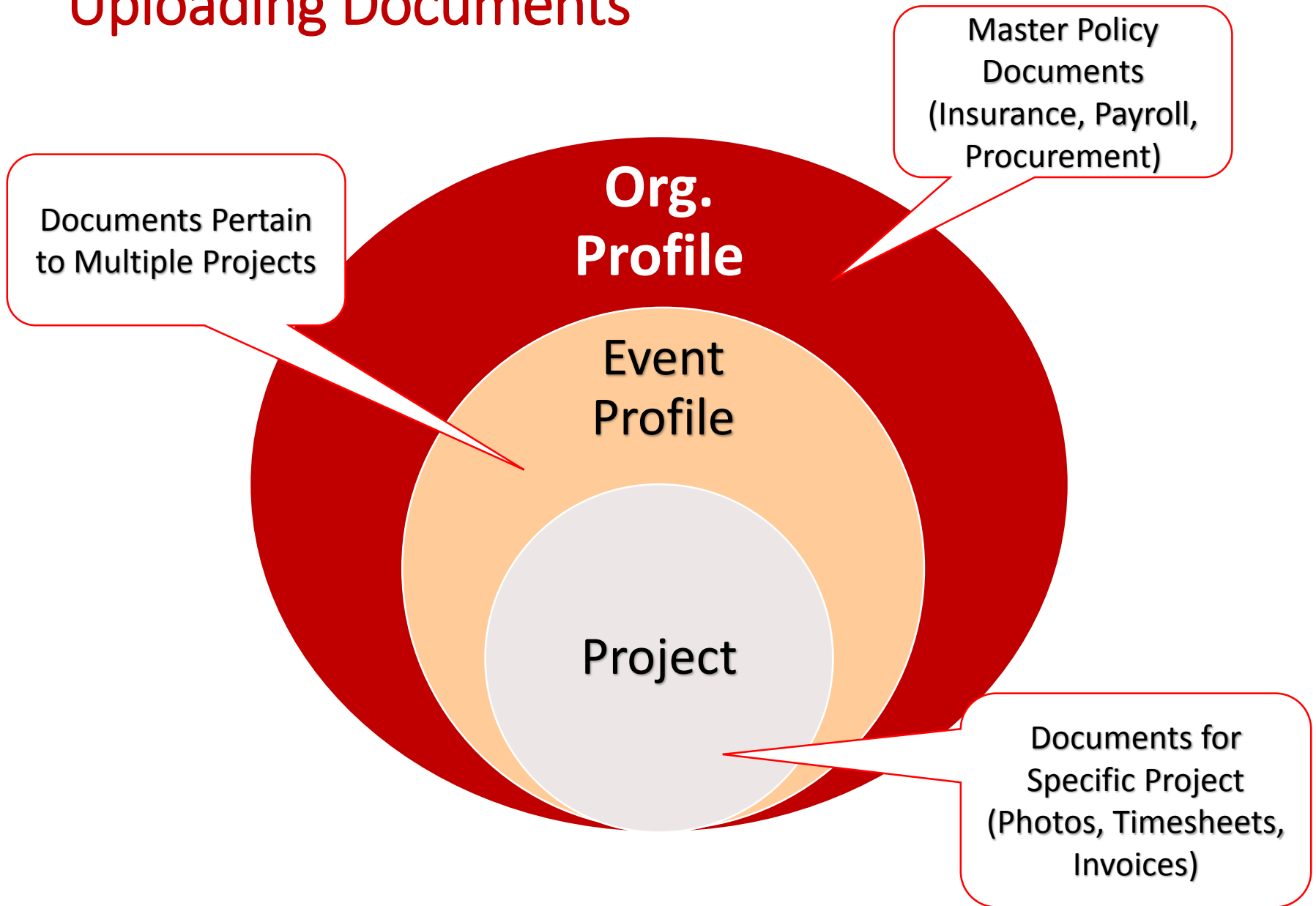
% Work Complete	0
Approximate Cost	\$15,000.00
Labor Type	Force Account
Priority	Low
Mitigation Issue?	<input type="checkbox"/>

At the bottom right of the page, there are two buttons: "SAVE" and "GO BACK".

Uploading Organization Documents



Uploading Documents



My Organization Profile – Insurance Documents

Grants Portal 🔔 2 👤 Stapleton, Maur...

Dashboard | **My Organization** Troy, City of (00-00000-00) | **My Organization Profile** Troy, City of 📄 DOWNLOAD ✎ EDIT ★

General Information

STATE/TRIBE/TERRITORY	Colorado	IS ACTIVE?	Yes
LEVEL 2	Troy, City of	FEMA PA CODE	00-00000-00
TYPE	City or Township Government	DUNS NUMBER	938474
		ELIGIBILITY STATUS	Pending

- Personnel > ⚙️ MANAGE
- Locations > ⚙️ MANAGE
- Counties with Facility > ⚙️ MANAGE
- Insurance Profile > 📄 UPLOAD INSURANCE DOCUMENT ? HELP
- Event PA Requests >
- Documents > ⚙️ MANAGE
- Action Log >

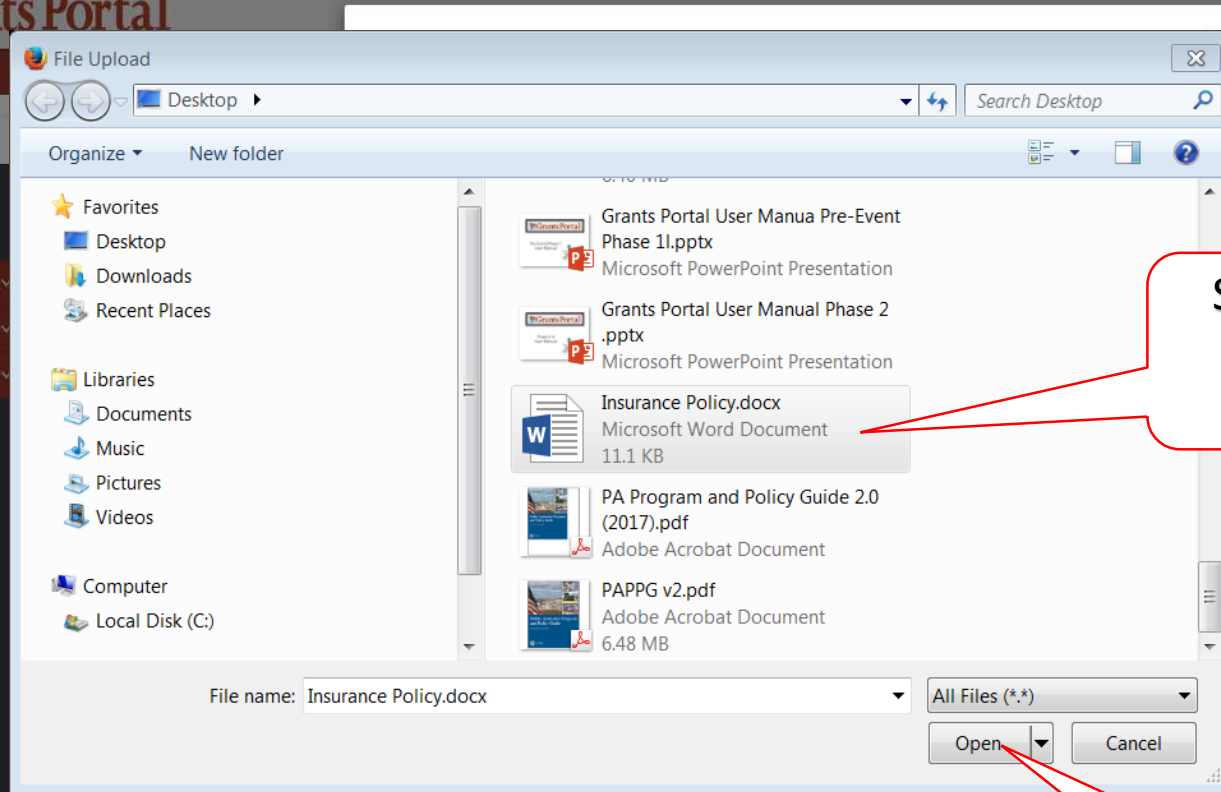
Click Upload Insurance Document

My Organization Profile – Insurance Documents

The screenshot shows the 'Grants Portal' interface. The main header includes the 'Grants Portal' logo and the user's name 'Stapleton, Maur...'. The left sidebar contains navigation options: Dashboard, My Organization (selected), Organization Profile, Event PA Requests, Operations, Tasks, and Utilities. The main content area displays the 'My Organization' profile for 'Troy, City of (00-00000-00)'. A modal window titled 'Upload Insurance Document' is open, featuring a green 'SELECT DOCUMENT' button, a '(Max Size: 100MB)' note, and input fields for 'Filename', 'Description', and 'Category' (with a dropdown menu). At the bottom of the modal are 'ADD DOCUMENT' and 'CANCEL' buttons. A red callout box with the text 'Step 1: Click Select Document' points to the 'SELECT DOCUMENT' button. The background shows a list of organization sections: Personnel, Locations, Counties with Facility, Insurance Profile (with 'UPLOAD INSURANCE DOCUMENT' and 'HELP' buttons), Event PA Requests, Documents, and Action Log.

Step 1: Click
Select Document

Locate Insurance Document – Pop-Up Box



Step 1: Click on Insurance Document

Step 2: Click Open

Locate Insurance Document – Pop-Up Box

The screenshot shows the 'Upload Insurance Document' pop-up box in the Grants Portal. The box contains the following fields and options:

- SELECT DOCUMENT** (green button)
- Insurance Policy.docx (Max Size: 100MB)
- Filename: Insurance Policy.docx
- Description: Insurance Document
- Category: Please select a category... (dropdown menu)

The dropdown menu for Category is open, showing the following options:

- General Insurance Documents
- Insurance Certificate
- Insurance Policy (highlighted in blue)
- Insurance Settlement
- Insurance Worksheet
- Proof of Insurance

Two callout boxes provide instructions:

- Step 1: Type description of document** (points to the Description field)
- Step 2: Click to select type of document** (points to the Category dropdown menu)

The background shows the Grants Portal interface with the user 'Stapleton, Maur...' and a 'Pending' status. At the bottom right, there are buttons for 'UPLOAD INSURANCE DOCUMENT' and '? HELP'.

Locate Insurance Document – Pop-Up Box

The screenshot displays the Grants Portal interface with a pop-up window titled "Upload Insurance Document". The pop-up contains the following elements:

- A green "SELECT DOCUMENT" button.
- A filename field containing "Insurance Policy.docx" with a "(Max Size: 100MB)" note below it.
- A description field containing "Insurance Document".
- A category dropdown menu with "Insurance Policy" selected.
- A blue "ADD DOCUMENT" button with a checkmark icon.
- A grey "CANCEL" button with a circular arrow icon.

A red callout bubble points to the "ADD DOCUMENT" button with the text "Click Add Document".

The background interface shows the "My Organization" section for "Troy, City of (00-00000-00)". The "General Information" section includes fields for "STATE/TRIBE/TERRITORY", "LEVEL 2", and "TYPE". A list of categories is visible on the left, including "Personnel", "Locations", "Counties with Facility", "Insurance Profile", "Event PA Requests", "Documents", and "Action Log". On the right, there are buttons for "DOWNLOAD", "EDIT", and "MANAGE", along with a "UPLOAD INSURANCE DOCUMENT" button and a "HELP" icon.

My Organization Profile – Policy Documents

Grants Portal 🔔 2 👤 Stapleton, Maur...

Dashboard | **My Organization** ▼ | **My Organization Profile** Troy, City of 📄 DOWNLOAD ✎ EDIT ★

Troy, City of (00-00000-00)

Organization Profile
Event PA Requests
Operations ▼
Tasks ▼
Utilities ▼

General Information

STATE/TRIBE/TERRITORY	Colorado	IS ACTIVE?	Yes
LEVEL 2	Troy, City of	FEMA PA CODE	00-00000-00
TYPE	City or Township Government	DUNS NUMBER	938474
		ELIGIBILITY STATUS	Pending

Personnel > ⚙️ MANAGE

Locations > ⚙️ MANAGE

Counties with Facility > ⚙️ MANAGE

Insurance Profile > 📄 UPLOAD INSURANCE DOCUMENT ? HELP

Event PA Requests >

Documents > ⚙️ MANAGE

Action Log >

Click Manage on Documents Bar

My Organization Profile – Policy Documents

- Dashboard
- My Organization
- Organization Profile
- Event PA Requests
- Operations
- Tasks
- Utilities

Manage Documents

+ ADD DOCUMENT

SHOW/HIDE COLUMNS

Filename	Description	Size	Category	Uploaded Date	Uploaded By
EDIT Insurance Policy.docx	Insurance Document	11.2 KB	Insurance Policy	08/10/2017 06:51 PM	Stapleton, Maureen
REMOVE					

10

Showing 1 to 1 of 1 entries

Previous 1 Next

Click Add Document

Policy Documents Pop-Up Box

The screenshot shows the 'Grants Portal' interface with a 'Manage Documents' section. A 'Pop-Up Box' titled 'Add Document' is centered on the screen. The pop-up contains a yellow caution box with a warning icon and the text: 'CAUTION: Document will be uploaded to the Organization Profile. If this document is intended to be uploaded to this organization for a specific event, please find this organization's Event PA Requests profile for that event [here](#) and upload the document to that Event PA Requests profile.' Below the caution box is a green 'SELECT DOCUMENT' button with '(Max Size: 100MB)' next to it. Underneath are input fields for 'Filename', 'Description', 'Types' (set to 'All'), and 'Category' (set to 'Please select a category...'). At the bottom right of the pop-up are 'ADD DOCUMENT' and 'CANCEL' buttons. Two red callout boxes provide instructions: 'Step 1: Confirm Location of Document' points to the caution box, and 'Step 2: Click Select Document' points to the 'SELECT DOCUMENT' button. The background shows the 'My Organization' section for 'Troy, City of (00-00000-00)' with a table containing one entry: 'Insurance Policy.docx' with 'EDIT' and 'REMOVE' buttons.

Step 1: Confirm Location of Document

Step 2: Click Select Document

Policy Documents Pop-Up Box

The image shows a 'File Upload' dialog box overlaid on a web application interface. The dialog box is titled 'File Upload' and shows the 'Desktop' location. It contains a list of files:

- Insurance Policy.docx (Microsoft Word Document, 11.1 KB)
- PA Program and Policy Guide 2.0 (2017).pdf (Adobe Acrobat Document)
- PAPPG v2.pdf (Adobe Acrobat Document, 6.48 MB)
- Payroll Policy.docx (Microsoft Word Document, 11.1 KB) - This document is highlighted.
- Photos of Reynolds Culvert.docx (Microsoft Word Document, 11.1 KB)

The 'File name' field at the bottom contains 'Payroll Policy.docx' and the file type is set to 'All Files (*.*)'. The 'Open' and 'Cancel' buttons are visible at the bottom right of the dialog box.

Step 1: Click on Document

Step 2: Open

My Organization Profile – Policy Documents

Add Document

CAUTION: Document will be uploaded to the Organization Profile.
If this document is intended to be uploaded to this organization for a specific event, please find this organization's Event PA Requests profile for that event [here](#) and upload the document to that Event PA Requests profile.

SELECT DOCUMENT Payroll Policy.docx
(Max Size: 100MB)

Filename: Payroll Policy.docx

Description: Payroll Policy - Expires

Types: Force Account

Category: Please select a category...

- Force Account Historical Cost Summary
- Force Account Labor Pay Policy**
- Force Account Labor Payroll/Timesheets
- Force Account Labor Record
- Force Account Labor Summary
- Force Account Material Record

Step 1: Describe Document & Select Type of Document

Step 2: Select type of document

My Organization Profile – Remove Documents

- Dashboard
- My Organization
Troy, City of (00-00000-00)
- Organization Profile
- Event PA Requests
- Operations
- Tasks
- Utilities

Manage Documents

+ ADD DOCUMENT

SHOW/HIDE COLUMNS

Search...

Filename	Description	Size	Category	Uploaded Date	Uploaded By
EDIT REMOVE Insurance Policy.docx	Insurance Document	11.2 KB	Insurance Policy	08/10/2017 06:51 PM CDT	Stapleton, Maureen

10

Showing 1 to 1 of 1 entries

Previous 1 Next

Click Remove

Essential Elements of Information (EEI)

Documents on
Project Level



Event Profile – Documents to Projects

Grants Portal One, Abbey ▾

Dashboard **My Event PA Request** ★

My Organization City of ABBEY1 (Demo-ABBEY1)

Organization Profile
Event PA Requests
Operations
Tasks
Utilities

Filters > Submitted PA Request [Save] [Settings] [Filter] [Download] [Star]

Search... [?] [SHOW/HIDE COLUMNS]

Job #	Name	Status	Process Step	PDMs Assigned	# Projects	# Damages	# Work Orders
PA-OM	Public Assistance OM	Pending Recipient RPA Review	Pending Eligibility Determination	0	0	0	0
OP-WIN-FREEDOM	Operation Winchester Freedom	Eligible	Pending Grant Completion	ABBEY, PHILIP R.	1	14	1

Showing 1 to 2 of 2 entries (filtered from 2 total entries) [Previous] 1 [Next]

Step 1: Select My Organization

Step 2: Select My Event PA Requests

Step 3: Drill into Event

Locating Projects

Grants Portal 🔔 2 👤 Stapleton, Maur...

- Dashboard
- My Organization** ▼
Tray, City of (00-00000-00)
- Organization Profile
- Event PA Requests
- Operations** ▼
- Tasks ▼
- Utilities ▼

Applicant Questionnaire >

Exploratory Call Information >
✔ Completed on 8/10/2017 6:23 pm

Recovery Scope Meeting >
✔ Completed on 8/10/2017 8:15 pm

Site Inspection Work Orders >

Projects ▼

Search... ⓘ SHOW/HIDE COLUMNS

Project #	Category	Title	Type	Process Step	# Damages
1408	C - Roads and Bridges	Reynolds Road Culvert	Standard	Pending EEI Completion	2

10 Showing 1 to 1 of 1 entries Previous 1 Next

Insurance Profile > ? HELP

Documents > ⚙️ MANAGE

Comments >

Step 1: Expand Projects Bar

Step 2: Drill into Project

Locating Projects

Grants Portal Stapleton, Maur...

Dashboard **Project Details** Reynolds Road Culvert

My Organization Troy, City of (00-00000-00)

Organization Profile
Event PA Requests

Operations
Tasks
Utilities

This project is pending EEI Completion.

[View Project EEI](#)

Click View Project EEI

General Information

PROJECT #	1408	APPLICANT	Troy, City of (00-00000-00)
CATEGORY	C - Roads and Bridges	EVENT	Colorado State EOC (CO-EOC)
TITLE	Reynolds Road Culvert		
TYPE	Standard		
STATUS	Active		
PROCESS STEP	Pending EEI Completion <small>As of August 10th, 2017 6:26 PM CDT</small>		
% COST SHARE	75.00%		

Stats / Summary >

Contacts >

Damage Inventory >

Project EEI > **MANAGE EEI ANSWERS**

2 of 2 EEIs pending completion

OR Expand Project EEI

Damage Description and Dimensions >

Development Guide Answers >

Locating Projects

Grants Portal 🔔 2 👤 Stapleton, Mau

Dashboard

My Organization ▼
Troy, City of (00-00000-00)

Organization Profile

Event PA Requests

Operations ▼

Tasks ▼

Utilities ▼

Damage Inventory >

Project EEI ▼ ⚙️ MANAGE EEI ANSWERS

⚠️ 2 of 2 EEIs pending completion

[EEI List](#) [EEI Questions](#) [Required Documents](#)

STATUS **PROCESS STEP**

Name	Status	Process Step	Document Status	Created By	Created On	Last Action By	Last Action On
Direct Administrative Cost	Open	Pending Applicant Response	0 / 6	BLACK, STARLENE M.	08/10/2017 06:25 PM CDT	BLACK, STARLENE M.	08/10/2017 06:27 PM CDT
Standard Lane - Category C	Open	Pending Applicant Response	0 / 1	BLACK, STARLENE M.	08/10/2017 06:25 PM CDT	BLACK, STARLENE M.	08/10/2017 06:29 PM CDT

10 ▼ Showing 1 to 2 of 2 entries Previous 1 Next

Damage Description and Dimensions >

Drill Into Project

Attaching Documents to EEI

- Dashboard
- My Organization
Troy, City of (00-00000-00)
- Organization Profile
- Event PA Requests
- Operations
- Tasks
- Utilities

Project EEI Standard Lane - Category C

SUBMIT TO FEMA

General Information

NAME	Standard Lane - Category C
VERSION	Standard Lane - Category C - Version 1
PROJECT	[1408] Reynolds Road Culvert
APPLICANT	Troy, City of (00-00000-00)
EVENT	Colorado State EOC (CO-EOC)
STATUS	Open
PROCESS STEP	Pending Applicant Response

Questions >

MANAGE EEI ANSWERS

Click Add

Required Documents

HELP

[4] Was the facility regularly maintained? 0/1

Maintenance Records & Site Inspection Reports (+ Add | + Add)

Attaching Documents to EEI – Pop Up Box – New Document

Attach Maintenance Records & Site Inspection Reports

Selected Documents to Attach

No Maintenance Records & Site Inspection Reports documents selected.

Available Documents to Attach

Source: All

Search...

SHOW/HIDE COLUMNS

Source	Filename	Description	Size	Upload Date	Uploaded By
Showing 0 to 0 of 0 entries					

Previous Next

UPLOAD NEW ATTACH SELECTED CANCEL

Click Upload New

[4] Was the facility regularly maintained? 0 / 1

Maintenance Records & Site Inspection Reports (+ Add) (+ Add)

Attaching Documents to EEI – Pop Up Box – New Document

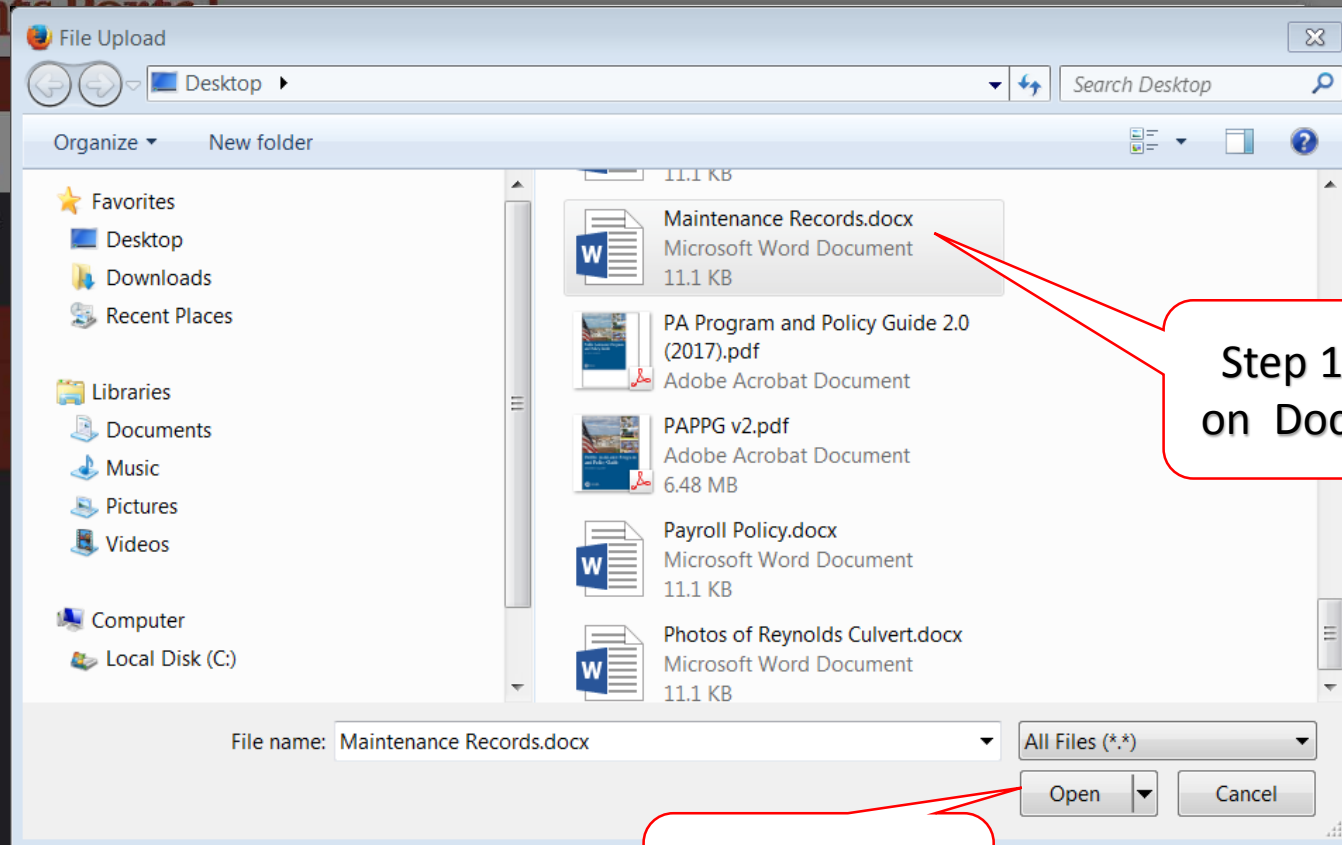
The screenshot shows the 'Grants Portal' interface with a 'Pop Up Box' titled 'Add Document'. The pop-up box contains the following elements:

- SELECT DOCUMENT** (Green button)
- (Max Size: 100MB)
- Filename:
- Description:
- Category:
- (Blue button)
- (Grey button)

A red callout box with the text **Click Select Document** points to the 'SELECT DOCUMENT' button.

The background interface shows the 'Grants Portal' header, a navigation sidebar with 'Dashboard', 'My Organization', 'Operations', 'Tasks', and 'Utilities', and a main content area with details for 'Colorado State EOC (CO-EOC)' including 'EVENT', 'STATUS: Open', and 'PROCESS STEP: Pending Applicant Response'. There are also buttons for 'SUBMIT TO FEMA', 'MANAGE EEI ANSWERS', and 'HELP'.

Attaching Documents to EEI – Pop Up Box – New Document



Step 1: Click
on Document

Step 2: Click
Open

Attaching Documents to EEI – Pop Up Box – Add Description and Upload Document

The screenshot shows the 'Grants Portal' interface with a 'My Organization' sidebar for 'Troy, City of (00-00000-00)'. A 'Pop Up' box titled 'Add Document' is centered on the screen. The pop-up contains a 'SELECT DOCUMENT' button, a document name 'Maintenance Records.docx' (with a '(Max Size: 100MB)' note), a 'Filename' field containing 'Maintenance Records.docx', a 'Description' field containing 'Maintenance Record for Reynolds Road Culvert', and a 'Category' field containing 'Maintenance Record'. At the bottom of the pop-up are 'ADD DOCUMENT' and 'CANCEL' buttons. Two red callout boxes provide instructions: 'Step 1: Type Description of Document' points to the description field, and 'Step 2: Click Add Document' points to the 'ADD DOCUMENT' button. The background shows a 'PROCESS STEP' of 'Pending Applicant Respons' and a 'Required Documents' section with a question '[4] Was the facility regularly maintained?' and a document 'Maintenance Records & Site Inspection Reports'.

Step 1: Type Description of Document

Step 2: Click Add Document

Attaching Documents to EEI – Pop Up Box – Attach Uploaded Document

Attach Maintenance Records & Site Inspection Reports

Selected Documents to Attach

MAINTENANCE RECORDS.DOCX

Available Documents

Source

Search...

SHOW/HIDE COLUMNS

Source	Category	Uploaded By
No data available		

Showing 0 to 0 of 0 entries

Previous Next

UPLOAD NEW ATTACH SELECTED CANCEL

Required Documents

[4] Was the facility regularly maintained? 0/1

Maintenance Records & Site Inspection Reports

Remove Documents from EEI

Grants Portal Stapleton, Maur...

Dashboard **Project EEI** Standard Lane - Category C [SUBMIT TO FEMA](#)

My Organization Troy, City of (00-00000-00)

- Organization Profile
- Event PA Requests
- Operations**
- Tasks
- Utilities

General Information

NAME	Standard Lane - Category C
VERSION	Standard Lane - Category C - Version 1
PROJECT	[1408] Reynolds Road Culvert
APPLICANT	Troy, City of (00-00000-00)
EVENT	Colorado State EOC (CO-EOC)
STATUS	Open
PROCESS STEP	Pending Applicant Response

[Questions >](#) [MANAGE EEI ANSWERS](#)

Required Documents

[? HELP](#)

- [4] Was the facility regularly maintained? 1/1
 - ✓ Maintenance Records & Site Inspection Reports [\(+ Add\)](#) [\(+ Add\)](#)
 - [Maintenance Records.docx](#) [\(x Remove\)](#)

Click Remove

Send EEI Back to FEMA

Grants Portal Stapleton, Maur...

Dashboard **Project EEI Standard Lane - Category C** [→ SUBMIT TO FEMA](#)

My Organization Troy, City of (00-00000-00)

- Organization Profile
- Event PA Requests
- Operations**
- Tasks
- Utilities

General Information

NAME	Standard Lane - Category C
VERSION	Standard Lane - Category C - Version 1
PROJECT	[1408] Reynolds Road Culvert
APPLICANT	Troy, City of (00-00000-00)
EVENT	Colorado State EOC (CO-EOC)
STATUS	Open
PROCESS STEP	Pending Applicant Response

[Questions >](#) [MANAGE EEI ANSWERS](#)

Required Documents [? HELP](#)

- [4] Was the facility regularly maintained? 1/1
 - ✓ Maintenance Records & Site Inspection Reports [\(+ Add\)](#) [\(+ Add\)](#)
 - Maintenance Records.docx [\(x Remove\)](#)

Send EEI Back to FEMA – Confirmation Pop Up Box

The screenshot displays the Grants Portal interface. A confirmation pop-up box titled "Submit EEI to FEMA" is centered on the screen. The pop-up contains the following text and elements:

- Title: Submit EEI to FEMA
- Message: You are about to submit this EEI to FEMA.
- Field: Comment (with a text input area)
- Buttons: SUBMIT (blue) and CANCEL (grey)

A red callout box with a white background and a red border points to the "SUBMIT" button, containing the text "Click Submit".

The background interface shows the "Grants Portal" header, a navigation sidebar with "Dashboard", "My Organization", "Operations", "Tasks", and "Utilities", and a main content area titled "Project EEI s" with "General Information". The "General Information" section includes a table with the following data:

NAME	Star
VERSION	Star
PROJECT	[140
APPLICANT	Troy
EVENT	Colorado State EOC (CO-EOC)
STATUS	Open
PROCESS STEP	Pending Ap

Additional interface elements include a "SUBMIT TO FEMA" button in the top right, a "MANAGE EEI ANSWERS" button, and a "Required Documents" section with a list of documents, including "Maintenance Records & Site Inspection Reports" and "Maintenance Records.docx".

Essential Elements of Information (EEI)

Add
Comments



Add Comments to EEI

Grants Portal 🔔 2 👤 Stapleton, Maur...

Dashboard

My Organization ▾
Troy, City of (00-00000-00)

Organization Profile
Event PA Requests

Operations ▾

Tasks ▾

Utilities ▾

Project EEI Standard Lane - Category C

General Information

NAME	Standard Lane - Category C
VERSION	Standard Lane - Category C - Version 1
PROJECT	[1408] Reynolds Road Culvert
APPLICANT	Troy, City of (00-00000-00)
EVENT	Colorado State EOC (CO-EOC)
STATUS	Open
PROCESS STEP	Pending FEMA Review

Questions >

Required Documents ▾ ? HELP

📁 [4] Was the facility regularly maintained? 1/1

- ✓ 📁 Maintenance Records & Site Inspection Reports ⓘ (+ Add 📄 | + Add 💬)
- 📄 Maintenance Records.docx (✖ Remove)

Add Comments to EEI

The screenshot shows the 'Grants Portal' interface with a modal dialog box titled 'Add Comment'. The dialog contains a text input field for the comment, a section for selecting the purpose of the comment with two radio button options, and 'SAVE' and 'CLOSE' buttons. Three red callout boxes provide instructions: 'Step 1: Type Comment' points to the text input field, 'Step 2: Select Type of Comment' points to the radio button options, and 'Step 3: Click Save' points to the green 'SAVE' button. The background shows a table with columns for NAME, VERSION, PROJECT, APPLICANT, EVENT, and STATUS, and a list of activities below.

Step 1: Type Comment

Step 2: Select Type of Comment

Step 3: Click Save

Grants Portal

Stapleton, Maur...

Dashboard

My Organization
Troy, City of (00-00000-00)

Organization Profile

Event PA Requests

Operations

Tasks

Utilities

NAME	VERSION	PROJECT	APPLICANT	EVENT	STATUS
Dire	DAC	[140	Troy	Col	Ope

What is the purpose of this comment?

Document Unavailable Reason

General Comment

SAVE CLOSE

MANAGE EEI ANSWERS

HELP

[1] Applicant is claiming DAC 0 / 5

[1.1] Work was performed by Applicant's Own Employees 0 / 5

- Force Account Labor Payroll/Timesheets (+ Add | + Add)
- Force Account Work Order / Activity Log (+ Add | + Add)
- Force Account Labor Pay Policy (+ Add | + Add)
- Force Account Fringe Benefit Calculation (+ Add | + Add)
- Force Account Labor Summaries & Records (+ Add | + Add)
- Activities Listing (+ Add | + Add)

Verify Comment Attached

Grants Portal 🔔 1 👤 Stapleton, Maur...

Dashboard | **My Organization** (Troy, City of (00-00000-00))

General Information

NAME	Direct Administrative Cost
VERSION	DAC - Version 1
PROJECT	[1408] Reynolds Road Culvert
APPLICANT	Troy, City of (00-00000-00)
EVENT	Colorado State EOC (CO-EOC)
STATUS	Open
PROCESS STEP	Pending Applicant Response

Questions > ⚙️ MANAGE EEI ANSWERS

Required Documents ▾ ? HELP

- [1] Applicant is claiming DAC 1/6
 - [1.1] Work was performed by Applicant's Own Employees 1/5
 - ✓ Force Account Labor Payroll/Timesheets (+ Add 📄 | + Add 💬) (1 comment) Verify Comment Attached
 - 🚫 Force Account Work Order / Activity Log ⓘ (+ Add 📄 | + Add 💬)
 - 🚫 Force Account Labor Pay Policy (+ Add 📄 | + Add 💬)
 - 🚫 Force Account Fringe Benefit Calculation (+ Add 📄 | + Add 💬)
 - 🚫 Force Account Labor Summaries & Records ⓘ (+ Add 📄 | + Add 💬)

Identify Tasks to Complete



Identify Tasks to Complete

The screenshot displays the Grants Portal interface. At the top left is the logo and text "Grants Portal". At the top right, there is a notification bell icon with a red badge containing the number "2", and a user profile icon labeled "Stapleton, Maur...". A dark red sidebar on the left contains navigation items: "Dashboard", "My Organization" (with a dropdown arrow and "Troy, City of (00-00000-00)" below it), "Organization Profile", "Event PA Requests", "Operations" (with a dropdown arrow), "Tasks" (with a dropdown arrow), and "Utilities" (with a dropdown arrow). The main content area is titled "Project EEI Standard Lane - Category C" with a briefcase icon. Below this is a "General Information" section with the following details:

- NAME**: Standard Lane - Category C
- VERSION**: Standard Lane - Category C - Version 1
- PROJECT**: [\[1408\] Reynolds Road Culvert](#)
- APPLICANT**: [Troy, City of \(00-00000-00\)](#)
- EVENT**: [Colorado State EOC \(CO-EOC\)](#)
- STATUS**: Open
- PROCESS STEP**: Pending FEMA Review

Below the general information is a "Questions" section with a pencil icon and a right-pointing arrow. Underneath is a "Required Documents" section with a folder icon, a dropdown arrow, and a "HELP" button. It shows a document titled "[4] Was the facility regularly maintained?" with a green "1/1" badge. Below this document is a list of attachments: "Maintenance Records & Site Inspection Reports" (with an information icon, "+ Add" button, and "+ Add" button with a speech bubble icon) and "Maintenance Records.docx" (with a red "Remove" button).

A red callout box with a white background and a red border points to the notification bell icon. Inside the callout box, the text "Click Bell" is written in black.

Identify Tasks to Complete

Grants Portal 🔔 1 👤 Stapleton, Maur.

Dashboard **My Organization** **Tasks**

Troy, City of (00-00000-00)

Organization Profile
Event PA Requests
Operations
Tasks
Utilities

Filters > My Incomplete Tasks

Search... ? SHOW/HIDE COLUMNS

	Personnel	Type	Description	Start Date	Age (Days)	Deadline	Completed On	Completed By	Completed Note
<input checked="" type="checkbox"/> REVIEW	Stapleton, Maureen	Submit EEI to FEMA for Review	Submit EEI - Direct Administrative Cost on [1408] Reynolds Road Culvert on Troy, City of (00-00000-00) on Colorado State EOC (CO-EOC) for FEMA to Review	08/10/2017 06:27 PM CDT	1	08/13/2017			

25 Showing 1 to 1 of 1 tasks (filtered from 2 total entries)

Previous 1 Next

Click Review on any task

Sign Out of Grants Portal & Help



Sign Out of Grants Portal

The screenshot shows the Grants Portal interface. At the top left is the logo and the text "Grants Portal". On the top right, there is a notification bell with a red "1" and a user profile icon labeled "Stapleton, Maur...". A dropdown menu is open from the user profile icon, containing the following options: Profile, Feedback, About, and Sign Out. A red callout box with a white background and black text points to the "Sign Out" option. The callout text reads: "Click on Name and Select Sign Out".

Grants Portal

Stapleton, Maur...

Profile

Feedback

About

Sign Out

Click on Name and Select Sign Out

Dashboard

My Organization ▼
Troy, City of (00-00000-00)

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General Information

NAME	Direct Administrative Cost
VERSION	DAC - Version 1
PROJECT	[1408] Reynolds Road Culvert
APPLICANT	Troy, City of (00-00000-00)
EVENT	Colorado State EOC (CO-EOC)
STATUS	Open
PROCESS STEP	Pending Applicant Response

Questions > MANAGE EEI ANSWERS

Required Documents ▼ HELP

- [1] Applicant is claiming DAC 1 / 6
 - [1.1] Work was performed by Applicant's Own Employees 1 / 5
 - ✓ Force Account Labor Payroll/Timesheets (+ Add | + Add) (1 comment)
 - Force Account Work Order / Activity Log (+ Add | + Add)
 - Force Account Labor Pay Policy (+ Add | + Add)
 - Force Account Fringe Benefit Calculation (+ Add | + Add)
 - Force Account Labor Summaries & Records (+ Add | + Add)

**Hotline for
Technical Assistance
& Provide Suggestions:**

8:00am to 7:00pm Eastern Time

(866) 337-8448