<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creating a Password</td>
<td>3</td>
</tr>
<tr>
<td>Organization Manage Personnel</td>
<td>14</td>
</tr>
<tr>
<td>Organization Facility Location</td>
<td>21</td>
</tr>
<tr>
<td>Register Organization</td>
<td>28</td>
</tr>
<tr>
<td>Submit RPA</td>
<td>37</td>
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<tr>
<td>Damage Inventory and Template</td>
<td>46</td>
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<tr>
<td>Damage Inventory Add Single Damage</td>
<td>60</td>
</tr>
<tr>
<td>Edit Damage Inventory</td>
<td>66</td>
</tr>
<tr>
<td>Upload Documents</td>
<td>72</td>
</tr>
<tr>
<td>Upload Documents Using Document Uploader Wizard</td>
<td>118</td>
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<tr>
<td>Essential Elements of Information (EEI) Unanswered Questions</td>
<td>125</td>
</tr>
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<td>Essential Elements of Information (EEI) Question Answered Document Upload</td>
<td>134</td>
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<td>Essential Elements of Information (EEI) Add Comments</td>
<td>148</td>
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<tr>
<td>Identify Tasks to Complete</td>
<td>154</td>
</tr>
<tr>
<td>Sign Damage Inventory</td>
<td>157</td>
</tr>
<tr>
<td>Submit Late Damage</td>
<td>164</td>
</tr>
<tr>
<td>Sign Project Damage Description and Dimension</td>
<td>170</td>
</tr>
<tr>
<td>Sign Projects Scope and Cost</td>
<td>183</td>
</tr>
<tr>
<td>Create Your Own Scope of Work &amp; Cost for Work to be Completed</td>
<td>194</td>
</tr>
<tr>
<td>Request For Information (RFI)</td>
<td>212</td>
</tr>
<tr>
<td>Sign Recovery Transition Meeting (RTM)</td>
<td>233</td>
</tr>
<tr>
<td>Sign Out of Grants Portal &amp; Help Line</td>
<td>241</td>
</tr>
</tbody>
</table>
Creating Password for a New Account
Hello Sherry,

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

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

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

-FEMA PA Support Team

Ensure that Firefox is the chosen Web Browser
Welcome to the Grants Portal!

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

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

Click Next
Create New Password

Step 1: Type New Password

Step 2: Click Next
Create Security Question

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

Step 1: Select Security Question and Answer

Step 2: Click Next
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

Step 2: Click Next
Congratulations Screen

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

Click Return to Login Screen
Re-Login to Grants Portal

Enter User Name and NEW Password
Privacy Notice Pop-Up

Click Accept or Press Enter
Attention Pop Up Box

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

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

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

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

Click Accept or Press Enter
Your dashboard has no tiles!

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

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

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

Manage Personnel
Organization Profile - Manage User Accounts

Step 1: Click **Organization Profile**

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

Click Create
Complete Personnel Information

**Step 1:** Complete Information

**Step 2:** Click Save
Provide Roles to Personnel

Click Manage
Organizational Roles

Click Manage
Grant/Edit Roles

Step 1: Click the Box

Step 2: Click Save

Place mouse over “?” for definition of role
Organization

Facility Locations
Add Locations to Profile

Step 1: Click My Organization

Step 2: Click Organization Profile

Step 3: Click Manage
Add Locations

Click ADD
Enter Facility Location

Step 1: Enter Address

Step 2: Click Save
Save Location

Click Save
Counties With Facility

Click Manage
Add Counties

Step 1: Click **ADD**

Step 2: Click **Save**
Register Organization
Let's register your organization!

Please follow along in the wizard below.

REQUESTING ORGANIZATION: Georgia Emergency Management Agency

NAME: Test, City of

TYPE: City or Township Government

DUNS NUMBER:

Click Next
Enter Contact Information

Click Next
Enter Location Information

Primary Location
- ADDRESS 1 *
- ADDRESS 2
- CITY *
- STATE *
- ZIP CODE *
- COUNTY *

Mailing Address
- ADDRESS 1
- ADDRESS 2
- CITY
- STATE
- ZIP CODE
- COUNTY

*Only if different

Click Next
Add Applicable Counties with Facilities

Click **Add** next to the County the facilities are located

Click **Next**
Verify Information

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

Organization Information

REQUESTING ORGANIZATION
Georgia Emergency Management Agency

NAME
Test, City of

TYPE
City or Township
Government

Click Next
Submit Information

**Grants Portal**

<table>
<thead>
<tr>
<th>ZIP CODE</th>
<th>30067</th>
<th>ZIP CODE</th>
<th>--</th>
</tr>
</thead>
<tbody>
<tr>
<td>COUNTY</td>
<td>Dougherty County</td>
<td>COUNTY</td>
<td>--</td>
</tr>
</tbody>
</table>

**Counties with Facility**

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

[Submit button]

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
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.

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

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.

Click Next
General Information

Step 1: Select Event

Step 2: Select Yes or No

Step 3: Click Next
Primary/Alternate Contact Information

Step 1: Select Primary Contact
Step 2: Select Alternate Contact
Step 3: Click Next
Verify/Change Primary Location & Mailing Address

Step 1: Verify Primary Location or Click Change

Step 2: Verify Mailing Address or Click Change

Step 3: Click Next
Other Information/Comments

Step 1: Enter Additional information/Comments

Step 2: Click Next
Other Information/Comments

Step 1: Review Information

Step 2: Click Submit
Congratulations Screen

Grants Portal

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
And Template
Event PA Requests

Step 1: Click My Organization

Step 2: Click Event PA Requests

Step 3: Click the Magnifier glass to select the event
Manage Damage Inventory

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

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

---

**Step 1:** Click **Import**

**Step 2:** Click **Download Template**
Download Damage Inventory Template Pop-Up Box

Step 1: Click **Open With**

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

Click Enable Editing

<table>
<thead>
<tr>
<th>Category</th>
<th>Name of damage/facility</th>
<th>Address 1</th>
<th>Address 2</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>Latitude</th>
<th>Longitude</th>
<th>Describe Damage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Damage Inventory</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Program Delivery Manager (PDMG) Name: PDMG0125
Program Delivery Manager (PDMG) Phone: (555) 555-555
Program Delivery Manager (PDMG) Email: PDMG0125@fema.gov
Completed Damage Inventory Template & Save

Complete each column then save on your computer

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

Step 1: Click **Import**

Step 2: Click **Upload Spreadsheet**
Select Damage Inventory Spreadsheet

Step 1: Click on the template

Step 2: Click Open
Damage Inventory Template with Errors

Step 1: Verify Errors or Warnings

Step 2: Click Cancel Import

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

Click Cancel Import
Import Damage Inventory Template With No Errors

Step 1: Check Errors & Warnings

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

Click **Commit Import**
Damage Inventory Template Upload Successful

**Uploaded Damage Inventory**

- **10/30/2017 01:38 PM CDT**
  - Uploaded By: Sam, Yosemite
  - Uploaded File: Copy of Grants Manager Damage Import Template - Glenville - PDMG0125 - 4332DR (4332DR - 125).xlsx
  - Processed Date: 10/30/2017 01:46 PM CDT
  - Processed By: Sam, Yosemite
  - Result File: Grants Manager Damage Import Result 2017-10-30.xlsx
  - Result: Processed

- **10/30/2017 01:30 PM CDT**
  - Uploaded By: Sam, Yosemite
  - Uploaded File: Copy of Grants Manager Damage Import Template - Glenville - PDMG0125 - 4332DR (4332DR - 125).xlsx
  - Processed Date: 10/30/2017 01:35 PM CDT
  - Processed By: Sam, Yosemite
  - Result File: Grants Manager Damage Import Result 2017-10-30.xlsx
  - Result: Rejected

- **10/30/2017 01:20 PM CDT**
  - Uploaded By: Sam, Yosemite
  - Uploaded File: Copy of Grants Manager Damage Import Template - Glenville - PDMG0125 - 4332DR (4332DR - 125).xlsx
  - Processed Date: 10/30/2017 01:28 PM CDT
  - Processed By: Sam, Yosemite
  - Result File: Grants Manager Damage Import Result 2017-10-30.xlsx
  - Result: Rejected

- **09/15/2017 12:51 PM CDT**
  - Uploaded By: PDMG0125
  - Uploaded File: Copy of THOMASVILLE Damage
  - Processed Date: 09/15/2017 12:52 PM
  - Processed By: PDMG0125
  - Result File: Grants Manager Damage
  - Result: Processed
Damage Inventory
Add Single Damage
Event PA Requests

Step 1: Click Event PA Requests

Step 2: Click Magnifying glass
Manage Damage Inventory

Scroll down to the Damage Inventory Bar

Click Manage
Add A Single Damage

Click Add Damage
Select Damage Type

Select Standard Damage

What type of Damage do you want to create?

- **STANDARD DAMAGE**: Damages that are categories A, B, C, D, E, F, or G.
- **MANAGEMENT COST**: For the reimbursement of Category Z - Directed Administrative Costs (DAC)
Add Damaged Site Information

Step 1: Complete Information

Step 2: Click Save
Edit Damage Inventory
My Event Requests

Step 1: Click **Event PA Requests**

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

Click Manage
Edit Damage Inventory

Click Edit
Edit Damage Information

Step 1: Edit Information

Step 2: Click Save
Confirm Damage Information Edit

Click Yes
Upload Documents
Uploading Documents

Org. Profile

- Documents Pertain to Multiple Projects

Event Profile

- Master Policy Documents (Insurance, Payroll, Procurement)

Project

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

Damage

- Documents for Specific Damage (Photos, Timesheets, Invoices)
Add Documents Under Organization
My Organization Profile Insurance Document

Step 1: Click **My Organization**

Step 2: Click **Organization Profile**

Step 3: Click **Upload Insurance Document**
Upload Insurance Document

Click Select Document
Select Insurance Document – Pop-Up Box

Step 1: Select the document to upload

Step 2: Click Open
Add Document Description & Category Tag

Step 1: Write description of document

Step 2: Click the **Category** box

Step 3: Select Document Type
Add Insurance Documents

Click Add Document
Step 1: Click Organization Profile

Step 2: Click Manage
Manage Documents (Policy Documents)

Click Add Document
Manage Documents Upload – Pop Up Box

Step 1: Click Select Document
Select Document – Pop Up Box

Step 1: Select the Document

Step 2: Click Open
Add Document Description and Category Tag

Step 1: Provide Document Description

Step 2: Leave Type at ALL

Step 3: Select Document Category
Add Document

Click Add Document
Edit Document Name

Click **Edit**
Edit Name

Step 1: Complete Edit

Step 2: Click Save Changes
Remove Documents

Click Remove
Uploading Documents Under Event
Add Documents To An Event

Step 1: Click Event PA Requests

Step 2: Click the Magnifying Glass
Event PA Requests Profile Document

Click Manage
Click Add Document
Step 1: Click Select Document
Select Document – Pop Up Box

Step 2: Select the Document

Step 2: Click Open
Add Document Description And Category Tag

Step 1: Provide Document Description

Step 2: Leave Type at ALL

Step 3: Select Document Category
Add Document

Click Add Document
Edit Or Remove Documents

Click **Edit** to edit document name

Click **Remove** to Delete document
Uploading Documents Under Projects
My Event PA Requests

**Step 1:** Click Event PA Requests

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

Step 2: Click the Magnifying Glass
Click Manage
Project Details Mange Documents

Click Add Document
Click **Select Document**
Select Document – Pop Up Box

Step 1: Click on the document to upload

Step 2: Click Open
Document Description And Category Tag

Step 1: Add Document Description

Step 2: Leave Type at All

Step 3: Click Category
Add Document to Project Details

Click Add Document
Edit Or Remove Documents

Click **Edit** to edit document name

Click **Remove** to Delete
Uploading Documents To Damage Inventory Line Item
My Event PA Requests

Step 1: Click **Event PA Requests**

Step 2: Click the **Magnifying Glass**
Event PA Request Profile Damage Inventory

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

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

Click Manage
Damage Details Manage Documents

Click Add Document
Damage Details Upload Document – Pop Up

Click **Select Document**

CAUTION: Document will be uploaded to the Damage Record.

If this document needs to be uploaded to the organization and is not specific to this damage, then please upload the document to the Organization Profile.

[Pop Up]

- **Filename:**
- **Description:**
- **Types:** All
- **Category:** Select a category...

This field is required.
Select Document To Upload – Pop Up

Step 1: Select Document

Step 2: Click Open
Add Document Description & Category Tag

Step 1: Add Document Description

Step 2: Click Category

Step 3: Select Category Tag
Add Uploaded Document

Click Add Document
Edit Or Remove Documents

Click **Edit** to edit document name

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

Step 1: Click Utilities

Step 2: Document Uploader
Select Where To Load Document

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

Step 2: Click Select Document
Select Document To Be Uploaded

Click on File to Select

Click Open
Step 1: Click **Category** Bar

Step 2: Select Document Category Type
Step 1: Type Description of Document

Step 2: Confirm Information

Step 3: Click Upload Document To Damage
Upload Additional Documents

Click Here to navigate to uploaded document location

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

Unanswered Questions
My Event PA Requests

Step 1: Click My Organization

Step 2: Click Event PA Requests

Step 3: Click Magnifying glass
Event PA Requests Profile

### General Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>FEMA PA CODE</td>
<td>4332DR - 125</td>
</tr>
<tr>
<td>NAME</td>
<td>Glenville - PDMG0125 - 4332DR</td>
</tr>
<tr>
<td>TYPE</td>
<td>City or Township Government</td>
</tr>
<tr>
<td>STATUS</td>
<td>Eligible</td>
</tr>
<tr>
<td>RPA DECISION DATE</td>
<td>8/29/2017 7:14 pm CDT</td>
</tr>
<tr>
<td>RSM COMPLETION DATE</td>
<td>9/15/2017 3:15 pm CDT</td>
</tr>
<tr>
<td>DAMAGE INVENTORY DEADLINE</td>
<td>11/14/2017</td>
</tr>
<tr>
<td>PROCESS STEP</td>
<td>Pending Grant Completion</td>
</tr>
</tbody>
</table>

### Event Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOB #</td>
<td>4332DR</td>
</tr>
<tr>
<td>EVENT NAME</td>
<td>4332DR-TX</td>
</tr>
<tr>
<td>EVENT TYPE</td>
<td>Disaster</td>
</tr>
<tr>
<td>INCIDENT TYPE</td>
<td>Hurricane</td>
</tr>
<tr>
<td>INCIDENT LEVEL</td>
<td>1</td>
</tr>
<tr>
<td>INCIDENT START DATE</td>
<td>August 23, 2017</td>
</tr>
<tr>
<td>INCIDENT END DATE</td>
<td>August 28, 2017</td>
</tr>
<tr>
<td>DECLARATION DATE</td>
<td>August 26, 2017</td>
</tr>
<tr>
<td>DECLARED COUNTIES</td>
<td>Houston County - August 24th, 2017</td>
</tr>
</tbody>
</table>

Scroll down to Projects bar
Locate Projects

Step 1: Expand Projects bar

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

Click View Project EEI

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

Step 1: Expand Questions bar

Step 2: Click Manage EEI Answers
## Answer Questions

**Step 1: Answer Questions**

- **Is the Applicant claiming DAC?**
  - Yes | No

- **Was the work performed by:**
  - **Applicant’s Own Employees?**
    - Yes | No
  - **Contract?**
    - Yes | No
  - **Labor through Mutual Aid Agreement?**
    - Yes | No
  - **Was Force Account Equipment used to perform the work?**
    - Yes | No
  - **Were Force Account Materials used to perform the work?**
    - Yes | No

**Step 2: Click Save**
Confirm Answers

Step 1: Expand Question Bar

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

Question Answered

Document Upload
My Event PA Requests

Step 1: Click **My Organization**

Step 2: Click **Event PA Requests**

Step 3: Click **Magnifying Glass**
Event PA Requests Profile

Scroll down to Projects bar
Locate Projects

Step 1: Expand Projects bar

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

Click View Project EEI

Or Scroll down and expand Essential Elements of Information bar
Select Project

![Grants Portal screenshot]

- Click **Magnifying Glass**

<table>
<thead>
<tr>
<th>Name</th>
<th>Version</th>
<th>Status</th>
<th>Process Step</th>
<th>Document Status</th>
<th>Created By</th>
<th>Created On</th>
<th>Last Action By</th>
<th>Last Action On</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed Lane</td>
<td>1</td>
<td>Open</td>
<td>Pending FEMA Initial 0/2</td>
<td></td>
<td>Lanneau, Peter</td>
<td>11/02/2017 08:16 AM CDT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Category F</td>
<td></td>
<td></td>
<td>Submission</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Direct</td>
<td>1</td>
<td>Open</td>
<td>Pending FEMA Initial</td>
<td></td>
<td>Lanneau, Peter</td>
<td>11/02/2017 08:16 AM CDT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative Cost</td>
<td></td>
<td></td>
<td>Submission</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Showing 1 to 2 of 2 entries
Review Project EEI Questions

Review questions and prepare documents to be uploaded.
Attach Documents to EEI

Step 1: Expand Required Documents bar

Step 2: Click +Add
Upload New Document to EEI – Pop Up Box

Click Upload New
Add Document Pop Up Box

Step 1: Click Select Document

[Add Document Pop Up Box]
Select Document – Pop Up Box

**Step 1: Select Document**

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

Step 1: Type Description of Document

Step 2: Click Category to add document tag

Step 3: Click Add Document
Attach Uploaded Documents to EEI

Step 1: Move Mouse over file to verify correct document

Step 2: Click Attach Document
Remove Documents from EEI

Click Remove
Essential Elements of Information (EEI)

Add Comments
Add Comments to EEI

Click +Add

- Facility was regularly maintained [4] [1/1]
  - Maintenance Records & Site Inspection Reports [Add] [Add]
- [6] Did the Applicant replace any poles? [1/1]
  - Maps and Locations Listing [Add] [Add]
- Service Area Map.jpg [Remove]
Add Comment to EEI Question

Step 1: Type Comment

Step 2: Select Type of Comment

Step 3: Click Save
Verify Comment Attached
Send EEI Back to FEMA

Step 1: Green Checks confirms documents are attached

Step 2: Click Submit to FEMA
Submit to FEMA - Pop Up Box

Click Submit
Identify Tasks to Complete
Identify Tasks to Complete

Click Bell
Review Task to Complete

Click **Review**
Sign Damage
Inventory
My Event PA Requests

Step 1: Click **Event PA Requests**

Step 2: Click **Magnifying Glass**
Sign Damage Inventory

Step 1: Click **Options**

Step 2: Click **Sign Damage Inventory**
### Event PA Request Profile

**Glenville - PDMG0125 - 4332DR - 4332DR-TX**

#### Please review and sign

<table>
<thead>
<tr>
<th>Damage #</th>
<th>Event</th>
<th>Project</th>
<th>Category</th>
<th>Name</th>
<th>Damage Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>30711</td>
<td>4332DR-TX</td>
<td>Unassigned</td>
<td>A</td>
<td>31-90 Day PAAP Debris Removal</td>
<td>The applicant hauled all debris to the burn site within 30 days of the incident period. The debris is to be burned within 31-90 days after the incident period.</td>
</tr>
<tr>
<td>30712</td>
<td>4332DR-TX</td>
<td>[1806] 1-30 PAAP Debris Removal</td>
<td>A</td>
<td>1-30 Day PAAP Debris Removal</td>
<td>Debris removal and disposal (vegetative) from numerous locations throughout city. The work was completed by Force Account (Operations, Public Works, and Sanitation Departments). The applicant is participating in the PAAP program and completed debris removal within 30 days of the incident period. The city hauled the debris to two different locations (13310 US Highway 319 North Thomasville, GA and 78 Joiner Rd. Thomasville, GA) to be burned. The locations have approved permits through Thomas County.</td>
</tr>
<tr>
<td>30713</td>
<td>4332DR-TX</td>
<td>[9103] Emergency Protective Measures</td>
<td>B</td>
<td>Police, Fire and Operations Departments-EPM</td>
<td>City of Thomasville utilized its Police, Fire, and Operations Departments to perform Emergency Protective Measures to lessen the threat to its citizens and improved property. The City Police Department was directing traffic around flooded streets, downed trees, and traffic-controlled intersections without power. The City Fire Department went on a number of disaster-related calls to ensure the safety of the city residents. The City Operations Department worked at the Waste Water Treatment Plant and lift stations to combat and prevent flooding and loss of power; and maintain operability.</td>
</tr>
</tbody>
</table>

**Location:**
- 13310 US Highway 319 North Thomasville, Georgia 31792
- 111 Victoria Place Thomasville, Georgia 31792
- 111 Victoria Place Thomasville, Georgia 31792

*Scroll Down while Reviewing Damage Inventory*
### Sign Damage Inventory

<table>
<thead>
<tr>
<th>ID</th>
<th>Community</th>
<th>Location</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>91175</td>
<td>4332DR-TX</td>
<td>Unassigned E</td>
<td>Fire Station #9: 10,000 sf 2 story, no basement. 5 dorm rooms with 1-2 ft standing flood water for 1 day. Draywall, carpet, bed, chair and desk. 5 windows damaged and parking lot lights.</td>
</tr>
<tr>
<td>91207</td>
<td>4332DR-TX</td>
<td>Unassigned G</td>
<td>Walnut Metro Park: 10 acre park with asphalt road and parking lots. 2 mile 12 ft wide asphalt side walk around the park's perimeter. 700 LF of chain linked fence damage. 200 ea 15 ft high light poles down, 100 SF vinyl canopy over the playground torn.</td>
</tr>
<tr>
<td>96855</td>
<td>4332DR-TX</td>
<td>[9143] Parks debris removal</td>
<td>Parks Debris removal: Force account vegetative debris removal from city parks, as well as the removal of hazardous limbs and trees.</td>
</tr>
</tbody>
</table>

- **Showing 1 to 15 of 15 entries**

---

**Sign Document**

- **Signature**
  - Signature here
- **Date**
  - 11/21/2017

---

**Click To Sign**
Add Signature

Step 1: Type Name

Step 2: Select Signature Style

Step 3: Enter Password

Step 4: Click Sign
### Submit Signed Damage Inventory

**Grants Portal**

<table>
<thead>
<tr>
<th>ID</th>
<th>Location</th>
<th>Category</th>
<th>Damage Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>91175</td>
<td>4332DR-TX</td>
<td>Unassigned E</td>
<td>Fire Station #9 10,000sf 2 story, no basement. 5 dorm rooms with 1-2 ft. standing flood water for 1 day. Drywall, carpet, bed, chair and desk. 5 windows damage and Parking lot lights.</td>
</tr>
<tr>
<td>91207</td>
<td>4332DR-TX</td>
<td>Unassigned G</td>
<td>Walnut Metro Park 10 acre park with asphalt road and parking lots. 2 mile 12ft wide asphalt side walk along the parks perimeter. 700' of chain linked fence damage. 20'ea 15ft high light poles down, 100SF vinyl canopy over the playground torn.</td>
</tr>
<tr>
<td>96855</td>
<td>4332DR-TX</td>
<td>[9143] Parks debris removal A</td>
<td>Parks Debris removal Force account vegetative debris removal from city parks, as well as the removal of hazardous limbs and trees.</td>
</tr>
</tbody>
</table>

**Sign Document**

**Signature:** Yosemite Sam

**Date:** 11/21/2017

**Click Submit**
LATE DAMAGE
INVENTORY LINE ITEM
SUBMISSION
Applicant Profile

Step 1: Click Event PA Request

Step 2: Click Magnifying Glass
### Applicant Profile

#### Applicant Profile Details

<table>
<thead>
<tr>
<th>Category</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type</strong></td>
<td>City or Township Government</td>
</tr>
<tr>
<td><strong>Status</strong></td>
<td>Eligible</td>
</tr>
<tr>
<td><strong>RPA Decision Date</strong></td>
<td>8/29/2017 7:14 pm CDT</td>
</tr>
<tr>
<td><strong>RSM Completion Date</strong></td>
<td>9/8/2017 9:00 am CDT</td>
</tr>
<tr>
<td><strong>Damage Inventory Deadline</strong></td>
<td>11/07/2017</td>
</tr>
<tr>
<td><strong>Process Step</strong></td>
<td>Pending Grant Completion</td>
</tr>
</tbody>
</table>

#### Event Details

- **Event Type:** Disaster
- **Incident Type:** Hurricane
- **Incident Level:** 1
- **Incident Start Date:** August 23, 2017
- **Incident End Date:** August 28, 2017
- **Declaration Date:** August 26, 2017
- **Declared Counties:** Multiple Counties - August 24th, 2017

#### Actionable Steps

- Click **Manage**

---

166
## Manage Damage Inventory

### Applicant Profile

#### Manage Damage Inventory

<table>
<thead>
<tr>
<th>Damage #</th>
<th>Category</th>
<th>Name</th>
<th>Damage Description</th>
<th>Project</th>
<th>Cause of Damage</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>27637</td>
<td>C</td>
<td>COUNTY ROAD 65</td>
<td>250LF WASHOUT</td>
<td>[8415] County Roads</td>
<td>Flood</td>
<td>1258 OLD RIVER ROAD AGFA, Georgia 26589</td>
</tr>
<tr>
<td>27638</td>
<td>C</td>
<td>COUNTY ROAD 56</td>
<td>400LF WASHOUT</td>
<td>[8415] County Roads</td>
<td>Flood</td>
<td>1258 OLD RIVER ROAD AGFA, Georgia 26589</td>
</tr>
<tr>
<td>27640</td>
<td>C</td>
<td>COUNTY ROAD 35</td>
<td>250LF WASHOUT</td>
<td>[8415] County Roads</td>
<td>Flood</td>
<td>1258 OLD RIVER ROAD AGFA, Georgia 26589</td>
</tr>
<tr>
<td>27641</td>
<td>C</td>
<td>COUNTY ROAD 95</td>
<td>200LF WASHOUT</td>
<td>[8415] County Roads</td>
<td>Flood</td>
<td>1258 OLD RIVER ROAD AGFA, Georgia 26589</td>
</tr>
<tr>
<td>27642</td>
<td>G</td>
<td>ROBERTS PARK</td>
<td>DAMAGES TO PLAYGROUND EQUIPMENT</td>
<td>[5054] City Parks</td>
<td>Flood</td>
<td>1954 POSSUM BACK BRANCH AGFA, Georgia 26589</td>
</tr>
<tr>
<td>27643</td>
<td>G</td>
<td>ROBERTS PARK</td>
<td>DAMAGES TO THE MAIN OFFICE COMPLEX</td>
<td>[5054] City Parks</td>
<td>Flood</td>
<td>1954 POSSUM BACK BRANCH AGFA, Georgia 26589</td>
</tr>
</tbody>
</table>

**Click Add Damage**
Select Damage Type

Select Standard Damage

What type of Damage do you want to create?

- **STANDARD DAMAGE**
  - Damages that are categories A, B, C, D, E, F, or G.

- **MANAGEMENT COST**
  - For the reimbursement of Category Z- Directed Administrative Costs (DAC)
Add Damage Information

Step 1: Enter Damage Information

Step 2: Click Save

Note the 60-day deadline message

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

You can monitor the status of this damage and other damages’ late entry reviews through the ‘Submitted Late’ tab in the damage inventory section on the Applicant Profile.
Sign Project Damage Description and Dimension (DDD)
Step 1: Click Bell

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

Step 1: Expand the Damage Description & Dimensions bar

Step 2: Review DDD

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

Damage #89099: Contents

Contents (built in 1985) in a(n) 2 story Sheriff's office described as 24000SF Brick building with a flat roof and a basement, located at 10001 N Capital of Texas Hwy, Austin TX. 78759 (30.390077 -97.737362). The following components were damaged by Overland flooding on 8/28/2017:

- Contents, 27 each of Dell XPS Desktop Computers, water damaged due to overland flooding, 0% work completed.
- Contents, 27 each of Dell XPS 27 Monitors, water damaged due to overland flooding, 0% work completed.
- Contents, 27 each of Microsoft Surface Keyboard, water damaged due to overland flooding, 0% work completed.
- Contents, 27 each of Microsoft Surface Mouse, water damaged due to overland flooding, 0% work completed.
- Contents, 27 each of 3 drawer work desk with aluminum metal top, 5 FT long x 3 FT wide x 2 FT high, water damaged due to overland flooding, 0% work completed.
- Contents, 27 each of Standing work station, water damaged due to overland flooding, 0% work completed.
- Contents, 27 each of HP laserjet 1200 Desktop printers, water damaged due to overland flooding, 0% work completed.
- Contents, 2 each of Bizhub 1050e multi purpose Copier, water damaged due to overland flooding, 0% work completed.
- Contents, 27 each of My Back Posture perico 5 leg rolling chair, water damaged due to overland flooding, 0% work completed.
Project Details

Click **Sign DDD** to approve

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

Click on 'Click to Sign'
Input Signature & Style

Step 1: Type Name

Step 2: Select Signature Style

Step 3: Enter Password

Step 4: Click Sign
Submit Signed Project

- Contents, 27 each of 3 drawer work desk with aluminum metal top, 5 FT long x 3 FT wide x 2 FT high, water damaged due to overland flooding, 0% work completed.
- Contents, 27 each of Standing work station, water damaged due to overland flooding, 0% work completed.
- Contents, 27 each of HP laserjet 1200 Desktop printers, water damaged due to overland flooding, 0% work completed.
- Contents, 2 each of Bizhub 1050e multi purpose Copier, water damaged due to overland flooding, 0% work completed.
- Contents, 27 each of My Back Posture perfic 5 leg rolling chair, water damaged due to overland flooding, 0% work completed.

Sign Document

SIGNATURE: Peter Lannen
DATE: 11/06/2017

Click **Submit**
Confirm Signed Project Submittal

Confirm Submit

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

Click Yes
Project Report Download

Click Download Project Report
Download Project Report

Click Download Project Report
Open Download Project Report – Pop Up

**Step 1:** Click **Open With**

**Step 2:** Click **Open**
Close Download Project Report

Click Close
Sign Project
Scope and Cost
My Tasks

Step 1: Click **Bell**

Step 2: Click **Review** next to the Project you need to sign
Project Details

This project is pending Applicant DDD / Scope / Cost Approval.

The damage descriptions and dimensions, scope, and cost must be approved and signed by the Applicant.

General Information

- PROJECT #: 9103
- CATEGORY: B - Emergency Protective Measures
- TITLE: Emergency Protective Measures
- TYPE: Work Completed / Fully Documented
- STATUS: Active

- APPLICANT: Glenville - PDMG0125 - 4332DR (4332DR - 125)
- EVENT: 4332DR-TX (4332DR)

PROCESS STEP: Pending Applicant DDD / Scope / Cost Approval

As of November 9th, 2017 2:09 PM CST

% COST SHARE: 75.00%

Scroll Down to Scope & Cost Summary bar
Review Project Scope

Expand Scope & Cost Summary bar
Review Project Cost Summary

Click **Cost** tab

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

**CRC GROSS COST** $313,600.00

**TOTAL INSURANCE REDUCTIONS** $0.00

**CRC NET COST** $313,600.00

**FEDERAL SHARE (75.00%)** $235,200.00

**NON-FEDERAL SHARE (25.00%)** $78,400.00
Sign Project

Click Sign DDD/Scope/Cost
Applicant DDD Scope & Cost Approval

Scroll down to the Sign Document bar
Applicant DDD Scope & Cost Approval

Click To Sign
Sign Project DDD Scope & Cost – Pop Up

Step 1: Type Name

Step 2: Select Signature Style

Step 3: Enter Password

Step 4: Click **Sign**
Submit Signed Project

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

EHP Additional Information

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

Sign Document

Signature: Yosemite Sam
Date: 11/09/2017

Click Submit
Submit Signed Project – Pop Up

Confirm Submit

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

Click Yes

Submit
Cancel
Create Your Own Scope Of Work & Cost For Work To Be Completed
Step 1: Click **My Organization**

Step 2: Click **Event PA Requests**

Step 3: Click **Magnify Glass**
Event PA Requests Profile

Step 1: Expand Projects bar

Step 2: Click Magnifying Glass
This project is pending **Scope & Cost Completion by Applicant.**

The Scope & Cost can be completed in the Scope & Cost Summary section below. Once it is completed, submit the Scope & Cost to FEMA for validation using the button above.

If you need help, you can request FEMA completes the development of the Scope & Cost through the 'Request FEMA Completion' button found above or in the same summary section below.

If the Scope & Cost is intended to be developed by FEMA, the PDMG will need to be contacted and they can rework the project.

- View Scope & Cost
Scope & Cost Summary Bar

Step 1: Expand Scope & Cost Summary bar

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

Click **Scope** tab
Add Project Scope

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

Click Add Scope
Enter Scope Of Work

Step 1: Enter Scope of Work

Step 2: Click **Save Scope**

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

Click **Complete This Scope**

Click **Edit Scope** if any changes or additions are needed
Rework/Edit Completed Scope of Work

Click Unlock For Rework to Edit the Scope of Work

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

Step 1: Click **Cost** tab

Step 2: Click **Add Cost** on the appropriate bar

Step 3: Select Cost Source
Enter Cost Information

Step 1: Select FEMA Cost Code

Step 2: Enter the Cost Description

Step 3: Enter Quantity

Step 4: Select Unit

Step 5: Enter Unit Price

Step 6: Enter City Adjustment Factor (if applicable)

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

Step 1: Click Options

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

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

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

Click Go Back
Submit Scope and Cost to FEMA

Click Submit For Validation
Confirm Submit For Validation

Click Yes
Request For Information (RFI)
Step 1: Click **Bell**

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

Note: The 14 day deadline to respond to the RFI

Step 1: Expand Additional Information bar

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

Step 1: Expand Line Items bar

Step 2: Click Upload Line Document
Line Item RFI Document Upload

Click Select Document
Step 1: Select the desired document

Step 2: Click Open
Step 1: Select Line Item

Step 2: Add Document Description

Step 3: Add Document Category Type

Step 4: Click Add Document
Confirm Line Document Upload

Step 1: Expand the Documents bar

Step 2: Confirm Uploaded Document

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

Click Yes
Respond to a Request For Information (RFI)

Documents Not Available
Record Line Response

Click Record Line Response
Add Line Response

Step 1: Select Line Item

Step 2: Type Response

Step 3: Click Save
Confirm Line Response

Confirm Line Response in the response column
Edit Line Response

Step 1: Click **Options**

Step 2: Click **Edit RFI Line Response**
Step 1: Click in the box to edit response

Step 2: Click Save
Step 1: Click Options

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

Click Remove
Scroll to the top of the page
Submit RFI Response

Click Submit RFI Response
Submit RFI Response

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

Step 1: Click Event PA Requests

Step 2: Click Magnifying Glass
Event PA Request Profile

Click Review RTM or Sign RTM Report
Recovery Transition Meeting (RTM)

Click each tab to review information.
Sign RTM

Click Sign RTM
Review RTM and Certify

The PDMS 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

Certification

To the best of my knowledge and understanding, Project Worksheets have been written for all known 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 notices 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 O.D Project Worksheet Report.

Signature here

DATE 11/09/2017

Click To Sign
RTM Signature – Pop Up Box

Type Name
Select Font Style
Type Password
Click Sign
Submit Signed RTM

Sign Recovery Transition Meeting

Please review and sign

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

- The Applicant must maintain complete records and cost documentation for all approved work for at least three years from the date the Applicant’s grant is officially closed. The recipient may require Applicants to maintain records for longer.
- In accordance with §206.206 of 44CFR Applicants may appeal any determination related to an application for or the provision of Federal assistance, but must do so within 60 days from receipt of the determination.
- All work must comply with provisions of the Clean Water Act, 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: Memmel S
Date: 11/09/2017

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

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

Click on Name and Select Help
Locate Help Information

Live Phone Support

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

(866) 337-8448