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Creating Password for a New Account
Hello Sherry,

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

Username: comanager@subrecipientcountyga.com
Password: LJE1kAvc!

Please click https://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
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.

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.

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

SECURITY QUESTION
What was your childhood nickname?

SECURITY ANSWER
******

RE-ENTER YOUR SECURITY ANSWER
******
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

Privacy Notice


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) or as required under law. The Department's full list of records notices can be found on the Department's website at: http://www.dhs.gov/records-notices-sorn.

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.

Click Accept or Press Enter
Attention Pop Up Box

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

![Grants Portal interface showing Manage Personnel page with a user named Coyote, Wile. The user's role is Vice Mayor, primary org is Glenville PDMG0009 - 4332DR (4332DR - 9), and personnel status is Available. The user's username is ecoyote@glenville.gov, account status is active, account locked is no, last login is --, password last set is 10/28/2017 8:33 am. There is a section for system roles and organization roles with a Manage button highlighted.]
Grant/Edit Roles

Place mouse over “?” for definition of role

Step 1: Click the Box

Step 2: Click Save
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

<table>
<thead>
<tr>
<th>Counties</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Anderson County</td>
<td></td>
<td>ADD</td>
</tr>
<tr>
<td>Andrews County</td>
<td></td>
<td>ADD</td>
</tr>
<tr>
<td>Angeles County</td>
<td></td>
<td>ADD</td>
</tr>
<tr>
<td>Archer County</td>
<td></td>
<td>ADD</td>
</tr>
<tr>
<td>Armstrong County</td>
<td></td>
<td>ADD</td>
</tr>
<tr>
<td>Atascosa County</td>
<td></td>
<td>ADD</td>
</tr>
<tr>
<td>Austin County</td>
<td></td>
<td>REMOVE</td>
</tr>
<tr>
<td>Bailey County</td>
<td></td>
<td>ADD</td>
</tr>
<tr>
<td>Bandera County</td>
<td></td>
<td>ADD</td>
</tr>
<tr>
<td>Bastrop County</td>
<td></td>
<td>ADD</td>
</tr>
<tr>
<td>Baylor County</td>
<td></td>
<td>ADD</td>
</tr>
<tr>
<td>Bee County</td>
<td></td>
<td>ADD</td>
</tr>
</tbody>
</table>

Step 1: Click **ADD**

Step 2: Click **Save**
Register Organization
Organization Information

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

Click Next
Enter Contact Information

Click Next
Enter Location Information

<table>
<thead>
<tr>
<th>Primary Location</th>
<th>Mailing Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDRESS 1 +</td>
<td>ADDRESS 1</td>
</tr>
<tr>
<td>ADDRESS 2</td>
<td>ADDRESS 2</td>
</tr>
<tr>
<td>CITY *</td>
<td>CITY</td>
</tr>
<tr>
<td>STATE *</td>
<td>STATE</td>
</tr>
<tr>
<td>ZIP CODE *</td>
<td>ZIP CODE</td>
</tr>
<tr>
<td>COUNTY *</td>
<td>COUNTY</td>
</tr>
</tbody>
</table>
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

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

Counties with Facility

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

Click Submit
Confirmation of Submittal

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

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

Hello Sherry,

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

-FEMA PA Support Team

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

![Image of Grants Portal]

**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**

---

**Request Public Assistance**

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

### General Info

- **Applicant:** Troy, City of
- **Event:** Colorado State EOC (CO-EOC)
- **Participated in POA:** No

### Primary Contact

- **Name:** Stapleton, Maureen
- **Title:** Executive Administrative Assistant
- **Email:** maureen.stapleton@troycity.gov
- **Phone:** (212) 948-5725

### 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:**

---
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

Step 3: Click the Download symbol
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
Step 1: Click **Open With**

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

Click Enable Editing
**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

**Grants Portal**

#### Import Damage Inventory

**Glenville - PDMG0125 - 4332DR**

**Import History**

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

<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>30721</td>
<td>C</td>
<td>Roads</td>
<td>Desks</td>
<td>Unassigned</td>
<td>Hurricane</td>
<td>Blue Jay Rd; Thomasville, Georgia 31792</td>
</tr>
<tr>
<td>30722</td>
<td>C</td>
<td>Roads</td>
<td>Elosion</td>
<td>Unassigned</td>
<td>Hurricane</td>
<td>Mars Hill Rd; Thomasville, Georgia 31912</td>
</tr>
<tr>
<td>30723</td>
<td>C</td>
<td>Roads</td>
<td>Desks</td>
<td>Unassigned</td>
<td>Hurricane</td>
<td>Williams Rd; Thomasville, Georgia 31792</td>
</tr>
<tr>
<td>91175</td>
<td>E</td>
<td>Fire Station #9</td>
<td>10000 of 2 story no basement, 5 dorm rooms with 1 1/2 ft standing flood water for 1 day, Driveway, carpet, bed chair and desk, 5 windows damage and Parking lot lights.</td>
<td>Unassigned</td>
<td>Hurricane</td>
<td>1011 Headway Or Bldg 2; Austin, Texas 78754</td>
</tr>
<tr>
<td>91207</td>
<td>G</td>
<td>Walker Metro Park</td>
<td>10 acre park with asphalt road and parking lots, 2 mile 1/2 wide asphalt side walk around the parks perimeter, 10000 SF of chain linked fence damage, 1 tree 1/2 ft high light poles down, 1000SF vinyl canopy over the playgrounds.</td>
<td>Unassigned</td>
<td>Hurricane</td>
<td>1213 N Lamar Blvd; Austin, Texas 78751</td>
</tr>
</tbody>
</table>
Edit Damage Information

Step 1: Edit Information

Step 2: Click Save
Confirm Damage Information Edit

Click Yes
Upload Documents
Uploading Documents

Documents Pertain to Multiple Projects

Master Policy Documents (Insurance, Payroll, Procurement)

Documents for Specific Project (Photos, Timesheets, Invoices)

Documents for Specific Damage (Photos, Timesheets, Invoices)
Add Documents Under Organization
Step 1: Click My Organization

Step 2: Click Organization Profile

Step 3: Click Upload Insurance Document
Upload Insurance Document

Click Select Document
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

**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**

Glenville PDMG0125 Paypolicy.docx
(Max Size: 100MB)

- **Filename:** Glenville PDMG0125 Paypolicy.docx
- **Description:** Payroll Policy
- **Types:** All
- **Category:** Force Account Labor Pay Policy

**Personally identifiable information (PII) WARNING**

In accordance with the Privacy Act of 1974, 5 U.S.C. § 552a, Please ensure that any sensitive personally identifiable information (PII) has been removed or redacted prior to uploading this file. This includes social security numbers (SSN), birth dates, financial account information, home addresses, or other similar information.

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

CAUTION: Document will be uploaded to the Event PA Requests Profile. If this document needs to be uploaded to the organization and is not specific to this event, then please upload the document to the Organization Profile.
Add Document
Edit Or Remove Documents

<table>
<thead>
<tr>
<th>Filename</th>
<th>Description</th>
<th>Size</th>
<th>Category</th>
<th>Uploaded Date</th>
<th>Uploaded By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Glenville PMG009 PayPolicy.docx</td>
<td>Payroll Policy</td>
<td>11.1 KB</td>
<td>Force Account Labor Pay Policy</td>
<td>11/03/2017 01:30 PM CDT</td>
<td>Leghorn, Foghom</td>
</tr>
<tr>
<td>Equipment Log.docx</td>
<td>Equipment Log</td>
<td>11.1 KB</td>
<td>Force Account Equipment Summary</td>
<td>10/18/2017 08:11 AM CDT</td>
<td>Lammeau, Peter</td>
</tr>
<tr>
<td>Time Sheets.docx</td>
<td>Time Sheets</td>
<td>11 KB</td>
<td>Force Account Labor Payroll/TimeSheets</td>
<td>10/18/2017 08:12 AM CDT</td>
<td>Lammeau, Peter</td>
</tr>
</tbody>
</table>

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

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

![Damage Details Document](image)

**Damage #**: 27641

**Category**: C

**Name**: COUNTY ROAD 95

**Status**: Active

**Applicant**: Glenville - PDMG0009 - 4332DR (4332DR - 9)

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

**Project**: Unassigned

**Additional Information**

- Damage Survey Answers
- Site Inspection Information
- 406 Mitigation Profile
- Insurance Information

**Click Manage**
Damage Details Manage Documents

### Manage Details Manage Documents

**COUNTY ROAD 95**

This Damage has no documents.

Click *Add Document*
Damage Details Upload Document – Pop Up

Click **Select Document**
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
Document Description And Category

Step 1: Click Category Bar

Step 2: Select Document Category Type
Upload Document

Step 1: Type Description of Document

Step 2: Confirm Information

Step 3: Click Upload Document To Damage
Upload Additional Documents

Click Here to navigate to uploaded document location

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

Unanswered Questions
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 to expand Essential Elements of Information bar
Select Essential Elements of Information (EEI)

Grants Portal

- **Essential Elements of Information**
  - 2 of 2 EEIs pending completion

**Project Brief Description**

- FEMA has not provided a brief description of what this project includes.

**EEI List**

<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>Direct Administrative Cost</td>
<td>1</td>
<td>Open</td>
<td>Pending Applicant Response</td>
<td></td>
<td>Lanneau, Peter</td>
<td>11/02/2017 06:02 PM CDT</td>
<td>Lanneau, Peter</td>
<td>11/02/2017 06:03 PM CDT</td>
</tr>
<tr>
<td>Standard Lane - Category C</td>
<td>1</td>
<td>Open</td>
<td>Pending FEMA Initial Submission</td>
<td></td>
<td>Lanneau, Peter</td>
<td>11/02/2017 06:02 PM CDT</td>
<td>Lanneau, Peter</td>
<td>11/02/2017 06:03 PM CDT</td>
</tr>
</tbody>
</table>

- **Drill Into EEI**

130
Review Unanswered Questions

Step 1: Expand Questions bar

Step 2: Click Manage EEI Answers
Step 1: Answer Questions

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

Click Magnifying Glass

- Completed Lane - 1
- Open
- Pending FEMA Initial
- Status: 0/2
- Created By: Lanneau,
- Created On: 11/02/2017 08:16
- Last Action By: Lanneau,
- Last Action On: AM CDT

- Category F
- Submission
- Document Status: 1
- Created By: Peter
- Created On: AM CDT

- Direct
- Administrative Cost
- Pending FEMA Initial
- Status: 0/2
- Created By: Lanneau,
- Created On: 11/02/2017 08:16
- Last Action By: Lanneau,
- Last Action On: AM CDT

Showing 1 to 2 of 2 entries
Review Project EEI Questions

### General Information

- **NAME**: Completed Lane - Category F
- **PROJECT**: 8056 Electrical Utilities
- **PROJECT TYPE**: Work Completed / Fully Documented
- **APPLICANT**: Glenville - PDMG0125 - 4332DR (4332DR - 125)
- **EVENT**: 4332DR-TX (4332DR)
- **STATUS**: Open
- **PROCESS STEP**: Pending Applicant Response

#### Questions

1. Was the work performed in a designated disaster area? **Yes**
2. Does the Applicant have the legal responsibility to perform this work? **Yes**
3. Was the facility damaged as a direct result of the disaster? **Yes**
4. Was the facility regularly maintained? **Yes, 1 document required**
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 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

[Selection of documents: 'Maint Records.docx']
Essential Elements of Information (EEI)

Add Comments
Add Comments to EEI

Click +Add
Add Comment to EEI Question

Step 1: Type Comment

Step 2: Select Type of Comment

Step 3: Click Save
Verify Comment Attached
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
### Review 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>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>
<td></td>
</tr>
<tr>
<td>30713</td>
<td>4332DR-TX</td>
<td>Emergency Protective Measures</td>
<td>B</td>
<td>Police, Fire and Operations Department-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>
## Sign Damage Inventory

![Grants Portal Image]

<table>
<thead>
<tr>
<th>ID</th>
<th>Location</th>
<th>Status</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>91175</td>
<td>4332DR-TX</td>
<td>Unassigned</td>
<td>Fire Station #9, 10000 sf 2-story, no basement, 5 dorm rooms with 1-2 ft standing flood water for 1 day. Draywall, carpet, bed, chair and desk. 5 windows damage and Parking lot lights.</td>
</tr>
<tr>
<td>91207</td>
<td>4332DR-TX</td>
<td>Unassigned</td>
<td>Walnut Metro Park, 10 acre park with asphalt road and parking lots. 2 mile 12ft wide asphalt side walk around the parks perimeter. 700LF of chain linked fence damage. 20ea 15ft high light poles down, 100SF vinyl canopy over the playground tom.</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>

25 entries shown 1 to 15 of 15 entries

**Sign Document**

**Click To Sign**

**Signature**

**Date**

11/21/2017
Add Signature

Step 1: Type Name
Step 2: Select Signature Style
Step 3: Enter Password
Step 4: Click Sign
Submit Signed Damage Inventory
LATE DAMAGE INVENTORY LINE ITEM SUBMISSION
Applicant Profile

Step 1: Click Event PA Request

Step 2: Click Magnifying Glass
## Applicant Profile

### Screen Shot:

- **Type:** City or Township Government
- **Status:** Eligible
- **RPA Decision Date:** 8/29/2017 7:14 pm CDT
- **RSM Completion Date:** 9/8/2017 9:00 am CDT
- **Damage Inventory Deadline:** 11/07/2017
- **Process Step:** Pending Grant Completion
- **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

### Instructions:

1. Click **Manage**
2. Log in with your credentials.
Manage Damage Inventory

![Image of Grants Portal Manage Damage Inventory page]

- Click Add Damage

## 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 Road</td>
<td>Flood</td>
<td>1258 OLD RIVER ROAD AGFA, Georgia 26589</td>
</tr>
<tr>
<td>27688</td>
<td>C</td>
<td>COUNTY ROAD 56</td>
<td>400LF WASHOUT</td>
<td>[8415] County Road</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 Road</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 Road</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>
Select Damage Type

Select Standard Damage
Add Damage Information

Step 1: Enter Damage Information

Note the 60-day deadline message

Step 2: Click Save

This damage will be submitted past the 60-day deadline to identify and report damages to FEMA for this event. It will require FEMA Review.
Sign Project Damage Description and Dimension (DDD)
My Tasks

Step 1: Click Bell

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

Step 1: Expand the Damage Description & Dimensions bar

Step 2: Review DDD
Project Details

Click **Sign DDD** to approve

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

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.

Click to sign

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

Grants Portal

Project Details Sheriff's Lab

General Information

- PROJECT #: 7446
- CATEGORY: E - Buildings and Equipment
- TITLE: Sheriff's Lab
- TYPE: Standard
- STATUS: Active
- PROCESS STEP: Pending PDMG Scope & Cost Routing

As of November 6th, 2017 9:53 AM CST

- % COST SHARE: 75.00%

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

Grants Portal

Project Details Emergency Protective Measures

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

<table>
<thead>
<tr>
<th>PROJECT #</th>
<th>9103</th>
</tr>
</thead>
<tbody>
<tr>
<td>CATEGORY</td>
<td>B - Emergency Protective Measures</td>
</tr>
<tr>
<td>TITLE</td>
<td>Emergency Protective Measures</td>
</tr>
<tr>
<td>TYPE</td>
<td>Work Completed / Fully Documented</td>
</tr>
<tr>
<td>STATUS</td>
<td>Active</td>
</tr>
<tr>
<td>PROCESS STEP</td>
<td>Pending Applicant DDD / Scope / Cost Approval</td>
</tr>
</tbody>
</table>

% COST SHARE: 75.00%

Scroll Down to Scope & Cost Summary bar
Review Project Scope

Expand Scope & Cost Summary bar

Police, Fire and Operations Department

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

Click **Cost** tab

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

**Total Cost Summary**

- **CRC Gross Cost**: $313,600.00
- **Total Insurance Reduction**: $0.00
- **CRC Net Cost**: $313,600.00
- **Federal Share (75.00%)**: $235,200.00
- **Non-Federal Share (25.00%)**: $78,400.00
Click Sign DDD/Scope/Cost
Applicant DDD Scope & Cost Approval

Please review and sign

General Information

- Project #: 9103
- Project Category: B. Emergency Protective Measures
- Project Title: Emergency Protective Measures
- Project Type: Work Completed / Fully Documented
- Applicant: City of Galveston
  - FEMA ID: 4332DR
  - Name: 125
- Event: 4332DR-TX (4332DR)

Damage Description and Dimensions

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

- Damage #: 30713: Emergency Protective Measures (Police, Fire and Operations Departments-SPM)
  - During the incident period of 8/23/2017 through 8/28/2017, Hurricane Harvey created an immediate threat to the health and safety of the general public requiring emergency response and protective measures.
  - Provided police blocking flooded streets and removed power lines for public health and safety at multiple city streets from 8/26/2017 to 8/28/2017.
  - Provided evacuation and sheltering for emergency evacuations throughout the flooded area at city wide from 8/23/2017 to 8/28/2017.
  - Provided relief fighting for emergency pumping due to power loss at Galveston Waste Water Treatment Plant and 10 lift stations from 8/26/2017 to 9/6/2017.

Scope

30713 Police, Fire and Operations Department

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

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

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

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

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

EHP Additional Information

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

Sign Document

Signature: Yosemite.San
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
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

Click Close
Project Details

Scroll Down to Scope & Cost Summary bar
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

Click Add Scope
Enter Scope Of Work

Step 1: Enter Scope of Work

Step 2: Click Save Scope
Review/Edit Scope Of Work

Click **Complete This Scope**

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

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 27 each of 3 drawer work desk with aluminum metal top, 5 FT long x 3 FT wide x 2 FT high.
Remove and Replace 27 each of Standing work station.
Replace 27 each of HP laser jet Enterprise M652n.
Replace 27 each of My Back Posture perfect 5 leg rolling chair.
Rework/Edit Completed Scope of Work

Click Unlock For Rework to Edit the Scope of Work

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

Step 1: Click Cost tab

Step 2: Click Add Cost on the appropriate bar

Step 3: Select Cost Source
Enter Cost Information

Step 1: Select FEMA Cost Code

Step 2: Enter the Cost Description

Step 4: Select Unit

Step 6: Enter City Adjustment Factor (if applicable)

Step 7: Click Add Item

Step 3: Enter Quantity

Step 5: Enter Unit Price
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

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

Total: $193,104.00
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)
My Tasks

Step 1: Click **Bell**

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

Step 1: Expand Additional Information bar

Step 2: Scroll Down to Line Items bar

Note: The 14 day deadline to respond to the RFI
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
Line Item RFI Document Description & Type

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

Click Submit RFI Response
Submit RFI Response

Click Yes
Respond to a Request For Information (RFI)

Documents Not Available
### Record Line Response

**Grants Portal**

**Dashboard**
- My Organization
  - Glenville - 4023009 - 4032009 (4023009 - 9)

**My Tasks**
- Organization Profile
- Event PA Requests
- Projects
- Demos
- Work Orders

**Utilities**
- Click **Record Line Response**

<table>
<thead>
<tr>
<th>Line Item #</th>
<th>Type</th>
<th>Reason</th>
<th># Documents</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>OPTIONS 1</td>
<td>Procurement</td>
<td>Missing</td>
<td>bid</td>
<td>procedure</td>
</tr>
</tbody>
</table>

Showing 1 to 1 of 1 entries

**Documents**
- Click **UPLOAD LINE DOCUMENT**

**Discussion**
- Click **START A DISCUSSION**

**Comments**
- Click **ADD COMMENT**
Add Line Response

Step 1: Select Line Item

Step 2: Type Response

Step 3: Click Save
Confirm Line Response in the response column
Edit Line Response

1. Click Options
2. Click Edit RFI Line Response
Edit Line Response – Pop Up

Step 1: Click in the box to edit response

Step 2: Click Save
Remove Line Response

Step 1: Click Options

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

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

The Federal Emergency Management Agency (FEMA) has reviewed the documentation you provided to support your disaster damage. Upon review of the information you requested, the detailed request is described below.

Please respond to this request as soon as possible, but no later than 14 days of receipt of this letter, to ensure continued processing of this subgrant.

General Information

- **RFI #**: RFI-PRJ-135
- **DEADLINE**: 11/24/2017
- **STATUS**: Pending Applicant Response

Additional Information

Need procurement procedures/bid documents for contract.

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

Grants Portal

Sign Recovery Transition Meeting

Please review and sign

The PDIG 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 information 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  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

Click Submit

Sign Recovery Transition Meeting

Please review and sign

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

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

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

No Recipient POC Assigned

Certification

To the best of my knowledge and understanding, Project Worksheets have been written for all known damages and for 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: Moneelt S

DATE: 11/09/2017
Sign Out of Grants Portal & Help
Sign Out of Grants Portal

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

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