# Table of Contents

- Creating an Organization Profile via Direct Account Creation ................................................................. 6
  - Private Non-Profit Direct Account Creation ......................................................................................... 7
  - State, Local, Tribal, and Territorial Direct Account Creation .............................................................. 20
- Register Organization from Recipient Invitation ...................................................................................... 33
- Submit Request for Public Assistance (RPA) ............................................................................................. 42
  - From an Existing Organization Profile ............................................................................................... 43
  - From the Direct Organization Set-Up .................................................................................................... 59
  - Private Non-Profit ................................................................................................................................ 78
- Small Business Administration (SBA) Loan Information .......................................................................... 104
- Add Tiles and Widgets to Dashboard ....................................................................................................... 118
- Changing your Password and Password Reset ....................................................................................... 133
- Update Security Questions (after password reset) .................................................................................. 143
# Table of Contents

- Support Center........................................................................................................................................146
  - Frequently Asked Questions..................................................................................................................148
  - Resources..............................................................................................................................................150
  - Feedback...............................................................................................................................................153
  - Your Account........................................................................................................................................155
  - Contact Us............................................................................................................................................157
- Quick Actions: Lightning Bolt..................................................................................................................159
  - Create a Project Application......................................................................................................................160
  - View Projects in Progress..........................................................................................................................164
  - View Obligated Projects.............................................................................................................................169
- Release Notes and Sign Out.......................................................................................................................173
- Organization Profile ..................................................................................................................................178
  - Create User Account – Add Personnel .......................................................................................................179
  - Manage User Accounts ...............................................................................................................................187
  - Facility Locations....................................................................................................................................194
  - Counties with Managed Facilities .............................................................................................................203
# Table of Contents

- Identify Tasks to Complete....................................................................................................................212
- Uploading and Managing Document....................................................................................................216
  - Upload Insurance Documents .............................................................................................................218
  - Upload General Documents in Organization Profile........................................................................228
  - Manage Uploaded Document in Organization Profile......................................................................238
  - Upload Documents in Applicant Event Profile..................................................................................243
  - Manage Documents in Applicant Event Profile................................................................................253
  - Upload Documents to Projects........................................................................................................261
  - Manage Documents in Projects.......................................................................................................272
- Damage Inventory..................................................................................................................................280
  - Damage Inventory Add Single Damage............................................................................................281
  - Damage Inventory Template...............................................................................................................293
  - Edit Damage Inventory.....................................................................................................................309
- Subscribing and Unsubscribing to Projects.......................................................................................316
- Utilities....................................................................................................................................................327
  - Upload Documents Using Document Uploader Wizard....................................................................328
# Table of Contents

- Essential Elements of Information (EEIs) .................................................................337
  - Essential Elements of Information (EEI) Manage and Answer Questions ........338
  - Essential Elements of Information (EEI) Upload Documents ..........................351
  - Essential Elements of Information (EEI) Add Comments ...............................361
- Sign Damage Inventory .........................................................................................370
- Late Damage Inventory Submission .....................................................................379
- Sign Project Damage Description and Dimension (DDD) ...............................390
- Create Your Own Scope of Work & Cost for Work to be Completed ..........401
- Sign Projects Scope and Cost ............................................................................416
- Request for Information (RFI) ............................................................................427
- Respond to a Request for Information (RFI) – Documents Not Available ........441
- Sign Recovery Transition Meeting (RTM) .........................................................447
- Important Number and Resources ....................................................................455
Creating an Organization Profile via Direct Account Creation
Private Non-Profits Direct Account Creation
Register Your Organization

Click on Register Your Organization for Public Assistance
Grants Portal Registration Page

Welcome to the FEMA Grants Portal Registration!

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

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

For additional information, please see FEMA’s Applicant Quick Guide to Grants Portal Account Creation and Request for Public Assistance.

PLEASE NOTE:

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

Read and Scroll down to Continue
Grants Portal Registration Page

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

1. **Individuals** looking for individual Assistance, please go to disasterassistance.gov for assistance.
2. **Businesses** looking for assistance should visit the Small Business Administration's disaster assistance website.
3. **Tribal government organizations** applying as a Recipient should first reach out to their local FEMA Regional representative.

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

Please verify you are a human by clicking below.

[click Verify]
A ruling letter from the Internal Revenue Service that was in effect on the declaration date and granted tax exemption under sections 501(c), (d), or (e) of the Internal Revenue Code.

Documentation from the State substantiating it is a non-revenue producing, non-profit entity organized or doing business under State law, including laws ensuring the non-profit status of the entity.

If exempt from both the requirement to file an annual Federal information return under State law, articles of incorporation, bylaws, or other documentation with Internal Revenue Code section 501(c), (d), or (e) of the Internal Revenue Code.

Select all images with chimneys

Select the information in the reCAPTCHA then click Verify
Section I - Organization Information 1/2

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

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

Section I - Organization

Enter Organization Info
Select correct nonprofit status

Click here to proceed
Section II - Contact Information 1/2

Enter Contact Information
Section II - Contact Information 2/2

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

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

Primary Contact Info
- First Name: Stephanie
- Last Name: Paul
- Title: Incorporator
- Phone Number: (555) 222-3333 x123
- Email: admin@boundlessopportunitiesinc.com

Alternate Contact Info
- First Name
- Last Name
- Title
- Phone Number
- Email

Click Proceed
Section III - Location of Organization

Enter Location Info

Click Proceed
Section IV - Review

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

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

Section IV - Submit

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

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

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

Organization Information

State / Territory / Tribe: Georgia

Organization Name: Boundless Opportunities Incorporation

Organization Type: Nonprofit with 501C3 IRS Status

PNP Type: Community Center

Review and scroll down to continue
Review & Submit

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

Additional supporting documentation will be requested

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

Click on Register Your Organization for Public Assistance
Welcome to the FEMA Grants Portal Registration!

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

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

For additional information, please see FEMA’s Applicant Quick Guide to Grants Portal Account Creation and Request for Public Assistance.

PLEASE NOTE:

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

Read and scroll down to continue.
Grants Portal Registration Page

Click here to proceed
Select the information in the reCAPTCHA then click **Verify**
Section I - Organization

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

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

Enter Organization Info

Businesses and individuals should not attempt to register for Federal Assistance here. Please see guidance on the Grants Portal Registration Welcome Page.
Register Your Government or Private Non-Profit Organization for Public Assistance

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

Section I - Organization

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

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

- Florida
- City of Jacksonville
- City or Township Government
- 98-7654322
- 345678086

Click Proceed
Section II - Contact Information

Enter Contact Info

Click Proceed
Section III - Location

Enter Location Info

Click Proceed
If there is an active disaster in the state, territory, or tribe you are applying under, you will be given an opportunity to also submit a Request for Public Assistance at the same time.

If not ready, select no, and click Proceed.
### Review Information

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

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

**Section IV - Submit**

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

**Organization Information**

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

**Primary Contact Info**

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stephanie</td>
<td>Paul</td>
<td>City Clerk</td>
</tr>
</tbody>
</table>

**Alternate Contact Info**

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>—</td>
<td>—</td>
<td>—</td>
</tr>
</tbody>
</table>

Review and scroll down to continue
Submit Information

<table>
<thead>
<tr>
<th>Phone Number</th>
<th>(555) 555 5667 x123</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email</td>
<td><a href="mailto:stephanie.p@cityofjville.com">stephanie.p@cityofjville.com</a></td>
</tr>
</tbody>
</table>

**Primary Location**

<table>
<thead>
<tr>
<th>Address 1</th>
<th>125 Main Street</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address 2</td>
<td>--</td>
</tr>
<tr>
<td>City</td>
<td>Jacksonville</td>
</tr>
<tr>
<td>State</td>
<td>Florida</td>
</tr>
<tr>
<td>Zip Code</td>
<td>32202</td>
</tr>
<tr>
<td>County</td>
<td>Duval County</td>
</tr>
</tbody>
</table>

**Mailing Address** *(Only if different from the Primary Address)*

<table>
<thead>
<tr>
<th>Address 1</th>
<th>--</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address 2</td>
<td>--</td>
</tr>
<tr>
<td>City</td>
<td>--</td>
</tr>
<tr>
<td>State</td>
<td>--</td>
</tr>
<tr>
<td>Zip Code</td>
<td>--</td>
</tr>
<tr>
<td>County</td>
<td>--</td>
</tr>
</tbody>
</table>

---

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

By clicking submit below, I certify that:

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

**Click here to Submit**
Registration Complete

Congratulations!

Your account registration and request for Public Assistance (PA) through FEMA has been successfully submitted for review. Once your request has been approved by your state/territory Emergency Management representative and FEMA, you will receive a username and temporary password for the site. Once approved, your profile will be created, and you will be able to use this site to upload necessary documentation and manage your application for FEMA Public Assistance funding. If you require assistance with the FEMA Grants Portal, please contact the Grants Portal hotline at (866) 337-8446, or FEMA-Recovery-PD-Grants@fema.dhs.gov.
Register Organization from Recipient Invitation
Register Organization from Recipient Invitation

From: 
support.pagrant@gmail.com

Sent: Friday, November 5, 2021 11:03 PM

To: Jane Doe CityEMA@city.co.gov

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

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

Hello Jane,

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

If you require additional assistance with the FEMA Grants Portal, please contact the Grants Portal Help Desk at PA-Grants@fema.dhs.gov

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

Click here begin the registration process a Recipient Invite
Register Organization from Recipient Invitation

There are 5 Steps to registering your organization from a Recipient Invite
Register Organization from Recipient Invitation - Contact Information

Complete Primary Contact info. Selecting an alternate contact is recommended.
Register Organization from Recipient Invitation - Locations

Primary Location is required. Enter a Mailing address only if different.
Register Organization from Recipient Invitation - Facilities

Select all counties where your facilities exist. Use the +ADD Button to complete.
Register Organization from Recipient Invitation - Complete Access Request

Complete Access Request

Scroll Down to Review all area to ensure accuracy
Register Organization from Recipient Invitation - Submit

Grants Portal

<table>
<thead>
<tr>
<th>TITLE</th>
<th>County Clerk</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHONE NUMBER</td>
<td>(555) 444-6666 x1</td>
</tr>
<tr>
<td>EMAIL</td>
<td><a href="mailto:stephanie.paul@countyofriley.com">stephanie.paul@countyofriley.com</a></td>
</tr>
</tbody>
</table>

**Primary Location**

<table>
<thead>
<tr>
<th>ADDRESS 1</th>
<th>110 Courthouse Plaza</th>
</tr>
</thead>
<tbody>
<tr>
<td>CITY</td>
<td>Manhattan</td>
</tr>
<tr>
<td>STATE</td>
<td>Kansas</td>
</tr>
<tr>
<td>ZIP CODE</td>
<td>66502</td>
</tr>
<tr>
<td>COUNTY</td>
<td>Riley County</td>
</tr>
</tbody>
</table>

**Mailing Address** (Only if different)

| ADDRESS 1 | -- |
| ADDRESS 2 | -- |
| CITY | -- |
| STATE | Kansas |
| ZIP CODE | -- |
| COUNTY | -- |

**Counties with Facilities or Work**

| COUNTIES | Riley County |

Select **Submit**
Successful submissions will be reviewed. Notification will be sent upon approval.
Submit Request for Public Assistance (RPA)
From Existing Organization
Profile
Grants Portal Sign In Screen

Enter Logon Information then click Sign In
My Organization Dashboard

Click to submit RPA
Start Request Public Assistance Process

---

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

Request Public Assistance

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

Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency,
500 C Street, SW.,
Washington, DC 20472,
Paperwork Reduction Project (1680-0017)

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

Privacy Act Statement

The collection of this information is authorized by the Robert T. Stafford Disaster Relief and Emergency Assistance Act, §§ 402-403, 406-407, 417, 423, 427, 428, 502, and 705; 42 U.S.C. 5170a-b, 5172-73, 5184, 5189a, 5189e, 5190f, 5192, 5205, 44 C.F.R. § 206 Subpart G, and 2 C.F.R. § 200. This information is collected to provide assistance to eligible jurisdictions and organizations to facilitate the response to and recovery from a Presidentially-declared disaster or emergency, or to provide assistance for hazard mitigation measures during the recovery process. The disclosure of information on this form is voluntary; however, failure to provide the requested information may delay or prevent the agency from receiving funds from FEMA's Public Assistance Program.

Instructions

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

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

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

Complete review then click Proceed
Section I - Declaration & Applicant Information

Review the information
Verify Primary & Mailing Addresses

Complete review then click **Proceed**
Section II - Applicant Experience

Complete Section II then click Proceed
Section III - Impacts

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

Complete the questions for Section III

Click Proceed
Section IV - Applicant Certifications 1/2

Note: Begin completing or editing Section IV then scroll down to continue.
Complete the certification process then click **Proceed**
Section V - RPA Review and Submission 1/3

Note: Review the information for accuracy then scroll down to continue.
Note: Review the information for accuracy then scroll down to continue.
Finish reviewing the information for accuracy then click **Submit**
Congratulations! Your Request for Public Assistance has been successfully processed and has been submitted to your Recipient Organization for review. Once reviewed by your Recipient Organization it will then be submitted onward to be processed by FEMA.

Over the next several days you will receive additional information on the status of your Request for Public Assistance eligibility review. If your organization is deemed eligible for Public Assistance, you will receive information on how to submit a project application.

Thank you for your submission, and we look forward to working with you and your organization.
From the Direct Organization Set-Up

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

Click the Register button to begin.
Welcome Message & General Information

Note: Review the information then scroll down to continue.
Review General Information

A ruling letter from the Internal Revenue Service that was in effect on the declaration date and granted tax exemption under sections 501(c), (d), or (e) of the Internal Revenue Code.

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

If exempt from both the requirement to apply for 501(c)(3) status and tax-exempt status under State law, articles of incorporation, bylaws, or other documents indicating it is an organized entity and a certification that is is compliant with Internal Revenue Code section 501(c)(3) and State law requirements.

**Individuals** looking for Individual Assistance, please go to disasterassistance.gov for assistance.

**Businesses** looking for assistance should visit the Small Business Administration's disaster assistance website.

**Tribal government organizations** applying as a Recipient should first reach out to their local FEMA Regional representative.

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

Please verify you are a human by clicking below.

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

Select the information in the eCAPTCHA then click Verify
Section I - Organization Information

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

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

Organizations should not attempt to register for Federal Assistance here. Please see guidance on the Grants Portal Registration Welcome Page.

Complete Organization Information

Click Proceed
Section II - Contact Information

Enter Contact Info

Click Proceed
Section III - Location Information

Complete Location Information

Note: Add Mailing Address only if different from Primary Address

Click Proceed
Section IV-Request for Public Assistance 1/3

**Note:** Answer the question to begin Section IV. If yes, more questions will populate. Scroll down to continue or if no, click the **Proceed** button.
Section IV - RPA 2/3

Note: Some Disasters will allow non-PNP Applicants to submit Requests for Public Assistance during the registration process.
Section IV - RPA 3/3

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

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

- Yes
- No

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

- Yes
- No

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

- [Tennessee COVID-19 (4514DR-TN)]

Click Proceed
Section V - Applicant Experience

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

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

---

Section V - Applicant Experience

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

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

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

---

Complete Section V

Click Proceed
Section VI – Impacts 1/4

**Note:** Begin answering questions for Section VI and scroll down to continue.
Note: Continue answering questions and scroll down to continue.
Section VI - Impacts 3/4

Note: Continue answering questions and scroll down to continue.
Section VI - Impacts 4/4

Ensure all questions are answered

click Proceed
Note: Review information for accuracy then scroll down to continue.
Section VII - Submit Information 2/2

Grants Portal

5. Does the Applicant have any impacts that are of such severity that require immediate attention or federal support?
   • No

6. Did an Applicant representative attend an Applicant Briefing?
   • Yes

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

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

Review All Information

Click Submit
RPA Submitted

Congratulations!

Your account registration and Request for Public Assistance (RPA) through FEMA has been successfully submitted for review. Once your request has been approved by your state/territory Emergency Management representative and FEMA, you will receive a username and temporary password for this site. Once approved, your profile will be created, and you will be able to use this site to upload necessary documentation and manage your application for FEMA Public Assistance funding. If you require additional assistance with the FEMA Grants Portal, please contact the Grants Portal Hotline at (866) 337-5448, or FEMA-Recovery-PA-Grants@fema.dhs.gov.
RPA for a Private Non-Profit

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

Click to Submit RPA
Request for Public Assistance - Start

Step 1: Read the following information

Step 2: Click Proceed
Section I - Declaration and Applicant Information

General Info

Organization: Monica's PNP
FEMA PA Code: --
DUNS #: 234255553
Event: GP Training Course-Recipient for Montana (GP-TRAIN-RECIPIENT)

Primary Address

Address: 123 Main St
Billings, Montana 59101
County: Yellowstone County

Enter the following information
Click Proceed
Section II - Applicant Experience

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

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

Select the Applicable Answer

Click Proceed
Request Public Assistance

Section III - Impacts

1. Does the Applicant have any of the following incident-related impacts? *
   - Debris
   - Emergency Response/Protective Measures
   - Infrastructure Damage

2. What is the total approximate cost to address incident-related impacts? * (More Info)
   - Less than $100,000
   - Between $100,000 and $1,000,000
   - $1,000,000 or more

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

Select and Enter the Applicable Information

Scroll down to Proceed
RPA - Impacts 2/2

Request Public Assistance

4. What is the status of all work to address incident-related impacts? *
   - Work is completed and costs are documented.
   - Work is completed and costs are not documented.
   - Work has started.
     Provide a projected end date, if known: [ ]
   - Work has not started.

5. Does the Applicant have any impacts that are of such severity that require immediate attention or federal support? *
   - Yes
   - No

6. Did an Applicant representative attend an Applicant Briefing? *
   - Yes
   - No

7. How will the Applicant demonstrate its eligibility as a Private Nonprofit Applicant? *
   - A ruling letter from the Internal Revenue Service that was in effect on the declaration date and granted tax exemption under sections 501(c), (d), or (e) of the Internal Revenue Code.
   - Documentation from the State substantiating it is a non-revenue producing, nonprofit entity organized or doing business under State law.
   - If exempt from both the requirement to apply for 501(c)(3) status and tax-exempt status under State law, provide articles of association, bylaws, or other documents indicating it is an organized entity and a certification that it is compliant with Internal Revenue Code section 501(c)(3) and State law requirements.

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

Click + Add Facility
Select and Enter the applicable information

Scroll down to Proceed
RPA - Facility Information 3/8

**Request Public Assistance**

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

**Section IV - Facility Information**

Select and Enter the Applicable Information

Scroll down to Proceed

<table>
<thead>
<tr>
<th>Facilities</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching Hospital</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1. Facility Name and Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name *</td>
</tr>
<tr>
<td>Address</td>
</tr>
<tr>
<td>County *</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Does the Applicant own or operate the facility? *</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] Applicant owns the facility</td>
</tr>
<tr>
<td>[ ] Applicant leases the facility to another entity.</td>
</tr>
<tr>
<td>[ ] Applicant leases the facility from another owner.</td>
</tr>
<tr>
<td>[ ] Other</td>
</tr>
</tbody>
</table>
### Request Public Assistance

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

<table>
<thead>
<tr>
<th>A. Critical Services</th>
<th>Select All Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Educational</td>
<td></td>
</tr>
<tr>
<td>□ Primary or secondary education as determined under State law and provided in a day or residential school, including parochial schools. (More Info)</td>
<td></td>
</tr>
<tr>
<td>□ Higher-education institution</td>
<td></td>
</tr>
<tr>
<td>□ Utility</td>
<td></td>
</tr>
<tr>
<td>□ Communications transmission and switching, and distribution of telecommunications traffic</td>
<td></td>
</tr>
<tr>
<td>□ Electric power generation, transmission, and distribution</td>
<td></td>
</tr>
<tr>
<td>□ Irrigation to provide water for drinking water supply, fire suppression, or electricity generation</td>
<td></td>
</tr>
<tr>
<td>□ Sewer and wastewater, collection, transmission, and treatment</td>
<td></td>
</tr>
<tr>
<td>□ Water treatment, transmission, and distribution by a water company supplying municipal water</td>
<td></td>
</tr>
<tr>
<td>□ Other</td>
<td></td>
</tr>
<tr>
<td>□ Emergency Services</td>
<td></td>
</tr>
<tr>
<td>□ Ambulance</td>
<td></td>
</tr>
<tr>
<td>□ Fire Protection</td>
<td></td>
</tr>
<tr>
<td>□ Rescue</td>
<td></td>
</tr>
<tr>
<td>□ Public Broadcasting that monitors, receives, and/or distributes communication from the Emergency Alert System to the public.</td>
<td></td>
</tr>
<tr>
<td>□ Other</td>
<td></td>
</tr>
</tbody>
</table>

*Scroll down to Proceed*
Request Public Assistance

A. Critical Services

Select All Applicable

- Communications transmission and switching, and distribution of telecommunications traffic
- Electric power generation, transmission, and distribution
- Irrigation to provide water for drinking water supply, fire suppression, or electricity generation
- Sewer and wastewater, collection, transmission, and treatment
- Water treatment, transmission, and distribution by a water company supplying municipal water
- Other

Emergency Services

- Ambulance
- Fire Protection
- Rescue
- Public Broadcasting that monitors, receives, and/or distributes communication from the Emergency Alert System to the public.
- Other

Emergency Medical Care (diagnosis or treatment of mental or physical injury or disease) provided in:

Scroll down to Proceed
Request Public Assistance

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

D. Non-Critical Essential Social Service

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

Select All Applicable

Step 2: Scroll down to Proceed
Request Public Assistance

☐ Other

B. Non-Critical Essential Social Services

☐ Assisted Living Facility
☐ Childcare, Including Center-Based Childcare
☐ Day care for individuals with disabilities or access and functional needs
☐ Community Center
☐ Custodial Care Facility
☐ Food Assistance Programs, Including Food Banks and Storage of Food for Food Banks
☐ Health and Safety Services, Including Animal Control Services
☐ Homeless Shelter
☐ House of Worship (Religious Institution)
☐ Library
☐ Low-Income Housing
☐ Museum 1
☐ Performing Arts Center
☐ Rehabilitation Facility (not providing medical services as listed in 3A; Critical Services above)
☐ Residential or Other Services for Families of Domestic Abuse
☐ Residential Services for Individuals with Disabilities
☐ Senior Citizen Center
☐ Shelter Workshop

Select All Applicable

Scroll down to Proceed
### Request Public Assistance

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

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

[Click Proceed](#)
RPA - Justification

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

Note: Add all required documents.
RPA - Documents 2/3

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

Click **Proceed**
RPA - Applicant Certifications 1/2

Section VII - Applicant Certifications

Primary Contact *

Name: Smith, Monica
Title: PAO
Email: Panda@slt.gov
Phone: —

Alternate Contact

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

General Certification

Enter the information

Scroll down to Proceed
In the small boxes, **Enter initials to confirm accuracy of information provided**

**Sign the Certification**

**Click Proceed**
RPA – Review & Submit 1/4

Request Public Assistance

Section VIII - Submit

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

Primary Address
- Address: 123 Main St
- Billings, Montana 59101
- County: Yellowstone County

Mailing Address
- Address: 123 Main St
- Billings, Montana 59101
- County: Yellowstone County

Applicant Experience
What is the Applicant's experience and level of support needed with the Public Assistance application process?
- Familiar, but likely to need dedicated, in-person support navigating the process.

Review all information for accuracy
Scroll down to Continue
RPA - Submit 2/4

Request Public Assistance

Applicant Experience
What is the Applicant’s experience and level of support needed with the Public Assistance application process?
- Familiar, but likely to need dedicated, in-person support navigating the process.

Impacts
1. Applicant has the following incident-related impacts:
   - Debris

2. What is the total approximate cost to address incident-related impacts?
   - Less than $100,000.

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

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

5. Does the Applicant have any impacts that are of such severity that require immediate attention or federal support?
   - No

6. Did an Applicant representative attend an Applicant Briefing?
   - Yes

Review all information for accuracy

Scroll down to Proceed
Review all information for accuracy and all Required documents are uploaded

Scroll down to Proceed
RPA - Submit 4/4

Review all certifications for accuracy

Click Proceed
RPA Submitted

☑ Request Public Assistance

Confirmation of Successful Submission

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

Over the next several days you will receive additional information on the status of your Request for Public Assistance eligibility review. If your organization is deemed eligible for Public Assistance, you will receive information on how to submit a project application.

Thank you for your submission, and we look forward to working with you and your organization.
Small Business Administration (SBA) Loan Information

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

Click on the Bell icon to open pending tasks
My Tasks Page

Click **Review** next to the task you want to work on
SBA Loan Questionnaire

Answer all the listed questions

Click UPLOAD SBA LOAN document
Select Document to Upload

Click Select Document

Follow the pop-up prompts to select, add description and upload the documents.

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

Once the uploaded document populates, click Save
Questionnaire Saved Successfully
Reviewing the Small Business Administration (SBA) Loan Determination in Applicant Event Profile
Grants Portal Dashboard

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

Click to open the correct Event Profile
Click the SBA Loan Determination hyperlink or scroll down the page to the PNP Information tab.
Click on the PNP Information tab to expand it.
SBA Loan Questionnaire

Ensure all questions are answered

If documents are needed, click Manage
SBA Loan History Information

If necessary, click on the **SBA Loan History** tab to expand it to view all actions.
Add Tiles and Widgets to Dashboard
Dashboard

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

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.
Adding Applicant Event Profile Tile

Click magnifying glass to open Applicant Event Profile
The Gold Star

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

The star is now solid gold

Note: Notice that the hollow star is now solid, indicating the tile shortcut for the Applicant Event Profile was added.
Adding a Report Tile 1/4

Click the little blue arrow to open the save options

Changes made to Quick Search

Changes made to the columns included in the data on the search page
Click **Save Filtered List** to save any filters or changes made to the search page.
Adding a Report Tile 3/4

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

Make sure to check these boxes if any additional changes need to be saved.
Adding a Report Tile 4/4

Give yourself a Gold Star
Tile Added to the Dashboard

Report Tile successfully created

Profile Page Tiles successfully created
Widgets

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

Click on 
Intelligence and select Widgets
Select Widget

Click on **Add to Dashboard**
Select Criteria for Widget To Track

**Step 1:** Click to select Event

**Step 2:** Click Add
Locate Widget on Dashboard

Click on any tile or section to find out more information
Changing Your Password and Password Reset
Password Change - Dashboard

Click the Profile Icon

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) through FEMA's Public Assistance program.

Click here to submit a RPA for your organization.

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. Anytime 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.
Password Change - My Profile

Select My Profile

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 information 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.
Password Change - Edit

User Profile

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

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

Associated Email Addresses
- Email Address: SPAUL_Local@portaluser.gov
  - Email Type: Work
Password Change - Enter New Password

In the Edit Profile Screen, scroll down to the **Change Password** field.
Password Change - Confirm New Password

Step 1: Enter **Old Password**
Step 2: Enter **New Password**
Step 3: Confirm **New Password**
Password Change - Save Changes

Click **Save Changes**
Password Reset – From Email

Note: This is the page that will appear after a Password Reset Email is received. Read the Password Tips carefully.
Password Reset – Complete and Submit

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

Click SUBMIT
Password has been reset successfully! You will be asked to RETURN TO LOGIN SCREEN.
Update Security Questions (after password reset)

Note: This is required after most password resets via email
Update Security Question 1/2

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

Click Save Changes
Support Center
The Support Center can be accessed from any page

Click the
Support Center - Frequently Asked Questions (FAQ)
Frequently Ask Questions (FAQ)

Use search box to enter keywords
Support Center – Resources

Hi Jane. What can we help you with?

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

Click **Resources**
Resources – Subfolders

**Note:** The Resources section contains useful handouts and training videos to help you with the Public Assistance Grant Process
Table of Contents will show a list of all the folders in the Resources Section
Support Center – Feedback

Hi Jane. What can we help you with?

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

Click **Feedback**
Feedback – Change Request Tool

Users may submit system feedback and any change requests to the provided email address.
Support Center – Your Account

Hi Jane. What can we help you with?

Click Your Account
Your Account – User Profile Details

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

Hi Jane. What can we help you with?

- **FAQ**: Get answers to frequently asked questions (FAQs) to assist in day-to-day activities.
- **Resources**: Instructional tools and resources to assist in day-to-day activities.
- **Feedback?**: Provide feedback on an issue or suggestion for the system to FEMA.

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

Click **Contact Us**
Contact Us

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

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

- Submit a Project Application
- View Projects In Progress
- View Obligated Projects
Quick Actions –
Create a Project Application
Lightning Bolt - Create a Project Application

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

Click the Drop Down to Select the Event

Click Continue to Project Application to begin
Select the Type of Project to Formulate

This page allows you to select the category of work and start a Streamlined Project Application if that is a process that’s enabled for your event.
Quick Actions – View Projects in Progress
Lightning Bolt – View Projects in Progress

Click the Lightning Bolt

Click View Projects in Progress
Select Project
Click **Continue Project Application** to continue working on the project

Click **View Project Application** to review the project
Continue Formulating the Project

Click View to Review the Process Step
Quick Actions –
View Obligated Projects
Lightning Bolt - View Obligated Projects

Click the Lightning Bolt

Click View Obligated Projects
## Project Tab

### My Projects

<table>
<thead>
<tr>
<th>Project #</th>
<th>Category</th>
<th>Title</th>
<th>Type</th>
<th>Process Step</th>
<th>Activity Completion Deadline</th>
<th># Damages</th>
<th>Best Available Cost</th>
<th>Best Available Federal Share Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>77227</td>
<td>B-Emergency Protective Measures</td>
<td>Arden's Test Project 2</td>
<td>Standard</td>
<td>Obligated</td>
<td>12/31/2021</td>
<td>1</td>
<td>$973,369.00</td>
<td>$217,228.75</td>
</tr>
<tr>
<td>77225</td>
<td>B-Emergency Protective Measures</td>
<td>Arden's Test</td>
<td>Work Completed / Fully Documented</td>
<td>Obligated</td>
<td>12/31/2021</td>
<td>1</td>
<td>$593,046.00</td>
<td>$29,784.50</td>
</tr>
</tbody>
</table>

Select Project

---

171
Scroll down to review and for verification look at the Process Step.
Release Notes and Sign Out
Release Notes and Sign Out Access

Select the down arrow to the right of your **username**
Release Notes 1/2

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

Your dashboard has no tiles!

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

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

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

Select the Down Arrow

Click Sign Out
Organization Profile
Create User Account – Add Personnel
Dashboard

Click My Organization
Add Personnel - Organization Profile

Select Profile

My Organization Profile

STATE/TRIBE/TERRITORY: Arkansas Division of Emergency Management
TYPE: City or Township Government
IS STATEWIDE: Yes

Personnel

Locations

Subdivisions and Departments

Insurance Profile

Applicant Event Profiles
Add Personnel – Manage Tab

On the Personnel Tab, click **Manage**

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

Click + Create
Add Personnel - Select Personnel Type

Select Type of Personnel
Add Personnel – Enter Information

Enter Personnel Information

Click Save
Successfully Added Personnel

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

Click Personnel Tab

Click Manage
Manage Personnel – Roles

Click Roles
Manage Personnel – Manage Roles

Click Manage

GrantsPortal

Organization Roles City of SPAUL (STEPHANIE)

Role | Assigned By | Assigned On
--- | --- | ---
Read-Only Access | PAUL, STEPHANIE | 02/16/2021 11:43 AM EST
Manage Personnel – Assign Roles

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

No indicated permissions
Manage Personnel – Review Roles

Note: Multiple Roles can be assigned to the Personnel
- The question mark describes responsibilities of the assigned role
- The green check mark indicates permissions based on assigned role
Roles Successfully Added

Personnel Roles added Successfully!
Add and Manage Locations
Add Locations - Dashboard

Click Profile
Add Locations - Organization Profile

Click Manage on the Locations tab
Add Locations

Click + ADD
Add Locations – Enter Information

Enter Location Information

Address:
- Street Address
- Building / Suite
- City
- Choose State...
- Zipcode

Location Type:
- Choose Type...

[CONTINUE] [CANCEL]
Add Locations - Review
Add Locations - Location Type

You may set the location type as Primary or Mailing

Click Continue
Add Locations - Review and Save

Review New Location

Click Save
Location Successfully Added

Location was successfully added!
Edit Counties with Managed Facilities
Countsies with Managed Facilities or Services Tab

Click on Counties With Managed Facilities or Services
Counties with Managed Facilities or Services - Manage

Click Manage
Add Manage County

Click ADD to add an additional County
Save

Click Save
County Successfully Added
Review the Added Counties

<table>
<thead>
<tr>
<th>County</th>
<th>Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anchorage, Municipality of Anchorage</td>
<td>County Updated</td>
</tr>
</tbody>
</table>
Remove Managed Counties or Facilities

- Click Remove
- Click Save
County Successfully Removed
Identifying Tasks to Complete
Grants Portal Sign-In Screen

Enter logon information then click **Sign In**
Applicant Event Profile - Task Bell

Click on the Bell icon to see your list of tasks.
Incomplete Tasks

Select the task to complete by clicking **REVIEW** next to the task and follow the prompts to Complete the Task.
Uploading and Managing Documents
Managing Documents at Their Different Levels

Org Profile
- Documents for to Multiple Projects (Current Permits, Impact Information)
- The Most Specific Documents (Photos, Site Inspection Reports, Invoices, etc. for work just on that specific damage)

Applicant Event Profile
- Master Policy Documents (Insurance, Multi-year Policies, Procurement, Union Contracts)
- Documents for Specific Project (Photos, Timesheets, Invoices)

Project*

Damage or Impact
- *EEI Documents can also be viewed at the project level but can only be added or removed in the EEI Section.
Uploading Insurance Documents
Upload Insurance Docs to Org Profile – Insurance Profile

1. Open My Organization Profile
2. Locate Insurance Profile
3. Click Upload Insurance Documents
Upload Insurance Docs to Org Profile – Add Document

Click to Drag and Drop or Add File
Upload Insurance Docs to Org Profile - Select Document

Select Document to Upload

Click Open
Upload Insurance Docs to Org Profile - Edit

Click Edit

Note: Caution symbol ⚠ identifies document needing to be reviewed for edits or removal, due to duplication.
Upload Insurance Docs to Org Profile - Process Document

- Write Brief Description of Document
- Select Appropriate Category Associated with Document
- Click Save
Upload Pending Insurance Docs

Review Information

Click Upload Pending Documents
Upload Insurance Docs to Org Profile - Success

Successfully Saved
Upload Insurance Docs to Org Profile - Review 1/2

Click Insurance Profile to open section
Upload Insurance Docs to Org Profile - Review 2/2

Note: Insurance Profile consists of two sections:
• Insurance Information
• Insurance Documents

Click Insurance Documents

Uploaded Insurance Document
Uploading Documents to Organization Profile
Upload Docs to Organization Profile

1. Open My Organization Profile
2. Click Profile
3. Scroll down to Document's tab
Upload Docs to Org Profile - Documents

Click Documents

Click Upload
Upload Docs to Org Profile - Add Document

Click to Drag and Drop or Add File
Upload Docs to Org Profile - Select Document

Select Document to Upload

Click Open
Upload Docs to Org Profile - Edit

**Note:** Caution symbol ⚠ identifies document needing to be reviewed for edits or removal, due to duplication.
Upload Docs to Org Profile – Process Document

Write Brief Description of Document

Select Appropriate **Category** Associated with Document

Click **Save**
Upload Pending Docs to Org Profile

Click Upload Pending Documents

Note: The ✔️ green check mark indicates document edits have been saved
Upload Docs to Org Profile - Review 1/2

Return to **My Organization Profile**

Click **Documents** to open section
Upload Docs to Org Profile - Review 2/2
Managing Documents to Organization Profile
Manage Doc in Org Profile - Add

Open My Organization Profile

Document Profile

Click Manage
Manage Doc in Org Profile – Edit/Remove

Note: Select document needing edits or removal from Managed Documents list
- Select **EDIT** to Edit a document
- Select **REMOVE** to Delete a document
Manage Doc in Org Profile - Edit Document

Edit Changes to Document

Click Save Changes
Manage Doc in Org Profile - Confirm

Click Yes to Confirm Delete
Upload Documents to Applicant Profile
From the Applicant Event Profile page, scroll down to the documents tab.
Documents Tab – Upload

Click **Upload** to begin
Select and Upload Document

Click in the box to select the file to upload
Search for Document to Upload

Select document to upload then click Open
Specify a Category Uploaded Document

Click Specify to choose a Category
Add Description and Category

Enter a Description then select a Category

Click Save
Upload the Selected Document

Click Upload Pending Document
Documents Uploaded Successfully Message

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

Note: Verify that all pertinent documents are uploaded.
Manage Documents In Applicant Event Profile
Open Applicant Event Profile

Click on your Applicant Event Profile tile
Applicant Event Profile page

Scroll down to the documents tab.
Documents Tab

Click **arrow** next to “Documents” to expand the bar to **review** documents viewable at this level.

Click **Manage** to enter the page to edit or remove documents.

**Note:** Expand the documents tab to choose the document to review or manage.
Edit Document

Click Edit to make changes
Save Edited Changes

Make necessary changes

Click Save Changes
Removing Documents

Click Remove
Confirm Document Deletion

Click Yes to confirm deletion
Uploading Documents to a Project
Drill into Project 1/3

Scroll down to Projects
Drill into Project 2/3
Drill into Project 3/3

Click Magnifying Glass to select Project
Uploading Documents to a Project

Check that you’re in the correct place

Scroll down to Documents
Upload the Documents

Click **Upload**
Select File to Upload

You can drag a file over and drop it into the upload box, or click in the box to open the browser window to search for the correct file.
Open Document

Select File to Upload

Click Open

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

Note: You may not upload the document to the Project that matches an existing document with same document area.
Upload Pending Documents

Click Upload Pending Documents

Note: Select document needing edits or removal from Managed Documents list
- Select 📝EDIT to Edit a document
- Select ✗REMOVE to Delete a document
Process Document

Write Brief Description of Document

Select Appropriate Category Associated with Document

Click Save
Uploading Docs to a Project - Review
Manage Documents to a Project
Manage Doc in a Project - Verify

Ensure you have the correct project scroll down.
Manage Doc in a Project - Manage

Click on the Manage.
Manage Doc in a Project - Edit

Note: Here you can only edit or remove documents added at the Project layer
Manage Doc in a Project - Save

Add document Description

Save Changes
The green bar indicates the action was successful.
Manage Doc in a Project - Remove

Select the document to remove from the library.
Manage Doc in a Project - Confirm

**Acknowledge the selected document to be removed.**
Damage Inventory
Adding Single Damage
Inventory Line Items
Adding a Single DI- Applicant Event Profile

From the Applicant Event Profile screen, scroll down to Damage Inventory Tab
Adding a Single DI- Damage Inventory

Click the arrow to expand
Select Manage
Adding a Single DI - Add Damage

Select Add Damage
Adding a Single DI- Select Category 1/3

Selecting the correct category is critical to processing your application.
Adding a Single DI - Select Category 2/3

Select the dropdown arrow
Adding a Single DI- Select Category 3/3

Select the appropriate Damage Category.
Adding a Single DI- Name DI Line Item

Name the Damage Line Item
Add Damage Descriptions
Adding a Single DI- Cause of Damage

Select the cause of damage

- Damage Description: Add damage description here
- Cause of Damage: Hurricane
- Prior PA Grant?: No
Adding a Single DI- Damage Location

Note: The Physical address, Latitude/Longitude or Map Location is acceptable
Adding a Single DI - Work Information

Complete the Work Information

Click SAVE
Adding a Single DI- Successfully Added

Note: Use the Damage Description field to provide detailed information about the impacts of the event, don’t add any of the scope of work.
Damage Inventory Template
Start in the correct Applicant Even Profile and Scroll down to the Damage Inventory Section.
The DI Template – Manage

Scroll down to the Damage Inventory Section
Click Manage
The DI Template – Download 1/2

Click the Arrow from the Import Tab
The DI Template – Download 2/2

Select **Download Template**
Completing The DI Template 1/3

The Template will download to your computer. Open the file to begin.

<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>1</td>
<td>1 Headway Cir</td>
<td>Blog 2</td>
<td>Austin</td>
<td>TX</td>
<td>78754</td>
<td>30.33234</td>
<td>-97.68259</td>
<td></td>
<td>10000 SH 2 story, no basement. 3 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>
</tbody>
</table>

Check to make sure all fields contain the correct information.

Complete each column and save to your computer.

Note: Do not change the names on the columns or skip lines in the spreadsheet, it will cause errors in the system.
Completing The DI Template 2/3

Some columns contain dropdowns to help you enter the appropriate information in the correct place, such as the "Category" and the "Primary Cause of Damage" Column.

<table>
<thead>
<tr>
<th>Category</th>
<th>Name of damage/facility</th>
<th>Address 1</th>
<th>Address 2</th>
<th>City</th>
<th>Described Damage</th>
<th>Primary Cause of Damage</th>
<th>% Work Complete</th>
<th>Labor Type</th>
<th>Applicant priority</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Acadiana High</td>
<td>123 Main St</td>
<td></td>
<td>LA</td>
<td>Large limbs that fell due to winds</td>
<td>Earthquake</td>
<td>100.00%</td>
<td>FA</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Acadiana High</td>
<td>123 Main St</td>
<td></td>
<td>LA</td>
<td>Several spots in hallways roof leak</td>
<td>Flood</td>
<td>100.00%</td>
<td>FA</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Acadiana High</td>
<td>123 Main St</td>
<td></td>
<td>LA</td>
<td>Roof leak in storage room 322</td>
<td>Hurricane</td>
<td>100.00%</td>
<td>FA</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Acadiana High</td>
<td>123 Main St</td>
<td></td>
<td>LA</td>
<td>Roof leak in storage room 322</td>
<td>Tornado</td>
<td>100.00%</td>
<td>FA</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Acadiana High</td>
<td>123 Main St</td>
<td></td>
<td>LA</td>
<td>Roof leak in storage room 322</td>
<td>Wind</td>
<td>100.00%</td>
<td>FA</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Acadiana High</td>
<td>123 Main St</td>
<td></td>
<td>LA</td>
<td>Roof leak in storage room 322</td>
<td>Tsunami</td>
<td>100.00%</td>
<td>FA</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Acadiana High</td>
<td>123 Main St</td>
<td></td>
<td>LA</td>
<td>Roof leak in storage room 322</td>
<td>Winter Storm</td>
<td>100.00%</td>
<td>FA</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Acadiana High</td>
<td>123 Main St</td>
<td></td>
<td>LA</td>
<td>Roof leak in storage room 322</td>
<td>Severe Storm</td>
<td>100.00%</td>
<td>FA</td>
<td></td>
</tr>
</tbody>
</table>

Select the Correct Cause of Damage for the Impact that is claimed.

299
Completing The DI Template 3/3

Complete each column and save to your computer. Ensure that there are no incomplete columns.

Note: The system will accept **EITHER** an address or a Latitude and Longitude for each row, you **do not** need to provide both.
Upload DI Template – Import

Click the Arrow from the Import Tab
Upload DI Template – Upload Spreadsheet

Select Upload Spreadsheet
Upload DI Template – Select Document

Locate the file folder with the correct Damage Inventory Template
Upload the correct Damage Inventory Spreadsheet. Select Open.
Upload DI Template – Commit Import

Note: The file will be rejected if errors are found on the spreadsheet.
Upload DI Template – Confirm

Confirm Commit Import

Commit Import

Do you wish to commit the changes in this import?

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

Commit Import

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

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

Commit Import

Cancel Import

New Damage Records 12
Records with Warnings 0
Upload DI Template – Successfully Imported

Success: Import committed will appear
Uploaded file will now appear in Damages

<table>
<thead>
<tr>
<th>ID</th>
<th>Type</th>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1217342</td>
<td>E</td>
<td>County</td>
<td>The County Courthouse is an Historic Building. It had part of the tabby cladding fall off on the se... (Show More)</td>
</tr>
<tr>
<td>1217343</td>
<td>E</td>
<td>EOC</td>
<td>The second building is the county EOC which had water inside the building which damaged carpet. The... (Show More)</td>
</tr>
<tr>
<td>1217344</td>
<td>E</td>
<td>Lions Park Recreation Center</td>
<td>Lions Park Recreation Center sustained damage due to Hurricane Matthew. Extent of damage unknown.</td>
</tr>
</tbody>
</table>
Edit Damage Inventory Line
Item
Edit DI – Applicant Event Profile

Grants Portal

Applicant Event Profile

4269DR-AK (4369DR)

START STREAMLINED PROJECT APPLICATION

OPTIONS REPORTS

County Government is pending grant completion.
A completed online Project Application is required in order to submit your funding request to FEMA.

Start Streamlined Project Application
View Pending Streamlined Project Applications

General Information

FEMA PA CODE: 581-18364-12
NAME: County Government

Event Information

JOB #: 4369DR
EVENT NAME: 4369DR-AK
Edit DI – Damage Inventory

Scroll down to the Damage Inventory

Click Manage
Edit DI – Click “Edit”

Locate correct Damage Inventory and Click Edit.
Edit DI – Name

Create a unique and descriptive name for damage
Editing DI – Damage Description

Add Damage Description
Editing DI – Work Information

Update Work Information

Click Save
Subscribe and Unsubscribe to a Project
Subscribe a Project - Applicant Event Profile

Scroll down to Projects
Subscribe a Project - Expand Projects

Click to Expand Projects
Subscribe a Project - Drill into the Project

Click **Magnifying Glass to Open up a Project**
Subscribe a Project - Options

Click Options
Subscribe a Project - Subscribe

Select Subscriptions

Click Subscribe

Note: Grants Portal will notify you via email when any actions selected occur
Subscribe a Project - Successfully Modified
Unsubscribe a Project - Options

Click **Options** and Select **Modify Subscription**
Unsubscribe a Project - Modify Subscription

Click Unsubscribe
Unsubscribe Project

Unsubscribe Project

Review and Click Unsubscribe
Unsubscribed Project Successfully
Utilities
Upload Documents Using Document Uploader Wizard
Dashboard

Click **Utilities** to Expand
Left-Hand Navigation Bar

Click Document Uploader to Expand
Upload With Doc Wizard - Enter Info

Use Drop Down Lists and Select Event and Either Project or Damage

Click Select Document
Upload With Doc Wizard – Select Doc Doc

Select Document for Upload

Click Open
Upload Doc to Damage

Enter Document Description

Click on Category and Select Document Type

Click Upload Document to Damages
Uploaded Successfully

Click on **Click Here** to Navigate to the Damage Details to View Document Upload

Click on **Click Here** to Upload Another Document
Upload With Doc Wizard - Damage Details

损坏详情

一般信息

- 损害号: 1217349
- 申请人: 县政府 (581-18364-12)
- 类别: 建筑和设备
- 事件: 4369DR-AK (4369DR)
- 名称: 城市厅
- 项目: [94060] 城市厅
- 位置: 60.940656, -149.170067
- 状态: 活动
- 部门: --

滚动到文档标签页

335
Upload With Doc Wizard - Review

Click Documents

Uploaded Document
Essential Elements of Information (EEIs)
Essential Elements of Information (EEI) Questions
Essential Elements of Information Completion Request

From: support.ogrants@fema.gov support.ogrants@fema.gov
Sent: Tuesday, November 9, 2021 11:21 AM
To: Example Hood ehood@state.gov; City EMA Director fc1@cityema.com;
Cc: JOHN.DOE@FFMA.DHS.GOV
Subject: FEMA PA Notification - FEMA INFORMATION REQUEST - Project - 24541 - County-wide gravel roads - (Disaster - [4598DR-MS])

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

A request to complete the Essential Elements of Information (EEI) for Project 24541, County-wide gravel roads, is pending your response in FEMA’s Grant Portal. The EEI outlines the documentation required to process your request for Public Assistance for this project.

You can access and respond to your EEI here: https://grantee.fema.gov/#projects/eei/details/286886

If you require additional assistance with the FEMA Grants Portal, please contact the Grants Portal Hotline at (866) PA-Grants@fema.dhs.gov
Applicant Event Profiles – Search Projects

You can also access the EEI from the project that they relate to.

In the Applicant Event Profile, scroll to Projects.
Select Project

Click to select the project to work on
Manage Project EEIs 1/2

Click Manage Project EEIs
Click Manage Project EEIs
Answer EEI Questions 1/7

Note: Provide accurate detailed answers to all questions.
Answer EEI Questions 2/7

Note: The following EEI Questions pertaining to all projects, not just Small Project Self-Certification
Answer EEI Questions 3/7

Answering the **questions** will prompt information boxes to prove additional information about your project.
Answer EEI Questions 4/7

Grants Portal

Does the project include the facility type:

2 Roads? [ ]

What year was the facility built? [1998] Exact [ ]

Describe the condition and use of the facility prior to the declared event.
Add Information Here

Describe how the Applicant maintained the facility prior to the declared event.
Add Information Here

Describe the specific damage the declared event caused to the facility.
Add Information Here

What was the cause of damage to the facility? (select all that apply)
- [ ] Hurricane
- [ ] High water/flooding
- [ ] Tornado
- [ ] Wind-driven water
- [ ] Tidal wave
- [ ] Tsunami
Answer EEI Questions 5/7

Describe the work performed to restore the damaged facility, including as many dimensions as available.
Add information here.

2.1 Is the facility under the authority of another Federal agency?  
2.2 Does the Applicant have photos or sketches of the facility prior to the declared event?  
2.3 Does the Applicant have photos or sketches of the damaged facility?  
2.4 Did the Applicant change the facility from how it was designed before the event?  
2.5 Does the Applicant have photos or sketches of the restored facility?  

3 Culvert?  
4 Low Water Crossing?  
5 Bridges?  

6 Do the assigned damages have insurance?  
6.1 Have insurance documents been provided?
Answer EEI Questions 6/7

Save often to prevent the page from timing out
Submit to FEMA when you are ready for your PDMG to review your documents or if assistance is needed.
Essential Elements of Information (EEI)
Uploading Documents
EEIs - Required Docs

Click Required Documents to begin
Review Required Documents

Click **Add** next to the document icon to Upload Documents
Add Documents

Click in the box to select desired file
Upload Document

Select the File to Upload then Click Open
Select Document

Click Edit
Add Description

Check the Category. You can’t change the category of an EEI Document

Add Description of the Document

Click Save
Review Document Information

Can Remove here

**Note:** Review information for accuracy, then scroll down to complete uploading.
Attach Selected Document

Click Attach Selected to upload the document
The document is now populated in the list, repeat until all documents are uploaded.
Essential Elements of Information (EEI) Add Comments
Manage Project EEIs

Click Manage Project EEIs
Add Comment 1/2

Click the Add next to the comment bubble to put in Comment
Comments can serve different purposes. *Document Unavailable Reason* can be used if documentation is completely unable to be located and *General Comment* can help give additional context to a document that’s uploaded.
Add Comment - Review

Review Comment
Comments Added
Editing and Removing Comments

Document Unavailable Reason can be used if documentation is completely unable to be located.

Click Options to Edit or Remove Comment.
Modify the Comment then Click **Save**.
Remove Comment

Click **Remove** to Delete the Comment.
Signing the Damage Inventory
From: support.pagrants@fema.gov  support.pagrants@fema.gov
Sent: Wednesday, November 10, 2021 10:16 AM
To: ehood@state.gov; jdoe@state.gov; County EMA Director emergencymgmt@co.st.gov
Subject: FEMA PA Notification - Deadline to Identify Damages / Impacts for County EMA Disaster - 4626DR

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

As noted at your Recovery Scoping Meeting (RSM), your organization has 60 days from the date of the RSM to identify all damage / impacts to be claimed for Disaster 4626DR. Once the deadline has passed for an Applicant, FEMA will no longer accept new project applications, and FEMA and the Recipient will only proceed with developing subawards for the applications submitted. The deadline for this submission is on Sunday, January 9, 2022.

If you have any questions concerning FEMA Public Assistance-related matters, please contact your POC Example Hood, at ehood@state.gov or :

Please click here to log in to review your organization’s Applicant Event Profile.
Applicant Event Profile Page

Click Options
Review List of Damages

Review the list of damages then scroll down to continue review and Sign.
Sign Damage Inventory
Complete the required information

Note: Password to Enter is the same password used when logging in to Grants Portal. Personnel to sign MUST have Authorized Representative role in the system.
Submit Damage Inventory

click SUBMIT
Damage Inventory Signed
Late Damage Inventory Submission

If needed, Damages / Impacts can be submitted after the deadline, or after the Damage Inventory is signed, but additional review and approval is needed.
From the Applicant Event Profile page, scroll down to the Damage Inventory tab.
Damage Inventory Tab

Click **Manage** on the DI tab to create new damage
Add Damage

Click Add Damage
Select the Type of Damage

Select Damage Type
Enter Damage Information 1/5

Grants Portal

Applicant Event Profile

Manage Damage Inventory

4369DR-AK (4369DR) / County Government (581-18364-12) / Manage Damage Inventory

⚠️ This damage will be submitted after the applicant has signed the damage inventory. It will require FEMA Review.

You can monitor the status of this damage and other damages’ late entry reviews through the 'Submitted Late' tab in the damage inventory section on the Applicant Event Profile.

General Information

Category: E - Buildings and Equipment

Name: Town Hall Bldg

Reason For Late: Add detailed description here

Enter all the information
Enter Damage Information 2/5

<table>
<thead>
<tr>
<th>Category</th>
<th>E - Buildings and Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Town Hall Bldg</td>
</tr>
<tr>
<td>Reason For Late Submission</td>
<td>Add detailed description here</td>
</tr>
<tr>
<td>Damage Information</td>
<td></td>
</tr>
<tr>
<td>Damage Description</td>
<td>Add detailed damage description here</td>
</tr>
<tr>
<td>Cause of Damage</td>
<td>Hurricane</td>
</tr>
</tbody>
</table>

Continue entering information regarding the damage, scroll down to complete all fields.
Enter Damage Information 3/5

Continue entering information regarding the damage, scroll down to complete all fields.
Enter Damage Information 4/5

Continue entering information regarding the damage, scroll down to complete all fields.
Enter Damage Information 5/5

Finish entering information regarding the damage.

click Save
DI Successfully Added

[Image of a screenshot from a portal showing the successful addition of damage records]

Damage successfully added
Sign Project Damage Description and Dimensions (DDD)
From the Applicant Event Profile page, scroll down to Projects.
Open the Projects Tab

Click Projects to open its library
Select Project with DDD to Sign

Select and open the Project

Check the Process Step column to make sure you have the correct project
Sign Project Damage Description and Dimension (DDD)
Review Project Damage Description and Dimension (DDD) 1/4
Review Project Damage Description and Dimension (DDD) 2/4

Select Click to Sign
Note: Password to Enter is the same password used when logging in to Grants Portal. Personnel to sign MUST have Authorized Representative role in the system.
Sign Project Damage Description and Dimension (DDD) 4/4

Click Submit
Confirm Submission

Click YES
Project Damage Description and Dimension (DDD) has been Signed

DDD is signed successfully
Create Your Own Scope of Work & Cost for Work to be Completed Project
Create Your Own Scope of Work & Cost

Locate the Project and scroll down
Click **Scope & Cost**
Scope of Work & Cost Summary 2/12

Click DDD Preview and review
Click SCOPE

Select +Add Scope to begin entering information
Scope of Work & Cost Summary 4/12

Note: Description should clearly list damage details

Add the detailed description.
Scope of Work & Cost Summary 5/12

Click Save Scope
Scope of Work & Cost Summary 6/12

Click Cost

Select Add Cost
Scope of Work & Cost Summary 7/12

Select Appropriate Cost Code
Enter correct information in all required fields
Repeat steps for each cost code separately.

Totals will be calculated automatically.
Note: Items will be listed by cost code

After all costs are entered, select Complete And Lock

Repeat steps until all damage costs are added

Click Options to edit
Scope of Work & Cost Summary 11/12

Cost has been completed and locked.
Changes may be made by selecting Unlock for Rework.
Cost Share has been Updated

Submit to FEMA for Validation
Sign Projects Scope and Cost
From: support.pagrants@fema.gov
Sent: Tuesday, November 9, 2021 8:26 AM
To: JDoe@state.gov; JDoe@disasterresponse.com
Subject: FEMA PA Notification - REVIEW AND SIGN - Damage Description and Dimensions (DDD) / Scope / Cost on Project [546240] State of Recipient Project (4626DR)

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

The project [546240] State of Recipient on event 4626DR requires your signature of the Damage Description and Dimensions (DDD) / Scope / Cost.

Please click here to log in to your Grants Portal Account to review and sign the project’s Damage Description and Dimensions (DDD) / Scope / Cost.

If you have any questions or concerns regarding this report, please contact your PDMG, John Doe at J.Doe@fema.dhs.gov or (202) 555-4444.

If you require additional assistance with the FEMA Grants Portal, please contact the Grants Portal Hotline at (866) 337-8448 or FEMA-Recovery-PA-Grants@fema.dhs.gov

Please do not respond to this e-mail. This mailbox is not monitored, and you will not receive a response.
Select the correct Applicant Event Profile and Scroll down to Projects
Select Project

Select Appropriate Project in “Pending Applicant Project Review” Process Step
Ready to Review and Sign? Select the Sign Button

A Completed work project will say **Sign DDD/Scope/Cost**

A Standard or Specialize Project will say **Sign Scope & Cost**
Review Project Scope and Cost

Review all sections
Ensure that all documents in all categories are complete.

Note: You will not be able to sign unless all information has been provided.
Sign Projects Scope and Cost

Select Click to Sign
Sign Projects Scope and Cost

**Note:** Password to Enter is the same password used when logging in to Grants Portal. Personnel to sign **MUST** have **Authorized Representative** role in the system.
Signed Projects Scope and Cost
Confirm Submission - Projects Scope and Cost

Select Yes to confirm submission
Request for Information (RFI)
The email the Applicant receives from Grants Portal will have detailed information about what’s needed to clarify the information in the Project.

1. Additional Information
   - Request Details: Insurance Adjusters Report does not match the SIR/DDD of claimed damages. Basically, the Adjusters Report is claiming every room/location within the Corrections/Sheriff’s facilities for ceiling tiles, insulation & misc. A. If the Applicant is claiming all the damages listed in the Insurance Adjusters Report, please provide the following: 1. For all Room/Locations that are not included in the SIR/DDD, please provide photos that indicate damages to the Rooms/Locations listed. (I have provided a list of Rooms/Locations- Attached). 2. For all Room/Locations included in the SIR/DDD, please provide a cross reference to the names listed in the Insurance Adjusters Report.
   - Request Classification: Insurance; Damage Assessments and Surveys

You may review additional details for this Request for Information RFI-PRI-60868 in Grants Portal. Please respond to the request by logging into your Grants Portal account and provide the missing information or documentation within 11 days of receipt of this request. If FEMA does not receive a response to this request within this timeframe, FEMA will issue a written eligibility determination based on the information and documentation.

If you have questions regarding this request, contact Doe, Jane, at jane.doe@fema.dhs.gov or (202) 655-5555.

If you require additional assistance with the FEMA Grants Portal, please contact the Grants Portal Hotline at (866) 337-8448 or FEMA-Recovery-PA-Grants@fema.dhs.gov

Please do not respond to this e-mail. This mailbox is not monitored, and you will not receive a response.
Request for Information (RFI) - Task Bell

Click Notification Bell
Review Incomplete Task

Click Review

Note: It’s important to review the Deadline date on each RFI Request.
Request for Information (RFI) – View or Take Actions

Click View or Take Action on RFI Line Items
Request for Information (RFI) - Options

Note: Review the Reason for the RFI, in order to identify documentation requested for submission.
Responding to RFI by Uploading Documents

Click Upload RFI Line Document
Select the Document to Upload

Click to select files for upload
Upload the Document

Select Document to Upload

Click Open
Edit Document Descriptions

Note: Select document needing edits or removal from Managed Documents list
- Select to Edit a document
- Select to Delete a document
Enter Document Descriptions

Enter Document Description

Click on Category and Select Document Type

Click Save
Upload Pending RFI Documents

Click Upload Pending Documents
Confirm Uploaded RFI Documents

Confirm # of Documents uploaded
Submit Request for Information (RFI) Response

Click Submit RFI Response
Request for Documents (RFI) - Documents Not Available
Request for Information (RFI) – Documents Not Available

Click View or Take Action on RFI Line Items
Request for Information (RFI) – Options

Click Options

Note: Review the Reason for the RFI, in order to identify documentation requested for submission.
Request for Information (RFI) – Record Line Response

Click Record RFI Line Response
Responding to an RFI by Adding Comment

Type in **Response** or **Additional Comments**

Click **Submit RFI Response**
Submit RFI – Documents Not Available - Response
Sign Recovery Transition Meeting
Applicant Event Profile

Banning, City of is pending Recovery Transition Meeting approval. The Recovery Transition Meeting, submitted on Thursday, September 3rd, 2020 at 4:54 PM EDT, must be approved and signed by the Applicant.

Click Review RTM Information or Sign RTM Report
Review Each Tab

Click Each Tab to Review Information Before If Needed

Click **Sign & Submit RTM** to review the information and acknowledge at the bottom
RTM Details and Certifications

Note: Review the information and scroll down the page to sign
Sign Recovery Transition Meeting

Please review and sign

The PDMG for Banning, City of conducted an RTM on 09/06/2020. The RTM checklist specifies the material that was discussed during the meeting. As a reminder:

- The Applicant must maintain complete records and cost documentation for all approved work for at least three years from the date the Applicant's grant is officially closed. The Recipient may require Applicants to maintain records for longer.
- In accordance with §206.206 of 44 CFR, 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:

Craze, Peter
Phone: (916) 869-2769
Email: peter.craze@caloes.ca.gov

Certification

To the best of my knowledge and understanding, Project Worksheets have been written for all known damaged areas. The applicant is not aware of any 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 here

Click on **Click To Sign** flag

Date: 04/21/2021
Sign Recovery Transition Meeting (RTM)

Enter all information

Click SIGN

Note: Password to Enter is the same password used when logging in to Grants Portal. Personnel to sign MUST have Authorized Representative role in the system.
Submit RTM

Click Submit
RTM Successfully Submitted
Safeguarding Personally Identifiable Information (PII)

• If you administer or manage documents for FEMA Grants, you are responsible for safeguarding personally identifiable information (PII) consistent with applicable federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

• PII is any information that can directly or indirectly identify an individual, including a name, address, date of birth, driver’s license or Social Security number, or financial account information and must not be uploaded into the Grants Portal or Grants Manager.
DHS Office of Inspector General Hotline

• Use the following contact information to report Corruption, Waste, Fraud, Abuse, Mismanagement and Misconduct to the Department of Homeland Security Office of Inspector General.

• Phone: 1-800-323-8603

• Internet: https://www.oig.dhs.gov/hotline

• DHS Office of Inspector General/MAIL STOP 0305
  Attention: Hotline
  245 Murray Lane SW
  Washington, DC 20528-0305
Procurement Guidance - PDAT

• Review the FEMA PDAT website to view procurement supplemental documentation:

  • https://www.fema.gov/grants/procurement

• FEMA’s Procurement Guidance for Recipients and Subrecipients Under 2 C.F.R. Part 200 (Uniform Rules) provides additional details regarding Federal procurement and contracting requirements.
Public Assistance Hotline

- Call Support: (866) 337-8448
  National Hotline Hours of Operation: 8:00 AM - 8:00 PM EST, Monday through Friday.
  Puerto Rico Hotline Hours of Operation: 8:30 AM - 5:00 PM AST, Monday through Friday

- HL Email Support: FEMA-Recovery-PA-Grants@fema.dhs.gov

On-demand Support

Videos are available on Youtube.com

- Search “FEMA Grants Portal"