Please watch the video on submitting the Request for Public Assistance.

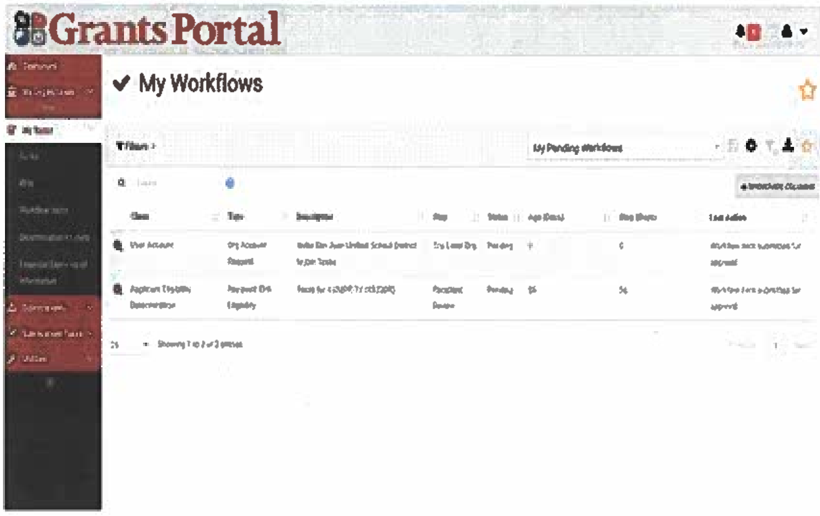
Reviewing the Request for Public Assistance

Once the Applicant submits the Request for Public Assistance, the Recipient receives an email from Grants Portal stating they have a Request for Public Assistance to review. Grants Portal also notifies the Recipient via their "My Tasks" tab in the system.

The Recipient reviews the submission and either approves or denies the Request for Public Assistance.

If the Recipient approves the Request for Public Assistance, it is forwarded to FEMA for review.

Approval of Request for Public Assistance (1 of 5)



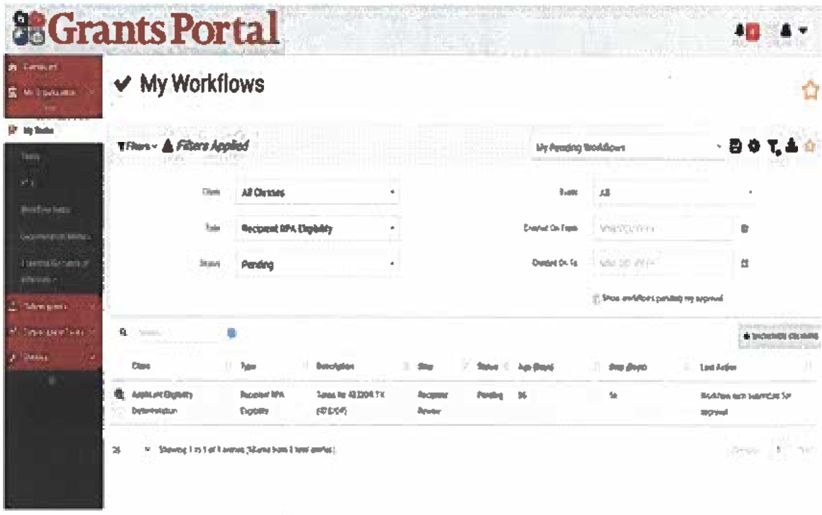
The following slides outline the review and approval process of the Request for Public Assistance from the Recipient perspective.

The Recipient must navigate to the "My Tasks" section in the "My Organization" pane on the left side of the screen. This is where workflow items can be viewed.

Steps to approve the Request for Public Assistance:

- Select "Workflow Items" from the "My Tasks" section on the left side of the screen

Approval of Request for Public Assistance (2 of 5)



Once "Workflow Items" is selected, Grants Portal redirects the Recipient to the "My Workflows" page. Here the active project workflows can be viewed, and search filters applied.

Steps to approve the Request for Public Assistance:

- Select the "Filters" drop-down to expand the section
- Select "Recipient RPA Eligibility Type" from the "Type" dropdown
- Select the magnifying glass to the left of the relevant workflow

Approval of Request for Public Assistance (3 of 5)

The Recipient can now view the Workflow Details including Workflow Information such as:

- Class
- Type
- Description
- Status
- Created on (date)

They can also view Type-Specific Information such as:

- Event title
- Applicant
- Type
- Primary Contact
- Alternate Contact
- Physical Location
- Mailing Location
- RPA Comments

Steps to approve the Request for Public Assistance:

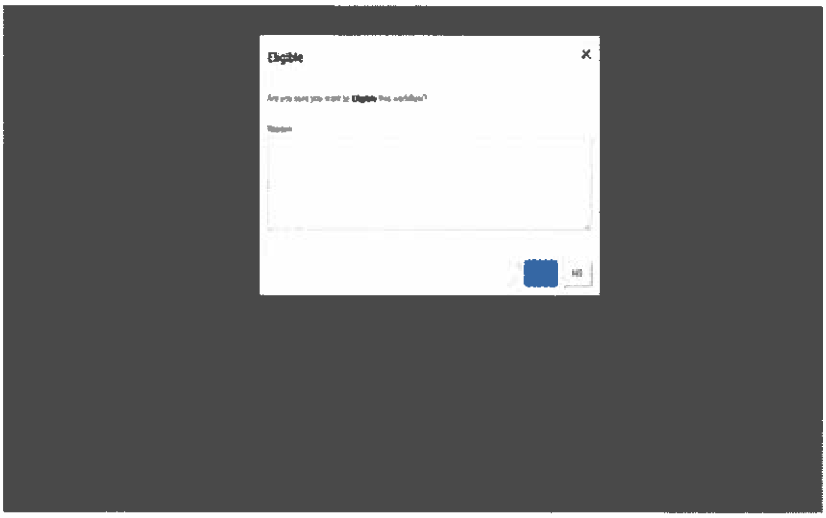
- After verifying all information is accurate, select the green "Eligible" button or the red "Ineligible" button at the top right of Grants Portal

Approval of Request for Public Assistance (4 of 5)

If the Recipient determines that the Applicant's Request for Public Assistance is eligible, a pop-up box will appear, asking if they are sure of the determination.

Steps to approve the Request for Public Assistance:

- Fill out the "Reason" text box, providing an explanation why the Applicant has been determined to be eligible
- Select the "Yes" button

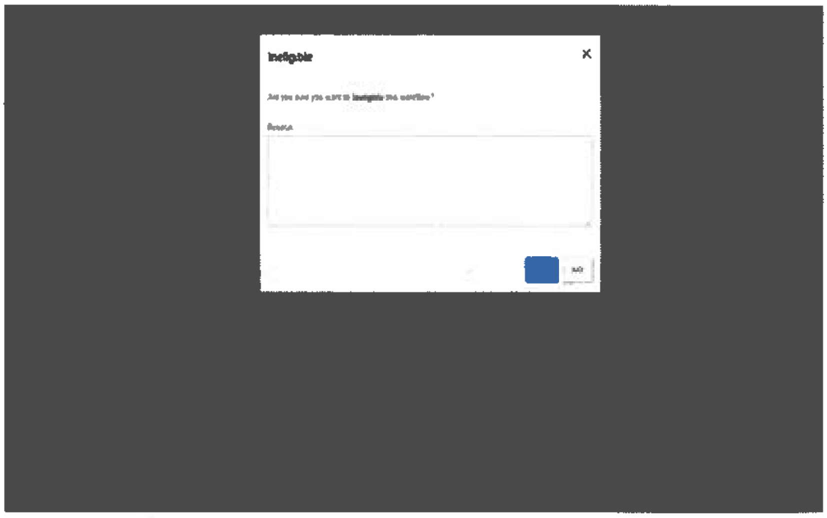


Approval of Request for Public Assistance (5 of 5)

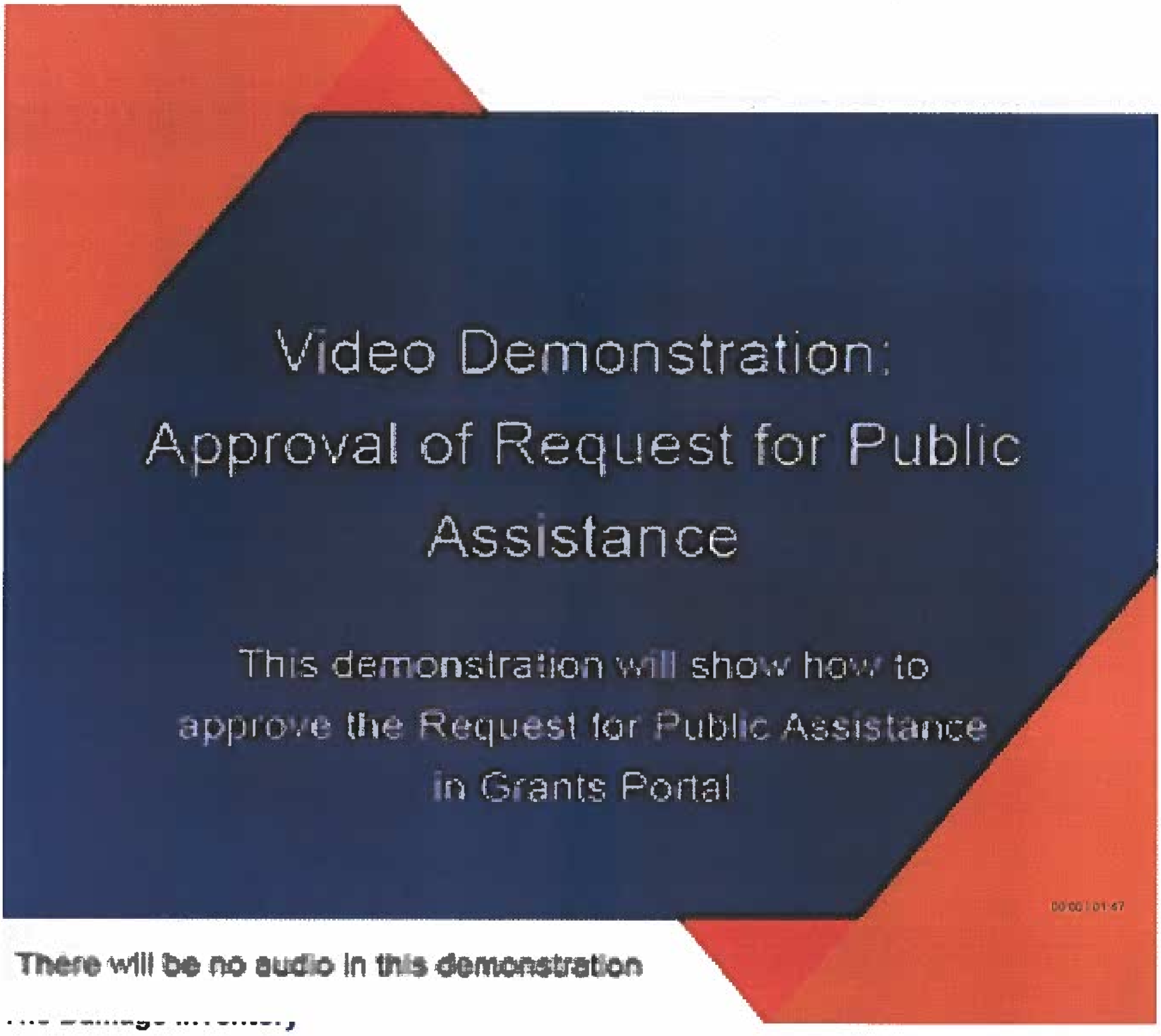
If the Recipient determines that the Applicant's Request for Public Assistance is ineligible, a pop-up box will appear, asking if they are sure of the determination.

Steps to approve the Request for Public Assistance:

- Fill out the "Reason" text box, providing an explanation of why the Applicant has been determined to be ineligible
- Select the "Yes" button



Approval of Request for Public Assistance: Video Example



The Damage Inventory provides initial information on the damages the Applicants believe were caused by the event. During the Exploratory Call, the Program Delivery Manager will introduce the Applicant to the Damage Inventory and review in greater detail during the Recovery Scoping Meeting.

The Applicant has 60 days from the Recovery Scoping Meeting to identify damages from the event and enter the Damage Inventory to Grants Portal.

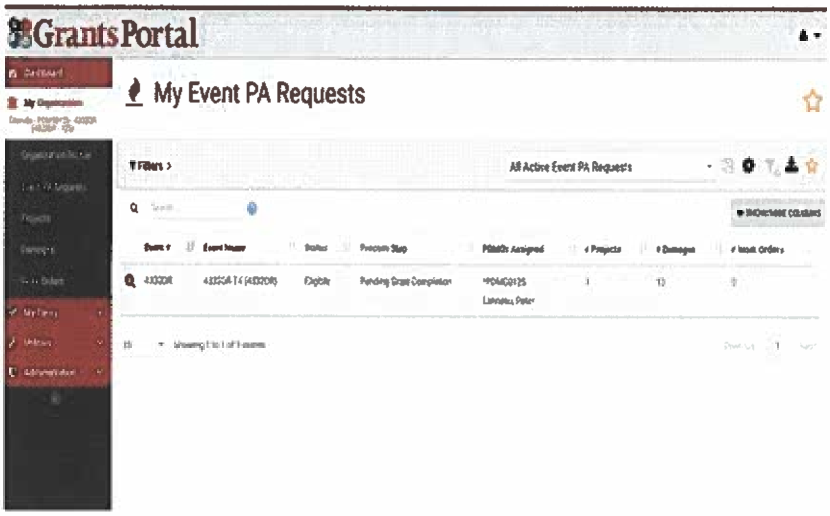
Developing the Damage Inventory: Adding Damages

To begin adding single damages to the Damage Inventory, the Applicant navigates to the "My Organization" pane.

Steps to develop the Damage Inventory:

- Select "Applicant Event Profiles" in the "My Organization" pane
- Then select the magnifying glass on the left of the Event number

Use Left/Right Arrow keys to

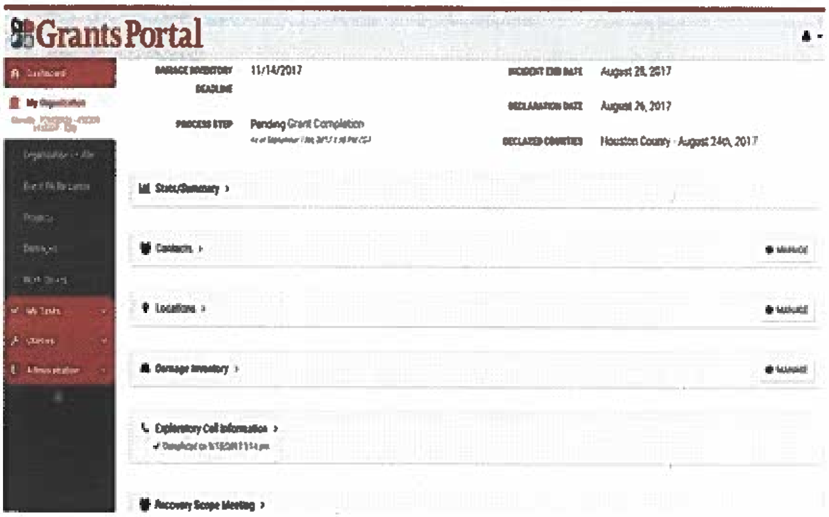


Developing the Damage Inventory: Managing

After selecting on the magnifying glass, the Applicant can see the project details.

Steps to develop the Damage Inventory:

- Scroll down to the Damage Inventory bar
- Select the "Manage" button in the bottom right corner of the screen

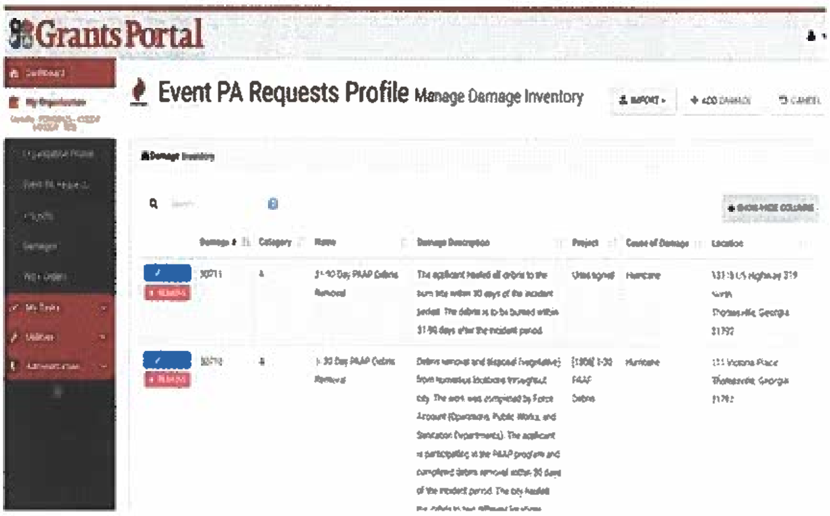


Developing the Damage Inventory: Add Damage

Once the Applicant selects "Manage," the Damage Inventory and all current entries can be viewed.

Steps to develop the Damage Inventory:

- To add a single damage, select the "Add Damage" button in the top right corner of the screen



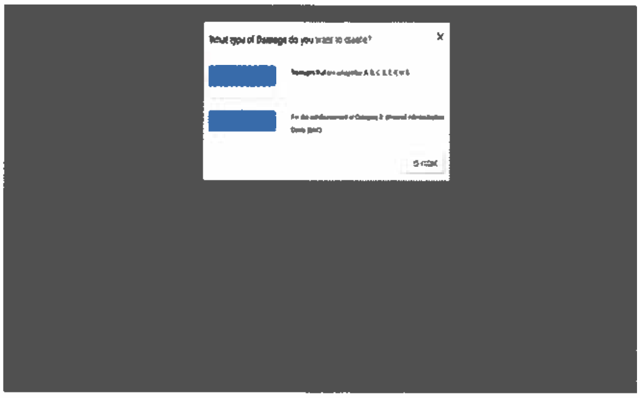
Developing the Damage Inventory: Select Damage Type

Selecting "Add Damage" causes a pop-up window to appear. It asks, "What type of Damage do you want to create?" and displays two options: Standard Damage and Management Cost.

Standard Damage entails damages that are categories A-G. Management costs pertain to reimbursement of Category Z- Directed Administrative Costs.

Steps to develop the Damage Inventory. The Applicant must:

- Select "Standard Damage"

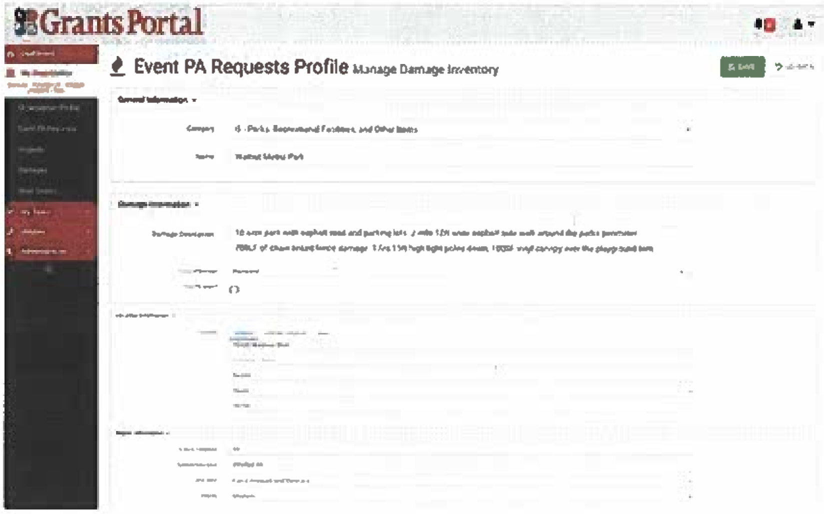


Developing the Damage Inventory: Damaged Site Information

The pop-up window will disappear after the Applicant selects on "Standard Damage." The Applicant returns to the Event PA Requests Profile with the General Information and the Event Information. Complete the fields for the Category of Work, the facility name, the Damage Description, location, and repair information.

Steps to develop the Damage Inventory:

- Once all information is complete, it can be saved in Grants Portal
- Select the green "Save" button in the top right corner of the screen

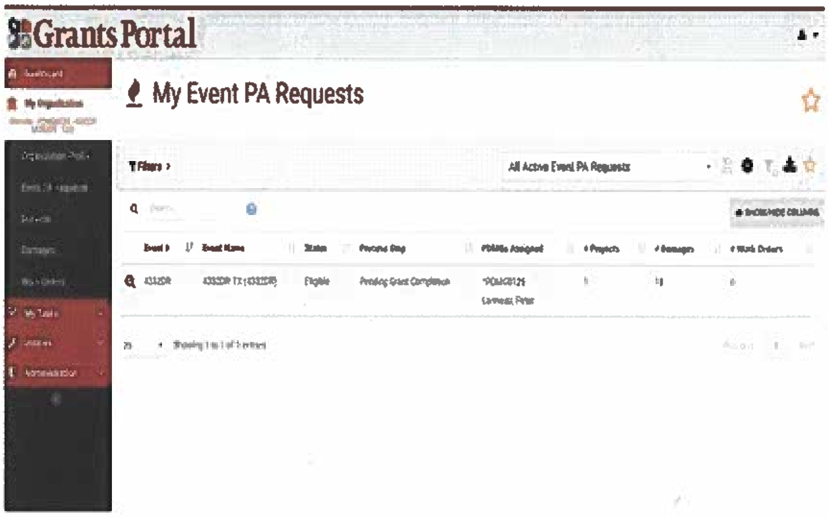


Developing the Damage Inventory: Event PA Requests

To access the Damage Inventory, the Applicant follows the same steps as the previous process. First, navigate to the My Organization Profile in the task pane.

Steps to develop the Damage Inventory:

- Select the "My Organization" tab
- Select the "Organization Profile" tab
- Select "Applicant or Recipient Event Profiles" Requests.
- Select the magnifying glass to the left of the Event title to access the project details



Developing the Damage Inventory: Template

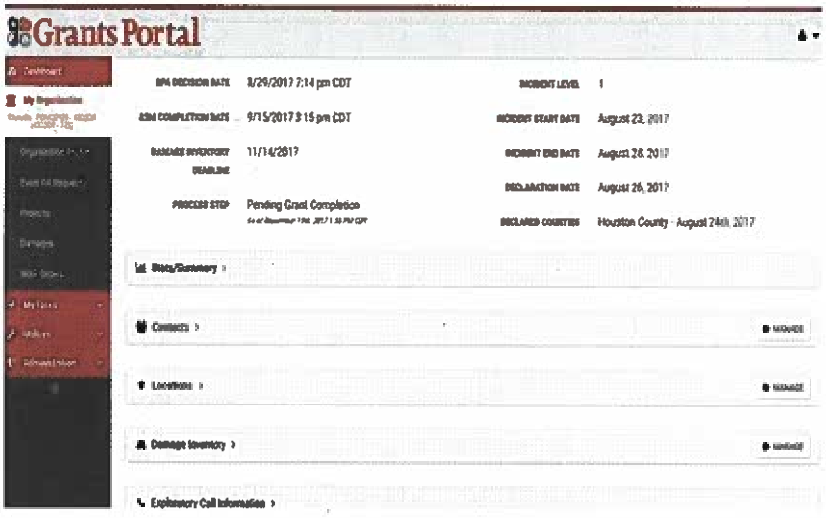
Adding multiple damages at one time is significantly easier when using the Damage Inventory Template. The following steps show the Applicant how to use the template to upload multiple damages at once to Grants Portal.

Developing the Damage Inventory: Manage Damage Inventory

Once the Applicant selects an Event Title, project details, such as the Request for Public Assistance decision date, the Recovery Scoping Meeting completion date, the Damage Inventory deadline, and the current process step can be viewed.

Steps to develop the Damage Inventory:

- Scroll down to the Damage Inventory
- Select the "Manage" button on the right side of the screen



Developing the Damage Inventory: Downloading Template

Once the Applicant has navigated to the "Damage Inventory" bar, the list of current damages associated with the project can be viewed.

Steps to develop the Damage Inventory:

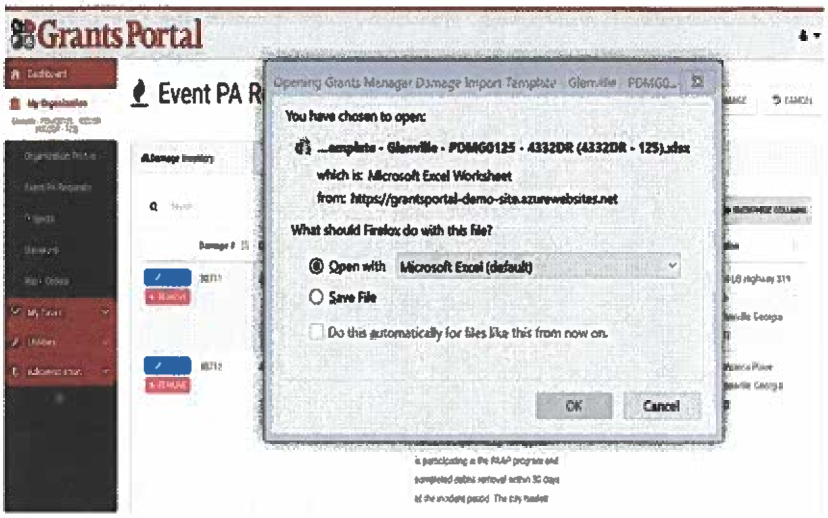
- To download the Damage Inventory template, select the "Import" button at the top right corner of the screen
- A drop-down list will appear. Select the "Download Template" option on that drop-down list

Developing the Damage Inventory: Download Template Pop-Up

After selecting on the "Download Template" option, a pop-up window appears.

Steps to develop the Damage Inventory. The Applicant should:

- Select the "Open With" option and ensure that it is set to open with Microsoft Excel
- Select "OK"



Developing the Damage Inventory: Enable Editing

Once the Applicant has downloaded the Damage Inventory template, the file download opens with Excel and the Applicant is able to view the spreadsheet template.

Steps to develop the Damage Inventory. The Applicant should:

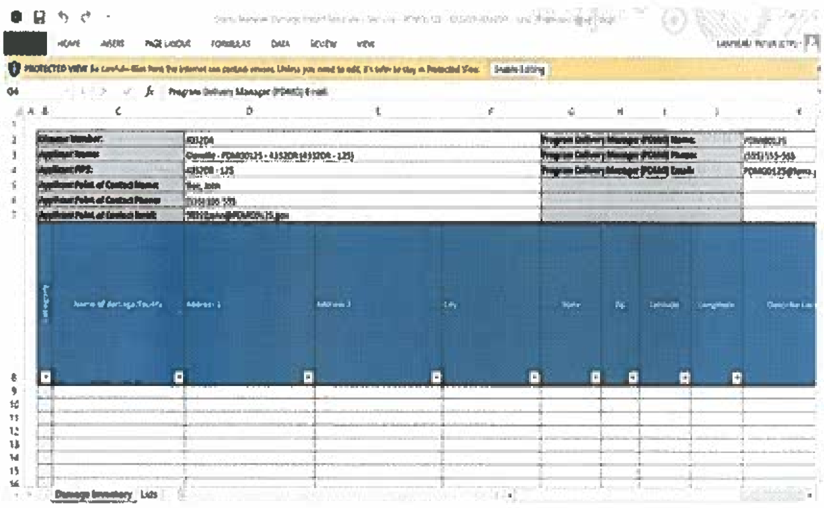
- Select "Enable Editing" in the "Protected View" bar at the top of the spreadsheet

Once the Applicant enables editing to the spreadsheet, the template is automatically populated with the necessary damage information:

- Incident Number
- Applicant Name
- Applicant Point of Contact information

Additionally, the following damage information can be edited:

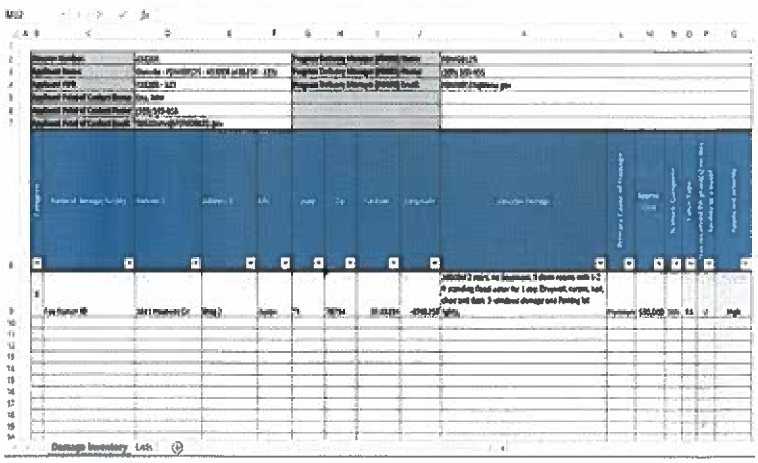
- Category of Work
- Address of damaged site and GPS coordinates
- Detailed damage description



Developing the Damage Inventory: Filling the Template

The Applicant completes each of the columns in the spreadsheet and ensures that the updated Microsoft Excel spreadsheet is saved to their desktop.

It is extremely important that the Applicant does not modify or change the spreadsheet template in any way, or skip rows when entering damage information.

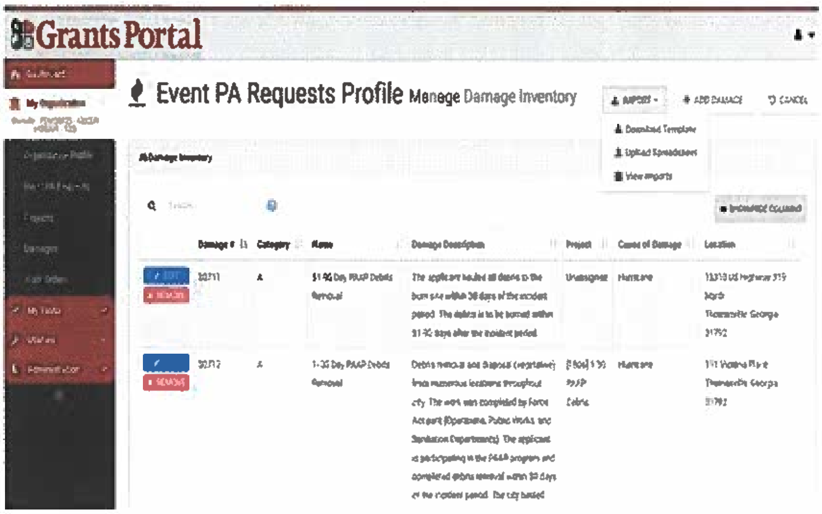


Developing the Damage Inventory: Uploading the Template

The Applicant returns to Grants Portal to upload the completed Damage Inventory Spreadsheet.

Steps to develop the Damage Inventory. The Applicant should:

- In the "Applicant or Recipient Event Profile" on the same page where the Damage Inventory template was downloaded, select the "Import" button at the top right corner of the screen
- From the drop-down list, select "Upload Spreadsheet"



Developing the Damage Inventory: Selecting the File

A File Upload pop-up window will appear. The Applicant should locate where the Damage Inventory template was saved.

Steps to develop the Damage Inventory. The Applicant should:

- Select the file template
- Select "Open"

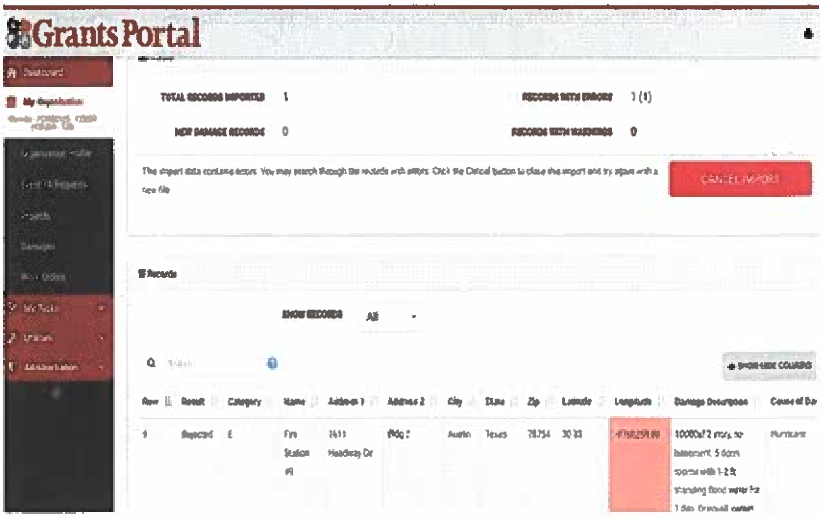
Developing the Damage Inventory: Example Errors

Grants Portal will detect errors if any information was entered incorrectly into the template when the Applicant uploads the template. There will be a notification in the top of the Applicant Event Profile of the number of records with errors.

Applicants should scroll down to review the red boxes at the bottom of the screen to view what items the Grants Portal has deemed as an error. This will assist you to be able to correct these items.

Steps to develop the Damage Inventory. The Applicant should:

- Verify the errors or warnings
- Select the red "Cancel Import" button on the right side of the screen



Developing the Damage Inventory: Cancel Import

The "Cancel Import" pop-up window appears. It asks, "Do you wish to cancel this import?"

Steps to develop the Damage Inventory. The Applicant should:

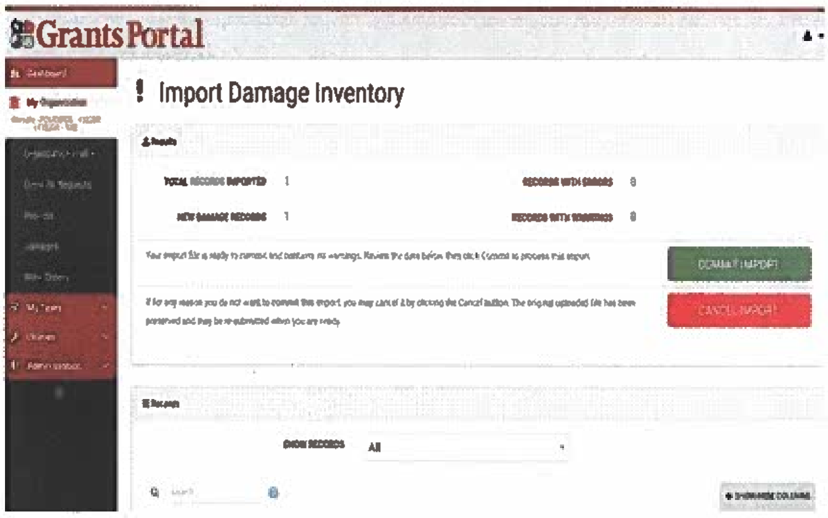
- Select the red "Cancel Import" button
- Resolve any errors on the Microsoft Excel worksheet
- Save the spreadsheet to their computer and then re-upload the correct spreadsheet

Developing the Damage Inventory: Importing the Template

If the Damage Inventory template has no errors, there will be no error or warnings in the Import Damage Inventory section.

Steps to develop the Damage Inventory. The Applicant should:

- Select the green "Commit Import" button

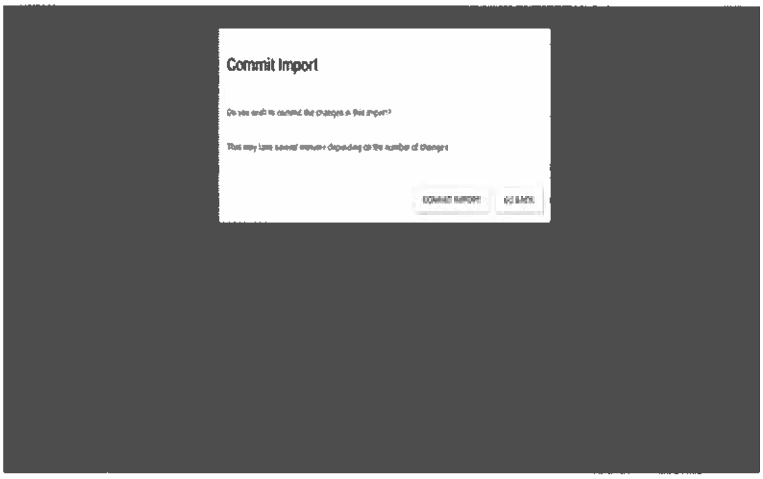


Developing the Damage Inventory: Commit Import

After selecting on the "Commit Import" button, the pop-up window will appear. It asks, "Do you wish to commit the changes in this import?"

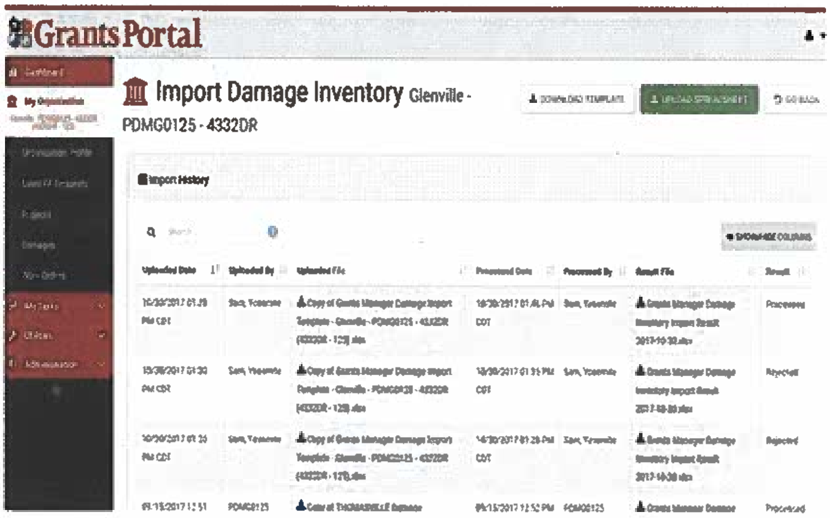
Steps to develop the Damage Inventory:

- Once ready, select the "Commit Import" button

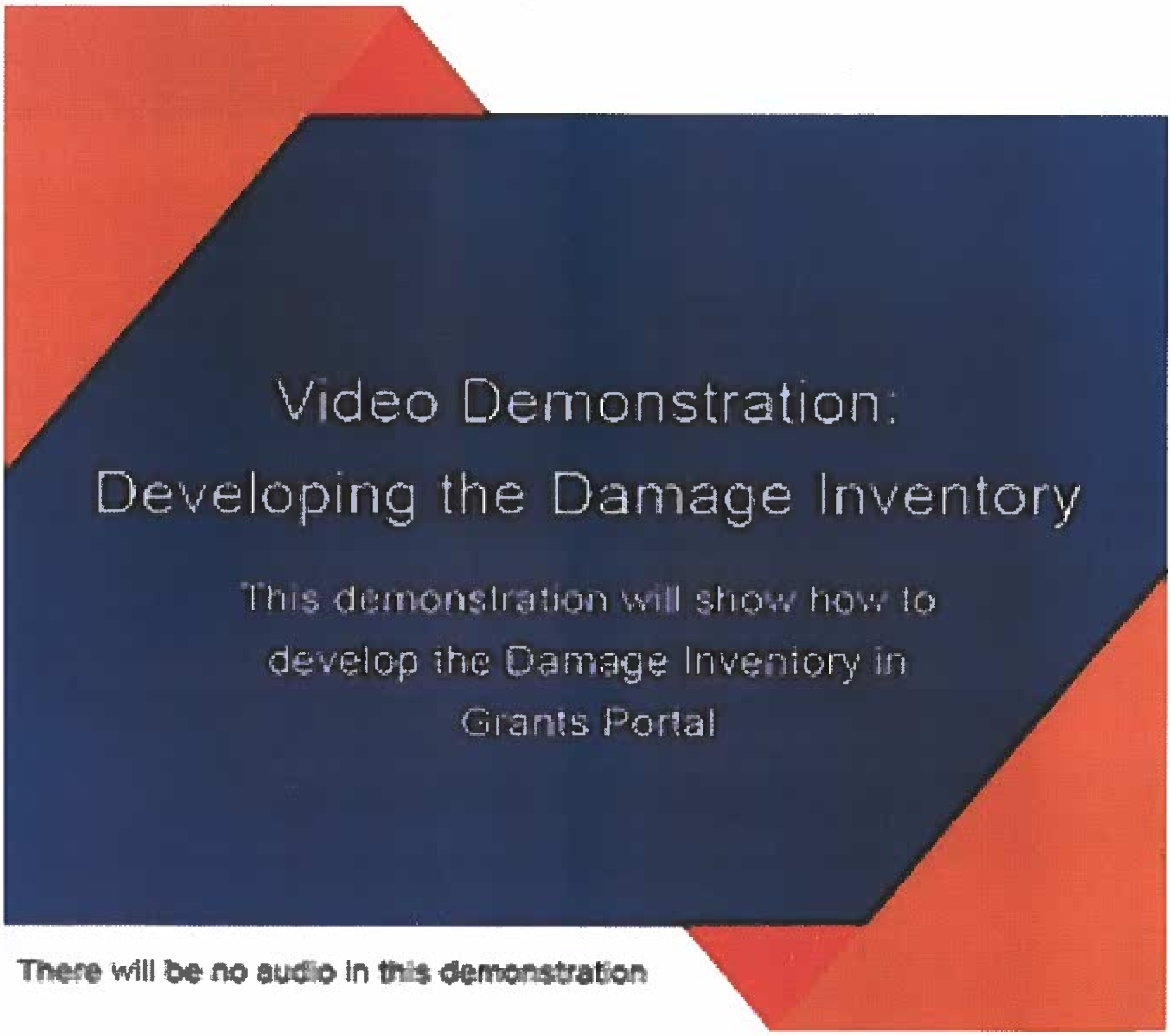


Developing the Damage Inventory: Upload Successful

The Applicant's newly uploaded Damage Inventory is visible in the "Import Damage Inventory" section.



Developing the Damage Inventory: Video Example



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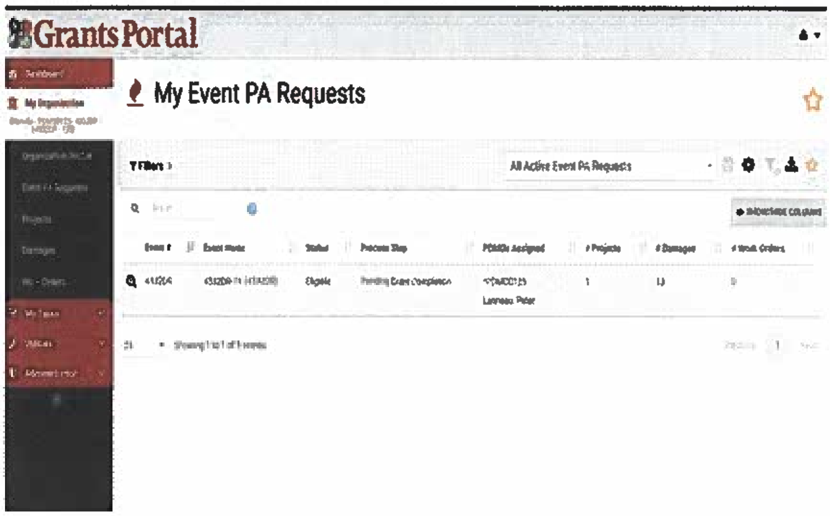
Please watch the video on developing the Damage Inventory.

Editing a Submitted Damage Inventory: My Event PA Requests

The Applicant may wish to edit a Damage Inventory that has already been uploaded to Grants Portal. Much like the previous process, the Applicant will navigate to the "My Organization" pane.

Steps to edit the Damage Inventory. The Applicant should:

- Select "Event PA Requests" from the "My Organization" pane on the left side of the screen
- Select the magnifying glass next to the current Event

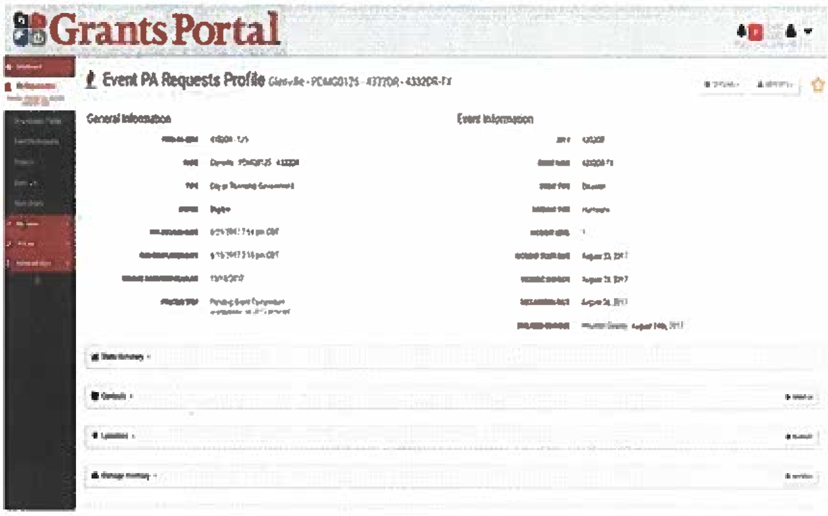


Editing a Submitted Damage Inventory: Damage Inventory Bar

The Applicant is now in the "My Applicant or Recipient Events Profile" of the event selected to edit. The Applicant can scroll down to the "Damage Inventory" bar.

Steps to edit the Damage Inventory. The Applicant should:

- Scroll down to the "Damage Inventory" bar
- Select the "Manage" button on the right side of the screen on the "Damage Inventory" bar



Editing a Submitted Damage Inventory: Editing the Damage Inventory

Once the Applicant is in the Manage Damage Inventory page, all the uploaded damages can be viewed.

Steps to edit the Damage Inventory. The Applicant should:

- Select the blue "Edit" button on the left of the Damage Inventory to be edited

Editing a Submitted Damage Inventory: Editing the Damage Information

Now the Applicant can edit the General or Damage Information as needed.

Steps to edit the Damage Inventory. The Applicant should:

- Select the text box next to the "Damage Description" and edit it as needed
- When finished, select the green "Save" button at the top right corner of the screen

Editing a Submitted Damage Inventory: Confirm Edit

The "Save Changes" pop-up window will appear.

Steps to edit the Damage Inventory. The Applicant should:

- If the Applicant has made all necessary edits to the Damage Inventory, select the blue "Yes" button

Editing a Submitted Damage Inventory: Video Example

Recovery Scoping Meeting

The Program Delivery Manager discusses and schedules the Recovery Scoping Meeting during the Exploratory Call. Grants Portal will generate an email notification that communicates key information such as the meeting time, date, and personnel who will be attending the Recovery Scoping Meeting.

For more information regarding the Recovery Scoping Meeting, please refer to course: IS-1003 Exploratory Call, Damage Inventory, and Recovery Scoping Meeting.

Lesson 3 Summary

In this lesson, participants learned how to submit a Request for Public Assistance, information requirements to validate the request, and initiate project formulation in Grants Portal.

The next lesson explains identification and verification for Applicant damage, and describes FEMA review of damage eligibility.

Lesson 4 Overview and Objectives

The lesson describes capturing the Applicant's incident-related damage in Grants Portal.

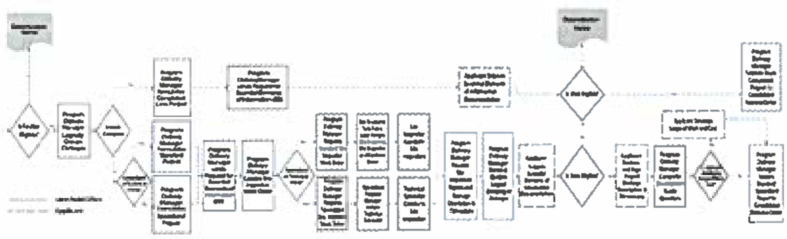
Upon completion of this lesson, participants will be able to:

- Describe the key steps for capturing Applicant's incident-related damage in Grants Portal during Phase II of the Public Assistance process

Phase II: Damage Intake and Eligibility Analysis

This is Phase II of the Public Assistance process: Damage Intake and Eligibility Analysis.

The objective is to capture the Applicant's incident-related damage and determine eligibility within sixty days of the Recovery Scoping Meeting.



Phase I Transition to Phase II

In the previous lesson, participants learned about Grants Portal activities for Phase I: Operational Planning.

At the end of Phase I, the following should have occurred:

- The Applicant's incident-related damage, which were placed into projects or multiple projects, will be moved to processing lanes based on the complexity of the work
- Finalization of the Damage Inventory
- A project will either be routed to the field or the Consolidated Resource Center, based on work completed

The FEMA Program Delivery Manager will group similar damages into projects with the Applicant to prepare for Phase II.

Introduction to Phase II (1 of 3)

In Phase II of the Public Assistance process, FEMA captures all the Applicant's disaster-related damage within 60 days of the Recovery Scoping Meeting.

The Program Delivery Manager begins the phase by making eligibility recommendations regarding the Applicant's facility to the Public Assistance Field Leadership. When the facility is determined eligible, the Program Delivery Manager logically groups damages into projects and places them into one of three lanes based on complexity.

- Projects that are 100% complete move into the Completed/Fully Documented Lane
- Projects with work to be completed are placed in the Standard or Specialized Lane

The lane in which the Program Delivery Manager places the project determines the process of Phase II. The next screen describes the actions completed in each lane in Phase II.

Introduction to Phase II (2 of 3)

Completed/Fully Documented Lane:

- The Program Delivery Manager requests Essential Elements of Information, also known as supporting documentation
- The Applicant submits required Essential Elements of Information

- The Program Delivery Manager reviews the documents loaded into the Essential Elements of Information to ensure they support the claimed damages
- If the work is deemed eligible by Field Public Assistance Leadership, the Program Delivery Manager routes the project(s) to the Consolidated Resource Center

Introduction to Phase II (3 of 3)

Standard and Specialized Lanes:

- The Program Delivery Manager requests Essential Elements of Information
- The Program Delivery Manager creates Site Inspection Work Orders
- FEMA and the Applicant conduct the site inspection
- The Site Inspector/Technical Specialist develops the Site Inspector Report and the Damage Description and Dimensions
- The Program Delivery Manager reviews the Site Inspector's Damage Descriptions and Dimensions
- The Program Delivery Manager ensures the Applicant's damages are grouped appropriately
- The Applicant completes the submission of all Essential Elements of Information
- The Program Delivery Manager reviews the documents uploaded and verifies the Essential Elements of Information are received
- The Applicant reviews and signs the Damage Description and Dimensions
- The Program Delivery Manager completes the Development Guide Questions with the Applicant
- The Applicant may decide to develop their own scope of work and cost estimate
- The Program Delivery Manager forwards the project to the Consolidated Resource Center

Phase II Grants Portal Activities

Throughout the actions in the Completed/Fully Documented, Standard, and Specialized Lanes in Phase II of the Public Assistance Delivery Model, the Applicant uses Grants Portal. The rest of this lesson covers Grants Portal activities involved in these lanes.

Grants Portal activities for Phase II include:

- Monitoring Site Inspection Work Orders
- Monitoring projects
- Reviewing and approving Damage Description and Dimensions
- Completing requests for Essential Elements of Information
- Managing Requests for Information

Organizing Damage and Scheduling the Site Inspection

After the Field Public Assistance Leadership determines that the Applicant's facility is eligible, the Program Delivery Manager organizes damages into projects and the project is assigned to the Completed/Fully Documented, Standard, or Specialized Lane.

For work to be completed placed in the Standard or Specialized lanes, the Program Delivery Manager schedules a site inspection with the appropriate personnel. For further information, please refer to the course: IS-1004 FEMA Site Inspection.

Site Inspection Work Orders

The Site Inspection Work Orders are sent to the FEMA Site Inspection Task Force Leader who assigns a FEMA Site Inspector.

For more information on the site inspection, please refer to the course: IS-1004 FEMA Site Inspection.

Monitoring Site Inspection Work Orders (1 of 4)

Tracking Site Inspection Work Orders in the Grants Portal is important for coordinating with the FEMA Program Delivery Manager and Site Inspector to accurately record incident-related damage in a timely manner.

The Applicant can monitor Site Inspection Work Orders in Grants Portal.

Steps to track a Site Inspection Work Order. The Applicant should:

- Navigate to the Grants Portal Dashboard page
- Select the "Work Orders" tab under the "My Organization" pane

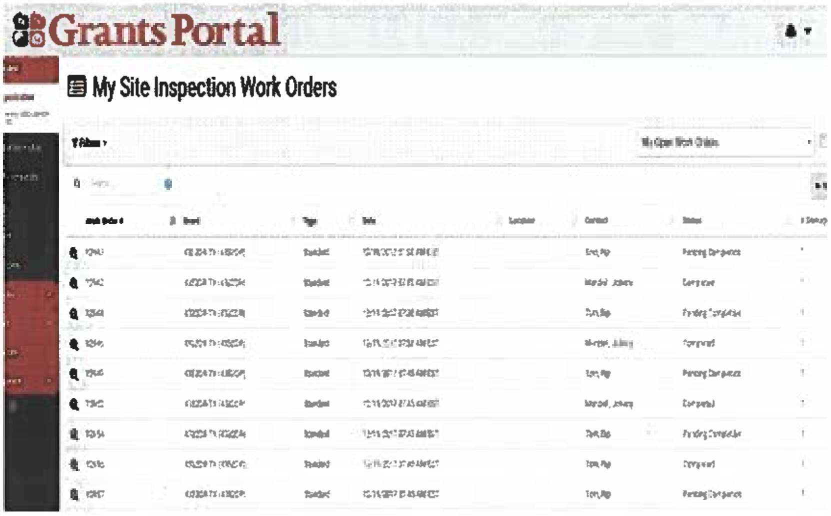
Monitoring Site Inspection Work Orders (2 of 4)

Once the Applicant selects the Work Order, Grants Portal directs them to the "My Site Inspection Work Orders" page.

The "My Site Inspection Work Orders" page displays information regarding the status, number of damages, and contact information for each Site Inspection Work Order that has been scheduled for the Applicant.

Steps to track a Site Inspection Work Order. The Applicant should:

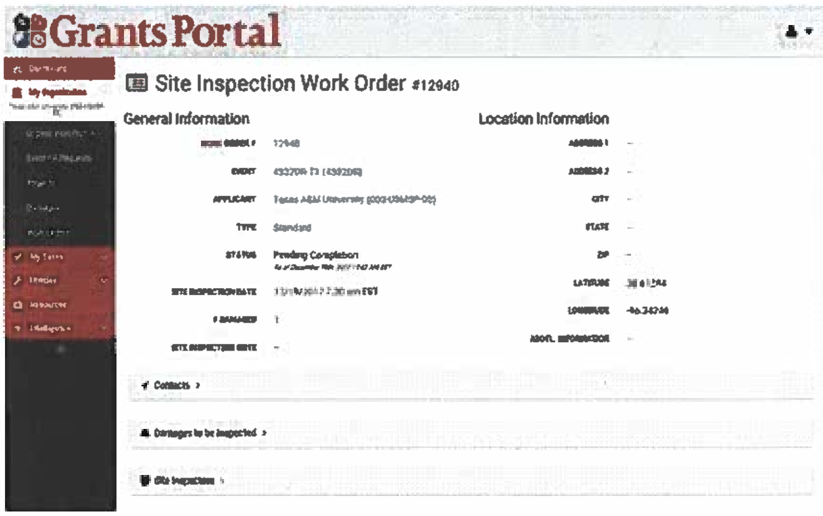
- Select the magnifying glass near the Work Order number to display additional details regarding each Site Inspection Work Order



Monitoring Site Inspection Work Orders (3 of 4)

From this page, the Applicant can view general information regarding the individual Site Inspection Work Order as well as detailed information regarding:

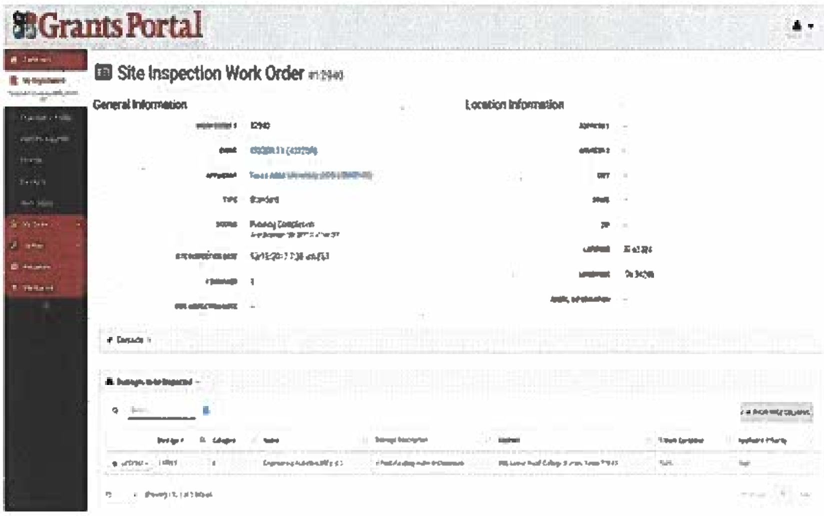
- Contacts
- Damages to be Inspected
- Site Inspectors



Monitoring Site Inspection Work Orders (4 of 4)

The Applicant is encouraged to review the Damages to be Inspected for each Site Inspection

Work Order prior to the Site Inspection. This helps in planning a time effective strategy or plan to see all the designated sites.



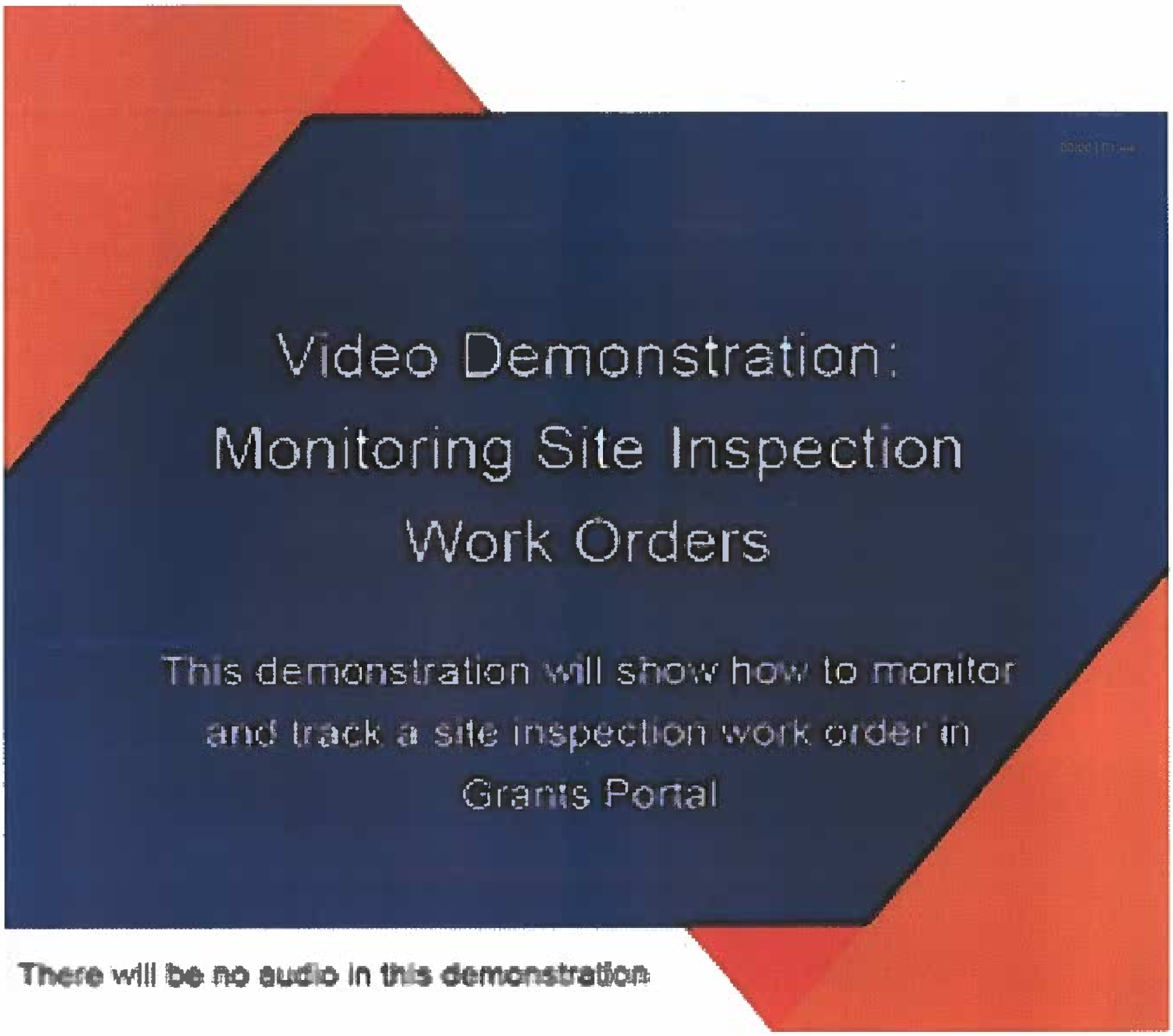
Site Inspection Conduct

Site inspections are required for identifying and recording incident-related damages timely and accurately for all work to be completed.

During site inspections, the Applicant and FEMA inspect the damages identified in Grants Portal, specifically the Damage Inventory.

Further information is included in the course: IS-1004 FEMA Site Inspection.

Monitoring Site Inspection Work Orders: Video Example

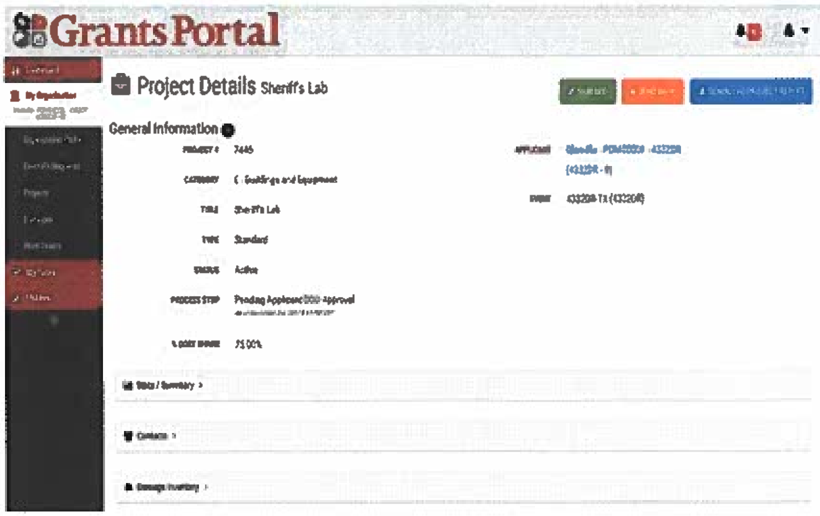


Viewing the Damage Description and Dimensions (1 of 2)

In order to continue the Public Assistance process after the Site Inspection, the Applicant must agree to the Damage Description and Dimensions. To review and sign the Damage Description and Dimensions, the Applicant navigates Grants Portal.

Steps to review the Damage Description and Dimensions. The Applicant should:

- Select the "My Organization" tab on the left side of the screen
- Select the "Projects" button, then select a Damage Description and Dimensions for review

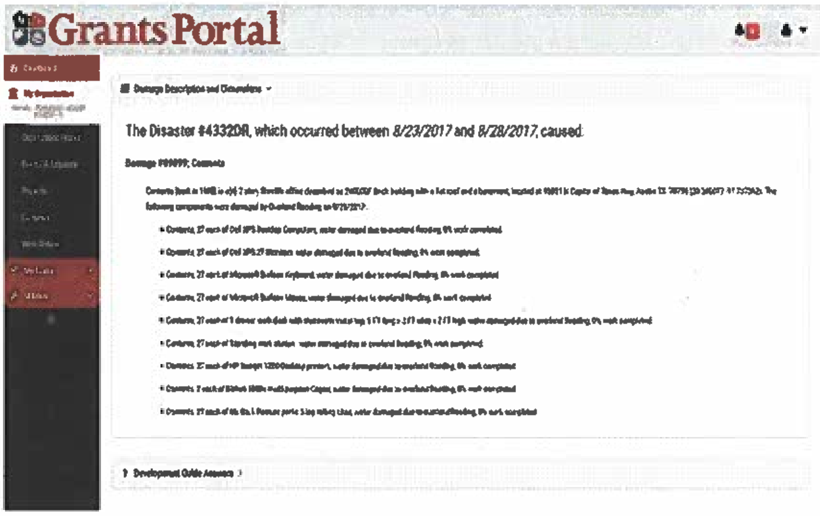


Viewing the Damage Description and Dimensions (2 of 2)

Once the Applicant selects the project, Grants Portal directs them to the Project Details page. From this page, the Applicant loads the Damage Description and Dimensions.

Steps to review the Damage Description and Dimensions. The Applicant should:

- Scroll down to the Damage Description and Dimensions bar on the "Project Details" page
- Select the "Damage Inventory" drop-down list
- Review the Damage Descriptions and Dimensions

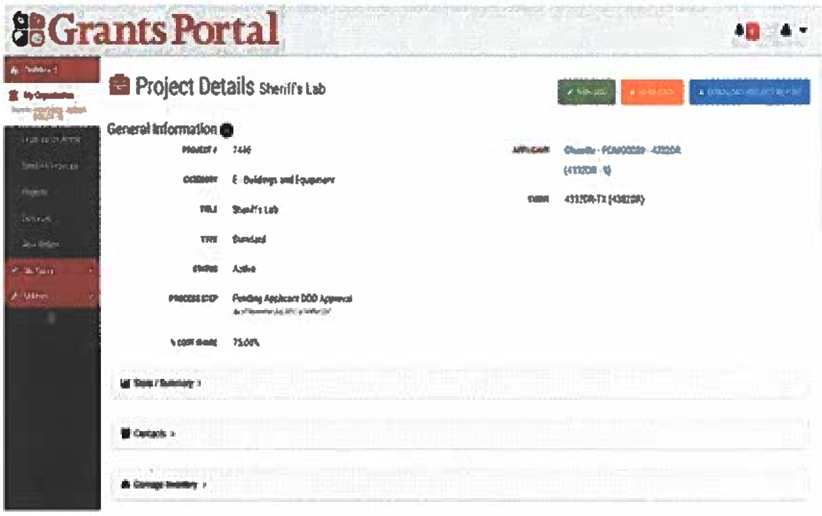


Signing the Damage Description and Dimensions

After reviewing the Damage Description and Dimensions, the Applicant either reach out to their Program Delivery Manager if there are any questions or sign it if the Applicant concurs.

Steps to sign the Damage Description and Dimensions: The Applicant should:

- Scroll to the top of the "Project Details" page
- Select the yellow "Send Back" button if changes are needed
- Select the green "Sign DDD" button to sign the Damage Description and Dimensions

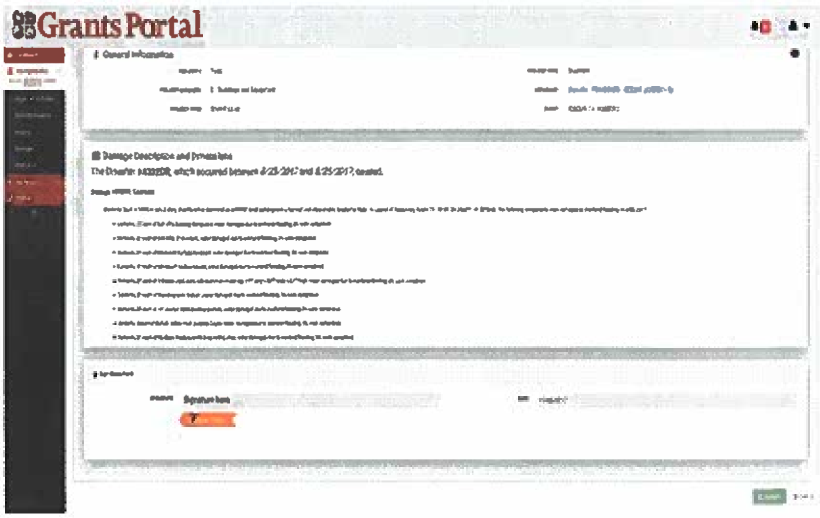


Project Signature

When the Applicant selects the "Sign DDD" button, Grants Portal navigates to the Sign Document drop-down list. The Applicant signs here.

Steps to sign the Damage Description and Dimensions: The Applicant should:

- Select the "Select to Sign" Ribbon

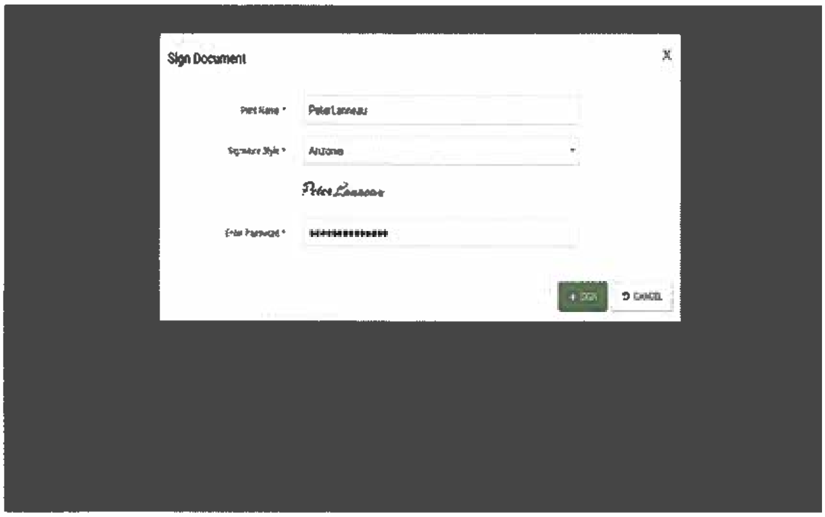


Input Signature and Style

Once the Applicant selects the "Select to Sign" ribbon a pop-up window appears. The Applicant enters the signees name and the style of signature.

Steps to sign the Damage Description and Dimensions: The Applicant should:

- Select the text box next to "Print Name" and enter the signees name
- Select the drop-down list next to "Signature Style" and choose the handwriting style for the signature
- Enter the account password
- Select the "Sign" button

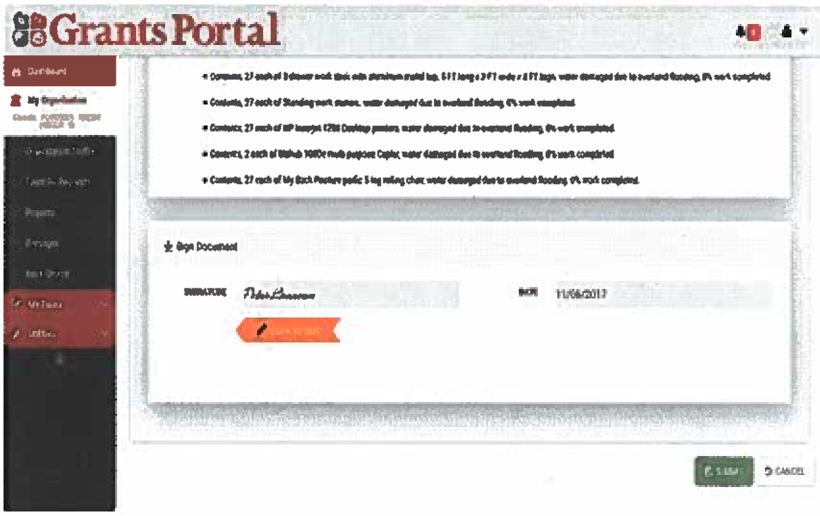


Submitting the Signed Damage Description and Dimensions

Once the Applicant enters all of the required information and selects the "Sign" button, the pop-up window disappears. Grants Portal auto-fills the signature and the date. The Applicant can submit the signature now.

Steps to submit the signed Damage Description and Dimensions. The Applicant should:

- Select the "Submit" button

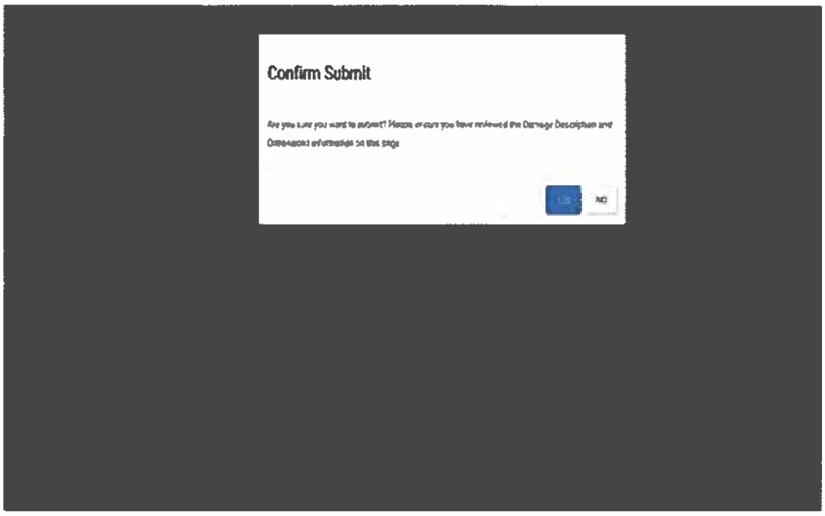


Confirm Signed Damage Description and Dimensions Submittal

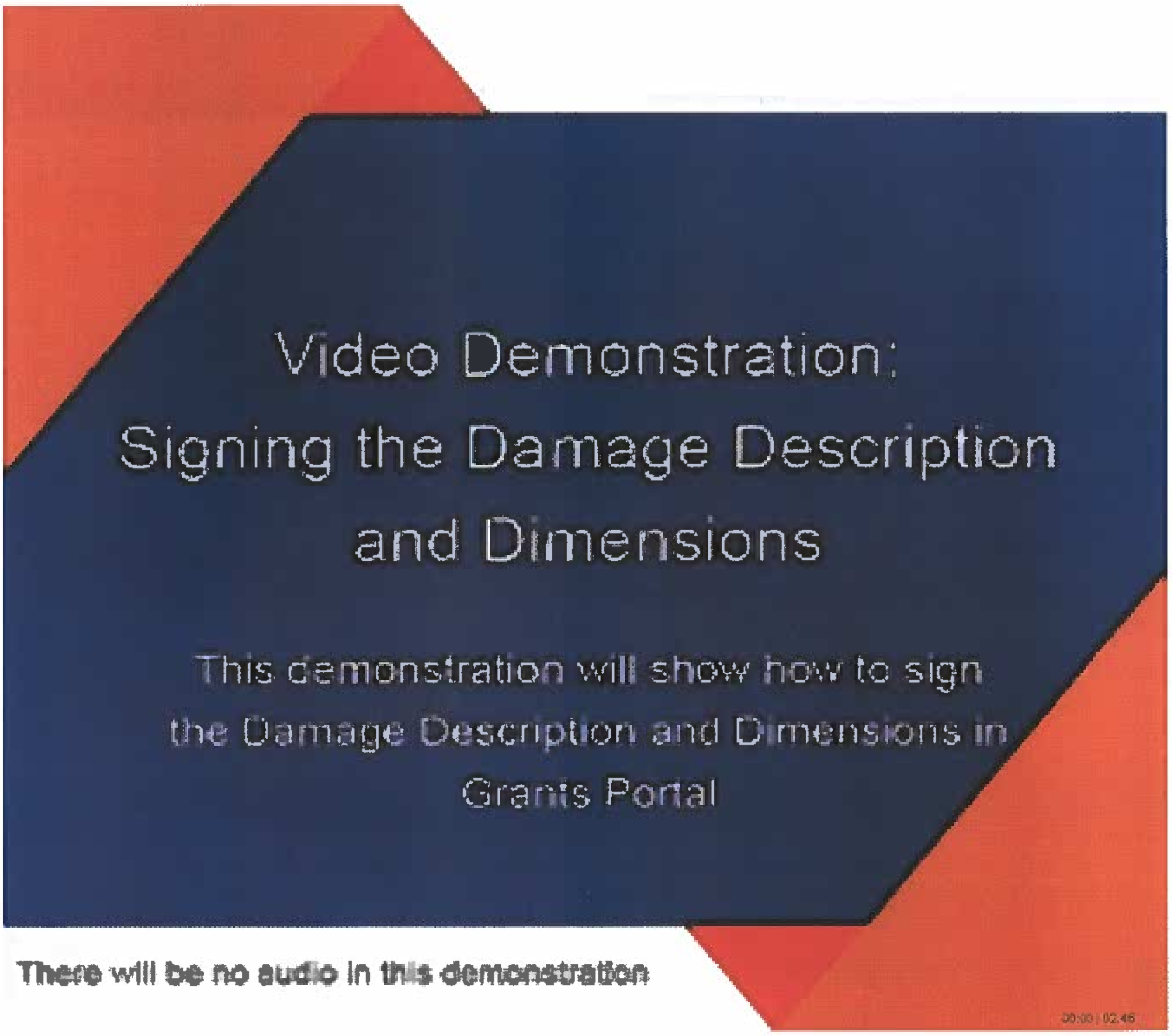
After the Applicant selects the "Submit" button, a pop-up window appears and asks the Applicant to confirm the submittal.

Steps to confirm the submittal of the signed Damage Description and Dimensions. The Applicant should:

- Select the "Yes" button



Signing the Damage Description and Dimensions: Video Example



Please watch the video on Signing the Damage Description and Dimensions.

Essential Elements of Information

During the Recovery Scoping Meeting, the Program Delivery Manager discusses documentation that the Applicant must submit to support their facility, work, and cost claims. Based on this conversation, the Program Delivery Manager indicates required documentation needed to learn more about the damage claims, which serves as the request for Essential Elements of Information.

The Program Delivery Manager will enter the Essential Elements of Information in Grants Portal after the Recovery Scoping Meeting and logically group all damage line items into projects. Depending on the project's Category of Work, the Program Delivery Manager may select additional Essential Elements of Information based on the categories of damages included in the project. The Applicant will then be able to upload requested documents that support damage claims.

In order to make eligibility recommendations to Public Assistance Field Leadership, the Program Delivery Manager needs all Essential Elements of Information. Throughout Phase II of the Public Assistance Delivery Model, the Applicant submits the Essential Elements of Information. Without the required information, the Applicants grant funding is jeopardized.

The following slides will outline processes for the Essential Elements of Information in the Grants Portal.

Accessing the Essential Elements of Information

After the Recovery Scoping Meeting occurs, the
Applicant must upload supporting documentation

for their facility, work, and cost claims, and answer any Essential Elements of Information from FEMA.

The Applicant achieves this through Grants Portal.

How the Applicant can answer the Essential Elements of Information:

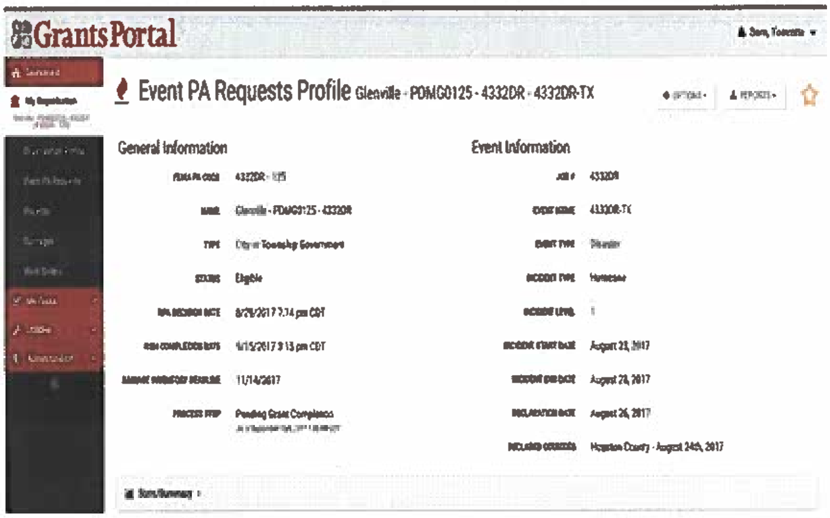
- Navigate to the My Organization section on the task pane and select "My Organization"
- Select "Event PA Requests"
- Select the magnifying glass to the left of the project you are working on

Essential Elements of Information: Event PA Requests Profile

The Applicant is now able to view the Event PA Requests Profile, which contains General Information as well as Event Information.

Addressing Essential Elements of Information. The Applicant should:

- Scroll down to the "Projects" bar



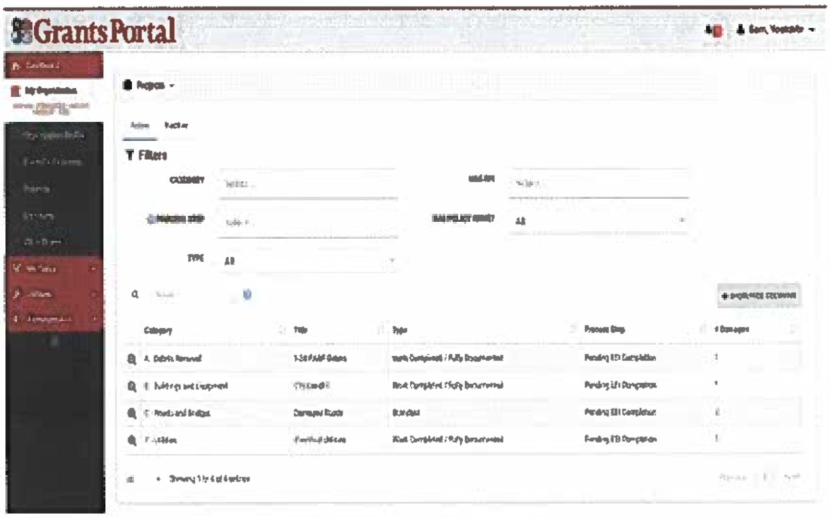
Essential Elements of Information: Locate Projects

Addressing Essential Elements of Information:

- After the Applicant has scrolled down to the "Projects" bar within the "Event PA Requests Profile", select the down arrow to expand the "Projects" bar

Once the "Projects" bar is expanded, the Applicant can view the projects which have pending Essential Elements of Information.

- Select the magnifying glass next to the project to work on



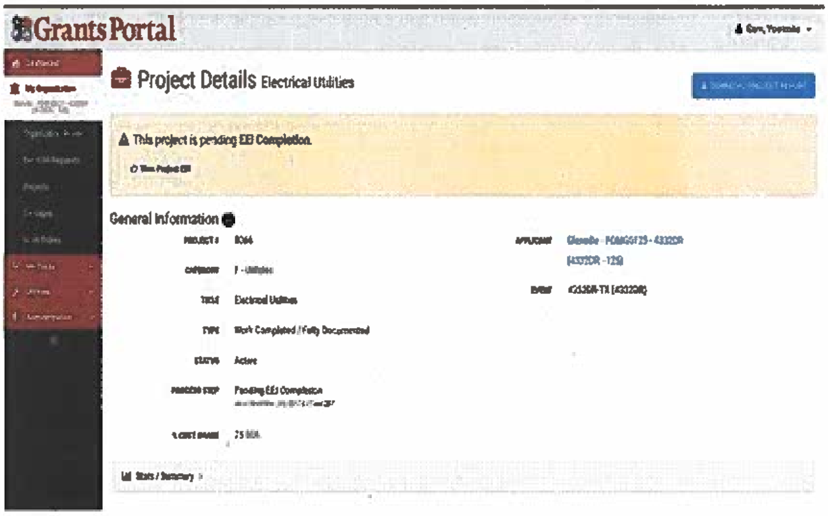
Essential Elements of Information: Locate Project Essential Elements of Information

Now that the Applicant opened the project to work on, locate the project's requested Essential Elements of Information.

There will be a notification at the top of the screen stating, "This project is pending EEI Completion."

Addressing Essential Elements of Information:

- Select the text below the notification that states, "View Project EEI"
- Alternatively, the Applicant can scroll down to the "Essential Elements of Information" bar

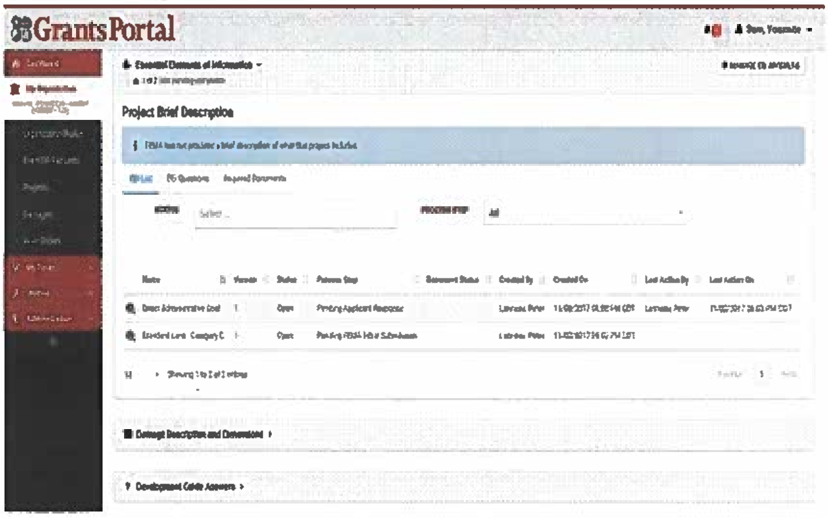


Essential Elements of Information: Select Essential Elements of Information

In the "Essential Elements of Information" bar, the Applicant can see the list of the required Essential Elements of Information.

Addressing Essential Elements of Information:

- Select the magnifying glass next to the Essential Element of Information to be completed

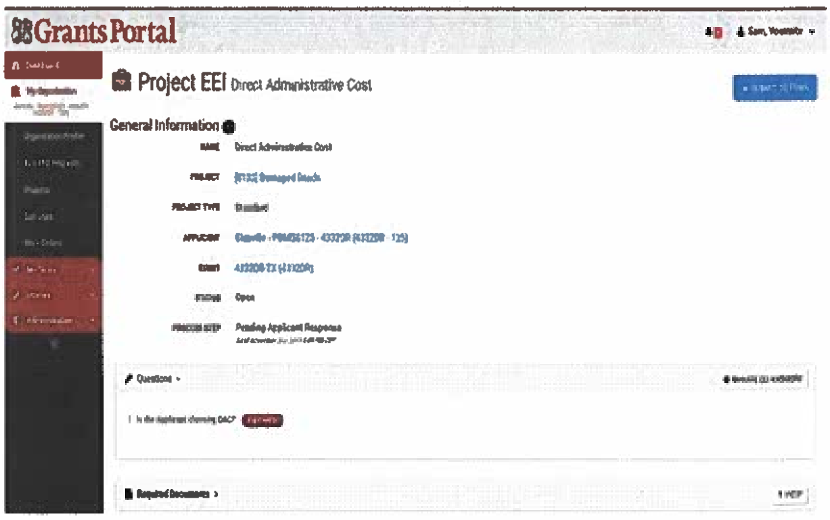


Essential Elements of Information: Review Unanswered Questions

The Applicant is now in the Project EEI section and must complete the Unanswered Questions.

Addressing Essential Elements of Information:

- Expand the "Questions" bar by selecting on the arrow to the right
- Select "Manage EEI Answers"

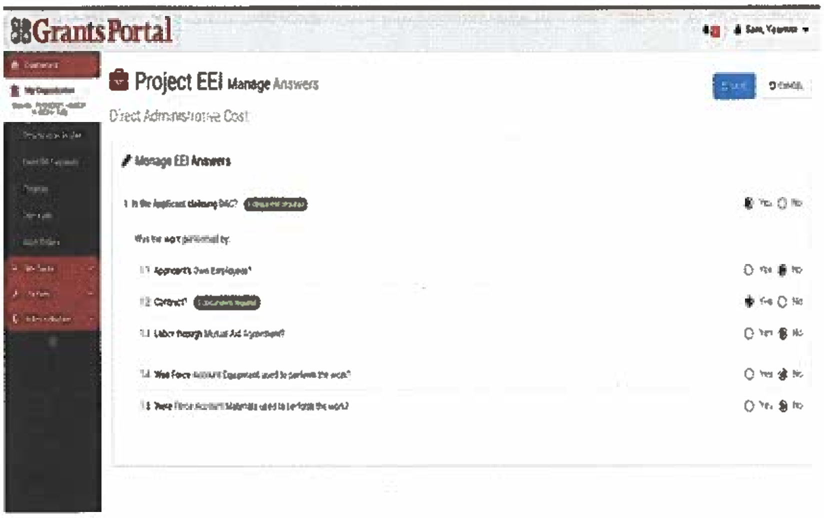


Essential Elements of Information: Answer Questions

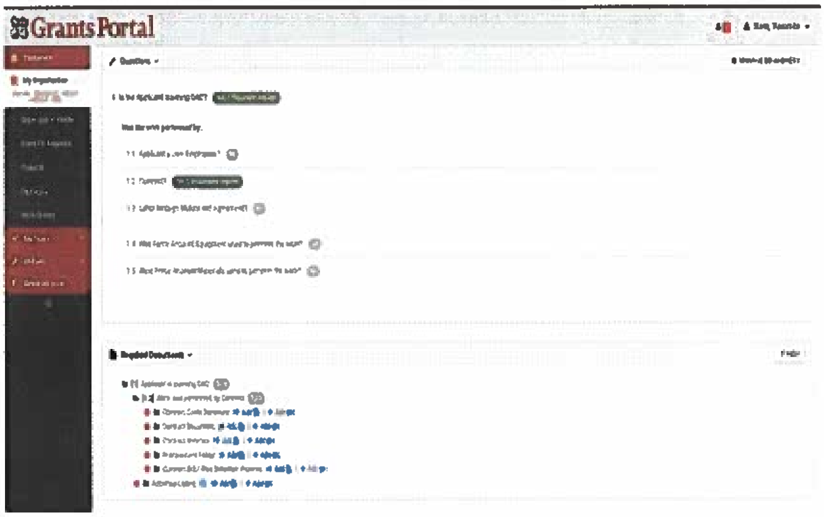
Once the Applicant selects "Manage EEI Answers" the unanswered questions can be answered.

Addressing Essential Elements of Information:

- Ensure that all questions are answered
- Select the blue "Save" button at the top right corner of the screen when all the questions have been answered



Essential Elements of Information: Review

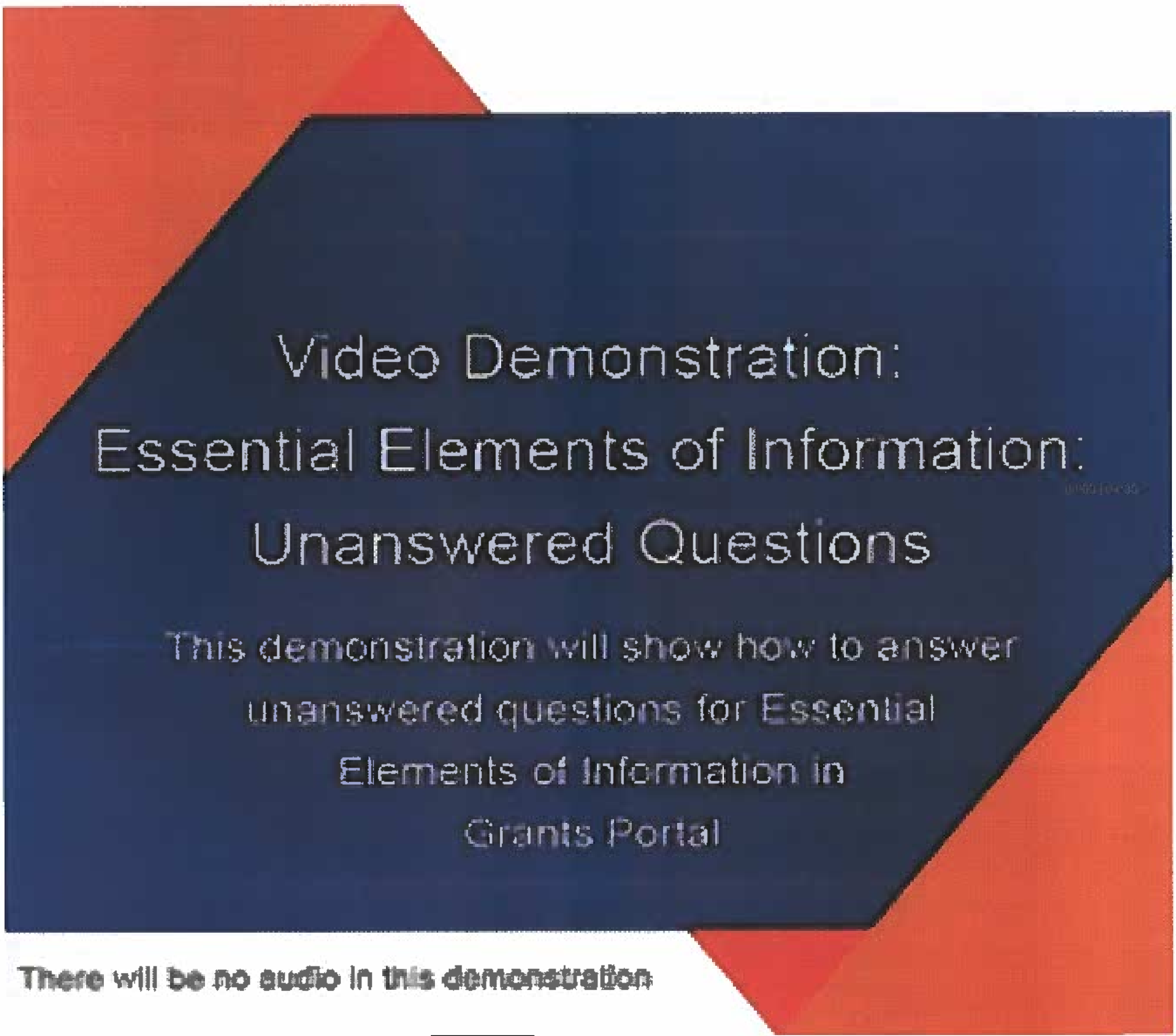


Once the Applicant answers all the unanswered questions, review and verify the answers.

Addressing Essential Elements of Information:

- The Applicant verifies and confirms that the answers are correct by reviewing them again

Essential Elements of Information: Unanswered Questions: Video Example



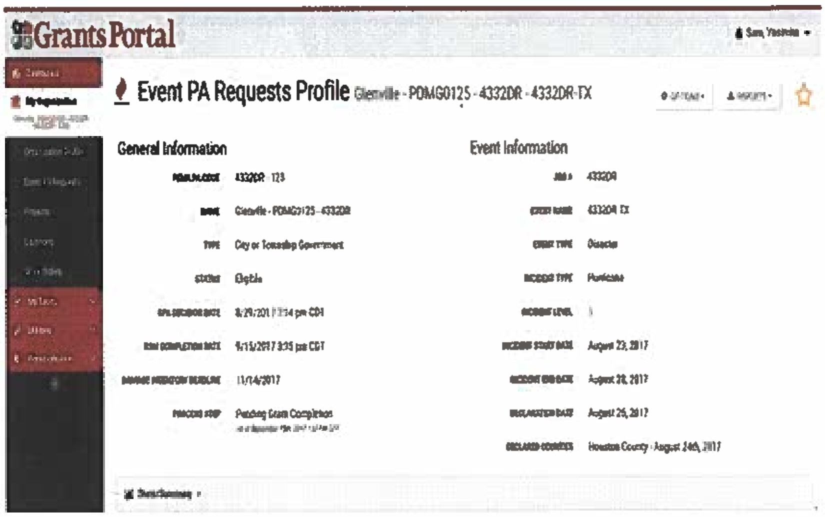
[redacted]

Essential Elements of Information: Document Upload (2 of 3)

Once the Applicant opens the event to upload documents, scroll down to the specific project to be updated.

Uploading documentation for Essential Elements of Information:

- Scroll down to the Projects bar



Essential Elements of Information: Document Upload (3 of 3)

The Applicant then locates the specific project and required Essential Elements of Information.

Uploading Documentation for Essential Elements of Information:

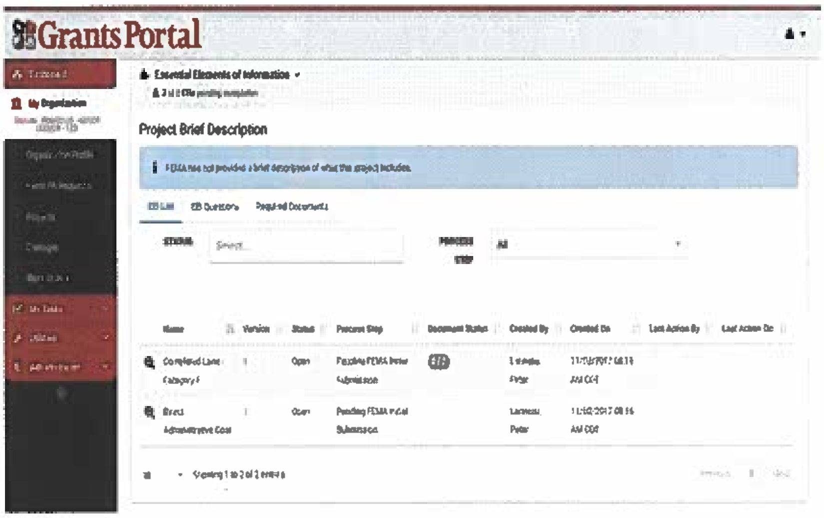
- Expand the "Projects" bar
- Select the magnifying glass next to the project to update
- Select the "View Project EEI" or simply scroll down and expand the "Essential Elements of Information" bar

Essential Elements of Information Document Upload: Select Project

After selecting "View the Project EEI", the Applicant can see the Project Brief Description.

Uploading Documentation for Essential Elements of Information:

- Locate the Essential Element of Information to be updated and select the magnifying glass on the left

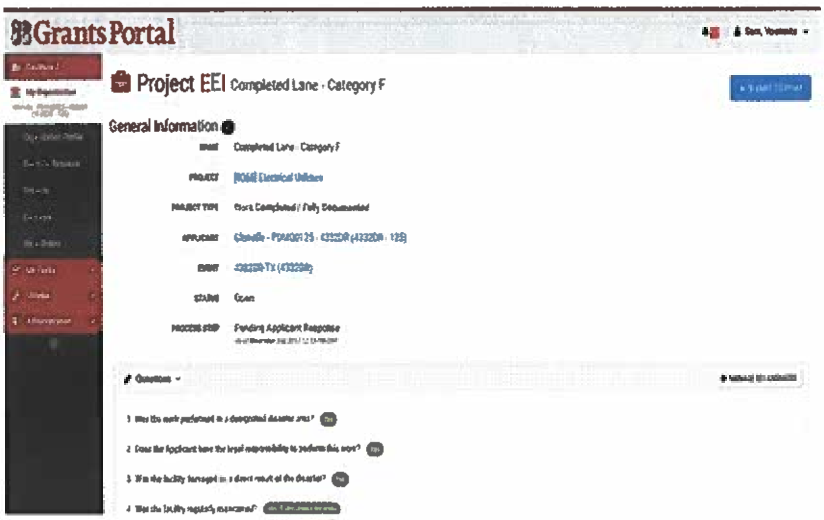


Essential Elements of Information Document Upload: Review Questions

The Applicant can now view the General Information about the project and the Essential Elements of Information questions in EEI Question bar.

Uploading Documentation for Essential Elements of Information:

- Review the questions and prepare the appropriate documents to be uploaded



Essential Elements of Information Document Upload: New Documents

Once reviewing the Essential Element of Information and preparing the documents to be uploaded is complete, the Applicant begins the upload process.

Uploading Documentation for Essential Elements of Information:

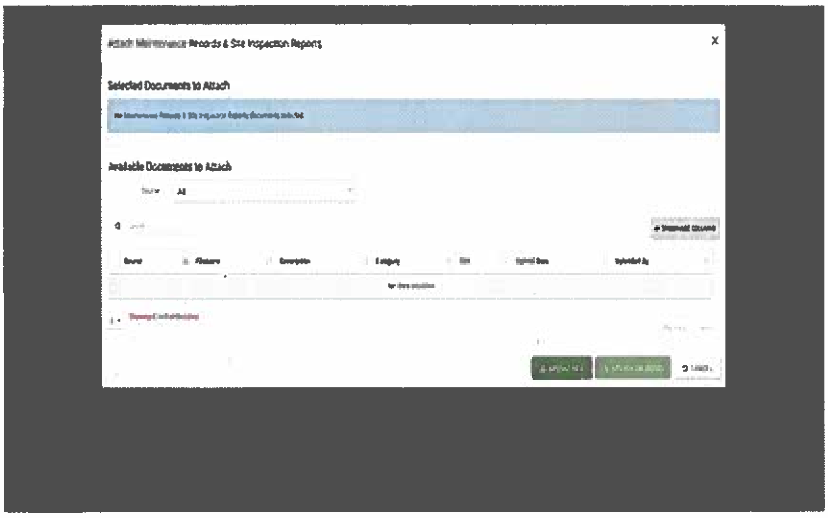
- Scroll down to the "Required Documents" bar and expand it by selecting on the down arrow
- Select the blue "Add" button next to the Essential Elements of Information

Essential Elements of Information Document Upload: New Document Pop-Up

A pop-up window appears labeled "Attach Maintenance Records and Site Inspection Reports."

Uploading documentation for Essential Elements of Information:

- Select the green "Upload New" button in the bottom right corner of the pop-up window or drag and drop a file into the dotted box at the top of the pop-up window.

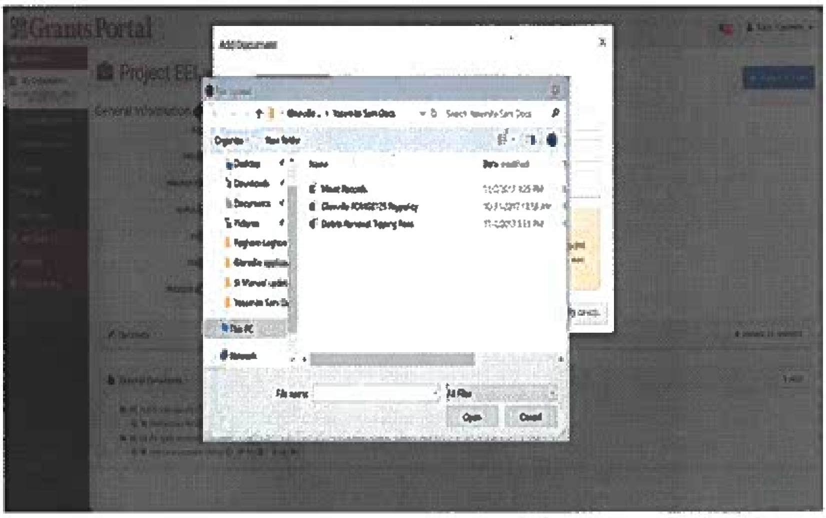


Essential Elements of Information Document Upload: Select New Document

The Applicant navigates to where the document is saved. The Applicant can also drag and drop the document into the pop-up window to skip these steps.

Uploading Documentation for Essential Elements of Information:

- Select the appropriate document
- Select "Open"



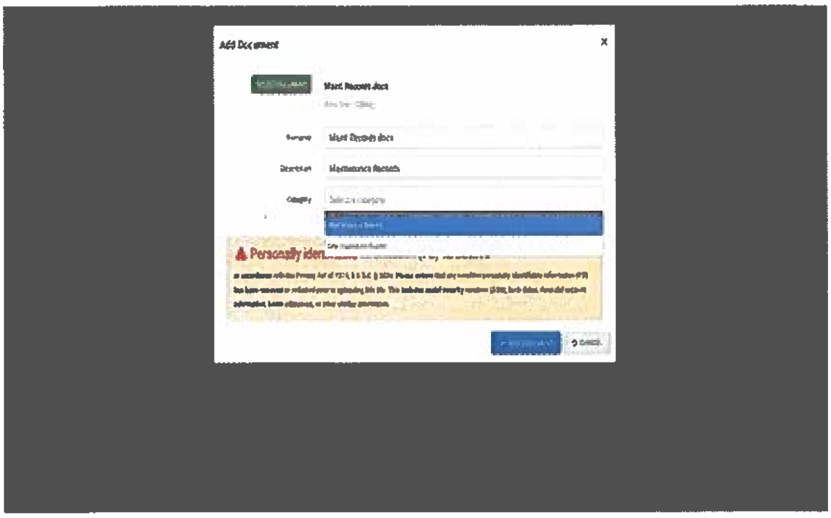
Essential Elements of Information Document Upload: Add Document Description and Category

After the Applicant selects the document file, complete the Description box and select a Category it pertains to from the drop-down list. This "tags" the type of document.

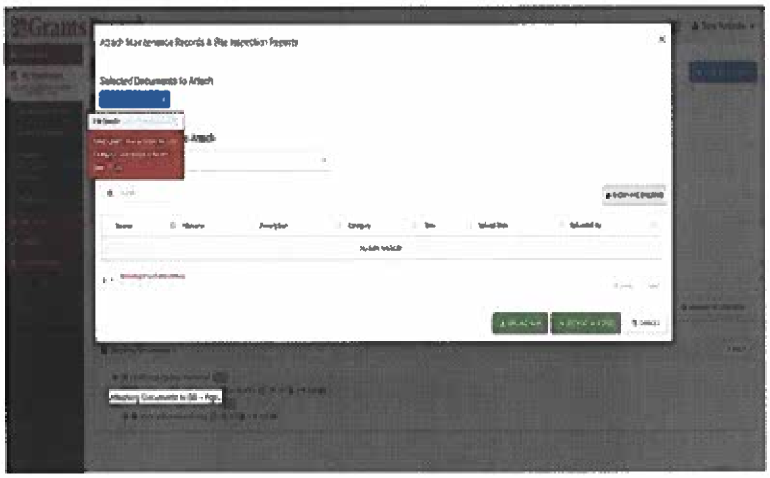
Uploading Documentation for Essential Elements of Information:

- Type the description of the document

- Select "Category" to add a document tag
- Select the blue "Add Document" button



Essential Elements of Information Document Upload: Attach New Documents

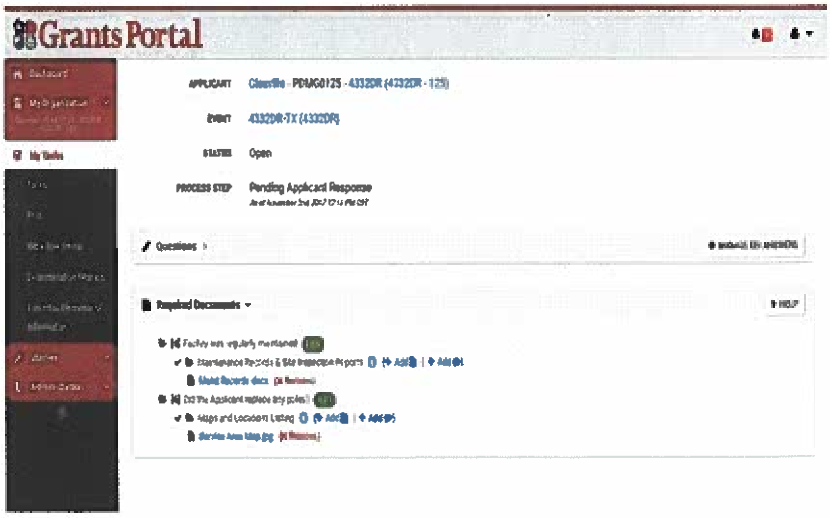


After selecting the "Add Document" button, Grants Portal directs the Applicant to the "Upload New Document to EEI" pop-up window.

Uploading Documentation for Essential Elements of Information:

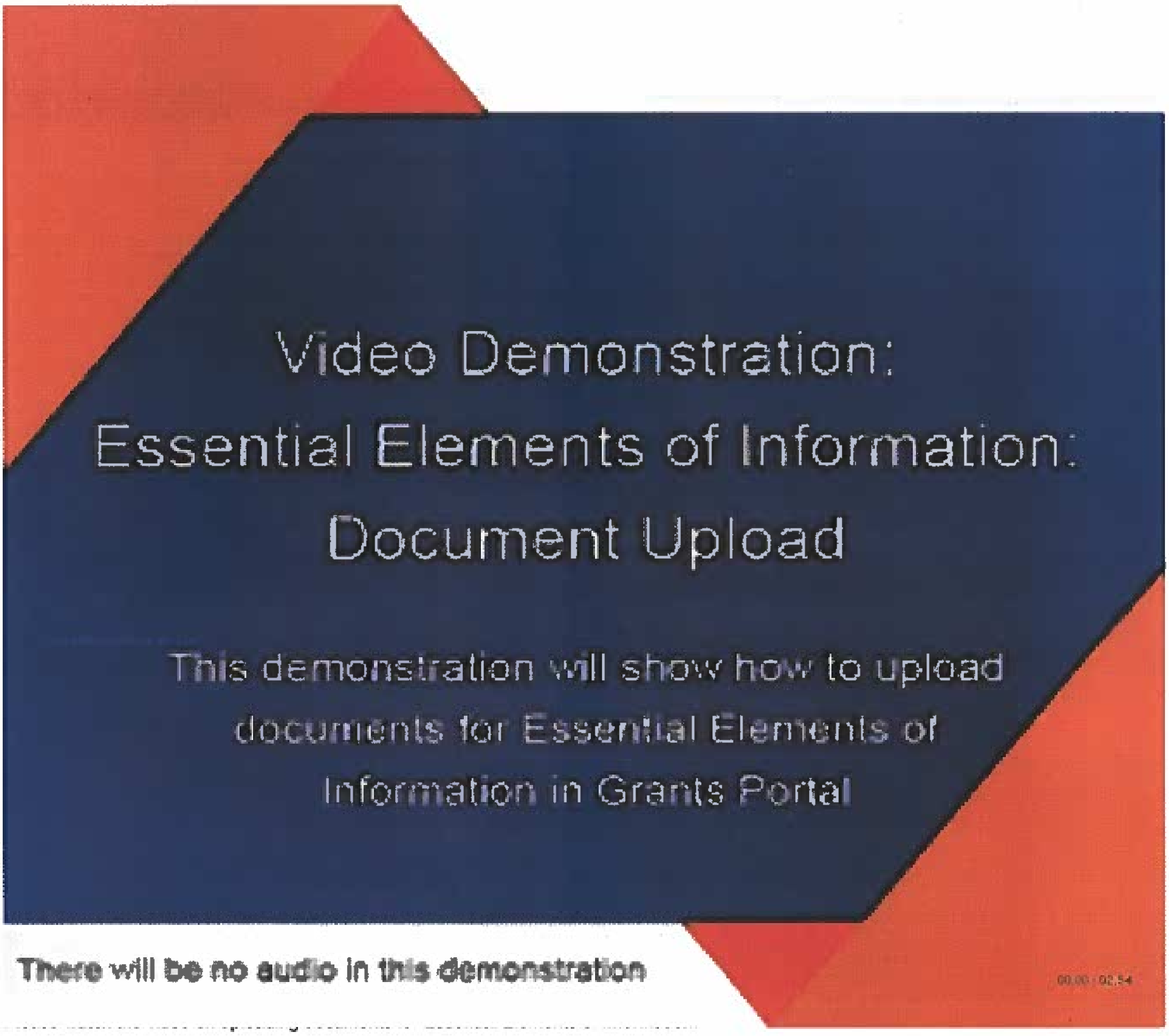
- Verify it is the correct document by placing the mouse over the file name
- A File Details box will pop up and show the Description, Category, and file size of the document
- Select the green "Attach Selected" button

Essential Elements of Information Document Upload: Remove Documents



The Applicant can also remove a document. To remove a document that was attached to an Essential Element of Information, the Applicant can select the red "Remove" button to the right of the document.

Essential Elements of Information: Document Upload: Video Example



Essential Elements of Information: Add Comments (1 of 2)

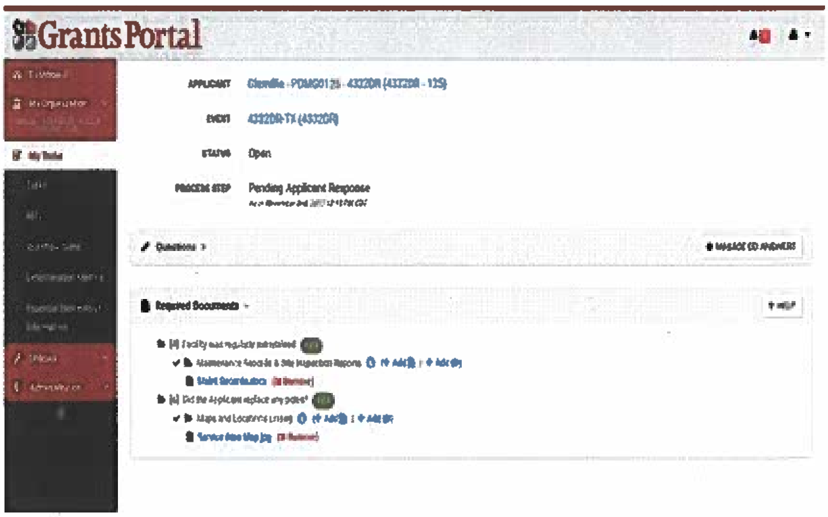
Adding comments to an Essential Element of Information is an easy process. An Applicant should add a comment if there is no supporting documentation, or if they want to refer FEMA to a different document that was uploaded.

If the Applicant has the same document listed in multiple sections in Grants Portal, but does not want to re-upload it multiple times, they can add a comment indicating where the document is uploaded.

For example, all Force Account Labor sheets attached to the first Essential Element of Information in the project will be referenced in other sections.

Add comments to an Essential Elements of Information:

- Navigate to the "Required Documents" bar within the Essential Element of Information



and select the "Add" comment bubble to the right of the "Add" document

Essential Elements of Information: Add Comments (2 of 2)

This will cause an "Add Comment" pop-up window to appear. In the comment box, the Applicant can:

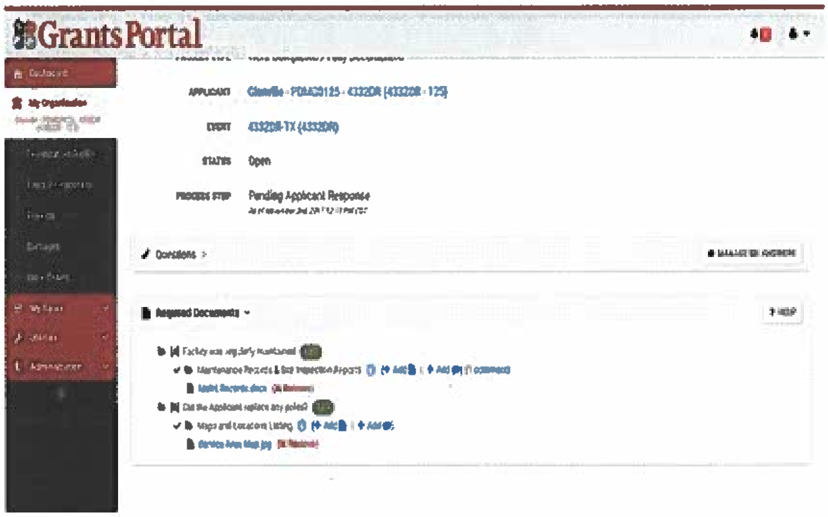
- Type the comment
- Select the type of comment
    - Document Unavailable - Reason
    - General Comment
- Then select the green "Save" button to close the pop-up window

Essential Elements of Information: Verify Comment

After the Applicant closes out the pop-up window, return to the Required Documents bar.

Add comments to an Essential Elements of Information:

- The Applicant selects on the comment that now appears to the right of the "Add" comment bubble to verify that the comment added is accurate

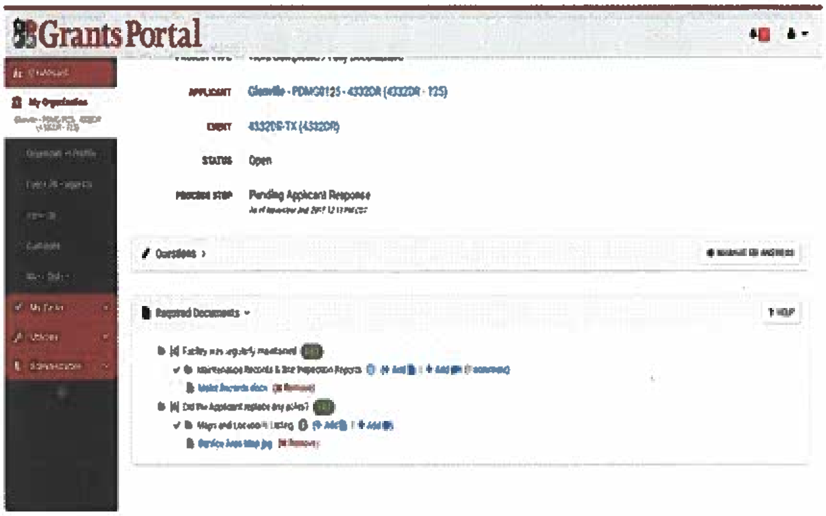


Essential Elements of Information: Send to FEMA (1 of 2)

Once all documents are attached to the Project EEI, the Applicant is now ready to send the Essential Elements of Information back to FEMA. There will be green checkmarks that confirm everything is complete next to each Essential Element of Information item.

Add comments to an Essential Elements of Information:

- Confirm that the documents are attached
- Select the blue "Submit to FEMA" button at the top right corner of the page

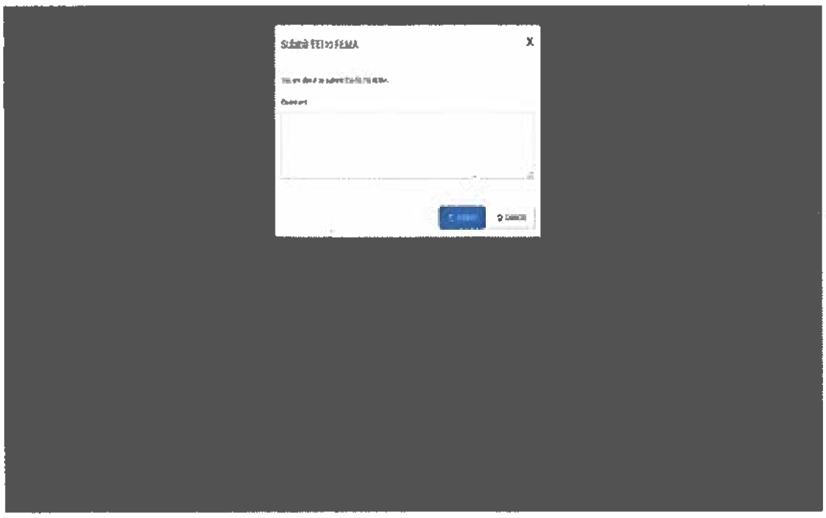


Essential Elements of Information: Send to FEMA (2 of 2)

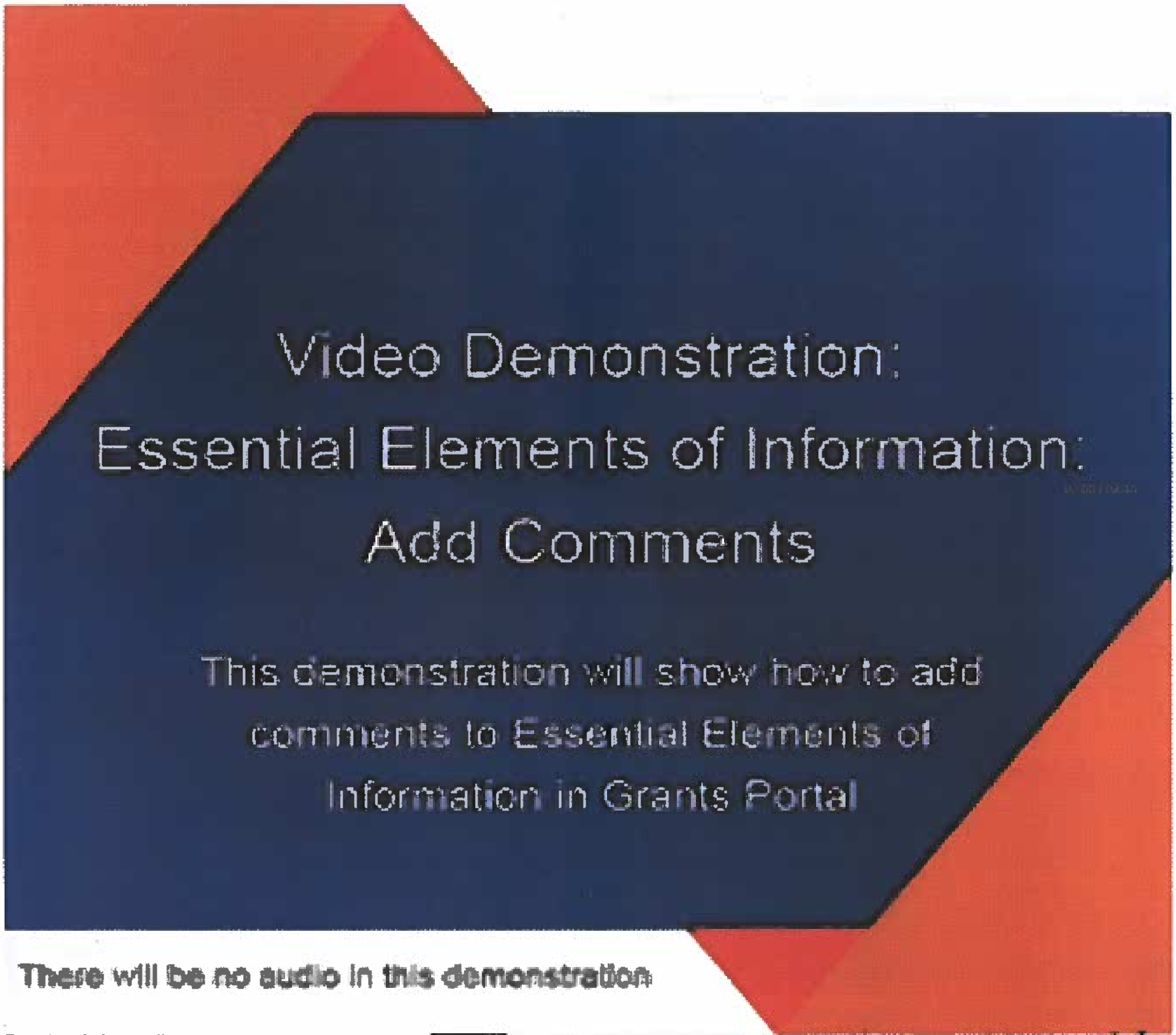
A pop-up window will appear asking if the Applicant is ready to submit the Essential Element of Information to FEMA.

Add comments to an Essential Elements of Information:

- Enter any further comments necessary into the text field
- When complete, select the blue "Submit" button



Essential Elements of Information: Add Comments: Video Example



Portal and via email.

Steps to complete the Request for Information. The Applicant should:

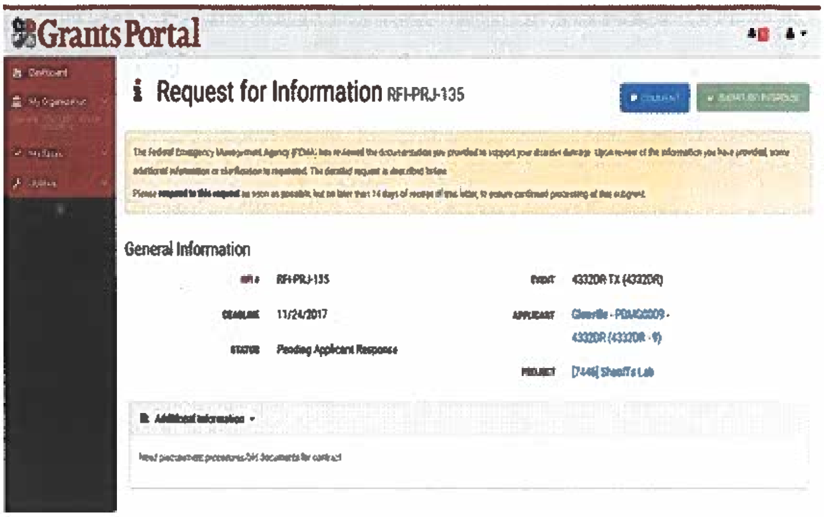
- Sign in to Grants Portal
- Select the bell icon located in the top right corner of the screen
- Select the "Review" button to the left of the Request for Information

Viewing Requests for Information

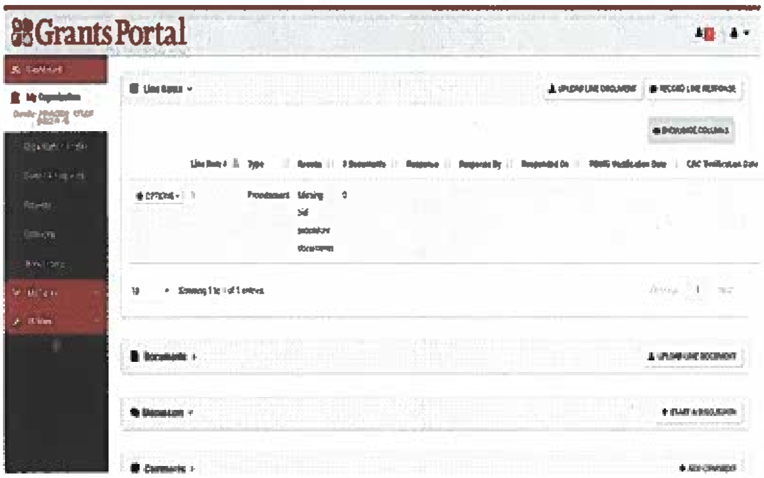
Once the Applicant selects the "Review" button, Grants Portal loads the Request for Information page. A notification at the top of the page details the deadline to reply to the Request for Information

Steps to complete the Request for Information. The Applicant should:

- Expand the "Additional Information" drop-down list
- Review the requested documentation under the "Additional Information" drop-down list
- Scroll down to the "Line Items" drop-down list



Requests for Information: Upload Documentation

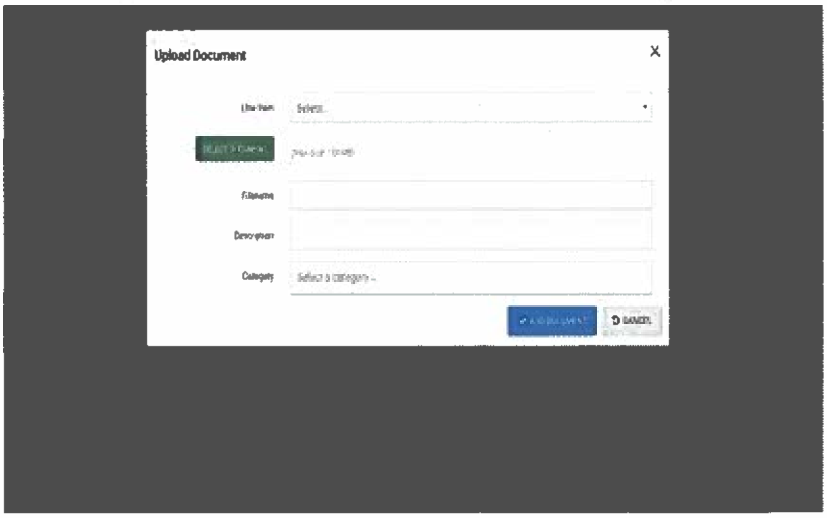


After scrolling down to the "Line Items" drop-down list, the Applicant begins the upload process.

Steps to complete the Request for Information. The Applicant should:

- Expand the "Line Items" drop-down list
- Select the "Upload Line Document" button

Request for Information: Upload Document Pop-Up



Once the Applicant selects the "Upload Line Document", a pop-up window titled "Upload Document" appears.

Steps to complete the Request for Information. The Applicant should:

- Select the "Select Document" button or drag and drop the document into the dotted box to upload it.

Request for Information: Select Document to Upload

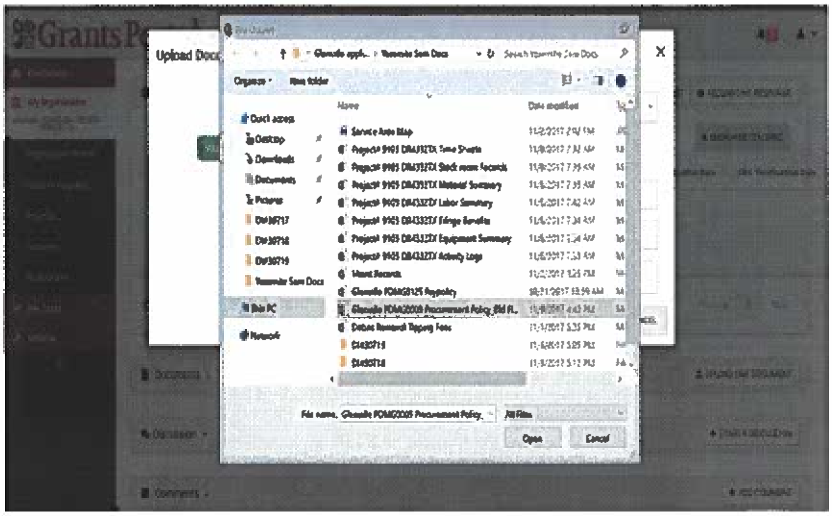
File Explorer opens once the Applicant selects the "Select Document" button. The Applicant searches

File Explorer for the document and uploads it if they are uploading it manually.

Steps to complete the Request for Information. The Applicant should:

- Select the desired document and select "Open".

Use Left/Right Arrow keys to

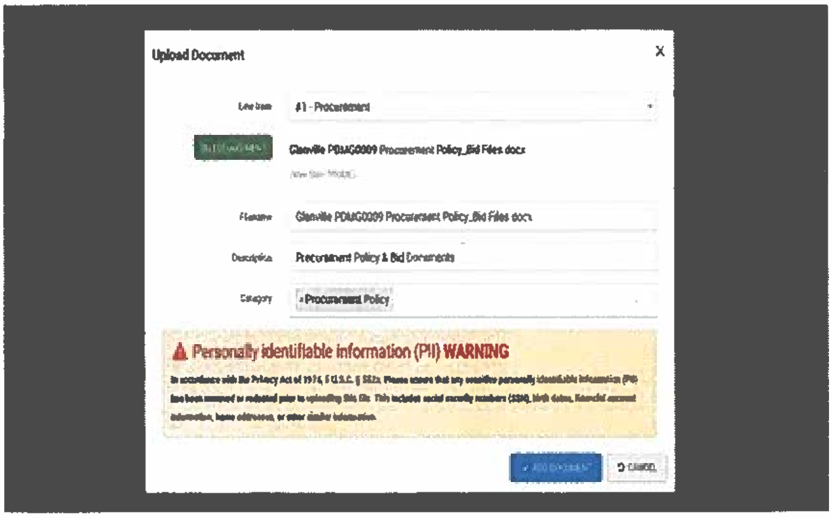


Request for Information: Document Information

Once the Applicant selects the appropriate document, the document information is completed.

Steps to complete the Request for Information. The Applicant should:

- Select the Line Item from the drop-down list
    - This defines the document (E.g., procurement)
- Add the document description
- Add document category type
- Select the "Add Document" button

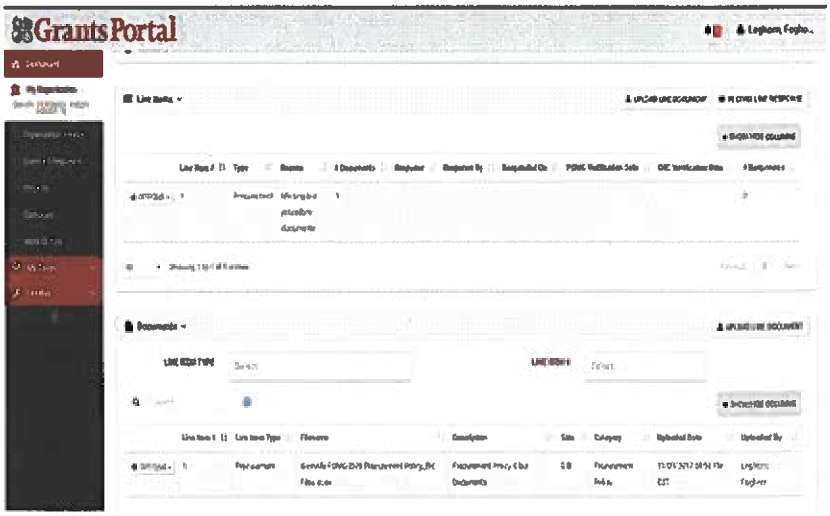


Request for Information: Confirm Document Upload

Once the Applicant selects the "Add Document" button the window disappears they confirm that the document uploaded properly.

Steps to complete the Request for Information. The Applicant should:

- Expand the "Documents" drop-down list
- Review and confirm uploaded document
- Scroll to the top of the page

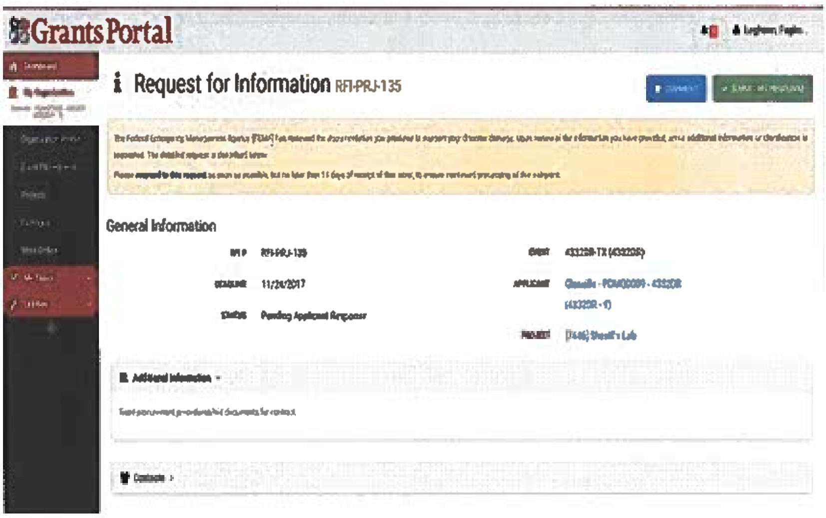


Submit a Request for Information Response (1 of 2)

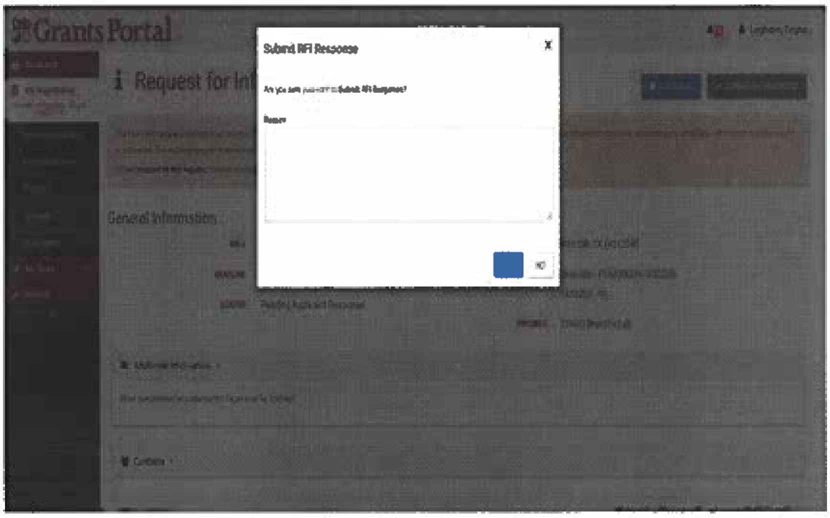
After the Applicant ensures the document was uploaded correctly, the Request for Information response is submitted.

Steps to complete the Request for Information. The Applicant should:

- Select the "Submit RFI Response" button at the top right of Grants Portal



Submit a Request for Information Response (2 of 2)

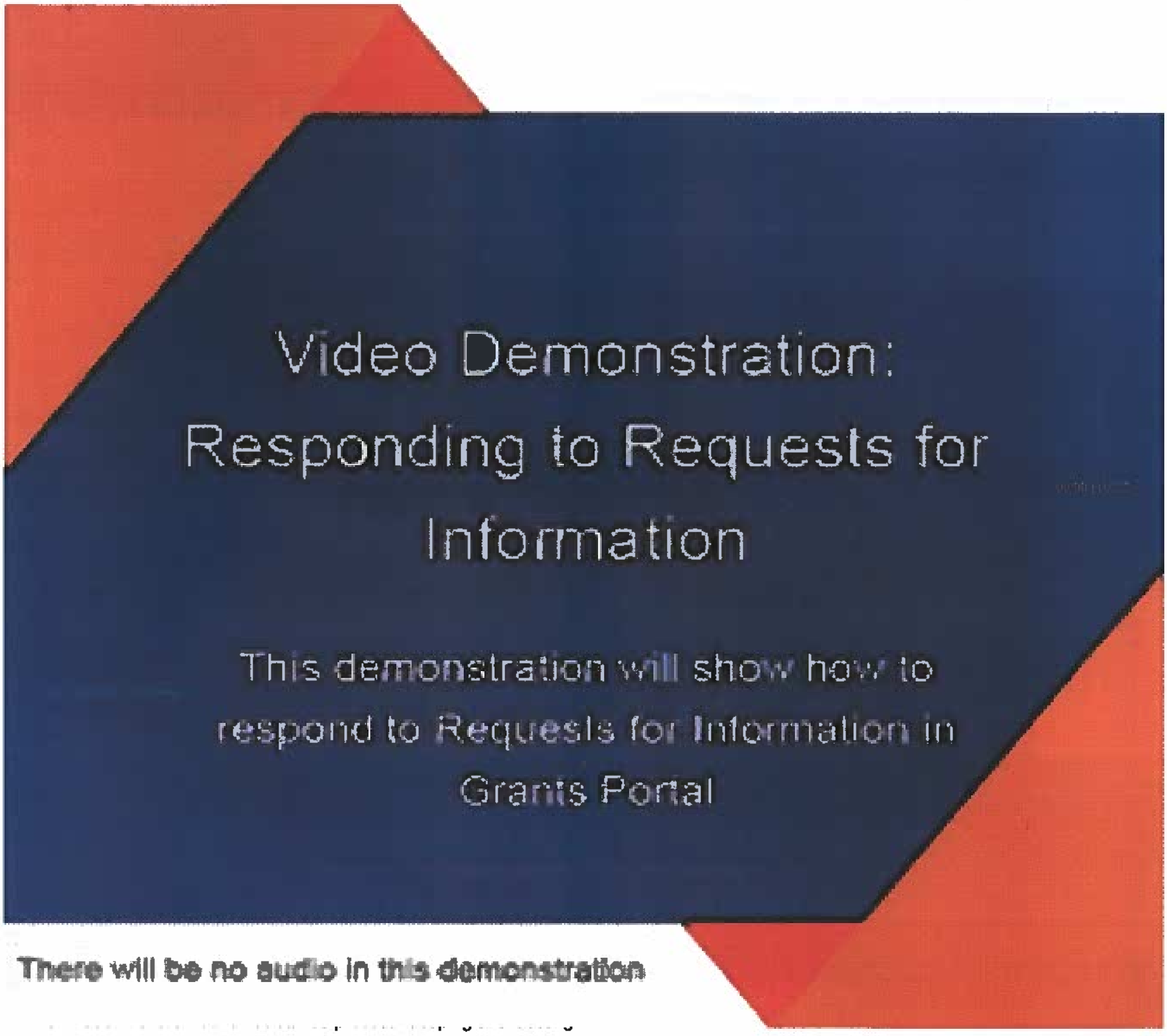


After the Applicant selects the "Submit RFI Response" button, a pop-up window appears.

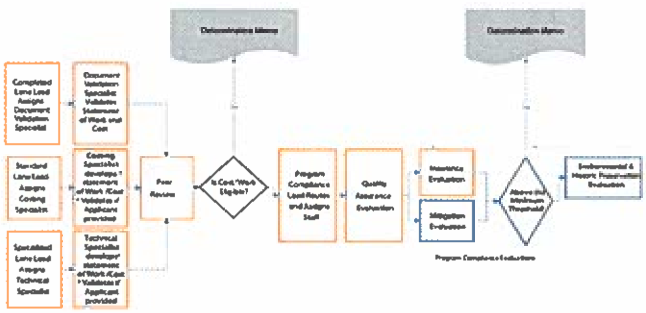
Steps to complete the Request for Information. The Applicant should:

- Select the blue "Yes" button from the pop-up window

Responding to Request for Information: Video Example



The objectives are for either FEMA or the Applicant to develop and validate the project scope of work and cost estimates.



Phase III Grants Portal Activities: The Three Project Lanes

As mentioned in the previous lesson, the Public Assistance process segments projects into three lanes based on complexity.

- Completed Work Lane
- Standard Lane
- Specialized Lane

Projects in the Standard or Specialized Lane require the scope of work and cost estimate to be built. Either the Applicant or FEMA, based on the Applicant's decision, will write the scope of work and cost estimate.

The Consolidated Resource Center is a centralized location where subject-matter experts are available to process grant applications across multiple incidents. This is where FEMA reviews and creates a project's scope of work and cost estimate. Based on the review, FEMA determines eligibility. If the project is eligible, it moves onto Phase IV.

Completed Work

During Phase III of the Public Assistance process, the objective is to validate or develop the scope of work and cost estimate of a project based on codified damages. Pending grant obligation, no further actions are necessary for Completed Work during this phase.

The Completed Work lane can cover all Categories of Work and may require site inspections, though generally they do not.

Standard and Specialized Work

At the beginning of Phase III, the Applicant will decide between two choices for scoping and costing project(s).

- FEMA (via the personnel at the Consolidated Resource Center) will develop the scope of work and cost estimate based on the Damage Description and Dimensions on the Applicant's behalf
- The Applicant can choose to develop the scope of work and cost estimate themselves and submit to FEMA for review

In the case where the Applicant chooses to develop the scope of work and cost estimate, FEMA will validate both items and conduct a compliance review. Personnel from Environmental and Historic Preservation, Hazard Mitigation, and Insurance, will also conduct a review if necessary.

If additional information is required throughout project formulation, or during FEMA's review, the Consolidated Resource Center may process the Request for Information and the Applicant will receive a notification through the Grants Portal via email. The Applicant will be able to monitor the progress through the program compliance review process on the Grants Portal.

Applicant-Developed Scope of Work and Cost Estimates

The Applicant works in Grants Portal to develop the scope of work and cost estimate. If the Applicant chooses to develop their own scope of work and cost estimates for their project, there are certain considerations that should be kept in mind.

- Does the Applicant have a certified engineer or qualified cost estimator?
- Are documented local costs (unit costs) readily available?
- Are the recovery operations on a scale, where taking on scoping and costing is beyond capacity?
- Does the work require specialized expertise, factors, or considerations?

The answers to these questions may affect how the Applicant chooses to approach their scope of work and cost estimate development.

Applicant-Developed Scope of Work: Navigate to the Project

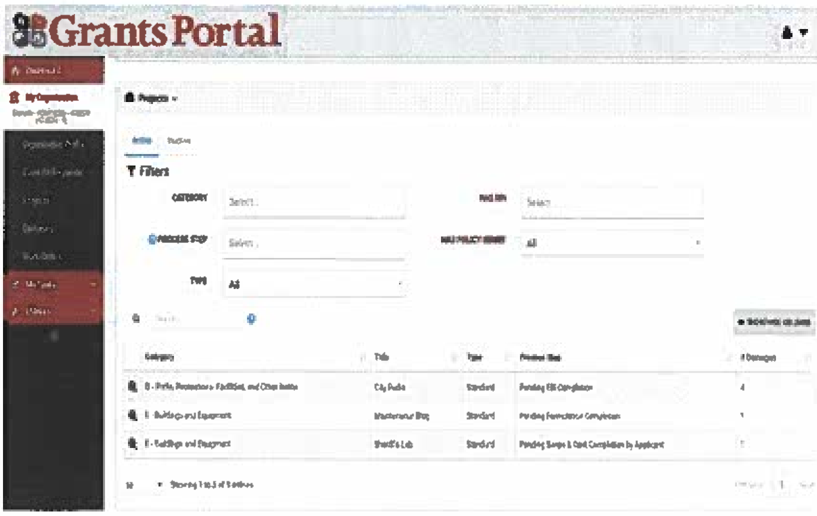
To begin developing the scope of work, the Applicant navigates to the Organization tab in Grants Portal and completes the following steps:

- Select "My Organization"
- Select "Applicant Event Profiles"
- Select the magnifying glass next to the appropriate event

Once the Applicant selects the magnifying glass next to the event, Grants Portal directs them to the "Applicant Event Profile" page.

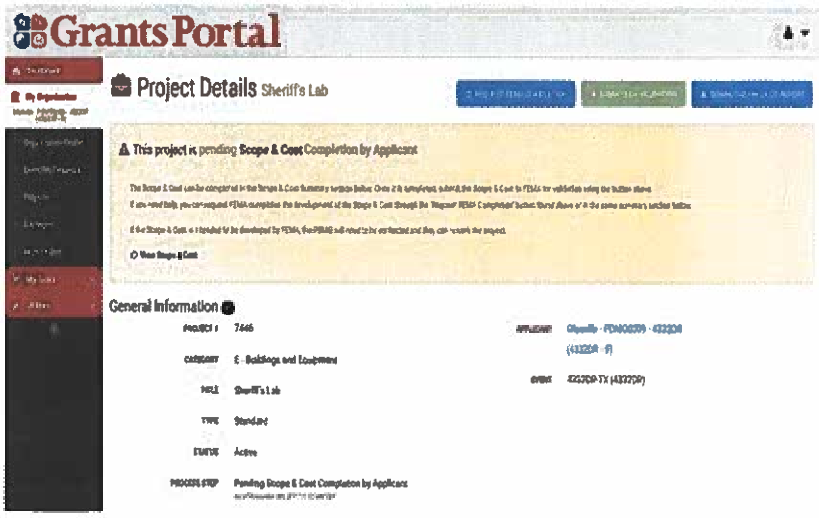
Steps to create a scope of work. The Applicant should:

- Select the "Expand Projects" drop-down list to expand it
- Select the magnifying glass to the left of the selected project



Applicant-Developed Scope of Work: Project Details

Now the Applicant can view the Project Details in Grants Portal. Grants Portal displays a notification at the top of the screen stating, "This project is pending Scope & Cost Completion by Applicant."



Applicant-Developed Scope of Work: Scope & Cost Summary

Steps to create a scope of work. The Applicant should:

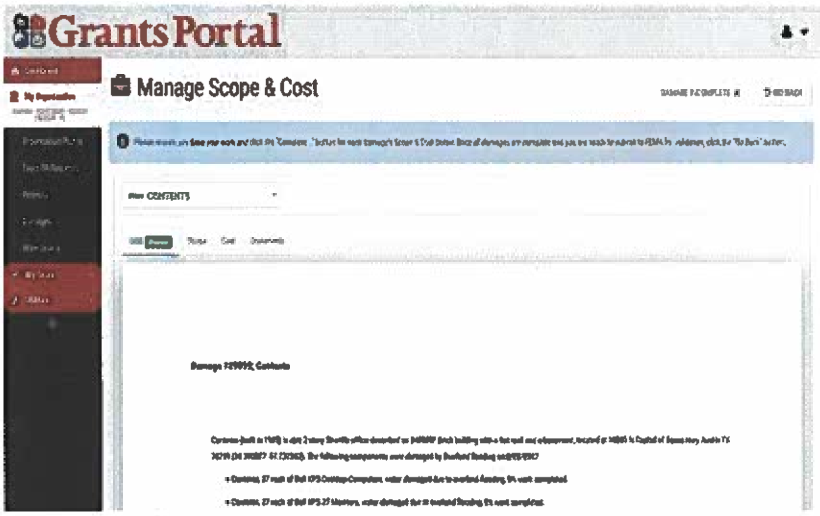
- Scroll down to the "Scope & Cost Summary" drop-down list
- Expand the "Scope & Cost Summary" drop-down list
- Select the "Complete Scope & Cost" button

Applicant-Developed Scope of Work: Manage Scope & Cost

Once the Applicant selects the "Complete Scope & Cost" button, Grants Portal directs them to the "Manage Scope & Cost" page.

Steps to create a scope of work. The Applicant should:

- Select the "Scope" tab
- Select the "Add Scope" button



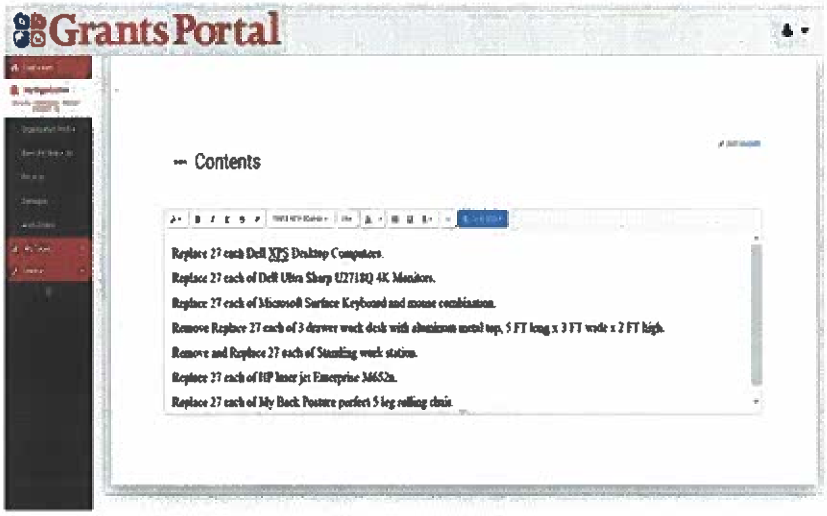
Applicant-Developed Scope of Work: Enter Scope of Work

Now the Applicant is now able to enter the scope of work for the project in the text field.

Steps to create a scope of work. The Applicant should:

- Enter the scope of work
- Select the "Save Scope" button

The Applicant should always be sure to save all their work when they are finished entering the pertinent information for the scope of work.

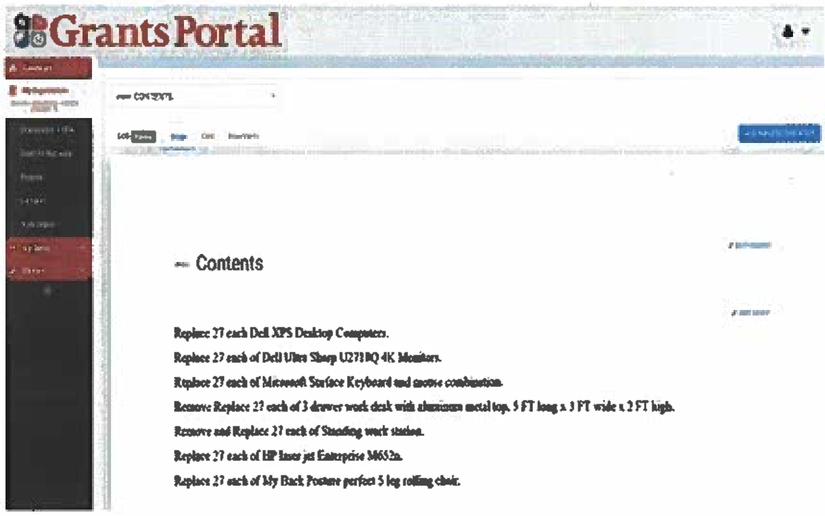


Applicant-Developed Scope of Work: Review and Edit

After entering and saving the scope of work, the Applicant completes the process of submitting their scope of work. The Applicant has two options: submit the scope of work or edit the scope of work if they see something is wrong.

Steps to create a scope of work. The Applicant should:

- Select the "'Complete this Scope'" button in the top right corner of the screen; or
- If any edits need to be made, select the "'Edit Scope'" button

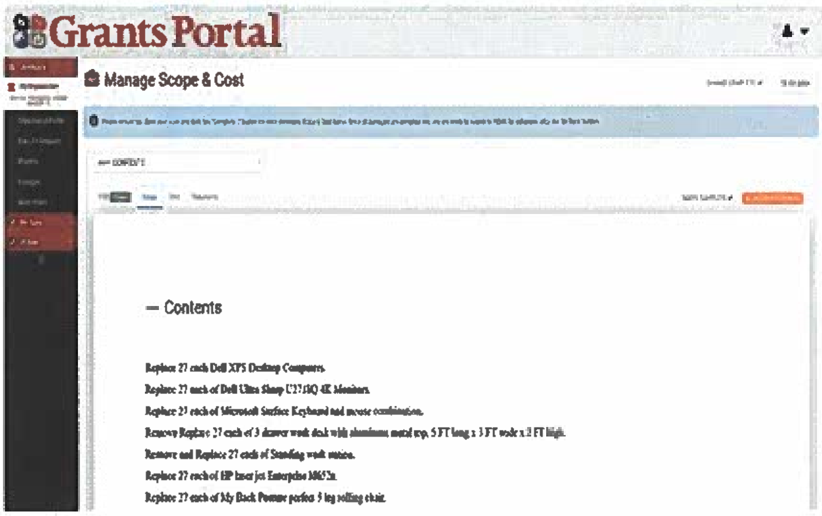


Applicant-Developed Scope of Work: Rework

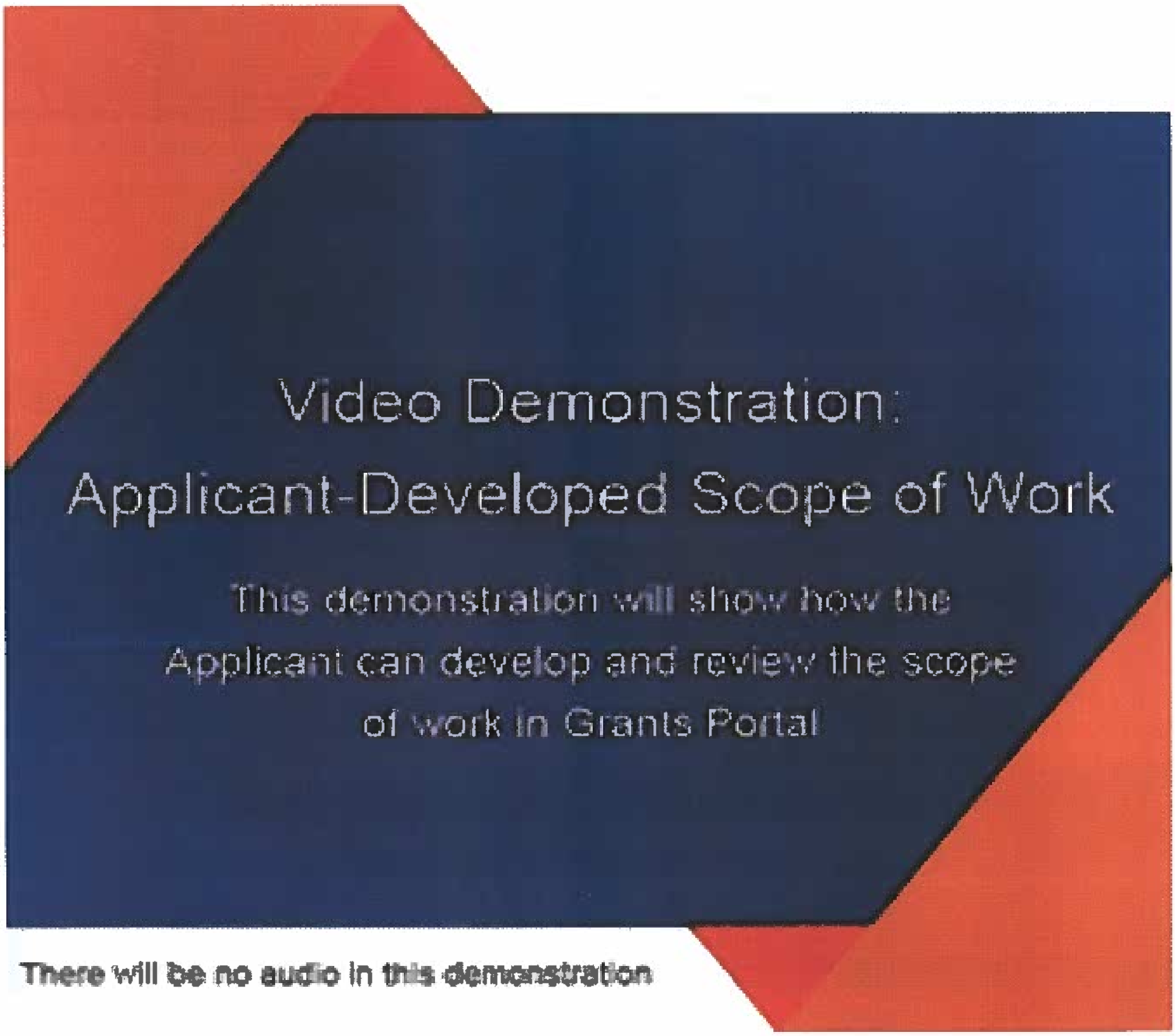
If the Applicant selected to edit their scope of work rather than submit it, they follow this next step the scope of work is updated by unlocking it, making the necessary changes, and repeat, then go through the process of submitting the scope of work again.

Steps to create a scope of work. The Applicant should:

- Select the "'Unlock for Rework'" button
- Edit the scope of work
- Select the "'Save Scope'" button
- Select the "'Complete this Scope'" button



Applicant-Developed Scope of Work: Video Example



00:00 | 02:27

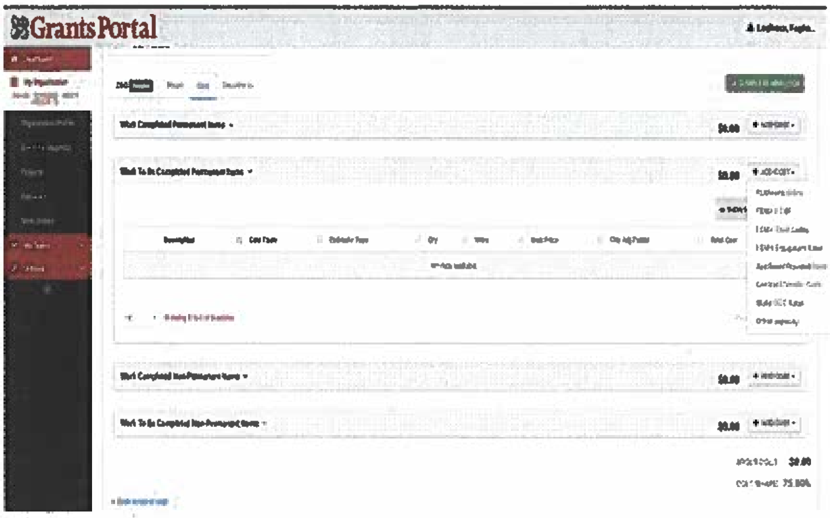
Watch the video on the Applicant-developed scope of work.

Applicant-Developed Cost Estimate: Add the Project Cost

Adding the cost estimate is very similar to the process of adding a scope of work to a project. The Applicant adds the costs on the "Manage Scope & Cost" page, the same location where the scope of work was added.

Steps to add costs. The Applicant should:

- Select the "Cost" tab
- Expand the "Work to be Completed" drop-down list
- Select the "Add Cost" drop-down list
- Select cost source (e.g. FEMA Cost Codes, Applicant Provided Costs, Contract/Vendor Costs etc.)
- Select "Contract/Vendor Costs"

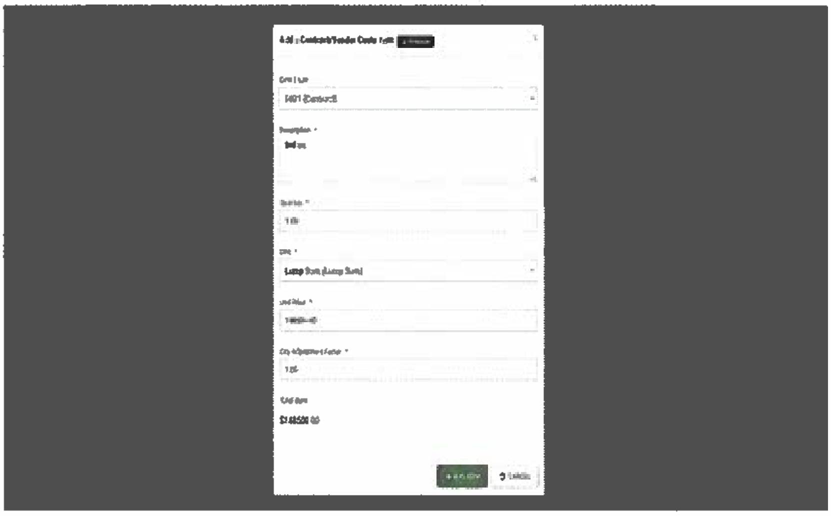


Applicant-Developed Cost Estimate: Enter Cost Information

After selecting the "Contract/Vendor Costs" a pop-up window appears. From the pop-up window, the Applicant can enter all relevant cost information.

Steps to add costs. The Applicant should:

- Select "FEMA Cost Code"
- Enter the cost description in the appropriate field
- Enter the quantity
- Select the unit
- Enter the unit price
- Enter the city adjustment factor (if applicable)
- Select "Add Item" at the bottom of the pop-up window



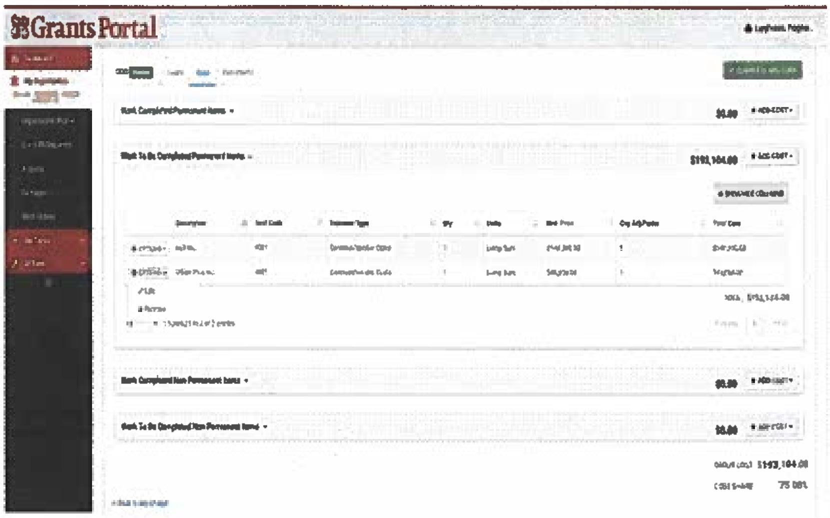
Applicant-Developed Cost Estimate: Edit or Remove a Cost Line Item

Once the Applicant selects the "Add Item" button, the pop-up window disappears.

The Applicant also has the option to edit or remove costs instead of adding a cost.

Steps to edit costs. The Applicant should:

- Select the "Options" drop-down list on the left side of the screen
- Select "Edit" or "Remove" depending on the necessary action

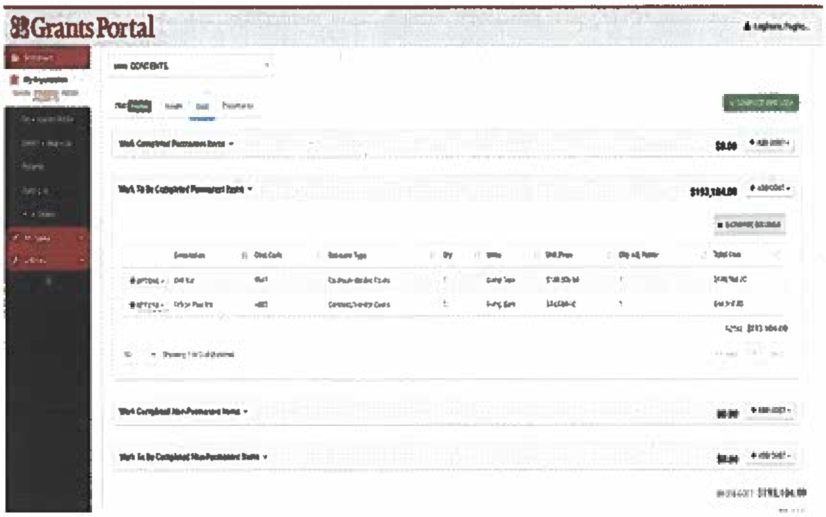


Applicant-Developed Cost Estimate: Complete Scope and Cost

Once the Applicant completes all edits or removes unwanted costs, the costs are locked in.

Steps to add costs. The Applicant should:

- Select the green "Complete and Lock" button in the top right corner of the screen once ready

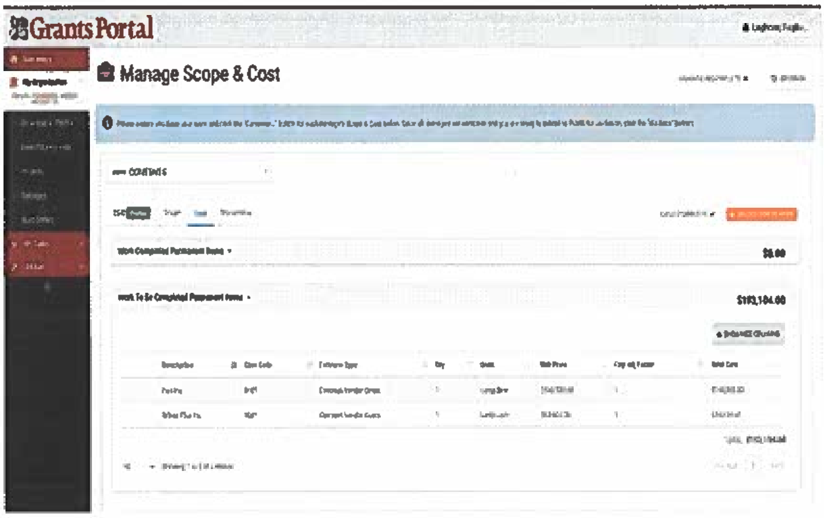


Applicant-Developed Cost Estimate: Manage Scope and Cost

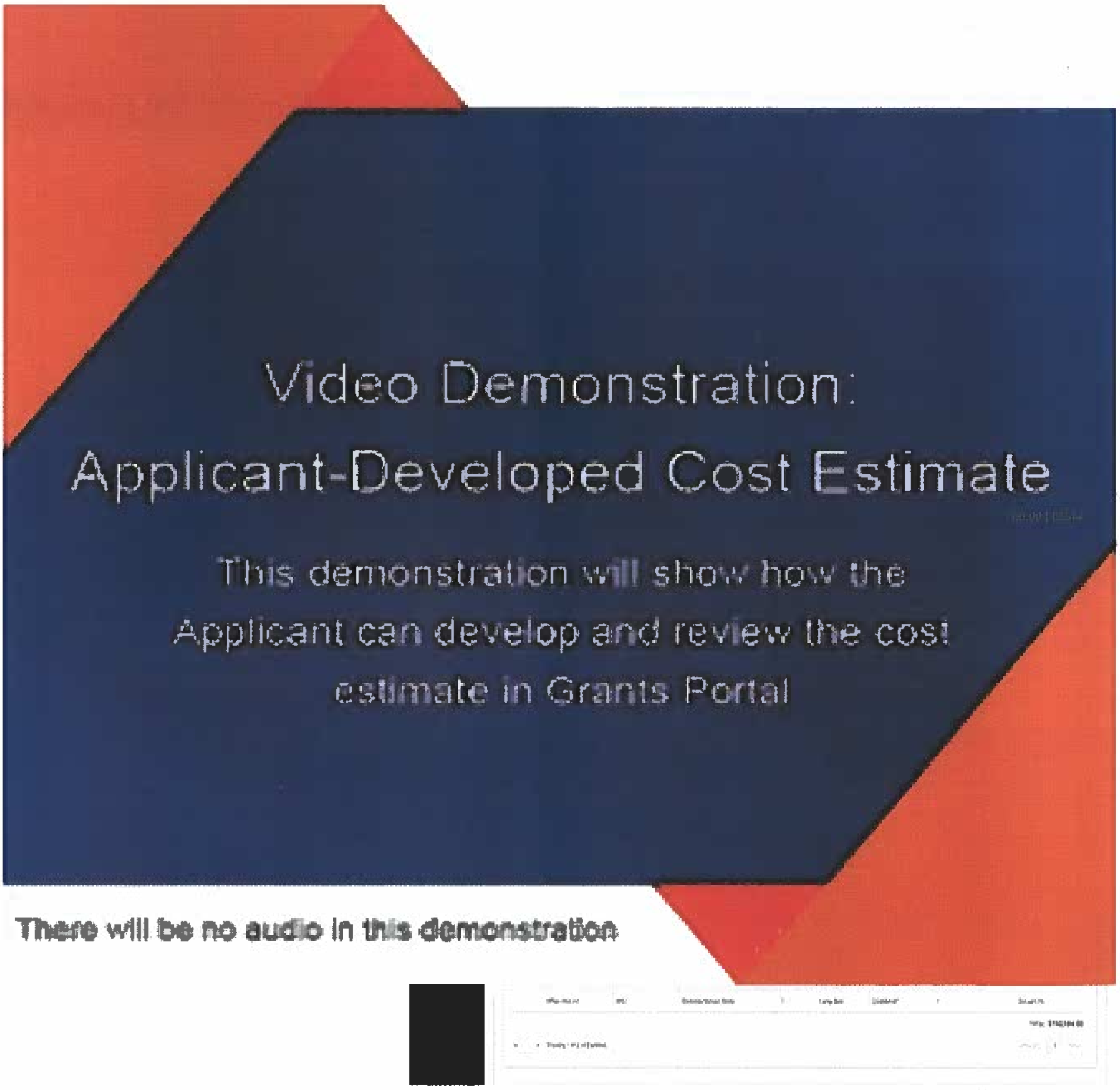
The Applicant can make any last-minute changes to the cost estimate on the "Manage Scope and Cost" page.

Steps to manage costs. The Applicant should:

- Select the orange "Unlock for Rework" button in the top right corner of the "Manage Scope & Cost" page
- Select the "Cost" tab
- Make the necessary changes
- Select the "Save Scope" button
- Select the "Complete this Scope" button



Applicant-Developed Cost Estimate: Video Example

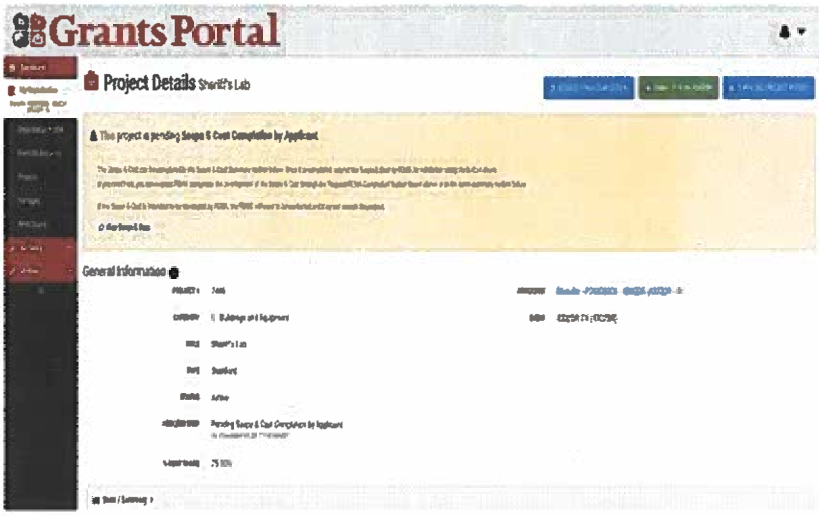


Finalizing the Applicant-Developed Scope and Cost: Submitting to FEMA

The previous step will bring the Applicant back to the "Project Details" page. To submit the scope and cost, select the green button in the top right corner of the screen labeled "Submit for Validation."

The general project information such as the Project Number, Category of Work, Project Title and type, and status are visible in the screen. The Applicant should verify that these details are all correct, and if not, make the necessary edits.

- If everything is correct, select "Submit for Validation"



Finalizing the Applicant-Developed Scope and Cost: Confirm Submit

After selecting on the "Submit for Validation", a confirmation window will appear on the screen. It will read, "Are you sure you want to submit the project's Scope and Cost to FEMA for validation? You will no longer be able to modify the Scope and Cost for this project."

- If ready to submit, select "Yes"

FEMA Review of the Scope of Work and Cost Estimate

After submitting the scope of work and cost estimate, FEMA will conduct a compliance review. If additional information is required throughout project formulation, the Consolidated Resource Center will process the Request for Information and the Applicant will receive a notification through Grants Portal via email.

Throughout the scoping and costing process, the FEMA Program Delivery Manager will continue to work with and support the Applicant. The Program Delivery Manager will coordinate with the Consolidated Resource Center personnel regarding project development.

The Program Delivery Manager is responsible for:

- Ensuring the correct documents (scope of work and cost estimate) are uploaded into Grants Portal
- Coordinating with Consolidated Resource Center personnel, sharing information and maintaining situational awareness
- Following up with the Request for Information documents requested to the Applicant
- Reviewing the draft scope of work and cost estimate
- Reviewing the project with the Applicant and discussing any edits

Recipient Review of the Project and Applicant Approval

The Recipient will review the project (including the most important sections of the project such as the Damage Description and Dimensions, scope of work, and cost estimate) in Grants Portal.

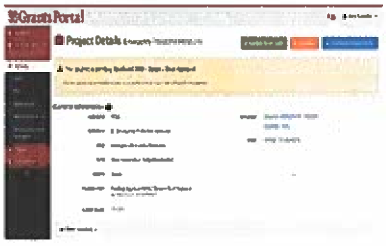
The Applicant will receive a notification when the scope of work and cost estimate are complete through Grants Portal via an email notification. The Applicant will review and electronically sign the scope of work and cost estimate in Grants Portal.

The following slides outline the process for reviewing and submitting a project with a complete scope of work and cost estimate.

Reviewing, Signing, and Submitting a Project: Signing (1 of 4)

When the Applicant is notified that the scope of work and cost estimate require approval, navigate back to the "Project Details" section. To sign and submit a project, select the green button at the top right corner of the screen labeled "Sign DDD/Scope/Cost."

- Select the green "Sign DDD/Scope/Cost" button.

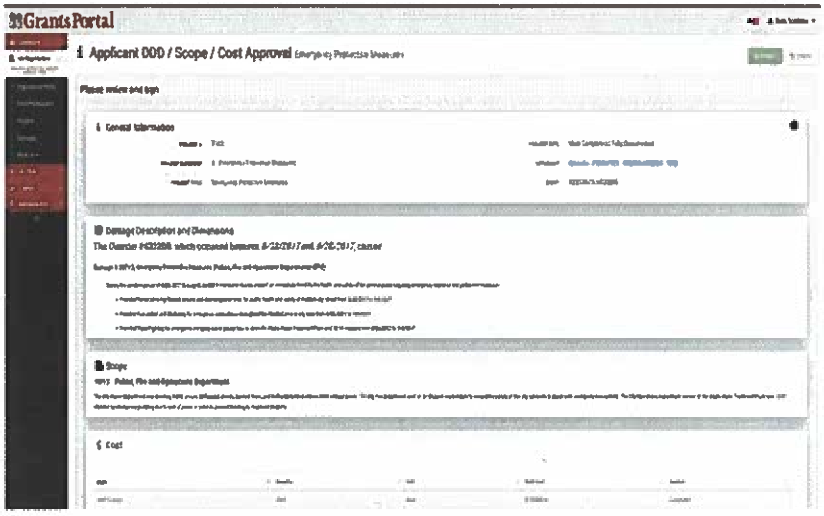


Reviewing, Signing, and Submitting a Project: Signing (2 of 4)

Sign Document Bar

- The Applicant is now in the "Applicant DDD/Scope/Cost Approval" section, where they scroll down to the "Sign Document" bar.

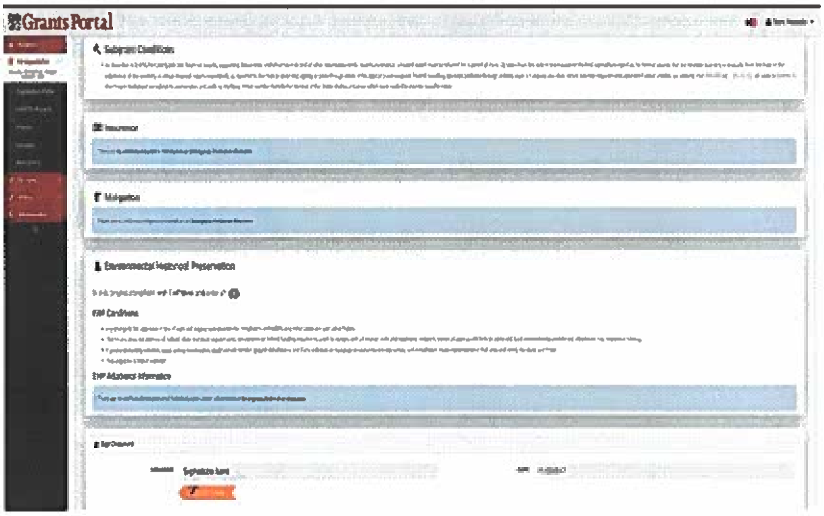
Use Left/Right Arrow keys to



Reviewing, Signing, and Submitting a Project: Signing (3 of 4)

Signing the Project

- After the Applicant reviews the contents of the scope of work, cost estimate, and all other components of the project, select the button to sign and submit the project
- At the bottom of the section in the "Sign Document" bar, there is a text field where the Applicant types their name, the date of signature, and selects on the orange button labeled "Click to Sign"



Reviewing, Signing, and Submitting a Project: Signing (4 of 4)

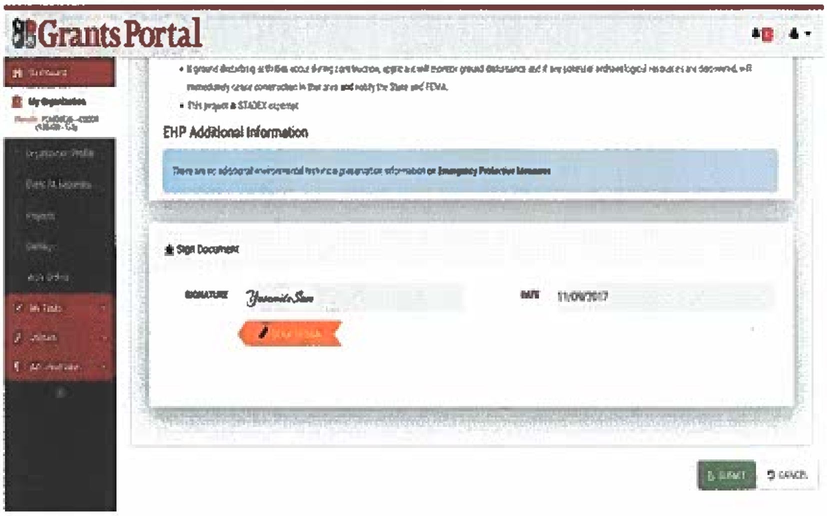
After selecting the "Click to Sign" button, the "Sign Document" pop-up window will appear.

- Enter the Applicant's full name in the "Print Name" text field
- Select the "Signature Style" from the drop-down menu
- Enter the Applicant's Grants Portal password
- Select the green "Sign" button at the bottom of the pop-up

Reviewing, Signing, and Submitting a Project: Submit (1 of 2)

The "Sign Document" bar should now contain the appropriate information.

- If the Applicant is ready to submit the final project, select the green "Submit" button in the bottom right corner of the screen



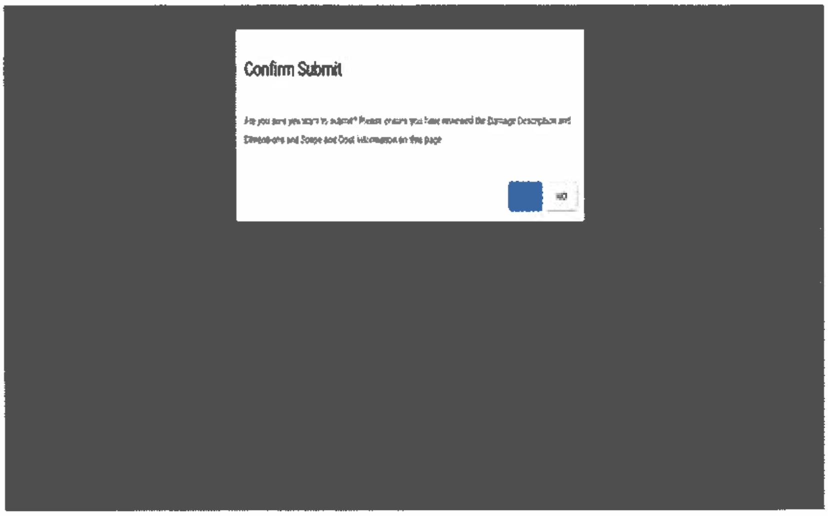
Reviewing, Signing, and Submitting a Project: Submit (2 of 2)

After selecting the "Submit" button, the "Confirm Submit" pop-up window will appear.

- Select the blue "Yes" button to submit, or "No" in order to return to the project and make any final edits

When selecting "Confirm Submit" the Grants Portal will state:

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



Reviewing, Signing, and Submitting a Project: Video Example

Watch the video on reviewing, signing and submitting a project.

Reviewing, Submitting, and Signing a Project: Best Practices

When reviewing, submitting, and signing a project in Grants Portal, the Applicant should use the following best practices to ensure everything is correct.

- Compare the Damage Description and Dimensions to the Scope of Work to ensure all items that were damaged are included in both areas even if the repair has been completed
- When reviewing the cost estimate, ensure all costs from the provided documentation are included in the cost estimate (e.g., freight/shipping, mobilization/demobilization, contract costs)
- Review any Hazard Mitigation Proposal and coinciding documents

If any items are not correct or included, the Applicant should notify and discuss the issue with their Program Delivery Manager immediately.

FEMA-Developed Scope of Work and Cost Estimate

If the Applicant chooses to have FEMA complete the scope of work and cost estimate on their behalf, FEMA will have the following responsibilities throughout the formulation process.

The FEMA Program Delivery Manager is responsible for:

- Meeting with the Applicant to achieve full document disclosure

- Achieved through continued use of Essential Elements of Information
- May be requested through the Request for Information process

- Assisting the Applicant with uploading supporting documents into Grants Portal
- Coordinating with Consolidated Resource Center personnel, sharing information and maintaining situational awareness
- Work to resolve the Request for Information sent to the Applicant
- Reviewing the draft scope of work and cost estimate
- Reviewing the project with the Applicant and discussing any edits

Once the project reviews are complete and the Program Delivery Manager concurs with the project, the Recipient Point of Contact is notified. Once the Recipient concurs on the project, the Program Delivery Manager approves the project and sends the project to the Applicant for review and concurrence in Grants Portal. The Program Delivery Manager will contact the Applicant to discuss the project.

Applicant Responsibilities under a FEMA-Developed Scope of Work and Cost Estimate

The Applicant is responsible for:

- Answering the Requests for Information by uploading the requested documentation in Grants Portal and notifying the Program Delivery Manager
- Reviewing the project and providing concurrence in Grants Portal
- Being proactive in communicating any issues with the Program Delivery Manager

If the Applicant wants changes made to the project, the Applicant will send the project back through Grants Portal and contact the Program Delivery Manager.

Lesson 5 Summary

In this lesson, participants learned about development of the scope of work and cost estimates for Standard and Specialized work in the Grants Portal. Use Left/Right Arrow keys to

The next lesson explains the use of the Emergency Management Mission Integrated Environment for reviews and obligation, the monitoring of reports in Grants Portal, and customization of Dashboard items.

Lesson 6 Overview and Objectives

The lesson describes the use of the Grants Portal to monitor the approval process for scope of work and cost estimates.

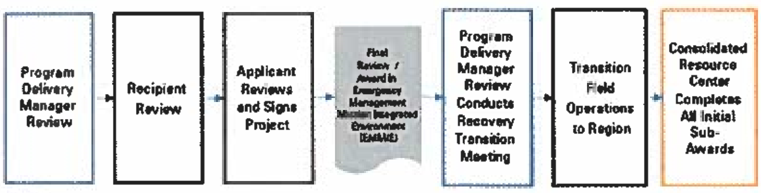
Upon completion of this lesson, participants will be able to:

- Explain the reviews and obligation processes in Emergency Management Mission Integrated Environment
- Define the reporting and monitoring process as it relates to Grants Portal

Phase IV: Obligation

This is Phase IV of the Public Assistance process: Obligation.

The objective is to obligate projects, complete the Recovery Transition Meeting with the Applicant, and transition Field Operations to the Region.



Note: All Projects are completed in Emmie

Emergency Management Mission Integrated Environment as the System of Record

The Emergency Management Mission Integrated Environment is the software that the Recipient will use to complete the process of the funding and approval of grants.

All information from Grants Portal including project documents will be copied and entered into the Emergency Management Mission Integrated Environment software. Once all additional reviews, including Recipient review in this software, the project is then copied and transferred into Grants Portal for Applicants to be able to see the final version of the project prior to grant obligation.

The Recovery Transition Meeting

This phase is the conclusion of the Public Assistance process with FEMA and Applicant will be able to view the details of the Recovery Transition Meeting in Grants Portal.

The Recipient and the Applicant should come prepared to the Recovery Transition Meeting to ask any last questions to the Program Delivery Manager.

Recipient Responsibilities:

- Coordinate with the Program Delivery Manager in order to attend the Recovery Transition Meeting
- Assist the Applicant by asking questions of the Program Delivery Manager
- Ensures all the required Recipient forms are completed

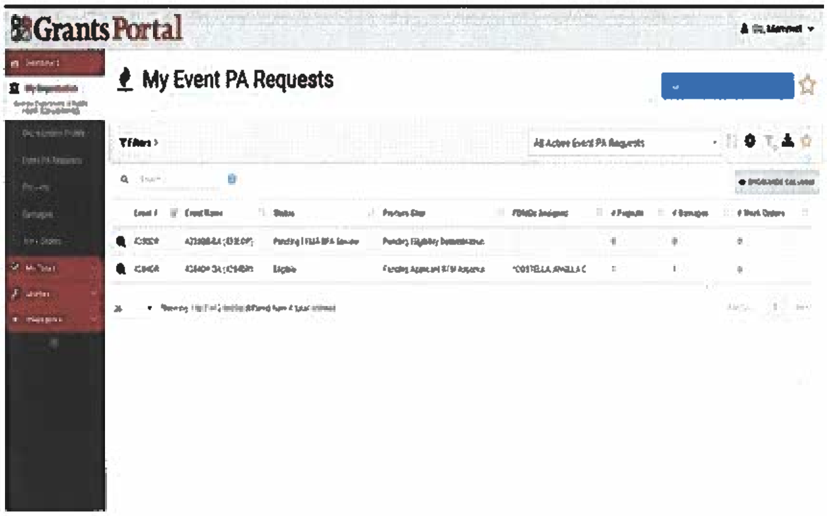
Applicant Responsibilities:

- Ask clarifying questions about the closeout process
- Identify audit requirements
- Ensure that all damages have been captured and placed into a grant
- Sign the Recovery Transition Meeting form during the meeting and then electronically sign in Grants Portal

Signing the Recovery Transition Meeting (1 of 7)

The following slides outline how to sign a Recovery Transition Meeting in Grants Portal. To start the process, navigate to "My Organization."

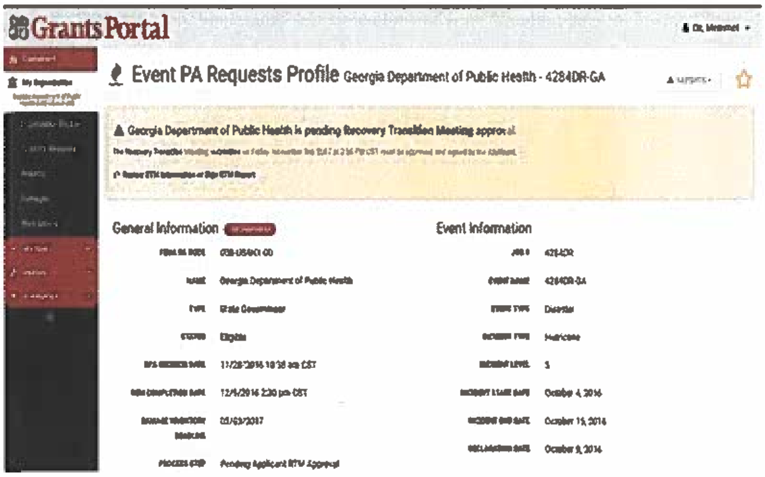
- Select "Event PA Requests" from the "My Organization" pane on the left side of the screen
- Select the magnifying glass to the left of the event



Signing the Recovery Transition Meeting (2 of 7)

There will be a notification at the top of the section containing general information about the project. The notification will state that the project is "pending Recovery Transition Meeting approval."

- Select "Review RTM or Sign RTM Report"



Signing the Recovery Transition Meeting (3 of 7)

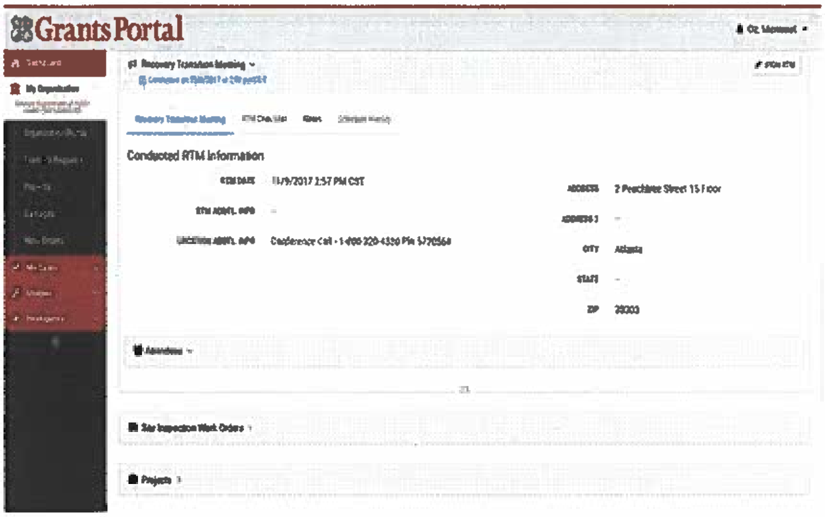
The Applicant is now able to view the "Recovery Transition Meeting" section. There are tabs across the top labeled:

- "Recovery Transition Meeting"
- "RTM Checklist"

- "Notes"
- "Schedule History"

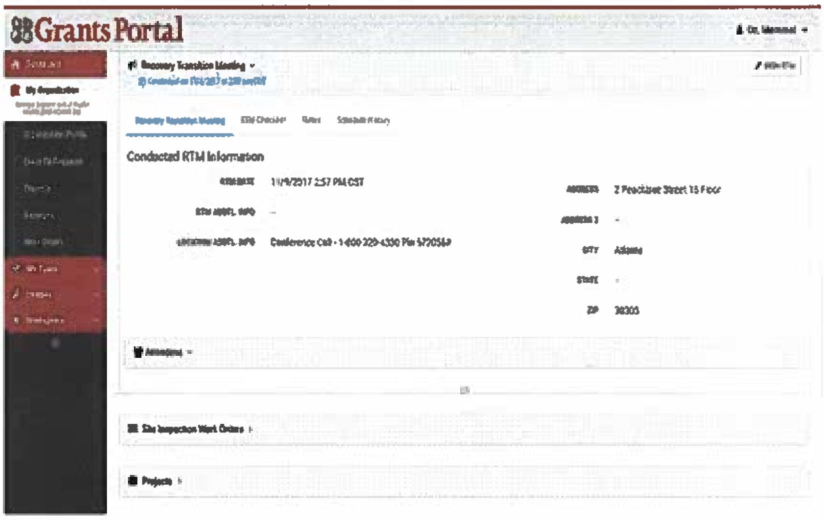
Instructions to review and verify the Recovery Transition Meeting:

- Select each of these tabs to review and verify that the information provided is correct



Signing the Recovery Transition Meeting (4 of 7)

After verifying that the information contained in all four tabs is accurate, the Applicant selects the "Sign RTM" button on the top right corner of the screen.



Signing the Recovery Transition Meeting (5 of 7)

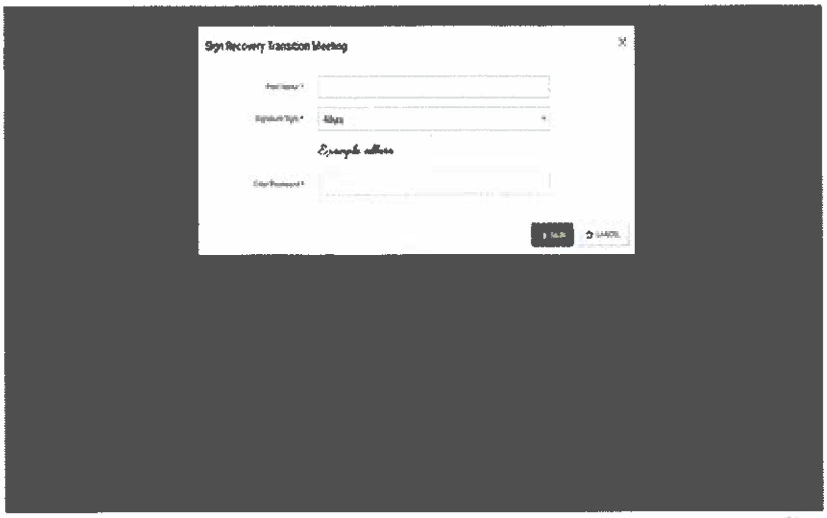
After selecting the "Sign RTM" button, the "Sign Recovery Transition Meeting" page will appear and a summary of the Recovery Transition Meeting details will be at the top of the page. There will also be reminders for the Applicant regarding how to reach the Program Delivery Manager. The Program Delivery Manager upon the completion of the Recovery Transition Meeting, will answer questions in the Grants Portal based on the information from that meeting. The Program Delivery Manager will then send via Grants Portal the information to the Applicant to sign.

- After reviewing the information, the Applicant selects the orange "Click to Sign" button at the bottom of the page to sign the Recovery Transition Meeting

Signing the Recovery Transition Meeting (6 of 7)

After selecting the "Click to Sign" button, a pop-up window will appear. There is a series of fields that must be completed with the following information.

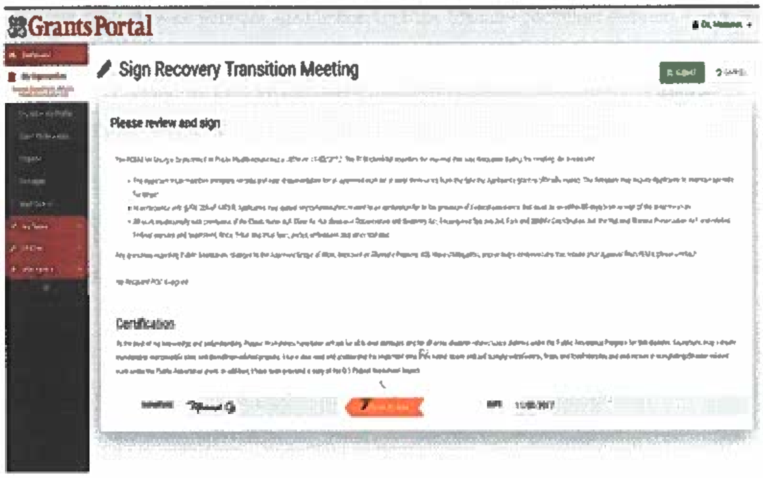
- Type the Applicant's name
- Select the desired font style for your signature
- Enter the Grants Portal password
- Select the green "Sign" button



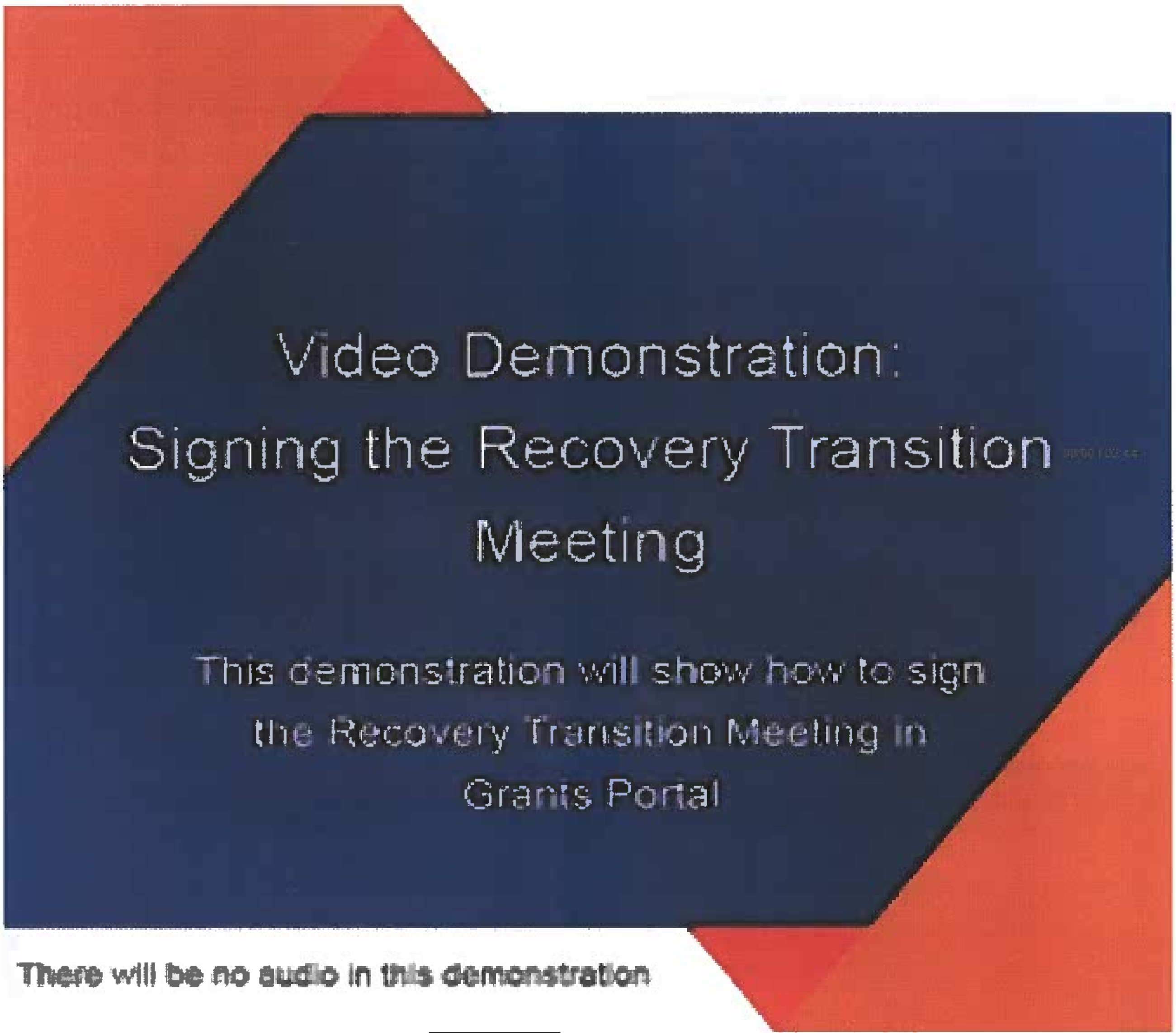
Signing the Recovery Transition Meeting (7 of 7)

Once the Applicant has signed the Recovery Transition Meeting, the pop-up box will close, and Grants Portal will return to the "Sign Recovery Transition Meeting" page.

- Once ready, the Applicant can select the green "Submit" button in the top right corner of the screen



Signing the Recovery Transition Meeting: Video Example



Customizing the Grants Portal Dashboard: Creating Tiles (1 of 2)

Creating Tiles

- The Applicant/Recipient logs into Grants Portal and navigates to "Applicant Event Profiles."
- Select the "Filters" arrow to expand it and filter the items to create the tile
- Select items to be filtered
- Select the yellow star icon in the top right corner of the "Filters" arrow

Customizing the Grants Portal Dashboard: Creating Tiles (2 of 2)

Selecting the yellow star icon will result in creating a tile on the Dashboard. When the Recipient/Applicant navigates back to the Dashboard the new tile will appear.

Customizing the Grants Portal Dashboard: Creating Widgets (1 of 4)

Widgets are applications or components of an interface, that enable a user to perform a function or access a service.

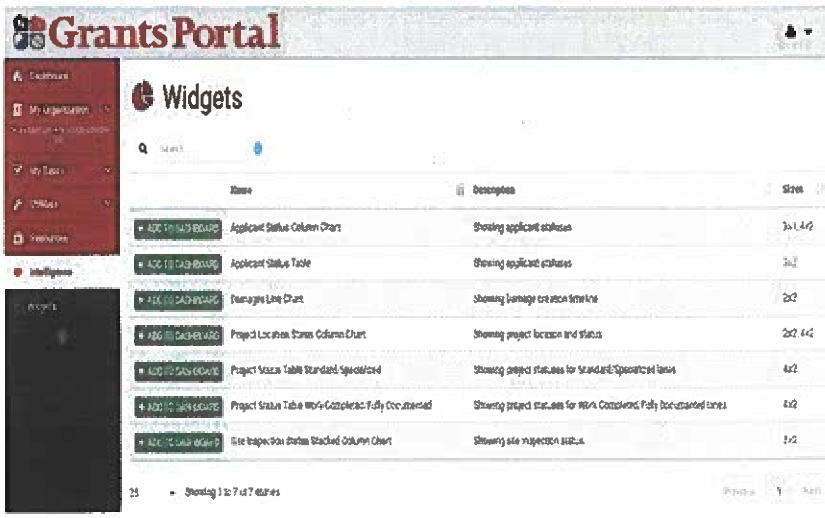
Applicants and Recipients can locate and add widgets to their dashboard by navigating to the task pane on the left side of the dashboard.

- Select "Intelligence"
- Select "Widgets"

Customizing the Grants Portal Dashboard: Creating Widgets (2 of 4)

On the "Widgets" page, the Recipient can view the complete list of widgets available.

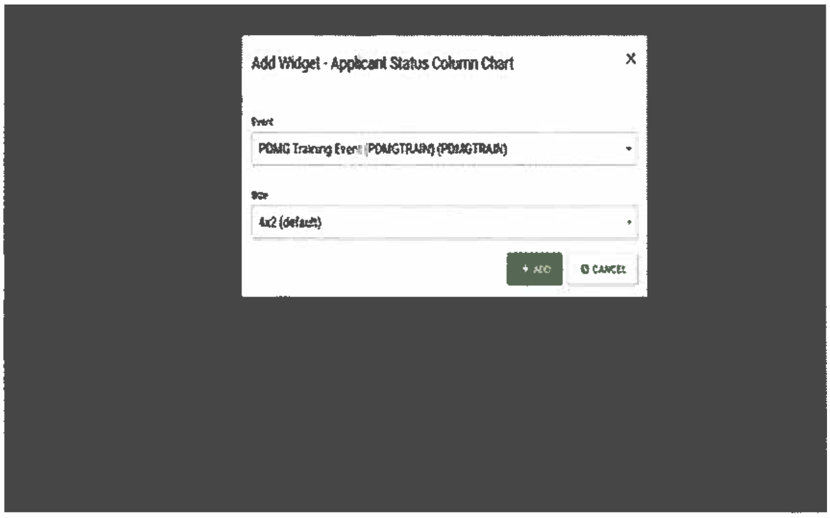
- Select the green "Add to Dashboard" button



Customizing the Grants Portal Dashboard: Creating Widgets (3 of 4)

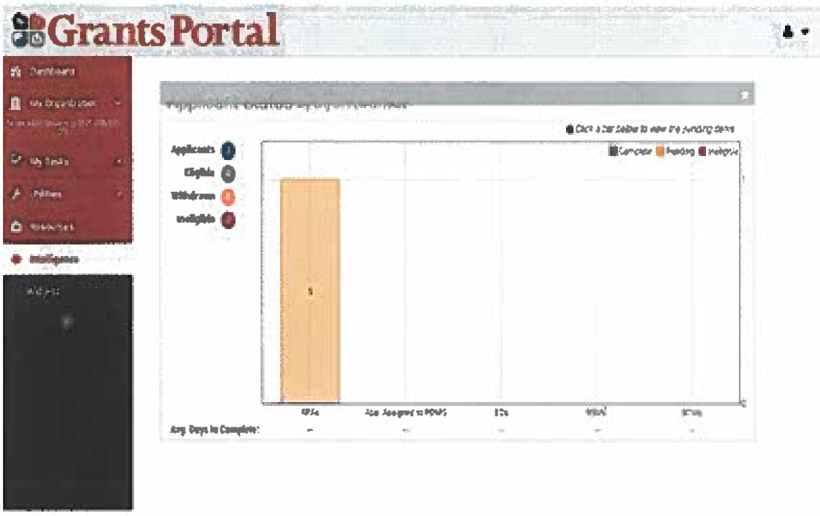
After selecting the green "Add to Dashboard" button, the "Select Widgets" pop-up window will appear.

- Select the event from the drop-down list
- Select the Widget size
- Select the green "Add" button

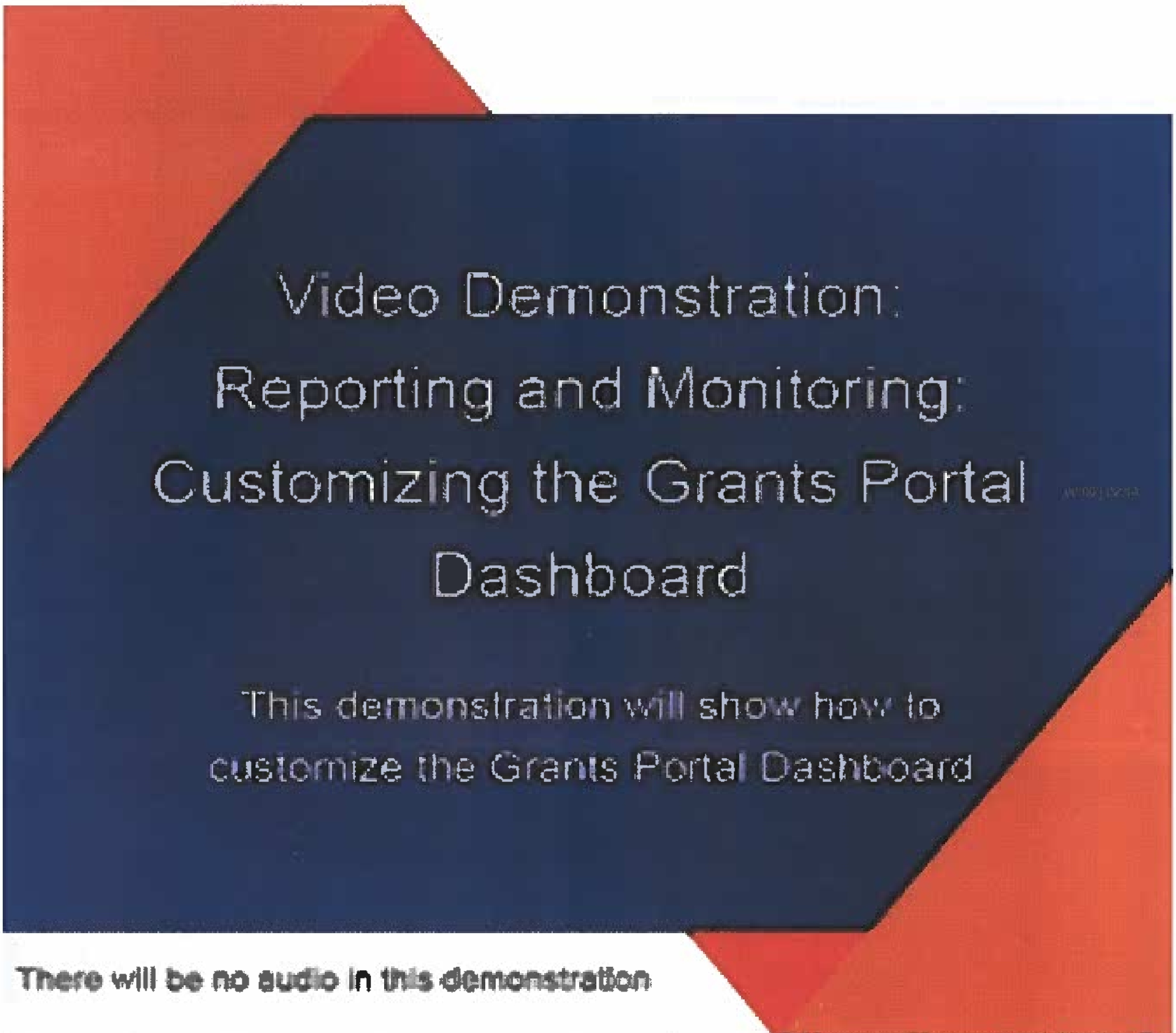


Customizing the Grants Portal Dashboard: Creating Widgets (4 of 4)

The Applicant or Recipient navigates back to the Dashboard in order to view and confirm the creation of the new widget.



Reports and Monitoring: Customizing the Grants Portal Dashboard: Video Example



In this lesson, participants learned about the use of the Emergency Management Mission Integrated Environment for reviews and obligation, the monitoring of reports in Grants Portal and customization of Dashboard items.

The next lesson includes a review of the course and the key points from each lesson.

Lesson 7 Overview and Objectives

This lesson will review the course objectives. Participants will take a Post-Course Assessment and complete the Course Evaluation Form.

At the end of this lesson, participants will be able to summarize the content of the course.

Course Objectives

In this course, the participant should now be able to:

- Demonstrate the benefits of transparency by using Grants Portal
- Explain how the Recipient and the Applicant can use Grants Portal to review and manage projects throughout their life cycle
- Describe the user-friendly approach to navigating Grants Portal

Lesson 1 Objectives

Lesson 1 covered the administrative requirements, course goal and objectives, and provided an overview of the management and coordination capabilities of Grants Portal.

The participant should now be able to:

- Identify administrative requirements of the course
- State the goals and objectives of the course
- Describe the Grants Portal capabilities and information needed across all four phases

Lesson 2 Objectives

Lesson 2 covered the capabilities of the Grants Portal and covered all the necessary information to establish and manage profile accounts, as well as information management in the Grants Portal including receiving notifications and uploading required documentation.

The participant should now be able to:

- Describe various procedures for profile account initiation within Grants Portal
- Review best practices for account management within Grants Portal

Lesson 3 Objectives

Lesson 3 covered Phase I: Operational Planning in the Public Assistance process including key steps such as submitting a Request for Public Assistance, and the information requirements to validate the request and initiate project formulation in the Grants Portal.

The participant should now be able to:

- Explain how to use Grants Portal during Phase I of the Public Assistance process

Lesson 4 Objectives

Lesson 4 covered Phase II: Damage Intake and Eligibility Analysis of the Public Assistance process including capturing the Applicant's incident-related damage in Grants Portal.

The participant should now be able to:

- Describe the key steps for capturing Applicant's incident-related damage in Grants Portal during Phase II of the Public Assistance process

Lesson 5 Objectives

Lesson 5 covered Phase III: Scoping and Costing of the Public Assistance process, including the development of the scope of work and cost estimates for Standard and Specialized work in the Grants Portal, as well as the use of Grants Portal to monitor the approval process for scope of work and cost estimates.

The participant should now be able to:

- Describe the key steps for developing the scope of work and cost estimate in the Grants Portal

Lesson 6 Objectives

Lesson 6 covered Phase IV: Obligation of the Public Assistance process, including the use of the Grants Portal to monitor the approval process for scope of work and cost estimates.

The participant should now be able to:

- Explain the reviews and obligation processes in Emergency Management Mission Integrated Environment
- Define the reporting and monitoring process as it relates to Grants Portal

Course Summary

The course is complete.

This course presented how the State, Local, Tribal, and Territorial Recipients and Applicants will be able to use Grants Portal as it pertains to the Public Assistance Program.