



Grants Portal



Version 3 - June 27, 2019

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Creating Password for a New Account



Login Screen

Sign in to Your Account

USERNAME

[Forgot your username](#)

PASSWORD

[Forgot your password](#)

SIGN IN

Please use Mozilla Firefox as web browser for best results,
however Chrome, Safari, Explorer can also be used

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

Privacy Notice Pop-Up

Privacy Notice ✕

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

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

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

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

REJECT

ACCEPT

Click **Accept**
or Press Enter

Attention Pop Up Box

ATTENTION



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

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

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

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

REJECT

ACCEPT

**Click Accept
or Press Enter**

Welcome Wizard

Welcome to the Grants Portal!

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

1 Start 2 Password 3 Security Question 4 Finalize Account

← PREV NEXT →

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

Click Next

Create New Password

Welcome to the Grants Portal!

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

1 Start 2 Password 3 Security Question 4 Finalize Account

← PREV NEXT →

USERNAME

SBLACK_State

CHOOSE A PASSWORD

.....

RE-ENTER YOUR PASSWORD

.....

Password Tips

- Make your password at least 15 characters long. The longer, the better.
- Include uppercase and lowercase characters, numbers, punctuation marks, and symbols. The greater the variety, the more secure

Step 1: Type New Password

Step 2: Click **Next**

Create Security Question

Almost done!

Now create a security question in case you forget your password

1 Start 2 Password 3 Security Question 4 Finalize Account

← PREV NEXT →

SECURITY QUESTION

What was your childhood nickname?

SECURITY ANSWER

RE-ENTER YOUR SECURITY ANSWER

Step 1: Select Security Question & Answer (at least 5 characters)

Step 2:
Click **Next**

Review Information

Let's review

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

Step 1:
Review
Information

1 Start 2 Password 3 Security Question 4 Finalize Submit

← PREV NEXT →

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

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

 SUBMIT

Step 2: Click
Submit

Congratulations Screen

Congratulations!

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

RETURN TO LOGIN SCREEN

Click **Return to Login Screen**

Re-Login to Grants Portal

Sign in to Your Account

USERNAME

[Forgot your username](#)

PASSWORD

[Forgot your password](#)

SIGN IN

Enter User Name
and **NEW** Password

Privacy Notice Pop-Up

Privacy Notice ✕

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ACCEPT

Click **Accept**
or Press Enter

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ATTENTION



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

REJECT

ACCEPT

Click **Accept**
or Press Enter

Navigation/Menu

The screenshot shows the Grants Portal interface. At the top left is the logo and the text "Grants Portal". At the top right, there is a notification bell icon with a red "4" and a user profile icon labeled "BLACK, S". Below the header is a dark red navigation bar with "Dashboard" selected. Underneath, there is a "My Organization" section for "Rhode Island Emergency Management Agency (000-". A left-hand navigation menu lists various options: Organization Profile, Organization Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Events, Projects, Damages, Work Order Requests, Work Orders, My Tasks, Calendar, Subrecipients, and Subrecipient Tasks. The main content area features a pink alert box with a warning icon and text about submitting a Request for Public Assistance (RPA) to FEMA. Below this is a green informational box with an information icon and the text "Your dashboard has no tiles!".

Action Items

Dashboard

Menu Items

Grants Portal

Dashboard

My Organization
Rhode Island Emergency Management Agency (000-

Organization Profile

Organization Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping Meetings

Events

Projects

Damages

Work Order Requests

Work Orders

My Tasks

Calendar

Subrecipients

Subrecipient Tasks

Alert: Your organization has been assigned as the primary Grantee for one or more disasters and you have not yet submitted a Request for Public Assistance (RPA) to FEMA for each of those disasters. You may also submit a RPA to FEMA on behalf of any of your subrecipients.

Click here to submit a RPA for your organization.

Click here to submit a RPA on behalf of your subrecipients.

Info: Your dashboard has no tiles!

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

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

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

Create/Manage Recipient User Accounts

Create, Add Roles,
Reset Password, Sent
Temporary Password



Create New User Account

The screenshot shows the 'My Organization' page for the Rhode Island Emergency Management Agency. The page includes a navigation sidebar on the left, a header with the 'Grants Portal' logo and user information, and a main content area with various organizational details and management options. Three red callout boxes highlight the following steps:

- Step 1: Click My Organization to expand** - Points to the 'My Organization' dropdown menu in the top navigation bar.
- Step 2: Click Organization Profile** - Points to the 'Organization Profile' link in the left sidebar.
- Step 3: Click Manage** - Points to the 'MANAGE' gear icon next to the 'Recipient Regions' section.

Grants Portal | Dashboard | My Organization | My Organization Profile

Rhode Island Emergency Management Agency (000-ULBLX-00)

General Information

STATE/TRIBE/TERRITORY	Rhode Island Emergency Management Agency	IS ACTIVE?	Yes
FEDERAL AGENCY	U.S. Department of Justice	FEDERAL AGENCY	
FEDERAL AGENCY	U.S. Department of Justice	FEDERAL AGENCY	
EIN		FEDERAL AGENCY	
		FEDERAL AGENCY	
		DUNS NUMBER	703506517

Recipient Regions > **MANAGE**

PA Administrative Plan > **UPLOAD NEW PA ADMIN PLAN**

Subrecipient Organization Profiles > **MANAGE**

Personnel > **MANAGE**

Locations > **MANAGE**

Counties with Facility > **MANAGE**

Insurance Profile > **UPLOAD INSURANCE DOCUMENTS** **HELP**

Create User Account

Grants Portal BLACK, STARLE...

Dashboard **My Organization Profile** Manage Personnel + CREATE GO BACK

Rhode Island Emergency Management Agency (000-ULBLX-00) / Manage Personnel

Search...

	Last Name	First Name	Middle Initial	Roles	Emails	Phones
MANAGE	ABANSLEYSPAGS	ABANSLEYSPAGS			ABANSLEYSPAGS@fema.gov (Work)	(555) 555-555, FEMA (Desk)
MANAGE	ABANSLEYSPDMG	ABANSLEYSPDMG			ABANSLEYSPDMG@fema.gov (Work)	(555) 555-555, FEMA (Desk)
MANAGE	ABANSLEYSPDTFL	ABANSLEYSPDTFL			ABANSLEYSPDTFL@fema.gov (Work)	(555) 555-555, FEMA (Desk)
MANAGE	ABANSLEYSSI	ABANSLEYSSI			ABANSLEYSSI@fema.gov (Work)	(555) 555-555, FEMA (Desk)
MANAGE	ABANSLEYSSILE	ABANSLEYSSILE			ABANSLEYSSILE@fema.gov (Work)	(555) 555-555, FEMA (Desk)
MANAGE	ABANSLEYSSITFL	ABANSLEYSSITFL			ABANSLEYSSITFL@fema.gov (Work)	(555) 555-555, FEMA (Desk)
MANAGE	ABattleSPAGS	ABattleSPAGS			ABattleSPAGS@fema.gov (Work)	(555) 555-555, FEMA (Desk)
MANAGE	ABattleSPDMG	ABattleSPDMG			ABattleSPDMG@fema.gov (Work)	(555) 555-555, FEMA (Desk)
MANAGE	ABattleSPDTFL	ABattleSPDTFL			ABattleSPDTFL@fema.gov (Work)	(555) 555-555, FEMA (Desk)
MANAGE	ABattleSSI	ABattleSSI			ABattleSSI@fema.gov (Work)	(555) 555-555, FEMA (Desk)

Showing 1 to 10 of 746 entries

Previous 1 2 3 4 5 ... 75 Next

Click Create

New Account Information Pop-Up Box

The screenshot shows the 'Grants Portal' interface with a 'My Organization' sidebar and a main content area. A white 'Assign Personnel' pop-up window is centered over the main content. The pop-up contains a form with the following fields: Organization (pre-filled with 'Rhode Island Emergency Management Agency'), First Name *, Last Name *, Middle Initial, Title *, Email *, Confirm Email *, Phone, Mobile Phone, and Username *. At the bottom right of the pop-up are 'SAVE' and 'CANCEL' buttons. Two red callout boxes provide instructions: one pointing to the form fields and another pointing to the 'SAVE' button.

Step 1: Complete Information

Step 2: Click Save

Provide Roles to Personnel

The screenshot shows the 'Grants Portal' interface. The main heading is 'My Organization Profile Manage Personnel'. A search bar contains the text 'buggs'. Below the search bar is a table with columns: Last Name, First Name, Middle Initial, Roles, Emails, and Phones. One entry is visible: 'Buggs' with the role 'Read-Only Access' and email 'Buggs@Riema.gov (Work)'. A 'MANAGE' button is located to the left of the 'Buggs' entry. A red callout box points to the search bar with the text 'Type name to locate'. Another red callout box points to the 'MANAGE' button with the text 'Click Manage'.

Grants Portal

Dashboard

My Organization

Rhode Island Emergency Management Agency

My Organization Profile Manage Personnel

Rhode Island Emergency Management Agency

buggs

SEARCH

SHOW/HIDE COLUMNS

Last Name	First Name	Middle Initial	Roles	Emails	Phones
Buggs	Buggs		Read-Only Access	Buggs@Riema.gov (Work)	(401) 555-1122, Work (Desk) (401) 555-0155, Work (Cell)

Showing 1 to 1 of 1 entries from 747 total entries

Previous 1 Next

MANAGE

Click Manage

Type name to locate

+ CREATE

GO BACK

- Organization Profile
- Organization Personnel
- Applicant Event Profiles
- Exploratory Calls
- Recovery Scoping Meetings
- Events
- Projects
- Damages
- Work Order Requests
- Work Orders
- My Tasks
- Calendar
- Subrecipients
- Subrecipient Tasks
- Utilities
- Resources
- Intelligence

Manage Roles to Personnel

The screenshot shows the 'Personnel Details' page for 'Bunny, Buggs' in the 'Grants Portal'. The page is divided into two main sections: 'General Information' and 'User Information'. The 'General Information' section includes fields for NAME (Bunny, Buggs), TITLE (Recovery Director), and ORG PERSONNEL STATUS (Active). The 'User Information' section includes fields for USERNAME (Buggs@Rlema.gov), ACCOUNT STATUS (Active), ACCOUNT LOCKED? (No), LAST LOGIN (--), PASSWORD LAST SET (6/10/2019 10:41 am), and SECURITY QUESTION RESET REQUIRED? (No). There are several buttons: 'RE-SEND INVITE', 'EDIT', 'GO BACK', 'EDIT' (next to USERNAME), 'SEND TEMPORARY PASSWORD' (next to PASSWORD LAST SET), and 'REQUIRE SECURITY QUESTION RESET' (next to SECURITY QUESTION RESET REQUIRED?).

Step 1: Expand Roles

Step 2: Click Manage

The 'Roles' section is expanded, showing 'System Roles' and 'Event Roles'. Below these is a section for 'Organization Roles Rhode Island Emergency Management Agency (000-ULBLX-00)'. A 'MANAGE' button is visible at the bottom right of this section.

Grant Roles

Step 1: Select system roles

Select Project POC if you want to assign projects to a specific person

Place mouse over "?" for definition of role

Green Check allows for ability to perform those activities

The screenshot displays a web application interface for assigning roles. The main content area is titled "Edit Roles for Bunny, Buggs" and is divided into two main sections: "Assigned Roles" and "Permissions Preview".

Assigned Roles:

- APPLICANT ROLES:**
 - Primary PA Coordinator ?
 - Alternate PA Coordinator ?
 - Authorized Representative ?
 - Project POC ?
- ADMINISTRATIVE ROLES:**
 - Account Manager ?
 - Personnel Manager ?
 - Organization Admin ?
 - Subordinate Organization Admin ?
 - Subordinate Organization Manager ?
 - Subordinate Organization Reviewer ?
 - Subordinate Organization Read-Only ?
 - Subordinate Organization Account Specialist ?
 - Read-Only Access ?

Permissions Preview:

- ORGANIZATION:**
 - Create Requests for Public Assistance (RPAs)
 - Edit Organization Details
 - Manage Locations
 - Manage Subordinate Organizations
 - Manage Organization Counties
 - Manage Documents
 - Manage Staff
- APPLICANT:**
 - Create Comment
 - Create Discussion
 - Reply to Discussion
 - Manage Damage Inventory
 - Manage Documents
- DAMAGE INVENTORY:**
 - Edit
 - Manage Documents
- PROJECT:**
 - Sign DDD
 - Sign Scope & Cost

At the bottom right of the interface, there are two buttons: a green "SAVE" button and a grey "CANCEL" button.

Step 2:
Click **Save**

Manage User Account

Grants Portal

Dashboard

My Organization **Rhode Island Emergency**

Personnel Details

Rhode Island Emergency Management Agency (000-ULBLX-00) / **Bunny, Buggs**

General Information

NAME	Bunny, Buggs
TITLE	Recovery Director
ORG PERSONNEL STATUS	Active

User Information

USERNAME	Buggs@Rlema.gov	EDIT
ACCOUNT STATUS	Active	
ACCOUNT LOCKED?	No	
LAST LOGIN	--	
PASSWORD LAST SET	6/10/2019 10:41 am	SEND TEMPORARY PASSWORD
SECURITY QUESTION RESET REQUIRED?	No	REQUIRE SECURITY QUESTION RESET

Contact Info >

Roles

- System Roles >
- Event Roles >

Callouts:

- Edit User Name (points to EDIT button)
- Reset Security Questions (points to REQUIRE SECURITY QUESTION RESET button)
- Send Temporary Password (points to SEND TEMPORARY PASSWORD button)

Copy Password Reset Link to Email to Resend

Grants Portal BLACK, STARLE...

Personnel Details RE-SEND INVITE EDIT GO BACK

My Organization Rhode Island Emergency Management Agency (000-ULBLX-00) / Bunny, Buggs

General Information

NAME	Bunny, Buggs
TITLE	Recovery Director
ORG PERSONNEL STATUS	Active

User Information

USERNAME	Buggs@Rlema.gov	EDIT
ACCOUNT STATUS	Active	
ACCOUNT LOCKED?	No	
LAST LOGIN	--	
PASSWORD LAST SET	6/10/2019 10:41 am	SEND TEMPORARY PASSWORD
SECURITY QUESTION RESET REQUIRED?	No	REQUIRE SECURITY QUESTION RESET

Password Reset Requests COPY LATEST RESET LINK

Copy Latest Reset Link

Setting Up Organization Facilities & Counties



Organization Profile

The screenshot shows the 'My Organization Profile' page in the Grants Portal. The page title is 'My Organization Profile' for the 'Rhode Island Emergency Management Agency (000-ULBLX-00)'. A left sidebar contains a menu with 'Organization Profile' highlighted. A red callout box points to the 'My Organization' dropdown menu with the text 'Step 1: Click My Organization to expand'. Another red callout box points to the 'Organization Profile' menu item with the text 'Step 2: Select Organization Profile'. The main content area includes a 'General Information' section with fields for STATE/TRIBE/TERRITORY, TYPE, EIN NUMBER, FEMA PA CODE, DUNS NUMBER, and IS ACTIVE?. Below this are sections for Recipient Regions, PA Administrative Plan, Subrecipient Organization Profiles, and Personnel, each with a 'MANAGE' button.

Step 1: Click My Organization to expand

Step 2: Select Organization Profile

Add Counties to Profile

Grants Portal BLACK, STARLE...

My Organization Profile DOWNLOAD EDIT ★

Rhode Island Emergency Management Agency (000-ULBLX-00)

General Information

STATE/TRIBE/TERRITORY	Rhode Island Emergency Management Agency	IS ACTIVE?	Yes
TYPE	State Government	FEMA PA CODE	000-ULBLX-00
EIN NUMBER		DUNS NUMBER	703506517

- Recipient Regions** > MANAGE
- PA Administrative Plan** > UPLOAD NEW PA ADMIN PLAN
- Subrecipient Organization Profiles** > MANAGE
- Personnel** > MANAGE
- Locations** > MANAGE
- Counties with Facility** > MANAGE
- Insurance Profile** > UPLOAD INSURANCE DOCUMENTS HELP

Click Manage

Statewide Facilities/Locations

The screenshot shows the 'Grants Portal' interface. The top navigation bar includes the logo, 'Dashboard', and the user name 'BLACK, STARLI'. The main header area displays 'My Organization Profile' and 'Manage Counties' for the 'Rhode Island Emergency Management Agency (000-ULBLX-00)'. A sidebar on the left lists various organizational sections. A central information box contains a note about statewide organization designation. To the right of this box are buttons for 'UNMARK STATEWIDE', 'SAVE', and 'CANCEL'. Two red callout boxes provide instructions: one points to the information box, and the other points to the 'UNMARK STATEWIDE' button.

Grants Portal

Dashboard

My Organization

Rhode Island Emergency

My Organization Profile Manage Counties

Rhode Island Emergency Management Agency (000-ULBLX-00) / Manage Counties

UNMARK STATEWIDE

SAVE

CANCEL

Counties

This organization has been designated as a statewide organization. This indicates that organization has activities in **ALL COUNTIES** in the state (such as a state agency). If the organization only has facilities or responsibility in specific counties, select the counties that apply instead.

Organization Profile

Organization Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping Meetings

Events

Projects

Damages

Work Order Requests

Work Orders

My Tasks

Calendar

Subrecipients

Subrecipient Tasks

Utilities

Resources

Intelligence

Note: Most Recipients are established as Statewide

If not Statewide, Click **Unmark Statewide**

Identify Counties with Facilities/Locations

The screenshot shows the 'Grants Portal' interface. The main header includes the logo and the text 'My Organization Profile Manage Counties'. Below this, the organization name 'Rhode Island Emergency Management Agency (000-ULBLX-00) / Manage Counties' is displayed. On the right side of the header, there are buttons for 'MARK STATEWIDE', 'SAVE', and 'CAN'. A left-hand navigation menu lists various organizational sections. The central area features a 'Counties' table with a search bar and a list of counties: Bristol County, Kent County, Newport County, Providence County, and Washington County. Each county entry has a '+ ADD' button. The 'Kent County' row is highlighted in green and has a red 'REMOVE' button. A red callout box points to the 'ADD' button for Kent County with the text 'Step 1: Click Add for each county'. Another red callout box points to the 'SAVE' button with the text 'Step 2: Click Save'. At the bottom of the table, there is a pagination control showing 'Showing 1 to 5 of 5 entries' and 'Previous 1 Next'.

Grants Portal

Dashboard

My Organization
Rhode Island Emergency

My Organization Profile Manage Counties

Rhode Island Emergency Management Agency (000-ULBLX-00) / Manage Counties

MARK STATEWIDE SAVE CAN

Counties

Search...

	County
+ ADD	Bristol County
REMOVE	Kent County
+ ADD	Newport County
+ ADD	Providence County
+ ADD	Washington County

10 Showing 1 to 5 of 5 entries

Previous 1 Next

Step 1: Click **Add** for each county

Step 2: Click **Save**

Upload Insurance Document



Uploading Insurance Documents

The screenshot shows the Grants Portal interface for the Rhode Island Emergency Management Agency (000-ULBLX-00). The user is logged in as BLACK, STARLE... The main navigation menu on the left includes: Dashboard, My Organization (expanded), Organization Profile, Organization Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Events, Projects, Damages, Work Order Requests, Work Orders, My Tasks, Calendar, Subrecipients, Subrecipient Tasks, Utilities, Resources, and Intelligence. The 'My Organization' section is expanded, showing a list of organization-related items: Recipient Regions, PA Administrative Plan, Subrecipient Organization Profiles, Personnel, Locations, Counties with Facility, and Insurance Profile. The 'Insurance Profile' item has a red arrow pointing to it from a callout box. The 'Insurance Profile' section also has a red arrow pointing to the 'UPLOAD INSURANCE DOCUMENTS' button from another callout box.

Step 1: Click My Organization to expand

Step 2: Select Organization Profile

Step 3: Click Upload Insurance Document

Upload Insurance Documents Pop-Up Box

The screenshot displays the Grants Portal interface with a pop-up window titled "Upload Insurance Documents". The pop-up window features a dashed box for file upload with the text "Drag and drop files here, or click here to select files." Below this is a section titled "Documents Pending Upload" containing an information icon and the text: "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." A note below states: "Note: You may not upload the document to the Insurance Profile that matches an existing document with same document area." At the bottom of the pop-up are two buttons: "UPLOAD PENDING DOCUMENTS" and "CANCEL". A red callout box points to the dashed box with the text "Step 1: Drag and drop files or click to select files".

Locate Insurance File Pop-Up Box

The screenshot shows the Grants Portal interface with the 'Upload Insurance Documents' pop-up box. The 'File Upload' dialog box is open, showing the file list. A red callout box points to the 'Insurance document' file, and another red callout box points to the 'Open' button.

Step 1: Click to select document

Name	Date modified	Type	Size
Insurance document	6/10/2019 11:47 A...	Microsoft Word D...	12 KB
Pre-Disaster Photos	6/4/2019 11:40 AM	Microsoft Word D...	12 KB
RPA	6/4/2019 10:24 AM	Microsoft Word D...	12 KB
Timesheets	6/4/2019 12:00 PM	Microsoft Word D...	12 KB

Step 2: Open

Edit Insurance Document Information

Grants Portal

Rhode Island Emergency Management Agency

General Information

STATE/TRIBE/TERRITORY

TYPE

EIN NUMBER

Recipient Regions >

PA Administrative Plan >

Subrecipient Organization Profiles

Locations >

Counties with Facility >

Insurance Profile >

Upload Insurance Documents

Drag and drop files here, or click here to select files.

Documents Pending Upload

Search...

	Filename	Description	Size	Category
 EDIT REMOVE	Insurance document.docx		11.4 KB	

Showing 1 to 1 of 1 entries

Previous 1 Next

[UPLOAD PENDING DOCUMENTS](#) [CANCEL](#)

Step 1: Click Edit

Upload Insurance Documents

The screenshot shows the 'Process Document' form in the Grants Portal. The form includes a warning banner, a 'Filename' field with the value 'General Insurance Document', a 'Description' field with the value 'Expires 12/31/2020', and a 'Category' dropdown menu with 'Insurance Policy' selected. Three callout boxes provide instructions: Step 1 points to the filename field, Step 2 points to the description field, and Step 3 points to the category dropdown.

Step 1: Rename Document File (Optional)

Step 2: Add expiration date to description (Optional)

Step 3: Click to add Category Document Type

Save Insurance Document Information

The screenshot displays the 'Grants Portal' interface for the 'Rhode Island Emergency Management Agency (000-ULBLX-00)'. A 'Process Document' dialog box is open, containing the following information:

- CAUTION:** Document will be uploaded to the **Insurance Profile**.
- Filename ***: General Insurance Document
- Description**: Expires 12/31/2020
- Category ***: Insurance Policy

At the bottom of the dialog, there are two buttons: a blue 'SAVE' button and a grey 'CANCEL' button. A red callout bubble points to the 'SAVE' button with the text 'Click **Save**'.

Upload Pending Documents

Grants Portal

Dashboard

My Organization

Rhode Island Emergency Management Agency

Upload Insurance Documents

Drag and drop files here, or click here to select files.

Documents Pending Upload

Search...

	Filename	Description	Size	Category
✓	General Insurance Document.docx	Expires 12/31/2020	11.4 KB	Insurance Policy

Showing 1 to 1 of 1 entries

Previous 1 Next

UPLOAD PENDING DOCUMENTS CANCEL

To add additional, click and drop or click to locate files

Click Upload Pending Documents

Inviting Subrecipient Organization

You cannot do anything with the account after the invite is sent until the Organization logs in and sets up their information. Best used in normal operating state.



Organization Profile

The screenshot shows the 'My Organization Profile' page in the Grants Portal. The page title is 'My Organization Profile' for the 'Rhode Island Emergency Management Agency (000-ULBLX-00)'. A left sidebar contains a menu with 'Organization Profile' highlighted. A red callout box points to the 'My Organization' dropdown menu with the text 'Step 1: Click My Organization to expand'. Another red callout box points to the 'Organization Profile' menu item with the text 'Step 2: Select Organization Profile'. The main content area includes a 'General Information' section with fields for 'STATE/TRIBE/TERRITORY', 'EIN NUMBER', 'DUNS NUMBER', 'FEDERAL AGENCY', 'FEMA PA CODE', and 'IS ACTIVE?'. Below this are several expandable sections: 'Recipient Regions', 'PA Administrative Plan', 'Subrecipient Organization Profiles', and 'Personnel', each with a 'MANAGE' button. The top navigation bar includes 'Dashboard', 'My Organization', 'DOWNLOAD', 'EDIT', and a user profile 'BLACK, STARLE...'. The bottom of the page shows a 'My Tasks' and 'Calendar' section.

Inviting Subrecipient Organization

Grants Portal BLACK, STARLE...

My Organization Rhode Island Emergency Management Agency (000-ULBLX-00)

My Organization Profile DOWNLOAD EDIT

General Information

STATE/TRIBE/TERRITORY	Rhode Island Emergency Management Agency	IS ACTIVE?	Yes
TYPE	State Government	FEMA PA CODE	
EIN NUMBER		DUNS NUMBER	

- Recipient Regions MANAGE
- PA Administrative Plan UPLOAD NEW PA ADMIN PLAN
- Subrecipient Organization Profiles MANAGE
- Personnel MANAGE

Click Manage

Inviting Single Subrecipient Organization

Grants Portal

Dashboard

My Organization
Rhode Island Emergency Management Agency (000-ULBLX-00)

Subrecipient Organization Profiles

Rhode Island Emergency Management Agency (000-ULBLX-00) / Manage Subrecipient Organizations

IMPORT NEW ORGANIZATION

+ Add
Invite

Search...

Name	Type	PNP?	PNP Ty	TY	Last User Lo
City of ABANSLEY	City or Township Government	No			
City of ABattle	City or Township Government	No			
City of ACoalwell	City or Township Government	No		Providence County	Rhode Island Emergency Management Agency
City of ADaly	City or Township Government	No		Providence County	Rhode Island Emergency Management Agency
City of AHARRISON	City or Township Government	No		Providence County	Rhode Island Emergency Management Agency
City of AJANJIC	City or Township Government	No		Providence County	Rhode Island Emergency Management Agency
City of AMICKLES	City or Township Government	No		Providence County	Rhode Island Emergency Management Agency
City of AMORENO	City or Township Government	No		Providence County	Rhode Island Emergency Management Agency
City of ASHIFFNER	City or Township Government	No		Providence County	Rhode Island Emergency Management Agency
City of ASMILEY JR	City or Township Government	No		Providence County	Rhode Island Emergency Management Agency

**Click New Organization
Select Invite**

Subrecipient Information

Grants Portal 🔔 4 👤 BLACK, STARLE...

Dashboard | **My Organization** ▾

Rhode Island Emergency Management Agency (000-ULBLX-00) / **Invite Organization**

General Information

Requesting Organization: Rhode Island Emergency Management Agency

Organization Name *

Type *

Contact Information

First Name *

Last Name *

Phone Number *

Email *

SAVE **CANCEL**

Step 1: Enter Applicant Information

Step 2: Enter Contact Information

Step 3: Click Save

Organization Profile

Organization Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping Meetings

Events

Projects

Damages

Work Order Requests

Work Orders

My Tasks ▾

Calendar

Subrecipients ▾

Confirmation of Organization Invitation

Grants Portal 🔔 4 👤 BLACK, STARLE...

Dashboard | **My Organization** (Rhode Island Emergency Management Agency (000-ULBLX-00)) | **Organization Invitation** 🔄 RESEND ✖ CANCEL

Organization Profile
Organization Personnel
Applicant Event Profiles
Exploratory Calls
Recovery Scoping Meetings
Events
Projects
Damages
Work Order Requests
Work Orders

My Tasks ▾
 Calendar
 Subrecipients ▾
 Subrecipient Tasks ▾

General Information

REQUESTING ORGANIZATION	Rhode Island Emergency Management Agency
ORGANIZATION NAME	Warwick, City of
ORG TYPE	City or Township Government
CREATED BY	BLACK, STARLENE
CREATED ON	06/10/2019 08:52 AM AST
ACCOUNT ACTIVATE LINK	https://grantsportal-uat-site.azurewebsites.net/#organizationrequest/activate/362a872f-7744-4c23-9649-26f8a5a06db7

Contact Information

FIRST NAME	Dionne
LAST NAME	Warwick
PHONE NUMBER	(401) 555-1212
EMAIL	DionneW@warwickcity.gov

Inviting Multiple Subrecipient Organizations

You cannot do anything with the account after the invite is sent until the Organization logs in and sets up their information. Best used in normal operating state.



Organization Profile

The screenshot shows the 'My Organization Profile' page for the Rhode Island Emergency Management Agency (000-ULBLX-00). The page includes a sidebar with navigation options, a main content area with a 'General Information' section, and a list of management actions. Two callout boxes provide instructions: 'Step 1: Click My Organization to expand' points to the 'My Organization' dropdown menu, and 'Step 2: Select Organization Profile' points to the 'Organization Profile' option in the sidebar.

Grants Portal 🔔 4 👤 BLACK, STARLE...

Dashboard 🏠 My Organization 🏠 My Organization Profile 📄 DOWNLOAD ✎ EDIT ★

Rhode Island Emergency Management Agency (000-ULBLX-00) Rhode Island Emergency Management Agency (000-ULBLX-00)

General Information

OFFICE/TRIBE/TERRITORY	IS ACTIVE?
Rhode Island Emergency Management Agency	Yes
State Government	

EIN NUMBER **DUNS NUMBER**

🌐 Recipient Regions > ⚙️ MANAGE

📄 PA Administrative Plan > 📄 UPLOAD NEW PA ADMIN PLAN

🏠 Subrecipient Organization Profiles > ⚙️ MANAGE

👤 Personnel > ⚙️ MANAGE

📋 My Tasks ▼

📅 Calendar

📄 Subrecipients >

Inviting Subrecipient Organization

Grants Portal BLACK, STARLE...

My Organization Profile DOWNLOAD EDIT ★

Rhode Island Emergency Management Agency (000-ULBLX-00)

General Information

STATE/TRIBE/TERRITORY	Rhode Island Emergency Management Agency	IS ACTIVE?	Yes
TYPE	State Government	FEMA PA CODE	
EIN NUMBER		DUNS NUMBER	

- Recipient Regions MANAGE
- PA Administrative Plan UPLOAD NEW PA ADMIN PLAN
- Subrecipient Organization Profiles MANAGE
- Personnel MANAGE

Click Manage

Invite New Organization – Bulk Invite

Grants Portal

Dashboard

My Organization
Rhode Island Emergency

Subrecipient Organization Profiles

Rhode Island Emergency Management Agency (000-ULBLX-00) / Manage Subrecipient Organizations

IMPORT | NEW ORGANIZATION | GO BACK

Download Template
Upload Spreadsheet
View Imports

SHOW/HIDE COLUMNS

Search...

Name	Type	PNP?	PNP Type	Recipient Region	Primary County	State/Tribe/Territory	Last User Login
City of ABANSLEY	City or Township Government	No			Provi...	Rhode Island Emergency Management Agency	
City of ABattle	City or Township Government	No			ity	Rhode Island Emergency Management Agency	
City of ACoalwell	City or Township Government	No			County	Rhode Island Emergency Management Agency	
City of ADaly	City or Township Government					Rhode Island Emergency Management Agency	
City of AHARRISON	City or Township Government					Rhode Island Emergency Management Agency	
City of AJANJIC	City or Township Government					Rhode Island Emergency Management Agency	
City of AMICKLES	City or Township Government					Rhode Island Emergency Management Agency	
City of AMORENO	City or Township Government	No			Providence County	Rhode Island Emergency Management Agency	
City of ASHIFFNER	City or Township Government	No			Providence County	Rhode Island Emergency Management Agency	
City of ASMILEY JR	City or Township Government	No			Providence County	Rhode Island Emergency Management Agency	
City of ASUNDERRAJ	City or Township Government	No			Providence County	Rhode Island Emergency Management Agency	
City of AWilliams	City or Township Government	No			Providence County	Rhode Island Emergency Management Agency	
City of AWILT	City or Township Government	No			Providence County	Rhode Island Emergency Management Agency	
City of AWRIGHT	City or Township Government	No			Providence County	Rhode Island Emergency Management Agency	
City of B...	City or Township Government	No			Providence County	Rhode Island Emergency Management Agency	

My Tasks | Calendar | Subrecipients | Subrecipient Tasks | Utilities | Resources | Intelligence

Click Import, Select
Download Template

Organization Invite Template Pop-Up Box

The screenshot displays the Grants Portal interface. A central dialog box titled "Opening Organization_Invites_Import_Template.xlsx" is open. The dialog text reads: "You have chosen to open: Organization_Invites_Import_Template.xlsx which is: Microsoft Excel Worksheet from: https://grantsportal-uat-site.azurewebsites.net". Below this, it asks "What should Firefox do with this file?" with three options: "Open with Microsoft Excel (default)" (selected), "Save File", and "Do this automatically for files like this from now on." (unchecked). "OK" and "Cancel" buttons are at the bottom of the dialog. A red callout box points to the "Open with" radio button, and another red callout box points to the "OK" button.

Step 1: Click Open with

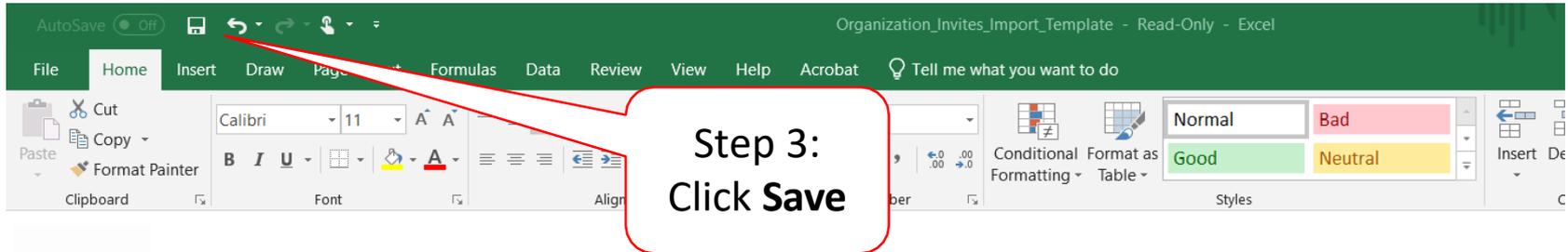
Step 2: Click OK

Excel Template

The screenshot shows the Microsoft Excel interface with a file named "Organization_Invites_Import_Template.xlsx" in Protected View. A yellow banner at the top reads "PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View." and contains an "Enable Editing" button. A red callout box with the text "Click Enable Editing" points to this button. The spreadsheet has a header row (row 1) with the following columns: "Organization Name" (A), "Organization Type" (B), "Contact First Name" (C), "Contact Last Name" (D), "Contact Email" (E), and "Contact Phone" (F). The rest of the spreadsheet is empty. The status bar at the bottom shows "Template" and "Data Dictionary" tabs, and the system tray indicates "READY" and "100%" zoom.

1	A	B	C	D	E	F	G	H	I	J	K	L	M
2	Organization Name	Organization Type	Contact First Name	Contact Last Name	Contact Email	Contact Phone							
3													
4													
5													
6													
7													
8													
9													
10													
11													
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30													
31													
32													
33													

Multiple Organization Excel Template



	A	B	C	D	E	F	G
1	Organization Name	Organization Type	Contact First Name	Contact Last Name	Contact Email	Contact Phone	
2	Birmingham, City of	City or Township Government	David	Crockett	dcrockett@birmingham.gov	3345558974	
3	Bibb County		len	Keller	hkeller@bibb.gov	3345878952	
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							

Step 1: Enter information

Step 2: Used drop down menu when possible

**** DO NOT CHANGE TEMPLATE ****

**** DO NOT SKIP A LINE ****

Save Multiple Organization Excel Template

Organization_Invites_Import_Template-1.xlsx [Read-Only] - Excel

Shannon, Tanya

Organization Name	Organization Type	Contact First Name	Contact Last Name	Contact Email	Contact Phone
San Juan Unifited School District	City or Township Government	Victoria	Crouse	victoria@saniuanschools.net	2221002000
San Juan Public Works	Speci				21002001

Microsoft Excel

We can't save 'Organization_Invites_Import_Template.xlsx' because the file is read-only.
To keep your changes, you'll need to save the workbook with a new name or in a different location.

OK

Click **OK** and save to your computer

Upload Invite Template

The screenshot shows the Grants Portal interface. The top navigation bar includes the 'Grants Portal' logo and the user name 'Black, Canary'. The main header area contains a 'Dashboard' button and the current page title 'Subrecipient Organization Profiles' for the state of Alabama. A search bar is present above a table of organization profiles. The table has columns for Name, Type, PNP?, PNP Type, Recipient Region, County, State/Tribe/Territory, and Last User Login. A red callout box is overlaid on the table, pointing to an 'IMPORT' button in the top right corner. The dropdown menu for the 'IMPORT' button is open, showing three options: 'Download Template', 'Upload Spreadsheet', and 'View Imports'. The 'Upload Spreadsheet' option is highlighted by the callout box.

Click Import and select Upload Spreadsheet

Name	Type	PNP?	PNP Type	Recipient Region	County	State/Tribe/Territory	Last User Login
Bergin2	County Government	No				Alabama	
BERGINA	City or Township Government	No				Alabama	
BURNSA	City or Township Government	No				Alabama	
Calhoun County	County Government	No				Alabama	
CHAFFINSA	City or Township Government	No			Calhoun County	Alabama	
CHALUISANTA	City or Township Government	No			Calhoun County	Alabama	
COTTONA	City or Township Government	No			Calhoun County	Alabama	
DMONTGOMERYA	City or Township Government	No			Calhoun County	Alabama	
DODDA	City or Township Government	No			Calhoun County	Alabama	
DONNELLYA	City or Township Government	No			Calhoun County	Alabama	
ECKESA	City or Township Government	No			Calhoun County	Alabama	
FANNONA	City or Township Government	No			Calhoun County	Alabama	
FARRELLA	City or Township Government	No			Calhoun County	Alabama	
FEMA SI Training	County Government	No			Calhoun County	Alabama	

File Locator Pop-Up Box

The screenshot shows the Grants Portal interface with a File Upload dialog box open. The dialog box displays the file explorer view, showing the file 'Copy of Organization_Invites_Import_Te...' selected. The file details are as follows:

Name	Date modified	Type	Size
Copy of Organization_Invites_Import_Te...	6/10/2019 12:30 PM	Microsoft Excel W...	13 KB

Two callout boxes provide instructions:

- Step 1: Locate File and click to select (pointing to the file name)
- Step 2: Click **Open** (pointing to the Open button)

Commit To Import

Step 1: Check for Errors/Warnings

Grants Portal

Dashboard

My Organization Alabama

Import Organization Invites

Results

TOTAL RECORDS IMPORTED	2	RECORDS WITH ERRORS	0
NEW ORGANIZATION INVITE RECORDS	2	RECORDS WITH WARNINGS	0

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

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

COMMIT IMPORT

CANCEL IMPORT

Records

SHOW RECORDS All

Search...

SHOW/HIDE COLUMNS

Row	Result	Organization Type	Name	Contact First Name	Contact Last Name	Contact Email	Contact Phone Number
2	New	City or Township Government	Birmingham, City of	David	Crockett	dcrockett@birmingham.gov	(334) 555-8974
3	New	County Government	Bibb County	Helen	Keller	hkeller@bibb.gov	(334) 587-8952

10 Showing 1 to 2 of 2 entries

Previous 1 Next

Step 2: Click Commit Import

Errors Identified In Import

Step 1: Check for Errors/Warnings

Results

TOTAL RECORDS IMPORTED	2	RECORDS WITH ERRORS	1
NEW ORGANIZATION INVITE RECORDS	1	RECORDS WITH WARNINGS	0

Your import file is ready to commit, but contains errors. You do not have to fix these errors, however the records with errors will not be committed. Click Commit if you are satisfied with the import.

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

Records

Row	Result	Organization Type	Name	Contact First Name	Contact Last Name	Contact Email	Contact Phone Number
2	New	City or Township Government	Birmingham, City of	David	Crockett	dcrockett@birmingham.gov	(334) 555-8974
3	Error	County Government	Bibb County	Helen	Keller		(334) 587-8952

Showing 1 to 2 of 2 entries

Step 3: **Cancel Import** and correct errors on Excel template, then repeat import

Step 2: Identify errors

Commit Import Confirmation Pop-Up Box

Grants Portal

Black,

Import Organization Invite

Do you wish to commit the changes in this import?

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

✓ COMMIT IMPORT ↶ GO BACK

Click Commit Import

RESULTS

TOTAL RECORDS IMPORTED 2

NEW ORGANIZATION INVITE RECORDS 2

RECORDS WITH ERRORS 0

RECORDS WITH WARNINGS 0

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

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

COMMIT IMPORT

CANCEL IMPORT

Records

SHOW RECORDS All

Search...

SHOW/HIDE COLUMNS

Row	Result	Organization Type	Name	Contact First Name	Contact Last Name	Contact Email	Contact Phone Number
2	New	City or Township Government	Birmingham, City of	David	Crockett	dcrockett@birmingham.gov	(334) 555-8974
3	New	County Government	Bibb County	Helen	Keller	hkeller@bibb.gov	(334) 587-8952

Showing 1 to 2 of 2 entries

Previous 1 Next

Manage Subrecipient Invitations

Review and Resend
invitations



Subrecipient Organization Profile

Grants Portal BLACK, STARLE...

My Organization Profile DOWNLOAD EDIT ★

Rhode Island Emergency Management Agency (000-ULBLX-00)

General Information

STATE/TRIBE/TERRITORY	Rhode Island Emergency Management Agency	IS ACTIVE?	Yes
TYPE	State Government	FEMA PA CODE	
EIN NUMBER		DUNS NUMBER	

[Recipient Regions](#) MANAGE

[PA Administrative Plan](#) UPLOAD NEW PA ADMIN PLAN

[Subrecipient Organization Profiles](#) MANAGE

[Personnel](#) MANAGE

Step 1: Click Organization Profile

Step 2: Click to expand Subrecipient Organization Profiles

Review Subrecipient Organization Invitation

Step 1: Click Invitations/Requests Tab

Step 2: Review list of open invitations

Step 3: Click magnifying glass on Applicant Invitation

Grants Portal

Dashboard

My Organization
Rhode Island Emergency Management Agency (000-ULBLX-00)

Organization Profile
Organization Personnel
Applicant Event Profiles
Exploratory Calls
Recovery Scoping Meetings
Events
Projects
Damages
Work Order Requests
Work Orders

My Tasks
Calendar
Subrecipients
Subrecipient Tasks
Utilities
Resources
Intelligence

PA Administrative Plan >

UPLOAD NEW PA ADMIN PLAN

Subrecipient Organization Profiles >

MANAGE

Active Invitations / Requests

Filters

STATUS: Incomplete

CREATED DATE: FROM MM/DD/YYYY TO MM/DD/YYYY

SUBMITTED DATE: FROM MM/DD/YYYY TO MM/DD/YYYY

Search...

Name	Parent Org	Type	Status	Created On	Created By	Submitted On
Warwick, City of	Rhode Island Emergency Management Agency	City or Township Government	Invited	06/10/2019 08:52 AM AST	BLACK, STARLENE	--
Town of Country	Rhode Island Emergency Management Agency	City or Township Government	Invited	04/22/2019 05:01 PM AST	Randolph, Armand	--

Showing 1 to 2 of 2 entries (from 8 total entries)

Previous 1 Next

Personnel >

MANAGE

Resend Email Activation Link/Resend

Grants Portal BLACK, STARLE...

Dashboard **Organization Invitation** RESEND CANCEL

My Organization
Rhode Island Emergency Management Agency (000-ULBLX-00)

Organization Profile
Organization Personnel
Applicant Event Profiles
Exploratory Calls
Recovery Scoping Meetings
Events
Projects
Damages
Work Order Requests
Work Orders
My Tasks
Calendar
Subrecipients
Subrecipient Tasks
Utilities
Resources
Intelligence

General Information

REQUESTING ORGANIZATION	Rhode Island Emergency Management Agency
ORGANIZATION NAME	Warwick, City of
ORG TYPE	City or Township Government
CREATED BY	BLACK, STARLENE
CREATED ON	06/10/2019 08:52 AM AST
ACCOUNT ACTIVATE LINK	https://grantsportal-uat-site.azurewebsites.net/#organizationrequest/activate/362a872f-7744-4c23-9649-26f8a5a06db7

Contact Information

FIRST NAME	Dionne
LAST NAME	Warwick
PHONE NUMBER	(401) 555-1212
EMAIL	DionneW@warwickcity.gov

Click Resend

Activation Link (can copy and paste into separate email)

Cancel Invitation

Grants Portal BLACK, STARLE...

Organization Invitation RESEND CANCEL

My Organization
Rhode Island Emergency Management Agency (000-ULBLX-00)

General Information

REQUESTING ORGANIZATION	Rhode Island Emergency Management Agency
ORGANIZATION NAME	Warwick, City of
ORG TYPE	City or Township Government
CREATED BY	BLACK, STARLENE
CREATED ON	06/10/2019 08:52 AM AST
ACCOUNT ACTIVATE LINK	https://grantsportal-uat-site.azurewebsites.net/#organizationrequest/activate/362a872f-7744-4c23-9649-26f8a5a06db7

Contact Information

FIRST NAME	Dionne
LAST NAME	Warwick
PHONE NUMBER	(401) 555-1212
EMAIL	DionneW@warwickcity.gov

Click Cancel

Navigation Menu: Dashboard, My Organization, Organization Profile, Organization Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Events, Projects, Damages, Work Order Requests, Work Orders, My Tasks, Calendar, Subrecipients, Subrecipient Tasks, Utilities, Resources, Intelligence.

Resend Subrecipient Organization Request



Organization Account Request Email Notification

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

Sent: Thursday, June 20, 2019 3:11 PM

Subject: FEMA PA Notification – Workflow Initiation Receipt – Org Account Request

Hello Bob,

Your Organization Account Request was initiated successfully. You will receive another notification whether the request is approved or rejected.

-FEMA PA Support Team

FEMA-PA-Grants@fema.dhs.gov

Locate Invitations/Requests

Grants Portal Black, Canary

Dashboard

My Organization Profile Alabama

General Information

STATE/TRIBE/TERRITORY	TYPE	EIN NUMBER	IS ACTIVE?	FEMA PA CODE	DUNS NUMBER
Alabama	State Government	--	Yes	--	--

Recipient Regions > [MANAGE]

PA Administrative Plan > [UPLOAD NEW PA ADMIN PLAN]

Subrecipient Organization Profiles > [MANAGE]

Active Invitations / Requests

Filters

RECIPIENT REGION No Recipient Regions have been added

Search...

Name	Region	State/Tribe/Territory	Last User Login
Bergin2		Alabama	

Step 1: Click **My Organization** to expand

Step 2: Click **Subrecipient Organization Profiles** to expand

Step 3: Click **Invitations/Requests** tab

View Invitation

Grants Portal

Dashboard

Recipient Regions >

My Organization
Alabama

PA Administrative Plan >

Subrecipient Organization Profiles >

Active Invitations / Requests

Filters

STATUS Incomplete

CREATED DATE FROM MM/DD/YYYY TO MM/DD/YYYY

SUBMITTED DATE FROM MM/DD/YYYY TO MM/DD/YYYY

Search...

Name	Parent Org	Org Type	Status	Created On	Created By	Submitted
Bibb County	Alabama	County Government	Invited	06/18/2019 07:00 AM AST	Black, Canary	--
Birmingham, City of	Alabama	City or Township Government	Invited	06/18/2019 07:00 AM AST	Black, Canary	--

25 Showing 1 to 2 of 2 entries

Personnel >

Step 1: Status should be "incomplete"

Step 2: Click magnifying glass to view information

Resend Invitation

Grants Portal Black, Canary

Dashboard My Organization Alabama

Organization Invitation

RESEND CANCEL

General Information

REQUESTING ORGANIZATION	Alabama
ORGANIZATION NAME	Bibb County
ORG TYPE	County Government
CREATED BY	Black, Canary
CREATED ON	06/18/2019 07:00 AM AST
ACCOUNT ACTIVATE LINK	https://grantsportal-demo-site.azurewebsites.net/#organizationrequest/activate/28a5dbae-646e-4a9e-8f85-78419a975923

Contact Information

FIRST NAME	Helen
LAST NAME	Keller

Click Resend

You can also copy and paste into an email the activation link

Approve Submitted Organization Invitation



Locate Invitations/Requests

The screenshot displays the Grants Portal interface. The top navigation bar includes the 'Grants Portal' logo and a user profile for 'Black, Canary'. A left sidebar contains a menu with items like 'Dashboard', 'My Organization', 'Organization Profile', 'Applicant Event Profiles', 'Exploratory Calls', 'Recovery Scoping Meetings', 'Events', 'Projects', 'Damages', 'Work Order Requests', and 'Work Orders'. The main content area is titled 'My Organization Profile' and shows a table with columns for 'STATE/TRIBE/TERRITORY', 'TYPE', 'EIN NUMBER', 'IS ACTIVE?', 'FEMA PA CODE', and 'DUNS NUMBER'. Below this are sections for 'Recipient Regions', 'PA Administrative Plan', and 'Subrecipient Organization Profiles'. The 'Subrecipient Organization Profiles' section has a dropdown menu with 'Active' and 'Invitations / Requests' tabs. A search bar and a table with columns for 'Name', 'Region', 'State/Tribe/Territory', and 'Last User Login' are also visible.

Step 1: Click My Organization to expand

Step 2: Click Subrecipient Organization Profiles to expand

Step 3: Click Invitations/Requests tab

Identify Submitted Organization

The screenshot shows the Grants Portal interface. The main content area is titled "Subrecipient Organization Profiles" and has a sub-tab for "Invitations / Requests". A "Filters" section is visible, with a dropdown menu for "STATUS" open. The dropdown menu lists several status options: Incomplete, All, Incomplete, Invited, Submitted (highlighted in blue), Approved, and Rejected. A red callout box points to the "Submitted" option with the text "Click to change Status to Submitted". Below the filters is a table with columns: Name, Parent Org, Org Type, Status, Created On, Created By, and Submitted On. The table contains two entries: Bibb County (Submitted) and Birmingham, City of (Invited).

Name	Parent Org	Org Type	Status	Created On	Created By	Submitted On
Bibb County	Alabama	County Government	Submitted	06/18/2019 07:00 AM AST	Black, Canary	06/18/2019 07:27 AM AST
Birmingham, City of	Alabama	City or Township Government	Invited	06/18/2019 07:00 AM AST	Black, Canary	--

Locate Submitted Organization

Grants Portal Black

Dashboard

My Organization (Alabama)

- Organization Profile
- Organization Personnel
- Applicant Event Profiles
- Exploratory Calls
- Recovery Scoping Meetings
- Events
- Projects
- Damages
- Work Order Requests
- Work Orders

Subrecipient Organization Profiles

Active [Invitations / Requests](#)

Filters

STATUS Submitted

CREATED DATE FROM MM/DD/YYYY TO MM/DD/YYYY

SUBMITTED DATE FROM MM/DD/YYYY TO MM/DD/YYYY

Search...

Name	Parent Org	Org Type	Status	Created On	Created By	Submitted On
 Bibb County	Alabama	County Government	Submitted	06/18/2019 07:00 AM AST	Black, Canary	06/18/2019 07:27 AM AST

25 Showing 1 of 1 entries (filtered from 2 total entries) Previous 1

Personnel

Note Status is Submitted

Click magnifying glass to view information

Review Organization Information

Grants Portal

Dashboard

My Organization **Alabama**

Organization Profile

Organization Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping Meetings

Events

Projects

Damages

Work Order Requests

Work Orders

My Tasks

Calendar

Subrecipients

Organization Request

General Information

REQUESTING ORGANIZATION	Alabama
ORGANIZATION NAME	Bibb County
ORG TYPE	County Government
DUNS NUMBER	22222222
EIN NUMBER	87-555555
SUBMITTED ON	06/18/2019 07:27 AM AST
WORKFLOW	Click here to view

Contact Information

Primary Contact

FIRST NAME	Helen
-------------------	-------

Click on **Click here to view**

Approve Submitted Invitation

Grants Portal Black, Canary

Dashboard My Organization **Alabama**

Workflow #62508

Workflow Information

CLASS	User Account
TYPE	Org Account Request
DESCRIPTION	Invite Bibb County to join Alabama
STATUS	Pending
CREATED ON	6/18/2019 7:27 am
CREATED BY	Black, Canary

Type-Specific Information

ORGANIZATION INVITED	Bibb County
ORGANIZATION TYPE	County Government
PARENT ORGANIZATION NAME	Alabama
REQUEST	Click here

+ APPROVE x REJECT

Steps >

Reviewers > REFRESH

Comments > ADD COMMENT

Click Approve

Approve Submitted Invitation Pop-Up Box

The screenshot displays the Grants Portal interface. On the left is a navigation menu with items like 'Dashboard', 'My Organization', 'Organization Profile', 'Organization Personnel', 'Applicant Event Profiles', 'Exploratory Calls', 'Recovery Scoping Meetings', 'Events', 'Projects', 'Damages', 'Work Order Requests', 'Work Orders', 'My Tasks', 'Calendar', and 'Subrecipients'. The main content area shows 'Workflow #6' with a checkmark icon and 'Workflow Information' details including CLASS, TYPE, DESCRIPTION, STATUS, CREATED ON, and CREATED BY (Black, Canary). A 'Steps' section is visible below. A white pop-up box titled 'Approve Workflow' is centered, containing the text 'Are you sure you want to Approve this workflow?' and a 'Comment' text area. At the bottom of the pop-up are two buttons: a blue 'APPROVE' button with a checkmark and a white 'CANCEL' button with a close icon. A red callout bubble with a white background and black border points to the 'APPROVE' button, containing the text 'Click Approve'.

Reject Submitted Invitation

Grants Portal Black, Canary

Dashboard My Organization Alabama

✔ Workflow #62508

+ APPROVE x REJECT

Workflow Information

CLASS	User Account
TYPE	Org Account Request
DESCRIPTION	Invite Bibb County to join Alabama
STATUS	Pending
CREATED ON	6/18/2019 7:27 am
CREATED BY	Black, Canary

Type-Specific Information

ORGANIZATION INVITED	Bibb County
ORGANIZATION TYPE	County Government
PARENT ORGANIZATION NAME	Alabama
REQUEST	Click here to view

Click Reject

☰ Steps >

👤 Reviewers > 🔄 REFRESH

🗨️ Comments > ➕ ADD COMMENT

Reject Submitted Invitation Pop-Up Box

The screenshot displays the Grants Portal interface with a 'Reject Workflow' pop-up box. The pop-up contains the following elements:

- Title: Reject Workflow
- Question: Are you sure you want to Reject this workflow?
- Text area: Reason *
- Buttons: REJECT (blue) and CANCEL (grey)

Two callout boxes provide instructions:

- Step 1: Enter reason for rejecting organization (points to the Reason * text area)
- Step 2: Click **Reject** (points to the REJECT button)

Add Single Subrecipient Organization



Add Single Organization

Grants Portal Black, Canary

Dashboard

My Organization Alabama

My Organization Profile

DOWNLOAD EDIT

General Information

STATE/TRIBE/TERRITORY	Alabama	IS ACTIVE?	Yes
TYPE	State Governm	FEMA PA CODE	--
EIN NUMBER	--	DUNS NUMBER	--

Recipient Regions > **MANAGE**

PA Administrative Plan > **UPLOAD NEW PA ADMIN PLAN**

Subrecipient Organization Profiles > **MANAGE**

Personnel > **MANAGE**

Organization Profile
Organization Personnel
Applicant Event Profiles
Exploratory Calls
Recovery Scoping Meetings
Events
Projects
Damages
Work Order Requests
Work Orders
My Tasks
Calendar
Subrecipients

Step 1: Click My Organization to expand

Step 2: Click Manage

Add Organization

Grants Portal Black, Canary

Dashboard | **My Organization** (Alabama) | **Subrecipient Organization Profiles**

Alabama / Manage Subrecipient Organizations

IMPORT | **+ NEW ORGANIZATION** (dropdown: + Add, Invite) | GO BACK

Search... ?

Name	Type	PNP?	PNP	State/Tribe/Territory	Last User Login
Bergin2	County Government	No		Alabama	
BERGINA	City or Township Government	No		Alabama	
Bibb County	County Government	No		Alabama	
BURNSA	City or Township Government	No		Calhoun County	Alabama
Calhoun County	County Government	No		Calhoun County	Alabama
CHAFFINSA	City or Township Government	No		Calhoun County	Alabama
CHALUISANTA	City or Township Government	No		Calhoun County	Alabama
COTTONA	City or Township Government	No		Calhoun County	Alabama
DMONTGOMERYA	City or Township Government	No		Calhoun County	Alabama
DODDA	City or Township Government	No		Calhoun County	Alabama

Click New Organization and select Add

SHOW/HIDE COLUMNS

- Organization Profile
- Organization Personnel
- Applicant Event Profiles
- Exploratory Calls
- Recovery Scoping Meetings
- Events
- Projects
- Damages
- Work Order Requests
- Work Orders
- My Tasks
- Calendar
- Subrecipients

Subrecipient Organization Information

Grants Portal Black, Canary

Dashboard

My Organization Alabama

Subrecipient Organization Profiles Add Subrecipient Organization

Alabama / Add Subrecipient Organization

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

1 Basic Information 2 Contact Info 3 Locations 4 Facilities 5 Complete Access Request

← PREV NEXT →

REQUESTING ORGANIZATION Alabama

NAME *

TYPE *

EIN NUMBER *

DUNS NUMBER

My Tasks

Calendar

Subrecipients

Step 1: Complete Information

Step 2: Click Next

CANCEL

Subrecipient Organization Contacts

Grants Portal Black, Canary

Dashboard My Organization Alabama

Subrecipient Organization Profiles

 Add Subrecipient Organization CANCEL

Alabama / Add Subrecipient Organization

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

1 Basic Information 2 Contact Info 3 Locations 4 Facilities 5 Complete Access Request

PREV NEXT

Primary Location

ADDRESS 1 *

ADDRESS 2

CITY *

STATE * Alabama

ZIP CODE *

COUNTY * Select...

Mailing Address *Only if different

ADDRESS 1

ADDRESS 2

CITY

STATE Alabama

ZIP CODE

COUNTY Select...

Step 1: Complete Information

Step 2: Click Next

Subrecipient Organization County

Step 2:

Grants Portal

Black, Canary

Dashboard

My Organization Alabama

Organization Profile

Organization Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping Meetings

Events

Projects

Damages

Work Order Requests

Work Orders

My Tasks

Calendar

Subrecipients

Subrecipient Organization Profiles

Add Subrecipient Organization

Alabama / Add Subrecipient Organization

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

1 Basic Information 2 Contact Info 3 Locations 4 Facilities 5 Complete Access Request

← PREV NEXT →

Select the Counties where a Facility exists

Search...

	County	
+ ADD	Autauga County	
+ ADD	Baldwin County	
+ ADD	Barbour County	
- REMOVE	Bibb County	
+ ADD	Blount County	

✓ MARK STATEWIDE

If operate Statewide, Click Mark Statewide

Click **ADD** for each county where a facility exists

Review Organization Information

Grants Portal

Dashboard | Subrecipient Organization Profiles | Add Subrecipient Organization

Alabama / Add Subrecipient Organization

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

1 Basic Information | 2 Contact Info | 3 Locations | 4 Facilities | 5 Complete Access Request

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

Primary Contact Info

FIRST NAME	Yellow
LAST NAME	Pencil
TITLE	Director
PHONE NUMBER	(334) 555-8789
EMAIL	pencil@bibbschool.edu

Alternate Contact Info

FIRST NAME	Crayon
LAST NAME	Sharpener
TITLE	Assistant Director
PHONE NUMBER	(334) 555-8788
EMAIL	sharpener@bibbschool.edu

Primary Location

ADDRESS 1	100 Warrior Drive
ADDRESS 2	--
CITY	Alabaster
STATE	Alabama
ZIP CODE	35007
COUNTY	Bibb County

Mailing Address *Only if different

ADDRESS 1	--
ADDRESS 2	--
CITY	--
STATE	Alabama
ZIP CODE	--
COUNTY	--

Counties with Facility

COUNTIES	Bibb County
----------	-------------

SUBMIT

Review Information

Click Submit

Applicant Receives Access Email

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

Sent: Thursday, June 20, 2019 3:11 PM

Subject: FEMA PA Notification – Org Account Request Approved

Hello Sherry,

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

Username: comanager@subrecipientcounty.com

Password: LJE2kAvc!%

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

-FEMA PA Support Team

FEMA-PA-Grants@FEMA.DHS.Gov

Applicant clicks
hyperlink to set up
password

Submit SF-424



Locate Event

Step 1: Click My Organization to expand

Step 2: Click Events

Step 3: Click magnifying glass on Event

Grants Portal

Black, Canar

Dashboard

My Organization
Alabama

My Events

Filters

All Open for PA

SHOW/HIDE COL

#	Name	Type	Start Date	End Date	Date	Deadline	Recipient	Status	# Applicants	# Projects	# Damages	# Work Orders
4419DR	4419DR-AL	Disaster	03/07/2019	03/08/2019	03/06/2019	03/06/2023	Alabama	Open For PA				

25

1 to 1 of 1 entries

Previous 1

SF-424 Submission Bar

Grants Portal 🔔 1 👤 Black, Canary ▾

Dashboard

My Organization ▾
Alabama

- Organization Profile
- Organization Personnel
- Applicant Event Profiles
- Exploratory Calls
- Recovery Scoping Meetings
- Events
- Projects
- Damages
- Work Order Requests
- Work Orders

My Tasks ▾

- Calendar
- Subrecipients ▾
- Subrecipient Tasks ▾
- Utilities ▾
- Resources
- Intelligence ▾

CONSOLIDATED RESOURCE CENTER Custom CRC

CITY Clanton

STATE Alabama

INCIDENT START DATE March 7, 2019

INCIDENT END DATE March 8, 2019

DECLARATION DATE March 6, 2019

DATE COUNTY DESIGNATED --

ACTIVITY COMPLETION DEADLINE March 6, 2023
[Request Extension](#)

PA ADMINISTRATIVE PLAN [+ Designate PA Admin Plan](#)

Stats/Summary >

Contacts >

Event Staff > EXPORT

Affected Counties >

Causes of Damage >

SF-424 Submissions >

Project Activity Completion Deadlines > OPTIONS ▾
Submit SF-424
REQUEST A & B PROJECT EXTENSIONS

Documents >

Click Options, then select Submit SF-424

Complete Recipient/Estimated Funding

Grants Portal

Dashboard

My Organization
Alabama

SF-424

Recipient Information

RECIPIENT APPLICANT IDENTIFIER

ADDRESS *
123 Main St. Mobile, Alabama 23423

DEPARTMENT NAME

DIVISION NAME

RECIPIENT POC *
Select...

APPLICANT CONGRESSIONAL DISTRICT *

PROGRAM CONGRESSIONAL DISTRICT *

IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? *
 Yes No

Estimated Funding

FEDERAL *

APPLICANT *

STATE *

LOCAL *

OTHER *

PROGRAM INCOME *

TOTAL \$0.00

Step 1: Complete Recipient Information

Step 2: Complete Estimated Funding (PDA data if available)

Congressional information can be found at www.census.gov/mycd

Certification and Assurances

Grants Portal

Dashboard

My Organization
Alabama

Organization Profile

Organization Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping Meetings

Events

Projects

Damages

Work Order Requests

Work Orders

My Tasks

Calendar

Subrecipients

Subrecipient Tasks

Utilities

Resources

Intelligence

PROGRAM CONGRESSIONAL DISTRICT *

IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? * Yes No

Estimated Funding

FEDERAL *	
APPLICANT *	
STATE *	
LOCAL *	
OTHER *	
PROGRAM INCOME *	
TOTAL	\$0.00

Certifications, Assurances, and Signature

AUTHORIZED REPRESENTATIVE *

By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

I AGREE ** ?

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

SIGNATURE *

SIGNED DATE

Step 1: Select Authorized Representative

Step 2: Review certification and click to agree

Signature of SF-424

Grants Portal Black, Canary

Dashboard | My Organization (Alabama)

PROGRAM CONGRESSIONAL DISTRICT *

IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? * Yes No

Estimated Funding

FEDERAL *	
APPLICANT *	
STATE *	
LOCAL *	
OTHER *	
PROGRAM INCOME *	
TOTAL	\$0.00

Certifications, Assurances, and Signature

AUTHORIZED REPRESENTATIVE *

By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

I AGREE **

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

SIGNATURE * **CLICK TO SIGN** SIGNED DATE

SUBMIT **CANCEL**

Click on
Click to Sign

Signature of SF-424 Pop-Up Box

The image shows a screenshot of a web application interface with a pop-up box titled "Sign SF-424". The pop-up box contains the following fields and controls:

- Print Name ***: A text input field.
- Signature Style ***: A dropdown menu with "Allura" selected. Below it is a preview of the signature style: "Example: allura".
- Enter Password ***: A text input field.
- SIGN**: A green button with a right-pointing arrow.
- CANCEL**: A button with a circular arrow icon.

Four callout boxes with red borders and white backgrounds point to these elements, labeled as follows:

- Step 1: Enter Name**: Points to the "Print Name" field.
- Step 2: Select Font Style**: Points to the "Signature Style" dropdown.
- Step 3: Enter Grants Portal Password**: Points to the "Enter Password" field.
- Step 4: Click Sign**: Points to the "SIGN" button.

The background of the screenshot shows a sidebar with navigation items like "Dashboard", "My Organization", "Organization Profile", "Applicant Event Profile", "Exploratory Calls", "Recovery Scoping Meetings", "Events", "Projects", "Damages", "Work Order Requests", "Work Orders", "My Tasks", "Calendar", "Subrecipients", "Subrecipient Tasks", "Utilities", "Resources", and "Intelligence". The main content area shows a form for "Certifications, Assurances, and Signature" with fields for "LOCAL", "OTHER", "PROGRAM INCOME", and "TOTAL", and a dropdown for "AUTHORIZED REPRESENTATIVE" set to "Black, Canary". At the bottom, there is a "SIGNATURE" field with "Signature here" and a "CLICK TO SIGN" button, along with a "SIGNED DATE" of "06/19/2019".

Signature of SF-424 Pop-Up Box

Grants Portal Black, Canary

Dashboard | My Organization (Alabama)

Organization Profile | Organization Personnel | Applicant Event Profiles | Exploratory Calls | Recovery Scoping Meetings | Events | Projects | Damages | Work Order Requests | Work Orders

My Tasks | Calendar | Subrecipients | Subrecipient Tasks | Utilities | Resources | Intelligence

AL-012

PROGRAM CONGRESSIONAL DISTRICT * AL-all

IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? * Yes No

Estimated Funding

FEDERAL *	\$25,000,000.00
APPLICANT *	\$3,125,000.00
STATE *	\$3,125,000.00
LOCAL *	\$0.00
OTHER *	\$0.00
PROGRAM INCOME *	\$0.00
TOTAL	\$31,250,000.00

Certifications, Assurances, and Signature

AUTHORIZED REPRESENTATIVE * Black, Canary

By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

I AGREE **

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

SIGNATURE * *Canary Black* CLICK TO SIGN SIGNED DATE 06/19/2019

SUBMIT CANCEL



Download SF-424 Report

Grants Portal Black, Canary

Dashboard **My Organization** **Alabama** **Event Details Submitted SF-424** **4419DR-AL (4419DR) / Submitted SF-424**

CANCEL SUBMISSION **DOWNLOAD SF-424 REPORT** **GO BACK**

⚠ This SF-424 submission is currently pending review by FEMA Event Leadership.

Submission Information

Event	4419DR-AL (4419DR)
Recipient	Alabama
Date Submitted	06/19/2019 02:04 PM AST
Submitted By	Black, Canary
Status	Pending

Submitted SF-424

OMB Number: 4040-0004
Expiration Date: 12/31/2019

Application for Federal Assistance SF-424	
1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application	2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation If Revision, select Appropriate letter(s): N/A

Download SF-424 Report Pop-Up Box

The screenshot displays the Grants Portal interface. A pop-up window titled "Download SF-424 Report" is centered on the screen. The pop-up contains the text "SF-424 Report generated successfully." and two buttons: a blue "DOWNLOAD SF-424 REPORT" button and a "CLOSE" button. A red callout box points to the blue button with the text "Click Download SF-424 Report".

Grants Portal

Dashboard

My Organization

Alabama

Organization Profile

Organization Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping Meetings

Events

Projects

Damages

Work Order Requests

Work Orders

My Tasks

Calendar

Subrecipients

Event Details

4419DR-AL (4419DR) / Submitted

MISSION

DOWNLOAD

Download SF-424 Report

SF-424 Report generated successfully.

DOWNLOAD SF-424 REPORT

CLOSE

This SF-424 submission is currently pending review by FEMA Event Leadership.

Submission Information

Event	4419DR-AL
Recipient	Alabama
Date Submitted	06/19/2019 02:04 PM AST
Submitted By	Black, Canary
Status	Pending

Submitted SF-424

OMB Number: 4040-0004

Download SF-424 Report Pop-Up Box

Grants Portal

Dashboard

My Organization

Alabama

4419DR-AL

Organization Profile

Organization Personnel

Meetings

Events

Projects

Damages

Work Order Requests

Work Orders

My Tasks

Calendar

Subrecipients

MISSION

DOWNLOAD

This SF-

Submitted by: Black, Sandy

Status: Pending

Submitted SF-424

OMB Number: 4040-0004

Opening SF-424_4419DR-AL_20190619.pdf

You have chosen to open:

SF-424_4419DR-AL_20190619.pdf
which is: Adobe Acrobat Document
from: https://grantsportal-demo-site.azurewebsites.net

What should Firefox do with this file?

Open with Adobe Acrobat DC (default)

Save File

Do this automatically for files like this from now on.

OK Cancel

CLOSE

Step 1: Select Open With option

Step 2: Click OK

Download SF-424 Report Pop-Up Box

The screenshot displays the Grants Portal interface. A pop-up window titled "Download SF-424 Report" is centered on the screen. The pop-up contains the text "SF-424 Report generated successfully." and two buttons: "DOWNLOAD SF-424 REPORT" and "CLOSE". A red callout box points to the "CLOSE" button with the text "Click Close".

Grants Portal

Dashboard

My Organization

Alabama

Organization Profile

Organization Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping Meetings

Events

Projects

Damages

Work Order Requests

Work Orders

My Tasks

Calendar

Subrecipients

Event Details

4419DR-AL (4419DR) / Submitted

MISSION

DOWNLOAD

Download SF-424 Report

SF-424 Report generated successfully.

DOWNLOAD SF-424 REPORT

CLOSE

⚠ This SF-424 submission is currently pending review by FEMA Event Leadership.

Submission Information

Event	4419DR-AL (4419DR)
Recipient	Alabama
Date Submitted	06/19/2019 02:04 PM AST
Submitted By	Black, Canary
Status	Pending

Submitted SF-424

OMB Number: 4040-0004

Review SF-424 After Submittal



Locate Event

Step 1: Click My Organization to expand

Step 2: Click Events

Step 3: Click magnifying glass on Event

Grants Portal Black, Canar

Dashboard My Organization Alabama My Events

Organization Profile
Organization Personnel
Applicant Event Profiles
Exploratory Calls
Recovery Scoping Meetings
Events
Projects
Damages
Work Order Requests
Work Orders

My Tasks
Calendar
Subrecipients

Filters All Open for PA

#	Name	Type	Start Date	End Date	Date	Deadline	Recipient	Status	# Applicants	# Projects	# Damages	# Work Orders
4419DR	4419DR-AL	Disaster	03/07/2019	03/08/2019	03/06/2019	03/06/2023	Alabama	Open For PA				

25 1 to 1 of 1 entries Previous 1

SF-424 Submission Bar

The screenshot displays the Grants Portal interface. At the top left is the "Grants Portal" logo. The top right shows a notification bell with a red "1" and a user profile for "Black, Canary". A left sidebar contains navigation items: Dashboard, My Organization (Alabama), Organization Profile, Organization Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Events, Projects, Damages, Work Order Requests, Work Orders, My Tasks, Calendar, and Subrecipients. The main content area features a "Stats/Summary" bar and several data bars: Contacts, Event Staff (with an EXPORT button), Affected Counties, Causes of Damage, SF-424 Submissions (with an OPTIONS button), Project Activity Completion Deadlines (with a REC button), and Documents. A red callout box points to the SF-424 Submissions bar, containing the text "Click Options, then select View Latest Version". The options menu for SF-424 Submissions includes "View Latest Version", "Download SF-424 Report", and "Submit SF-424".

Download SF-424 Report

Grants Portal Black, Canary

Dashboard **My Organization** **Alabama** **Event Details Submitted SF-424** **4419DR-AL (4419DR) / Submitted SF-424**

CANCEL SUBMISSION **DOWNLOAD SF-424 REPORT** **GO BACK**

⚠ This SF-424 submission is currently pending review by FEMA Event Leadership.

Submission Information

Event	4419DR-AL (4419DR)
Recipient	Alabama
Date Submitted	06/19/2019 02:04 PM AST
Submitted By	Black, Canary
Status	Pending

Submitted SF-424

OMB Number: 4040-0004
Expiration Date: 12/31/2019

Application for Federal Assistance SF-424	
1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application	2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation If Revision, select Appropriate letter(s): N/A

Download SF-424 Report Pop-Up Box

The screenshot displays the Grants Portal interface. A pop-up box titled "Download SF-424 Report" is centered on the screen. The pop-up contains the text "SF-424 Report generated successfully." and two buttons: a blue "DOWNLOAD SF-424 REPORT" button and a "CLOSE" button. A red callout box points to the blue button with the text "Click Download SF-424 Report".

Grants Portal

Dashboard

My Organization

Alabama

Organization Profile

Organization Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping Meetings

Events

Projects

Damages

Work Order Requests

Work Orders

My Tasks

Calendar

Subrecipients

Event Details

4419DR-AL (4419DR) / Submitted

MISSION

DOWNLOAD

Download SF-424 Report

SF-424 Report generated successfully.

DOWNLOAD SF-424 REPORT

CLOSE

This SF-424 submission is currently pending review by FEMA Event Leadership.

Submission Information

Event	4419DR-AL
Recipient	Alabama
Date Submitted	06/19/2019 02:04 PM AST
Submitted By	Black, Canary
Status	Pending

Submitted SF-424

OMB Number: 4040-0004

Download SF-424 Report Pop-Up Box

Grants Portal

Dashboard

My Organization

Alabama

Organization Profile

Organization Personnel

Meetings

Events

Projects

Damages

Work Order Requests

Work Orders

My Tasks

Calendar

Subrecipients

Ever

4419DR-AL

This SF-

MISSION

DOWNLOAD

Opening SF-424_4419DR-AL_20190619.pdf

You have chosen to open:

SF-424_4419DR-AL_20190619.pdf
which is: Adobe Acrobat Document
from: https://grantsportal-demo-site.azurewebsites.net

What should Firefox do with this file?

Open with Adobe Acrobat DC (default)

Save File

Do this automatically for files like this from now on.

OK Cancel

CLOSE

Step 1: Select Open With option

Step 2: Click OK

Submitted by: Black, Sandy

Status: Pending

Submitted SF-424

OMB Number: 4040-0004

Download SF-424 Report Pop-Up Box

The screenshot displays the Grants Portal interface. A pop-up window titled "Download SF-424 Report" is centered on the screen. The pop-up contains the text "SF-424 Report generated successfully." and two buttons: "DOWNLOAD SF-424 REPORT" and "CLOSE". A red callout box points to the "CLOSE" button with the text "Click Close".

Grants Portal

Dashboard

My Organization

Alabama

Organization Profile

Organization Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping Meetings

Events

Projects

Damages

Work Order Requests

Work Orders

My Tasks

Calendar

Subrecipients

Event Details

4419DR-AL (4419DR) / Submitted

MISSION

DOWNLOAD

Download SF-424 Report

SF-424 Report generated successfully.

DOWNLOAD SF-424 REPORT

CLOSE

⚠ This SF-424 submission is currently pending review by FEMA Event Leadership.

Submission Information

Event	4419DR-AL (4419DR)
Recipient	Alabama
Date Submitted	06/19/2019 02:04 PM AST
Submitted By	Black, Canary
Status	Pending

Submitted SF-424

OMB Number: 4040-0004

Submit RPA on Behalf of Subrecipient



Submit RPA for Subrecipient

The screenshot shows the Grants Portal interface. At the top left is the 'Grants Portal' logo. On the right, the user name 'Black,' is visible. A dark sidebar on the left contains a menu with items: Dashboard, My Organization (Alabama), Organization Profile, Organization Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Events, Projects, Damages, Work Order Requests, Work Orders, My Tasks, Calendar, Subrecipients, Subrecipient Tasks, and Utilities. A red callout box with the text 'Click Dashboard' points to the 'Dashboard' menu item. The main content area features a red warning banner with the text: 'You have one or more disasters and you have not yet submitted a Request for Public Assistance (RPA) to FEMA for each of those disasters. You can click here to submit a RPA for any of your subrecipients.' Below the banner is a green informational box with the heading 'Your dashboard has no tiles!' and the text: '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.'

Submit RPA for Subrecipient

The screenshot shows the Grants Portal interface. At the top left is the logo and the text "Grants Portal". On the right, a user profile is visible with the name "Black, ". Below the header is a navigation sidebar with the following items: Dashboard, My Organization (Alabama), Organization Profile, Organization Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Events, Projects, Damages, Work Order Requests, Work Orders, My Tasks, Calendar, Subrecipients, Subrecipient Tasks, and Utilities. The main content area features a red notification banner with a warning icon and the text: "Your organization has been assigned as the primary Grantee for one or more disasters and you have not yet submitted a Request for Public Assistance (RPA) to FEMA for each of those disasters. You may also submit a RPA to FEMA on behalf of any of your subrecipients." Below this are two links: "Click here to submit a RPA for your organization." and "Click here to submit a RPA on behalf of your subrecipients." A red callout box points to the second link with the text "Click for Subrecipients". Below the notification is a green message box with an information icon and the text: "Your dashboard has no tiles! The Dashboard is a great place to put the Grants Portal data that you care about the most. The Dashboard is made up of tiles that display the most important info about a particular item or set of items in the system. Any time you find data that you want to keep track of, click '☆' at the top of the page or section - a tile will be created for that particular data."

Submit RPA for Subrecipients Wizard

Grants Portal

Dashboard

My Organization Alabama

Request Public Assistance

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

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

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

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

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

← PREV **NEXT** → CANCEL

All information must entered in the Organization Profile prior to beginning RPA submission, to update, click on **click here**

Click **Next**

Identify Subrecipient & Event

The screenshot shows the 'Request Public Assistance' form in the Grants Portal. The form is divided into six steps: 1. Start, 2. General Info, 3. Contacts, 4. Addresses, 5. Other Info, and 6. Submit. The 'General Info' step is currently active. The form fields are as follows:

Organization	Bibb County
FEMA PA Code	--
DUNS #	222222222
Event	4419DR-AL (4419DR)
Participated in PDA?	No

Four red callout boxes provide instructions for the steps:

- Step 1: Select Applicant** (points to the Organization dropdown)
- Step 2: Select Event** (points to the Event dropdown)
- Step 3: Select Participated in PDA** (points to the Participated in PDA dropdown)
- Step 4: Click Next** (points to the NEXT button)

The navigation buttons at the bottom right are: ← PREV, NEXT →, and CANCEL.

Identify Primary & Alternate Contacts

Grants Portal

Dashboard | **Request Public Assistance**

My Organization
Alabama

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

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

Primary Contact

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

Alternate Contact

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

← PREV | **NEXT** → | CANCEL

Step 1: Select Primary Contact

Step 2: Select Alternate Contact

Step 3: Click Next

Confirm Address

Grants Portal

Dashboard

My Organization Alabama

Request Public Assistance

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

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

Primary Location CHANGE

Address	1921 Warrior Parkway
City	Alabaster
State	Alabama
Zip	35115
County	Bibb County

Mailing Address CHANGE

Address	1921 Warrior Parkway
City	Alabaster
State	Alabama
Zip	35115
County	Bibb County

← PREV | **NEXT** → | CANCEL

Add Other Info (if needed)

Grants Portal

Dashboard

My Organization **Alabama**

Request Public Assistance

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

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

Comments

Limit 500 characters

← PREV **NEXT** → CANCEL

Add Comments (optional)

Click Next

Review information

Grants Portal

Dashboard | My Organization Alabama | Request Public Assistance

1 General Info | 2 Contacts | 3 Addresses | 4 Other Info | 5 Submit

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

General Info

Applicant	Bibb County
Event	4419DR-AL (4419DR)
Participated in PDA?	No

Primary Contact

Name	Keller, Helen
Title	Mayor
Email	hkeller@bibb.gov
Phone	(334) 587-8952

Primary Location

Address	1921 Warrior Parkway
City	Alabaster
State	Alabama
Zip	35115
County	Bibb County

Mailing Address

Address	1921 Warrior Parkway
City	Alabaster
State	Alabama
Zip	35115
County	Bibb County

Other Info

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

← PREV | **SUBMIT** ✓ | CANCEL

Step 1: Review Information

Step 2: Click Submit

Congratulations Screen

The screenshot shows the Grants Portal interface. At the top left is the 'Grants Portal' logo. Below it is a navigation menu with 'Dashboard', 'My Organization' (Alabama), and 'My Tasks'. The main header reads 'Request Public Assistance' with a pencil icon. A large light blue box contains the following text:

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

Over the next several days you will receive additional information on the status of your Request for Public Assistance eligibility review. If your organization is deemed eligible for Public Assistance, you will be assigned a Program Delivery Manager (PDMG) who will serve as your single point of contact for FEMA's Public Assistance program. The PDMG will call you to briefly discuss your disaster damages and set up a face-to-face meeting called the Recovery Scoping Meeting. This meeting is designed to discuss in detail your damages and documentation needed to support your claim.

In preparation for the call with the PDMG, please develop a list of damages your organization has sustained from the event and enter them on the **Applicant Event Profile accessible here**. Your PDMG will discuss this list with you during the call and emphasize the development of your Damage Inventory using the PA Grants Portal.

Thank you for your submission, and we look forward to working with you and your organization.

Submit Multiple RPAs on Behalf of Subrecipients from Other Grants Management Software



Download Multiple RPA Template

The screenshot shows the Grants Portal interface. The top navigation bar includes the logo, the text "Grants Portal", and a user profile for "Black, Canary". A left sidebar contains a menu with items: Dashboard, My Organization (Alabama), My Tasks, Calendar, Subrecipients, Subrecipient Tasks, Utilities, Document Uploader, Export RPA Data, RPA Import, Resources, and Intelligence. The main content area is titled "RPA Import" and features a "Configuration" tab and an "Import History" tab. A blue informational banner states: "From this page you can import Requests for Public Assistance (RPAs) from your own grant management system. In order to import RPAs they must be formatted in the RPA Interchange format. You can download a template of that format here. Once imported the Grants Portal will walk you through validating the data." Below this banner are two sections: "RPA Import Configuration" with a sub-section "Applicant Import Types" and a "+ ADD APPLICANT IMPORT TYPE" button, and another section with a sub-section "PNP Import Types" and a "+ ADD PNP IMPORT TYPE" button. At the top right of the main content area are two buttons: "DOWNLOAD TEMPLATE" and "IMPORT RPAS". Three red callout boxes provide instructions: "Step 1: Click Utilities to expand" points to the Utilities menu item; "Step 2: Click RPA Import" points to the RPA Import menu item; "Step 3: Click Download Template" points to the DOWNLOAD TEMPLATE button.

Download RPA Template Pop-Up Box

Grants Portal

Black, Canary

Dashboard

My Organization Alabama

My Ta

Calendar

Subre

Subrec

Utilities

Document Uploader

Export RPA Data

RPA Import

Resources

Intelligence

RPA Import

Applicant Import

PNP Import Types

Opening SLTTOrganization_RPA_Import_Template.csv

You have chosen to open:

SLTTOrganization_RPA_Import_Template.csv
which is: Microsoft Excel Comma Separated Values File
from: <https://grantsportal-demo-site.azurewebsites.net>

What should Firefox do with this file?

Open with Microsoft Excel (default)

Save File

Do this automatically for files like this from now on.

OK Cancel

DOWNLOAD TEMPLATE

IMPORT RPAS

must be formatted in the RPA Interchange format. You can

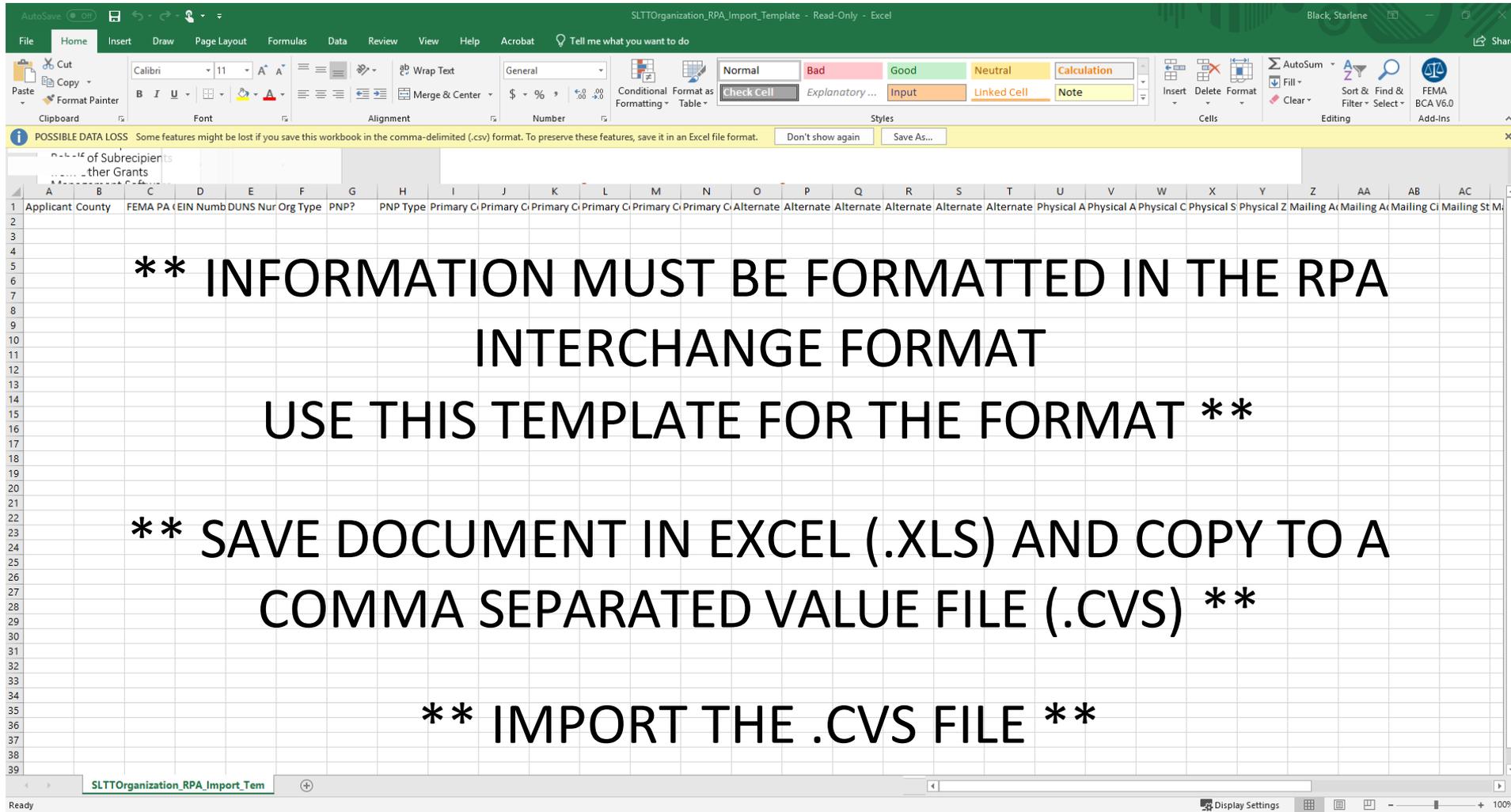
+ ADD APPLICANT IMPORT TYPE

+ ADD PNP IMPORT TYPE

Step 1: Click Open With option

Step 2: Click OK

Excel RPA Template



The image shows a screenshot of an Excel spreadsheet. The spreadsheet has a grid with columns labeled A through AC and rows numbered 1 through 39. The first row contains headers: Applicant, County, FEMA PA (EIN Numb DUNS Nur Org Type PNP? PNP Type Primary C Primary C Primary C Primary C Primary C Primary C Alternate Alternate Alternate Alternate Alternate Alternate Physical A Physical A Physical C Physical S Physical Z Mailing A Mailing A Mailing CI Mailing St M. The spreadsheet is overlaid with large black text instructions. The Excel interface includes the ribbon (File, Home, Insert, Draw, Page Layout, Formulas, Data, Review, View, Help, Acrobat) and a status bar at the bottom.

**** INFORMATION MUST BE FORMATTED IN THE RPA INTERCHANGE FORMAT**

USE THIS TEMPLATE FOR THE FORMAT **

**** SAVE DOCUMENT IN EXCEL (.XLS) AND COPY TO A COMMA SEPARATED VALUE FILE (.CVS) ****

**** IMPORT THE .CVS FILE ****

Upload RPA Template

Grants Portal

Black, Canary

RPA Import

DOWNLOAD TEMPLATE IMPORT RPAS

Click Import RPAs

From this page you can import Requests for Public Assistance (RPAs) from your own grant management system. In order to import RPAs they must be formatted in the RPA [unclear] range format. You can download a template of that format here. Once imported the Grants Portal will walk you through validating the data.

Configuration Import History

RPA Import Configuration

Applicant Import Types > + ADD APPLICANT IMPORT TYPE

PNP Import Types > + ADD PNP IMPORT TYPE

Identify Event to Upload RPAS

The screenshot shows the Grants Portal interface. On the left is a navigation sidebar with items like Dashboard, My Organization, My Tasks, Calendar, Subrecipients, Subrecipient Tasks, and Utilities. The main content area is titled 'RPA Import' and contains an 'Applicant Import RPAs' modal window. The modal has a 'Recipient' field set to 'Alabama' and an 'Event' dropdown menu with '4419DR-AL' selected. At the bottom of the modal are two buttons: 'UPLOAD SPREADSHEET' (green) and 'CANCEL' (grey). Two callout boxes with red borders and white backgrounds provide instructions: 'Step 1: Click to select Event' points to the Event dropdown, and 'Step 2: Click Upload Spreadsheet' points to the green button.

Step 1: Click to select Event

Step 2: Click Upload Spreadsheet

Commit to Import

The screenshot shows the Grants Portal interface for the RPA Import process. The left sidebar contains navigation options: Dashboard, My Organization (Alabama), My Tasks, Calendar, Subrecipients, Subrecipient Tasks, Utilities, Document Uploader, Export RPA Data, RPA Import, Resources, and Intelligence. The main content area is titled 'RPA Import' and includes a 'GO BACK' button. A 'Results' section displays a summary table:

Results	
Total Records Imported	1
New Records	1
Records with Errors	0
Records with Warnings	0

Below the table, a message states: 'Your import file is ready to commit and contains no warnings. Review the data below, then click Commit to process this import.' Two buttons are visible: a green 'COMMIT IMPORT' button and a red 'CANCEL IMPORT' button. A 'Records' section and 'Filters' section are partially visible at the bottom.

Step 1: Check for Errors and/or Warnings

Step 2: Click Commit Import

Commit Import Confirmation Pop-Up Box

The screenshot shows the Grants Portal interface with a confirmation pop-up box for committing an RPA import. The pop-up box is titled "Commit Import" and contains the following text:

Do you wish to commit the changes in this import?

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

At the bottom of the pop-up box, there are two buttons: a green "COMMIT IMPORT" button and a white "GO BACK" button. A red callout box with a white background and a red border points to the "COMMIT IMPORT" button, containing the text "Click Commit Import".

The background interface shows the "RPA Import" page with a "Results" section. The "Results" section displays "Total Records" and "New Records" (1). Below the results, there is a message: "Your import file is ready to commit and process. To proceed, click Commit to process this import." Below this message, there is a warning: "If for any reason you do not want to commit the changes, click the Cancel button. The original uploaded file has been preserved and may be re-submitted when you click Commit." At the bottom of the page, there is a "Records" section and a "Filters" section.

Import Results With Errors

The screenshot shows the Grants Portal interface for RPA Import. The top navigation bar includes the logo, user name 'Black, Canary', and a 'GO BACK' button. A left sidebar contains navigation options like Dashboard, My Organization, My Tasks, Calendar, Subrecipients, Subrecipient Tasks, and Utilities. The main content area is titled 'RPA Import' and shows a 'Results' section with summary statistics: Total Records Imported: 1, New Records: 0, Records with Errors: 1 (4), and Records with Warnings: 0. A message states: 'This import data contains errors. You may search through the records with errors. Click the Cancel button to close this import and try again with a new file.' A red 'CANCEL IMPORT' button is visible. Below this is a 'Records' section with a 'Filters' dropdown and a table of records. The first row of the table is highlighted in red, indicating an error. The table columns include Applicant Name, County, FEMA PA Code, EIN Number, DUNS Number, Org Type, PNP, PNP Type, Primary Contact First Name, Primary Contact Last Name, Primary Contact Title, Primary Contact Phone, Primary Contact Ext, Primary Contact Email, Alternate Contact First Name, Alternate Contact Last Name, Alternate Contact Title, and Alternate Contact Phone.

Step 1: Check to make sure no errors

Step 2: Error will be identified with red highlight

Step 3: Cancel Import and correct spreadsheet and repeat process

Row	Applicant Name	County	FEMA PA Code	EIN Number	DUNS Number	Org Type	PNP	PNP Type	Primary Contact First Name	Primary Contact Last Name	Primary Contact Title	Primary Contact Phone	Primary Contact Ext	Primary Contact Email	Alternate Contact First Name	Alternate Contact Last Name	Alternate Contact Title	Alternate Contact Phone
2	Calhoun County	Calhoun	89-000089-00	275687458	5568856	County	N		Bugs	Bunny	Public Works	3348885555		bbunny@calhoun.gov	Elmer	Fudd	Risk Management	3348885555

Cancel Import Confirmation Pop-Up

Grants Portal

RPA Import

Do you wish to cancel and discard this import?
The results below will be saved for later viewing.

CANCEL IMPORT **GO BACK**

Click Cancel Import

Results

Total Records Imported 1
New Records 0

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

Records

Filters

Show Records All

Row	Applicant Name	County	FEMA PA Code	EIN Number	DUNS Number	Org Type	PNP?	PNP Type	Primary Contact First Name	Primary Contact Last Name	Primary Contact Title	Primary Contact Phone
2	Calhoun County	Calhoun	89-000089-00	275687458	5568856	County	N		Buggs	Bunny	Public Works	3348885555

Submit RPA for your Organization



Locate Dashboard

The screenshot shows the Grants Portal interface. At the top left is the 'Grants Portal' logo. On the right, a user profile is visible with the name 'Black'. A dark sidebar on the left contains a menu with the following items: Dashboard, My Organization (Alabama), Organization Profile, Organization Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Events, Projects, Damages, Work Order Requests, Work Orders, My Tasks, Calendar, Subrecipients, Subrecipient Tasks, and Utilities. A red callout box with the text 'Click Dashboard' points to the 'Dashboard' menu item. The main content area features a pink notification banner with a warning icon and text: 'You have one or more disasters and you have not yet submitted a Request for Public Assistance (RPA) to FEMA for each of those disasters. You can click here to submit a RPA for any of your subrecipients.' Below the notification is a green informational box with an information icon and the text: 'Your dashboard has no tiles! The Dashboard is a great place to put the Grants Portal data that you care about the most. The Dashboard is made up of tiles that display the most important info about a particular item or set of items in the system. Any time you find data that you want to keep track of, click "☆" at the top of the page or section - a tile will be created for that particular data.'

Submit RPA for Subrecipient

The screenshot shows the Grants Portal interface. On the left is a dark sidebar with navigation items: Dashboard, My Organization (Alabama), Organization Profile, Organization Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Events, Projects, Damages, Work Order Requests, Work Orders, My Tasks, Calendar, Subrecipients, Subrecipient Tasks, and Utilities. The main content area has a light grey header with the 'Grants Portal' logo and a user profile 'Black, ...'. Below the header is a red 'Dashboard' button. A large pink warning banner contains the text: 'Your organization has been assigned as the primary Grantee for one or more disasters and you have not yet submitted a Request for Public Assistance (RPA) to FEMA for each of those disasters. You may also submit a RPA to FEMA on behalf of any of your subrecipients.' Below this banner are two blue links: 'Click here to submit a RPA for your organization.' and 'Click here to submit a RPA on behalf of your subrecipients.' A red callout box with a white background and black border points to the first link, containing the text: 'Click on Click here to submit RPA for your organization'. Below the pink banner is a green information box with a white background and black border. It starts with an information icon and the text 'Your dashboard has no tiles!'. Below this is a heading 'The Dashboard is a great place to put the Grants Portal data that you care about the most.' followed by two paragraphs of explanatory text.

Grants Portal

Black, ...

Dashboard

My Organization
Alabama

Organization Profile

Organization Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping Meetings

Events

Projects

Damages

Work Order Requests

Work Orders

My Tasks

Calendar

Subrecipients

Subrecipient Tasks

Utilities

⚠️ Your organization has been assigned as the primary Grantee for one or more disasters and you have not yet submitted a Request for Public Assistance (RPA) to FEMA for each of those disasters. You may also submit a RPA to FEMA on behalf of any of your subrecipients.

[Click here to submit a RPA for your organization.](#)

[Click here to submit a RPA on behalf of your subrecipients.](#)

Click on **Click here to submit RPA for your organization**

i Your dashboard has no tiles!

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

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

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

Start Request Process

Grants Portal

Dashboard

My Organization Alabama

Request Public Assistance

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

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

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

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

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

← PREV **NEXT** → CANCEL

Click Next

Identify Event

Grants Portal

Dashboard

My Organization
Alabama

Request Public Assistance

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

Either your organization or one of your subordinate organizations may be eligible to apply for Public Assistance. Below, please indicate the Event for which you are applying for assistance as well as the organization on whose behalf you are applying, as well as confirming the DUNS# and FEMA PA Code (i.e., *FIPS Code*). Also, please indicate whether a Preliminary Disaster Assessment (PDA) has already been prepared and submitted to FEMA. Pre-submission of a PDA is not required to be considered eligible for Public Assistance.

Organization	Alabama
FEMA PA Code	--
DUNS #	--
Event	4419DR-AL (4419DR)
Participated in PDA?	No

← PREV **NEXT** → CANCEL

Step 1:
Select Event

Step 2: Click to
select Yes or No

Step 3:
Click Next

Identify Primary & Alternate Contacts

Grants Portal

Dashboard | My Organization (Alabama)

Request Public Assistance

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

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

Primary Contact

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

Alternate Contact

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

Navigation: PREV | **NEXT** | CANCEL

Step 1: Select Primary Contact

Step 2: Select Alternate Contact

Step 3: Click Next

Primary and Mailing Address

Grants Portal

Dashboard

My Organization Alabama

Request Public Assistance

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

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

Primary Location CHANGE

Address 123 Main St.
City Mobile
State Alabama
Zip 23423
County Barbour County

Mailing Address CHANGE

Address 123 Main St.
City Mobile
State Alabama
Zip 23423
County Barbour County

← PREV **NEXT** → CANCEL

Click **Change** to select a different address from Organization Profile

Click **Change** to select a different address from Organization Profile

Click **Next**

Add Other Info (if needed)

Grants Portal

Dashboard

My Organization Alabama

Request Public Assistance

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

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

Comments

Limit 500 characters

← PREV **NEXT** → CANCEL

Add Comments (optional)

Click Next

Review information

Grants Portal

Dashboard | My Organization | **Request Public Assistance**

1 General Info | 2 Contacts | 3 Addresses | 4 Other Info | 5 Submit

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

General Info

Applicant	Alabama
Event	4419DR-AL (4419DR)
Participated in PDA?	No

Primary Contact

Name	Black, Canary
Title	Grant Manager
Email	canary.black@alabama.gov
Phone	(334) 555-2222

Alternate Contact

Name	Abbott, Benjamin
Title	Test User
Email	babbott@alabama.gov
Phone	--

Primary Location

Address	123 Main St.
City	Mobile
State	Alabama
Zip	23423
County	Barbour County

Mailing Address

Address	123 Main St.
City	Mobile
State	Alabama
Zip	23423
County	Barbour County

Other Info

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

← PREV | **SUBMIT** ✓ | ↻ CANCEL

Congratulations Screen



Dashboard

My Organization Alabama

- Organization Profile
- Organization Personnel
- Applicant Event Profiles
- Exploratory Calls
- Recovery Scoping Meetings
- Events
- Projects
- Damages
- Work Order Requests
- Work Orders

My Tasks

Calendar

Subrecipients

Subrecipient Tasks

Utilities

Request Public Assistance

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

Over the next several days you will receive additional information on the status of your Request for Public Assistance eligibility review. If your organization is deemed eligible for Public Assistance, you will be assigned a Program Delivery Manager (PDMG) who will serve as your single point of contact for FEMA's Public Assistance program. The PDMG will call you to briefly discuss your disaster damages and set up a face-to-face meeting called the Recovery Scoping Meeting. This meeting is designed to discuss in detail your damages and documentation needed to support your claim.

In preparation for the call with the PDMG, please develop a list of damages your organization has sustained from the event and enter them on the **Applicant Event Profile accessible here**. Your PDMG will discuss this list with you during the call and emphasize the development of your Damage Inventory using the PA Grants Portal.

Thank you for your submission, and we look forward to working with you and your organization.

Approving RPA



Locate Workflow Items

The screenshot shows the Grants Portal interface. The left sidebar contains a menu with 'My Tasks' selected. A callout box points to 'My Tasks' with the text 'Step 1: Click My Tasks to expand'. Another callout box points to 'Workflow Items' in the sidebar with the text 'Step 2: Select Workflow Items'. The main content area shows a table of workflow items with columns for ID, Description, Step, Status, Age (Days), Step (Days), and Last Action. Two items are visible, both with a status of 'Pending'.

Step 1: Click My Tasks to expand

Step 2: Select Workflow Items

Workflow ID	Description	Step	Status	Age (Days)	Step (Days)	Last Action
62511	Alabama for 4419DR-4419DR)	Recipient Review	Pending	0	0	Workflow item submitted for approval
62510	Applicant Eligibility Determination Recipient RPA Eligibility Bibb County for 4419DR-AL (4419DR)	Recipient Review	Pending	0	0	Workflow item submitted for approval

Select RPA To Review

Grants Portal Black, Canary

Dashboard My Organization Alabama My Tasks

My Workflows

Filters

My Pending Workflows

Class: All Classes

Type: All Types

Status: Recipient RPA Eligibility

Search...

Show workflows pending my approval

Workflow #	Class	Step	Status	Age (Days)	Step (Days)	Last Action
62511	Applicant Eligibility Determination	Recipient RPA Eligibility	Pending	0	0	Workflow item submitted for approval
62510	Applicant Eligibility Determination	Recipient RPA Eligibility	Pending	0	0	Workflow item submitted for approval

Step 1: Click Filters to expand

Step 2: Click Status and select Recipient RPA Eligibility

Step 3: Click magnifying glass

Determine Eligibility

The screenshot displays the Grants Portal interface. At the top left is the logo and the text "Grants Portal". At the top right, the user name "Black, Canary" is shown with a dropdown arrow. On the left side, there is a navigation menu with items: Dashboard, My Organization (Alabama), My Tasks, Tasks, RFIs, Workflow Items, Determination Memos, Essential Elements of Information, Calendar, Subrecipients, Subrecipient Tasks, Utilities, Resources, and Intelligence. The main content area is titled "Workflow #62510" with a checkmark icon. Below this title are two buttons: "+ ELIGIBLE" (green) and "X INELIGIBLE" (red). The "Workflow Information" section contains the following details:

CLASS	Applicant Eligibility Determination
TYPE	Recipient RPA Eligibility
DESCRIPTION	Bibb County for 4419DR-AL (4419DR)
STATUS	Pending
CREATED ON	6/18/2019 10:01 am
CREATED BY	Black, Canary

The "Type-Specific Information" section contains the following details:

EVENT	4419DR-AL (4419DR)
APPLICANT	Bibb County
TYPE	County Government
PRIMARY CONTACT	Ke...
ALTERNATE CONTACT	--
PHYSICAL LOCATION	19... 35...
MAILING LOCATION	--
RPA COMMENTS	--

A red callout box with a pointer to the "+ ELIGIBLE" button contains the text "Click Eligible or Ineligible". At the bottom left of the main content area, there is a "Steps >" button.

Eligible Confirmation Pop-Up Box

The screenshot displays the Grants Portal interface. A central pop-up window titled "Eligible Workflow" is open, containing the text "Are you sure you want to mark this workflow Eligible?" and a "Comment" text area. Below the text area are two buttons: a blue "✓ ELIGIBLE" button and a grey "⊘ CANCEL" button. A red callout box on the left points to the "Comment" area with the text "Add comments (Optional)". A red callout box at the bottom points to the "✓ ELIGIBLE" button with the text "Click Eligible". The background shows a sidebar with navigation options like "Dashboard", "My Organization", "My Tasks", "Calendar", "Subrecipients", "Subrecipient Tasks", "Utilities", "Resources", and "Intelligence". The main content area displays "Workflow #6" and "Workflow Information" with various fields like CLASS, DESCRIPTION, STATUS, CREATED ON, and CREATED BY.

Add comments (Optional)

Click Eligible

Ineligible Confirmation Pop-Up Box

Grants Portal

Black, Canary

Dashboard

My Organization Alabama

My Tasks

Tasks

RFIs

Workflow Items

Determination

Essential Elements of Information

Calendar

Subrecipients

Subrecipient Tasks

Utilities

Resources

Intelligence

Workflow #6

Workflow Information

CLASS

OPTION

STATUS

CREATED ON

CREATED BY Black, Canary

EVENT 4419DR-AL (4419DR)

APPLICANT Bibb County

TYPE County Government

CONTACT Keller, Helen

CONTACT --

PHYSICAL LOCATION 1921 Warrior Parkway, Alabaster, Alabama 35115

MAILING LOCATION --

RPA COMMENTS --

Steps >

Ineligible Workflow

Are you sure you want to mark this workflow **Ineligible**?

Reason *

✓ INELIGIBLE CANCEL

Step 1: Enter Reason

Step 2: Click Ineligible

+ ELIGIBLE x INELIGIBLE

Change Subrecipient Point of Contact



Locate Applicant

Step 1: Click Subrecipients to expand

Step 2: Click Applicant Event Profiles

Step 3: Click magnifying glass for Applicant

Grants Portal Black, Canary

Dashboard
My Organization Alabama (000-00000-00)
My Tasks
Calendar

Subrecipients Applicant Event Profiles REQUEST PUBLIC ASSISTANCE

All Active Subrecipient Applicant Event Pro... SHOW/HIDE COLUMN

FEMA PA Code	Name	Type	Event #	Event Name	PNP?	PNP Type	Status	Process Step	# Projects	# Damages	# Work Orders
089-00089-00	Thompson, City of	City or Township Government	4419DR	4419DR-AL	No		Pending FEMA RPA Review	Pending Eligibility Determination	0	0	0
11111-11	Bibb County	County Government	4419DR	4419DR-AL	No		Eligible	Pending Grant Completion	1	2	0

25 1 to 2 of 2 entries Previous 1 Next

Organization Profiles
Organization Personnel
Applicant Event Profiles
Exploratory Calls
Recovery Scoping Meetings
Projects
Damages
Work Order Requests
Work Orders
Subrecipient Tasks

Manage Contacts

Grants Portal Black, Canary

Dashboard | **My Organization** (Alabama) | **Applicant Event Profile** (4419DR-AL (4419DR) / Bibb County)

General Information

FEMA PA CODE	--
NAME	Bibb County
TYPE	County Government
SECTOR	--
STATUS	Pending FEMA RPA Review
RPA DECISION DATE	--
PROCESS STEP	Pending DIU RPA EMMIE Entry <small>As of June 18th, 2019 10:32 AM AST</small>

Event Information

JOB #	4419DR
EVENT NAME	4419DR-AL
EVENT TYPE	Disaster
INCIDENT TYPE	Tornado
INCIDENT LEVEL	3
INCIDENT START DATE	March 7, 2019
INCIDENT END DATE	March 8, 2019
DECLARATION DATE	March 6, 2019
DECLARED COUNTIES	Bibb County - June 12th, 2019
FIXED COST OFFER DECLARATION-WIDE DEADLINE	March 6, 2020

[Stats/Summary](#) | [Contacts](#) | [MANAGE POCS](#)

Click Manage POCS

Select Primary/Alternate Contacts

The screenshot shows the 'Grants Portal' interface with a modal window titled 'Manage Applicant Event Profile Contacts'. The modal contains four dropdown menus: 'Primary POC' (selected: Keller, Helen), 'Alternate POC' (selected: Choose Contact...), 'Recipient POC' (selected: Choose Contact...), and 'Alternate Recipient POC' (selected: Choose Contact...). At the bottom right of the modal are 'SAVE' and 'CANCEL' buttons. Three callout boxes provide instructions: one pointing to the 'Primary POC' dropdown, one pointing to the 'Alternate POC' dropdown, and one pointing to the 'SAVE' button.

Click to select Primary POC from Organization Profile

Click to select Alternate POC from Organization Profile

Click **Save**

Export RPA Data



Locate Export of RPA Data

The screenshot displays the Grants Portal interface with four numbered steps overlaid in red callout boxes:

- Step 1: Utilities to expand** - Points to the 'Utilities' menu item in the left sidebar.
- Step 2: Click Export RPA Data** - Points to the 'Export RPA Data' option within the expanded Utilities menu.
- Step 3: Click to select Event** - Points to the event selection box containing '× 4419DR-AL (4419DR)'.
- Step 4: Click Generate RPA Data Export** - Points to the blue button labeled 'GENERATE RPA DATA EXPORT'.

The interface includes a top navigation bar with the 'Grants Portal' logo, a left sidebar with navigation options (Dashboard, My Organization, My Tasks, Calendar, Subrecipients, Subrecipient Tasks, Utilities, Resources, Intelligence), and a main content area titled 'Export RPA Data' with a 'GENERATE RPA DATA EXPORT' button.

Export RPA Data Pop-Up Box

The screenshot displays the Grants Portal interface. The left sidebar contains navigation options: Dashboard, My Organization (Alabama), My Tasks, Calendar, Subrecipients, Subrecipient Tasks, Utilities (Document Uploader, Export RPA Data, RPA Import), Resources, and Intelligence. The main content area is titled 'Export RPA Data' and shows a table with a filter and an event entry: 'EVENTS' with a dropdown menu showing 'x4419DR-AL (4419DR)'. A pop-up dialog box titled 'Opening RPA_Export_2019-06-20.csv' is open, displaying the file name and type: 'RPA_Export_2019-06-20.csv' (Microsoft Excel Comma Separated Values File, 3.0 KB) from 'https://grantsportal-demo-site.azurewebsites.net'. The dialog asks 'What should Firefox do with this file?' and offers three options: 'Open with Microsoft Excel (default)' (selected), 'Save File', and 'Do this automatically for files like this from now on.' (unchecked). 'OK' and 'Cancel' buttons are at the bottom right. Two red callout boxes provide instructions: 'Step 1: Click to select Open With' points to the 'Open with' radio button, and 'Step 2: Click OK' points to the 'OK' button.

Assign Recipient POC to Applicant



Locate Applicant

Step 1: Click Subrecipients to expand

Step 2: Click Applicant Event Profiles

Step 3: Click magnifying glass on Applicant

Grants Portal Black, Canary

Dashboard
My Organization (Alabama (000-00000-00))
My Tasks
Calendar

Subrecipients & Applicant Event Profiles REQUEST PUBLIC ASSISTANCE

All Active Subrecipient Applicant Event Pro... SHOW/HIDE COLUMNS

FEMA PA Code	Name	Type	Event #	Event Name	PNP?	PNP Type	Status	Process Step	# Projects	# Damages	# Work Orders
089-00089-00	Thompson, City of	City or Township Government	4419DR	4419DR-AL	No		Pending FEMA RPA Review	Pending Eligibility Determination	0	0	0
111-11111-11	Webb County	County Government	4419DR	4419DR-AL	No		Eligible	Pending Grant Completion	1	2	0

25 Showing 1 to 2 of 2 entries Previous 1 Next

Subrecipients Tasks

Manage Contacts

Grants Portal Black, Canary

Dashboard | My Organization (Alabama) | **Applicant Event Profile** (4419DR-AL / Bibb County)

REPORTS

General Information

FEMA PA CODE	--
NAME	Bibb County
TYPE	County Government
SECTOR	--
STATUS	Pending FEMA RPA Review
RPA DECISION DATE	--
PROCESS STEP	Pending DIU RPA EMMIE Entry <small>As of June 18th, 2019 10:32 AM AST</small>

Event Information

JOB #	4419DR
EVENT NAME	4419DR-AL
EVENT TYPE	Disaster
INCIDENT TYPE	Tornado
INCIDENT LEVEL	3
INCIDENT START DATE	March 7, 2019
INCIDENT END DATE	March 8, 2019
DECLARATION DATE	March 6, 2019
DECLARED COUNTIES	Bibb County - June 12th, 2019
FIXED COST OFFER DECLARATION-WIDE DEADLINE	March 6, 2020

Stats/Summary > | Contacts > | **MANAGE POCS**

Click Manage POCS

Create/Assign Subrecipients to Regions



Recipient Regions

The screenshot shows the 'My Organization Profile' page for Alabama. A sidebar on the left contains a menu with items like 'Organization Profile', 'Organization Personnel', 'Applicant Event Profiles', 'Exploratory Calls', 'Recovery Scoping Meetings', 'Events', 'Projects', 'Damages', 'Work Order Requests', 'Work Orders', 'My Tasks', and 'Calendar'. The main content area is titled 'My Organization Profile' and includes a 'General Information' table with fields for STATE/TRIBE/TERRITORY, TYPE, EIN NUMBER, IS ACTIVE?, FEMA PA CODE, and DUNS NUMBER. Below the table are several expandable sections: 'Recipient Regions', 'PA Administrative Plan', 'Subrecipient Organization Profiles', and 'Personnel'. Each of these sections has a 'MANAGE' button. A 'My Organization' menu item in the top navigation bar is also highlighted.

Step 1: Click My Organization to expand

Step 2: Click Organization Profile

Click Manage

STATE/TRIBE/TERRITORY	Alabama	IS ACTIVE?	Yes
		FEMA PA CODE	--
		DUNS NUMBER	444444444
TYPE	State Government		
EIN NUMBER	88-8888888		

- Recipient Regions > **MANAGE**
- PA Administrative Plan > **UPLOAD NEW PA ADMIN PLAN**
- Subrecipient Organization Profiles > **MANAGE**
- Personnel > **MANAGE**

Create Regions

The screenshot displays a web browser window with the URL <https://grantsportal-demo-site.azurewebsites.net/#profile/regions/manage/159>. The page title is "Grants Portal" and the current page is "My Organization Profile Manage Recipient Regions". The navigation menu on the left includes "Dashboard", "My Organization" (Alabama), "Organization Profile", "Organization Personnel", "Applicant Event Profiles", "Exploratory Calls", "Recovery Scoping Meetings", "Events", "Projects", "Damages", "Work Order Requests", "Work Orders", and "My Tasks". The main content area shows a message: "No Recipient Regions have been added." A green button labeled "+ ADD REGION" is located in the top right corner of the main content area, and a red callout box points to it with the text "Click Add Region". A "GO BACK" button is also visible next to the "ADD REGION" button.

Assign Organizations to Region

The screenshot shows the 'Grants Portal' interface. The top navigation bar includes the logo and a user profile 'Black, Canary'. The main content area is titled 'My Organization Profile' and 'Alabama / Organization Recipient Regions / Add'. The 'Recipient Region' form has a 'Region Name' field containing 'District 1'. Below the form are filter options for 'Can be Assigned?' (Yes), 'PNP?' (All), 'Primary County' (Select...), and 'Counties With Facilities' (Select...). A table lists organizations with columns for Organization Name, Type, Primary County, Counties With Facilities, PNP?, and PNP Type. The table contains four rows, each with a '+ ASSIGN' button. A search bar and a help icon are also visible.

Step 1: Type Region Name

Step 2: Select any filters

Step 3: Click Assign

Step 4: Click Save

Edit Regions/Subrecipients Assigned to Regions



Recipient Regions

The screenshot shows the 'My Organization Profile' page for Alabama. The page includes a sidebar with navigation options and a main content area with general information and a list of recipient regions.

Step 1: Click My Organization to expand

Step 2: Click Organization Profile

Step 3: Click Manage

General Information		IS ACTIVE?	Yes
STATE/TRIBE/TERRITORY	Alabama	FEMA PA CODE	--
TYPE	State Government	DUNS NUMBER	444444444
EIN NUMBER	88-8888888		

Recipient Region	Manage
Recipient Regions >	MANAGE
PA Administrative Plan >	UPLOAD NEW PA ADMIN PLAN
Subrecipient Organization Profiles >	MANAGE
Personnel >	MANAGE

Edit Region Name

Grants Portal Black, Canary

Dashboard

My Organization **Alabama**

My Organization Profile Manage Recipient Regions

+ ADD REGION GO BACK

Search... ?

SHOW/HIDE COLUMNS

Region Name	# Organizations	# Active Applicants
OPTIONS District 1	2	1

- Edit Region Name
- Manage Assigned Orgs.
- Manage Region Admins
- Remove Region

Previous 1 Next

Click Options and select Edit Region Name

Edit Region Name Pop-Up Box

The screenshot shows the 'Grants Portal' interface with a 'My Organization' sidebar and a main content area. A white pop-up box titled 'Edit Region Name' is centered on the screen. Inside the pop-up, there is a text input field labeled 'Region Name' containing the text 'District 1'. To the right of the input field are two buttons: a green 'SAVE' button and a grey 'CANCEL' button. Two red callout boxes with white text provide instructions: 'Step 1: Type New Region Name' points to the input field, and 'Step 2: Click Save' points to the 'SAVE' button. The background is dimmed to show the portal's navigation menu and search bar.

Edit Assigned Organizations/Applicants

Grants Portal Black, Canary

Dashboard + ADD REGION GO BACK

My Organization Profile Manage Recipient Regions SHOW/HIDE COLUMNS

Alabama / Manage Recipient Regions

Search...

Region Name	# Organizations	# Active Applicants
OPTIONS District 1	2	1

- Edit Region Name
- Manage Assigned Orgs.** entries
- Manage Region Admins
- Remove Region

Previous 1 Next

Click Options and select Manage Assigned Orgs.

Edit Assigned Organizations/Applicants

- Dashboard
- My Organization Alabama
 - Organization Profile
 - Organization Personnel
 - Applicant Event Profiles
 - Exploratory Calls
 - Recovery Scoping Meetings
 - Events
 - Projects
 - Damages
 - Work Order Requests
 - Work Orders
- My Tasks
- Calendar
- Subrecipients
- Subrecipient Tasks
- Utilities

Recipient Region

Click the **+ ASSIGN** button to assign organizations or the **✖ UNASSIGN** button to remove organizations from this region. Click the **Save** button below to commit your changes.

Region Name District A

Manage Organizations Assigned to Region

Filters

Assigned to this Region? Primary County

Can be Assigned? Counties With Facilities

PNP?

Search...

	Organization Name	Primary County	Counties With Facilities	PNP?
+ ASSIGN	Bergin2 (22-00000000)	County Government	Calhoun County	No
+ ASSIGN	BERGIN2 (00-00000000)	City or Township Government	Calhoun County	No
✖ UNASSIGN	Bibb County	County Government	Bibb County	No
✖ UNASSIGN	Bibb County Independent School District	County Government	Bibb County	No

Step 1: Check all Filters to ensure they are cleared

Step 2: Click **Assign** to add and **Unassign** to remove

Edit Assigned Organizations/Applicants

Grants Portal Black, Canary

My Organization Profile Manage Recipient Region Assigned Organizations [SAVE](#) [CANCEL](#)

Alabama / Organization Recipient Regions / Manage Assigned Organizations

Recipient Region

Click the **+ ASSIGN** button to assign organizations or the **X UNASSIGN** button to remove organizations from this region. Click the **Save** button below to commit your changes.

Region Name District A

Manage Organizations Assigned to Region

Filters

Assigned to this Region? Primary County

Can be Assigned? Counties With Facilities

PNP?

Search...

Organization Name	Type	Primary County	Counties With Facilities	PNP?	PNP Type
+ ASSIGN Bergin2 (22-00000000)	County Government	Calhoun County	Calhoun County	No	
+ ASSIGN BERGINA (00-0000000)	City or Township Government	Calhoun County	Calhoun County	No	
X UNASSIGN Bibb County	County Government	Bibb County	Bibb County	No	
X UNASSIGN Bibb County Independent School District	County Government	Bibb County	Bibb County	No	
UNDO ASSIGN BURNSA	City or Township Government	Calhoun County	Calhoun County	No	
+ ASSIGN Calhoun County	County Government	Calhoun County	Calhoun County	No	
+ ASSIGN CHAFFINSA	City or Township Government	Calhoun County	Calhoun County	No	

Click **Save**

Manage Region Administrators

Grants Portal Black, Canary

Dashboard + ADD REGION GO BACK

My Organization Profile Manage Recipient Regions SHOW/HIDE COLUMNS

Alabama / Manage Recipient Regions

Search...

Region Name	# Organizations	# Active Applicants
OPTIONS District 1	2	1

- Edit Region Name
- Manage Assigned Orgs. entries
- Manage Region Admins**
- Remove Region

Previous 1 Next

Click Options and select Manage Region Admins

Manage Region Administrator

The screenshot shows the Grants Portal interface. At the top left is the 'Grants Portal' logo. The top right shows the user 'Black, Canary'. The main header includes 'Dashboard', 'My Organization' (with a dropdown arrow), and 'My Organization Profile Manage Recipient Region Admin Personnel'. Below the header, there are two buttons: '+ ADD REGION ADMINS' and 'GO BACK'. A warning message states: 'There is no primary point of contact set for this region. To set a personnel as the primary point of contact for the region, click the Options button next to a personnel on the Manage Assigned Admins list.' The main content area is titled 'Region Admins' with 'Region Name: District A'. A light blue box below this title contains the text 'No Recipient Region admins have been added.' A red callout box with a white background and black text points to the '+ ADD REGION ADMINS' button, containing the text 'Click Add Region Admins'.

Manage Region Administrator

Grants Portal

Dashboard

My Organization

Alabama

My Organization Profile

Alabama / Organization Recipient Regions / Manage Recipient Regions

There is no primary point of contact set for this region. To set a personnel as the primary point of contact for the region, click the Assign button.

Region Admins

Region Name: District A

No Recipient Region administrators are currently assigned.

Add Region Admins

Region Name District A

Search...

	Name	Title	Emails	Phones
+ ASSIGN	Abbott, Benjamin	Test User	babbott@alabama.gov (Work)	
UNDO ASSIGN	Black, Canary	Grant Manager	canary.black@alabama.gov (Work)	(334) 555-2222, Work (Desk)

Showing 1 to 2 of 2 entries

Previous 1 Next

SAVE CANCEL

Step 1:
Click **Assign**

Step 2:
Click **Save**

Set Primary POC For Region

Grants Portal Black, Canary

Dashboard | **My Organization Profile** Manage Recipient Region Admin Personnel + ADD REGION ADMINS GO BACK

Alabama / Organization Recipient Regions / Manage Recipient Region Admin Personnel

⚠ There is no primary point of contact set for this region.
To set a personnel as the primary point of contact for the region, click the **Options** button next to a personnel on the **Manage Assigned Admins** list.

Region Admins

Region Name: District A

Search...

	Name	Is Region Primary POC?	Title	Emails	Phones	Role
OPTIONS	Black, Canary	No	Grant Manager	canary.black@alabama.gov (Work)	(334) 555-2222, Work (Desk)	Subordinate Organization Region Admin

1 of 1 entries

Previous 1 Next

Set Primary POC

Remove

Click **Options** and
select **Set Primary POC**

Set Primary POC Confirmation Pop-Up Box

The screenshot shows the Grants Portal interface with a 'Set Primary POC' confirmation pop-up box. The pop-up contains the following text:

Set Primary POC

Are you sure you wish to set **Black, Canary** as the primary point of contact for District A?

Buttons: **SAVE** (blue) and **CANCEL** (grey).

A red callout box points to the 'SAVE' button with the text: **Click Save**

The background interface shows the 'Region Admins' section for 'District A'. A table lists the personnel:

	Name	Is Region Primary POC?	Title	Emails	Phones
OPTIONS	Black, Canary	No	Grant Manager	canary.black@alabama.gov (Work)	(334) 555-2222, Work (Desk)

Below the table, it says: 10 Showing 1 to 1 of 1 entries

Upload PA Administrative Plan



Upload PA Admin Plan

The screenshot shows the 'My Organization Profile' page for Alabama. The page includes a sidebar menu, a header with 'Grants Portal' and 'My Organization', and a main content area with 'General Information' and a list of organizational sections. Three callout boxes provide instructions:

- Step 1:** Click **My Organization** to expand (points to the 'My Organization' link in the top navigation).
- Step 2:** Click **Organization Profile** (points to the 'Organization Profile' link in the sidebar menu).
- Step 3:** Click **Upload New PA Admin Plan** (points to the 'UPLOAD NEW PA ADMIN PLAN' button in the 'PA Administrative Plan' section).

General Information

STATE/TRIBE/TERRITORY	Alabama	IS ACTIVE?	Yes
TYPE	State Government	FEMA PA CODE	--
EIN NUMBER	88-8888888	DUNS NUMBER	444444444

Recipient Regions > MANAGE

PA Administrative Plan > UPLOAD NEW PA ADMIN PLAN

Subrecipient Organization Profiles > MANAGE

Personnel > MANAGE

Document Upload Pop-Up Box

Drag and drop files or
click to select files

The screenshot shows a web application interface with a sidebar on the left containing navigation items like 'My Organization', 'Organization Profile', 'Organization Personnel', 'Applicant Event Profiles', 'Exploratory Calls', 'Recovery Scoping Meetings', 'Events', 'Projects', 'Damages', 'Work Order Requests', and 'Work Orders'. The main content area is partially obscured by a pop-up box. The pop-up box has a title bar with a close button (X) and a message: 'document will be uploaded to the PA Admin Plan.' Below this is a dashed border containing an upload icon and the text: 'Drag and drop a file here, or click here to select a file.' Underneath is a section titled 'Documents Pending Upload' with an information icon and the text: 'To begin uploading a document, either drag and drop a file into the area above or click the area above to upload a file manually.' A note follows: 'Note: You may not upload the document to the PA Admin Plan that matches an existing document with same document area.' At the bottom right of the pop-up are two buttons: 'UPLOAD PENDING DOCUMENT' (green) and 'CANCEL' (white).

Select File Pop-Up Box

CAUTION: Document will be uploaded to the PA Admin Plan.

Step 1: Click to select file

Name	Date modified	Type	Size
Copy of Organization_Invites_Import_Te...	6/10/2019 12:30 PM	Microsoft Excel W...	13 KB
Insurance document	6/10/2019 11:47 A...	Microsoft Word D...	12 KB
Pre-Disaster Photos	6/4/2019 11:40 AM	Microsoft Word D...	12 KB
Public Assitance Administrative Plan	6/18/2019 11:40 A...	Microsoft Word D...	12 KB
RPA	6/4/2019 10:24 AM	Microsoft Word D...	12 KB
Timesheets	6/4/2019 12:00 PM	Microsoft Word D...	12 KB

Step 2: Click Open

File name: Public Assitance Administrative Plan

Open Cancel

CANCEL

Process Document Pop-Up Box

The screenshot shows the 'Grants Portal' interface with a 'Process Document' pop-up box. The pop-up box contains a caution message, a 'Filename' field with the text 'Public Assitance Administrative Plan.docx', a 'Description' field, and a 'Category' dropdown menu with 'PA Administrative Plan' selected. At the bottom right of the pop-up are 'SAVE' and 'CANCEL' buttons. Three red callout boxes provide instructions: 'Step 1: Type in New File Name (Optional)' points to the filename field, 'Step 2: Type description of document (Optional)' points to the description field, and 'Step 3: Click Save' points to the 'SAVE' button.

Step 1: Type in New File Name (Optional)

Step 2: Type description of document (Optional)

Step 3: Click Save

Organization Details

The screenshot shows the Grants Portal interface. At the top left is the logo and the text "Grants Portal". Below it is a navigation menu with items: Dashboard, My Organization (Alabama), Organization Profile, Organization Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Events, Projects, Damages, Work Order Requests, Work Orders, My Tasks, Calendar, and Subrecipients. The main content area is titled "Organization Details PA Administrative Plan" and includes a breadcrumb "Alabama / PA Administrative Plan". A "General Information" section contains the following details:

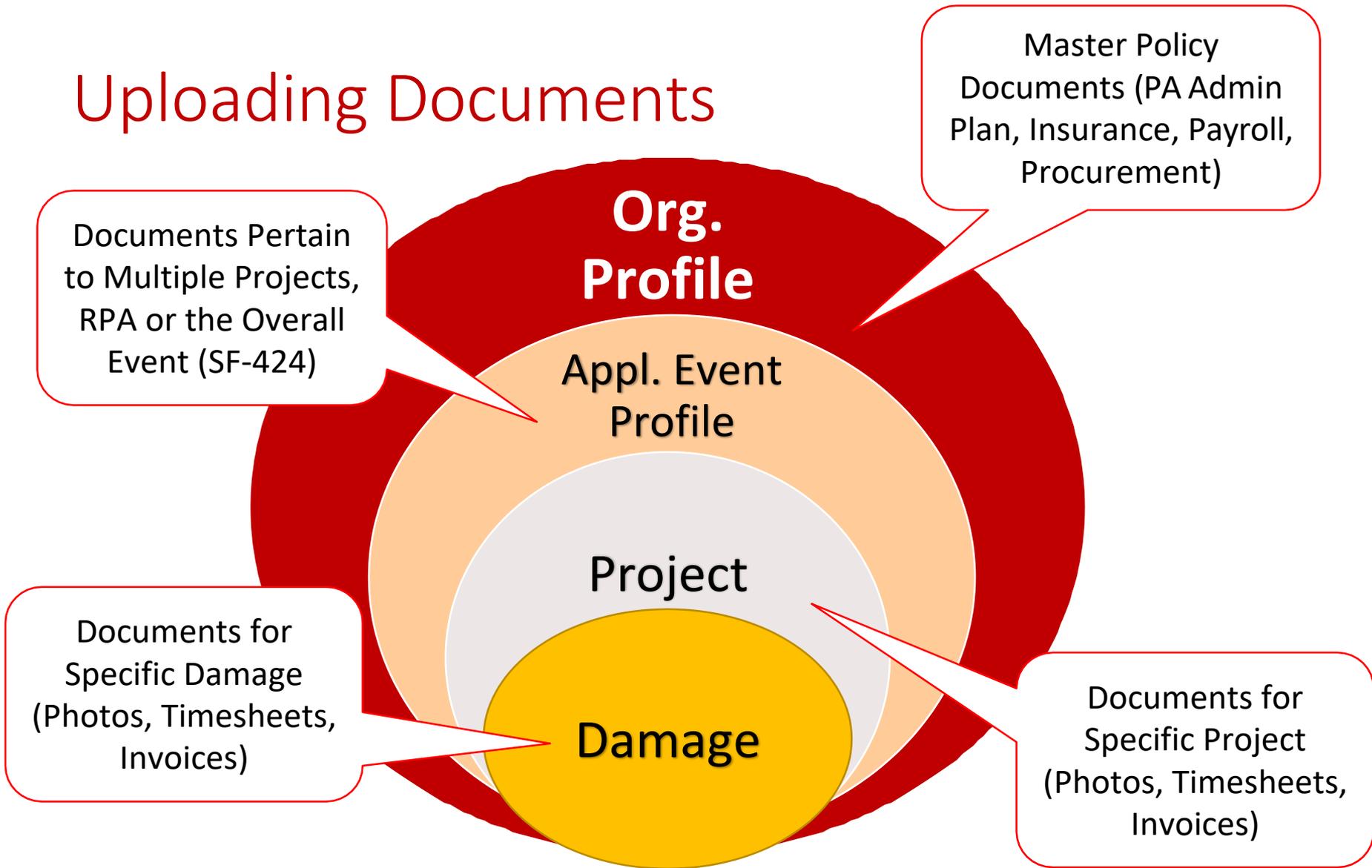
SLTT Organization	Alabama
Status	Pending PA Program Manager Review
Filename	Public Asssitance Administrative Plan.docx <small>Uploaded on June 18th, 2019 11:46 AM AST by Black, Canary</small>
Date Submitted	June 18, 2019
Submitted By	Black, Canary

Below the information section are two expandable panels: "Review Form" and "History". A red callout box with the text "Click Review Form" points to the "Review Form" panel.

Upload Organization Documents



Uploading Documents



Event Profile, Projects and Damage document uploads can be found in Applicant User Manual

Upload Organizational Documents

Step 1: Click **My Organization** to expand

Grants Portal

Black, Canary

Dashboard

My Organization **My Organization Profile** Alabama

Organization Profile

Organization Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping Meetings

Events

Projects

Damages

Work Order Requests

Work Orders

My Tasks

Calendar

Subrecipients

Subrecipient Tasks

Utilities

Resources

Intelligence

General Information

STATE/TRIBE/TERRITORY	Alabama	IS ACTIVE?	Yes
TYPE	State Government	FEMA PA CODE	--
EIN NUMBER	88-8888888	DUNS NUMBER	444444444

Recipient Regions > MANAGE

PA Administrative Plan > UPLOAD NEW PA ADMIN PLAN

Subrecipient Organization Profiles > MANAGE

Personnel > MANAGE

Locations > MANAGE

Counties with Facility > MANAGE

Insurance Profile > UPLOAD INSURANCE DOCUMENTS HELP

Applicant Event Profiles >

Census Population >

Documents > UPLOAD DOWNLOAD MANAGE

Step 2: Click **Organization Profile**

Step 3:
Click **Upload**

Add Organizational Documents

Grants Portal

Dashboard

My Organization

My

Upload Organization Profile Documents

Drag and drop files here, or click here to select files.

Documents Pending Upload

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 Organization profile that matches an existing document with same document area.

UPLOAD PENDING DOCUMENTS CANCEL

Recipients

PA Admin

Subrecipient Organization Profiles >

Personnel >

Recovery Scoping

Meetings

Events

Projects

Damages

Work Order Requests

Work Orders

My Tasks

Calendar

Subrecipients

Drag and drop files or click to select files from your computer

Upload Organizational Document

Grants Portal

Dashboard

My Organization

Alabama

Organization Profile

Organization Personnel

Applicant

Exploratory

Recovery

Meetings

Events

Projects

Damages

Work Order Requests

Work Orders

My Tasks

Calendar

Subrecipients

Upload Organization Profile Documents

File Upload

This PC > Desktop > Alabama

Search Alabama

Name	Date modified	Type	Size
Copy of Organization_Invites_Import...	6/10/2019 12:30 PM	Microsoft Excel W...	13 KB
Insurance document	6/10/2019 11:47 A...	Microsoft Word D...	12 KB
<input checked="" type="checkbox"/> Payroll policy	6/19/2019 11:21 A...	Microsoft Word D...	12 KB
Pre-Disaster Photos	6/4/2019 11:40 AM	Microsoft Word D...	12 KB
Public Assitance Administrative Plan	6/18/2019 11:40 A...	Microsoft Word D...	12 KB
RPA	6/4/2019 10:24 AM	Microsoft Word D...	12 KB
Timesheets	6/4/2019 12:00 PM	Microsoft Word D...	12 KB

Documents

Downloads

Music

Pictures

Videos

File name: Payroll policy

All Files

Open

Cancel

Step 1: Click to select document

Step 2: Click Open

upload files

document area.

CANCEL

Document Pending Upload

Upload Organization Profile Documents

Drag and drop files here, or click here to select files.

Documents Pending Upload

Search...

	Filename	Description	Size	Category
  	Payroll policy.docx		11.3 KB	

Showing 1 to 1 of 1 entries

Click Edit

Edit Pending Document Information

The screenshot shows the 'Process Document' form in the Grants Portal. The form includes a 'CAUTION' message, a 'Filename' field with 'Payroll policy.docx', a 'Description' field with 'Fire Department Overtime/Comp Policy', a 'Category Filter' dropdown set to 'All', and a 'Category' field with 'Force Account Labor Pay Policy'. At the bottom right are 'SAVE' and 'CANCEL' buttons. Four callouts provide instructions: Step 1 points to the filename field, Step 2 points to the description field, Step 3 points to the category field, and Step 4 points to the save button.

Step 1: Change name of document (Optional)

Step 2: Enter description of document (Optional)

Step 3: Click to select document type

Step 4: Click **Save**

Upload Documents

Repeat drag and drop or selecting files to upload more Organization Documents



Drag and drop files here, or click here to select files.

Documents Pending Upload

Search...

		Filename	Description	Size	Category
✓	EDIT REMOVE	Payroll policy.docx	Fire Department Overtime/Comp Policy	11.3 KB	Force Account Labor Pay Policy

10 Showing 1 to 1 of 1 entries

Previous 1 Next

 **UPLOAD PENDING DOCUMENTS**

 **CANCEL**

Click **Upload Pending Document**

Edit or Remove Organization Documents



Edit Organizational Document Information

The screenshot shows the Grants Portal interface. The main header includes the logo and the user name 'Black, Canary'. The left sidebar contains navigation options like 'Dashboard', 'My Organization', and 'Organization Profile'. The main content area is titled 'My Organization Profile Manage Documents' and shows a table of documents. A red callout box with the text 'Click Edit' points to the 'EDIT' button in the first row of the table.

Filename	Description	Size	Category	Uploaded Date	Uploaded By
EDIT REMOVE Payroll policy.docx	Fire Department Overtime/Comp Policy	11.3 KB	Force Account Labor Pay Policy	06/19/2019 12:02 PM AST	Black, Canary

Showing 1 to 1 of 1 entries

Previous 1 Next

Edit Organizational Documents

The screenshot shows the 'Grants Portal' interface with a modal window titled 'Edit Document'. The modal contains the following fields:

- Filename: Payroll policy.docx
- Description: Fire Department Overtime/Comp Policy
- Types: All (dropdown menu)
- Category: × Force Account Labor Pay Policy

At the bottom right of the modal are two buttons: 'SAVE CHANGES' (blue) and 'CANCEL' (grey). A red callout box points to the 'SAVE CHANGES' button with the text 'Step 2: Click Save Changes'. Another red callout box points to the 'Description' field with the text 'Step 1: Edit information'. The background shows a sidebar with navigation options like 'Dashboard', 'My Organization', 'Organization Personnel', etc.

Remove Organizational Document

The screenshot shows the Grants Portal interface. The top navigation bar includes the logo, a notification bell with '1', and the user name 'Black, Canary'. The left sidebar contains navigation options: Dashboard, My Organization (Alabama), Organization Profile, Organization Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping, Meetings, Events, Projects, Damages, Work Order Requests, Work Orders, My Tasks, Calendar, and Subrecipients. The main content area is titled 'My Organization Profile Manage Documents' and shows a search bar and a table of documents. The table has columns for Filename, Description, Size, Category, Uploaded Date, and Uploaded By. One document is listed: 'Payroll policy.docx' with a description of 'Fire Department Overtime/Comp Policy', size of '11.3 KB', category of 'Force Account Labor Pay Policy', and uploaded on '06/19/2019 12:02 PM AST' by 'Black, Canary'. Below the table, there is a dropdown menu set to '10' and a pagination control showing 'Previous', '1', and 'Next'. A red callout box with the text 'Click Remove' points to the red 'REMOVE' button in the first row of the table.

Filename	Description	Size	Category	Uploaded Date	Uploaded By	
EDIT REMOVE	Payroll policy.docx	Fire Department Overtime/Comp Policy	11.3 KB	Force Account Labor Pay Policy	06/19/2019 12:02 PM AST	Black, Canary

Remove Document Pop-Up Box

The screenshot shows the Grants Portal interface. The main content area is titled "My Organization" and "Manage Documents". A table lists documents with columns for "Filename", "Description", "Size", and "Category". One document is listed: "Payroll policy.docx" with a description of "Fire Department Overtime/Comp Policy", a size of "11.3 KB", and a category of "Force Account". Below the table, there are "EDIT" and "REMOVE" buttons for the document. A "Confirm Delete" pop-up box is overlaid on the table, asking "Are you sure you would like to remove this document?". The pop-up has "YES" and "NO" buttons. A red callout box points to the "YES" button with the text "Click Yes".

Grants Portal

Dashboard

My Organization

Alabama

Organization Profile

Organization Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping

Meetings

Events

Projects

Damages

Work Order Requests

Work Orders

My Tasks

Calendar

Subrecipients

My Organization

Alabama / Manage Documents

Search...

Confirm Delete

Are you sure you would like to remove this document?

YES NO

Click Yes

Filename	Description	Size	Category
Payroll policy.docx	Fire Department Overtime/Comp Policy	11.3 KB	Force Account

Showing 1 to 1 of 1 entries

Uploading Documents Using the Wizard

Ability to upload documents on Organization, Event, Project and/or Damage level from one place.



Locating Document Uploader

The screenshot shows the Grants Portal interface. The top navigation bar includes the logo and the text "Grants Portal". On the right side of the top bar, there are notification and user profile icons. The left sidebar contains a navigation menu with the following items: Dashboard, My Organization (Alabama), My Tasks, Calendar, Subrecipients, Subrecipient Tasks, Utilities, Document Uploader, Export RPA Data, RPA Import, Resources, and Intelligence. The main content area is titled "Resources" and contains two expandable sections: "Position Assists" and "Job Aids / Guides / Checklists".

Step 1: Click Utilities to expand

Step 2: Click Document Uploader

Select Document Upload Location

Grants Portal

Document Uploader

Use this form to quickly upload a document to the Grants Portal.

To specify a destination for the document, make a selection using the controls below. The form will provide you feedback as you make selections. The arrow icon ← will indicate your selected upload destination.

If you are uploading a document for a damage, it is not necessary to select a project after selecting an event profile, but you may do so. Click the Add Document button to complete the upload.

Organization Alabama

Applicant Event Profile Search for event...
Make a selection here to upload to an Applicant Event Profile.

Project Search for project...

Damage Search for damage...

Upload Destination Your organization profile
⚠ This is for non-event specific documentation.
(Max Size: 100MB)

SELECT DOCUMENT

Step 1: Click to select Event or leave blank for Organization documents

Step 2: Click to select Project and/or Damage level document location or leave blank for Organization documents

Step 3: Click **Select Document**

Upload Organizational Document

Grants Portal

Dashboard

My Organization

Alabama

Organization Profile

Organization Personnel

Applicant

Exploratory

Recovery

Meetings

Events

Projects

Damages

Work Order Requests

Work Orders

My Tasks

Calendar

Subrecipients

Upload Organization Profile Documents

File Upload

This PC > Desktop > Alabama

Search Alabama

Name	Date modified	Type	Size
Admin			
Alabama			
Copy of Organization_Invites_Import...	6/10/2019 12:30 PM	Microsoft Excel W...	13 KB
Insurance document	6/10/2019 11:47 A...	Microsoft Word D...	12 KB
<input checked="" type="checkbox"/> Payroll policy	6/19/2019 11:21 A...	Microsoft Word D...	12 KB
Pre-Disaster Photos	6/4/2019 11:40 AM	Microsoft Word D...	12 KB
Public Assitance Administrative Plan	6/18/2019 11:40 A...	Microsoft Word D...	12 KB
RPA	6/4/2019 10:24 AM	Microsoft Word D...	12 KB
Timesheets	6/4/2019 12:00 PM	Microsoft Word D...	12 KB

Documents

Downloads

Music

Pictures

Videos

File name: Payroll policy

All Files

Open

Cancel

Step 1: Click to select document

Step 2: Click Open

to upload files

document area.

CANCEL

Organization Level Document Upload

The screenshot shows the Grants Portal interface for document upload. The top navigation bar includes 'Dashboard', 'My Organization' (Alabama), and a sidebar with various menu items. The main content area is titled 'Upload Destination: Your organization profile' and includes a warning: 'This is for non-event specific documentation.' Below this, there is a 'SELECT DOCUMENT' button and a list of documents. The document 'Payroll policy.docx' is selected, with a 'Max Size: 100MB' limit. The form fields are: 'Filename: Payroll policy.docx', 'Description: Fire Department Payroll Policy', 'Category Filter: All', and 'Category: Force Account Labor Pay Policy'. A yellow warning box for PII is present. At the bottom, a blue button reads 'UPLOAD DOCUMENT TO ORGANIZATION PROFILE'.

Step 1: Type Description of Document

Step 2: Click Category to select document type

Note PII Warning

Step 3: Click Upload Document to Organization Profile

Upload Documents on Damage Level

- Dashboard
- My Organization Texas
- My Tasks
- Subrecipients
- Subrecipient Tasks
- Utilities

- Document Uploader
- Export RPA Data

Upload Destination The **Search and Rescue** damage for **4332DR-TX (4332DR)** for your organization

SELECT DOCUMENT Search and Rescue Timesheets.docx
(Max Size: 100MB)

Filename Search and Rescue Timesheets.docx

Description Pay Period 18 USAR Timesheets
Force Account Labor Payroll/Timesheets
Mutual Aid Timesheets

Category Filter Optional

Category time
This field is required.

✓ **UPLOAD DOCUMENT TO DAMAGE**

Step 1: Select type of document

Step 2: Click **Upload Document to Damage**

Navigation on Document Uploader

The screenshot shows the Grants Portal interface. At the top left is the logo and the text "Grants Portal". Below this is a navigation bar with "Dashboard" and "My Organization" (with a dropdown arrow and "Alabama" below it). A sidebar on the left lists various menu items: Organization Profile, Organization Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Events, Projects, Damages, Work Order Requests, and Work Orders. Below the sidebar are buttons for "My Tasks", "Calendar", "Subrecipients", "Subrecipient Tasks", and "Utilities". The main content area is titled "Document Uploader" and contains a green notification box with the text: "✓ Document upload complete! Click here to navigate to your organization profile. Click here to upload another document." Two red callout boxes point to the "Click here" links. The top callout points to the first link and contains the text "Click here to go to Organization Profile". The bottom callout points to the second link and contains the text "Click here to continue uploading documents".

Grants Portal

Dashboard

My Organization ▼
Alabama

Organization Profile

Organization Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping Meetings

Events

Projects

Damages

Work Order Requests

Work Orders

My Tasks ▼

Calendar

Subrecipients ▼

Subrecipient Tasks ▼

Utilities ▼

Document Uploader

✓ Document upload complete!

[Click here](#) to navigate to your organization profile.

[Click here](#) to upload another document.

Click here to go to Organization Profile

Click here to continue uploading documents

Identify Tasks to Complete



Identify Tasks to Complete

The screenshot shows the Grants Portal interface. The left sidebar contains navigation items: Dashboard, My Organization (Alabama), My Tasks, Tasks, RFIs, Workflow Items, Determination Memos, Essential Elements of Information, Calendar, Subrecipients, Subrecipient Tasks, Utilities, Resources, and Intelligence. The main content area shows the 'My Tasks' section with a filter set to 'All Incomplete Tasks'. A table lists tasks with columns for Personnel, Type, Description, Start Date, Age, Deadline, Last Action, and Note. A 'REVIEW' button is visible next to the first task entry.

Step 1: Click My Tasks to expand

Click Bell or follow Steps 1 & 2

Step 2: Click Tasks

Step 3: Click Review

Personnel	Type	Description	Start Date	Age	Deadline	Last Action	Note
Black, Canary	Recipient RPA Eligibility Determination	Determine RPA Eligibility (Recipient) for Alabama on 4419DR-AL (4419DR)	06/18/2019 10:16 AM AST	2d 0h	06/25/2019		

Signing Projects



Locate Tasks

The screenshot shows the Grants Portal interface. On the left is a navigation sidebar with options: Dashboard, My Organization (Texas (00-25462-00)), My Tasks, Tasks, RFIs, Workflow Items, Determination Memos, Essential Elements of Information, Subrecipients, Subrecipient Tasks, and Utilities. The main content area displays a list of tasks. A notification bell icon in the top right corner shows 11 notifications. Three callout boxes provide instructions: 'Step 1: Click My Tasks' points to the 'My Tasks' sidebar item; 'Step 2: Click Tasks' points to the 'Tasks' sidebar item; 'Step 3: Click Review' points to a 'REVIEW' button on a task row. A larger callout box points to the notification bell icon with the text 'Click Bell or follow Steps 1 & 2'.

Task ID	Assignee	Task Type	Task Description	Start Date	Duration	End Date
PDMG0404 - 4332DR (4332DR - 404)	Black, Star	Assign Recipient Contact	Assign Recipient Contact for McIntosh - PDMG0404 - 4332DR (4332DR - 404) on 4332DR-TX (4332DR)	11/08/2017 10:18 AM CST	1d 3h	11/11/2017
PDMG0400 - 4332DR (4332DR - 400)	Black, Star	Assign Recipient Contact	Assign Recipient Contact for McIntosh - PDMG0400 - 4332DR (4332DR - 400) on 4332DR-TX (4332DR)	11/08/2017 10:19 AM CST		
PDMG0147 - 4332DR (4332DR - 147)	Black, Star	Assign Recipient Contact	Assign Recipient Contact for Practice 3 - PDMG0147 - 4332DR (4332DR - 147) on 4332DR-TX (4332DR)	11/08/2017 02:46 PM CST	0d 22h	11/11/2017
PDMG0125 - 4332DR (4332DR - 125)	Black, Star	Assign Recipient Contact	Assign Recipient Contact for Glenville - PDMG0125 - 4332DR (4332DR - 125) on 4332DR-TX (4332DR)	11/09/2017 11:30 AM CST	0d 2h	11/12/2017
PDMG0125 - 4332DR (4332DR - 125)	Black, Star	Recipient Final Project Review	Pending Recipient Final Review for [9103] Emergency Protective Measures on Glenville - PDMG0125 - 4332DR (4332DR - 125) on 4332DR-TX (4332DR)	11/09/2017 01:45 PM CST	0d 0h	11/11/2017

25 of 22,411 total entries

Previous 1 Next

Download Project Report

- Dashboard
- My Organization Texas
- My Tasks
 - Tasks
 - RFIs
 - Workflow Items
 - Determination Memos
 - Essential Elements of Information
 - Subrecipients
 - Subrecipient Tasks
 - Utilities

Project Details Emergency Protective

[APPROVE](#) [SEND BACK](#) [DOWNLOAD PROJECT REPORT](#)

Measures

⚠ This project is pending Recipient Final Review.
The damage descriptions and dimensions, scope, and cost must be approved by the Recipient.

Click Download Project Report

General Information v0

PROJECT #	9103	APPLICANT	Glenville - PDMG0125 - 4332DR (4332DR - 125)
CATEGORY	B - Emergency Protective Measures	EVENT	4332DR-TX (4332DR)
TITLE	Emergency Protective Measures		
TYPE	Work Completed / Fully Documented		
STATUS	Active		
PROCESS STEP	Pending Recipient Final Review <i>As of November 9th, 2017 1:45 PM CST</i>		

Download Project Report – Pop Up Box

Grants Portal

Dashboard

My Organization Texas

My Tasks

Tasks

RFIs

Workflow Items

Determination Memos

Essential Elements of Information

Subrecipients

Subrecipient Tasks

Utilities

Project Measures

Download Project Report

Project Report generated successfully.

DOWNLOAD PROJECT REPORT

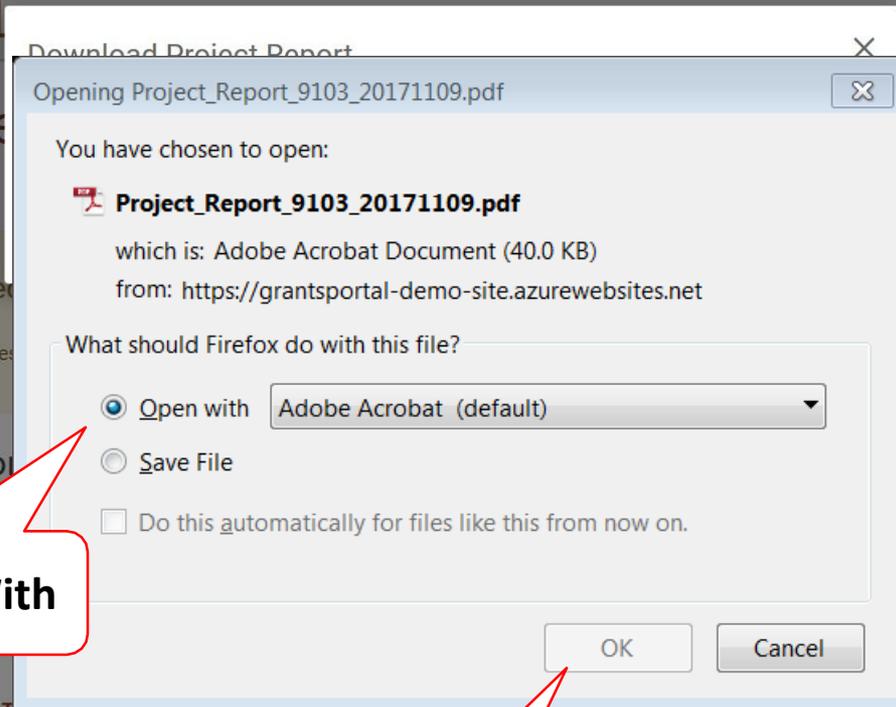
CLOSE

⚠ This project is pending recipient final review.
The damage descriptions and dimensions, scope, and cost must be provided by the Recipient.

General Information v0

PROJECT #	9103	APPLICANT	Glenville - PDMG0125 - 4332DR (4332DR - 125)
CATEGORY	B - Emergency Protective Measures	EVENT	4332DR-TX (4332DR)
TITLE	Emergency Protective Measures		
TYPE	Work Completed / Fully Documented		
STATUS	Active		
PROCESS STEP	Pending Recipient Final Review <i>As of November 9th, 2017 1:45 PM CST</i>		

Download Project Report – Pop Up Box



Click **Open With**

Click **OK**

Review Project Report

v0

Department of Homeland Security Federal Emergency Management Agency

General Info

Project #	9103	Project Type	Work Completed / Fully Documented
Project Category	B - Emergency Protective Measures	Applicant	Glenville - PDMG0125 - 4332DR (4332DR - 125)
Project Title	Emergency Protective Measures	Event	4332DR-TX (4332DR)

Damage Description and Dimensions

The Disaster # 4332DR, which occurred between *08/23/2017* and *08/28/2017*, caused:

Damage # 30713; Emergency Protective Measures (Police, Fire and Operations Departments-EPM)

During the incident period of 8/23/2017 through 8/28/2017, Hurricane Harvey created an immediate threat to the health and

Close Project Report – Pop Up Box

The screenshot displays the Grants Portal interface. A pop-up box titled "Download Project Report" is centered on the screen. The pop-up contains the text "Project Report generated successfully." and two buttons: "DOWNLOAD PROJECT REPORT" and "CLOSE". A red callout bubble points to the "CLOSE" button with the text "Click Close".

Download Project Report [X]

Project Report generated successfully.

[DOWNLOAD PROJECT REPORT] [CLOSE]

Click Close

Grants Portal

Dashboard

My Organization Texas

My Tasks

Tasks

RFIs

Workflow Items

Determination Memos

Essential Elements of Information

Subrecipients

Subrecipient Tasks

Utilities

Project Measures

[GO BACK] [DOWNLOAD PROJECT REPORT]

⚠ This project is pending recipient final review.

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

General Information v0

PROJECT #	9103	APPLICANT	Glenville - PDMG0125 - 4332DR (4332DR - 125)
CATEGORY	B - Emergency Protective Measures		
TITLE	Emergency Protective Measures		
TYPE	Work Completed / Fully Documented		
STATUS	Active		
PROCESS STEP	Pending Recipient Final Review <i>As of November 9th, 2017 1:45 PM CST</i>		

Approve Project

Project Details Emergency Protective Measures

APPROVE

SEND BACK

DOWNLOAD PROJECT REPORT

Measures

⚠ This project is pending Recipient Final Review.
The damage descriptions and dimensions, scope, and cost must be approved by the Recipient.

Click **Approve** or **Send Back**

General Information v0

PROJECT #	9103	APPLICANT	Glenville - PDMG0125 - 4332DR (4332DR - 125)
CATEGORY	B - Emergency Protective Measures	EVENT	4332DR-TX (4332DR)
TITLE	Emergency Protective Measures		
TYPE	Work Completed / Fully Documented		
STATUS	Active		
PROCESS STEP	Pending Recipient Final Review <i>As of November 9th, 2017 1:45 PM CST</i>		

Approve Project– Pop Up Box

The screenshot displays the Grants Portal interface. A central pop-up window titled "Approve" is overlaid on the page. The pop-up contains the following elements:

- Close button (X) in the top right corner.
- Text: "Are you sure you want to **Approve** this project?"
- Text: "Reason" above a large text input area.
- Two buttons at the bottom: "YES" (highlighted in blue) and "NO" (white with a grey border).

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

The background page shows the "Grants Portal" header, a navigation sidebar on the left, and a project details section. The project details include:

- PROJECT ID:** PDMG0125 - (4332DR - 125)
- CATEGORY:** B - Emergency Protective Measures
- TITLE:** Emergency Protective Measures
- TYPE:** Work Completed / Fully Documented
- STATUS:** Active
- PROCESS STEP:** Pending Recipient Final Review

At the bottom of the project details, it says "As of November 9th, 2017 1:45 PM CST".

Send Back Project– Pop Up Box

Grants Portal

Dashboard
My Organization Texas
My Tasks

Send Back [X]

Are you sure you want to **Send Back** this project?

Reason

Step 1: Enter comment why sending back

Step 2: Click Yes

PROJ...
CATEGORY B - Emergency Protective Measures
TITLE Emergency Protective Measures
TYPE Work Completed / Fully Documented
STATUS Active
PROCESS STEP Pending Recipient Final Review
As of November 9th, 2017 1:45 PM CST

DOWNLOAD PROJECT REPORT

Calendar



Calendar Filters

Step 1: Click
Calendar

Step 2: Click
Filter to Expand

Step 3: Use drop down
boxes to filter items

The screenshot shows the Grants Portal interface. The top navigation bar includes the Grants Portal logo, a notification bell with '16681', and a user profile for 'Black, Star'. A left sidebar contains navigation items: Dashboard, My Organization (Texas), My Tasks, Calendar (highlighted), Subrecipients, Subrecipient Tasks, Utilities, Resources, and Intelligence. The main content area is titled 'Calendar' and features a 'Filters' dropdown menu. Below the filters, there are several dropdown menus for 'Calendar View' (set to 'My Meetings'), 'Event' (set to 'All'), and 'Recipient Region' (set to 'Select...'). To the right, there are filters for 'County' and 'Type', both set to 'Select...'. The calendar view is a monthly grid for June, showing dates from 26 to 14. Several events are visible, including 'Deadline for Assign Recipient' (red) and 'RSM for Practice 1 - PDMG05' (green). The callout boxes are positioned over the 'Calendar' menu item, the 'Filters' dropdown, and the event filters respectively.

Month At A Glance

The screenshot shows the Grants Portal interface. On the left is a navigation sidebar with items: Dashboard, My Organization (Alabama), My Tasks, Calendar, Subrecipients, Subrecipient Tasks, Utilities, Resources, and Intelligence. The main area displays a calendar for June 2019. A callout box points to the 'Calendar' menu item in the sidebar. Another callout box points to the 'June' month selector at the top of the calendar grid. A third callout box points to a specific event on June 20th, which includes two entries: '3:00 PM EC for Alabama (000-00000-00)' and '3:15 PM RSM for Bibb County (111-11111-11)'. A footer note states: 'All times are displayed in GMT -04:00 Puerto Rico AST'.

Step 1: Click Calendar

Step 2: Select Month to view

Step 3: Click to review activity

Listing Of All Activities

The screenshot shows the Grants Portal interface. The top navigation bar includes the logo, the user name 'Black, Canary', and a 'My Calendar' dropdown. A sidebar on the left contains menu items: Dashboard, My Organization (Alabama), My Tasks, Calendar, Subrecipients, Subrecipient Tasks, Utilities, Resources, and Intelligence. The main content area displays a calendar for June 2019. The calendar grid shows dates from 1 to 30. Two activities are listed on June 20th: '3:00 PM EC for Alabama (000-00000-00)' and '3:15 PM RSM for Bibb County (111-11111-11)'. A red callout box with the text 'Click List' points to the 'LIST' button in the top right corner of the calendar view.

Grants Portal

Black, Canary

My Calendar

Filters

CALENDAR LIST

June 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

All times are displayed in GMT -04:00 Puerto Rico AST

3:00 PM EC for Alabama (000-00000-00)
3:15 PM RSM for Bibb County (111-11111-11)

Click List

Listing Of All Activities

Grants Portal

Calendar

My Calendar

Filters >

June 2019

Search...

Scheduled Date	Type	Location	Applicant	County	# Attendees
06/20/2019 03:00 PM AST	EC	Not Applicable	Alabama (000-00000-00)	Barbour County	N/A

10 1 to 1 of 1 entries

Previous 1 Next

Click magnifying glass to review the activity information

Detailed Information

The screenshot displays the Grants Portal interface. On the left is a dark red sidebar with navigation options: Dashboard, My Organization (Alabama), My Tasks, Calendar, Subrecipients, Subrecipient Tasks, Utilities, Resources, and Intelligence. The main content area has a light gray header with the 'Grants Portal' logo and a user profile icon. Below the header, there are three main sections: 1. 'Damage Inventory' with a 'MANAGE' button. 2. 'Exploratory Call Information' with a warning message 'The exploratory call for this applicant is pending completion' and a list of details: NEXT CALL SCHEDULED (06/20/2019 03:00 PM AST), CONFERENCE PHONE NUMBER ((800)-320-4330), CONFERENCE PIN (1111), and ADDTL. SCHEDULE INFORMATION (--). Below this list are three tabs: 'Exploratory Call Log' (active), 'Exploratory Call Questionnaire', and 'Schedule History'. A light blue box below the tabs states 'No call log entries exist.' 3. 'Projects' with a 'BULK ASSIGN PROJECT POCS' button.

Grants Portal

Dashboard

My Organization **Alabama**

My Tasks

Calendar

Subrecipients

Subrecipient Tasks

Utilities

Resources

Intelligence

Damage Inventory > MANAGE

Exploratory Call Information ▾

⚠ The exploratory call for this applicant is pending completion

NEXT CALL SCHEDULED 06/20/2019 03:00 PM AST

CONFERENCE PHONE NUMBER (800)-320-4330

CONFERENCE PIN 1111

ADDTL. SCHEDULE INFORMATION --

[Exploratory Call Log](#) [Exploratory Call Questionnaire](#) [Schedule History](#)

No call log entries exist.

Projects > BULK ASSIGN PROJECT POCS

Applicant Exploratory Calls



Locate Subrecipient Exploratory Calls

Step 1: Click Subrecipients to expand

Step 2: Click Exploratory Calls

Step 3: Click magnifying glass to review detailed information

Grants Portal

Dashboard

My Organization Alabama

My Tasks

Calendar

Subrecipients

Organization Profiles

Organization Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping Meetings

Projects

Damages

Work Order Requests

Work Orders

Subrecipient Scheduled Calls

All Subrecipient Scheduled Calls

SEARCH

Event	Applicant	County	EC Status	Date	Conference Phone Number	Conference PIN	Additional Info
4419DR-AL (4419DR)	Bibb County (111-11111-11)	Bibb County	Scheduled	06/21/2019 09:00 AM AST	(800)-320-4330	2222	

Showing 1 to 1 of 1 entries (filtered)

Previous 1 Next

Detailed Information

The screenshot displays the Grants Portal interface. On the left is a dark red sidebar with navigation options: Dashboard, My Organization (Alabama), My Tasks, Calendar, Subrecipients, Subrecipient Tasks, Utilities, Resources, and Intelligence. The main content area has a light gray header with the 'Grants Portal' logo and a user profile icon. Below the header, there are three main sections: 1. 'Damage Inventory' with a 'MANAGE' button. 2. 'Exploratory Call Information' with a warning message 'The exploratory call for this applicant is pending completion' and a list of details: NEXT CALL SCHEDULED (06/20/2019 03:00 PM AST), CONFERENCE PHONE NUMBER ((800)-320-4330), CONFERENCE PIN (1111), and ADDTL. SCHEDULE INFORMATION (--). Below this list are three tabs: 'Exploratory Call Log' (active), 'Exploratory Call Questionnaire', and 'Schedule History'. A light blue box below the tabs contains the text 'No call log entries exist.' 3. 'Projects' with a 'BULK ASSIGN PROJECT POCS' button.

Grants Portal

Dashboard

My Organization **Alabama**

My Tasks

Calendar

Subrecipients

Subrecipient Tasks

Utilities

Resources

Intelligence

Damage Inventory > MANAGE

Exploratory Call Information **▼**

⚠ The exploratory call for this applicant is pending completion

NEXT CALL SCHEDULED 06/20/2019 03:00 PM AST

CONFERENCE PHONE NUMBER (800)-320-4330

CONFERENCE PIN 1111

ADDTL. SCHEDULE INFORMATION --

[Exploratory Call Log](#) [Exploratory Call Questionnaire](#) [Schedule History](#)

No call log entries exist.

Projects > BULK ASSIGN PROJECT POCS

Add Widgets to Dashboard



Locate Widgets

The screenshot displays the Grants Portal interface. On the left is a dark red navigation menu with the following items: Dashboard, My Organization (Alabama (000-00000-00)), My Tasks, Calendar, Subrecipients, Subrecipient Tasks, Utilities, and Resources. Below the menu is the 'Intelligence' section, which is currently collapsed. A red callout box with a white background and black text points to the 'Intelligence' menu item, containing the text: "Step 1: Click **Intelligence** to expand".

The main content area is titled 'Resources' and contains two expandable sections: 'Position Assists' and 'Job Aids / Guides / Checklists'. Below the 'Intelligence' menu, a dark grey panel is partially visible, showing the word 'Widgets' and a left-pointing arrow icon. A second red callout box with a white background and black text points to the 'Widgets' text, containing the text: "Step 2: Click **Widgets**".

Select Widgets

The screenshot shows the Grants Portal interface. On the left is a navigation sidebar with categories like Dashboard, My Organization, My Tasks, Calendar, Subrecipients, Subrecipient Tasks, Utilities, Resources, and Intelligence. The main content area is titled 'Widgets' and features a search bar and a table of available widgets. A red callout box with the text 'Click Add To Dashboard' points to the green '+ ADD TO DASHBOARD' button for the 'Applicant Status Table' widget.

Preview	Name	Description	Sizes
	Applicant Status Column Chart	Showing applicant statuses.	3x1, 4x2
	Applicant Status Table	Showing applicant statuses.	3x2
	Damage Summary Column Chart	Showing damage summary	2x2
	Damages Line Chart	Showing Damage creation timeline	2x2
	Event Cost Summary Chart	Showing event cost summary	2x1
	Outstanding Items	Showing outstanding items	2x1
	Project Location Status Column Chart	Showing project location and status.	2x2, 4x2
	Project Status Table Standard/Specialized	Showing project statuses for Standard/Specialized lanes.	4x2
	Project Status Table Work Completed/Fully Documented	Showing project statuses for Work Completed/Fully Documented lanes.	4x2
	Projects Line Chart	Showing Project creation timeline	2x2
	Site Inspection Status Stacked Column Chart	Showing site inspection status.	3x2

Widgets Pop Up Box

Grants Portal

Dashboard

My Organization
Alabama (000-00000-00)

My Tasks

Calendar

Subrecipient Organizations

Utilities

Resources

Intelligence

Widgets

ADD TO DASHBOARD

Preview

Name

Applicant

Applicant

Damage

Damage

Event

Outstanding

Project Location Status Column Chart

Project Status Table Standard/Specialized

Project Status Table Work Completed/Fully Documented

Projects Line Chart

Site Inspection Status Stacked Column Chart

Showing project location and status.

Showing project statuses for Standard/Specialized

Showing project statuses for Work Completed/Fully Documented

Showing Project creation timeline

Showing site inspection status.

Add Widget - Applicant Status Table

Event
4419DR-AL (4419DR)

Organization
Subrecipient Organizations

Recipient Region
All

Size
3x2 (default)

+ ADD

CANCEL

Step 1: Select Event

Step 2: Select My Organization or Subrecipient Organizations

Step 3: Select Region

Step 4: Click Add

(Each Widget Pop-Up Box will be slightly different)

Review Widget

The screenshot shows the Grants Portal interface. A red callout box points to the 'Dashboard' link in the left sidebar, with the text 'Click Dashboard'. A yellow notification banner at the top right contains a warning icon and the text: 'Your organization has been assigned as the primary Grantee for one or more disasters and you may submit a Request for Public Assistance (RPA) to FEMA for any of your subrecipients. Click here to submit a RPA on behalf of your subrecipients.' Below this is a table titled 'Applicant Status Subrecipient Orgs on 4419DR'. A red callout box points to the table with the text 'New Widget'. The sidebar includes links for Dashboard, My Organization (Alabama), My Tasks, Calendar, Subrecipients, Subrecipient Tasks, Utilities, Resources, and Intelligence. The Intelligence section is currently expanded to show a 'Widgets' menu.

Click Dashboard

Warning: Your organization has been assigned as the primary Grantee for one or more disasters and you may submit a Request for Public Assistance (RPA) to FEMA for any of your subrecipients. [Click here to submit a RPA on behalf of your subrecipients.](#)

	RPA's	Eligible Applicants	Program Delivery Manager Assigned	Exploratory Calls Completed	Recovery Scoping Meetings Completed	Recovery Transition Meetings Complete
Number of Applicants	1	1	1	1	1	0
Pending	0	0	0	0	0	0
Overdue	0	0	0	0	0	0

New Widget

Add Tiles to Dashboard



Filter Items For Tile

The screenshot shows the Grants Portal interface for Subrecipient Projects. The page title is "Subrecipient Projects" and the current filter is "All Active Subrecipient Projects". The interface includes a left sidebar with navigation options, a top navigation bar, and a main content area with various filter controls. Four callout boxes provide instructions:

- Step 1: Expand Filters** - Points to the "Filters" dropdown menu.
- Step 2: Select Items to be Filtered** - Points to the "Status" filter dropdown, which is currently set to "Active For PA".
- Step 3: Click Yellow Star** - Points to the yellow star icon in the top right corner of the filter area.
- Step 4: Click Save Icon** - Points to the save icon (a floppy disk) in the top right corner of the filter area.

The filter controls include:

- Event: 4419DR-AL (4419DR)
- Sector: Select...
- Recipient Region: Select...
- County: Select...
- Subrecipient: All
- Status: Active For PA
- Recipient POC: All
- Type: Select...
- Project Size: All
- Category: Select...
- Process Step: Pending EEI Completion
- Scope Developed By: All
- Has Policy Issue?: Select...
- Activity Completion Deadline: All
- Has RFI: Select...

At the bottom right, there is a "SHOW/HIDE COLUMNS" button.

Filter Pop-Up Box

The screenshot displays the Grants Portal interface. A sidebar on the left contains navigation items: Dashboard, My Organization (Alabama (000-00000-00)), My Tasks, Calendar, Subrecipients, Organization Profiles, Organization Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Projects, Damages, Work Order Requests, Work Orders, Subrecipient Tasks, Utilities, and Resources. The main content area shows a 'Subrecipient Project' filter configuration with fields for Sector, Recipient Region, County, Subrecipient (set to All), Status (set to Active For PA), and Recipient POC (set to All). A 'Save Filters As' pop-up box is overlaid on the right, featuring a text input field with 'Applicant Projects' and 'SAVE' and 'CANCEL' buttons. Two red callout bubbles provide instructions: 'Step 1: Rename the Filter' points to the input field, and 'Step 2: Click Save' points to the 'SAVE' button.

Locate Tile

Step 1: Click
Dashboard

The screenshot shows the Grants Portal interface. On the left is a dark sidebar menu with the following items: Dashboard, My Organization (Alabama (000-00000-00)), My Tasks, Calendar, Subrecipients (expanded to show Organization Profiles, Organization Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Projects, Damages, Work Order Requests, Work Orders, Subrecipient Tasks, Utilities, and Resources), and Resources. The main content area has a grey header with the 'Grants Portal' logo and a user profile icon. Below the header is a yellow notification banner with a warning icon and text: 'Your organization... one or more disasters and you may submit a Request for Public Assistance (RPA) to FEMA for any of your subrecipients.' Below the banner is a blue link: 'Click here to submit a RPA on behalf of your subrecipients.' A blue tile titled 'Subs. Projects' with a large white number '1' and the subtitle 'All Active Subrecipien...' is highlighted. A red callout box points to the 'Dashboard' menu item with the text 'Step 1: Click Dashboard'. Another red callout box points to the 'Subs. Projects' tile with the text 'Step 2: Click on tile to go to the information'.

Release Notes, Help, Feedback and Sign Out



Release Notes (System Updates)

The screenshot shows the Grants Portal interface. At the top left is the logo and the text "Grants Portal". On the right, the user name "Black, Canary" is displayed with a dropdown arrow. Below the user name is a menu with options: "Sign out", "My Profile", "Feedback", "Help", "About", and "Release Notes". A red arrow points from the "Release Notes" option to a callout box that says "Step 2: Click Release Notes". Another red arrow points from the dropdown arrow next to the user name to a callout box that says "Step 1: Click on arrow next to name".

Step 1: Click on arrow next to name

Step 2: Click Release Notes

Review Release Notes

Review the latest changes to the system

Latest update will appear, click to select previous updates

Click Close

Updates Since Your Last Logon

Release **Release 5 Sprint 13** New Release

Release 5 Sprint 13 ^

Deployed On 05/05/2019

- Grants Portal Specific
 - State-Led PA
 - State PDMGs now have the ability to conduct Exploratory Calls, Recovery Scoping Meetings, and schedule site inspections and follow-up meetings within the system.
 - State Site Inspectors have the ability to perform Site Inspections, including completing Site Inspection Reports.
 - Period of Performance (POP) or Activity Completion Deadline.
 - Applicants and Recipients have the ability to request an extension for Period of Performance. Upon approval, the new deadline will be applied automatically.
- General Enhancements
 - Corrected the issue which cause the 'Damage Inventory Sign-Off' task to be generated incorrectly for Applicant personnel.
 - Corrected the error with 'Last Action Date' column under Projects child in the Applicant Profile.

Hotfix #1 v

Deployed On 05/06/2019

DOWNLOAD RELEASE NOTES CLOSE

Print Previous Release Notes

Updates Since Your Last Logon

Release **Release 5 Sprint 13** New Release

Release 5 Sprint 13 ^

Deployed On 05/05/2019

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Hotfix #1 v

Deployed On 05/06/2019

[DOWNLOAD RELEASE NOTES](#) [CLOSE](#)

Click **Download Release Notes**

Print Previous Release Notes Pop-Up Box

The screenshot displays the Grants Portal dashboard with a sidebar on the left containing navigation items like 'Dashboard', 'My Organization', 'Organization Profile', and 'My Tasks'. The main content area shows a list of updates under the heading 'Updates Since Your Last Logon'. A dropdown menu is open for 'Release 5 Sprint 13', showing a 'New Release' tag. A file opening dialog is overlaid on top, titled 'Opening Release 5 Sprint 13 Grants Portal.pdf'. The dialog shows the file name, size (226 KB), and source URL. It asks 'What should Firefox do with this file?' and provides options: 'Open with Adobe Acrobat DC (default)', 'Save File', and a checkbox for 'Do this automatically for files like this from now on'. The 'OK' button is highlighted by a red callout box. Another red callout box points to the 'Open with' dropdown menu.

Step 1: Click Open With

Step 2: Click OK

Grants Portal

Dashboard

My Organization
Rhode Island Emergency Management Agency (000-

Your organization those disasters. You

Click here to sub

Click here to sub

Organization Profile

Organization Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping Meetings

Events

Projects

Damages

Work Order Requests

Work Orders

My Tasks

Calendar

Subrecipients

Subrecipient Tasks

Public Assistance (RP

and

line

The Dashboard that you care a

The Dashboard is made up system.

Any time you find data that for that particular data.

Hotfix #1
Deployed On 05/06/2019

Release 5 Sprint 13
Deployed On 05/05/2019

Release 5 Sprint 13
New Release

Opening Release 5 Sprint 13 Grants Portal.pdf

You have chosen to open:

Release 5 Sprint 13 Grants Portal.pdf
which is: Adobe Acrobat Document (226 KB)
from: https://grantsportal-demo-site.azurewebsites.net

What should Firefox do with this file?

Open with Adobe Acrobat DC (default)

Save File

Do this automatically for files like this from now on.

OK Cancel

DOWNLOAD RELEASE NOTES CLOSE

Assistance

The screenshot shows the Grants Portal interface. At the top left is the logo and the text "Grants Portal". Below this is a navigation menu with items: Dashboard, My Organization (Alabama (000-00000-00)), My Tasks, and Calendar. A central yellow notification box contains a warning icon and the text: "Your organization has been assigned as the primary Grantee for one or more disasters and you may submit a Request for Public Assistance (RPA) for any of your subrecipients. Click here to submit a RPA on behalf of your subrecipients." Below the notification is a blue box labeled "Subs. Projects" with a large white number "1" and the text "All Active Subrecipien...". On the right side, a user profile dropdown menu is open, showing the user's name "Black, Canary" and a list of options: Sign Out, My Profile, Feedback, Help, About, and Release Notes. Two red callout boxes are present: one pointing to the dropdown arrow with the text "Step 1: Click on arrow next to name", and another pointing to the "Help" option with the text "Step 2: Help".

Step 1: Click on arrow next to name

Step 2: Help

Email Assistance For General Help

The screenshot shows the Grants Portal interface. On the left is a navigation sidebar with items like Dashboard, My Organization, My Tasks, Calendar, Subrecipients, and Subrecipient Tasks. The main content area has a warning message and a 'Click here to submit a RPA' link. A 'Subs. Projects' card is visible. A white help modal is open in the foreground, titled 'Help with Grants Portal'. It contains contact information for Call Support and Email Support. A red callout bubble points to the email link in the modal.

Grants Portal

Dashboard

My Organization
Alabama (000-00000-00)

My Tasks

Calendar

Subrecipients

Organization Profiles

Organization Personnel

Applicant Event Profiles

Exploratory Calls

Recovery Scoping Meetings

Projects

Damages

Work Order Requests

Work Orders

Subrecipient Tasks

Your organization has been [warning icon] for any of your subrecipients.

[Click here to submit a RPA](#)

Subs. Projects
All Active Subrecipien...
1

Help with Grants Portal

Call Support

(866) 337-8448

National Hotline Hours of Operation: 8:00 AM - 7:00 PM ET, Monday through Friday
Puerto Rico Hotline Hours of Operation: 8:30 AM - 5:00 PM AST, Monday through Friday

Email Support

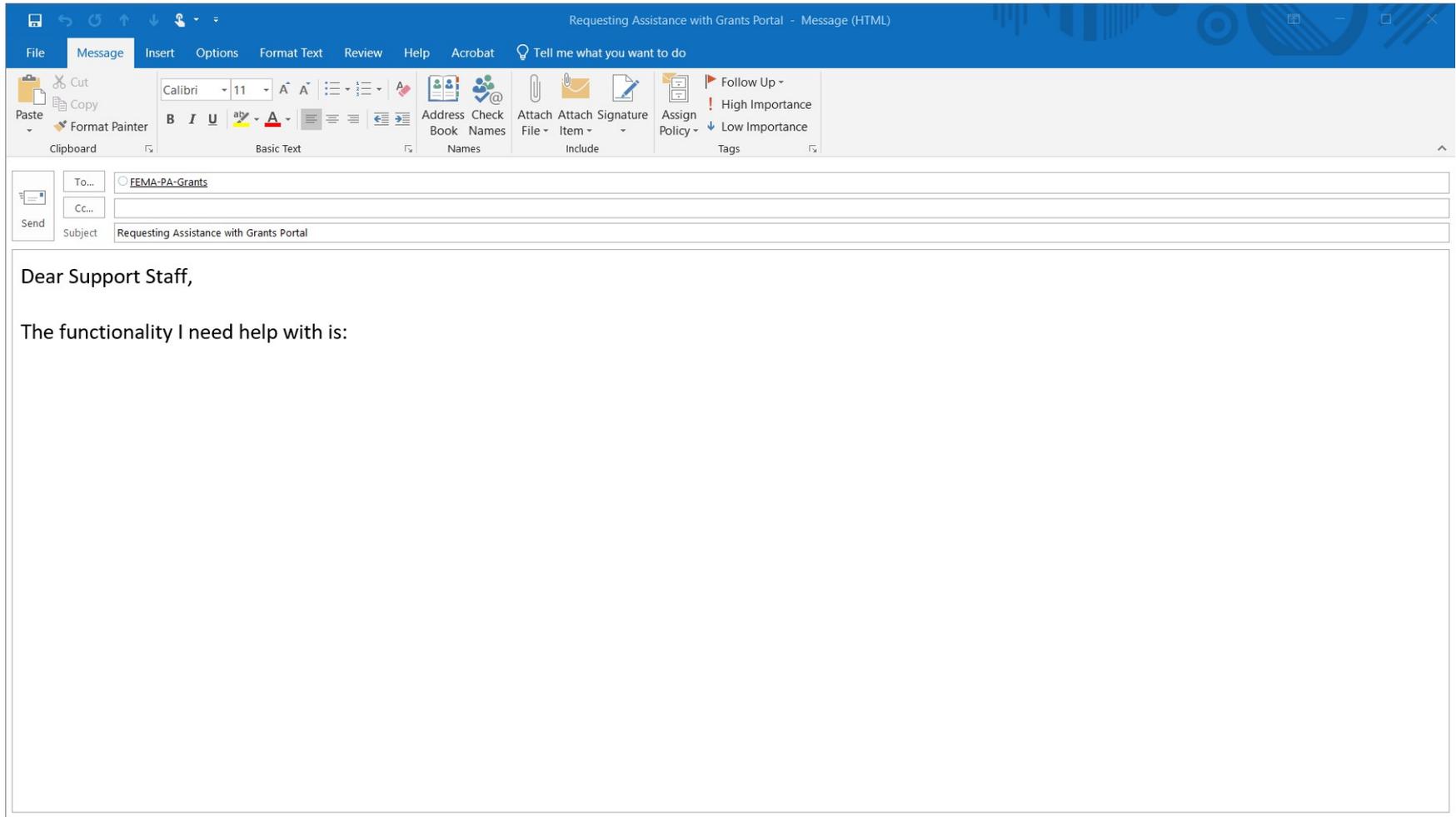
FEMA-PA-Grants@fema.dhs.gov

REQUEST ASSISTANCE FOR CURRENT PAGE

CLOSE

Click to send email with link to your screen

Email for General Help

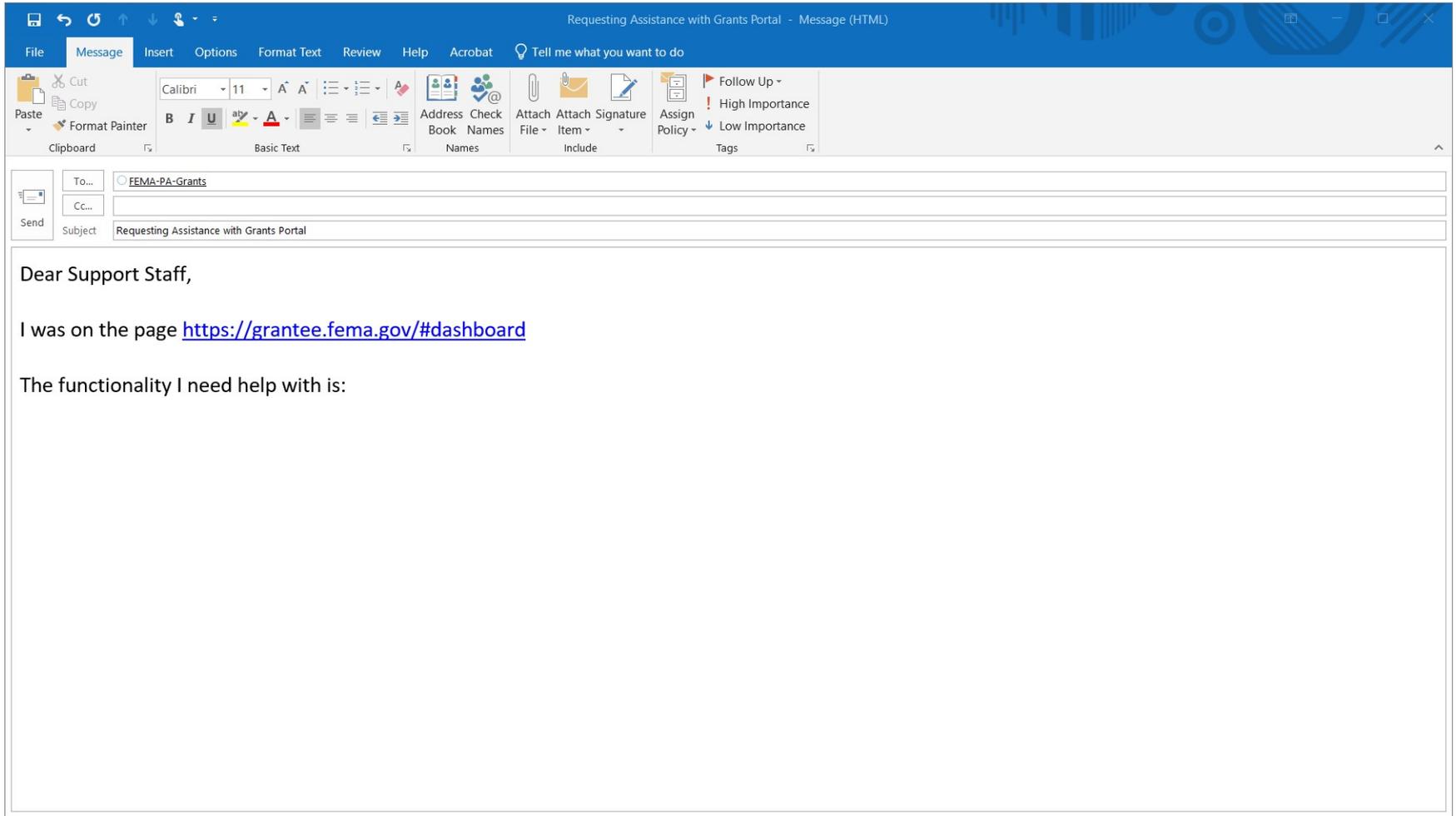


Request Assistance For Current Page

The screenshot shows the Grants Portal interface. On the left is a dark sidebar with navigation items: Dashboard, My Organization (Alabama (000-00000-00)), My Tasks, Calendar, Subrecipients (Organization Profiles, Organization Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Projects, Damages, Work Order Requests, Work Orders), and Subrecipient Tasks. The main content area has a warning message: "Your organization has been [redacted] for any of your subrecipients." Below this is a "Click here to submit a RPA" link and a "Subs. Projects" card with "All Active Subrecipien..." and a large number "1". A white help modal titled "Help with Grants Portal" is overlaid on the right. It contains "Call Support" information: phone number (866) 337-8448, National Hotline Hours of Operation: 8:00 AM - 7:00 PM ET, Monday through Friday, and Puerto Rico Hotline Hours of Operation: 8:30 AM - 5:00 PM AST, Monday through Friday. It also contains "Email Support" information: email address FEMA-PA-Grants@fema.dhs.gov. At the bottom of the modal are two buttons: "REQUEST ASSISTANCE FOR CURRENT PAGE" (with an envelope icon) and "CLOSE" (with an X icon). A red callout bubble points to the "REQUEST ASSISTANCE FOR CURRENT PAGE" button with the text "Click to send email with link to your screen".

Click to send email
with link to your
screen

Email For Assistance on Current Page



Grants Portal Hotline:
(866) 337-8448



Provide Change Requests To Grants Portal

The screenshot shows the Grants Portal interface. At the top left is the logo and the text "Grants Portal". Below this is a navigation menu with items: Dashboard, My Organization (Alabama (000-00000-00)), My Tasks, and Calendar. On the right side, there is a user profile dropdown for "Black. Canary" with options: Sign Out, My Profile, Feedback, Help, About, and Release Notes. A yellow warning banner in the center reads: "Your organization has been assigned as the primary Grantee for one or more subrecipients for any of your subrecipients. Click here to submit a RPA on behalf of your subrecipients." A callout box points to the dropdown arrow next to the user name, stating "Step 1: Click on arrow next to name". Another callout box points to the "Feedback" option in the dropdown, stating "Step 2: Click Feedback". On the left side, there is a "Subrecipients" menu with various options like Organization Profiles, Personnel, etc. In the center, there is a blue box labeled "Subs. Projects" with a large white number "1" and the text "All Active Subrecipien...".

Provide Change Requests Pop-Up Box

Grants Portal

Dashboard

My Organization
Alabama (000-00000-00)

My Tasks

Calendar

Subrecipients

Organization Profiles

Recovery Scoping

Meetings

Projects

Damages

Work Order Requests

Work Orders

Subrecipient Tasks

Stats / S

Contact

Damage Description and Dimensions >

Scope & Cost Summary >

Insurance Profile >

FUNDING

Instructions for change requests.

All non-FEMA employees that are experiencing an issue with or have identified an opportunity for improvement in the new CRM tool should email their suggestion to FEMA-PA-Grants@fema.dhs.gov

Once you have submitted your change request, the support team will review the submission for completeness and impacts, and the work stream leads will indicate the recommendation, and implement agreed upon solutions.

Requested changes will be made immediately or will be approved. Critical changes (those that must be addressed immediately to complete the session) will be addressed first.

CLOSE

Step 1: Click hyperlink or copy and paste into email

Step 2: Click Close

Sign Out

The screenshot shows the Grants Portal interface. At the top left is the logo and the text "Grants Portal". Below this is a navigation menu with items: Dashboard, My Organization (Alabama (000-00000-00)), My Tasks, and Calendar. On the left side, there is a "Subrecipients" menu with a list of options: Organization Profiles, Organization Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Projects, Damages, Work Order Requests, and Work Orders. At the bottom left is "Subrecipient Tasks". In the center, a yellow alert box contains a warning icon and the text: "Your organization has been assigned as the primary Grantee for one or more subrecipients for any of your subrecipients." Below this is a link: "Click here to submit a RPA on behalf of your subrecipients." On the right, a user profile dropdown menu is open, showing the user's name "Black, Canary" and a list of options: Sign Out, My Profile, Feedback, Help, About, and Release Notes. Two red callout boxes provide instructions: "Step 1: Click on arrow next to name" points to the dropdown arrow, and "Step 2: Click Sign Out" points to the "Sign Out" option. A blue box with the number "1" is positioned over the "Subs. Projects" section.

Step 1: Click on arrow next to name

Step 2: Click Sign Out