

Create Account Appeal

1. Locate the **Account** that will be appealed, and click the **“Create New Request”** button.

The screenshot shows a web interface for a grant account. At the top, there's a red header with '9999 Public Assistance Test Grant (PA)' and 'Any Texas Town'. Below the header, the title 'Account for 9999 (PA) - Any Texas Town' is displayed. A navigation bar contains a 'Create New Request' button, which is highlighted with a red box, and a 'More' dropdown. The main content area is divided into three sections: 'Summary' (with sub-sections like Projects, Payments, Quarterly Reports, Contacts, Notes, Documents, History), 'Account Details' (with fields for Authorized Agent, Project Count, Eligible Obligated, Federal Obligated, State Obligated, Local Share, and Advances Requested), and 'Grant' (with fields for Grant name, Declaration date, Emergency Deadline, and Permanent Deadline). An 'Applicant' section is also visible on the right, showing details for 'Any Texas Town'.

2. The following screen will display. Click **“New Appeal.”**

The screenshot shows a 'Create a New Request' screen with a blue header. Below the header, there's a note: 'Select the request you would like to create by clicking on the name of the request below. Note: For a list of Applicant or Project-based requests, first navigate to the Applicant or Project screen.' There are four request options listed in a grid:

- New Account Closeout**: This form notifies the State that all work for this disaster is complete and all requested funding has been received.
- New Withdraw Assistance Request**: This form requests the immediate closure of an account of a grant.
- New Appeal**: This form notifies the State of a desire to Appeal a Federal Determination regarding account or project eligibility. (This option is highlighted with a red box.)
- New Small Project Closeout**: This form notifies the State of small PA project completion and it is ready to close.

At the bottom right of the screen, there is a 'Cancel' button.

3. The form will display. Complete the form:
 - a. Enter the **“Justification”** (why appeal is needed).
 - b. Select **“Type”** of Appeal from the drop down menu (Applicant/Account in this example).
 - c. Select **“Appeal Request”** from the drop down menu (First Appeal in this example).
 - d. Enter **“Approved Dollar Value.”**
 - e. Click **“Save”** to establish the form (the form can be saved without submitting, and retrieved at a later time from your **“Drafts”** under the **Inbox** menu). The form must be saved before attaching any documents.
 - f. Click on the **“Add Document”** button to upload all pertinent supporting documentation. (Please see note on form under Appeal Request for First Appeals.)
 - g. Click the **“Submit”** button when the form is complete, and you have checked to make sure that the **Deliverables** on the **Summary** tab were completed.

Note: The appeal must contain documented justification supporting the appeal including monetary amount in dispute. It must also include a citation of the provisions in federal law, regulation, or policy with which you believe the initial action was inconsistent.

Appeal Form

The screenshot shows a web application interface for creating a new appeal. The form is titled "Create New Appeal" and has a red header. Below the header are buttons for "Save", "Submit", and "Cancel". The form fields are:

- Justification:** A large text area with a red box and arrow labeled 'a' pointing to it.
- Type:** A dropdown menu with "Applicant/Account" selected, with a red box and arrow labeled 'b' pointing to it.
- Appeal Request:** A dropdown menu with "First Appeal" selected, with a red box and arrow labeled 'c' pointing to it.
- Approved Dollar Value:** An input field with a red box and arrow labeled 'd' pointing to it.

 At the bottom of the form, there are sections for "Notes & Comments" (with a red box and arrow labeled 'e' pointing to the "Add Note" button), "No Uploaded Documents" (with a red box and arrow labeled 'f' pointing to the "Add Document" button), and "No Issues". A red box and arrow labeled 'g' points to the "Submit" button at the top left of the form area.

4. After you have saved the form, click the **“Summary”** tab on the left side menu to view the **Deliverables**. Verify that you have completed all deliverables by clicking on the box next to the **Deliverable**. This will place a check mark in the box to indicate that you completed that specific deliverable.

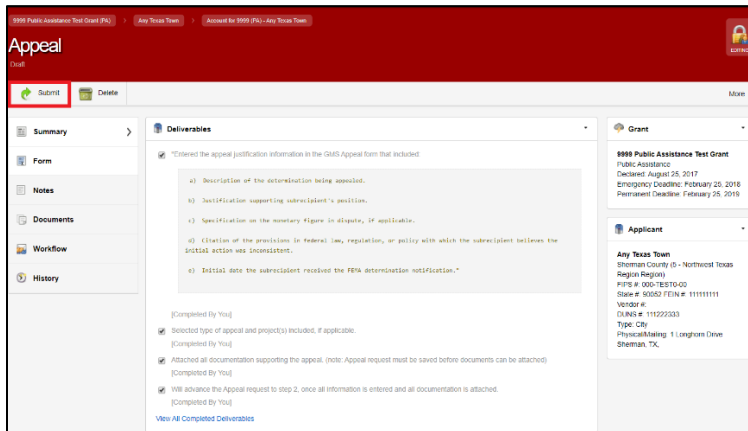
Note: Each **Deliverable** must be checked off/completed before the form can be submitted.

The screenshot shows a web application interface for an 'Appeal' form. The top navigation bar is red and contains the text '9999 Public Assistance Test Grant (PA)', 'Any Texas Town', and 'Account for 9999 (PA) - Any Texas Town'. Below the navigation bar, the word 'Appeal' is displayed in a large font, with 'Draft' underneath it. On the left side, there is a vertical menu with several items: 'Summary' (highlighted with a red box), 'Form', 'Notes', 'Documents', 'Workflow', and 'History'. The main content area is divided into two columns. The left column is titled 'Deliverables' and contains a list of five items, each with a checkbox and a description: 1) 'Entered the appeal justification information in the GMS Appeal form that included.' (checked), 2) 'Description of the determination being appealed.' (unchecked), 3) 'Justification supporting subrecipient's position.' (unchecked), 4) 'Specification on the monetary figure in dispute, if applicable.' (unchecked), and 5) 'Citation of the provisions in federal law, regulation, or policy with which the subrecipient believes the initial action was inconsistent.' (unchecked). Below these items are three more checkboxes: '[Completed By You] Selected type of appeal and project(s) included, if applicable.' (checked), '[Completed By You]' (checked), and 'Attached all documentation supporting the appeal. (note: Appeal request must be saved before documents can be attached)' (unchecked). The right column is titled 'Grant' and contains information for '9999 Public Assistance Test Grant Public Assistance', including 'Declared: August 25, 2017', 'Emergency Deadline: February 25, 2018', and 'Permanent Deadline: February 25, 2019'. Below the 'Grant' section is an 'Applicant' section for 'Any Texas Town', including 'Sherman County (S - Northwest Texas Region Region)', 'FIPS #: 000-TEST0-00', 'State #: 90032 FEIN #: 111111111', 'Vendor #', 'DUNS #: 111222333', 'Type: City', and 'Physical/Mailing: 1 Longhorn Drive Sherman, TX'.

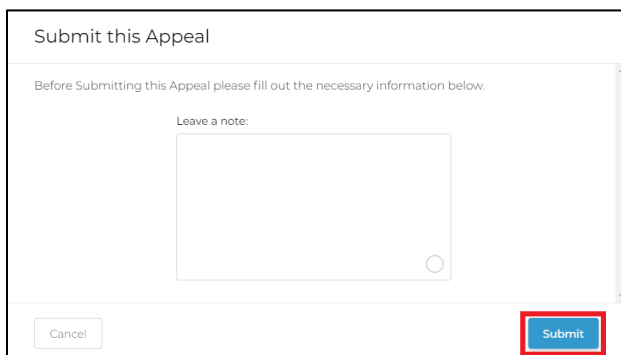
5. If you click the **“Submit”** button prior to verifying that all Deliverables have been completed, the following warning will display. Click the **“Okay”** button to return to the **Deliverables**.

The warning dialog box has a red header with a warning icon and the text 'Warning!'. Below the header, the text reads 'The following requirements must be completed before you can advance:'. Underneath this text, the word 'Deliverables' is listed with a blue bullet point. At the bottom right of the dialog box, there is a red button with the text 'Okay'.

6. Click the **“Submit”** button when all of the **Deliverables** have been completed.



7. You may leave a note when this window is displayed. Click the **“Submit”** button when done.



8. A notification will display letting you know that the **Appeal** was successfully submitted. Select the button for the desired action. **“Close”** the window or **“Go to Account.”**

