Locate State Contacts

1. From your **Home** screen, click the **"Accounts"** tab on the side menu to bring up a list of Accounts for your entity. *If you are a contact for multiple Applicants, you must select an Applicant first.* Select an Account to view the State Contacts.

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Any Texas Town										AD-ONLY				
	Create New Request 📷 Submit New Reimbursement Request									tore •				
	Summa	ary				Accounts								
	Accour	ccounts		>	Quick	Search:					2 results	• \	1	-
400	Accounts Requests for Assistance Account Activation				Program	Grant #	• Grant Name			Proj Count	Close	d Date		
			ts for Assistance			HMGP	9999	Mitigation Plan Tra	king		1			
	Withdra	Withdraw Requests				PA	9999	Public Assistance 1	est Grar	nt	7			

2. Click "Contacts," and then "State" to bring up the state contacts.

9999 Public Assistance Test Grant (PA)	Any Texas Town				l l			
Account for 9999	(PA) - Any Te	xas Town				EAD-ONLY		
Create New Request					1	More •		
Summary >	Account Details			•	🧇 Grant	•		
💥 Projects	Authorized Agent:	Authorized Agent: Joe Applicant - Emergency Manager						
Payments	Project Count:	7 Projects 5 Unobligated 2 Obligated - Large (All Open)			Declared: January 18, 2017 Emergency Deadline: July 18, 2021 Permanent Deadline: January 18, 2023			
31 Quarterly Reports	Eligible Obligated:	\$377,781.90 \$377,781.90 Not Expended			Applicant	•		
Applicant State	Federal Obligated:	Federal Obligated: \$390.761.78 (262.26%) \$317.299.79 Un-Paid Vew Graph						
Notes	State Obligated:	State Obligated: 524,192.84 (6,40%) S52,192.84 (b,40%) 524,192.84 (b,70%) View Graph Vew Graph						
Documents	Local Share: \$36,289.27 (-168.66%)				Type: City Physical/Mailing: 1 Longhorn Drive			
③ History	Advances Requested:	\$0.00	Expand		Sherman, TA,			

3. Look at the last column, **Positions(s)**, for Primary State Contact. The **Primary State Contact** will be your point of contact with the State, and can be reached via phone or email.

Note: If the entire email address is not visible because it is too long, hover your mouse over the email address. The entire email address will display in a small box. You can also drag the top of the column to the right to view the full email address.

9999 Public Assistance Test Grant (PA) Any Texas Town Account for 9999 (PA) – Any Texas Town Active										
Create New Request								More		
Summary		Contacts >> State								
M Projects		Quick Search: 3 results • 🕎								
-		▼ Name	Title	Bus Phone	Email	Notify	Is User	Position(s)		
is Payments	>	Colleen O'Neal	Section Administrator Region 4 & 5	806-740-8936	colleen.oneal@dps.texas.gov	Y	Yes	Other		
I Quarterly Reports		Theresa West	PA Grant Coordinator	806-740-8935	theresa.west@dps.texas.gov	Y	Yes	Other		
		User 3 Test	Test	555-555-5555	User3@aol.com	N	Yes	Primary State Contact		
Applicant State	>									