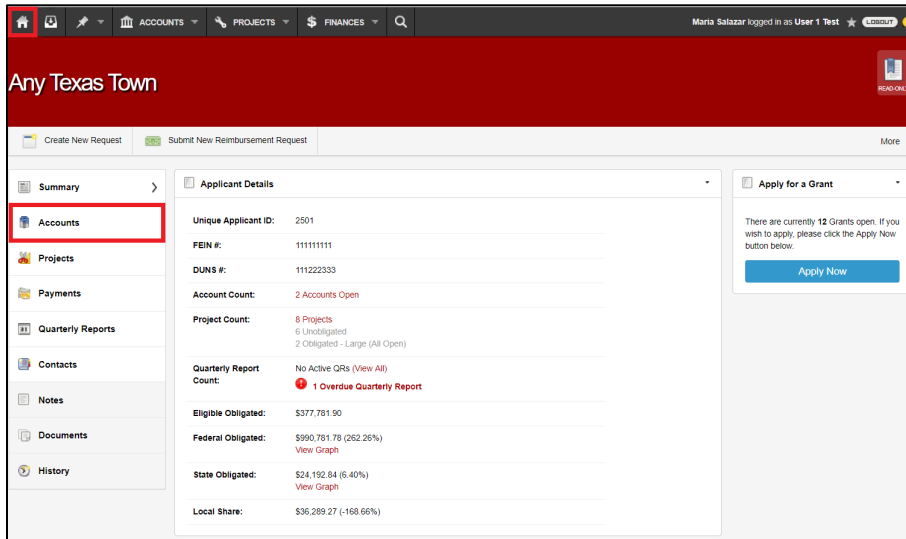
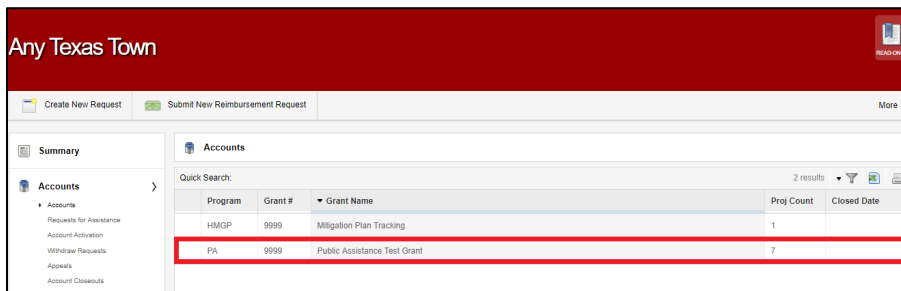


Create Project Appeal

1. From the **Home** screen, select the **“Accounts”** tab from the left side menu. If you represent more than one organization, select the Applicant first.



2. Select the **“Account”** that contains the **Project** that needs the **Appeal**. The system will navigate to that account (*lines are hyperlinked*).



3. Select the **“Projects”** tab to the left of the **Account Details** screen to bring up a list of projects for this grant.

Account for 9999 (PA) - Any Texas Town

Account Details

Project Count: 7 Projects
 5 Unobligated
 2 Obligated - Large (All Open)

Eligible Obligated: \$377,781.90
 \$377,781.90 Not Expended

Federal Obligated: \$990,781.78 (262.26%)
 \$317,299.79 Un-Paid
 View Graph

State Obligated: \$24,192.84 (6.40%)
 \$24,192.84 Un-Paid
 View Graph

Grant: 9999 Public Assistance Test Grant
 Public Assistance
 Declared: January 18, 2017
 Emergency Deadline: July 18, 2021
 Permanent Deadline: January 18, 2023

Applicant: Any Texas Town
 Sherman County (5 - Northwest Texas Region Region)
 FIPS #: 000-TEST0-00
 State #: 90052 FEIN #: 111111111
 Vendor #:
 DUNS #: 111222333
 Type: City
 Physical/Mailing: 1 Longhorn Drive
 Sherman, TX.

4. A list of Projects will display. Select the **“Project”** to be **Appealed**.

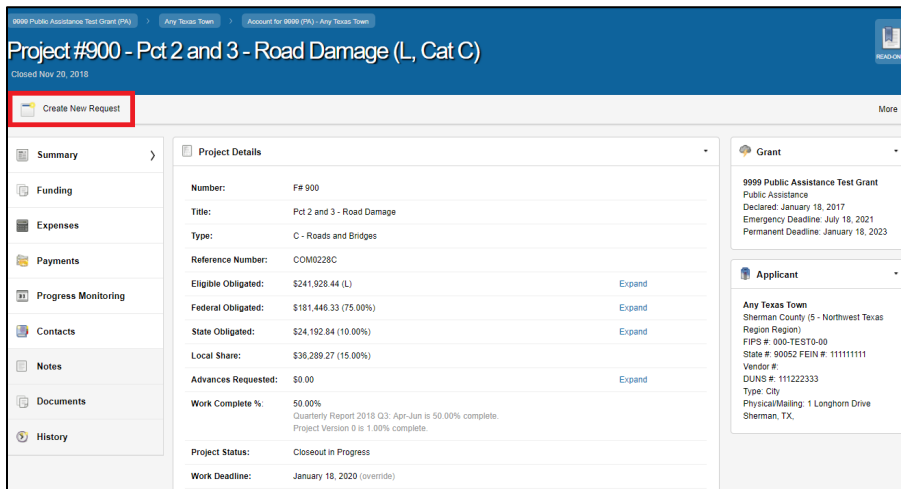
Account for 9999 (PA) - Any Texas Town

Projects

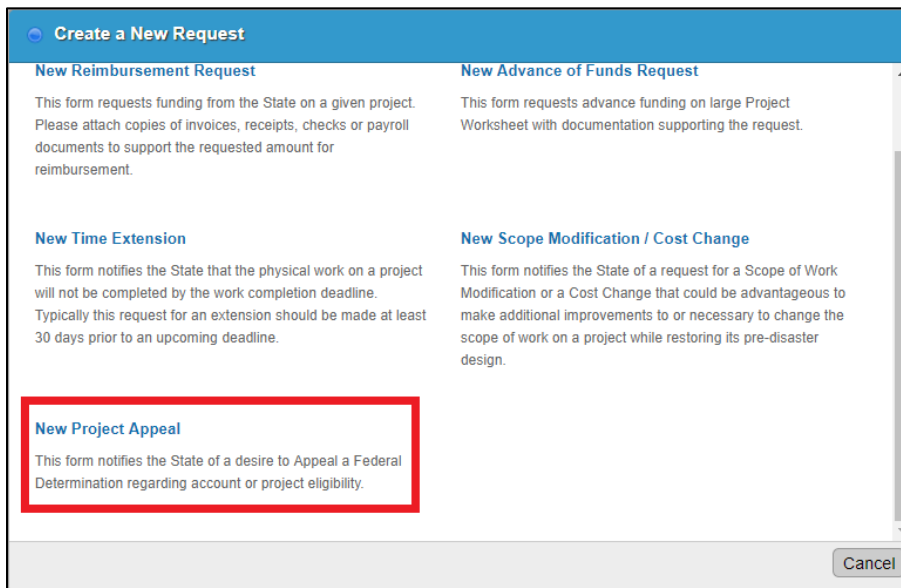
Quick Search: 7 results

Proj...	Proj S#	Project Title	Proj...	Size	Eligible Amt	F %	Expended %	Fede...	State...	Status
11		Test	E	L	\$0.00	0%	0%	0%	n/a	Pending Obligation
74		EXP Asbestos Abatement and E	B	L	\$135,853.46	100%	0%	0%	n/a	Closeout in Progr...
75		EXP Asbestos Abatement and E	B	L	\$0.00	0%	0%	0%	n/a	Pending Obligation
126		Emergency Protective Measures City Wide	B	L	\$0.00	0%	0%	0%	n/a	Pending Obligation
205		DR-4332-City Emergency Protective	B	L	\$0.00	0%	0%	0%	n/a	Pending Obligation
490		Harry Park Trail	G	L	\$0.00	0%	0%	0%	n/a	Pending Obligation
900		Pct 2 and 3 - Road Damage	C	L	\$241,928.44	75%	0%	0%	0%	Closed Nov 20, 2...

- The **Project Details** Summary screen will display. Click the **“Create New Request”** button.



- Scroll down, and select **“New Project Appeal”** to be navigated to the form.



- The form will display. Complete the form:
 - Enter the **“Justification”** (why project appeal is needed).
 - Select **“Type”** of Appeal from the drop down menu (Project in this case).
 - Select **“Project(s).”** A list of projects will be displayed. The project navigated from will be highlighted. More than one project can be selected by holding

- down the Ctrl key on your key board, and clicking on the other projects that you would like to appeal.
- Enter **“Other Projects”** that are being appealed, but are not listed in the **“Project(s)”** field above.
 - If this appeal is a second appeal, select the first/initial appeal from the drop down menu under **“Initial Appeal.”**
 - Select **“Appeal Request”** from the drop down menu.
 - Enter **“Approved Dollar Value.”**
 - Click **“Save”** (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.
 - Click the **“Add Document”** button to upload required documentation.
 - 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.

Appeal Form

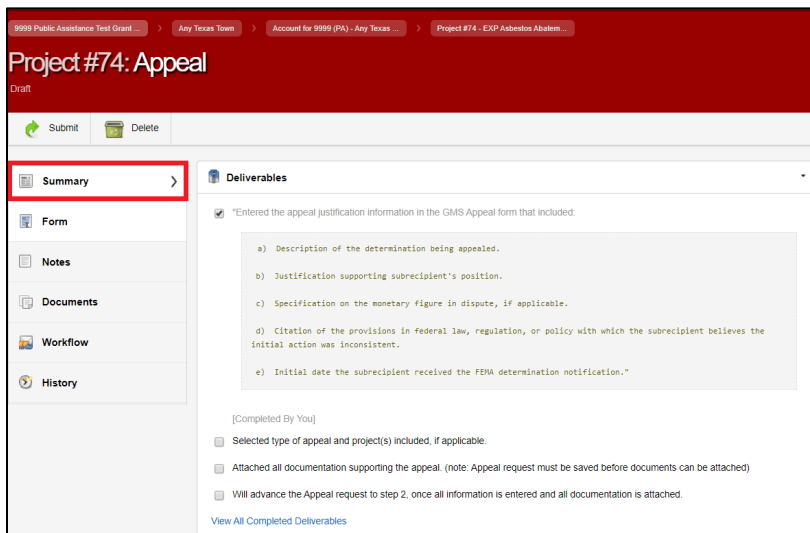
The screenshot shows the 'Create New Appeal' form with the following fields and annotations:

- Justification:** Text area with annotation 'a'.
- Type:** Dropdown menu with 'Project' selected, annotation 'b'.
- Project(s):** List box containing several project names, annotation 'c'.
- Other Projects:** Text area with a note 'List any projects not included in the above list.', annotation 'd'.
- Initial Appeal:** Dropdown menu with 'Select One' selected, annotation 'e'.
- Appeal Request:** Dropdown menu with 'Choose One' selected, annotation 'f'.
- Approved Dollar Value:** Text area with a dollar sign, annotation 'g'.
- Buttons:** 'Save' (annotation 'h'), 'Submit' (annotation 'j'), and 'Add Document' (annotation 'i') at the bottom right.

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.

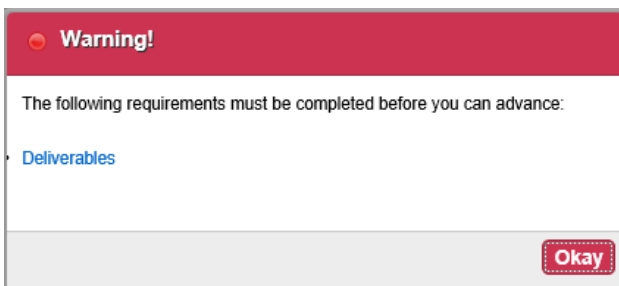
8. After you have saved the form, click the **“Summary”** tab on the left side menu, to view the **Deliverables**. Verify that you have completed all deliverables by clicking on the box next to the **Deliverable**. This will place a check mark in the box to indicate that you completed that specific deliverable.

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



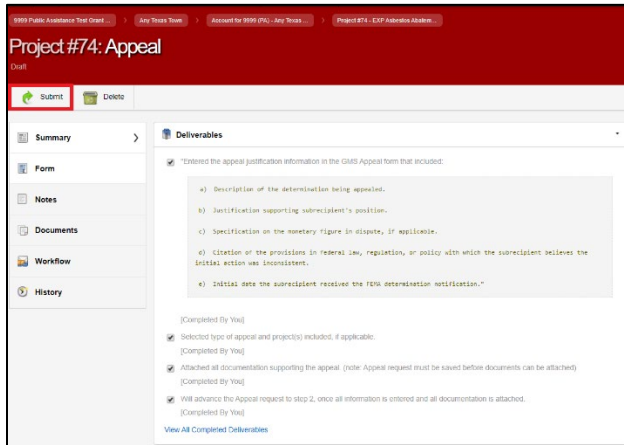
The screenshot shows a web interface for 'Project #74: Appeal'. The top navigation bar includes links for '9999 Public Assistance Test Grant', 'Any Texas Town', 'Account for 9999 (PA) - Any Texas...', and 'Project #74 - EXP Asbestos Abateme...'. Below the navigation, there are 'Submit' and 'Delete' buttons. A left sidebar menu is visible with options: Summary (highlighted with a red box), Form, Notes, Documents, Workflow, and History. The main content area is titled 'Deliverables' and contains a list of requirements, each with a checkbox. The first requirement is checked: 'Entered the appeal justification information in the GMS Appeal form that included:'. Below this, a list of sub-requirements (a-e) is shown in a light gray box: a) Description of the determination being appealed, b) Justification supporting subrecipient's position, c) Specification on the monetary figure in dispute, if applicable, d) Citation of the provisions in federal law, regulation, or policy with which the subrecipient believes the initial action was inconsistent, and e) Initial date the subrecipient received the FEMA determination notification. Below the list, there is a section '[Completed By You]' with three unchecked checkboxes: 'Selected type of appeal and project(s) included, if applicable.', 'Attached all documentation supporting the appeal. (note: Appeal request must be saved before documents can be attached)', and 'Will advance the Appeal request to step 2, once all information is entered and all documentation is attached.'. A link 'View All Completed Deliverables' is at the bottom.

9. 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**.

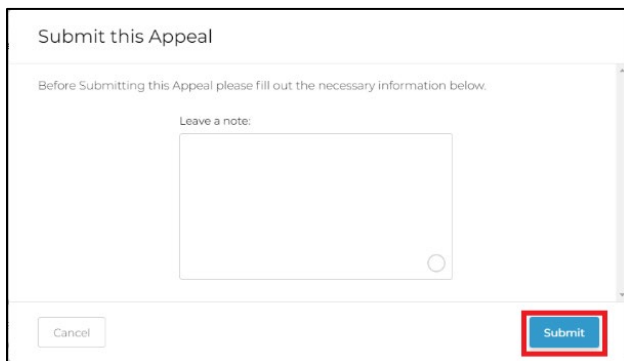


The warning dialog box has a red header with a white exclamation mark icon and the text 'Warning!'. Below the header, the text reads 'The following requirements must be completed before you can advance:'. Underneath, the word 'Deliverables' is listed with a blue dot next to it. At the bottom right of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

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



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



12. A notification will display letting you know that the **Appeal** was successfully submitted. You may **“Close”** the window, or **“Go to Project.”**

