



TDEM Grants Management System

grants.tdem.texas.gov tracks Emergency Management grants in Texas. The system manages the process from application through closeout.

GMS Job Aids

<https://grants.tdem.texas.gov>

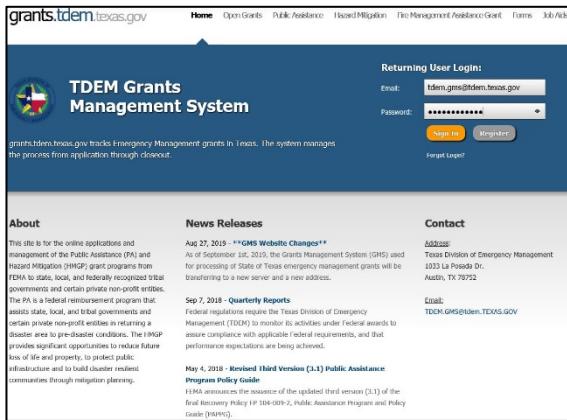
tdem.gms@tdem.texas.gov

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What is TDEM (Texas Division of Emergency Management) Grants Management System (GMS)?



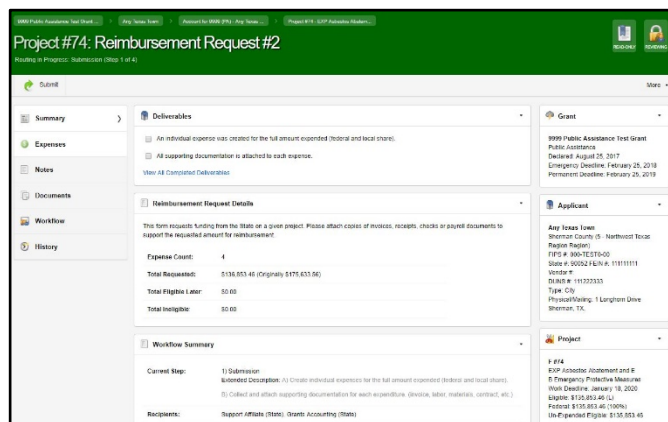
GMS integrates with data from both FEMA (Federal Emergency Management Agency) and State financial systems, and helps applicants keep all of their PA (Public Assistance) and HM (Hazard Mitigation) documents and data in one place. It is a user friendly tool that allows applicants to monitor the status of all of their FEMA grants, and submit application requests, such as Requests for Appeals, Requests for Time Extensions, Request for Closeout, directly to the State. There are also payment requests such as Request for Advance and Request for Reimbursement that have proven to speed the process considerably in other states.

GMS integrates data, documents, workflows, email notifications, a customized inbox, meetings, task tracking, issue tracking, reporting, and a host of customized grant management modules. Here are just a few of

the easy to use tools that will help applicants better manage their FEMA, PA, and HM grants.

- **Quarterly Reports** – This module ties all of an applicant’s current projects to a Quarterly Report submission system. Simply edit the values that may have changed, and hit the submit button. It even remembers entries from last quarter, making this usually laborious and time consuming process a snap.
- **Request for Reimbursement** – This request module allows applicants to submit their payment requests directly in the system, attach supporting documentation, monitor the approval process, and the subsequent payment, all in the system.
- **Request for Advance** – This request module allows applicants to submit their request and justification directly in the system, and monitor the approval process and the subsequent payment.
- **Request for Time Extensions** – Because the system tracks project work deadlines, this module is a handy way for applicants to request an extension, and to monitor that request as it is reviewed by the state and then by FEMA.
- **Scope Changes** – Manage all grant project scope changes in the system. PA versions automatically update the system when they are obligated, which, like many areas of the system sends the applicant’s staff an automated email informing them of the change. HM scope changes come in the form of a request from the applicant in the system, which is then reviewed by the State and forwarded to FEMA.

Proj.	Grant #	Applic.	Proj #	Proj #	Proj.	Proj.	Size	E.	F %	Expended %	Federal	State	Status
PA	4100	San Mar	23		Emergen	B	D	S	75%	100%	100%	100%	Closed Apr 12
PA	4100	Bata	22		Health	C	D	S	75%	100%	100%	100%	Closed Apr 16
PA	4100	Texas C.	73		Damage	E	D	S	75%	100%	100%	100%	Closed Feb 12
PA	4100	Capitol	36		Worksho	G	L	S	75%	100%	100%	100%	Closed Jul 26
PA	4100	Austin	64		Transp	F	D	S	75%	100%	100%	100%	Closed May 10
PA	4100	Marshall	38		Unkn	A	B	S	75%	100%	100%	100%	Closed Aug 26
PA	4100	Phogden	60		Unkn	A	B	S	75%	100%	100%	100%	Closed Oct 22
PA	4100	Frederic	62		Health	C	D	S	75%	100%	100%	100%	Closed Oct 16
PA	4100	Mean Co	2		Emergen	B	D	S	75%	100%	100%	100%	Closed Oct 22
PA	4100	Capitol	35		Emergen	D	D	S	75%	100%	100%	100%	Closed Apr 14



- **Appeals** – When a grant award is made, FEMA allows for a project appeal, and the system allows applicants to request that an appeal be generated for that grant. The system manages the process and applicants can continue to monitor the progress and receive notifications relative to that appeal.
- **Closeout** – When a project is finished and fully funded, applicants may submit a Request for Closeout which notifies the State to start the process of final review.

These are just a few of the features of GMS. The tool helps applicants keep all of their documents and data in one place, and provides a suite of support services that will help manage

all aspects of their FEMA Grant Programs.

Public Home Page

The Public Home Page is the same as the User Login page. Grants.tdem.texas.gov is a web-based portal which manages the entire Public Assistance (PA) and Hazard Mitigation Grant Program (HMGP) process. The portal centralizes PA and HMGP information, connects applicants, the State, and FEMA in one place.

grants.tdem.texas.gov Home Open Grants Public Assistance Hazard Mitigation Fire Management Assistance Grant Forms Job Aids

TDEM Grants Management System

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Returning User Login:

Email:

Password:

[Sign In](#) [Register](#)

[Forgot Login?](#)

About

This site is for the online applications and management of the Public Assistance (PA) and Hazard Mitigation (HMGP) grant programs from FEMA to state, local, and federally recognized tribal governments and certain private non-profit entities. The PA is a federal reimbursement program that assists state, local, and tribal governments and certain private non-profit entities in returning a disaster area to pre-disaster conditions. The HMGP provides significant opportunities to reduce future loss of life and property, to protect public infrastructure and to build disaster resilient communities through mitigation planning.

News Releases

Aug 27, 2019 - ****GMS Website Changes****
As of September 1st, 2019, the Grants Management System (GMS) used for processing of State of Texas emergency management grants will be transferring to a new server and a new address.

Sep 7, 2018 - **Quarterly Reports**
Federal regulations require the Texas Division of Emergency Management (TDEM) to monitor its activities under Federal awards to assure compliance with applicable Federal requirements, and that performance expectations are being achieved.

May 4, 2018 - **Revised Third Version (3.1) Public Assistance Program Policy Guide**
FEMA announces the issuance of the updated third version (3.1) of the final Recovery Policy FP 104-009-2, Public Assistance Program and Policy Guide (PAPPG).

Contact

Address:
Texas Division of Emergency Management
1033 La Posada Dr.
Austin, TX 78752

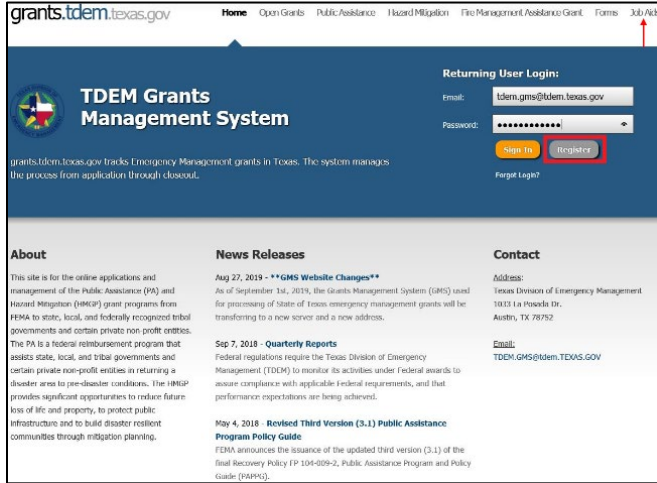
Email:
TDEM.GMS@tdem.TEXAS.GOV

Note: You do not have to be a user to view information on this page.

At the top, right hand side of the screen, click on tabs to view the following:

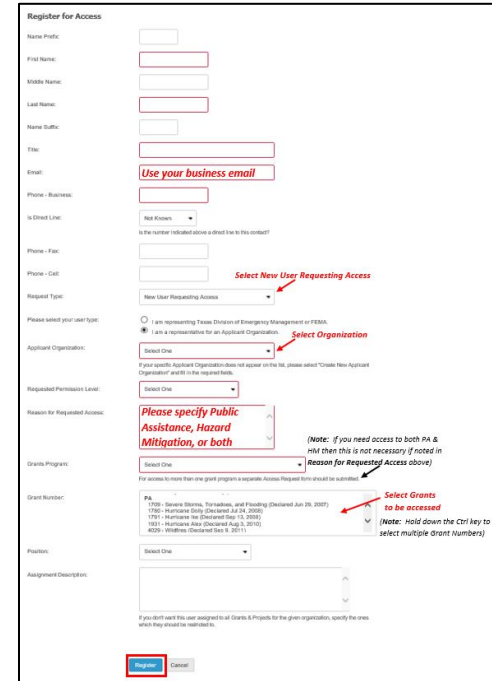
- **Home (Default Tab):** Returning User Login, Forgot Login, Register for Access, About the Texas Division of Emergency Management (TDEM) Grants Management System (GMS), News Releases, and Contact Information
- **Open Grants:** List and description of all open grants
- **Public Assistance:** Disaster specific guidance, and FEMA publications
- **Hazard Mitigation:** Program overview, updates, and documents
- **Fire Management Assistance Grant:** Useful links, updates, and documents
- **Forms:** Public Assistance, Hazard Mitigation, Fire Management Assistance Grant, and Common Forms for these programs
- **Job Aids:** Tools for assisting in performing tasks within GMS

How do I Sign Up for the Grants Management System (GMS)?



1. In order to access GMS you will need to go to <https://grants.tdem.texas.gov> to register. Click on the gray "Register" button, and complete the form. You can click on "Job Aids" at the top of the screen to get detailed information on how you can complete the online form to register for access.

2. In addition to registering, if we do not have a current Designation of Subrecipient Agent (DSA) Form for the grant/program for which access is being requested, a DSA must be completed and signed by the Certifying Official for your entity. *The Certifying Official must be a Mayor, Judge, or Executive Director with the authority to obligate funds and enter into contracts for the organization.* The signed, dated, and completed form should be emailed to TDEM.GMS@tdem.texas.gov. If we have a signed DSA on file, we will email the primary contact at your entity to request permission to grant you access to GMS.




request permission to grant you access to GMS.

3. The link to the DSA form is: <https://grants.tdem.texas.gov/site/Forms.cfm>. The form is located under **Common Forms**.

4. Once your request has been approved, you will receive a system generated email with your Username and temporary password. The system administrators will also send an email informing you that you have been granted access to the system.

Texas Division of Emergency Management Designation of Subrecipient Agent		
Primary Contacts		
Subrecipient:	Grant Program:	
Disaster Number(s):		
Primary Agent Serves as the primary point of contact for projects.		
Name:	Office Number:	
Position/Job Title:	Fax Number:	
Organization/employer:	Cell Number:	
Email*	The Primary Agent will have full GMS access	
Secondary Agent Serves as the secondary point of contact for projects.		
Name:	Office Number:	
Position/Job Title:	Fax Number:	
Organization/employer:	Cell Number:	
Email*	The Secondary Agent will have full GMS access	
Primary Finance Agent Serves as the primary point of contact for financial matters.		
Name:	Office Number:	
Position/Job Title:	Fax Number:	
Organization/employer:	Cell Number:	
Email*	The Primary Finance Contact will have full GMS access	
Certifying Official Serves as the official representative of the organization. Must possess the authority to obligate funds & enter into contracts for the organization.		
Name:	Office Number:	
Position/Job Title:	Fax Number:	
Organization/employer:	Cell Number:	
Email*	GMS Access (pick 1) Full <input type="checkbox"/> Read Only <input type="checkbox"/> None <input type="checkbox"/>	
<small>The above Primary and Secondary Agents are hereby authorized to execute and file the application on behalf of the organization for the purpose of obtaining certain state and federal financial assistance under the Robert T. Stafford Disaster Relief & Emergency Assistance Act, (Public Law 93-288 as amended) or otherwise available. Primary Financial Agent and the Certifying Official are authorized to represent and act for this organization in all financial operations pertaining to this grant with the State of Texas. The Primary Agent will have authority to add or remove users within the Texas Division of Emergency Management (TDEM) Grant Management System (GMS) for all grants.</small>		
*Note: All email addresses must be unique to user		
Signature of Certifying Official	Print Name	Date
<small>(Must be a Mayor, Judge, or Executive Director with the authority to obligate funds & enter into contracts for the organization)</small>		
September 2019		

Quick Start Guide for Obtaining Grants Management System (GMS) Access

- Go to the GMS Website (<https://grants.tdem.texas.gov>) and click on the gray “**Register**” button . For complete instructions, see the *Register for GMS Access* job aid.
- If we have a current signed Designation of Subrecipient Agent (DSA) form on file for your entity, the system administrators will request permission from the primary contact or access approver for your entity to grant you access to GMS.
- If we do not have a current signed DSA Form for the grant/program for which access is being requested, complete the DSA found under Common Forms on the GMS Website. Fill out all of the requested information. If you have not submitted the most recent form, you must complete a new form.

Note: *All persons on the form must have a unique email address (the same email address cannot be used for multiple people).*

- The Certifying Official for your entity must sign and date the form. *The Certifying Official must be a Mayor, Judge, or Executive Director with the authority to obligate funds and enter into contracts for the organization.* Email the completed form to TDEM.GMS@tdem.texas.gov.
- GMS will generate an email with your Username and temporary password. The system administrators will also send out a supplemental email in case you do not receive the automatically generated email from GMS.

Note: *It may take a few days to complete Access Requests after we have received the proper approvals. Please do not submit duplicate requests.*

Register for GMS Access – Applicants

1. Go to <https://grants.tdem.texas.gov>, and click the “**Register**” button.

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Returning User Login:

Email:

Password:

[Forgot Login?](#)

2. Complete the Registration form (*required fields will be highlighted with a red box, but please complete as much information as possible*):

- **First Name:** Enter the user’s first name.
- **Middle Name:** Enter the user’s middle name or initial.
- **Last Name:** Enter the user’s last name.
- **Title:** Enter the user’s current work title.
- **Email:** Enter the user’s business/work email address. This address will be the user’s log in username, and log in information will be sent to this address.
Note: *The same email address cannot be used for multiple contacts.*
- **Phone - Business:** Enter a phone number where the user can be reached.
- **Request Type:** Select from the drop down menu if the user is a New User Requesting Access, or an Existing User Requesting Additional Access.
- **Please select your user type:** Select “**I am a representative for an Applicant Organization.**” (*The other option is reserved for TDEM and FEMA employees.*)
- **Applicant Organization:** Select the applicant which the user represents from the drop down menu.
- **Requested Permission Level:** Select one of the two options from the drop down menu, 1) Applicant - Full Access, or 2) Applicant - Read Only.
- **Reason for Requested Access:** Enter comments as to why access is needed. Also, enter if the user is an Auditor – Applicant. If access is being requested for multiple Grant Programs, list them in this section.
- **Grants Program:** Select the grant program for which the user is requesting access from the drop down menu. If you are requesting access to multiple

Grant Programs, list them in the Reason for Requested Access. A separate Access Request form is not required.

- **Grant Number:** Select the grant number listed under the Grants Program heading (*in bold letters*) for which the user is requesting access from the drop down menu.

Note: To select multiple Grant Numbers, hold down the Ctrl key on the keyboard and click the desired Grant Numbers.

- **Position:** Select the position being requested from the drop down menu. If you are selecting to be the Primary, Secondary Agent, Primary Finance Contact, or Certifying Official you will need to submit a Designation of Subrecipient Agent Form found at <https://grants.tdem.texas.gov/site/Forms.cfm>.
- **Assignment Description:** If the user will be restricted to select projects for HMGP, please list here.

Click the “**Register**” button to submit the form.

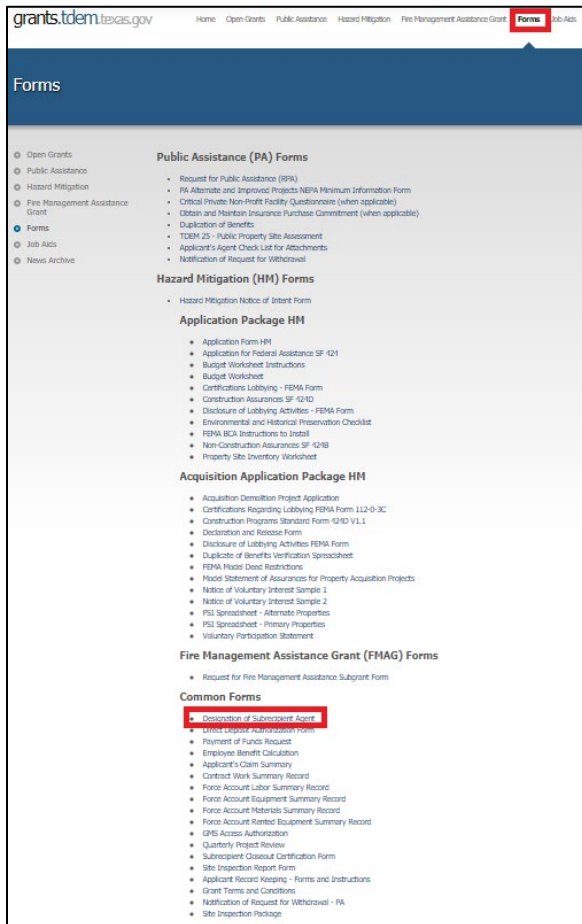
The screenshot shows the 'Register for Access' form with several red annotations and arrows:

- A red box highlights the 'Email' field with the text 'Use your business email'.
- A red arrow points to the 'Request Type' dropdown menu, labeled 'Select New User Requesting Access'.
- A red arrow points to the 'Applicant Organization' dropdown menu, labeled 'Select Organization'.
- A red box highlights the 'Reason for Requested Access' field with the text 'Please specify Public Assistance, Hazard Mitigation, or both'.
- A red arrow points to the 'Grant Number' dropdown menu, labeled 'Select Grants to be accessed'.
- A red box highlights the 'Register' button at the bottom left.

Other annotations include a note: '(Note: if you need access to both PA & HM then this is not necessary if noted in Reason for Requested Access above)' and another note: '(Note: Hold down the Ctrl key to select multiple Grant Numbers)'.

3. In addition to registering, if we do not have a signed Designation of Subrecipient Agent (DSA) Form on file for the grant/program being requested, a DSA form must be

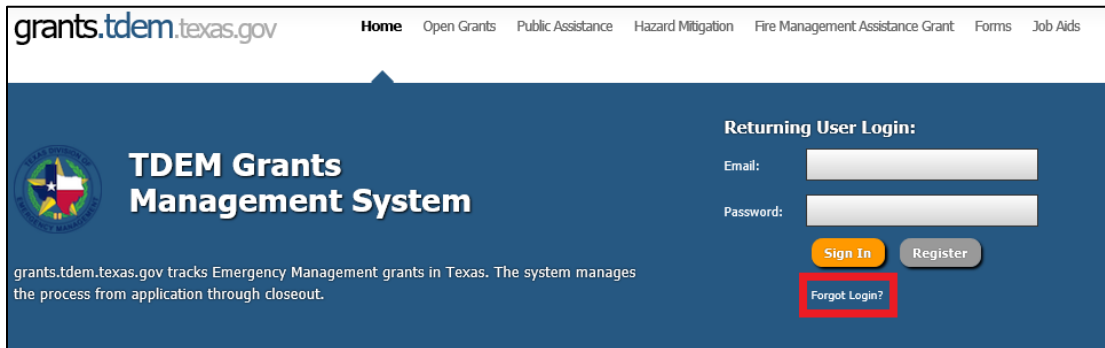
completed and signed by the Certifying Official for your organization. *The Certifying Official must be a Mayor, Judge, or Executive Director with the authority to obligate funds and enter into contracts for the organization.* The signed and completed form should be emailed to TDEM.GMS@tdem.texas.gov. The form can be found by clicking on **“Forms”** at the top of the Grants Management System (GMS) home page. The link to the form is <https://grants.tdem.texas.gov/site/Forms.cfm>. If we have a current signed DSA on file, the system administrators will email the primary contact/access approver for your entity to request permission to grant you access to GMS.



4. The system administrators will set up the new user account, and a system generated email from grants.tdem.texas.gov will be sent out. The email will include your Username and temporary password. The system administrators will also send an email informing you that your account has been set up.

Reset Password (Forgot Login)

1. If you forget your login information, click on **“Forgot Login?”** on the GMS website.



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Returning User Login:

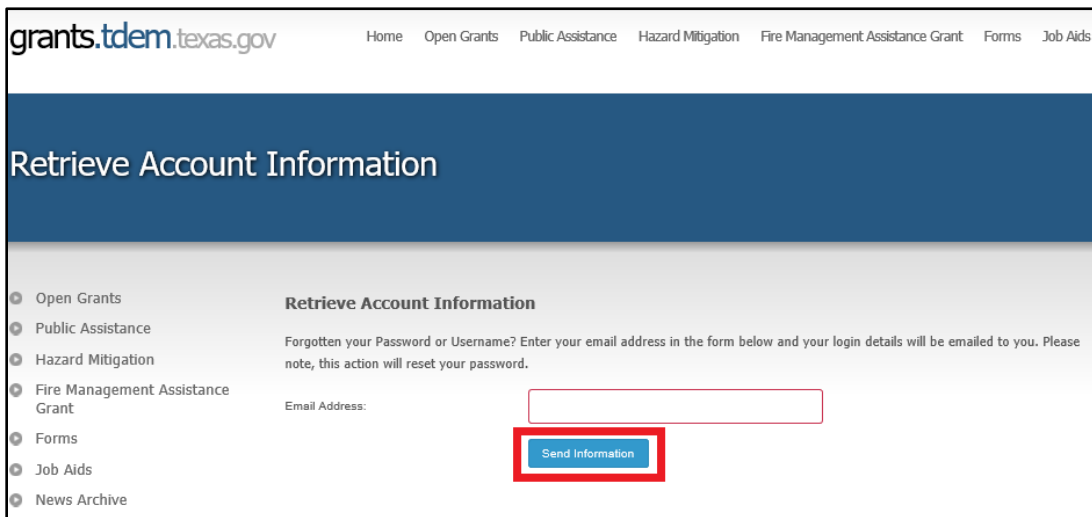
Email:

Password:

Sign In Register

Forgot Login?

2. Type your email address in the red box, and click the blue **“Send Information”** button.



grants.tdem.texas.gov Home Open Grants Public Assistance Hazard Mitigation Fire Management Assistance Grant Forms Job Aids

Retrieve Account Information

Retrieve Account Information

Forgotten your Password or Username? Enter your email address in the form below and your login details will be emailed to you. Please note, this action will reset your password.

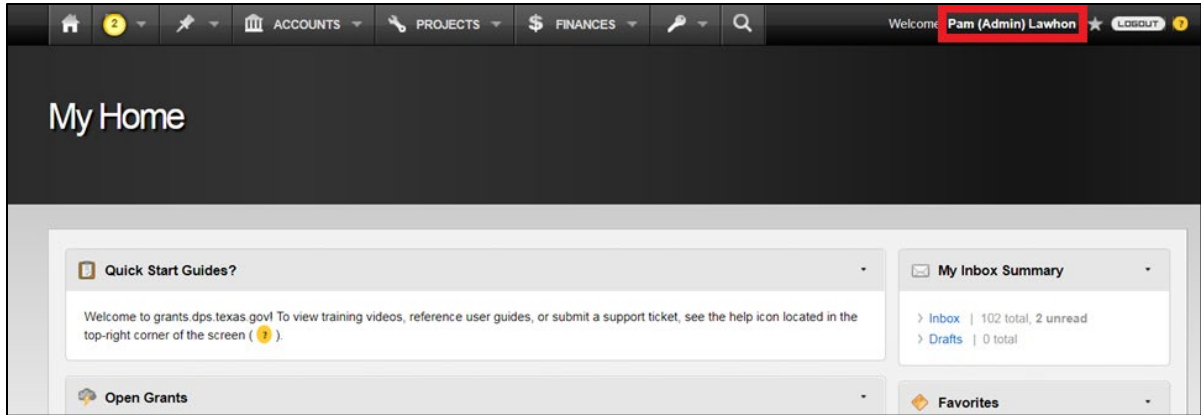
Email Address:

Send Information

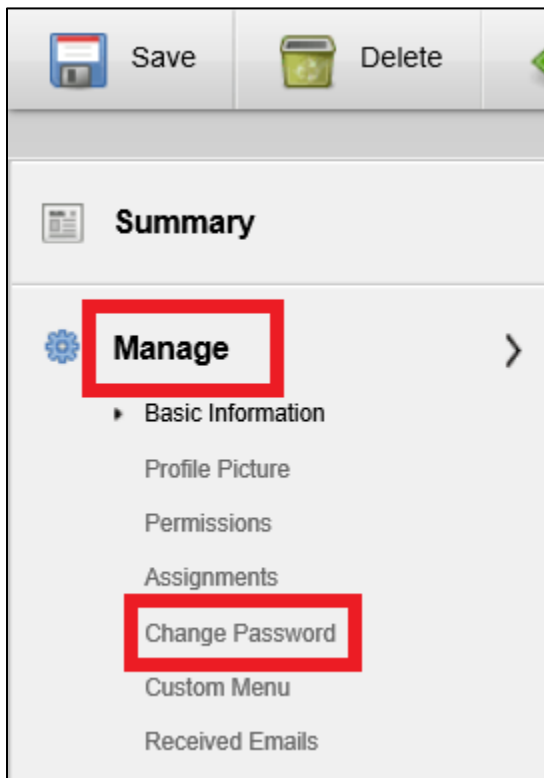
3. You will receive an email from no-reply@emgrantspro.com containing a link to reset your password.

Change Password

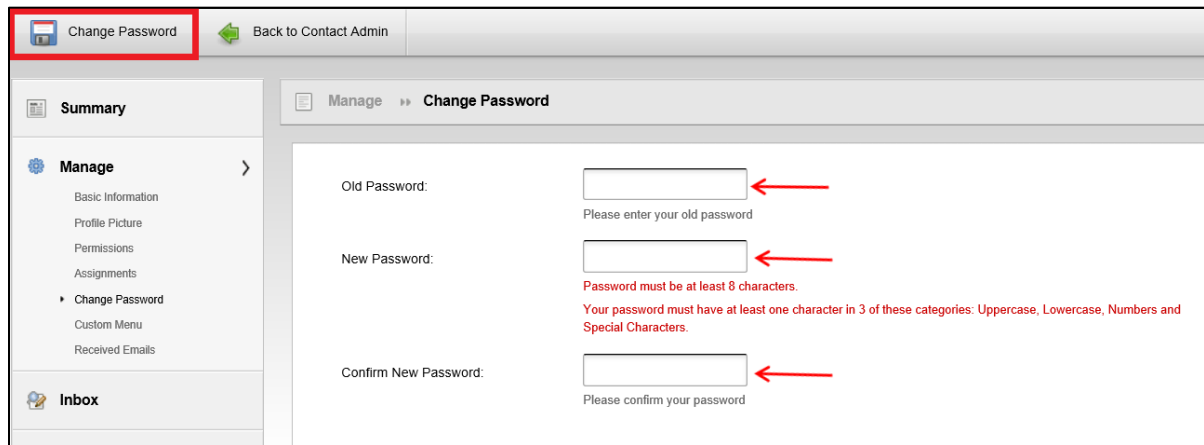
1. To change your password once you received a system generated password, select your name at the upper right had corner.



2. Select ***“Manage,”*** and then ***“Change Password.”***



3. Enter the temporary password provided or old password in the box labeled **“Old Password.”** Enter a **“New Password”** and **“Confirm New Password.”** Then click the **“Change Password”** button above.



Change Password Back to Contact Admin

Summary

Manage Change Password

Manage

- Basic Information
- Profile Picture
- Permissions
- Assignments
- Change Password
- Custom Menu
- Received Emails

Inbox

Old Password: Please enter your old password

New Password: Password must be at least 8 characters.
Your password must have at least one character in 3 of these categories: Uppercase, Lowercase, Numbers and Special Characters.

Confirm New Password: Please confirm your password

User Profile / Update Contact Information

The screenshot shows a web application interface for managing a user profile. At the top, there's a navigation bar with 'ACCOUNTS', 'PROJECTS', and 'FINANCIALS'. The user is logged in as 'User 5 Test'. The main content area is titled 'User 5 Test' and has a 'Manage' tab selected. The 'Manage' tab is further divided into 'Basic Information' and 'Preferences'. The 'Basic Information' section contains the following fields:

- Name Photo:
- First Name:
- Middle Name:
- Last Name:
- Name Suffix:
- Title:
- Organization:
- Email:
- Phone - Business:
- In Direct Link:
- Phone - Fax:
- Phone - Cell:
- Phone - Home:
- Phone - Pager:
- Personal Number:
- Supervisor:
- Location:
- Name:
- Address:
- City:
- State:
- Zip Code:
- User Info:
- Username:
- Password:
- In Our Office:
- Preferences:
- Hide Product Menu:
- Email Notifications Enabled:

By clicking on your name at the top right of the screen, you will be able to access your user profile. Your contact details will display. Click the **“Manage”** tab on the left navigation menu to do the following:

Edit your **Basic Information**

- Title
- Organization
- Email
- Phone Number(s)
- Supervisor (*must be GMS User*)
- Address
- Change Password
- Set out of Office Back-up User
- Set Email Notifications
- Change Profile Picture

If you need to change your name, please submit a support ticket. If you have changed organizations, you will need to register for access from the GMS login page, or submit a new DSA for your new organization.

My Home Page

The **Home** screen will give the user information, and the ability to navigate the system. The applicant that you represent will be displayed in the dark red area at the top of the page. If you represent multiple entities, the system will prompt you to **“Choose an Applicant.”**

The screenshot displays the 'My Home Page' interface. At the top, a dark red header contains the text 'Any Texas Town' and a 'Menu Bar' label with an arrow pointing to the navigation tabs. Below the header, there are two main sections: 'Applicant Details' and 'Apply for a Grant'. The 'Applicant Details' section lists various metrics such as Unique Applicant ID, FEIN #, DUNS #, Account Count (2 Accounts Open), Project Count (8 Projects, 6 Unobligated, 2 Obligated - Large (All Open)), Quarterly Report Count (1 Overdue Quarterly Report), and Eligible Obligated amounts for Federal, State, and Local Share. The 'Apply for a Grant' section shows a message about 11 open grants and an 'Apply Now' button. A sidebar on the left contains navigation links for Summary, Accounts, Projects, Payments, Quarterly Reports, Contacts, Notes, Documents, and History.

- **Applicant Details:** Number of open accounts, project count, number of quarterly reports, and other financial information will be listed in this section. The items in red are hyperlinked. Click on any of those items to get additional information.
- **Menu Bar:** Will appear throughout the system.
- **Create New Request:** This button is used for a Data Update Request to remove a contact or update any incorrect data on your organization’s profile (*Support Ticket will be created*).

- **Submit New Reimbursement Request:** Once you click on this button, you will be prompted to select the **“Grant”** and **“Project”** for the Reimbursement Request.

If you represent multiple applicants, you will be prompted to select an applicant in order to view the **Applicant Details** for the selected applicant, as displayed in the previous page.

Choose an Applicant

Save as Menu Preset

Quick Search: 2 results


Name	FIPS #	Classification	County	PNP	Agency
Any Texas County	111-TEST0-00	County	Sherman	N	N
Any Texas Town	000-TEST0-00	City	Sherman	N	N

Menu Bar



- **Home:** The Home icon navigates to the Home page.
- **My Inbox:** This is like your email. A round icon will appear on the **My Inbox** menu located on the Main Menu bar if a new item is received in your inbox and will indicate the count of unread new items.
- **Saved Presets (Thumb Tack):** Allows the user to customize their menu.
- **Accounts Tab (Applicant + Disaster = Account):** The Accounts Tab allows the user to navigate all account related requests, forms, listings, and reports. The white Quick Search field can also be used to type in any account related data, such as FIPS number or Applicant Name, and will display results dynamically below the Quick Search field.
- **Projects Tab:** The Projects Tab allows the user to navigate to all project related requests, forms, listings and reports. The white Quick Search field can also be used to type in any project related data, such as Project Number or Project Title, and will display results dynamically below the Quick Search field.
- **Finances Tab:** The Finances Tab allows the user to navigate to all payment related requests, forms, listings and reports. The white Quick Search field can also be used to type in any payment related data, such as Transaction Number or Voucher Number, and will display results dynamically below the Quick Search field.
- **Search (Magnify Glass):** A quick search or advanced search can be performed from here. The advanced search allows for system-wide searches with several filter options or search criteria.
- **User Profile:** Clicking on your name will take you to the contact details page where user information can be edited depending on your level of permissions.
- **My Favorites (Star):** Click on star to find the favorites you set.

?

- **Help Button**  : Clicking on the Help icon will give you the option to view the **Help Guide**, or **Open a Support Ticket**.

My Inbox

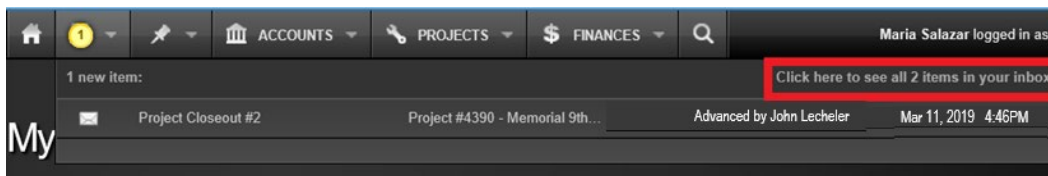
From your **Home** screen your **My Inbox** will be located at the top of your screen in the Menu Bar.



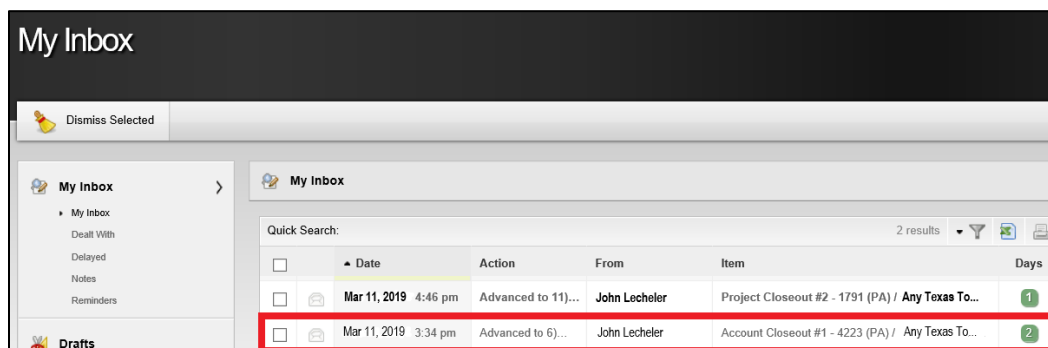
If you have mail in your **Inbox**, you will not see the icon. Instead you will see a yellow circle with a number which indicates the number of unread messages. This will give you a preview of the ten most recent messages.



To see all the items in your **Inbox** click on the area highlighted in red below **“Click here to see all 2 items in your inbox.”** This number will change depending on the number of items in your **Inbox**.



The items will display. The items are hyperlinked, so you can click anywhere on a particular line to navigate to that that item.



The selected item will display.

4223 Severe Storms, Tornadoes, Straight... > Any Texas Town > Account for 4223 (PA) Any Texas Town

Account Closeout #1

Routing in Progress: Receive Notice from State (Step 6 of 14)

Advance Return

- Summary
- Form
- Notes
- Documents
- Workflow
- History

Deliverables

- Assigned Request number and entered the Account Closeout request into the database.
- Note was created in GMS with suspense log number.

[View All Completed Deliverables](#)

Account Closeout Details

This form notifies the State that all work for this disaster is complete and all requested funding has been received.

Approved Completion Date: < no value > (Submitted as Oct 19, 2018)

Comments: Any Texas Town's closeout workflows have been closed and they are ready to begin closing out their DR-4223 account.

Grant

4223 Severe Storms, Tornadoes, Straight-line Winds, and Flooding
Public Assistance
Declared: May 29, 2015
Emergency Deadline: November 29, 2015
Permanent Deadline: November 29, 2016

Applicant

Any Texas Town
Sherman County (5 - Northwest Texas Region Region)
FIPS #: 000-TEST0-00
State #: 50052 FEIN #: 111111111
Vendor #:
DUNS #: 111222333
Type: City
Physical/Mailing: 1 Longhorn Drive
Sherman, TX.

Drafts

*If a form was saved for later retrieval, it will be under the **My Inbox** menu. Click **"Drafts"** on the left side menu to retrieve the form.*

Home Accounts Projects Finances Maria Salazar logged in as User 1 Test Logout

My Inbox

Dismiss Selected

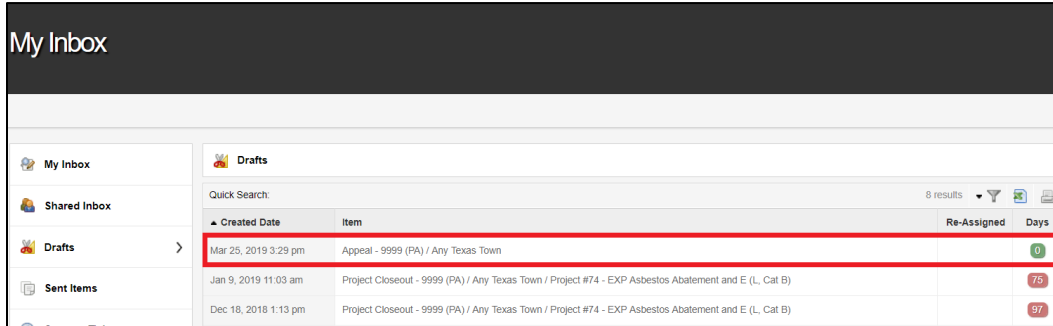
- My Inbox
 - Deal With
 - Delayed
 - Notes
 - Reminders
- Shared Inbox
- Drafts**
- Sent Items
- Support Tickets

My Inbox

Quick Search: 0 results

	Date	Action	From	Item	Days
No Results					

The **Draft** documents will display. Select the item that you wish to retrieve (*items are hyperlinked*), and the system will navigate to that item.



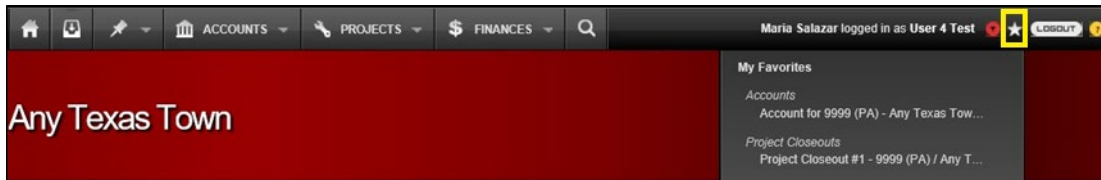
Once the desired item is open, changes can be made and additional documents can be added by clicking the **“Add Document”** button at the bottom of the page. Make sure to complete all of the **Deliverables** prior to submitting any form.



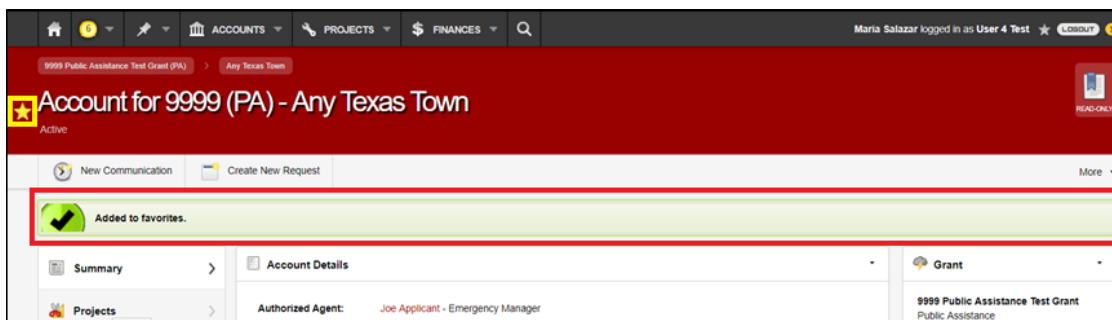
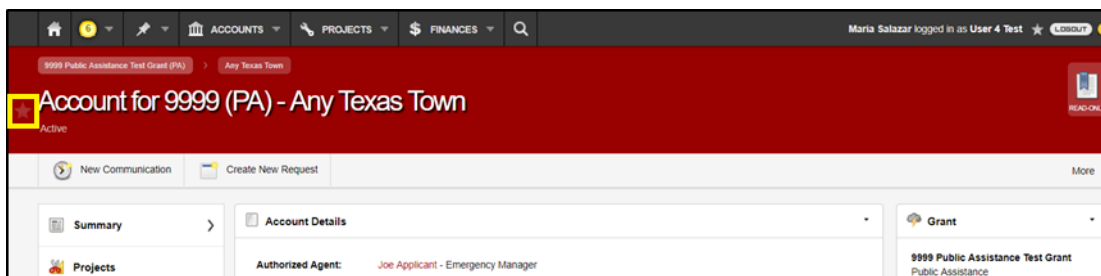
My Favorites

An applicant has the option of saving a particular page as a **My Favorites** to their Menu Bar. This is another easy and quick way to navigate the system. The **Star** on the Menu Bar located next to the user's name is the **My Favorites** tab.

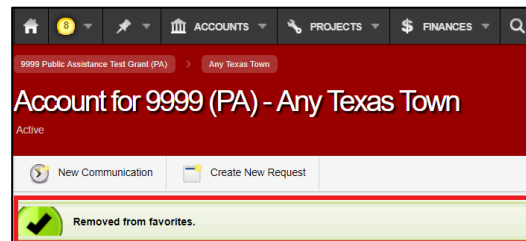
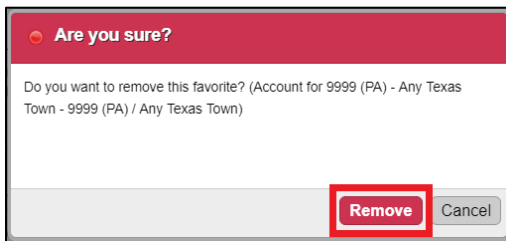
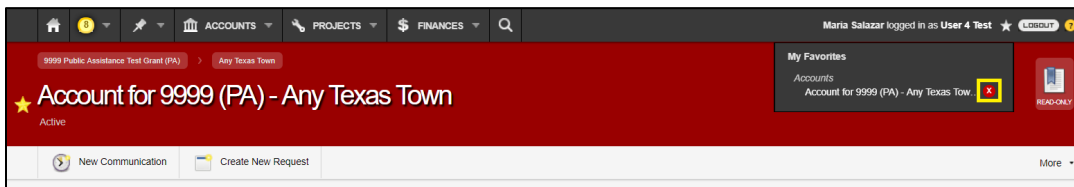
- **View Favorites:** Click on the **"Star"** and a **My Favorites** box will appear with a list of saved favorites the user created. Click on the desired item to be navigated.



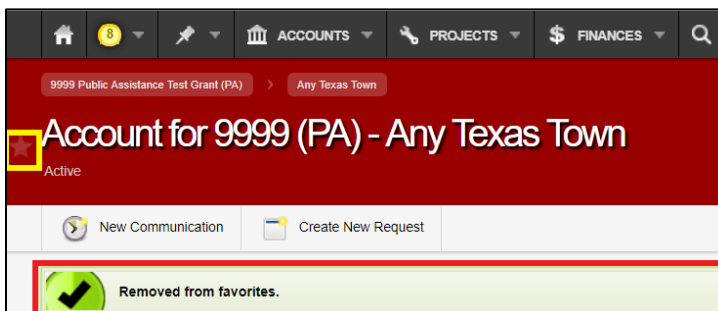
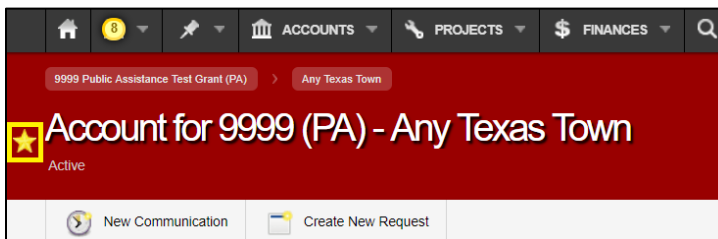
- **Add Favorites:** In the banner, located on the left hand side, a muted Star will appear next to the Heading. Click on the star and it will change to yellow. A green check mark **"Added to favorites"** will appear briefly. This page has now been saved to the **My Favorites** tab (**Star on the Menu Bar**).




- **Delete Favorites:** There are two ways you can delete favorites:
 - 1) By clicking the **“Star”** on the Menu Bar, a **My Favorites** box will appear with a list of Headings (pages) you have saved. Place the mouse on the item you wish to delete and a red ✖ will appear. Click on the red ✖ and a pop-up window will appear asking **“Are you sure?”** Click on **“Remove”** to remove this item from **My Favorites**. A green check mark **“Removed from favorites”** will appear briefly. This page has now been removed from the **My Favorites** tab (**Star on the Menu Bar**).

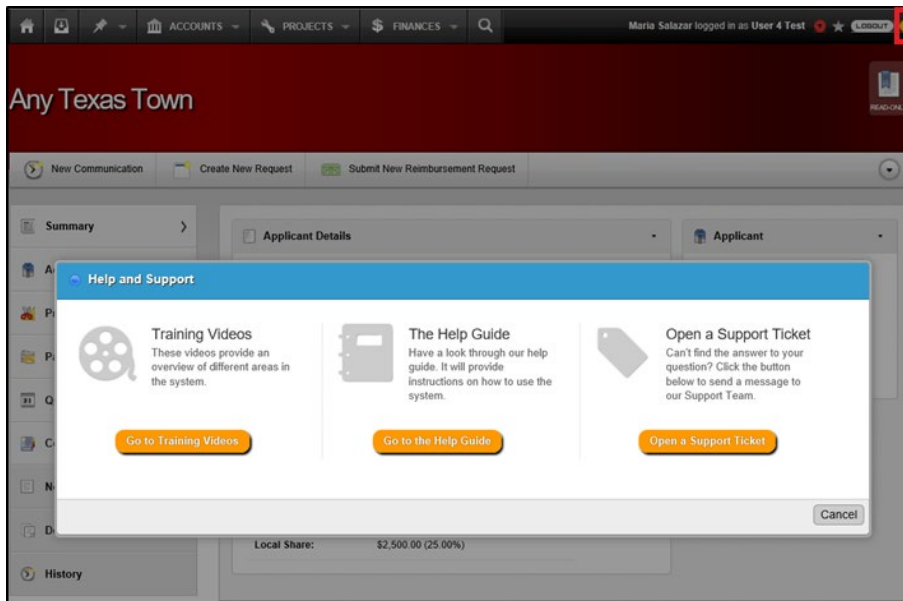


- 2) Navigate to the favorite that you wish to remove from **My Favorites**, and click on the yellow Star. This will delete that page from **My Favorites**. A green check mark **“Removed from favorites”** will appear briefly. This page has been removed from **My Favorites**, and the Star will become muted.

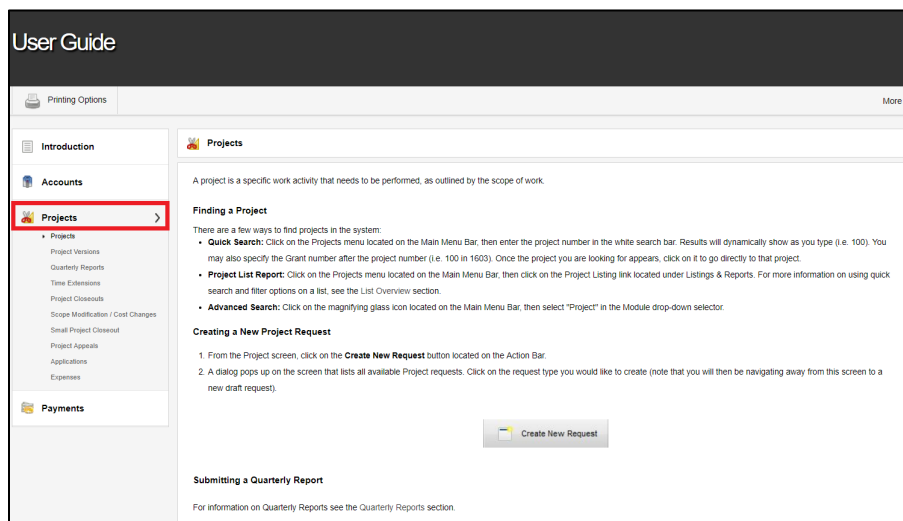


Help Button and Help Guide

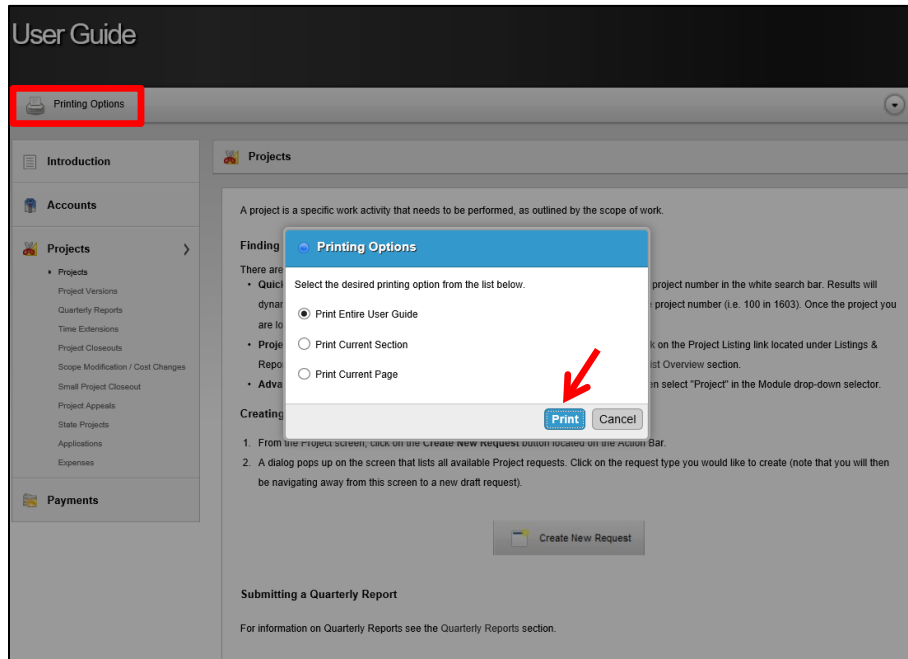
The **Help** button is a question mark  located on the far right corner of the Menu Bar. Clicking on the **Help** button gives you the option to view **Training Videos**, access the **Help Guide**, or **Open a Support Ticket**.



- **The Help Guide** allows you to navigate to desired sections by using the tabs on the left of the User Guide.




Click the **“Printing Options”** button to view options. You can choose to print the entire Help/User Guide, current section, or current page. After making your selection, click the **“Print”** button.

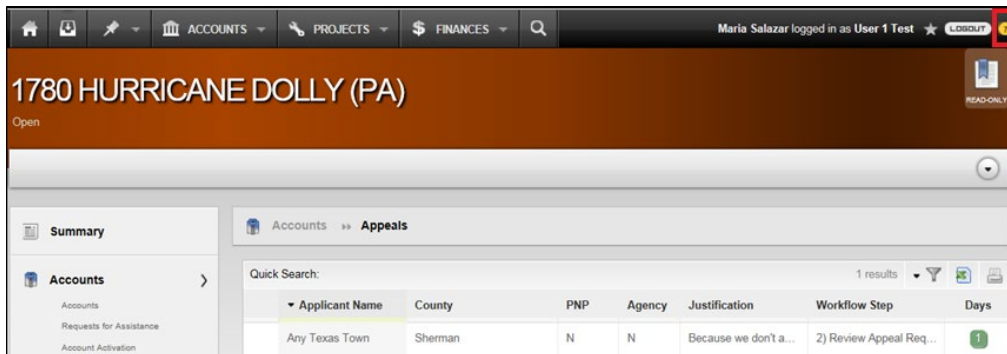


- **Open a Support Ticket** allows you to create a new support ticket. Click on the Help button from the page for which you have an issue or need support.

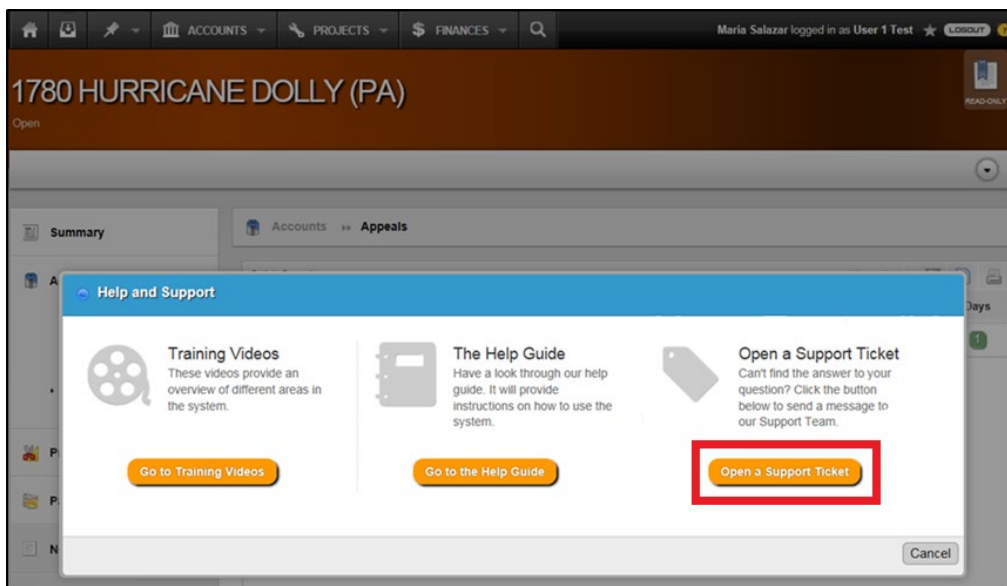
Note: It is important to click the **Help** icon from the page that you need help, as the system records the URL of the current page for analysis purposes.

Submit a Support Ticket

1. Click on the **“Help”** button  located on the far right of the **Main Menu** bar from the page where you are experiencing an issue or need support.
(This is important as it records the URL of the page for analysis purposes)



2. Click the **“Open a Support Ticket”** button when the following window appears.



3. The form will display. Complete the Support Ticket form:

Note: Mandatory fields are highlighted with a red square, but please complete as much information as possible.

- a. Select the appropriate **"Type"** (of support needed).
- b. Select **"Priority"** level (medium is defaulted).
- c. Enter a short **"Title"** (brief description of request or issue).
- d. Select **"System Area"** (the system will pre-populate this field from the area where you clicked Help, or change it from the drop down menu).
- e. Enter a detailed **"Description"** of the request or issue.
- f. Click **"Save"** (the form can be saved without submitting, and it can be retrieved at a later time from your **Drafts** under the **Inbox** menu). You must also save the form before attaching any documents.
- g. Click the **"Add Document"** button to upload additional/supporting documentation, if necessary.
- h. Click the **"Submit"** button when the form is complete.

Support Ticket Form

The screenshot shows the 'Create New Support Ticket' form. At the top, there are buttons for 'Save', 'Submit', and 'Cancel'. Below these are two red boxes labeled 'f' and 'h' with arrows pointing to the 'Save' and 'Submit' buttons respectively. The form fields are as follows:

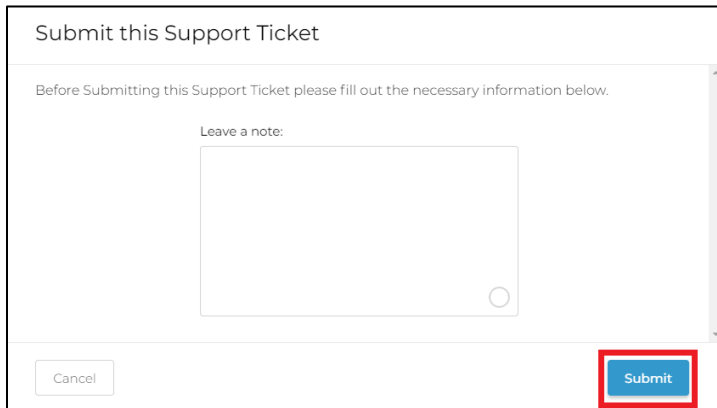
- Type:** Radio buttons for 'Help Request' (selected), 'Bug/Error', 'Product Enhancement', 'Request Additional Access', and 'Applicant Data Update Request'. A red box labeled 'a' points to the 'Help Request' button.
- Priority:** Radio buttons for 'High', 'Medium' (selected), and 'Low'. A red box labeled 'b' points to the 'Medium' button.
- Title:** A text input field with a red box labeled 'c' pointing to it. Below the field is the text: 'Please provide a short title describing the reason for this support ticket. (Example: Unable to open attachment.)'
- Reference Page:** A text input field containing the URL 'https://grants.dps.texas.gov/app/#2934?i=form'.
- System Area:** A dropdown menu with 'Applicant' selected. A red box labeled 'd' points to the dropdown.
- Description:** A large text input field with a red box labeled 'e' pointing to it. Below the field is the text: 'Please provide a detailed description of the request or issue.'

At the bottom of the form, there are three sections:

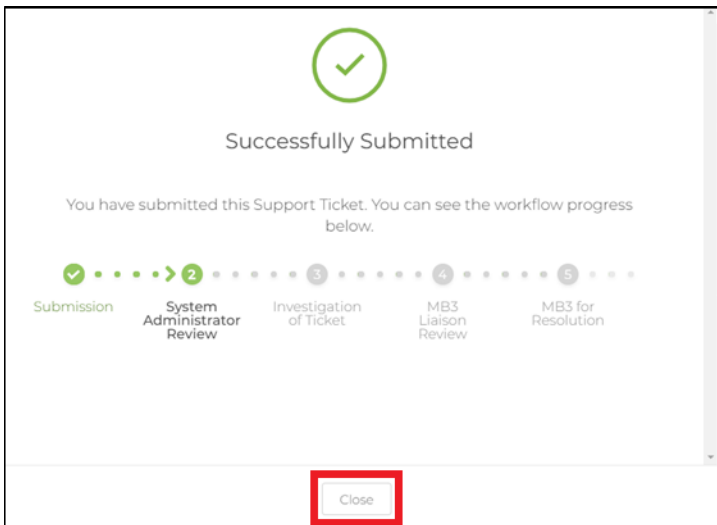
- Notes & Comments:** Contains an 'Add Note' button and the text 'There are currently no notes. Be the first to add one.'
- No Uploaded Documents:** Contains an 'Add Document' button.
- No Issues:** Contains an 'Add Issues' button.

A red box labeled 'g' points to the 'Add Document' button.

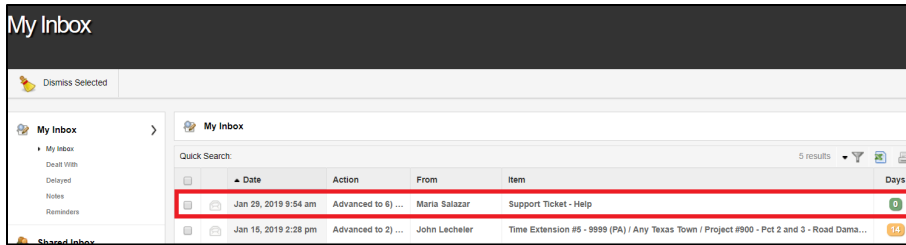
4. You may leave a note when this window is displayed, or just click the **“Submit”** button.



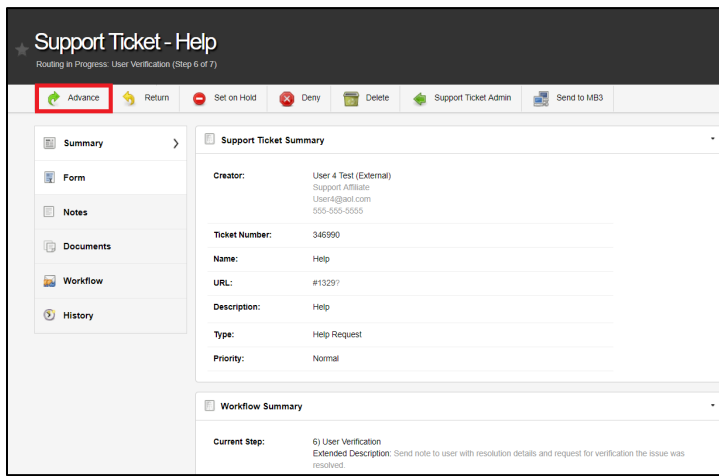
5. The Support Ticket has been successfully submitted. Click the **“Close”** button.



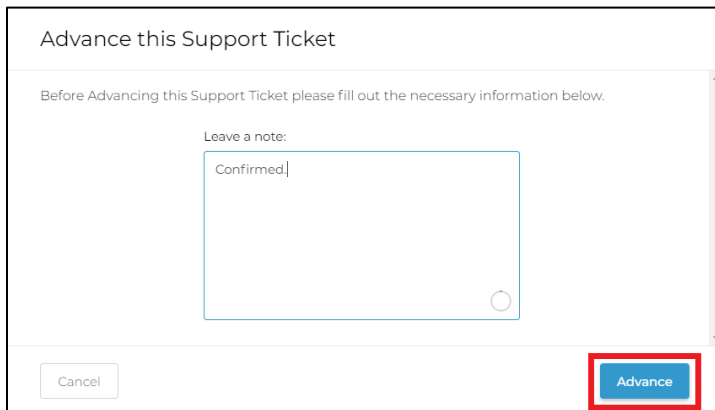
6. The Support Ticket will go into a queue. A System Administrator will process your request, and advance the support ticket to Step 6 for you to confirm that the Support Ticket was resolved. A notification will be sent to your Inbox. Click on the line that contains the Support Ticket. If you do not respond within 5 days the issue will be considered resolved.



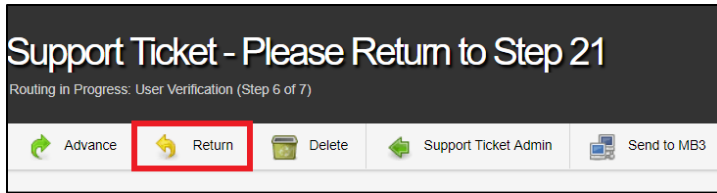
7. If the issue was resolved, confirm by clicking the **“Advance”** button.



8. If the issue was resolved, leave a note that the issue was resolved and click the **“Advance”** button.



9. If the issue was not resolved, click the **“Return”** button, and return the Support Ticket to [Step 2](#).




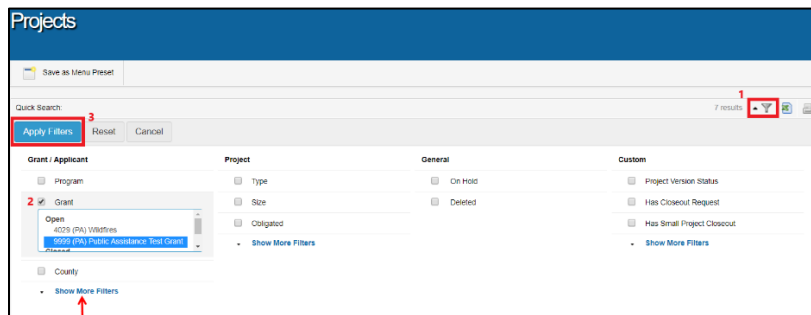
10. For **Returning to Step**, select **"2) System Administrator Review"** from the drop down menu. Select a **"Reason,"** and leave a note of why it is being returned. Click the **"Return"** button.

A screenshot of a "Return this Support Ticket" form. The title is "Return this Support Ticket". Below the title is a message: "Before Returning this Support Ticket please fill out the necessary information below." The form has two main sections. The first section is "Returning To Step:" with a dropdown menu showing "2) System Administrator Review". The second section is "Leave a note:" with a large text area. Below these is a section titled "* Provide a Reason:" with five radio button options: "Additional Information Requested", "Approved in Error", "Correction Required", "Documentation Requested", and "Other". At the bottom of the form are two buttons: "Cancel" and "Return" (highlighted with a red box).

Apply Filters to a List

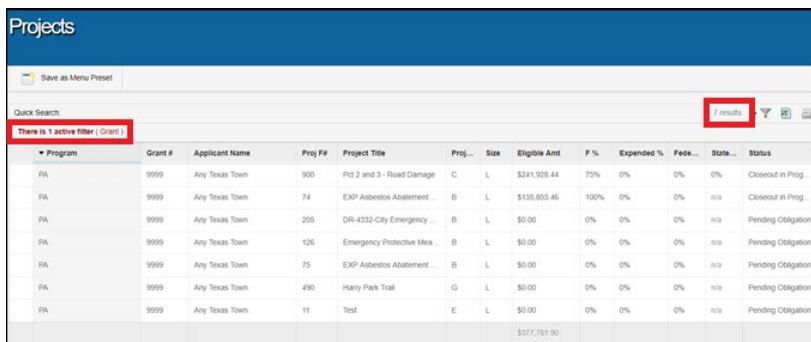
Accounts, Projects, and Finances each have a series of drop down items that include Requests, Forms, Listings, and Reports. These drop down items allow the user to quickly navigate to pre-defined list categories. These lists include interactive filters that allow the user to further refine the items that are returned in a particular list.

1. Click on the **Filter** icon (funnel)  located on the top right of the list.
2. Click the check-box for the filter option(s) you would like to apply to the list, and then select the criteria for that option. Click on **“Show More Filters”** to reveal more options.
3. Once all the desired filter criteria have been selected, click the **“Apply Filters”** button located on the left of the Filter Form.



4. The filtered results will be displayed including the number of results, number of active filters, and the title(s) of the applied filters.

Note: Remember that your list is filtered. To remove the filter click the filter icon again, and click the **“Reset”** tab. (See picture in Step 3 above)

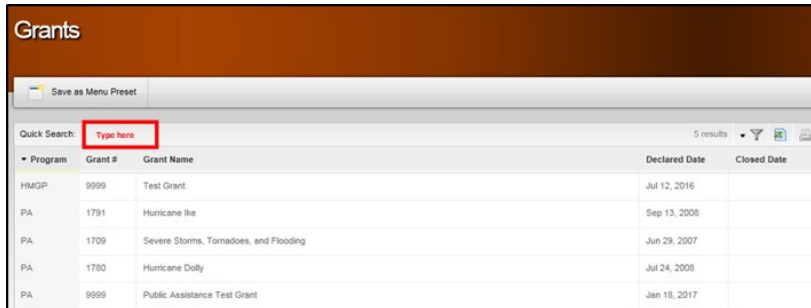


Program	Grant #	Applicant Name	Proj #	Project Title	Proj...	Size	Eligible Amt	F %	Expended %	Fede...	State...	Status
PA	9999	Any Texas Town	900	Plt 2 and 3 - Road Damage	C	L	\$241,928.44	75%	0%	0%	n/a	Closeout in Prog
PA	9999	Any Texas Town	74	EXP-Asbestos Abatement	B	L	\$135,853.46	100%	0%	0%	n/a	Closeout in Prog
PA	9999	Any Texas Town	205	DR-4332-City Emergency	B	L	\$0.00	0%	0%	0%	n/a	Pending Obligation
PA	9999	Any Texas Town	126	Emergency Protective Mea.	B	L	\$0.00	0%	0%	0%	n/a	Pending Obligation
PA	9999	Any Texas Town	75	EXP-Asbestos Abatement	B	L	\$0.00	0%	0%	0%	n/a	Pending Obligation
PA	9999	Any Texas Town	490	Harry Park Trail	G	L	\$0.00	0%	0%	0%	n/a	Pending Obligation
PA	9999	Any Texas Town	11	test	E	L	\$0.00	0%	0%	0%	n/a	Pending Obligation
							\$377,781.90					

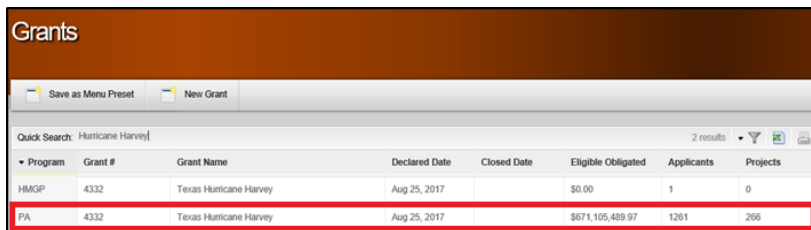
Quick Search on a List

The **Quick Search** will allow the user to find items on a list.

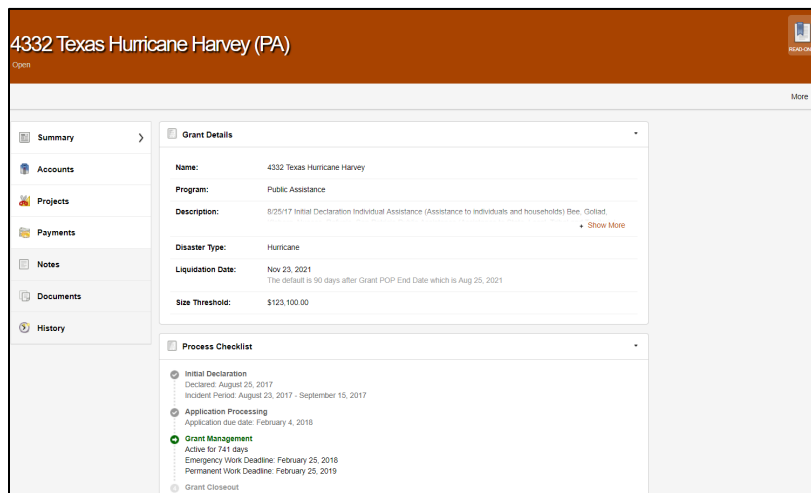
1. Click on the **“Quick Search”** field located on the left of the List Bar and start typing any search criteria relevant to the list. This is a dynamic search field which will filter the list while typing.



2. Once the search criteria is displayed, click on the item to be navigated.




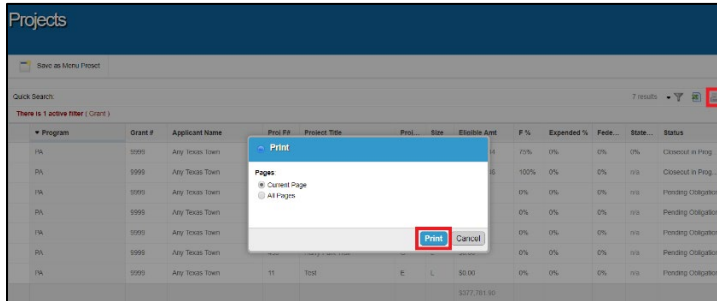
3. The **“Quick Search”** item will display.



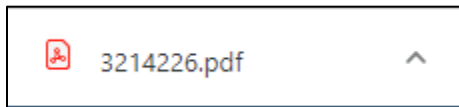
Print a List

Every list in the system can be printed.

1. Click on the **Printer** icon  on the top right of the list. The user has the option to print **“Current Page”** or **“All Pages.”** Once the selection has been made click the **“Print”** button.



2. A notification will appear at the bottom of the screen. **“Open”** the file which contains the list to be printed.




3. The list is displayed in Portable Document Format (PDF), and ready to be printed. It can also be downloaded, and saved to a desired location.

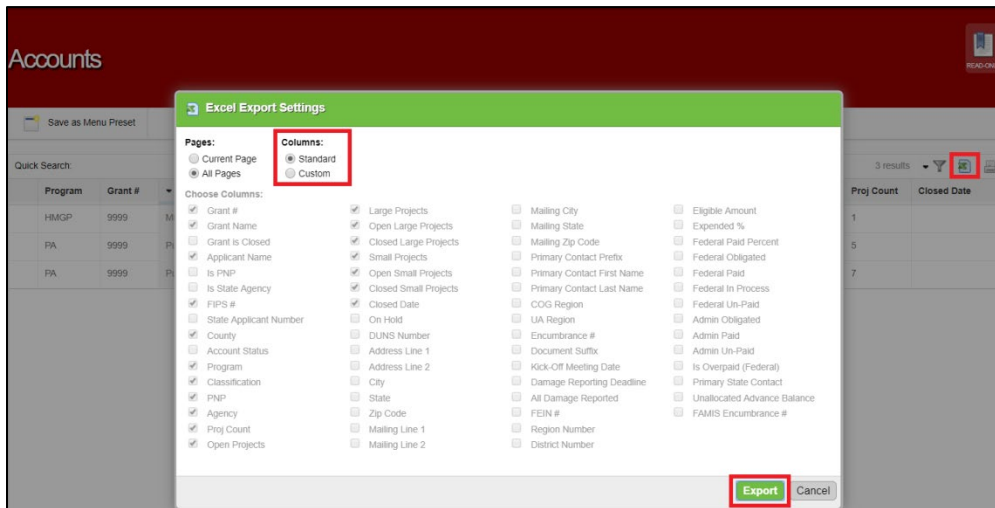
Projects													
Program	Grant #	Applicant Name	Proj F#	Proj S#	Project Title	Project Type	Size	Eligible Amt	F %	Expended %	Federal Paid Percent	State Paid Percent	Status
HMGP	9999	Any Texas Town		8	HMAP Un-Funded Plan 1	Unfunded Action Plan (P)	L	\$0.00	0%	0%	n/a	n/a	Pending Obligation
PA	9999	Any Texas Town	900		Pct 2 and 3 - Road Damage	C	L	\$241,928.44	75%	0%	0%	n/a	Closeout in Progress
PA	9999	Any Texas Town	74		EXP Asbestos Abatement and E	B	L	\$135,853.46	100%	0%	0%	n/a	Open
PA	9999	Any Texas Town	205		DR-4332-City Emergency Protective Measures City Wide	B	L	\$0.00	0%	0%	n/a	n/a	Pending Obligation
PA	9999	Any Texas Town	126		EXP Asbestos Abatement and E	B	L	\$0.00	0%	0%	n/a	n/a	Pending Obligation
PA	9999	Any Texas Town	75		EXP Asbestos Abatement and E	B	L	\$0.00	0%	0%	n/a	n/a	Pending Obligation
PA	9999	Any Texas Town	490		Harry Park Trail	G	L	\$0.00	0%	0%	n/a	n/a	Pending Obligation
PA	9999	Any Texas County	11		Test	E	L	\$0.00	0%	0%	0%	n/a	Pending Obligation
PA	9999	Any Texas County	15		Test	E	L	\$143,368.84	75%	0%	0%	n/a	Open
PA	9999	Any Texas County	210		DR-4332-City Emergency Protective Measures City Wide	B	L	\$169,066.87	100%	0%	0%	n/a	Open
PA	9999	Any Texas County	130		EXP Asbestos Abatement and E	B	L	\$130,461.93	90%	0%	0%	n/a	Open
PA	9999	Any Texas County	80		EXP Asbestos Abatement and E	B	L	\$135,853.46	100%	0%	0%	n/a	Open
PA	9999	Any Texas County	495		Harry Park Trail	G	L	\$191,492.39	75%	0%	0%	n/a	Open
								\$1,148,025.39					

Generated by TDEM Grants Management System on Sep 5, 2019 Page 1 of 1

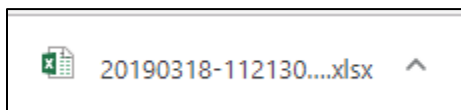
Export Lists to Excel

Every list in the system can be exported to Excel.

1. Click on the Excel icon  on the top right of the list. The user will have the option to export the default columns, **“Standard,”** or export a **“Custom”** set of columns. If **“Custom”** is selected, click to select or deselect the desired columns. Next, click the **“Export”** button.



2. A message will appear at the bottom of the screen. **“Open”** the exported file.

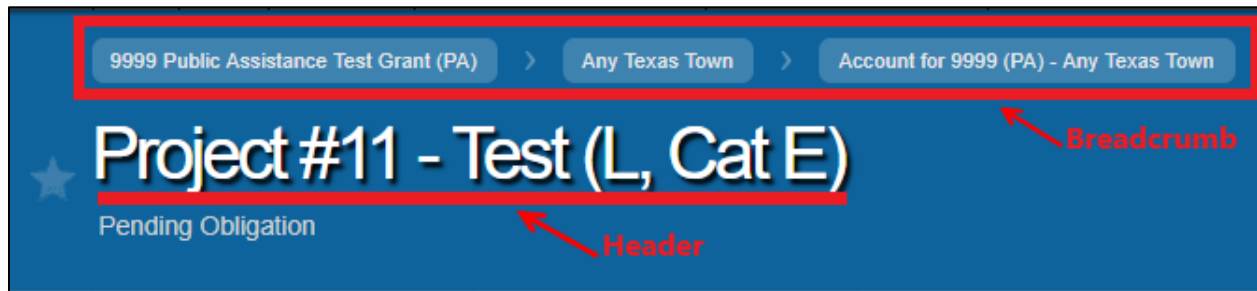


3. The list is now visible in Excel. The file can be saved to a desired location.

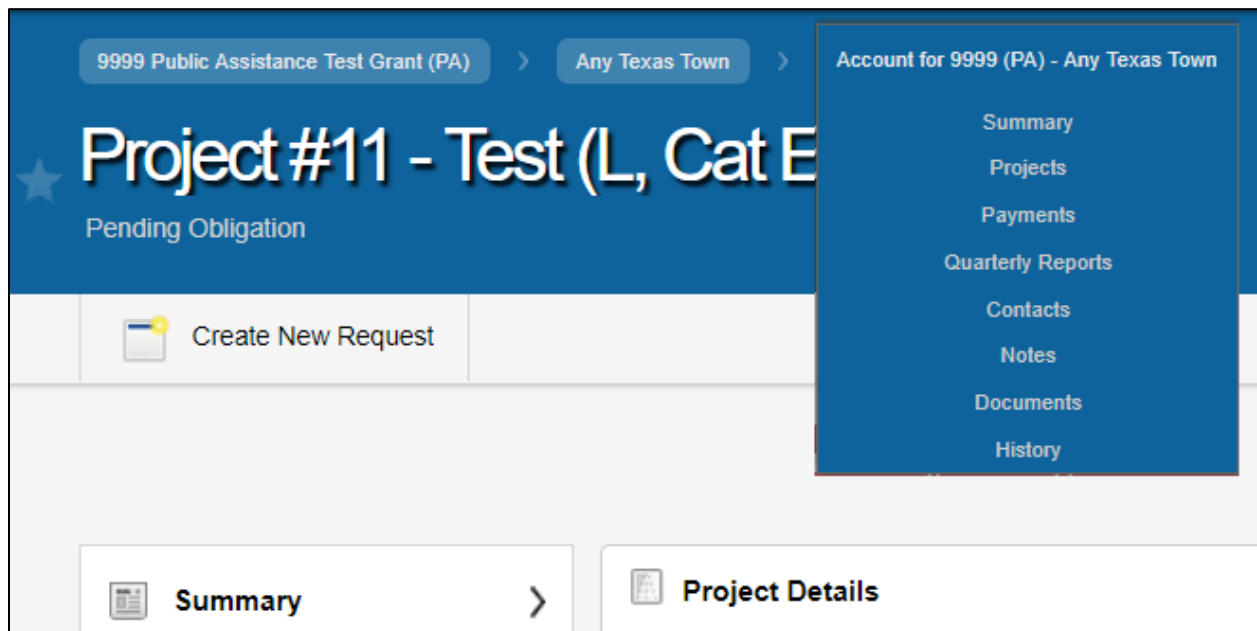
Grant #	Grant Name	Applicant Name	FIPS #	County	Program	Classification	PNP	Agency	Proj Count	Open Projects	Large Projects	Open Large Projects	Closed Large Projects	Small
9999	Mitigation Plan Tracking	Any Texas Town	000-TEST0-00	Sherman	HMGP	City	N	N	1	0	1	0	0	0
9999	Public Assistance Test Grant	Any Texas County	111-TEST0-00	Sherman	PA	County	N	N	5	5	5	5	0	0
9999	Public Assistance Test Grant	Any Texas Town	000-TEST0-00	Sherman	PA	City	N	N	7	2	7	2	0	0

Header with Breadcrumb

In the banner, above the **Header**, you will find a **Breadcrumb** which shows the parents of the current item. **Breadcrumbs** show where you are and where you have been. For example, if you are on a Project-based request or item, you will see the Grant, Applicant, and Account in the **Breadcrumb**.



Navigate using the **Breadcrumbs** by hovering your mouse on the **Breadcrumb**, and a drop down box will appear. Click on the item to be navigated.



Create a Preset or Custom Menu

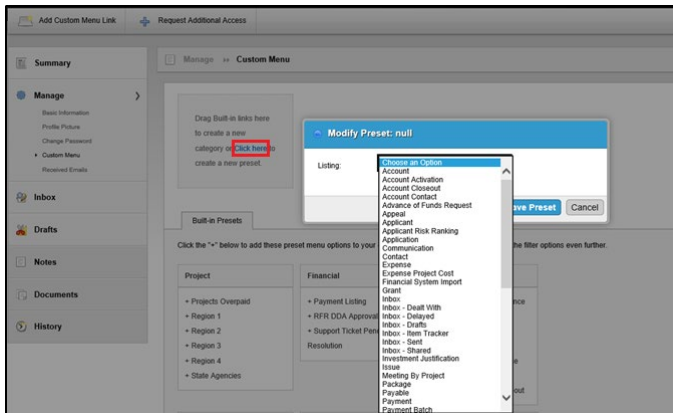
A **Preset** is a link to a listing with a saved set of filters. There are two ways to create new presets:

Method 1:

1. Navigate to the Custom Menu page found by clicking the **Saved Presets** (thumbtack) on the **Menu Bar**, and then **“Click here to create one”** link. Alternatively, if presets have already been created, click **“Customize this menu.”** This will display the same **Custom Menu** page. In order for the **“Customize this menu”** to appear, hover inside the menu content area (red square shown below).

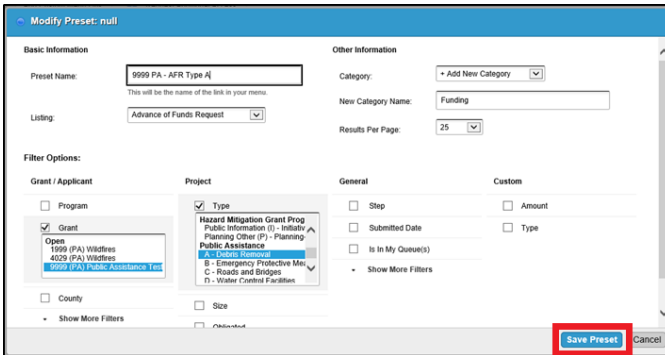


- At the Custom Menu page, click on the **“Click here”** link in the presets section. Select an item from the listing drop down menu.

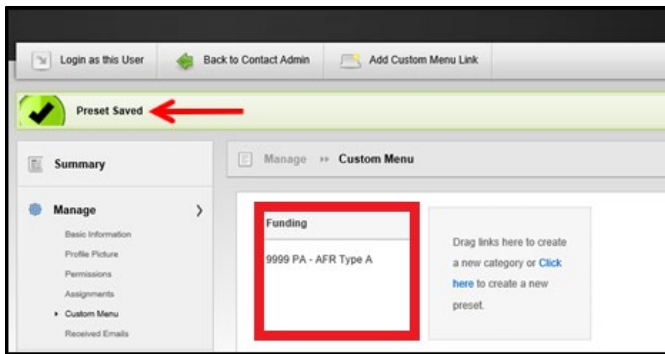


- A window will display with required fields. Enter the **“Preset Name”** (create a name for the preset). Select **“Category”** from the drop down menu. The only option is **“+ Add New Category”** (if this is the very first preset being created). Another red box will display to enter the **“New Category Name.”** The number of desired results per page can be selected from the drop down menu. Check

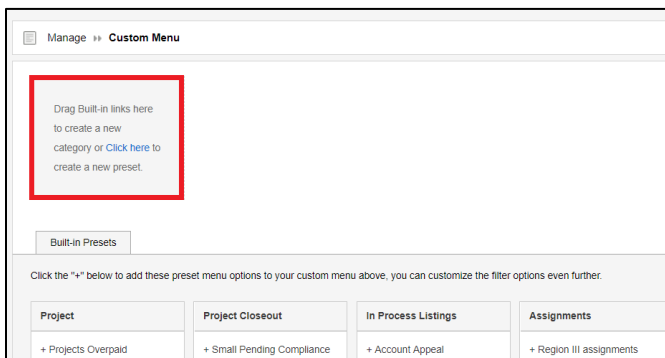
the boxes for the desired filter options, and then click the **“Save Preset”** button.



- A green check mark **Preset Saved** will appear briefly. This page has now been saved to the **Saved Presets/Custom Menu**.

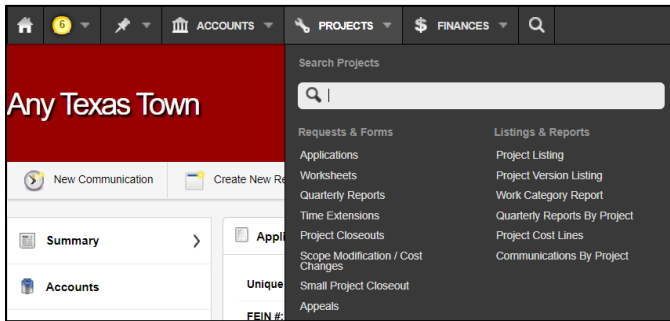


2. Presets can also be created by dragging a built in preset from the **“Built-in Presets”** section below to the preset area (*red square shown below*). If you click on the plus signs next to the built-in presets, it will display a window to further customize the **Built-in Preset**.



Method 2:

- Select one of the navigation tabs (**Accounts, Projects, or Finances**), and generate the desired listing or report.



- Once the desired list is created, click on the ***“Save as Menu Preset”*** button on the Action Bar.

Program	Grant #	Applicant Name	Proj #	Project Title	Proj...	Site	Eligible Amt	F %	Expended %	Fac...	State...	Status
PA	9999	Amy Texas Town	600	Proj 2 and 3 - Road Damage	C	L	\$211,928.44	75%	0%	0%	0%	Closed in Prog...
PA	9999	Amy Texas Town	74	EXP Asteroid Abatement...	B	L	\$125,903.40	100%	0%	0%	0%	Closed in Prog...
PA	9999	Amy Texas Town	205	DR 4322 City Emergency...	D	L	\$0.00	0%	0%	0%	0%	Pending Obligat...
PA	9999	Amy Texas Town	126	Emergency Protection Mes...	U	L	\$0.00	0%	0%	0%	0%	Pending Obligat...
PA	9999	Amy Texas Town	75	EXP Asteroid Abatement...	B	L	\$0.00	0%	0%	0%	0%	Pending Obligat...
PA	9999	Amy Texas Town	490	Heavy Park Trail	G	L	\$0.00	0%	0%	0%	0%	Pending Obligat...
PA	9999	Amy Texas Town	11	Tour	F	L	\$0.00	0%	0%	0%	0%	Pending Obligat...

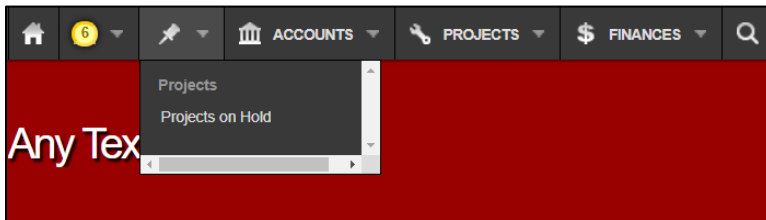
- The **Create Preset from Listing** window will appear. To build the preset, enter the ***“Preset Name,”*** select ***“+ Add New Category,”*** or select an existing category from the drop down menu. If selecting ***“+ Add New Category,”*** enter the ***“New Category Name,”*** select the number of results to be displayed per page, and apply the desired filters. Click the ***“Save Preset”*** button to save the Preset.

- A green check mark **“Preset Saved”** will appear briefly. This page has now been saved to the **Saved Presets/Custom Menu**.

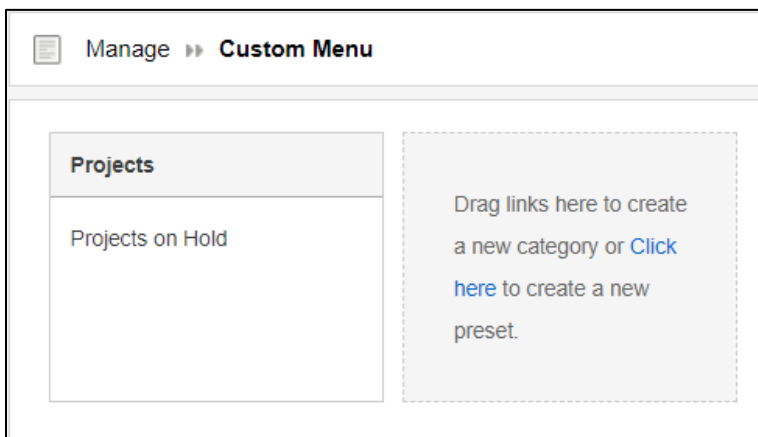
The screenshot shows the 'Projects' page with a notification bar at the top that says 'Preset Saved' with a green checkmark and a red arrow pointing to the right. Below the notification is a table with the following data:

Program	Grant #	Applicant Name	Proj #	Project Title	Proj...	Size	Eligible Amt	F %	Expended %	Fede...	State...	Status
PA	9999	Any Texas Town	900	Pct 2 and 3 - Road Damage	C	L	\$241,928.44	75%	0%	0%	0%	Closeout in Prog...
PA	9999	Any Texas Town	74	EXP Asbestos Abatement ...	B	L	\$135,853.46	100%	0%	0%	0%	Closeout in Prog...
PA	9999	Any Texas Town	305	DR-4332-City Emergency ...	B	L	\$0.00	0%	0%	0%	0%	Pending Obligation

Saved Presets



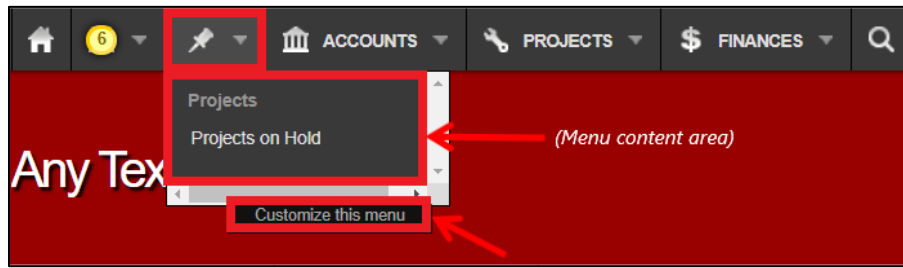
Custom Menu



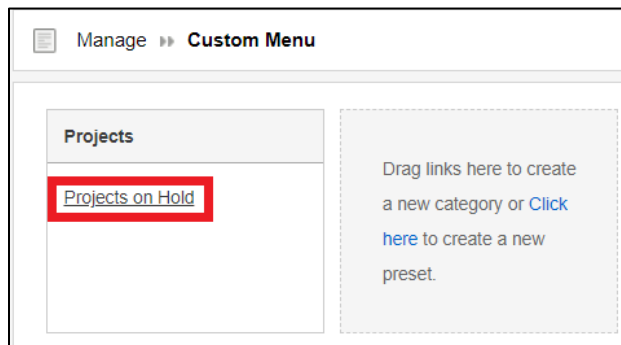
Edit or Delete a Preset

Edit a Preset

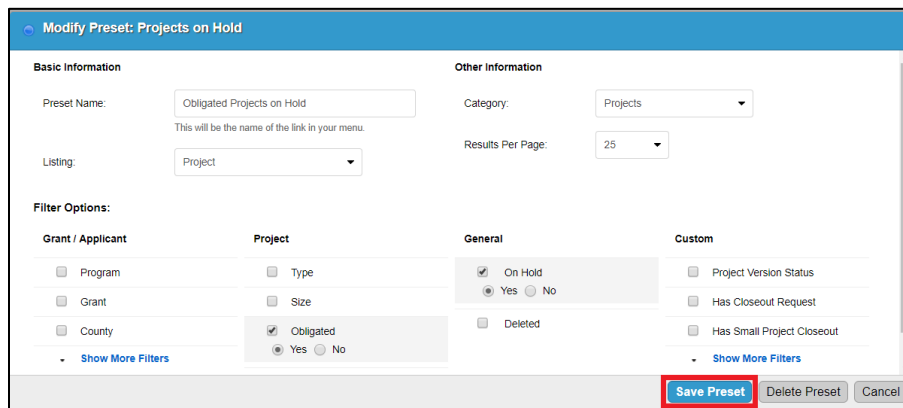
1. Open the **Preset Menu** (*thumbtack*) on the **Menu Bar**, and click on **“Customize this menu”** link. The link will appear by hovering inside the menu content area.



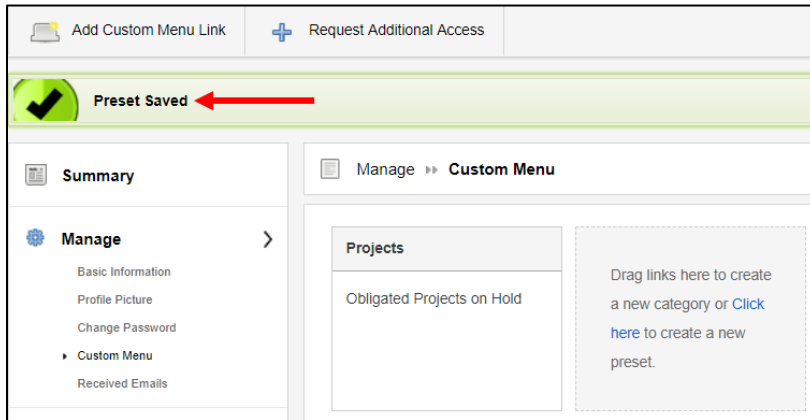
2. At the **Custom Menu** page, click on the link of the **Preset** to be edited.



3. Make changes to the filter options, and then click the **“Save Preset”** button. (*The Preset Name was also edited in the example below.*)

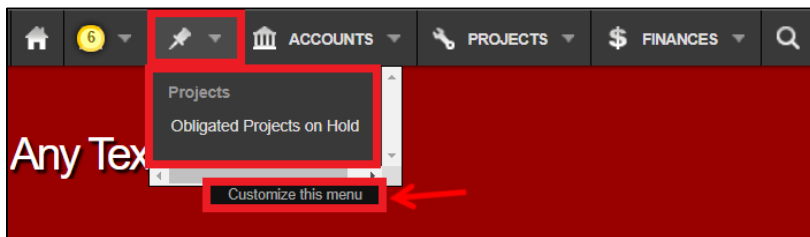


4. A green check mark **Preset Saved** will appear briefly. The edits have now been saved.

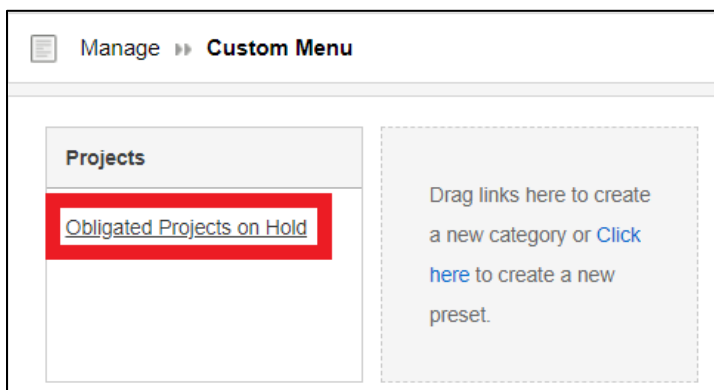


Delete a Preset

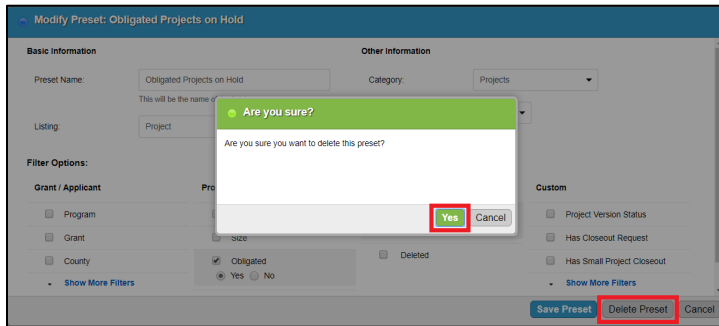
1. Open the **Preset Menu** (*thumbtack*) on the **Menu Bar**, and click on **“Customize this menu”** link. The link will appear by hovering inside the menu content area.



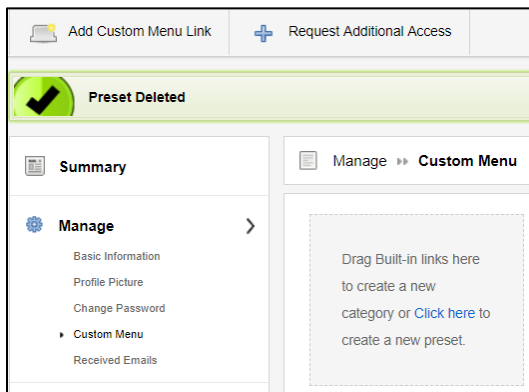
2. At the **Custom Menu** page, click the link of the **Preset** to be deleted.



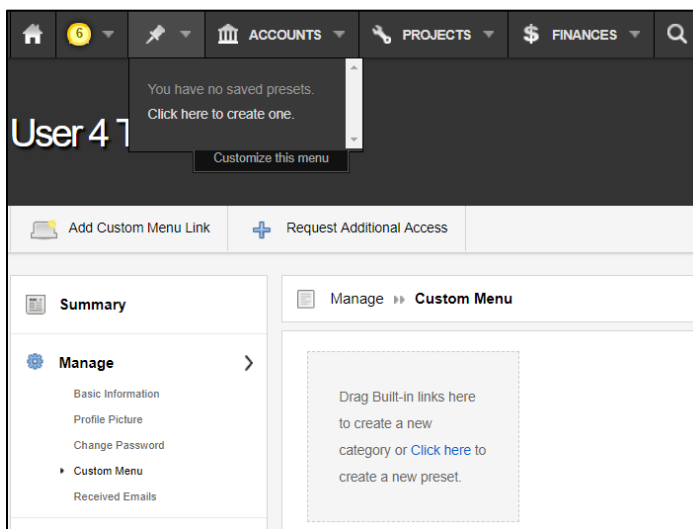
3. Click the **“Delete Preset”** button. A window will display asking **“Are you sure?”** (*Are you sure you want to delete this preset?*) Click the **“Yes”** button to delete.



4. A green check mark **Preset Deleted** will appear briefly.



5. The preset has been removed from the **Preset Menu** (*thumbtack*), and the **Custom Menu**.



Attach Documents or Add Notes

At the bottom of the screen there will be a section to Add Documents, or Add Notes & Comments. Click on your desired choice **“Add Note”** or **“Add Document.”** If adding notes or documents, be sure to add them to their respective module/workflow.

The screenshot displays a web application interface for a grant project. The top navigation bar includes the breadcrumb path: 9999 Public Assistance Test Grant (PA) > Any Texas Town > Account for 9999 (PA) - Any Texas Town. The main header shows 'FFY2018 Q3: Apr 2018 - Jun 2018' and 'Routing Complete'. The interface is divided into several sections:

- Summary:** A sidebar menu with options: Summary, Projects, Form, Notes, Documents, Workflow, and History.
- Quarterly Report Details:** A section with a description: 'This form is to report the progress of projects on a quarterly basis. The quarter end dates are December 31, March 31, June 30, September 30 and this form is due within 15 days of each end date.' It includes a table with the following data:

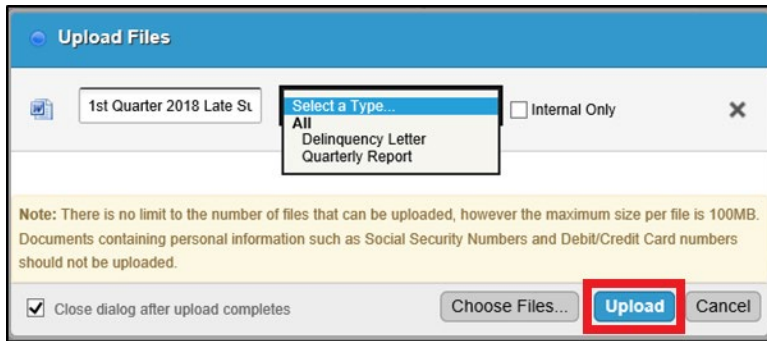
Period:	2018 Q3 (Apr 1, 2018 - Jun 30, 2018)
Project Count:	2
Viewed Count:	2 Projects (100.0%)
100% Complete Count:	0 Projects (0.0%)
Fully Closed Count:	0 Projects (0.0%)
- Grant:** A section with details: '9999 Public Assistance Test Grant Public Assistance Declared: August 25, 2017 Emergency Deadline: February 25, 2018 Permanent Deadline: February 25, 2019'.
- Applicant:** A section with details: 'Any Texas Town Sherman County (5 - Northwest Texas Region Region) FIPS #: 000-TEST0-00 State #: 90052 FEIN #: 1111111111 Vendor #: DUNS #: 111222333 Type: City Physical/Mailing: 1 Longhorn Drive Sherman, TX.'
- Workflow Summary:** A section with a table showing workflow steps:

Current Step:	4) Complete	
Extended Description:	Complete	
Last Advanced:	Nov 8, 2018 at 1:06 PM by Maria Salazar	322 days ago
Last Note Added:	Nov 8, 2018 at 1:06 PM by Maria Salazar	322 days ago
Submission:	Jul 19, 2018 at 8:54 AM by User 1 Test	434 days ago
- Notes & Comments:** A section at the bottom with two buttons highlighted in red: 'Add Note' and 'Add Document'. It also displays 'No Uploaded Documents' and 'No Issues'.

Add/Attach/Upload Document

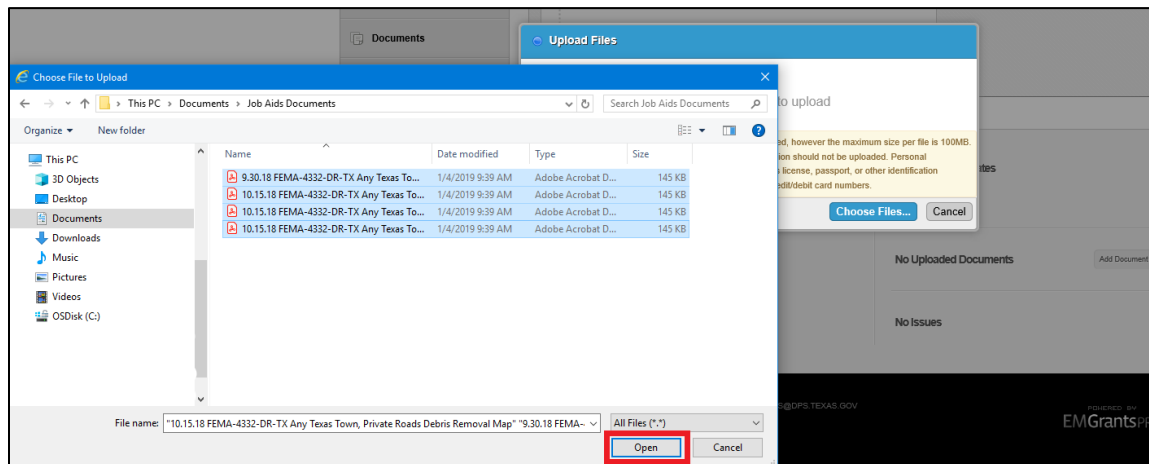
If you are attaching a document to a completed form, make sure to save the form to establish it in the system before uploading supporting documents.

Click the **“Add Document”** button. Click the **“Choose Files”** button to select the document to be uploaded, and then select the type of document from the drop down menu. The selection types in the drop down menu will vary depending on the module/workflow where the document is being uploaded. Click the **“Upload”** button to upload the document.

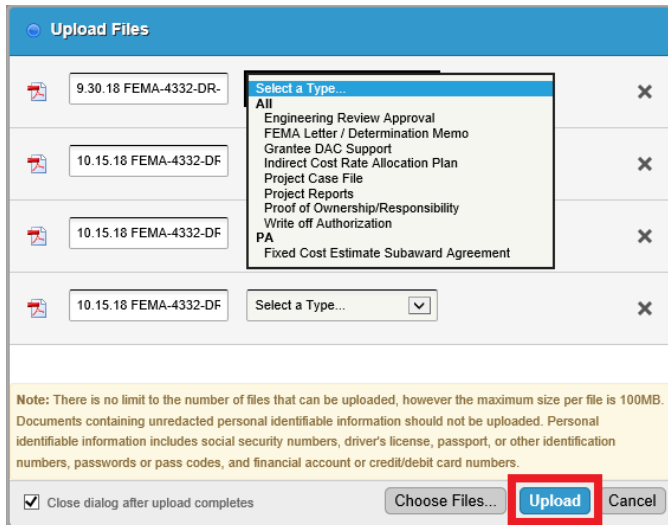


Add/Attach/Upload Multiple Documents

Multiple documents can be uploaded at once instead of uploading each one individually. They do not need to be the same type of document either. Click the **“Add Document”** button. Click the **“Choose Files”** button to select the documents to be uploaded. Hold down the Ctrl button on your key board to select the documents you wish to upload. Click the **“Open”** button.

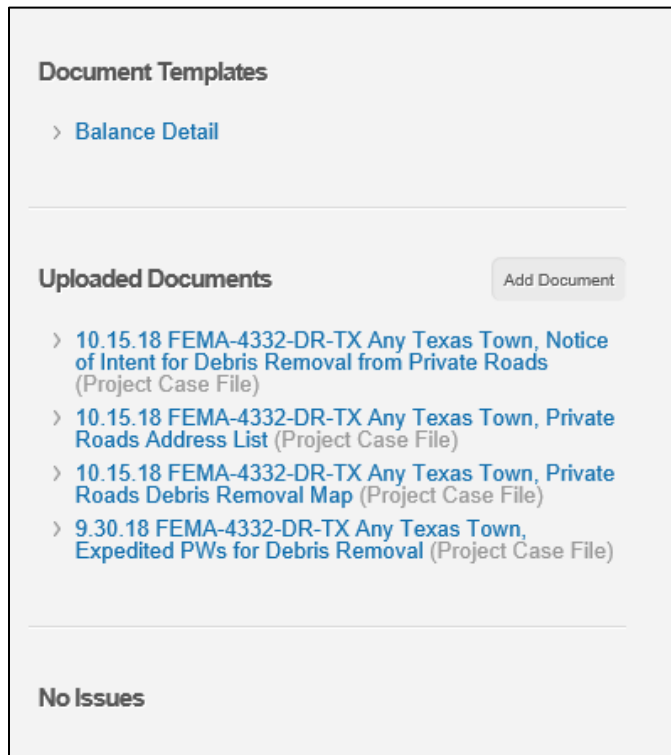


Select the type of document from the drop down menu for each of the documents being uploaded. The selection types in the drop down menu will vary depending on the module/workflow where the documents are being uploaded. Click the **“Upload”** button to upload the documents.



The uploaded documents are listed under the **Uploaded Documents** section at the bottom right of the screen.

Note: Only the 10 most recent documents will be visible at the bottom of the page. You can always click on the Documents tab to view other documents.

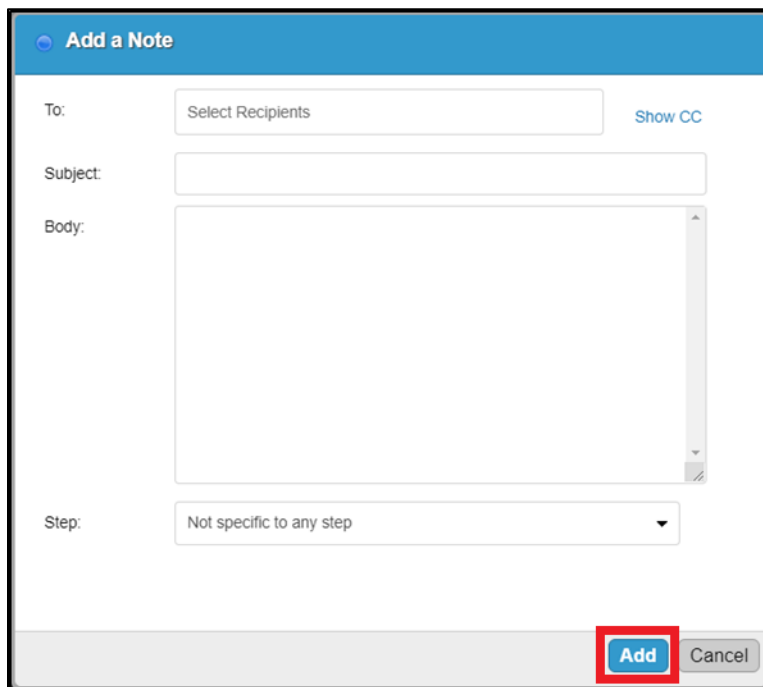


Add/Attach Notes & Comments

Click the **“Add Note”** button, and complete the short form that will display. If adding notes, be sure to add them to their respective module/workflow.

- 1) **To:** Type the recipient’s name (*names will begin to appear dynamically*).
- 2) **Subject:** Enter a subject.
- 3) **Body:** Add a note or comment.
- 4) **Step:** Select which step the note/comment is pertaining to, or not specific to any step from the drop down menu. The **Step** option may not appear; it depends on the module/workflow.

Click the **“Add”** button to add the note/comment.



The screenshot shows a web form titled "Add a Note" with a blue header. The form contains the following fields and controls:

- To:** A text input field with the placeholder "Select Recipients" and a "Show CC" link to its right.
- Subject:** A text input field.
- Body:** A large text area for entering the note content.
- Step:** A dropdown menu with the selected option "Not specific to any step".
- Buttons:** At the bottom right, there are two buttons: a blue "Add" button (highlighted with a red box) and a grey "Cancel" button.

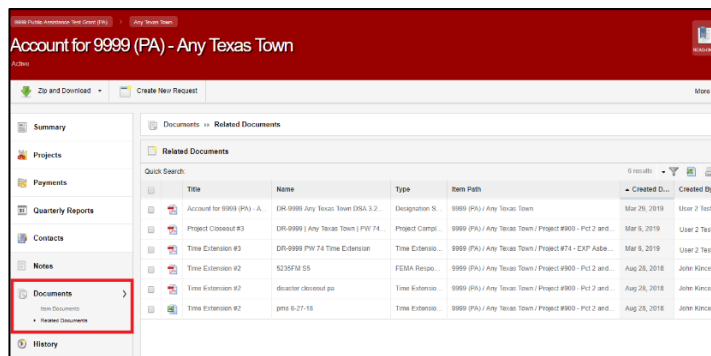
View, Edit, Delete, Move, or Link Documents

Navigate to the desired **Account** to view the documents. Click **“Documents”** then **“Related Documents”** to view the documents. **Item Documents** are documents pertaining to a specific module/workflow, and **Related Documents** are all documents uploaded for that particular account (includes all account workflows).

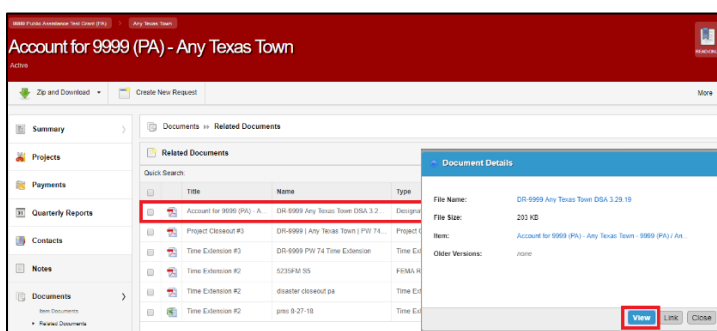
Note: You may not be able to edit, delete, move, or link a document. These actions are permission based.

View Document

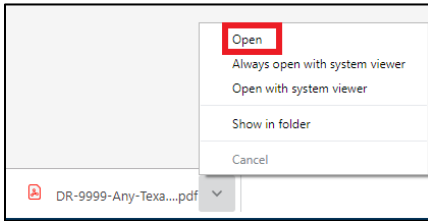
1. Click the **“Documents”** tab on the left hand menu. Then click on either **“Item Documents”** or **“Related Documents.”**



2. Click on the line that contains the document that you wish to view (*lines are hyperlinked*). When the **Document Details** window appears, click the blue **“View”** button.



3. **“Open”** the file. The following example is from Google Chrome, and the notification will display at the bottom left hand corner.

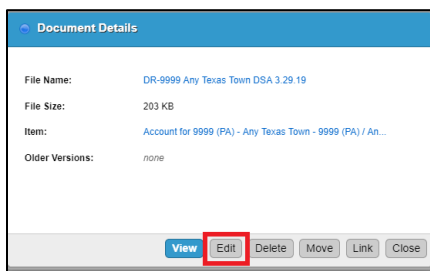


4. The form is now visible.

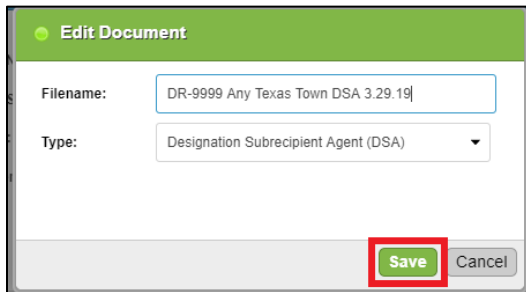
Texas Division of Emergency Management Designation of Subrecipient Agent	
Primary Contacts	
Subrecipient: _____	
Disaster Number(s): _____ Grant Program: _____	
Primary Agent Serves as the primary point of contact for projects.	
Name:	Office Number:
Position/Job Title:	Fax Number:
Organization/employer:	Cell Number:
Email*	The Primary Agent will have full GMS access
Secondary Agent Serves as the secondary point of contact for projects.	
Name:	Office Number:
Position/Job Title:	Fax Number:
Organization/employer:	Cell Number:
Email*	The Secondary Agent will have full GMS access
Primary Finance Agent Serves as the primary point of contact for financial matters.	
Name:	Office Number:
Position/Job Title:	Fax Number:
Organization/employer:	Cell Number:
Email*	The Primary Finance Contact will have full GMS access
Certifying Official Serves as the official representative of the organization. Must possess the authority to obligate funds & enter into contracts for the organization.	
Name:	Office Number:
Position/Job Title:	Fax Number:
Organization/employer:	Cell Number:
Email*	GMS Access (pick 1) Full <input type="checkbox"/> Read Only <input type="checkbox"/> None <input type="checkbox"/>
<small>The above Primary and Secondary Agents are hereby authorized to execute and file the application on behalf of this organization for the purpose of obtaining certain state and federal financial assistance under the Robert T. Stafford Disaster Relief & Emergency Assistance Act, (public law 96-389 as amended) or otherwise available. Primary financial agents and the certifying official are authorized to represent and act for this organization in all financial operations pertaining to this grant with the State of Texas. The Primary Agent will have authority to add or remove users within the Texas Division of Emergency Management (TDEM) Grant Management System (GMS) for all grants.</small>	
*Note: All email addresses must be unique to user	
Signature of Certifying Official _____ Print Name _____ Date _____ <small>(Must be a Mayor, Judge, or Executive Director with the authority to obligate funds & enter into contracts for the organization)</small>	
September 2019	

Edit Document

1. Navigate to **“Item Documents”** of the desired workflow. Click the document to be edited. Click the **“Edit”** button.

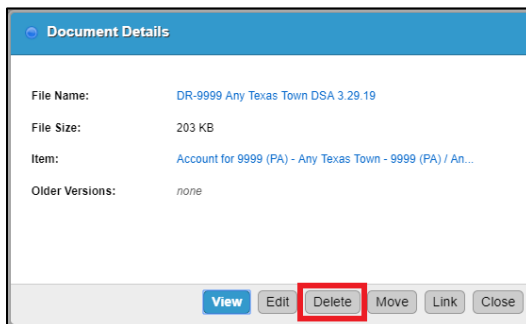


2. The **Filename** can be edited, and also the **Type** can be changed by making a different selection from the drop down menu. Click the **“Save”** button after you have made changes.

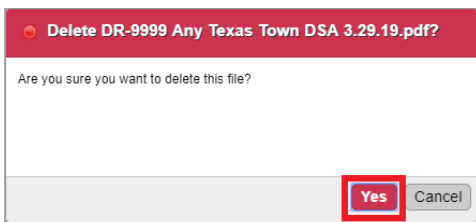


Delete Document

1. Navigate to **“Item Documents”** of the desired workflow. Click on the document to be deleted. Click the **“Delete”** button.

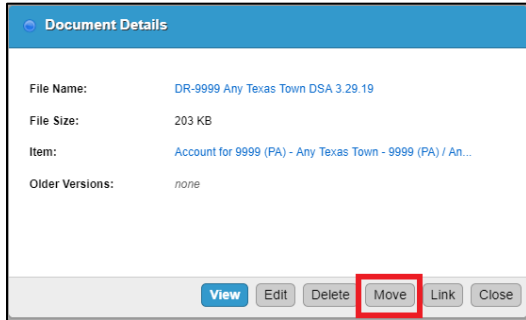


2. The following window will appear asking you if you are sure that you want to delete the file. Click the **“Yes”** button if you are certain that you want to delete the document.

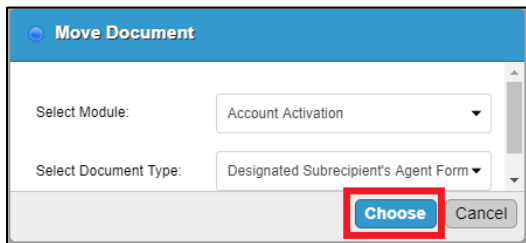


Move Document

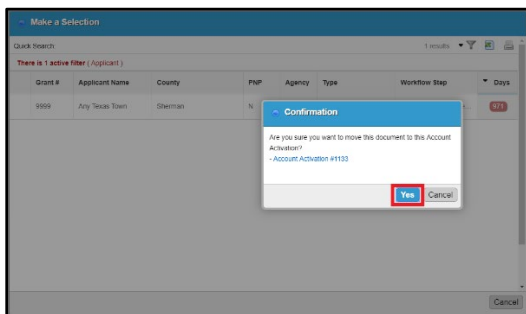
1. Navigate to **“Item Documents”** of the desired workflow. Click on the document to be moved. Click the **“Move”** button.



2. **“Select Module”** from the drop down menu of where the document will be moved. **“Select Document Type,”** if a new document type is needed. Once the selections have been made, click the **“Choose”** button.

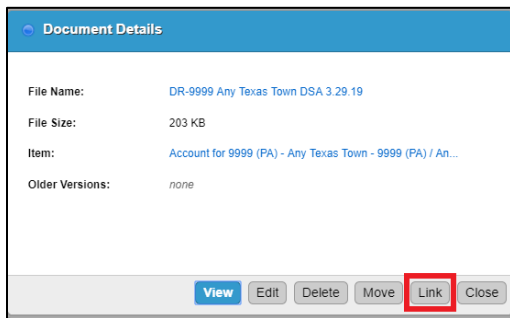


3. The following screen will appear asking you to **Make a Selection**. Click the line that contains the new desired location. A window will display to confirm the move. Click the **“Yes”** button.

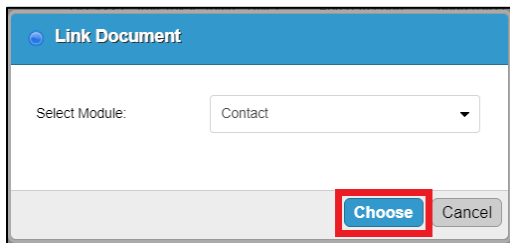


Link Document

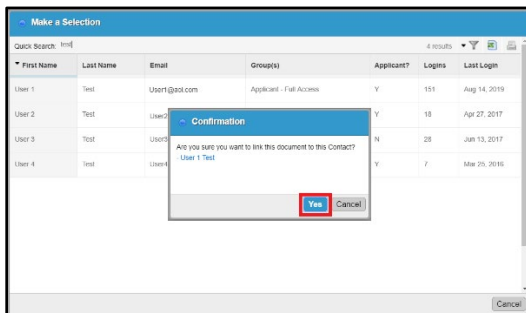
1. Navigate to **“Item Documents”** or **“Related Documents”** then click on the desired document to be linked. Click the **“Link”** button. For example, you may want to use the **Link** document feature if a Designation of Subrecipient Agent (DSA) form will apply to multiple Account Activations. Make sure that each disaster number is listed on the top of the DSA, and also include the disaster numbers in the name of the document.



2. **“Select Module”** from the drop down menu. After you have made your selection, click the **“Choose”** button.

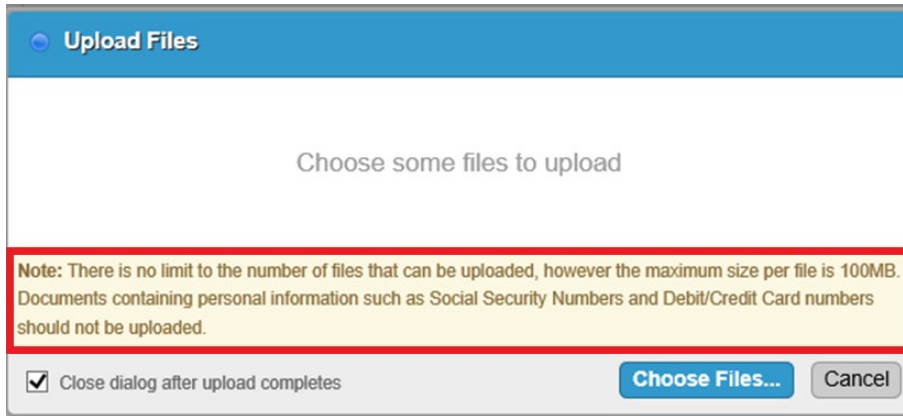


3. The following screen will appear asking you to **Make a Selection**. Click the line that contains the desired item. A window will display to confirm the link. Click the **“Yes”** button.

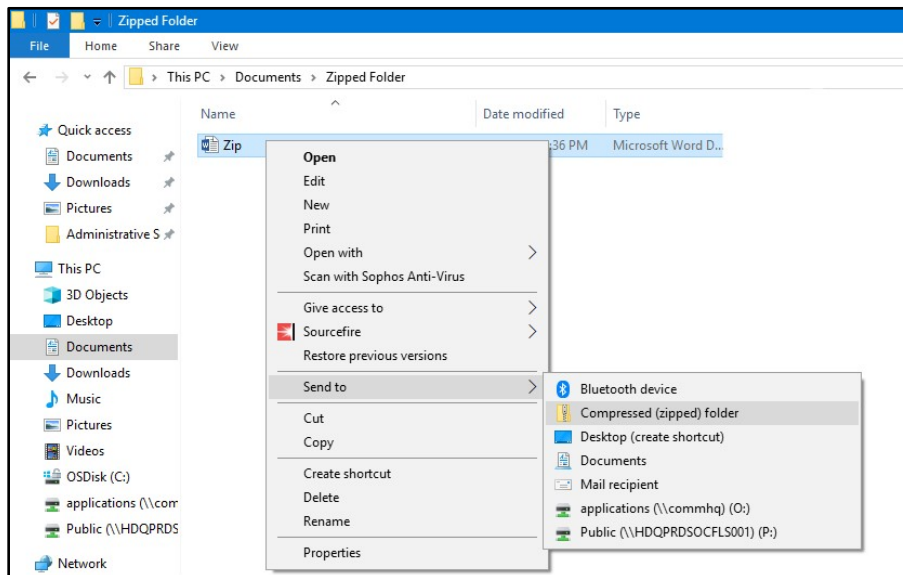


Zip a Large File

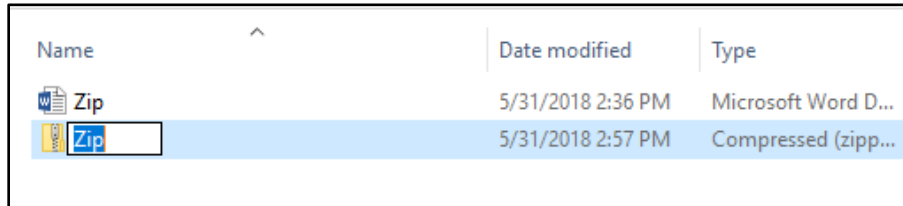
1. The maximum size for a document to be uploaded to the Grants Management System is 100MB. To upload a file that is larger than 100MB, zip the file before uploading it.





2. Go to File Explorer to locate the document to be zipped. Right click on the file, select **“Send to,”** and then on **“Compressed (zipped) folder.”**

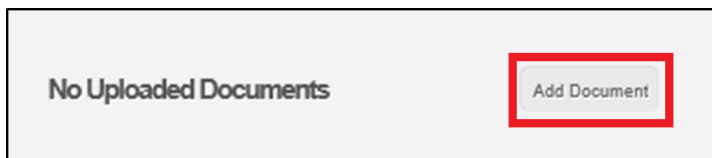


3. The file has been zipped, and will need to be named. The original name of the unzipped file will be the default name for the zipped file also. The zipped file can be renamed, or hit enter to keep the default name.



Name	Date modified	Type
 Zip	5/31/2018 2:36 PM	Microsoft Word D...
 Zip	5/31/2018 2:57 PM	Compressed (zipp...

4. The zipped file can now be uploaded. Click on the ***“Add Document”*** button to upload it.



View Your 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 contacts. If you select **“Contacts”** from the home screen, it will display all contacts for all accounts for your entity. You may have different contacts for different accounts that is why it is important that you go into each account to view the contacts for that particular account.

Program	Grant #	Grant Name	Proj Count	Closed Date
HMGP	9999	Mitigation Plan Tracking	1	
PA	9999	Public Assistance Test Grant	7	

2. Click on **“Contacts,”** and the Applicant (*your*) contacts will display. If you need to update your contacts, complete a Designation of Subrecipient Agent (DSA) form found at <https://grants.tdem.texas.gov/site/Forms.cfm>. The form will be located under **Common Forms**. Submit a Support Ticket and attach the completed form or email it to TDEM.GMS@tdem.texas.gov.

Note: Periodically go into *GMS* to review your contacts. Submit a support ticket to request removal of contacts that are no longer employed by your entity, or contractors that no longer require access.

Name	Title	Bus Phone	Email	Notify	Is User	Position(s)
Joe Applicant	Emergency Manager	111-111-1111	joeapplicant@tatt.net	N	No	Authorized Agent, Primary
Mary Applicant	Emergency Manager 2	222-222-2222	noname2@yahoo.com	N	No	Alternate
User 1 Test	Test User	555-555-5555	Peter.Hult@tdeps.texas.gov	Y	Yes	Alternate
User 4 Test	Applicant Test	555-555-5555	User4@aol.com	Y	Yes	Secondary State Contact

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.

Any Texas Town

Create New Request Submit New Reimbursement Request More

Summary

Accounts

Quick Search: 2 results

Program	Grant #	Grant Name	Proj Count	Closed Date
HMGP	9999	Mitigation Plan Tracking	1	
PA	9999	Public Assistance Test Grant	7	

2. Click **“Contacts,”** and then **“State”** to bring up the state contacts.

9999 Public Assistance Test Grant (PA) Any Texas Town

Account for 9999 (PA) - Any Texas Town

Active

Create New Request More

Summary

Projects

Payments

Quarterly Reports

Contacts

Notes

Documents

History

Account Details

Authorized Agent: Joe Applicant - Emergency Manager

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

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

Federal Obligated: \$990,761.78 (262.26%)
\$317,298.79 Un-Paid
View Graph

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

Local Share: \$36,289.27 (-168.66%)

Advances Requested: \$0.00 Expand

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 #: 50052 FEIN #: 111111111
Vendor #: 111222333
DUNS #: 111222333
Type: City
Physical/Mailing: 1 Longhorn Drive
Sherman, TX.

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

Projects

Payments >

Quarterly Reports

Contacts >

- Applicant
- State

Contacts ↔ State

Quick Search: 3 results ▾

Name	Title	Bus Phone	Email	Notify	Is User	Position(s)
Colleen O'Neal	Section Administrator Region 4 & 5	806-740-8936	colleen.oneal@dps.texas.gov	Y	Yes	Other
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

Accounts

What is an Account?

Applicant + Grant = Account

Grants can be both disaster and non-disaster grants. An Applicant can have multiple accounts. (*Account for Public Assistance (PA), Account for Hazard Mitigation (HM), etc.*)

Any Texas Town

Create New Request | Submit New Reimbursement Request | More

Summary

- Accounts
 - Accounts
 - Requests for Assistance
 - Account Activation
 - Withdraw Requests
 - Appeals
 - Account Closeouts
- Projects
- Payments
- Quarterly Reports
- Contacts
- Notes
- Documents
- History

Accounts

Quick Search: 2 results

Program	Grant #	Grant Name	Proj Count	Closed Date
HMGF	9999	Mitigation Plan Tracking	1	
PA	9999	Public Assistance Test Grant	7	

Create an Account

The Applicant does not create an Account. The creation of a grant account is dependent on the grant program.

- Public Assistance accounts are created in the Grants Management System (GMS) when a Request for Public Assistance (RPA) is imported from the FEMA Grants Portal, <https://grantee.fema.gov/#applicants/subrecipient>.
- Fire Management Assistance grant accounts are created in GMS when an applicant submits a Request for Fire Management Assistance (RFMA) for the grant program on behalf of their municipality, city, county, private nonprofit, etc.
- Hazard Mitigation and Pre-Disaster Mitigation grant accounts are created when an applicant submits a grant application in GMS on behalf of their municipality, city, county, private nonprofit, etc.

Any Texas Town

Create New Request | Submit New Reimbursement Request | More

Summary

Accounts

- Accounts
 - Requests for Assistance
 - Account Activation
 - Withdraw Requests
 - Appeals
 - Account Closeouts
- Projects
- Payments
- Quarterly Reports
- Contacts
- Notes
- Documents
- History

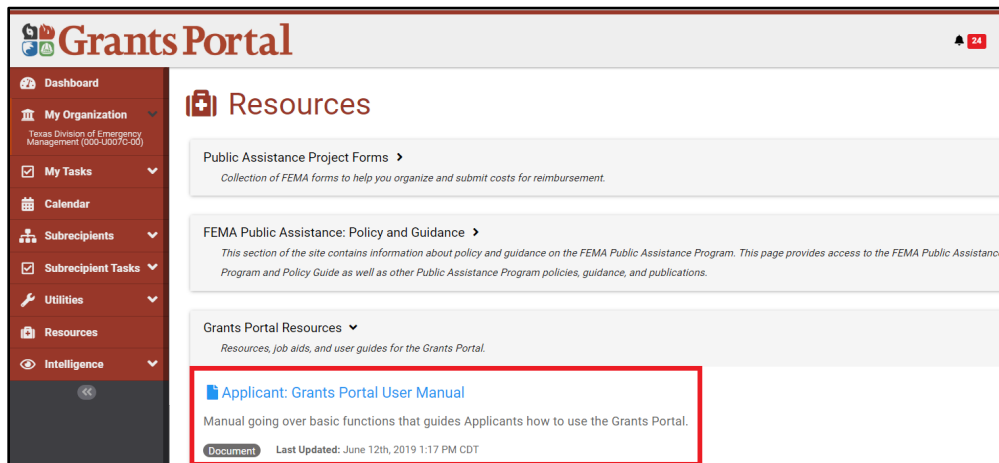
Accounts

Quick Search: 2 results

Program	Grant #	Grant Name	Proj Count	Closed Date
HMGP	9999	Mitigation Plan Tracking	1	
PA	9999	Public Assistance Test Grant	7	

Submit Request for Public Assistance (RPA)

1. You will need to go to the FEMA Grants Portal to submit a Request for Public Assistance (RPA). Go to <https://grantee.fema.gov/#resources>, and look under Grants Portal Resources to download the most current version of the “Applicant: Grants Portal User Manual.”



2. If your organization has never submitted an RPA, or no one in your organization has access to the Grants Portal, you will need to send an email to TDEMRecovery.rpa@tdem.texas.gov to request that an invitation be sent to you to access the Grants Portal.
3. Complete the information requested on the Request for Public Assistance screens. If your organization is not in the Grants Portal, you may need to register your organization first.

Helpful Tips for entering new Applicant Names:

- Use the name that is on sam.gov (if organization is on sam.gov)
- Enter only name of city; not City of _____. If the Applicant’s name has Town of or Village of before the name, type in the name first, enter a comma, and then the prefix. (See following examples)

<i>Applicant Name</i>	<i>Enter Name</i>
<i>City of Any</i>	<i>Any</i>
<i>Unique City</i>	<i>Unique City</i>
<i>Town of Many</i>	<i>Many, Town of</i>
<i>Village of Several</i>	<i>Several, Village of</i>
<i>Cute Village</i>	<i>Cute Village</i>

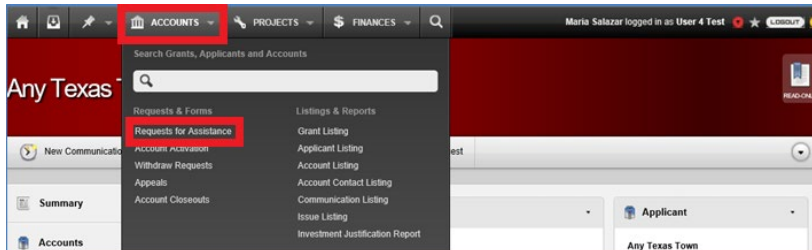
- *Do not abbreviate names: Any Texas Town ISD should be entered as Any Town Independent School District (ISD)*
- *Abbreviate number with the # sign: Any Texas County Municipal Utility District #1, Any Texas County Municipal Utility District #2, etc.*
- *If the Applicant is known by an acronym, spell out the name first and then put the acronym in parentheses: TDEM should be entered as Texas Division of Emergency Management (TDEM)*
- *If an Applicant has "The" as a prefix enter it at the end of the name separated by a comma: The Texas Town Food Bank should be entered as Texas Town Food Bank, The*
- *Do not use periods in the name: St. Mark Hospital should be entered as St Mark Hospital*

4. **For Private Non-Profit (PNP) Applicants only:** Prior to submitting an RPA for a PNP, have the following required documents ready. You will not be able to proceed without the requested documents.

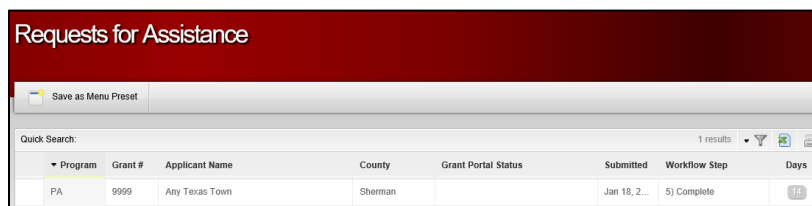
- PNP Facility Questionnaire
- Copy of Tax Exemption Certificate. *(Ruling letter from the U.S. Internal Revenue Service granting tax exemption or State certification stating the entity is a nonprofit. The sales tax exemption certificate cannot be used to meet this requirement.)*
- Organization Charter, Articles of Incorporation, or By-Laws
- Information on accreditation or certification *(school or educational facility only)*
- Insurance policy
- Proof of Ownership or Lease Agreement

Find an Existing Request for Public Assistance (RPA)

1. Click the **“Accounts”** menu on the **Main Menu** bar, and then click **“Requests for Assistance”** under the **Requests & Forms** section of the menu.

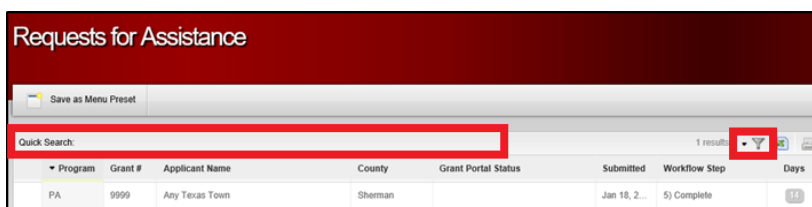


2. A list of **RPAs** for the Applicant you represent will show up in list form.



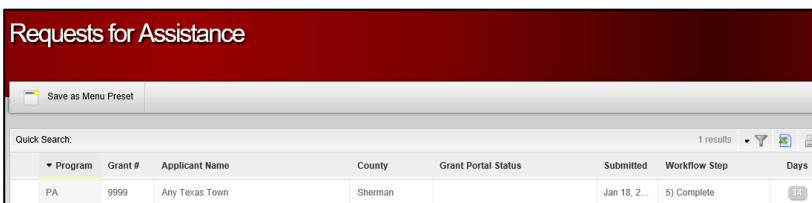
Program	Grant #	Applicant Name	County	Grant Portal Status	Submitted	Workflow Step	Days
PA	9999	Any Texas Town	Sherman		Jan 18, 2...	5) Complete	

3. If you are assigned to multiple Accounts, use the **“Quick Search”** or **“Filter”** (funnel icon) option to locate the desired request from the list of RPAs that is produced.



Program	Grant #	Applicant Name	County	Grant Portal Status	Submitted	Workflow Step	Days
PA	9999	Any Texas Town	Sherman		Jan 18, 2...	5) Complete	

4. Once located, click on the desired grant and the system will navigate to the requested form.



Program	Grant #	Applicant Name	County	Grant Portal Status	Submitted	Workflow Step	Days
PA	9999	Any Texas Town	Sherman		Jan 18, 2...	5) Complete	

5. The details of the **Request for Public Assistance (RPA)** will display.

Home ACCOUNTS PROJECTS FINANCE

Maria Salazar logged in as User 4 Test

2020 Public Assistance Test Grant (PA) > Any Texas Town > Account for 2020 (PA) - Any Texas Town

Request for Assistance #1143

Routing Complete

- Summary
- Form
- Notes
- Documents
- Workflow
- History

Deliverables

[View All Completed Deliverables](#)

Request for Assistance Details

This form notifies the State of the intent to participate in a given newly declared Grant. The Applicant details as well as key contacts are specified.

Grant: 9999 Public Assistance Test Grant

County: Sherman
 Disaster Declared Within County

Primary/Authorized Contact: **Joe Applicant**
 Emergency Manager
 No System Access

Alternate Contact: **Mary Applicant**
 Emergency Manager 2
 No System Access

Was PDA done: Y

Counties Affected: Sherman

Account Activation Status: 1) **Review Requirements and Obtain Signatures**

Grant

9999 Public Assistance Test Grant
 Public Assistance
 Declared: January 18, 2017
 Emergency Deadline: July 18, 2017
 Permanent Deadline: January 18, 2018

Applicant

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

Workflow Summary

Current Step: 5) Complete
 Extended Description: System Initiates Account Activation

Last Advanced: Mar 19, 2018 at 12:55 PM by Maria Salazar 14 days ago

Submission: Jan 18, 2017 at 2:40 PM by User 1 Test 439 days ago

Notes & Comments Add Note

There are currently no notes.
Be the first to add one

Document Templates

> RPA Form

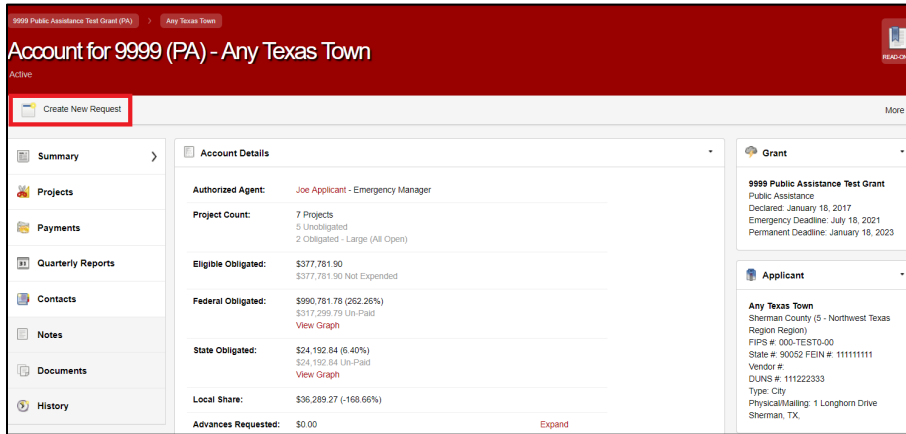
No Uploaded Documents Add Document

No Issues Add Issues

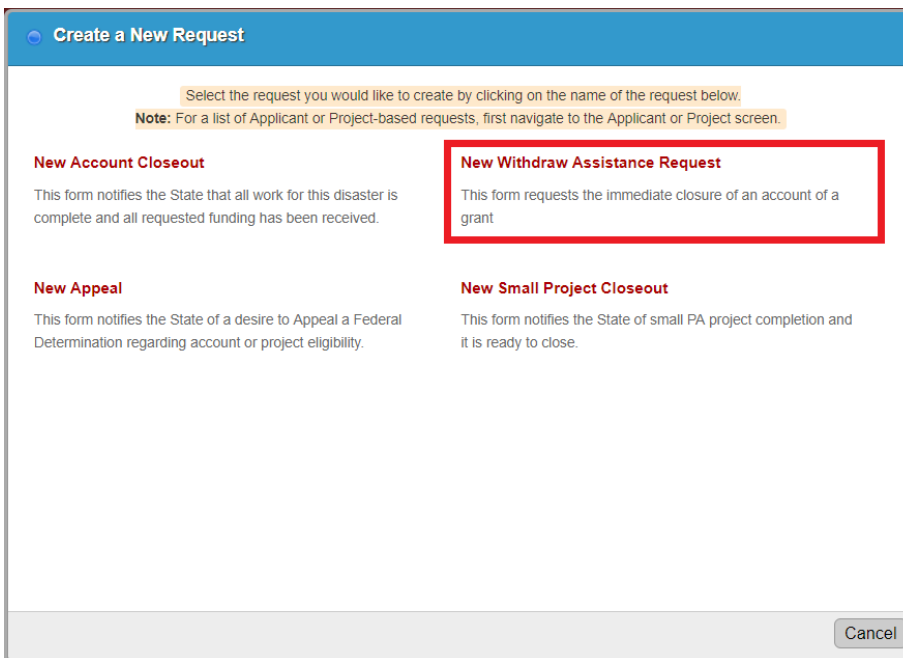
Withdraw Requests for Assistance

This form requests the immediate closure of an account typically due to an Applicant not having eligible damages.

1. Go to the home screen of the Account you wish to withdraw, and click the **“Create New Request”** button.



2. Click the **“New Withdraw Assistance Request”** link.



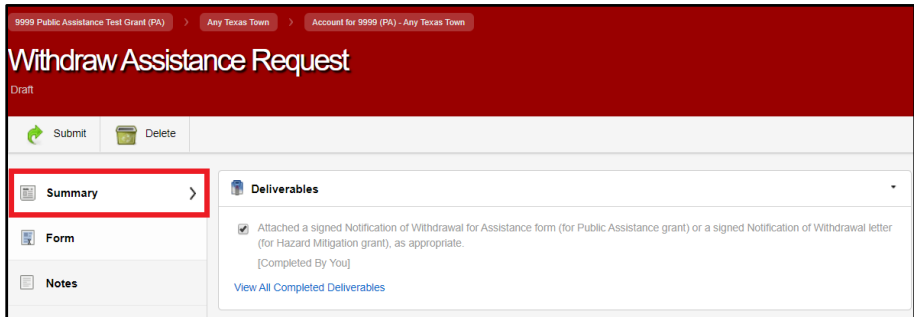
3. The form will display. Complete the form:
 - a. Enter the **“Reason”** for the withdrawal.
 - b. Enter any **“Notes”** to be included.
 - c. Click **“Save”** (the form can be saved without submitting, and retrieved at a later time from your **“Drafts”** under the **Inbox** menu). The form must be saved before attaching any documents.
 - d. Click the **“Add Document”** button to upload additional documentation, if necessary.
 - e. 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.

Withdraw Assistance Request Form

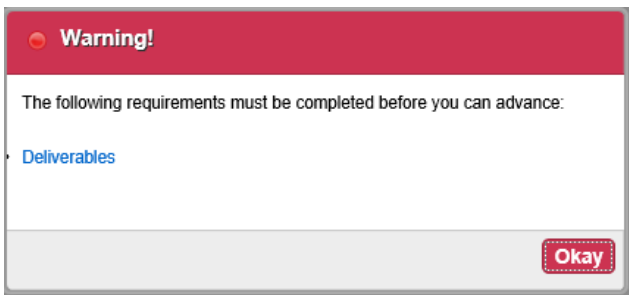
The screenshot shows a web application interface for creating a new withdrawal assistance request. At the top, there is a navigation bar with tabs for ACCOUNTS, PROJECTS, and FINANCES. Below this is a breadcrumb trail: 4029 Wildfires (PA) > Any Texas Town > Account for 4029 (PA) - Any Texas Town. The main heading is "Create New Withdraw Assistance Request". Below the heading is a toolbar with "Save", "Submit", and "Cancel" buttons. A left sidebar contains a "Form" tab. The main content area has two input fields: "Reason" and "Notes". The "Reason" field has a red box labeled 'a' and an example text: "Example: 'No eligible damage' or 'Damage is below FEMA's required minimum amount of \$1,000'". The "Notes" field has a red box labeled 'b'. At the bottom right, there is an "Add Document" button with a red box labeled 'd'. At the bottom left, there is a "Notes & Comments" section with an "Add Note" button and a message: "There are currently no notes. Be the first to add one".

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.

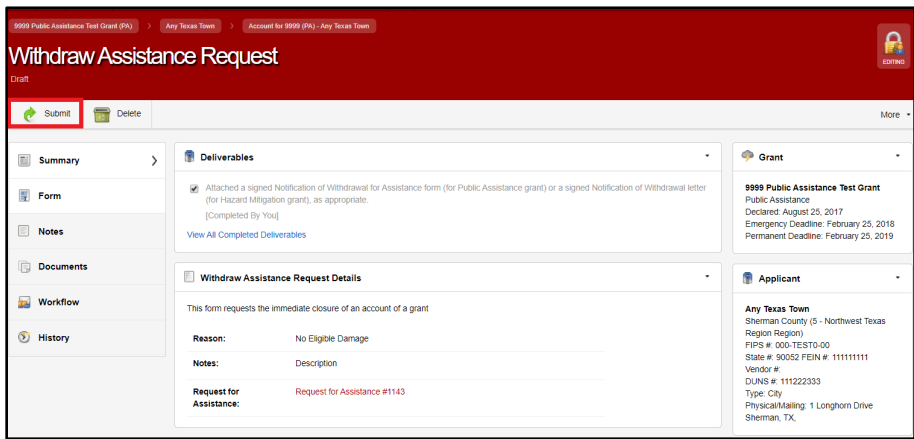
Note: Each **Deliverable** must be checked off/completed before the form can be submitted.



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**.



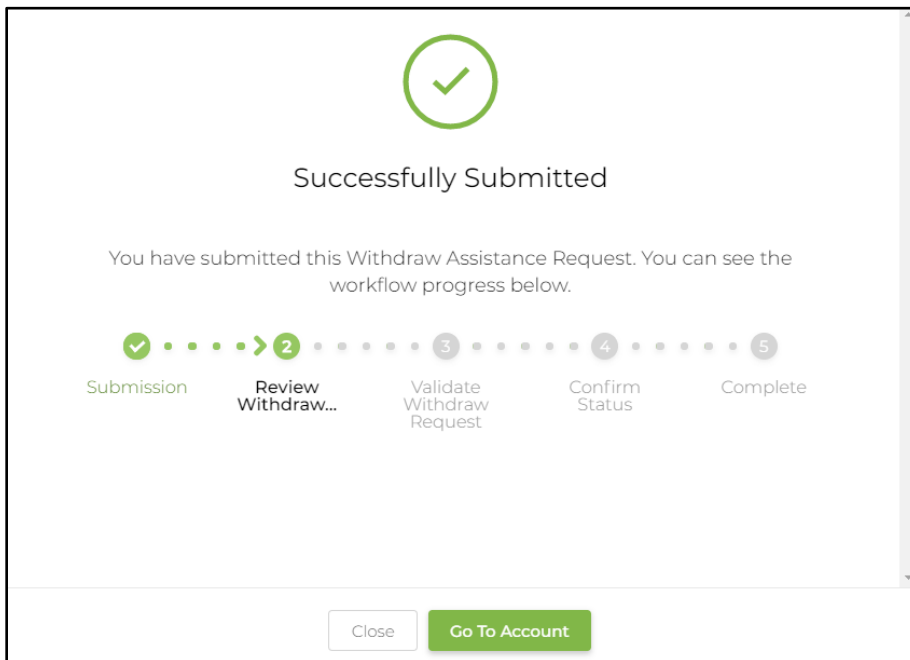
6. Click the **“Submit”** button when all of the **Deliverables** have been completed.



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

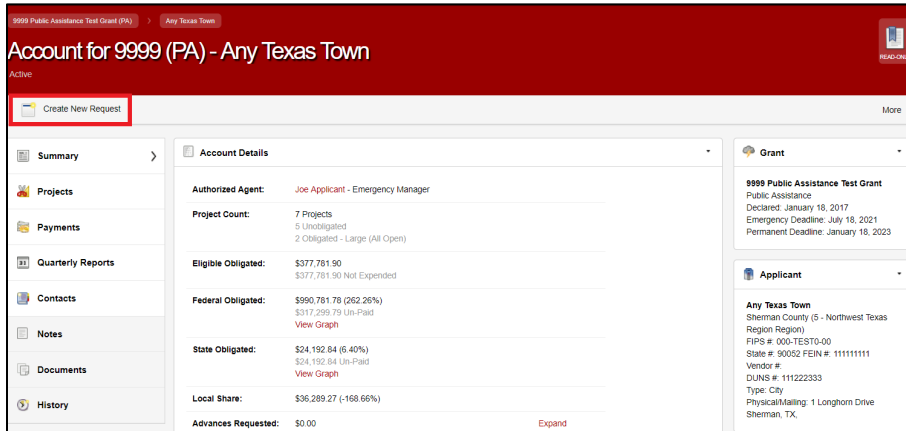


8. A notification will display letting you know that the **Withdraw Assistance Request** was successfully submitted. Select the button for the desired action, **“Close”** the window or **“Go to Account.”**

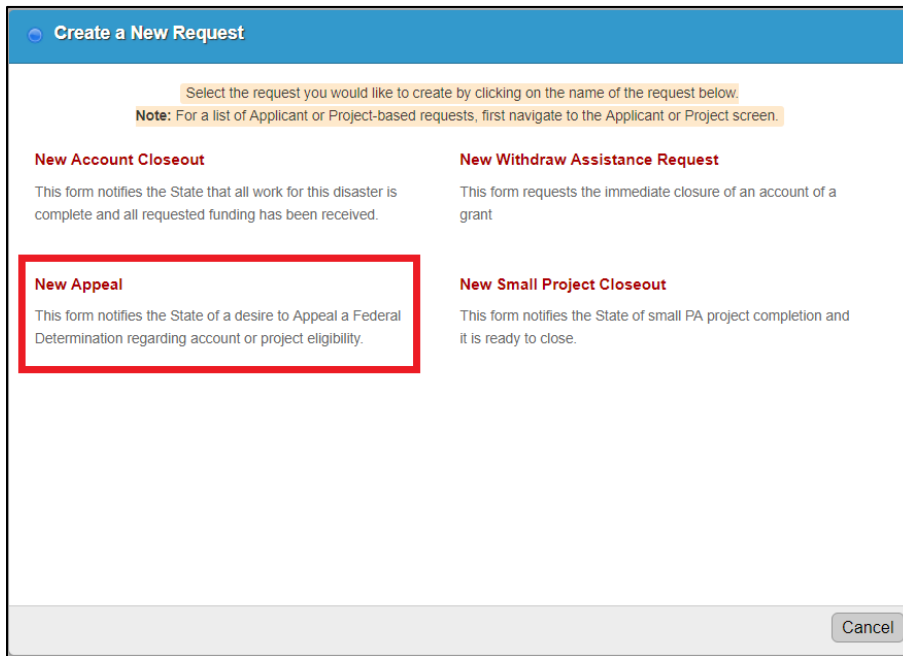


Create Account Appeal

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



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



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 the 'Create New Appeal' form. The form is titled 'Create New Appeal' and has a red header. Below the header, there are three buttons: 'Save', 'Submit', and 'Cancel'. The form fields are as follows:

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

At the bottom of the form, there are three sections:

- Notes & Comments:** A section with 'Add Note' and 'No Uploaded Documents' buttons. A red box labeled 'e' points to the 'Save' button.
- No Issues:** A section with 'Add Document' and 'No Issues' buttons. A red box labeled 'f' points to the 'Add Document' button.

- 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.

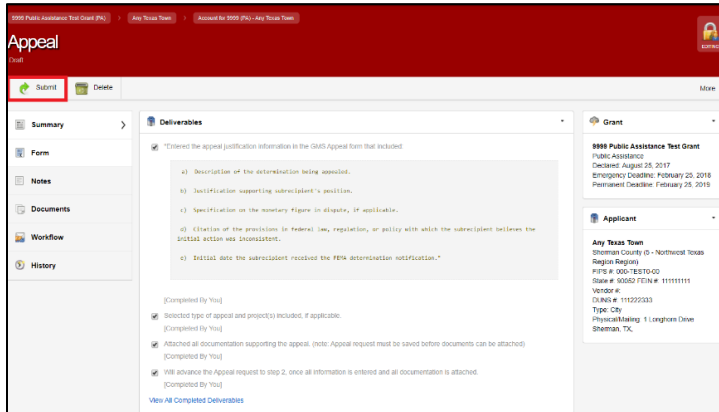
Note: Each **Deliverable** must be checked off/completed before the form can be submitted.

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, there are buttons for 'Submit' and 'Delete'. The main content area is divided into three sections: 'Summary', 'Deliverables', and 'Grant'. The 'Summary' section is highlighted with a red box. The 'Deliverables' section contains a list of five items, each with a checkbox and a description. The first item is checked. The 'Grant' section contains information about the '9999 Public Assistance Test Grant' and the 'Applicant' 'Any Texas Town'.

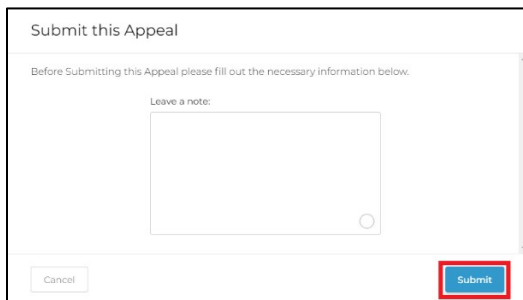
- If you click the **“Submit”** button prior to verifying that all Deliverables have been completed, the following warning will display. Click the **“Okay”** button to return to the **Deliverables**.

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 bullet point. At the bottom right of the dialog box, there is a red button with the text 'Okay'.

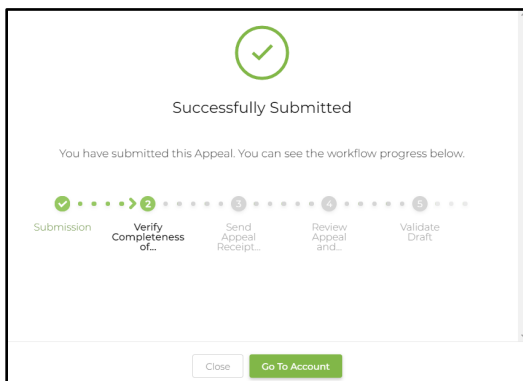
6. Click the **“Submit”** button when all of the **Deliverables** have been completed.



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

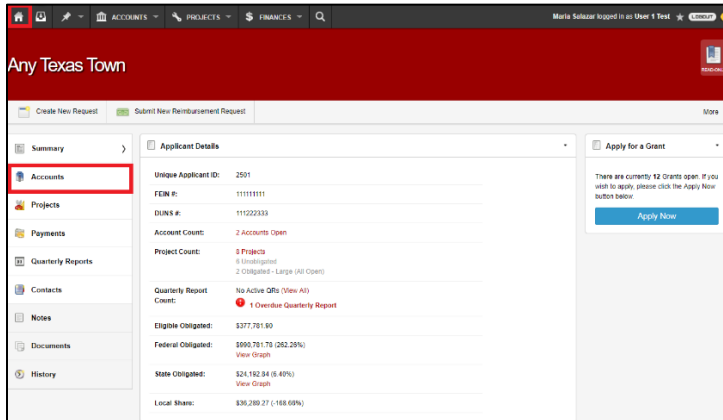


8. A notification will display letting you know that the **Appeal** was successfully submitted. Select the button for the desired action. **“Close”** the window or **“Go to Account.”**

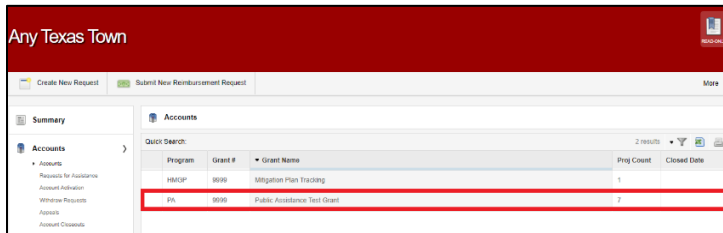


Account Closeout

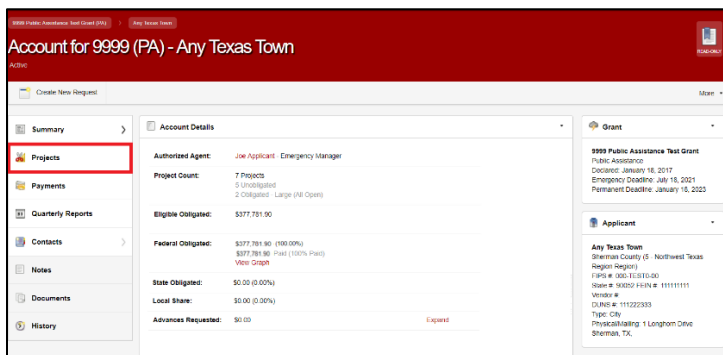
1. Navigate to your **Home** screen. On the side menu, select **“Accounts.”** If you represent more than one organization, select the Applicant first.



2. A listing of all **Accounts** will display. Select the **Account** that needs to be closed out by clicking on that line (*lines are hyperlinked*).



3. Select **“Projects”** to bring up a listing of the projects for this account.



- A listing of all the projects for this Account will display. Check to make sure that all projects are closed for this account (*check the **Status** column*).

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	Closed Oct 08, 2...
74		EXP-Asbestos Abatement and E	B	L	\$135,853.46	100%	n/a	100%	n/a	Closed Oct 08, 2...
75		EXP-Asbestos Abatement and E	B	L	\$0.00	0%	0%	0%	n/a	Closed Oct 08, 2...
126		Emergency Protective Measures City Wide	B	L	\$0.00	0%	0%	0%	n/a	Closed Oct 08, 2...
205		DR-4332-City Emergency Protective	B	L	\$0.00	0%	0%	0%	n/a	Closed Oct 08, 2...
490		Harry Park Trail	G	L	\$0.00	0%	0%	0%	n/a	Closed Oct 08, 2...
900		Pct 2 and 3 - Road Damage	C	L	\$241,928.44	100%	n/a	100%	n/a	Closed Oct 08, 2...
					\$377,781.90					

- Below is an example of a closed project with the **Project Details**. It is showing 100% paid on the **Federal Obligated**. Click **“Expand”** to view the details.

Project #74 - EXP Asbestos Abatement and E (L, Cat B)
Closed Oct 08, 2018

Project Details

Number: F# 74
 Title: EXP Asbestos Abatement and E
 Type: B - Emergency Protective Measures
 Reference Number: EXP3350
 Eligible Obligated: \$135,853.46 (L) [Expand](#)

Federal Obligated: \$135,853.46 (100.00%) [Collapse](#)

Obligated Approved:	\$135,853.46
Obligated Pending Approval:	\$0.00
Federal:	\$135,853.46

100%

- Paid (\$135,853.46)
- Payments In Process (\$0.00)
- Un-Paid - Ready to Pay (\$0.00)
- Un-Paid (\$0.00)

State Obligated: \$0.00 (0.00%)
 Local Share: \$0.00 (0.00%)
 Advances Requested: \$0.00 [Expand](#)

Work Complete %: 100.00%
 Quarterly Report is 0.00% complete.
 Project Version 0 is 100.00% complete.

Project Status: Closed Oct 08, 2018
 Work Deadline: January 18, 2020 (override)

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 FEN #: 111111111
 Vendor #:
 DUNS #: 11122333
 Type: City
 Physical/Mailing: 1 Longhorn Drive
 Sherman, TX.

- Navigate back to the Account that you would like to close out, and click the **“Create New Request”** button.

Account for 9999 (PA) - Any Texas Town

Create New Request

Summary

Account Details

Authorized Agent: Joe Applicant - Emergency Manager

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

Eligible Obligated: \$377,781.90
\$377,781.90 Expended

Federal Obligated: \$960,781.78 (262.26%)
\$377,781.90 Un-Paid
View Graph

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

Local Share: \$36,209.27 (-168.66%)

Advances Requested: \$0.00 Expand

Grant

9999 Public Assistance Test Grant
Public Assistance
Declared: January 18, 2017
Emergency Deadline: July 15, 2021
Permanent Deadline: January 18, 2023

Applicant

Any Texas Town
Starras County (S - Northwest Texas Region Region)
FIPS #: 0007EST0-00
State #: 90052 FEM #: 1111111111
Vendor #
DUNS #: 111222333
Type: City
PhysicalAddress: 1 Longhorn Drive
Starras, TX

- Select **“New Account Closeout.”**

Create a New Request

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.

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.

New Small Project Closeout
This form notifies the State of small PA project completion and it is ready to close.

Cancel

- The form will display. Complete the form:
 - Enter the **“Completion Date”** (date all work was completed).
 - Enter **“Comments”** (any additional information that might need to be known).
 - 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 additional documents, if necessary.

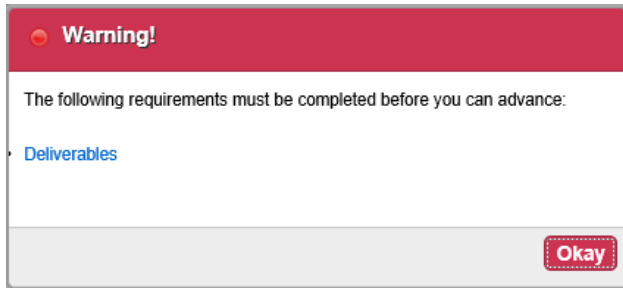
- e. Click the **“Submit”** button when the form is complete, and you have checked to make sure that the **Deliverables** on the **Summary** tab were completed.

Account Closeout Form

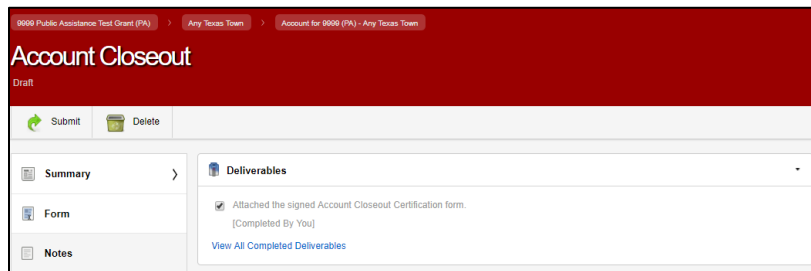
9. After you have saved the form, click the **“Summary”** tab on the left side menu to view the **Deliverables**. Verify that you have completed all deliverables by clicking on the box next to the **Deliverable**. This will place a check mark in the box to indicate that you completed that specific deliverable.

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

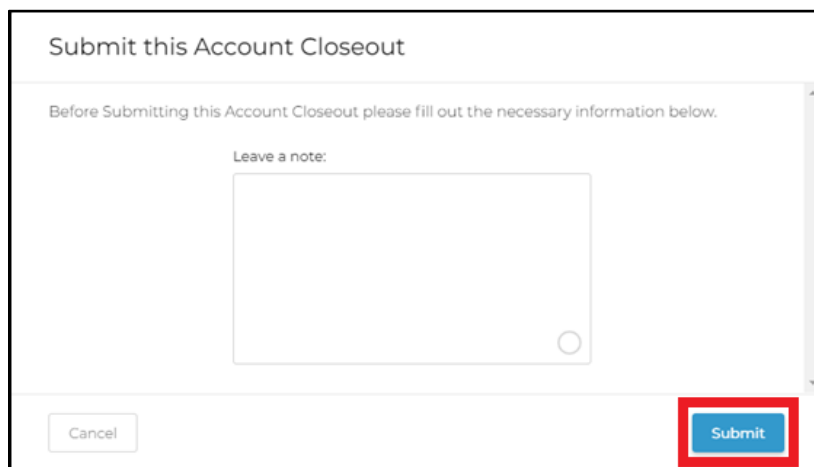
10. If you click the **“Submit”** button prior to verifying that all Deliverables have been completed, the following warning will display. Click the **“Okay”** button to return to the **Deliverables**.



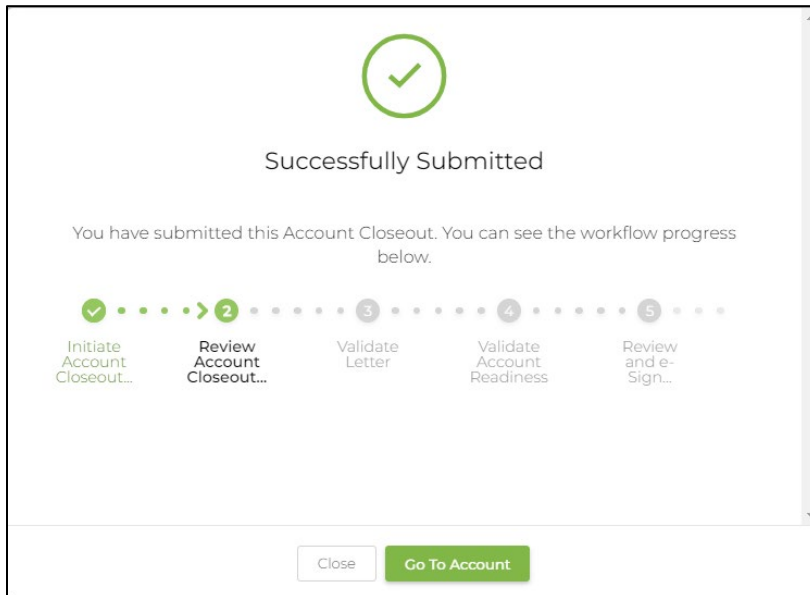
11. Click the **“Submit”** button when all of the **Deliverables** have been completed.



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



13. A notification will display letting you know that the **Account Closeout** was successfully submitted. You may **“Close”** the window or **“Go to Account.”**



Find a Project

1. From the **Home** screen, select **“Accounts”** to locate the grant for the project. Click on the **“Grant”** to be navigated. If you represent more than one organization, select the Applicant first.

The screenshot shows the 'Any Texas Town' Accounts page. The 'Accounts' menu item is highlighted in red. Below it, a table lists grants with columns for Program, Grant #, Grant Name, Proj Count, and Closed Date. The row for 'PA 9999 Public Assistance Test Grant' is highlighted in red.

Program	Grant #	Grant Name	Proj Count	Closed Date
HMGP	9999	Mitigation Plan Tracking	1	
PA	9999	Public Assistance Test Grant	7	

2. Select **“Projects”** from the menu on the left on the **Account Details** screen.

The screenshot shows the 'Account for 9999 (PA) - Any Texas Town' Account Details page. The 'Projects' menu item is highlighted in red. The page displays various financial metrics and a progress bar for project completion.

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

Eligible Obligated: \$377,781.00
 \$377,781.00 Not Expended

Federal Obligated: \$317,299.79 (83.99%)
 \$317,299.79 Un-Paid
[View Graph](#)

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

Local Share: \$36,289.27 (9.61%)

Advances Requested: \$0.00
 \$0.00 RFA Approved
 \$0.00 RFA Approval In Process
 \$0.00 Paid
 \$0.00 Payment In Process
 \$0.00 Ready To Pay
 \$0.00 Unallocated Balance

Authorized Agent: Joe Applicant - Emergency Manager

- This will bring up a list of all projects listed for the selected grant; choose a **“Project”** to view.

Account for 9999 (PA) - Any Texas Town

Active

Create New Request

Summary

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	Closed Oct 08, 2...
74		EXP Asbestos Abatement and E	B	L	\$135,853.46	100%	n/a	100%	n/a	Closed Oct 08, 2...
75		EXP Asbestos Abatement and E	B	L	\$0.00	0%	0%	0%	n/a	Closed Oct 08, 2...
125		Emergency Protective Measures City Wide	B	L	\$0.00	0%	0%	0%	n/a	Closed Oct 08, 2...
205		DR-4332-City Emergency Protective	B	L	\$0.00	0%	0%	0%	n/a	Closed Oct 08, 2...
490		Harry Park Trail	G	L	\$0.00	0%	0%	0%	n/a	Closed Oct 08, 2...
900		Pct 2 and 3 - Road Damage	C	L	\$241,928.44	100%	n/a	100%	n/a	Closed Oct 08, 2...
					\$377,781.90					

- The **Project Details Summary** screen will display.

9999 Public Assistance Test Grant (PA) > Any Texas Town > Account for 9999 (PA) - Any Texas Town

Project #74 - EXP Asbestos Abatement and E (L, Cat B)

Closed Oct 08, 2018

Create New Request

Summary

Funding

Expenses

Payments

Progress Monitoring

Contacts

Notes

Documents

History

Project Details

Number: F# 74

Title: EXP Asbestos Abatement and E

Type: B - Emergency Protective Measures

Reference Number: EXP3350

Eligible Obligated: \$135,853.46 (L) [Expand](#)

Federal Obligated: \$135,853.46 (100.00%) [Expand](#)

State Obligated: \$0.00 (0.00%)

Local Share: \$0.00 (0.00%)

Advances Requested: \$0.00 [Expand](#)

Work Complete %: 100.00%
Quarterly Report 2019 Q1: Oct-Dec is 100.00% complete.
Project Version 0 is 100.00% complete.

Project Status: Closed Oct 08, 2018

Work Deadline: January 18, 2020 (override)

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 (S - Northwest Texas Region Region)
FIPS #: 008-TEST0-00
State #: 90052 FEIN #: 111111111
Vendor #:
DUNS #: 111222333
Type: City
Physical/Mailing: 1 Longhorn Drive Sherman, TX.

Find Project Worksheet (PW) & Supporting Documentation

1. Navigate to a specific project, and click **“Funding”** to the right of the **Project Details** screen. All of the **Project Versions** will display for the selected project.

Project #93 - EXP - Cat B (L, Cat B)

Summary | **Funding** | Expenses | Payments | Progress Monitoring | Contacts | Notes | Documents | History

Project Details

- Number: F# 93
- Title: Emergency Work
- Alternate Title: EXP - Cat B
- Type: B - Emergency Protective Measures
- Reference Number: EXP3350
- Eligible Obligated: \$391,085.12 (L) [Expand](#)
- Federal Obligated: \$391,075.03 (100.00%) [Expand](#)
- State Obligated: \$0.00 (0.00%)
- Local Share: \$0.00 (0.00%)
- Advances Requested: \$304,375.16 [Expand](#)
- Work Complete %: 100.00%
Quarterly Report 2019 Q1: Oct-Dec is 100.00% complete.
Project Version 4 is 100.00% complete.
- Work Deadline: February 25, 2018
- In Process Requests: Quarterly Report (1) [Expand](#)

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.

2. Select the version that you would like to view by clicking on the version number (first column numbered 0-4 in this example; the lines are hyperlinked).

Project #93 - EXP - Cat B (L, Cat B)

Summary | Manage | **Funding** | Expenses | Payments | Progress Monitoring

Funding » Project Versions

Quick Search: 5 results

#	Size	Bundle	Eligible Amount	Fed %	Status	Federal Amt	Obligated	Workflow Step	Days
0	L	93	\$304,375.16	100%	Obligated	\$304,375.16	Nov 24, 2017	6) Complete	477
1	L	93	\$86,609.06		Obligated	\$77,948.15	Jul 5, 2018	6) Complete	259
2	L	93	\$0.00	2%	Obligated	\$8,660.91	Dec 18, 2018	6) Complete	34
3	L	93	-\$1,262.25		Obligated	-\$1,136.03	Feb 13, 2019	6) Complete	34
4	L	93	\$1,363.15		Obligated	\$1,226.84	Feb 27, 2019	6) Complete	25
			\$391,085.12			\$391,075.03			

- The **Project Version** will display. Scroll down to the bottom of the screen to view the Project Worksheet (PW) Supporting Documentation, or by clicking the **“Documents”** tab on the left menu.

Project #93: Project Version #1
Routing Complete

Deliverables
View All Completed Deliverables

Details

Sequence #:	1
Ref #:	EXP3350
Bundle #:	93
Package #:	616
Obligated Date:	July 5, 2018
Eligibility Status:	Eligible
PW Notification:	< no value >
Eligible Amount:	\$86,609.06
Cost Share Flag:	No
Federal Amount:	\$77,948.15
Admin Amount:	\$0.00
Work Complete %:	100%
Expense Review:	All Expenses should be reviewed to see if any approved amounts are no longer eligible
Is Donated Resource:	No

Workflow Summary

Current Step:	6) Complete Extended Description: Version becomes active in GMS.
Last Advanced:	Jul 10, 2018 at 5:38 PM by Cory McCabe 259 days ago
Submission:	Jul 9, 2018 at 8:05 AM by Maria Salazar 260 days ago

Grant
\$555 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.

Project
F #53
Emergency Work
B Emergency Protective Measures
Work Deadline: February 25, 2018
Eligible: \$391,085.12 (L)
Federal: \$391,075.03 (100%)
Un-Expended Eligible: \$727.90

Notes & Comments
Add Note
These are currently no notes.

Uploaded Documents
Add Document
DR-4332 Any Texas Town PW63 REC Report (Record of Environmental Consideration)

Project Scope Modification/Cost Change

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.

The screenshot shows the 'Any Texas Town' web application interface. The top navigation bar includes 'ACCOUNTS', 'PROJECTS', and 'FINANCES'. The left sidebar has 'Accounts' highlighted with a red box. The main content area is titled 'Applicant Details' and contains the following information:

- Unique Applicant ID: 2501
- FEIN #: 111111111
- DUNS #: 111222333
- Account Count: 2 Accounts Open
- Project Count: 8 Projects (6 Unobligated, 2 Obligated - Large (All Open), 1 due in the next 30 days (view))
- Quarterly Report Count: No Active QRs (View All)
- Eligible Obligated: \$377,781.90
- Federal Obligated: \$990,781.78 (262.26%) (View Graph)
- State Obligated: \$24,192.84 (6.40%) (View Graph)
- Local Share: \$36,289.27 (-168.66%)

On the right, there is an 'Apply for a Grant' section with a message: 'There are currently 10 Grants open. If you wish to apply, please click the Apply Now button below.' and an 'Apply Now' button.

2. Select the **“Account”** that contains the **Project** that needs a **Scope Modification/Cost Change**. The system will navigate to that account (*lines are hyperlinked*).

The screenshot shows the 'Any Texas Town' web application interface. The top navigation bar includes 'ACCOUNTS', 'PROJECTS', and 'FINANCES'. The left sidebar has 'Accounts' highlighted with a red box. The main content area displays a table of accounts with the following data:

Program	Grant #	Grant Name	Proj Count	Closed Date
HMGP	9999	Mitigation Plan Tracking	1	
PA	9999	Public Assistance Test Grant	7	

The row for 'PA 9999 Public Assistance Test Grant' is highlighted with a red box.

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

Active

Create New Request More

- Summary
- Projects**
- Payments
- Quarterly Reports
- Contacts
- Notes
- Documents
- History

Account Details

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

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

Federal Obligated: \$990,781.78 (262.28%)
 \$317,209.79 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”** that needs the **Scope Modification and/or Cost Change**.

Account for 9999 (PA) - Any Texas Town

Active

Create New Request More

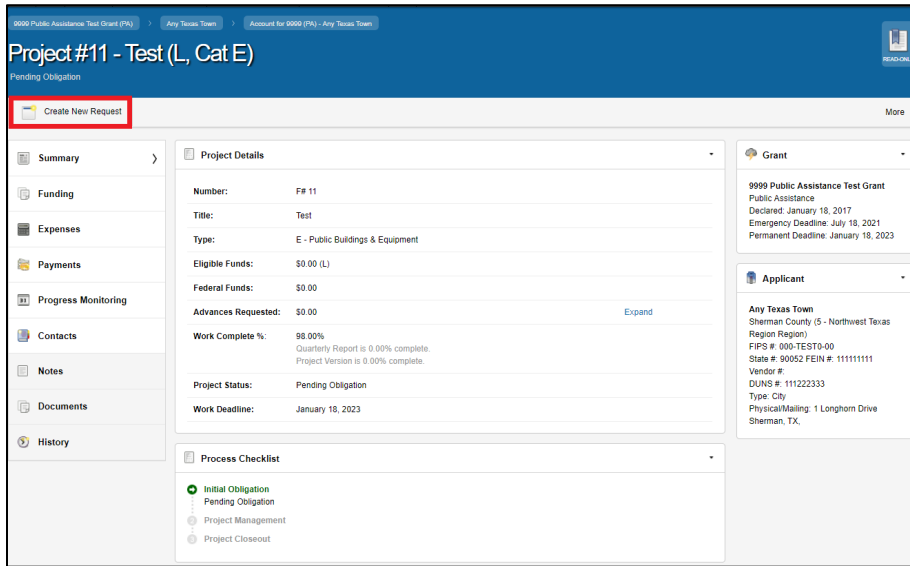
- Summary
- Projects**
- Payments
- Quarterly Reports
- Contacts

Projects

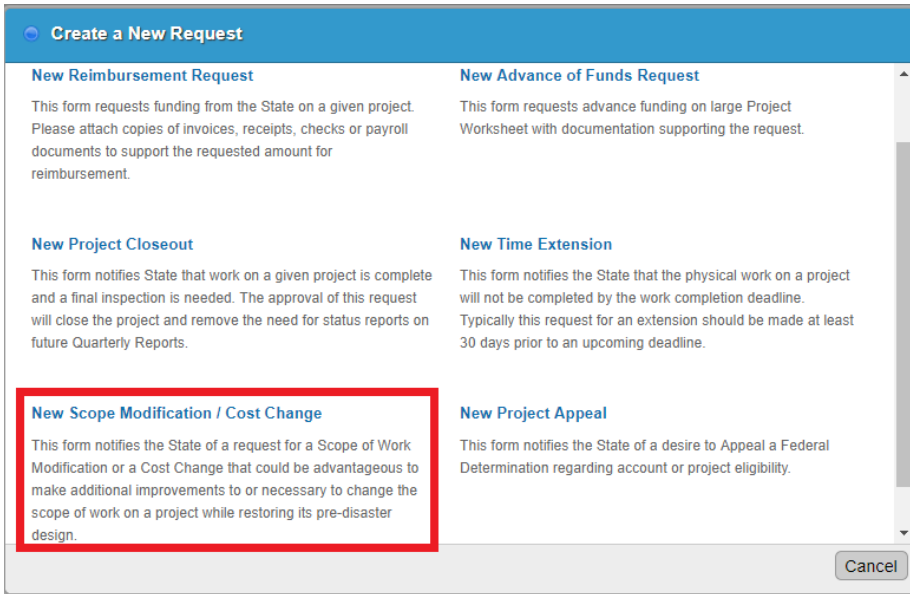
Quick Search: 7 results

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%	Closeout in Progr...
					\$377,781.90					

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



- Select **“New Scope Modification / Cost Change”** to be navigated to the form.



7. The form will display. Complete the form:
- a. Select the ***“Type”*** of change for the Project from the drop down menu.
 - b. Enter the ***“Description”*** for the change to the Project.
 - c. Enter the ***“Justification”*** (*why is a Scope Modification and/or Cost Change needed*).
 - d. Select an option for ***“Funding Change”*** from the drop down menu.
 - a. If you select ***“Requesting Additional Funds – Cost Overrun,”*** or ***“Returning Funds – Cost Underrun”*** enter the additional required information:
 - enter the ***“Federal Share”***
 - enter ***“State Share”***
 - enter ***“Local Share”***
 - e. Enter ***“Anticipated Cost.”***
 - f. Enter the ***“Source of Additional Funds”*** for the Project (Non-Federal funds).
 - g. Select the ***“Work Performed By”*** from the drop down menu (*who performed the work*).
 - h. Enter the ***“Anticipated Completion Date.”***
 - i. Add ***“Additional Comments,”*** if needed.
 - j. 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.
 - k. Click the ***“Add Document”*** button to upload supporting documentation for the Scope Modification/Cost Change.
 - l. 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.

Scope Modification/Cost Change Form

If ***“Requesting Additional Funds – Cost Overrun”*** or ***“Returning Funds – Cost Underrun”*** is selected in Item ***“d”*** (as noted above), of the Scope Modification / Change Form, additional required fields will display.

- 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.

9999 Public Assistance Test Grant > Any Texas Town > Account for 9999 (PA) - Any Texas > Project #11 - Test (L, Cat E)

Project #11: Scope Modification / Cost Change

Draft

Submit Delete

Summary >

Deliverables

- Submitted a Scope Modification / Cost Change request with supporting justification and documentation.
[Completed By You]

[View All Completed Deliverables](#)

Form

Notes

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**.

Warning!

The following requirements must be completed before you can advance:

- Deliverables

Okay

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

9999 Public Assistance Test Grant > Any Texas Town > Account for 9999 (PA) - Any Texas > Project #11 - Test (L, Cat E)

Project #11: Scope Modification / Cost Change

Draft

Submit Delete

Submit

Summary >

Form >

Notes

Documents

Workflow

History

Deliverables

- Submitted a Scope Modification / Cost Change request with supporting justification and documentation.
[View All Completed Deliverables](#)

Scope Modification / Cost Change Details

This form notifies the State of a request for a Scope of Work Modification or a Cost Change that could be advantageous to make additional improvements to or necessary to change the scope of work on a project while restoring its pre-disaster design.

Request Type: Scope of Work Change

Description of Changes: Description

Approximate Completion Date: February 2, 2024

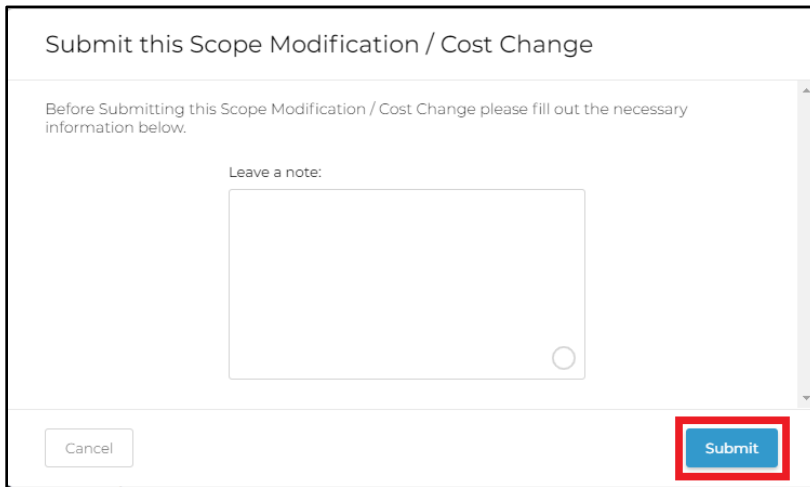
Grant

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.

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



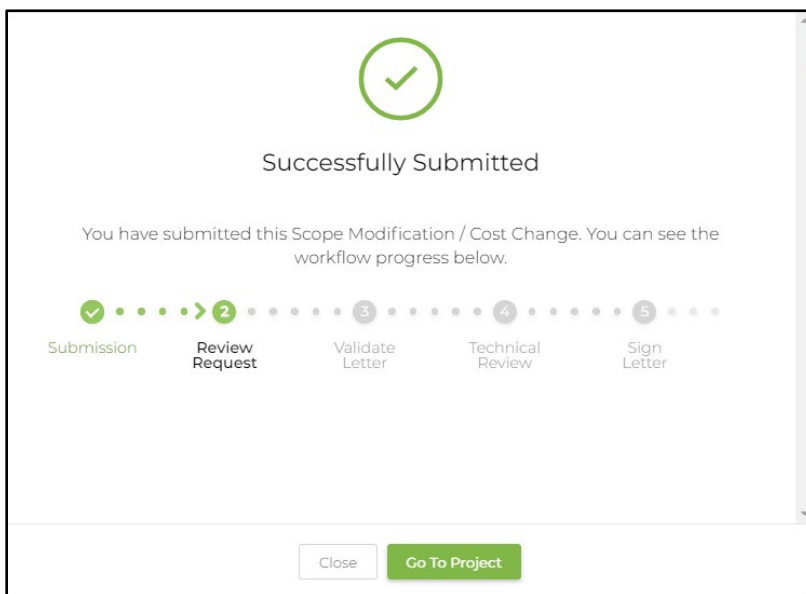
Submit this Scope Modification / Cost Change

Before Submitting this Scope Modification / Cost Change please fill out the necessary information below.

Leave a note:

Cancel Submit

12. A notification will display letting you know that the **Scope Modification / Cost Change** was successfully submitted. Select the button for the desired action. **“Close”** the window, or **“Go to Project.”**



Successfully Submitted

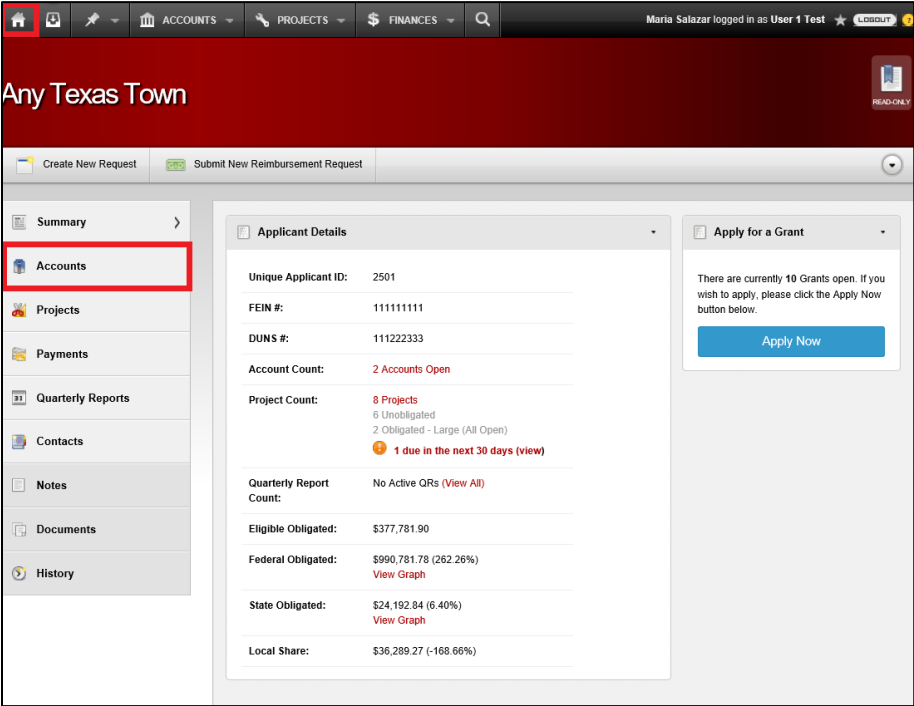
You have submitted this Scope Modification / Cost Change. You can see the workflow progress below.

Submission Review Request Validate Letter Technical Review Sign Letter

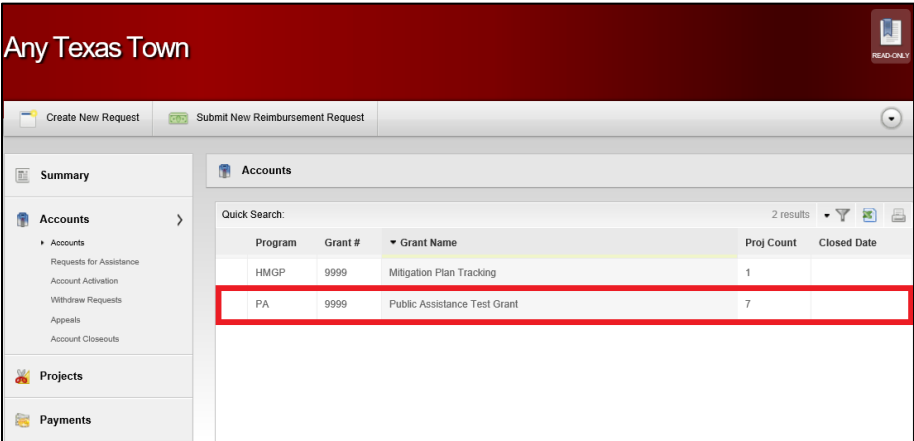
Close Go To Project

Project Time Extension

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



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



3. At the **Account Details** screen, select the **“Projects”** tab on the left side menu.

Account for 9999 (PA) - Any Texas Town

Active

Create New Request

More

Summary

- Projects**
- Payments
- Quarterly Reports
- Contacts
- Notes
- Documents
- History

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: \$900,781.78 (262.29%)
 \$317,299.79 Un-Paid
 View Graph

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

Local Share: \$38,289.27 (-150.65%)

Advances Requested: \$0.00
 \$0.00 RFA Approved
 \$0.00 RFA Approval In Process
 \$0.00 Paid
 \$0.00 Payment In Process
 \$0.00 Ready To Play
 \$0.00 Unallocated Balance

Authorized Agent: Joe Applicant - Emergency Manager

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 #: 00052 FEIN #: 111111111
 Vendor #:
 DUNS #: 111222333
 Type: City
 Physical/Mailing: 1 Longhorn Drive
 Sherman, TX.

4. This will display a list of all **Projects** for the Grant. Select the **“Project”** that needs a **Time Extension**.

Account for 9999 (PA) - Any Texas Town

Opening

Create New Request

More

Summary

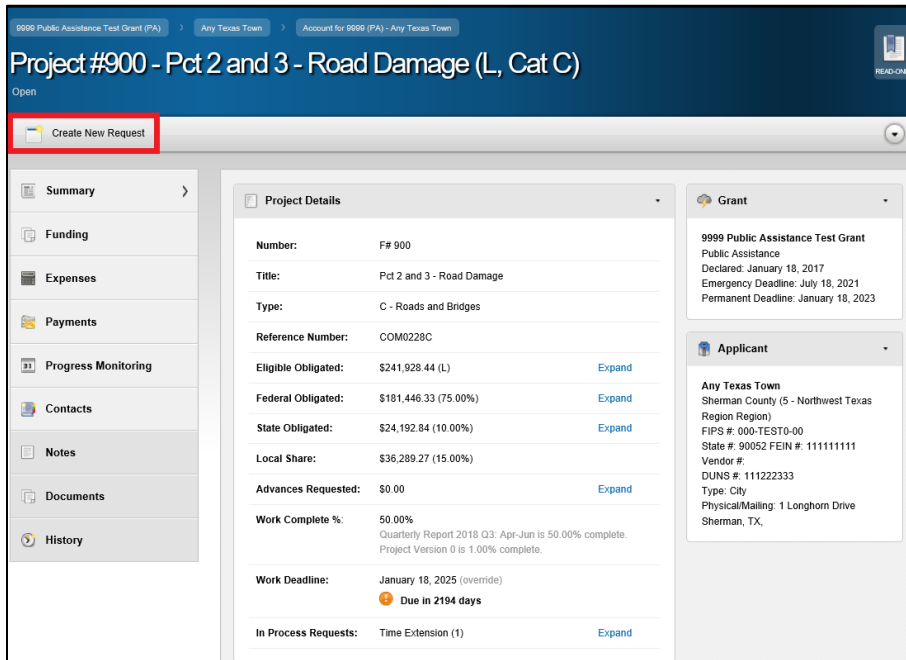
- Projects**
- Payments
- Quarterly Reports
- Contacts

Projects

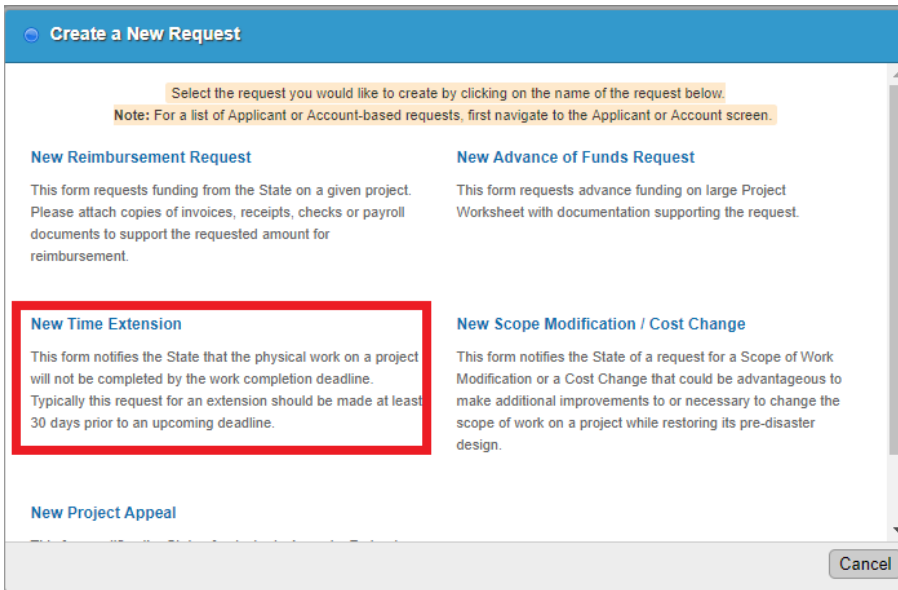
Quick Search: 7 results

Proj #	Proj...	Proj...	Proj...	Size	Eligible Amt	F %	Expended %	Feder...	State...	Status
11	Test	E	L		\$0.00	0%	0%	0%	n/a	Pending Obligation
74	EXP...	B	L		\$135,853.46	100%	0%	0%	n/a	Open
75	EXP...	B	L		\$0.00	0%	0%	0%	n/a	Pending Obligation
126	Emer...	B	L		\$0.00	0%	0%	0%	n/a	Pending Obligation
205	DR-4...	B	L		\$0.00	0%	0%	0%	n/a	Pending Obligation
490	Harry...	G	L		\$0.00	0%	0%	0%	n/a	Pending Obligation
900	Pct 2...	C	L		\$241,928.44	75%	0%	0%	0%	Open
					\$377,781.90					

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



- Select **“New Time Extension”** to be navigated to the form.



7. The form will display. Complete the form:
 - a. Enter the **“Requested Completion Date”** of the Project.
 - b. Select **“Work Performed By”** from the drop down menu (*who performed the work*).
 - c. Enter the **“Justification”** (*why is a Time Extension needed*).
 - d. Enter the **“Current Percent Complete.”** The latest Quarterly Report percent complete will display below the box.
 - e. Click the **“Add Line”** button under **Milestones** to add milestones. Enter the **“Projected Date,”** and **“Description”** for completing the remainder of the work for this project. Repeat these steps to add additional lines/milestones.
 - f. 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.
 - g. Click the **“Add Document”** button to upload supporting documentation for the Time Extension.

Time Extension Form

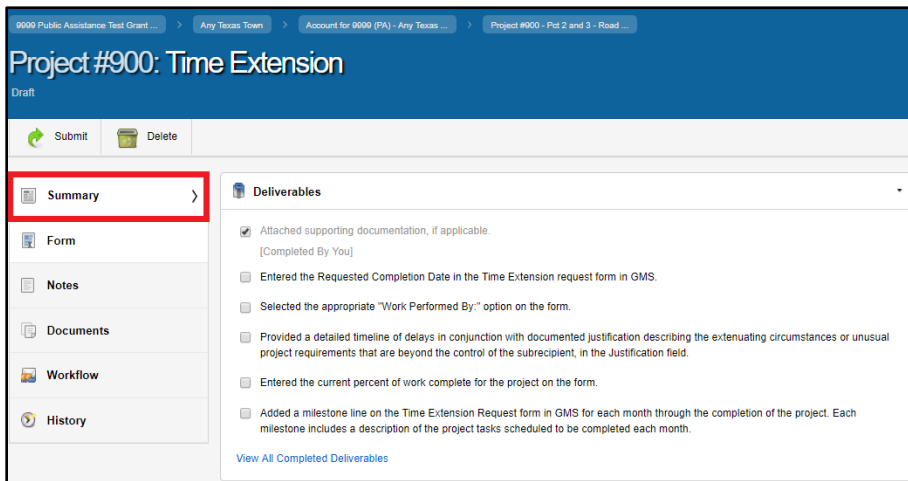
The screenshot shows the 'Time Extension' form for Project #900. The form is in a 'Draft' state. On the left, there is a navigation menu with 'Summary', 'Form', 'Notes', 'Documents', 'Workflow', and 'History'. The 'Form' section is active and contains the following fields:

- Requested Completion Date:** A text input field with a red box and arrow labeled 'a' pointing to it.
- Work Performed By:** A dropdown menu with a red box and arrow labeled 'b' pointing to it. The dropdown is open, showing options: A) Contract, B) Force Account Labor and Equipment, and C) Contract and Force Account Labor and Equipment.
- Justification:** A large text area with a red box and arrow labeled 'c' pointing to it. Below the text area is a small note: "Provide a detailed timeline of delays in conjunction with documented justification describing the extenuating circumstances or unusual project requirements that are beyond the control of the applicant. This must be provided for approval consideration. Add attachments as necessary for a complete request description."
- Current Percent Complete:** A text input field with a red box and arrow labeled 'd' pointing to it. Below it, it says "Latest Quarterly Report Results: 30%".
- Milestones:** A section titled "Detailed timeline for completing the remainder of the work on this project." It contains a table with columns for "Projected Date", "Actual Date", and "Description". Below the table is an "Add Line" button with a red box and arrow labeled 'e' pointing to it.

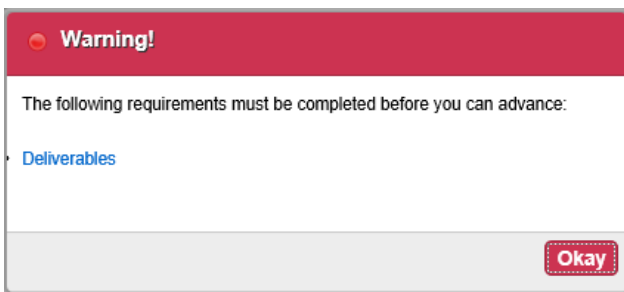
At the bottom of the form, there are sections for "Notes & Comments" (with an "Add Note" button), "No Uploaded Documents" (with an "Add Document" button and a red box and arrow labeled 'g' pointing to it), and "No Issues".

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.

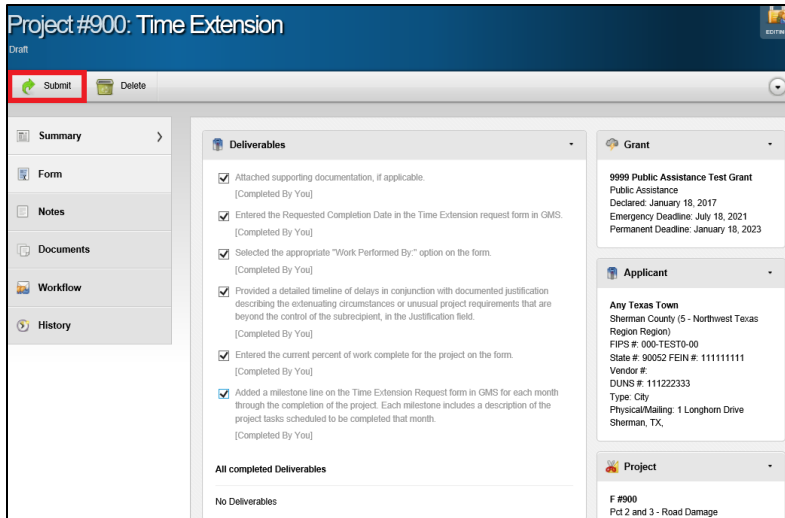
Note: Each **Deliverable** must be checked off/completed before the form can be submitted.



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**.



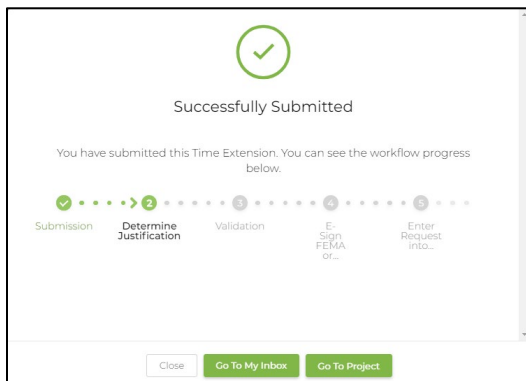
10. Click the **“Submit”** button when all of the Deliverables have been completed.



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

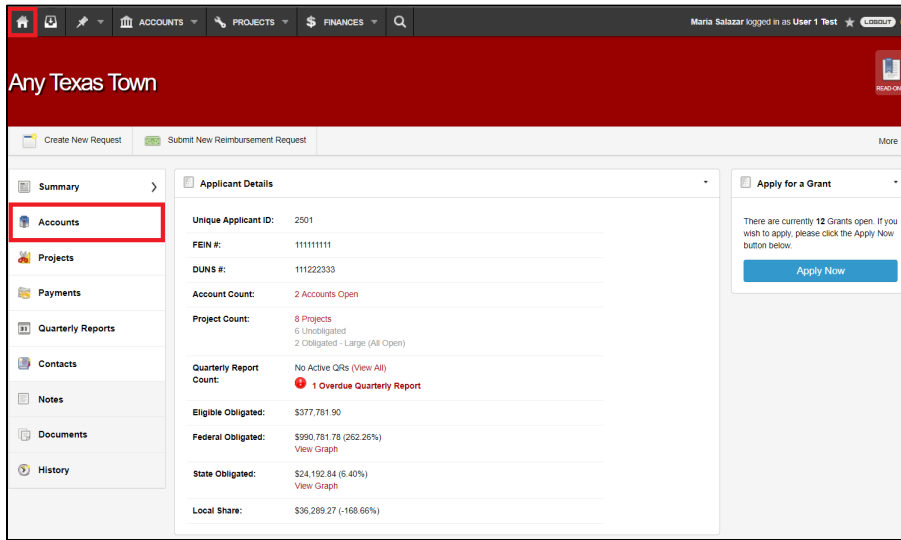


12. A notification will display letting you know that the **Time Extension** was successfully submitted. You may **“Close”** the window, **“Go to My Inbox,”** or **“Go to Project.”** The option to go to Inbox is displayed because the Time Extension was navigated from the Draft documents.

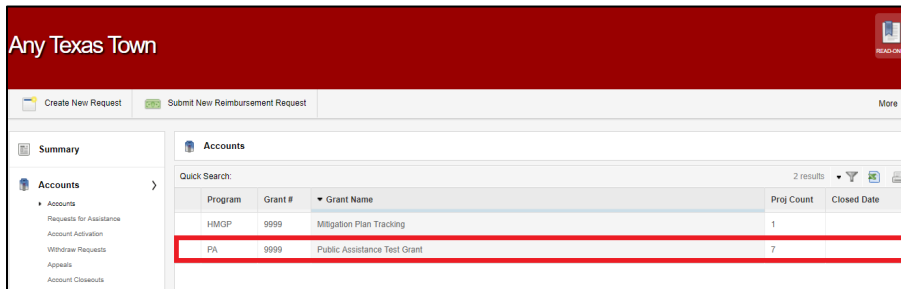


Small Project Closeout

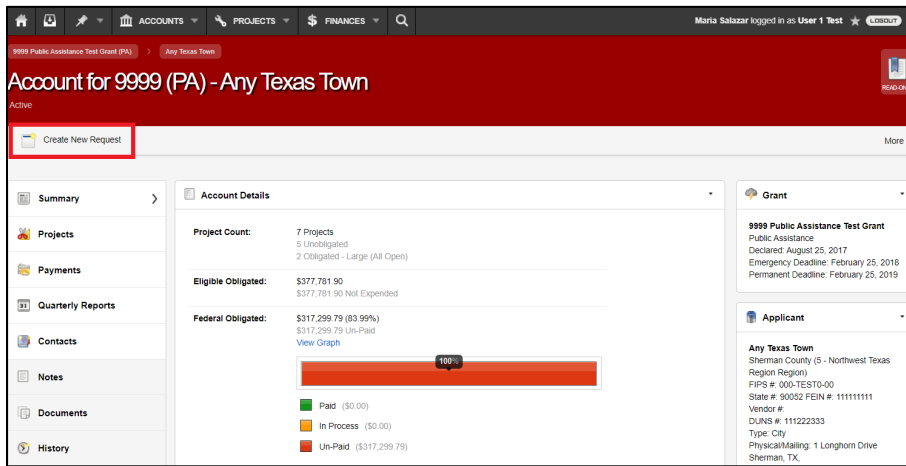
1. From the **Home** screen, select **“Accounts.”** If you represent more than one organization, select the Applicant first.



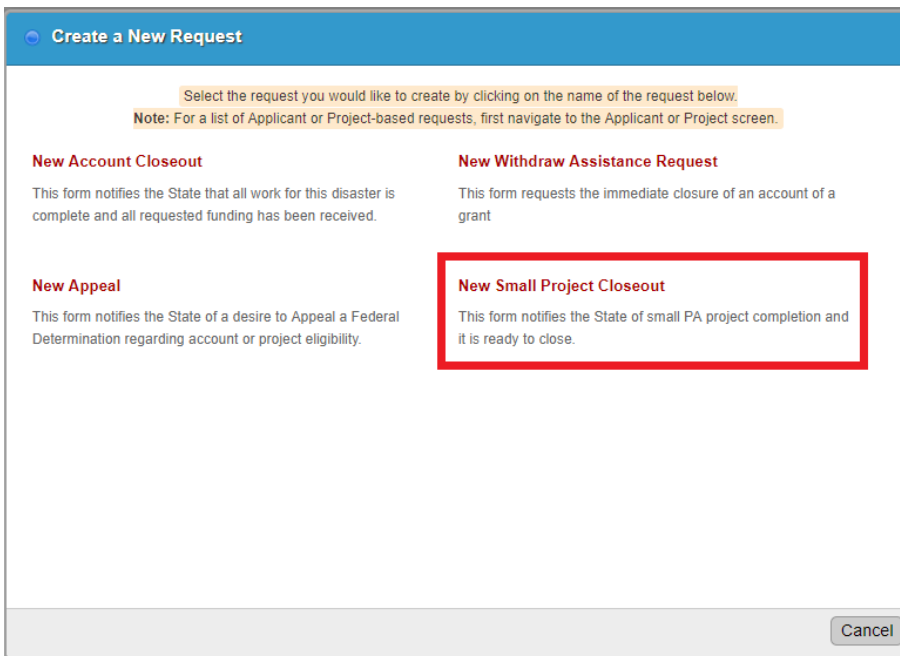
2. Select the **“Account”** that contains the **Project(s)** that needs to be closed out. The System will navigate to that account (*lines are hyperlinked*).



3. At the **Account** page, click the **“Create New Request”** button.



4. Select **“New Small Project Closeout”** to be navigated to the form.



5. The form will display. Complete the form:
 - a. **“Projects”** will be highlighted in blue. Select the projects that you would like to close. Click on a specific project to close that one project; to select multiple projects, hold down the Ctrl key and click on each project that you would like to close.
 - b. Enter the **“Justification”** for the Small Project Closeout.
 - c. The **“Eligible Amount”** is a pre-populated field based on the projects selected in step “a” above.
 - d. Enter **“Expended Amount”** for the project(s).
 - e. Click **“Save”** (the form can be saved without submitting, and retrieved at a later time from the **“Drafts”** under your **Inbox** menu). The form must be saved before attaching any documents.
 - f. Click on the **“Add Document”** button to upload additional documentation, if necessary.
 - 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.

Small Project Closeout Form

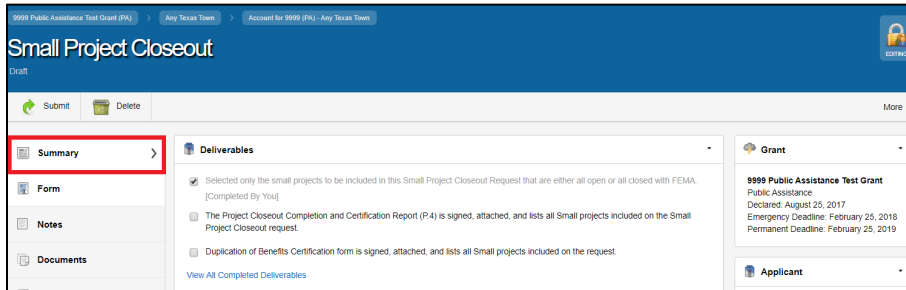
The screenshot shows the 'Create New Small Project Closeout' form. At the top, there are buttons for 'Save', 'Submit', and 'Cancel'. Below these, the form is titled 'Form >> Closeout Request'. The main content area includes:

- Project(s):** A list of projects with checkboxes. Three projects are selected and highlighted in blue: '#19 - Emergency Dispatch - CAN B (\$4,113.69)', '#349 - City wide Debris (\$29,910.77)', and '#803 - FA Labor to Restore Power Outages (\$3,277.30)'. A red box labeled 'a' points to this list.
- Justification:** A large text input field. A red box labeled 'b' points to this field.
- Eligible Amount:** A text input field containing '\$ 37,301.76'. Below it, 'Net Difference: \$37,301.76' is displayed. A red box labeled 'c' points to this field.
- Expended Amount:** A text input field containing '\$'. Below it, a note reads: 'The total amount of money that has been expended for all projects grouped together in this request.' A red box labeled 'd' points to this field.

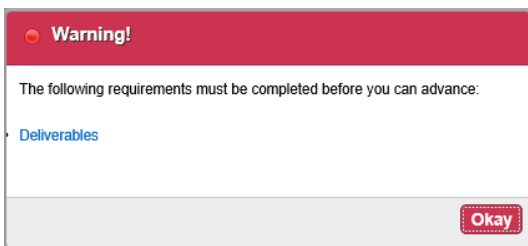
At the bottom of the form, there are sections for 'Notes & Comments' (with an 'Add Note' button), 'No Uploaded Documents' (with an 'Add Document' button), and 'No Issues' (with an 'Add Issues' button). A red box labeled 'f' points to the 'Add Document' button. Additionally, red boxes labeled 'e' and 'g' point to the 'Save' and 'Submit' buttons respectively.

- 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.

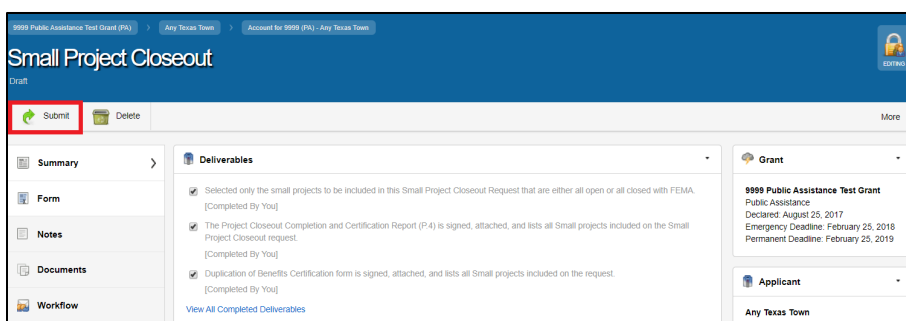
Note: Each **Deliverable** must be checked off/completed before the form can be submitted.



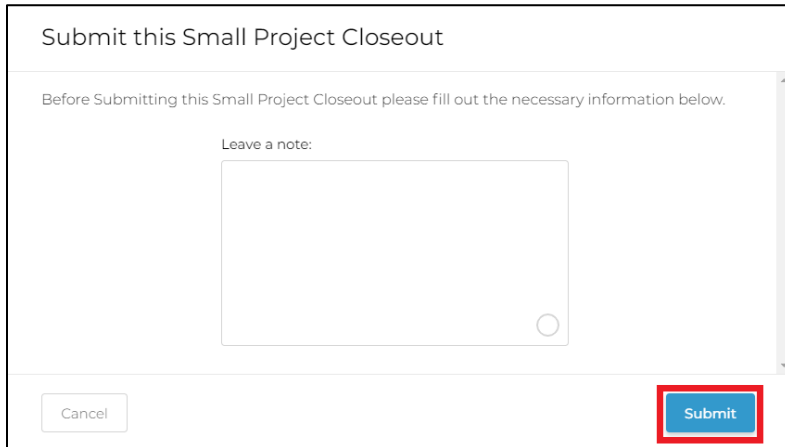
- If you click the **“Submit”** button prior to verifying that all Deliverables have been completed, the following warning will display. Click the **“Okay”** button to return to the **Deliverables**.



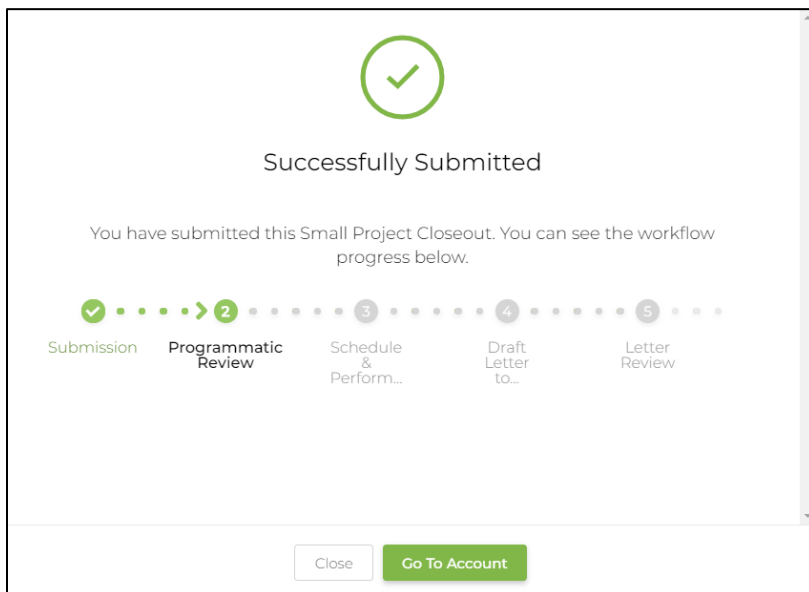
- Click the **“Submit”** button when all of the **Deliverables** have been completed.



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

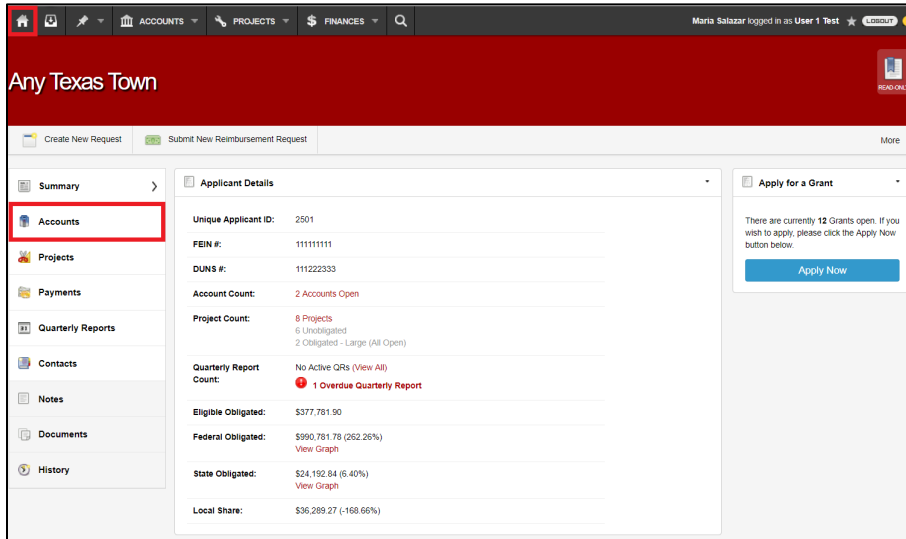


10. A notification will display letting you know that the **Small Project Closeout** was successfully submitted. Select the button for the desired action. **“Close”** the window, or **“Go to Account.”**

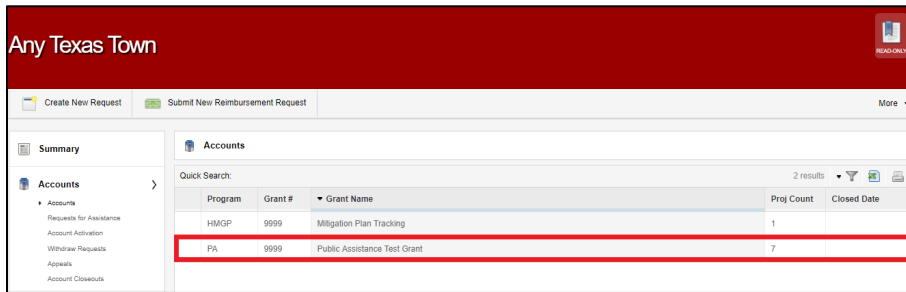


Large Project Closeout

1. From the **Home** screen, select **“Accounts.”** If you represent more than one organization, must select the Applicant first.



2. Select the **“Account”** that contains the **Project** that needs to be closed out. 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

Active

Create New Request

Summary

Projects

Payments

Quarterly Reports

Contacts

Notes

Documents

History

Account Details

Authorized Agent: Joe Applicant - Emergency Manager

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

Eligible Obligated: \$377,781.90

Federal Obligated: \$377,781.90 (100.00%)
\$377,781.90 Paid (100% Paid)
View Graph

State Obligated: \$0.00 (0.00%)

Local Share: \$0.00 (0.00%)

Advances Requested: \$0.00 [Expand](#)

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”** that will be closed out.

Account for 9999 (PA) - Any Texas Town

Active

Create New Request

Summary

Projects

Project Versions

Applications

Time Extensions

Project Closeouts

Scope Modification / Cost Changes

Project Appeals

Small Project Closeout

Payments

Quarterly Reports

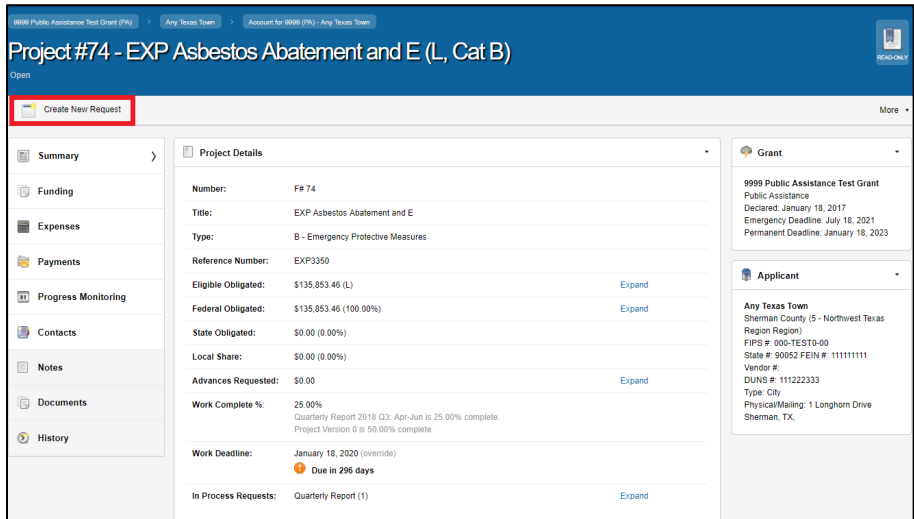
Contacts

Projects

Quick Search: 7 results

Proj...	Proj #	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	Open
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%	Closeout in Progr...
					\$377,781.90					

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



- Select **“New Project Closeout”** to be navigated to the form.



7. The form will display. Complete the form:
 - a. Enter the **“Expended Amount”** of the Project.
 - b. Enter the **“Completion Date”** of the Project.
 - c. Enter **“Comments”** (any additional information that might need to be known).
 - d. Answer the **“Closeout Checklist”** questions regarding the project.
 - e. Click **“Save”** (the form can be saved without submitting, and it can be retrieved at a later time from **“Drafts”** under the **Inbox** menu). The form must be saved before attaching any documents.
 - f. Click the **“Add Document”** button to upload required documentation.
 - 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.

Project Closeout Form (Large)

Project #10: Project Closeout
Draft

Save Submit Delete

Summary Form Notes Documents Workflow History

Form

Projects Included: 1 Project (change)

Project: Test - \$0.00 (change)

Expended Amount:

Total claimed funds that have been expended:
 - Documented Expenses in approved Reimbursement Requests: \$0.00
 - Eligible amount as currently calculated: \$0.00
 - Difference between expended and eligible amounts: \$0.00

Completion Date:

The date the work on the project was completed.

Comments:

Closeout Checklist

1. Have all quarterly reports been submitted and approved?
2. Have all the staff completed the required training?
3. Have all reimbursements been submitted and approved?
4. Has the entire eligible amount been requested for reimbursement?
5. All claims or actions pending for this project are resolved.
6. All outstanding appeals or issues are resolved.
7. Has the most current NIMS Certificate been provided in a quarterly report?

Notes & Comments: There are currently no notes. [Be the first to add one](#)

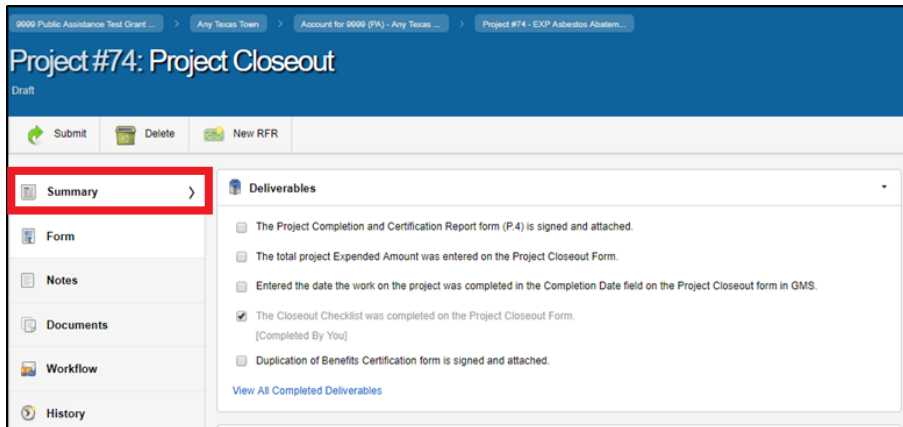
Document Templates: [Project Closeout Form](#)

No Uploaded Documents

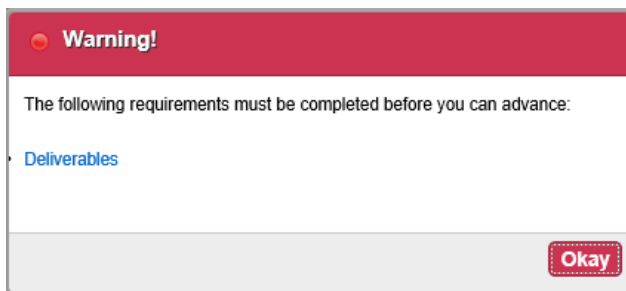
No Issues

- 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.

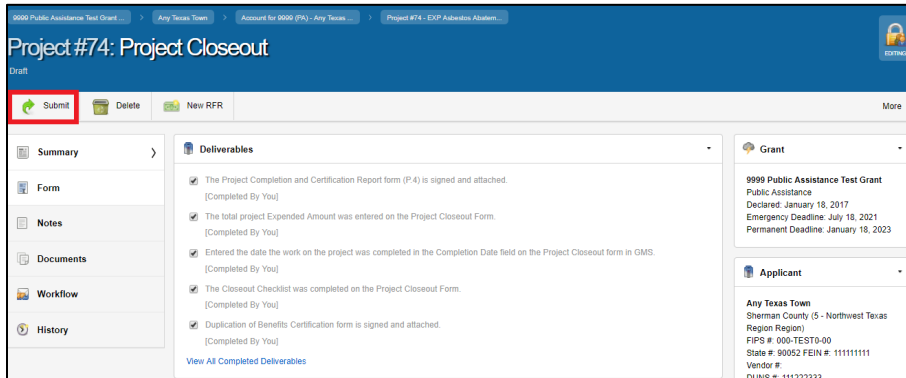
Note: Each **Deliverable** must be checked off/completed before the form can be submitted.



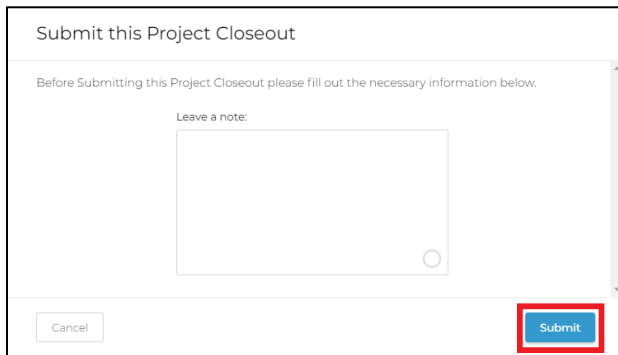
- If you click the **“Submit”** button prior to verifying that all Deliverables have been completed, the following warning will display. Click the **“Okay”** button to return to the **Deliverables**.



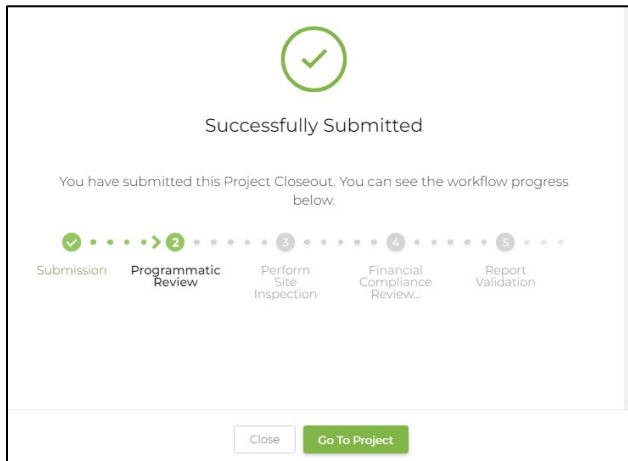
10. Click the **“Submit”** button when all of the **Deliverables** have been completed.



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

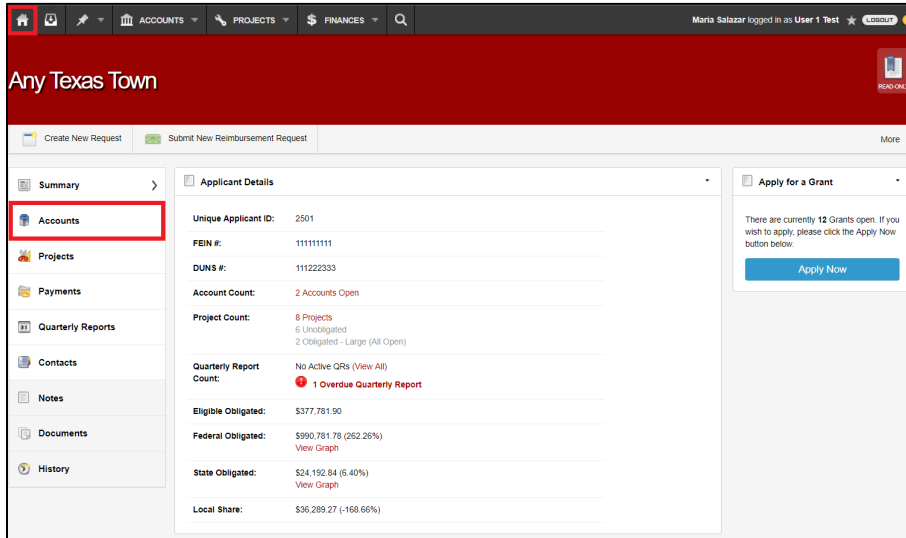


12. A notification will display letting you know that the **Project Closeout** was successfully submitted. You may **“Close”** the window, or **“Go to Project.”**

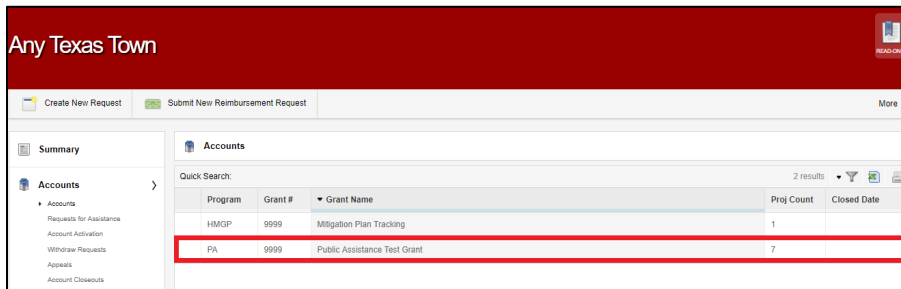


Create Project Appeal

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.

Project #900 - Pct 2 and 3 - Road Damage (L, Cat C)
Closed Nov 20, 2018

Create New Request

Summary

- Funding
- Expenses
- Payments
- Progress Monitoring
- Contacts
- Notes
- Documents
- History

Project Details

Number: F# 900
 Title: Pct 2 and 3 - Road Damage
 Type: C - Roads and Bridges
 Reference Number: COM0228C
 Eligible Obligated: \$241,928.44 (L) [Expand](#)
 Federal Obligated: \$181,448.33 (75.00%) [Expand](#)
 State Obligated: \$24,192.84 (10.00%) [Expand](#)
 Local Share: \$36,289.27 (15.00%)
 Advances Requested: \$0.00 [Expand](#)
 Work Complete %: 50.00%
 Quarterly Report 2018 Q3: Apr-Jun is 50.00% complete.
 Project Version 0 is 1.00% complete.
 Project Status: Closeout in Progress
 Work Deadline: January 18, 2020 (override)

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.

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

Create a New Request

New Reimbursement Request
 This form requests funding from the State on a given project. Please attach copies of invoices, receipts, checks or payroll documents to support the requested amount for reimbursement.

New Advance of Funds Request
 This form requests advance funding on large Project Worksheet with documentation supporting the request.

New Time Extension
 This form notifies the State that the physical work on a project will not be completed by the work completion deadline. Typically this request for an extension should be made at least 30 days prior to an upcoming deadline.

New Scope Modification / Cost Change
 This form notifies the State of a request for a Scope of Work Modification or a Cost Change that could be advantageous to make additional improvements to or necessary to change the scope of work on a project while restoring its pre-disaster design.

New Project Appeal
 This form notifies the State of a desire to Appeal a Federal Determination regarding account or project eligibility.

[Cancel](#)

- 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, annotated with **b**.
- Project(s):** Dropdown menu with a list of projects including 'F 10 - Test', 'F 11 - Test', 'F 74 - EXP Asbestos Abatement and E', 'F 75 - EXP Asbestos Abatement and E', 'F 126 - Emergency Protective Measures City Wide', 'F 204 - DR-4332-City Emergency Protective', 'F 205 - DR-4332-City Emergency Protective', and 'F 490 - Harry Park Trail', annotated with **c**.
- Other Projects:** Text area with a note 'List any projects not included in the above list.', annotated with **d**.
- Initial Appeal:** Dropdown menu with 'Select One' and a note 'If this appeal is a second appeal, select the first/initial appeal.', annotated with **e**.
- Appeal Request:** Dropdown menu with 'Choose One', annotated with **f**.
- Approved Dollar Value:** Input field with a dollar sign, annotated with **g**.
- Buttons:** 'Save' (annotated **h**), 'Submit' (annotated **j**), and 'Add Document' (annotated **i**).

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.

9999 Public Assistance Test Grant > Any Texas Town > Account for 9999 (PA) - Any Texas... > Project #74 - EXP Asbestos Abatem...

Project #74: Appeal

Draft

Submit Delete

- Summary
- Form
- Notes
- Documents
- Workflow
- History

Deliverables

- "Entered the appeal justification information in the GMS Appeal form that included:
 - 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.
 - e) Initial date the subrecipient received the FEMA determination notification."
- [Completed By You]
 - 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)
 - Will advance the Appeal request to step 2, once all information is entered and all documentation is attached.

[View All Completed Deliverables](#)

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**.

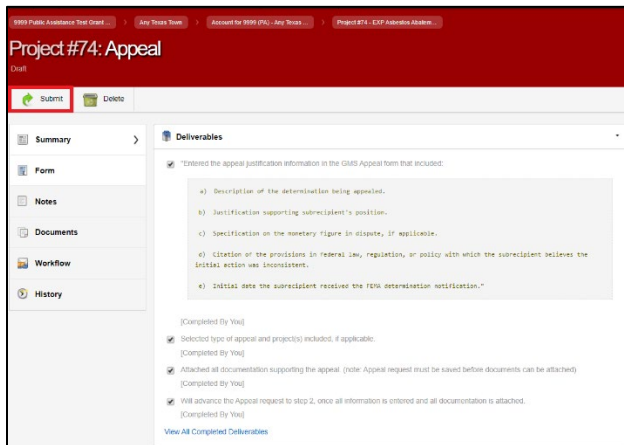
Warning!

The following requirements must be completed before you can advance:

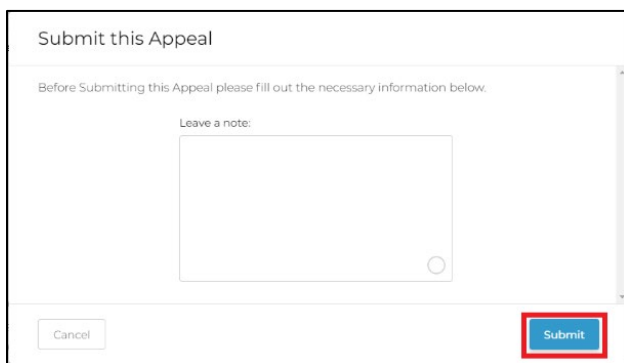
- Deliverables

Okay

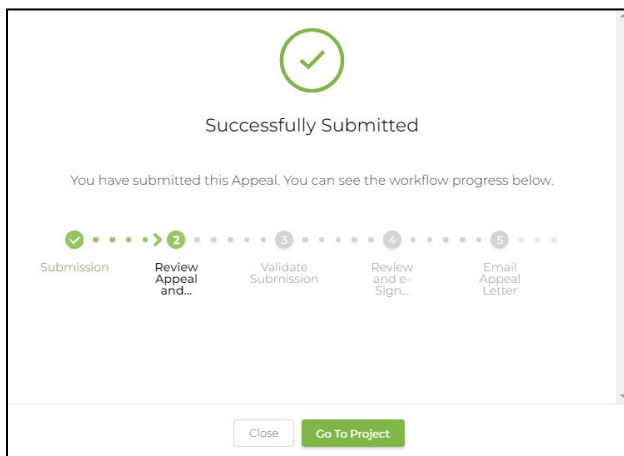
10. Click the **“Submit”** button when all of the **Deliverables** have been completed.



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

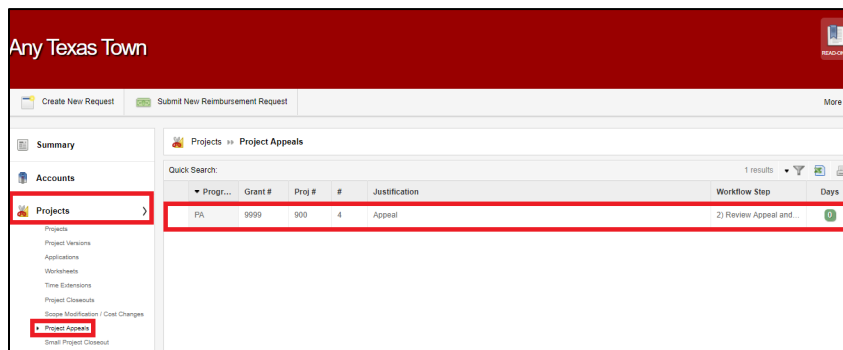


12. A notification will display letting you know that the **Appeal** was successfully submitted. You may **“Close”** the window, or **“Go to Project.”**

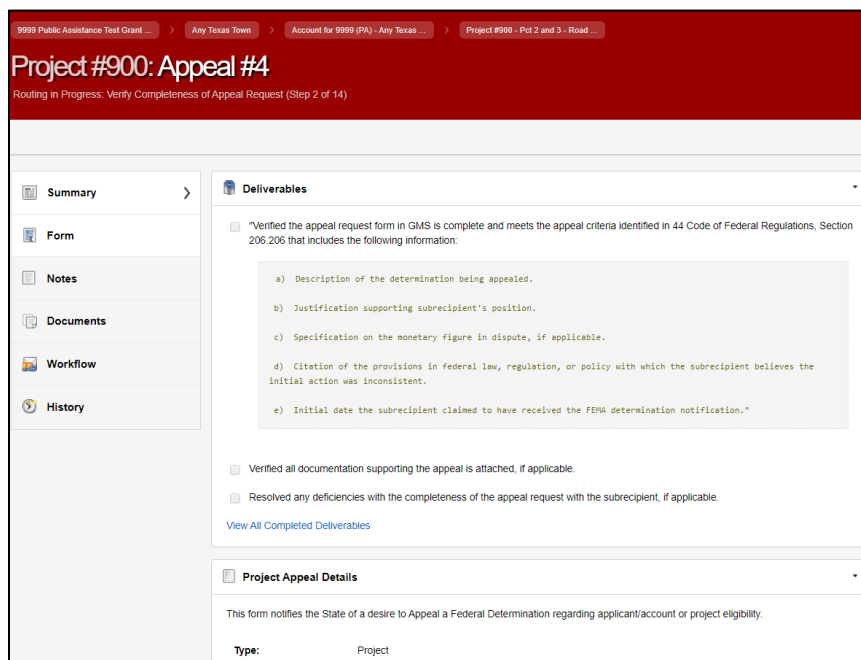


Look Up an Existing Appeal

1. Go to the **Projects** or **Accounts** on the left tab menu. Click on whichever one you are searching. For **Project Appeals**, click the **“Projects”** tab, and then **“Project Appeals.”** For **Account Appeals**, click the **“Accounts”** tab, and then **“Appeals.”** If there is an existing Appeal, it will be display. Click the item to be navigated to that Appeal (*lines are hyperlinked*).



2. Details of the **Appeal** will be displayed. In this example the **Project Appeal** is in Step 2, and the Deliverables need to be completed by the Support Affiliate (CohnReznick) before advancing to the next step. The Appeal form that was submitted can also be viewed by clicking the **“Form”** tab on the side menu.



Advance of Funds Request

1. Navigate to the **“Projects”** page for the desired grant. Select the **“Project”** for the **Request for Advance**.

Account for 9999 (PA) - Any Texas Town

Active

Create New Request

Summary

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	Open
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%	Closeout in Progr...
					\$377,781.90					

Payments

Quarterly Reports

Contacts

2. At the **Project Details** summary page, click on the **“Create New Request”** button.

9999 Public Assistance Test Grant (PA) - Any Texas Town - Account for 9999 (PA) - Any Texas Town

Project #74 - EXP Asbestos Abatement and E (L, Cat B)

Open

Create New Request

Summary

Funding

Expenses

Payments

Progress Monitoring

Contacts

Notes

Documents

History

Project Details

Number: F# 74

Title: EXP Asbestos Abatement and E

Type: B - Emergency Protective Measures

Reference Number: EXP3350

Eligible Obligated: \$135,853.46 (L) [Expand](#)

Federal Obligated: \$135,853.46 (100.00%) [Expand](#)

State Obligated: \$0.00 (0.00%)

Local Share: \$0.00 (0.00%)

Advances Requested: \$0.00 [Expand](#)

Work Complete %: 25.00%

Quarterly Report FFY2018 Q3, Apr 2018 - Jun 2018 is 25.00% complete. Project Version 0 is 50.00% complete.

Work Deadline: January 18, 2020 (override)

Grant

9999 Public Assistance Test Grant

Public Assistance

Declared: August 25, 2017

Emergency Deadline: February 25, 2018

Permanent Deadline: February 25, 2019

Applicant

Any Texas Town

Sherman County (S - Northwest Texas Region Region)

FIPS #: 000-TEST0-00

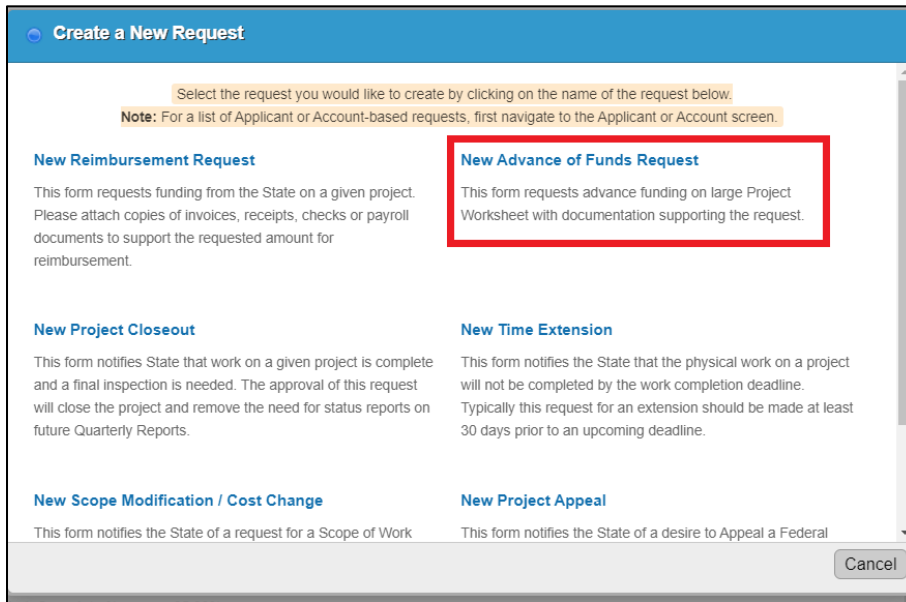
State #: 90052 FEIN #: 111111111

Vendor #: DUNS #: 111222333

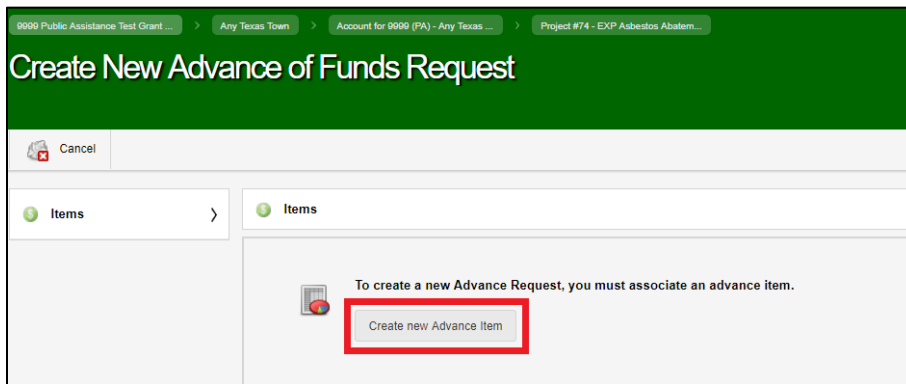
Type: City

Physical/Mailing: 1 Longhorn Drive Sherman, TX

3. Select **“New Advance of Funds Request”** to be navigated to the form.



4. Click the **“Create new Advance Item”** button.



5. The form will display. Complete the form:

- a. Select **“Type”** of funding needed from the drop down menu.
- b. Enter **“Payee”** name.
- c. Enter dollar **“Amount Requested.”**
- d. Add **“Comments”** to justify the request.
- e. Click the **“Create”** button to establish the form.
- f. Click the **“Add Document”** button to upload required documentation.

Advance of Funds Request Form

The screenshot shows the 'Create New Advance Item' form. The form is titled 'Create New Advance Item' and is located in the 'FINANCES' section. The form is currently in 'Draft' status. The form fields are:

- Type:** Immediate Needs Funding (INF)
- Payee:** Any Texas Town
- Amount Requested:** \$ 50,000.00
- Comments:** Enter justification for Advance of Funds Request.

Annotations on the form:

- e:** Points to the 'Create' button.
- a:** Points to the 'Type' dropdown menu.
- b:** Points to the 'Payee' dropdown menu.
- c:** Points to the 'Amount Requested' input field.
- d:** Points to the 'Comments' text area.
- f:** Points to the 'Add Document' button.

6. Review the information on the form, make any necessary changes, and click the **“Save”** button. Next, click the **“Back to Advance of Funds Request”** button.

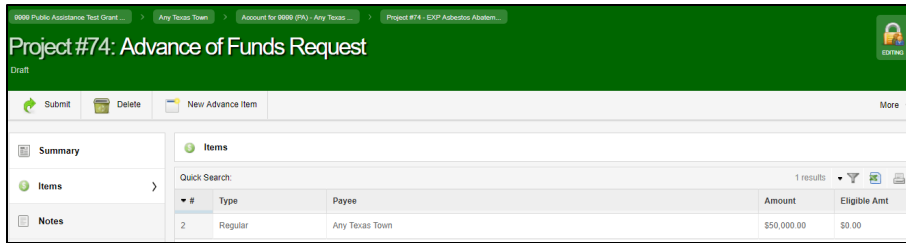
The screenshot shows the 'Project #74: Advance Item #15' form. The form is titled 'Project #74: Advance Item #15' and is located in the 'FINANCES' section. The form is currently in 'Draft' status. The form fields are:

- Type:** Regular
- Payee:** Any Texas Town
- Amount Requested:** \$ 50,000.00
- Comments:** Enter justification for Advance of Funds Request.

Annotations on the form:

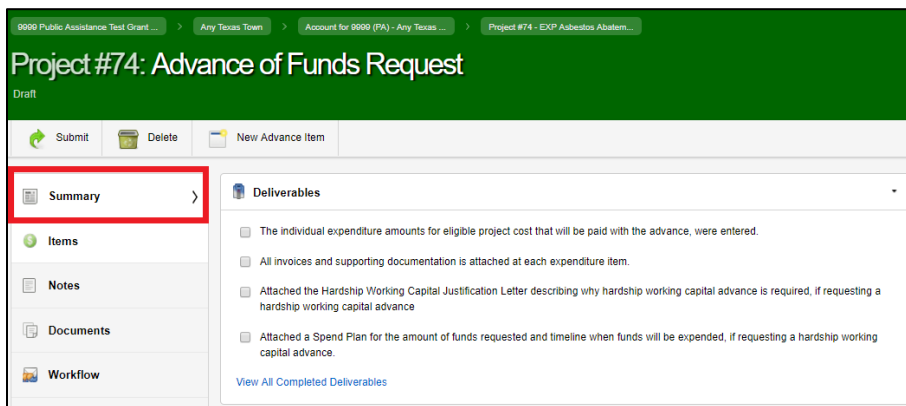
- 1:** Points to the 'Save' button.
- 2:** Points to the 'Back to Advance of Funds Request' button.

7. At this screen, you can enter a **“New Advance Item,”** or **“Delete”** the request if you made an error. The request is still in draft form.

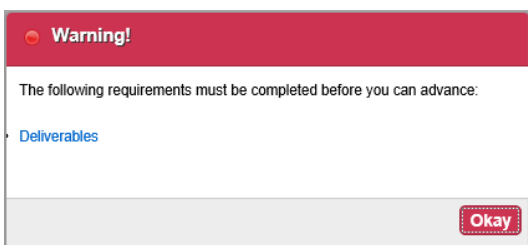


- After you have saved the form, click the **“Summary”** tab on the left side menu to view the **Deliverables**. Verify that you have completed all deliverables by clicking on the box next to the **Deliverable**. This will place a check mark in the box to indicate that you completed that specific deliverable.

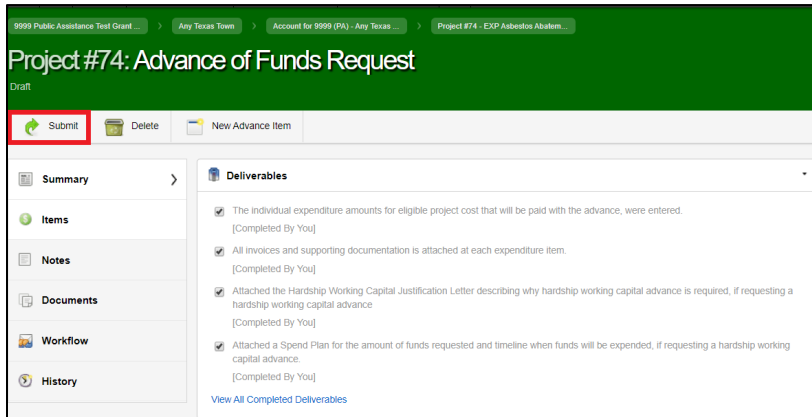
Note: Each **Deliverable** must be checked off/completed before the form can be submitted. The Deliverable must be checked off even though it may not be applicable.



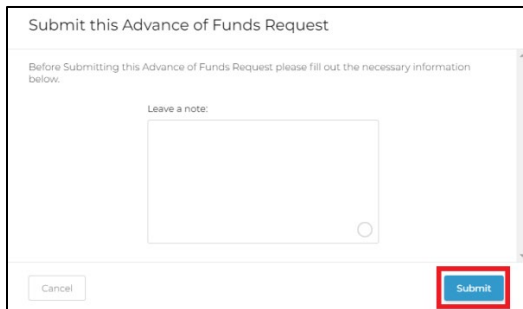
- If you click the **“Submit”** button prior to verifying that all Deliverables have been completed, the following warning will display. Click the **“Okay”** button to return to the **Deliverables**.



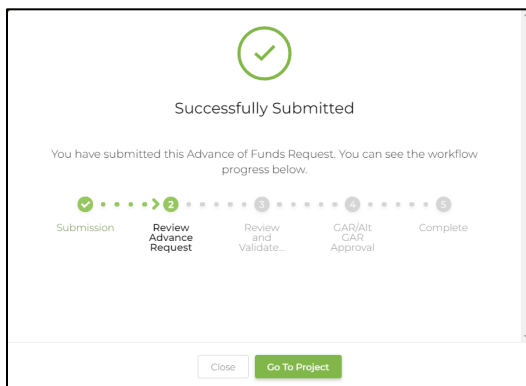
10. Click the **“Submit”** button when all of the **Deliverables** have been completed.



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



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



Create a New Expense

1. A new Unlinked Expense must be created from the Project screen of the project for which the request is to be created. Navigate to the relevant project.
2. On the Project screen, click the **“Expenses”** tab located on the left of the screen.

The screenshot shows the Project #74 - EXP Asbestos Abatement and E (L, Cat B) screen. The left sidebar has the 'Expenses' tab highlighted with a red box. The main content area is divided into three sections: Project Details, Grant, and Applicant.

Project Details:

- Number: F# 74
- Title: EXP Asbestos Abatement and E
- Type: B - Emergency Protective Measures
- Reference Number: EXP3350
- Eligible Obligated: \$135,853.46 (L) [Expand](#)
- Federal Obligated: \$135,853.46 (100.00%) [Expand](#)
- State Obligated: \$0.00 (0.00%)
- Local Share: \$0.00 (0.00%)
- Advances Requested: \$0.00 [Expand](#)
- Work Complete %: 25.00%
Quarterly Report 2018 Q3: Apr-Jun is 25.00% complete.
Project Version 0 is 50.00% complete.
- Work Deadline: January 18, 2020 (override)
Due in 295 days
- In Process Requests: Quarterly Report (1) [Expand](#)
Time Extension (1) [Expand](#)

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.

3. A listing of current Expenses (both linked and unlinked) for this project will display. Click on the **“Create Expense”** button to open a new draft **Expense** form.

The screenshot shows the Project #74 - EXP Asbestos Abatement and E (L, Cat B) screen. The 'Create Expense' button is highlighted with a red box in the top bar. The main content area is divided into two sections: Summary and Expenses.

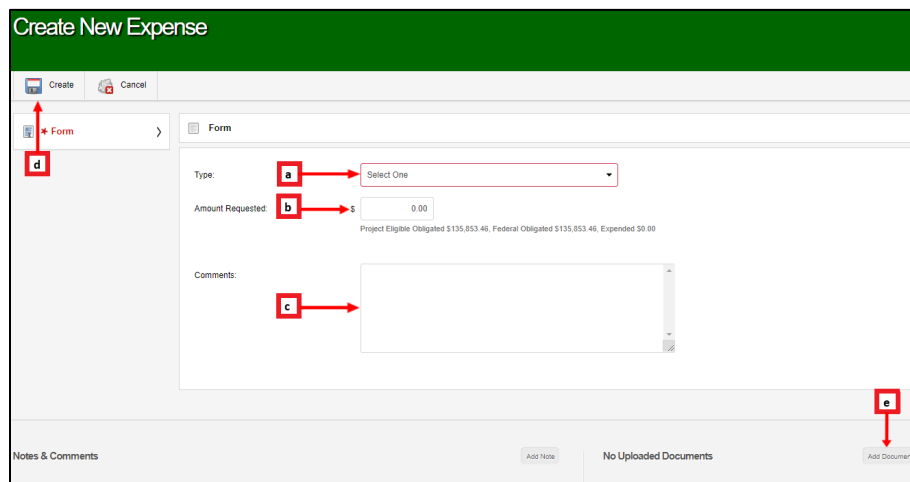
Expenses:

Quick Search: 0 results

#	Type	Contractor	Reference #	Amount	Eligible A...	RFR #	Workflow Step
No Results							

4. The form will display. Complete the form:
 - a. Select the **“Type”** of Expense from the drop down menu.
 - b. Enter the **“Amount Requested.”**
 - c. Enter **“Comments”** (any additional information that might need to be known).
 - d. Click the **“Create”** button when the form is complete.
 - e. Click the **“Add Document”** button to upload the document from which the Expense was entered.

Note: Ensure the document to be uploaded has been given the proper label before uploading in Step “e” above.



The screenshot shows a web interface titled "Create New Expense". At the top, there is a green header bar with the title. Below it, there are "Create" and "Cancel" buttons. The main form area is titled "Form" and contains the following fields:

- Type:** A dropdown menu with "Select One" selected. A red box labeled "a" is around the dropdown, with an arrow pointing to it.
- Amount Requested:** A text input field with "0.00" entered. A red box labeled "b" is around the input, with an arrow pointing to it. Below the input, there is a small text string: "Project Eligible Obligated \$135,053.46, Federal Obligated \$135,053.46, Expended \$0.00".
- Comments:** A large text area. A red box labeled "c" is around the text area, with an arrow pointing to it.

At the bottom of the form, there is a "Notes & Comments" section with an "Add Note" button. To the right, there is a "No Uploaded Documents" section with an "Add Document" button. A red box labeled "d" is around the "Add Document" button, with an arrow pointing to it.

Types of Expenses:

- **A/E Contract Costs** – Architectural or Engineering Contract Costs (*do not include Construction Costs in this expense type*).
- **Consultant Costs** – Include costs of a consultant to assist in writing a Hazard Mitigation Action Plan or Pre-Disaster Mitigation Plan. Also include costs of a contracted vendor to provide administrative services necessary to participate in the grant program Direct Administrative Cost (DAC).
- **Contract Work Summary** – A form used to document contract work performed for eligible projects.

TEXAS DIVISION OF EMERGENCY MANAGEMENT CONTRACT WORK SUMMARY RECORD				Page 1 of 1
1. APPLICANT Any Texas Town	2. PA ID 000-TEST9-00	3. PW # 10	4. DISASTER NUMBER 9999	
5. LOCATION/SITE Any County	6. CATEGORY F		7. PERIOD COVERING 12-29-17 to 1-16-18	
8. DESCRIPTION OF WORK PERFORMED Repaired and replaced damaged X arms and Utility Poles. Pulled the utility truck as needed and cleared roads. Load haul and dispose of damaged poles, roll wire on poles and clean up misc. trash.				
DATE'S WORKED	CONTRACTOR	BILLING/INVOICE NUMBER	AMOUNT	COMMENTS—SCOPE
12-29-2017 to 1-16-2018	Joe Contractor	43762	\$ 415,260.88	See attached invoices with back up
1-1-18 to 1-15-18	Jim Contractor	43697	\$ 12,420.00	See attached invoices with back up
1-3-18 to 1-7-18	J & M Contracting	44057	\$ 7,950.00	106 poles @75.00/pole
to to			\$	
to to			\$	
to to			\$	
to to			\$	
to to			\$	
to to			\$	
to to			\$	
to to			\$	
GRAND TOTAL			\$ 435,630.88	
I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.				
CERTIFIED	TITLE			DATE

- **Debris Monitoring** – Include contractor costs to provide monitoring and oversight of the debris removal process.
- **Debris Removal** – Include contractor costs to physically remove and dispose of debris.
- **Direct Administrative Cost (DAC)** – Includes costs that can be tracked, charged, and accounted for directly to a specific project, such as staff time to complete field inspection, and preparation of a PW (Project Worksheet).
- **Force Account Equipment (FAE)** – Certain ownership and operating costs for force account (*applicant-owned*) equipment used to perform eligible work are eligible. Costs for use of automobiles and pick-up trucks may be reimbursed on the basis of mileage, if less costly than hourly rates. For all other types of equipment, costs are reimbursed using an hourly rate. Reimbursable equipment rates typically include operation (*including fuel*), insurance, depreciation, and maintenance; however, they do not include the labor of the operator. Stand-by time for equipment is not eligible. However, if an applicant uses equipment intermittently for more than half of the normally scheduled working hours for a given day, use for the entire day may be claimed if adequate documentation is submitted. Equipment that is used for less than half of the normally scheduled working day is reimbursable only for the hours used.
- **Force Account Labor (FAL)** – Defined as labor performed by the applicant’s employees, rather than by a contractor. Force account labor costs associated with the conduct of eligible work may be claimed at an hourly rate.
- **Force Account Material** – The cost of supplies that were purchased or taken from an applicant’s stock and used during the performance of eligible work.
- **Indirect/Allocated Costs** – Include costs to be passed through a Negotiated

Indirect Cost Rate Agreement, Cost Allocation Plan, or De Minimis Rate (*Management Costs*).

- **Rentals & Leases** – Equipment/Property rented from a third-party (*not Applicant owned*).
- **Small Project** – Those projects with a total estimated cost below the threshold; the threshold is adjusted each fiscal year to account for inflation and published in the Federal Register.
- **Travel Expenses** - Hotel costs, mileage/fuel, meals, and any other travel-related costs.

Do **not** select the following:

Final Compliance Review

FMAG 100% complete when written

Payroll (TDEM Internal)

Unassigned

Important: As seen in **Figure 1**, each invoice submitted will need to be input individually, except for Force Account Labor (FAL) and Force Account Equipment (FAE) costs, **Figures 2 through 3**; see **Figure 4** to see how other cost-types are input.

The following is a list of **Expense** documents that will be needed:

Compliance Review / Audit Report
Contract
Applicant's Claim Summary Form
Bid Advertisement
Bid Specification
Bid Summary Sheet
Cancelled Check / Bank Statement
Contract Award Document
Contract Selection Documents
Daily Supervisor Log
Debarment Check Documentation
Debris Removal
Delivery Ticket

Direct Administrative Cost
Force Account Equipment
Force Account Labor
Force Account Material
Force Account Rented Equipment
Invoice
Other – Engineering & Design Cost
Payroll Journal
Record of Work Inspection
Rental / Lease
Safe Room Management Fee
Travel / Reimbursement Voucher

Figure 1

The screenshot shows the 'Create New Expense' form. The 'Type' dropdown is set to 'Contract Work Summary'. Other fields include 'Vendor/Contractor' (Type to Search), 'Invoice Number', 'Invoice Date', 'Amount Requested' (\$ 0.00), and 'Comments'. A summary line at the bottom reads: 'Project Eligible Obligated \$286,797.64, Federal Obligated \$215,098.23, Expended \$0.00'.

Note: The Expense being entered is a Contract cost. Submit each invoice for reimbursement separately. This also applies for Contract Direct Administrative Cost (DAC). Additionally, costs incurred for Rented Equipment will be entered as "Contract" costs.

Figure 2

The screenshot shows the 'Create New Expense' form. The 'Type' dropdown is set to 'Force Account Labor'. Other fields include 'Document Number', 'Effective Dates' (to), 'Amount Requested' (\$ 0.00), and 'Comments'. A summary line at the bottom reads: 'Project Eligible Obligated \$286,797.64, Federal Obligated \$215,098.23, Expended \$0.00'.

FAL and FAL DAC - enter the date range the Summary Record covers, enter the Grand Total from the Summary Record into "Amount Requested," and any pertinent comments.

Figure 3

The screenshot shows the 'Create New Expense' form. The 'Type' dropdown is set to 'Force Account Equipment'. Other fields include 'Document Number', 'Effective Dates' (to), 'Amount Requested' (\$ 0.00), 'Equipment Type', and 'Comments'. A summary line at the bottom reads: 'Project Eligible Obligated \$286,797.64, Federal Obligated \$215,098.23, Expended \$0.00'.

FAE and FAE DAC - enter the date range the Summary Record covers, enter the Grand Total from the Summary Record into "Amount Requested," and any pertinent comments.

Figure 4

For each Materials invoice claimed and DAC Materials, enter the Vendor Name, Invoice Number, Invoice Date, Amount Requested for reimbursement, Description, and any pertinent comments.

Note: The entire invoiced amount does not have to be requested in full for reimbursement. The applicant is responsible for specifying the amount applicable to a Project Worksheet (PW) if it is less than the invoiced amount.

5. To add additional expenses, click the **“New Expense”** button. Repeat Step 4 -5 until all documented expenses have been entered.

Convert Expenses to a Reimbursement Request

1. Navigate to the **Project Details** Summary screen for the desired **Project** and select **"Expenses."**

Project #15 - Test (L, Cat E)

Summary

Project Details

Grant

Applicant

Number: F# 15

Title: Test

Type: E - Public Buildings & Equipment

Reference Number: Test

Eligible Obligated: \$143,368.84 (L) [Expand](#)

Federal Obligated: \$107,526.63 (75.00%) [Expand](#)

State Obligated: \$0.00 (0.00%)

Local Share: \$35,842.21 (25.00%)

Advances Requested: \$0.00 [Expand](#)

Work Complete %: 98.00%
Quarterly Report is 0.00% complete.
Project Version 0 is 98.00% complete.

Work Deadline: February 25, 2019
Overdue by 231 days

In Process Requests: Quarterly Report (1) [Expand](#)

9999 Public Assistance Test Grant (PA) | Any Texas County | Account for 9999 (PA) - Any Texas Count...

Project #15 - Test (L, Cat E)

Open

Create New Request

More

Summary

Funding

Expenses

Payments

Progress Monitoring

Contacts

Notes

Documents

History

9999 Public Assistance Test Grant
Public Assistance
Declared: August 25, 2017
Emergency Deadline: February 25, 2018
Permanent Deadline: February 25, 2019

Any Texas County
Sherman County (5 - Northwest Texas
Region Region)
FIPS #: 111-TEST0-00
State #: 93064 FEIN #: 000000000
Vendor #:
DUNS #: 333222111
Type: County
Physical/Mailing: 2 County Rd 1
Sherman, TX.

2. Select the **"Expense"** that you wish to convert to a **Request for Reimbursement (RFR)** (*lines are hyperlinked*).

Project #15 - Test (L, Cat E)

Summary

Expenses

#	Type	Contractor	Reference #	Amount	Eligible A...	RFR #	Workflow Step
5	Contract W...	ABC Consulting	123	\$500.00	\$0.00	Draft ...	1) Submission
6	Debris Re...	Vendor 123	987	\$1,000.00	\$0.00		
				\$1,500.00	\$0.00		

Quick Search: 2 results

9999 Public Assistance Test Grant (PA) | Any Texas County | Account for 9999 (PA) - Any Texas Count...

Project #15 - Test (L, Cat E)

Open

Create Expense

Create New Request

More

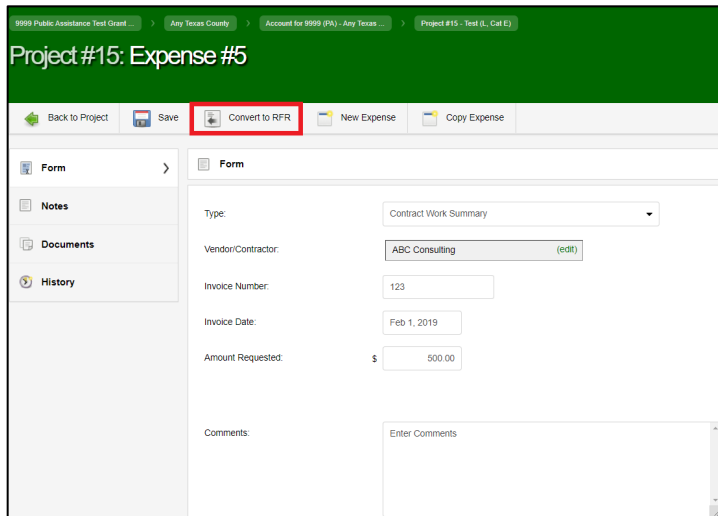
Summary

Funding

Expenses

Payments

3. This will open the **Expense**. Click the **“Convert to RFR”** button.



9999 Public Assistance Test Grant > Any Texas County > Account for 9999 (PA) - Any Texas > Project #15 - Test (L, Call E)

Project #15: Expense #5

Back to Project Save **Convert to RFR** New Expense Copy Expense

Form

Notes Documents History

Type: Contract Work Summary

Vendor/Contractor: ABC Consulting (edit)


Invoice Number: 123

Invoice Date: Feb 1, 2019

Amount Requested: \$ 500.00

Comments: Enter Comments

4. The following message will display asking if you are sure you want to convert the expense to an RFR. Click **“Yes”** to convert the Expense to an RFR. The RFR will still be in draft format until you **“Submit”** it.



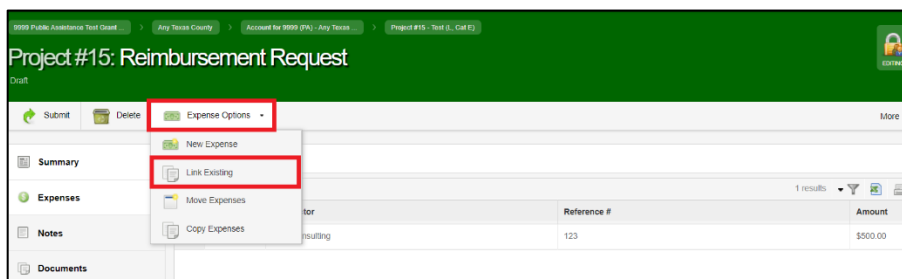
Convert to an RFR

Are you sure you want to convert this expense to an RFR?

Yes Cancel

5. At this point you can choose to **Link** the other Expense (listed in Step 2) to this RFR. Click **“Expense Options,”** and select **“Link Existing”** from the drop down menu. The other options are to create a **“New Expense”** to link to this RFR. You can also select to **“Move Expenses,”** or **“Copy Expenses”** to another project.

Note: A reimbursement Request can have multiple expenses linked to it.



9999 Public Assistance Test Grant > Any Texas County > Account for 9999 (PA) - Any Texas > Project #15 - Test (L, Call E)

Project #15: Reimbursement Request

Draft

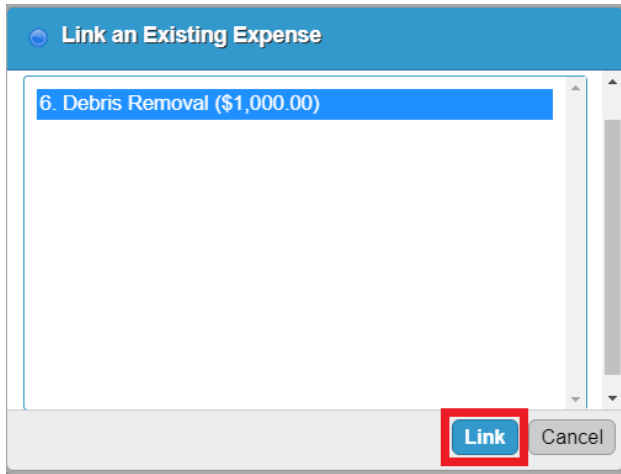
Submit Delete Expense Options More

Summary Expenses Notes Documents

New Expense Link Existing Move Expenses Copy Expenses

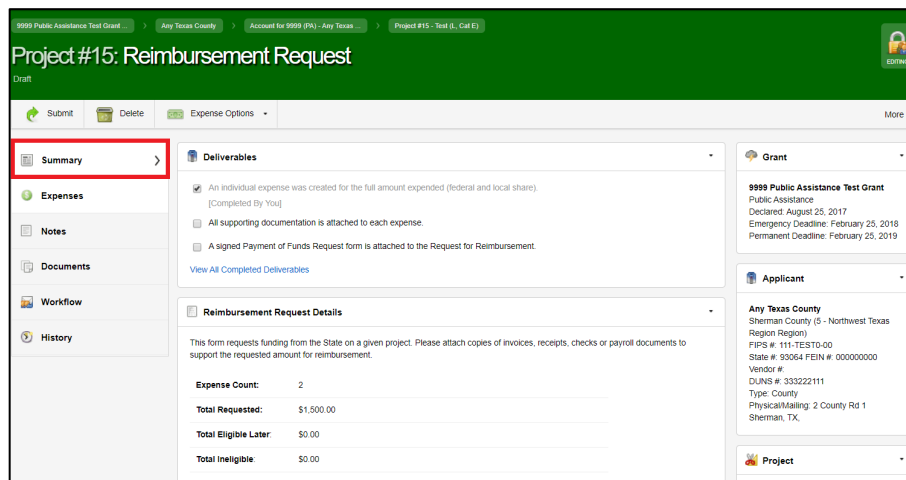
Reference #	Amount
123	\$500.00

6. Select all expenses associated with the current **Reimbursement Request (RFR)** (*the Ctrl key allows selection of multiple expenses*). Once all expenses to be converted to the **Reimbursement Request** have been selected, click the **“Link”** button.

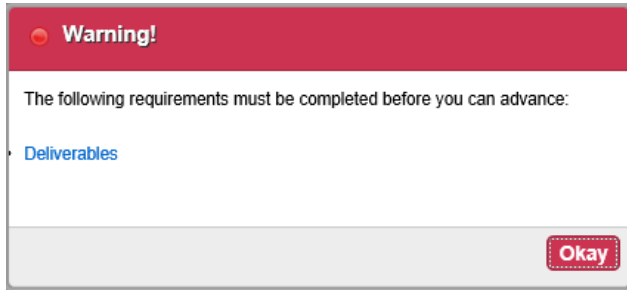


7. Click the **“Summary”** tab on the left side menu to view the **Deliverables**. Verify that you have completed all deliverables by clicking on the box next to the **Deliverable**. This will place a check mark in the box to indicate that you completed that specific deliverable.

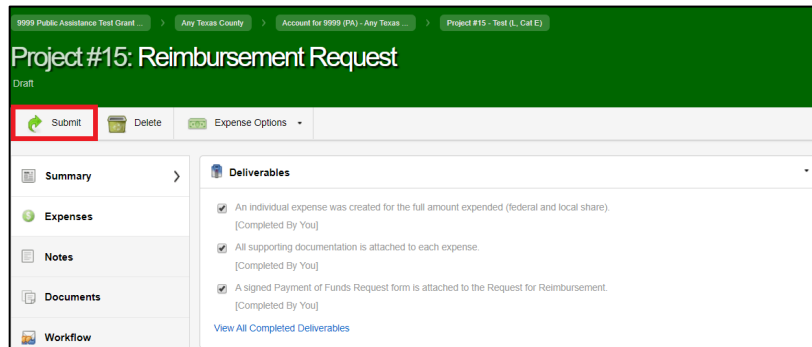
Note: Each **Deliverable** must be checked off/completed before the form can be submitted.



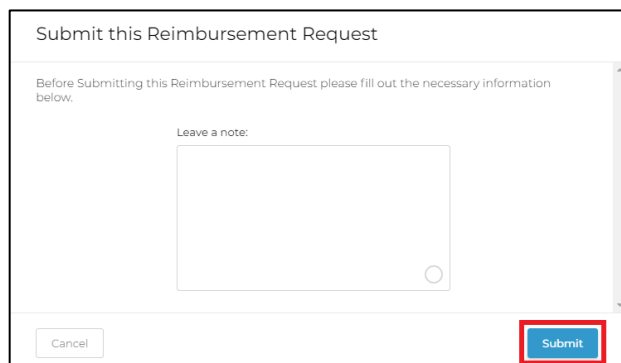
8. If you click the **“Submit”** button prior to verifying that all Deliverables have been completed, the following warning will display. Click the **“Okay”** button to return to the **Deliverables**.



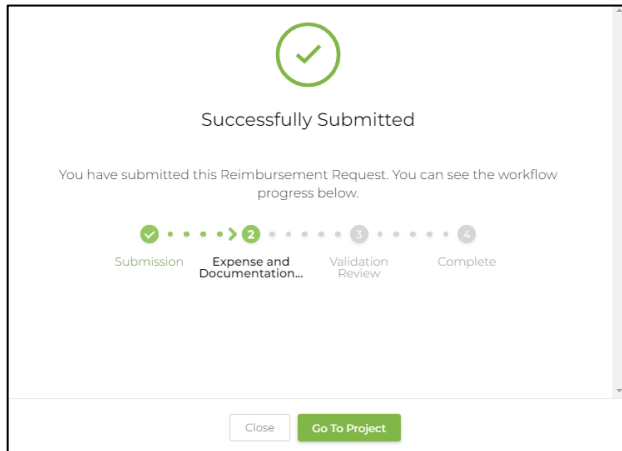
9. Click the **“Submit”** button when all of the **Deliverables** have been completed.



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



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



Note: *If you made an error and need to unlink or delete an expense, submit a Support Ticket.*

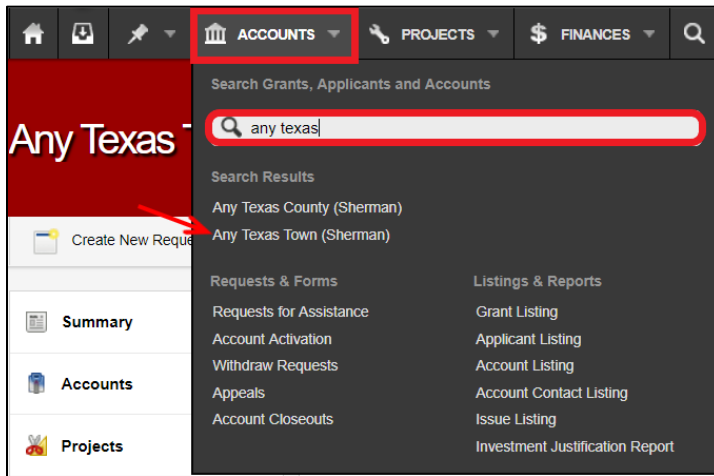
The following is a list of **Reimbursement Request** documents that will be needed:

Compliance Review / Audit Report
Direct Deposit Authorization or RTI
Account Balance Report
Compliance Sample Selection Log
Compliance Test Sample

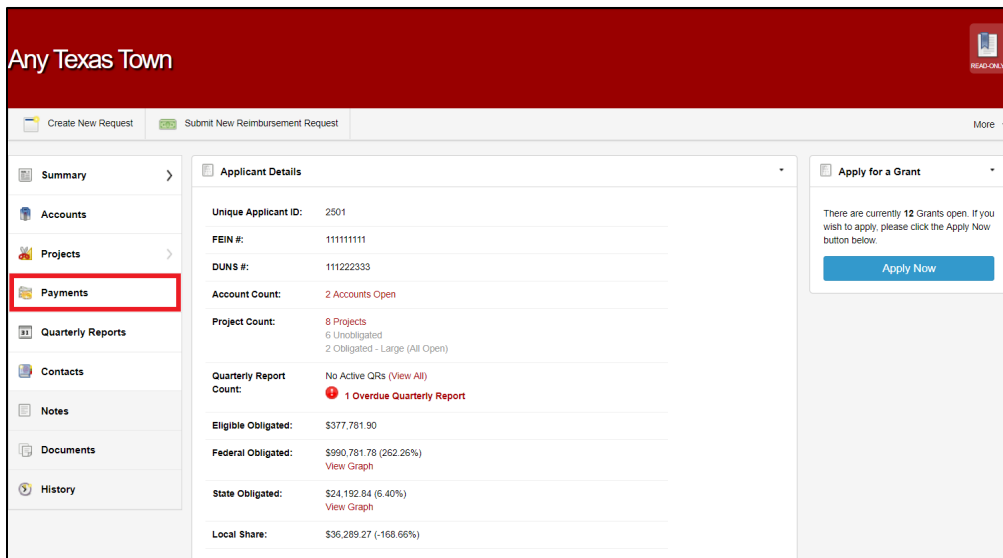
Compliance Testing Results
FEMA Correspondence
Quality Assurance Testing Worksheet
Reimbursement Request Summary

Look Up a Payment

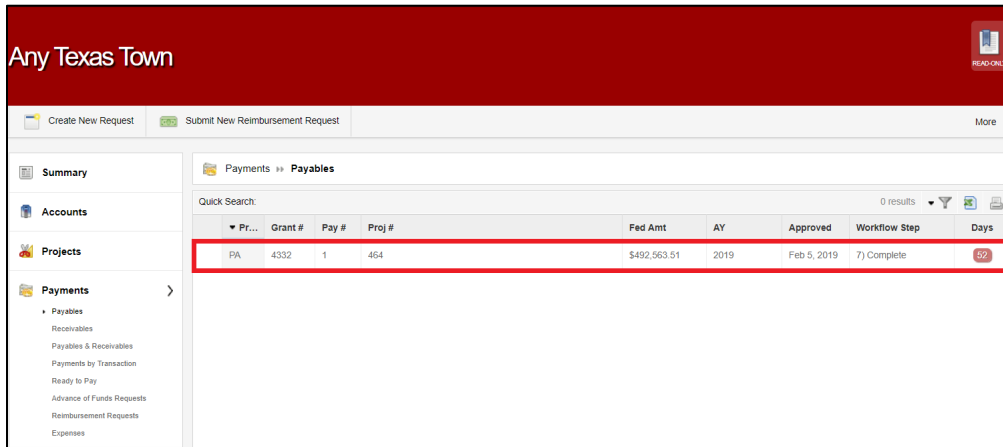
1. Click on the **“Accounts”** menu located on the **Main Menu** bar, and enter some or the entire Applicant Name in the white search bar (*if you represent multiple applicants*). Results will display dynamically as you type. Select the **Applicant** for the payment you are searching. If you represent a single applicant the applicant information will be displayed on your **Home** page. You can also look up payments by Project. Navigate to the **Project** and follow the steps below.



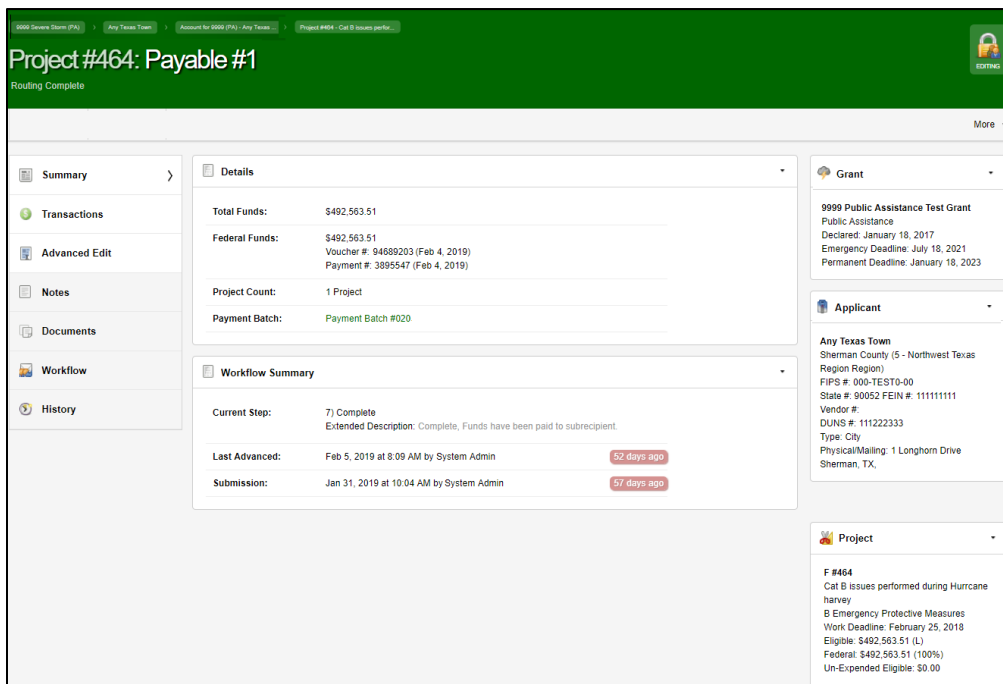
2. Select the **“Payments”** tab from the side menu to view a list of all payments for this Applicant.



- Click on the payment line that you would like to view (*lines are hyperlinked*), to get more detailed information.



- A screen will display with payment details. You can also view other details by clicking the tabs on the left.



Quarterly Reports

1. Reporting for the Public Assistance (PA) program is required on all large projects on a quarterly basis, and for all Hazard Mitigation Grant Program (HMGP), and Pre-Disaster Mitigation (PDM) projects. From the **Home** screen, select the Quarterly Report(s) that need(s) to be submitted listed under **Quarterly Report Count**. Click on the red text to be navigated, or click on the **“Quarterly Reports”** tab on the left side menu.

The screenshot shows the 'Any Texas County' dashboard. The left sidebar has a red box around the 'Quarterly Reports' menu item. The main content area shows 'Applicant Details' with the following information:

- Unique Applicant ID: 4116
- FEIN #: 000000000
- DUNS #: 333222111
- Account Count: 1 Account Open
- Project Count: 5 Projects, 5 Obligated - Large (All Open), 5 overdue (view)
- Quarterly Report Count: No Active QRs (View All), 1 Overdue Quarterly Report**
- Eligible Obligated: \$770,243.49
- Federal Obligated: \$673,481.99 (87.44%)
- State Obligated: \$0.00 (0.00%)
- Local Share: \$96,761.50 (12.56%)

2. Select the **Grant #** and current **Period** (Quarter) that needs to be reported from the displayed list (*lines are hyperlinked*). You may need to select an older period if you have not yet submitted a prior report. Look for the Workflow Step **“1) Report Submission.”**

The screenshot shows the 'Any Texas County' dashboard with the 'Quarterly Reports' section active. A table displays the following data:

Program	Grant #	Period	Proj Count	Proj F#	Submitted ...	Workflow Step	Days
PA	9999	FFY2019 Q1: Oct 2018 - Dec 2018	5	multiple		1) Report Submission	283

3. Click the **“Projects”** tab to bring up a list of Projects.

FFY2019 Q1: Oct 2018 - Dec 2018
Routing in Progress: Report Submission (Step 1 of 4)

Submit More

Summary

Projects

Form

Notes

Documents

Workflow

History

Deliverables

- Entered the status of each project listed in the Quarterly Report.
- A Time Extension Request is in process for each project with an estimated completion date greater than the project work deadline.
- A Scope/Cost Modification Request is in process for each project whose scope will deviate from the original scope or cost.
- A Project Closeout Request is in process for each project 100% complete.
- The Submission Consent box was selected at the bottom of each project status page.

View All Completed Deliverables

Quarterly Report Details

This form is to report the progress of projects on a quarterly basis. The quarter end dates are December 31, March 31, June 30, September 30 and this form is due within 15 days of each end date.

Period:	2019 Q1 (Oct 1, 2018 - Dec 31, 2018)
Project Count:	5
Viewed Count:	4 Projects (80.0%)
100% Complete Count:	0 Projects (0.0%)
Fully Closed Count:	0 Projects (0.0%)

Grant

9999 Public Assistance Test Grant
Public Assistance
Declared: August 25, 2017
Emergency Deadline: February 25, 2018
Permanent Deadline: February 25, 2019

Applicant

Any Texas County
Sherman County (5 - Northwest Texas Region Region)
FIPS #: 111-TEST0-00
State #: 93064 FEIN #: 00000000
Vendor #:
DUNS #: 33222111
Type: County
Physical/Mailing: 2 County Rd 1 Sherman, TX.

4. A list of projects will display. Select the first **“Project”** to begin reporting.

FFY2019 Q1: Oct 2018 - Dec 2018
Routing in Progress: Report Submission (Step 1 of 4)

Submit More

Summary

Projects

Form

Notes

Documents

Workflow

Projects

Quick Search 5 results

Proj #	Type	Title	% Complete	Completion D...	Is Certified
210	B	DIR-4332-City Emergency Protective	0		
130	B	Emergency Protective Measures City Wide	0		
80	B	EXP Asbestos Abatement and E	0		
15	E	Test	0		
490	G	Hairy Park Trail	0		

5. The form will display. Complete the form:

- **“Current Percent Complete”** – Percentage of work completed based on the progress made in completing the scope of work at the end of the reporting quarter.
- **“Total Funds Expended to Date”** – Actual eligible expenses that have been expended to date to complete the scope of work on this project.
- **“Anticipated Final Amount”** – Eligible expenses that are anticipated to be expended to complete the scope of work on this project (*only if the project has not been completed*).
- **“Anticipated Completion Date”** – The estimated completion date of the actual work (*only if the project has not been completed*).

Note: Amounts reported from previous quarter will be displayed below the field. You will need to update each field for each quarter.

General

Current Percent Complete: %
The percentage of actual work that has been completed at the end of the reporting period (not a % of funds expended).
Last Quarter: 10%

Total Funds Expended to Date: \$
The amount that has been spent on the project to date.

Anticipated Final Amount: \$
Under Budget By \$143,368.84

Anticipated Completion Date:
The date you expect the work to be completed.

If 100% is entered for the **Current Percent Complete**, the last two fields will change from **Anticipated Final Amount** to **Actual Final Amount**, and **Anticipated Completion Date** to **Actual Completion Date**. Enter the information requested.

General

Current Percent Complete: %
The percentage of actual work that has been completed at the end of the reporting period (not a % of funds expended).

Total Funds Expended to Date: \$
The amount that has been spent on the project to date.

Actual Final Amount: \$
Under Budget By \$143,368.84

Actual Completion Date:
The date you expect the work to be completed.

6. Select **“Work Status”** from the drop down menu. If **“Other”** is selected, a box will be display below to enter an explanation. If **“Completed”** or **“Closed”** (by FEMA) is selected, the **“Current Percent Complete”** must be 100%.

Status

Work Status: %

Project Status Comments:

Cost Status:

Comments:

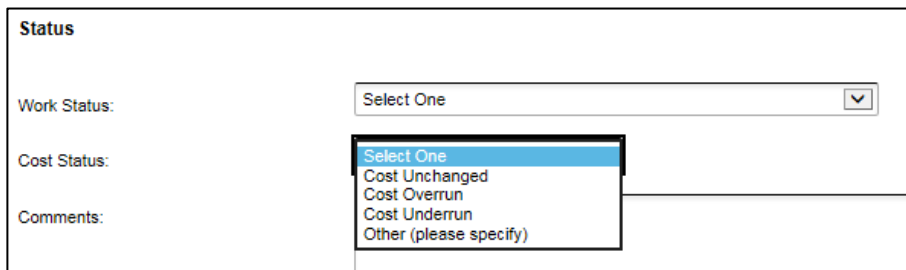
Please provide any important information regarding the progress of this project

7. Enter **“Project Status Comments”** in this box.



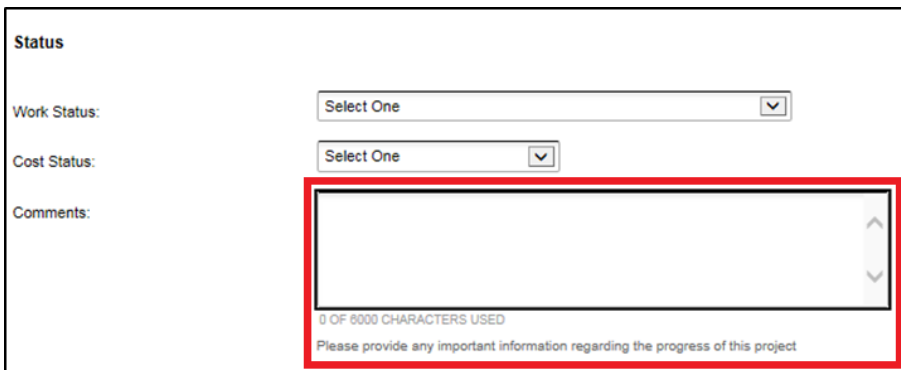
A screenshot of a form field labeled "Project Status Comments:". It consists of a text input box with a vertical scrollbar on the right side and a small icon in the bottom right corner.

8. Select **“Cost Status”** from the drop down menu. If **“Other”** is selected, a box will be display below to enter an explanation.



A screenshot of the "Status" section of a form. It includes three labels: "Work Status:", "Cost Status:", and "Comments:". The "Work Status:" dropdown menu is set to "Select One". The "Cost Status:" dropdown menu is open, showing a list of options: "Select One", "Cost Unchanged", "Cost Overrun", "Cost Underrun", and "Other (please specify)".

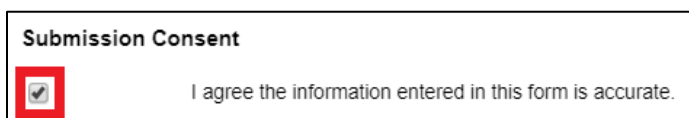
9. Enter **“Comments.”** Include any pertinent information regarding the progress of this project.



A screenshot of the "Status" section of a form. It includes three labels: "Work Status:", "Cost Status:", and "Comments:". The "Work Status:" dropdown menu is set to "Select One". The "Cost Status:" dropdown menu is set to "Select One". The "Comments:" field is a large text area with a vertical scrollbar on the right side. A red box highlights the "Comments:" field. Below the text area, it says "0 OF 6000 CHARACTERS USED" and "Please provide any important information regarding the progress of this project".

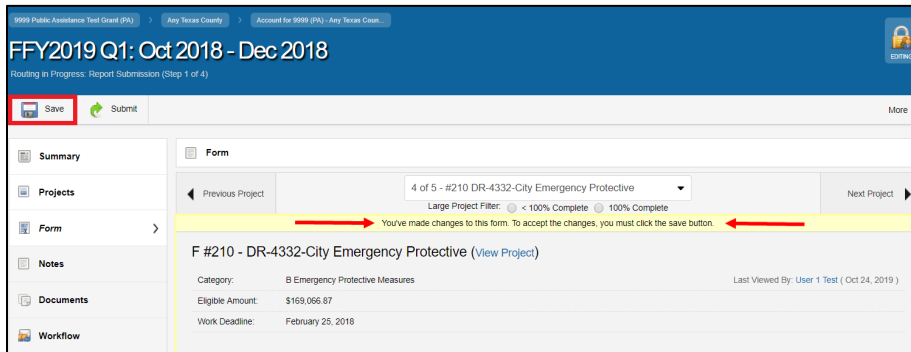
10. After updating all of the information for each project, click on the red box under **“Submission Consent”** to confirm that the information entered into the form is accurate. This will insert a check mark in the box.

Note: *This box needs to be checked for each project report in order for you to submit the report.*

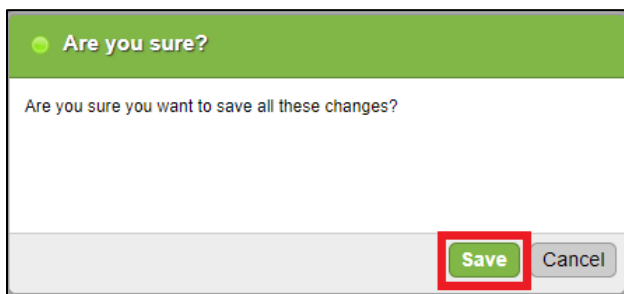


A screenshot of the "Submission Consent" section of a form. It includes a label "Submission Consent" and a checkbox. The checkbox is checked and highlighted with a red box. To the right of the checkbox, it says "I agree the information entered in this form is accurate."

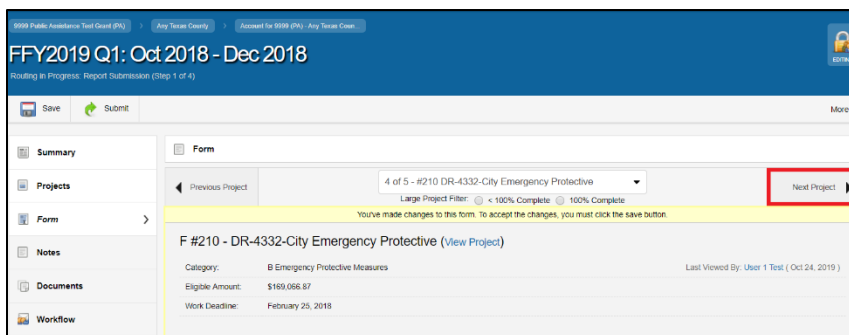
11. Click **“Save”** after you have updated each **Project**, and checked off the **Submission Consent**. The system will prompt you to save after each Project (*notice yellow banner*). If you move on to another project without saving it, you will lose your changes.



12. A window will display asking you if you are sure that you want to save all of the changes. If you are sure, click **“Save.”**



13. After you have saved the report for the first project, the yellow banner will disappear. If you have multiple projects to report, you can click **“Next Project.”** Repeat Steps 5 – 12 until you have reported on each Project.



14. New forms can be created from the **Note** section in the report, if needed. To create new forms click on the **“Create New”** hyperlinks in blue. You can request a Time Extension, Scope Modification / Cost Change, or Project Closeout from this section.

Note

If the Estimated Completion Date is greater than the Work Deadline, a Time Extension may be required ([Create New](#)).

If the project scope of work has deviated from the original as approved by FEMA a Scope Modification / Cost Change may be required ([Create New](#)).

If this project is 100% complete a Project Closeout is required ([Create New](#)).

This Quarterly Report contains 5 Projects. Ensure that all projects are reported on before submitting this Quarterly Report. Use the above navigation bar to navigate to all Projects.

- Time Extension form is required when the estimated Completion Date is after the work deadline.
- Scope Modification / Cost Change form is required when the project scope of work does not match the scope of work in the current FEMA approved project worksheet.
- Project Closeout form is required when the project is 100% complete.

15. 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.

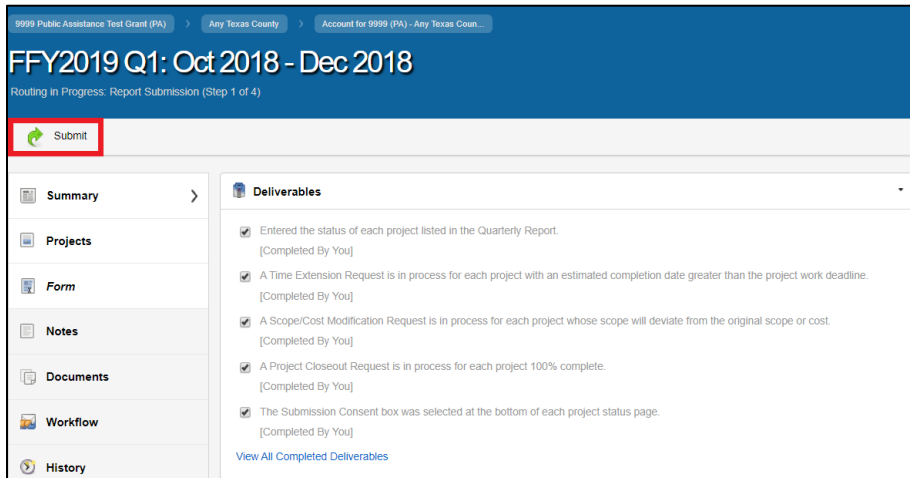
Note: Even if the deliverable is not applicable you must check off that it has been completed. *For example: If your project is scheduled to be completed by the work deadline, you must still check off “A Time Extension Request is in process for each project with an estimated completion date greater than the project work deadline,” even though you will not be completing a Time Extension Request.*

The screenshot shows a web interface for reporting on projects. At the top, it identifies the grant as '9999 Public Assistance Test Grant (PA)' for 'Ally Texas County' and 'Account for 9999 (PA) - Ally Texas Coun...'. The main heading is 'FFY2019 Q1: Oct 2018 - Dec 2018' with a sub-heading 'Routing in Progress: Report Submission (Step 1 of 4)'. A 'Submit' button is visible. The left sidebar contains a menu with 'Summary' (highlighted with a red box), 'Projects', 'Form', 'Notes', 'Documents', 'Workflow', and 'History'. The main area displays a 'Deliverables' section with five items, each with an unchecked checkbox:

- Entered the status of each project listed in the Quarterly Report.
- A Time Extension Request is in process for each project with an estimated completion date greater than the project work deadline.
- A Scope/Cost Modification Request is in process for each project whose scope will deviate from the original scope or cost.
- A Project Closeout Request is in process for each project 100% complete.
- The Submission Consent box was selected at the bottom of each project status page.

Below the list is a link: [View All Completed Deliverables](#). At the bottom, the 'Quarterly Report Details' section states: 'This form is to report the progress of projects on a quarterly basis. The quarter end dates are December 31, March 31, June 30, September 30 and this form is due within 15 days of each end date.'

16. Click the **“Submit”** button after all of your **Projects** have been updated, and you have confirmed that you have completed all the **Deliverables**.



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



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

