

Essential Elements of Information (EEI)

Answering
EEI Questions



Applicant Event Profiles

Step 1: Click Applicant Event Profiles

Step 2: Click the Magnifying Glass

Grants Portal

7 Leghorn, Fogho...

Dashboard

My Organization
Glenville - PDMG0009 - 4332DR (4332DR - 9)

My Applicant Event Profiles

REQUEST PUBLIC ASSISTANCE

Filters >

All Active Applicant Event Profiles

SHOW/HIDE COLUMNS

Event #	Event Name	Recipient Region	County	Status	Process Step	# Projects	# Damages	# Work Orders	CRC Gross Cost	CRC Net Cost	Pending Cost
4332DR	4332DR-TX	Region 7	Houston County	Eligible	Pending Grant Completion	12	28	11	\$228,104.00	\$228,104.00	\$228,104.00

25 1 entries (filtered from 4 total entries)

Previous 1 Next

My Tasks

Calendar

Utilities

Resources

Locate Event Project

Grants Portal

Dashboard | Follow-Up Me | Site Inspection

My Organization
Glenville - PDMG0009 - 4332DR (4332DR - 9)

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

My Tasks
Calendar
Utilities
Resources
Intelligence

Projects ▼

BULK ASSIGN PROJECT PO

Active Inactive

Filters

CATEGORY Select... STATUS All
HAS RFI Select...
HAS POLICY ISSUE? Select...

SEARCH

SHOW/HIDE COLUMNS

Project #	Category	Title	Type	Process Step	# Damages
5054	G - Parks, Recreational Facilities, and Other Items	City Parks	Standard	Pending EEI Completion	3
5055	E - Buildings and Equipment	Maintenance Bldg	Standard	Pending EEI Completion	1
7446	E - Buildings and Equipment	Sheriff's Lab	Standard	Pending CRC Project Development	1
8415	C - Roads and Bridges	County Roads	Standard	Pending CRC Project Development	2

Manage Project Essential Elements Of Information (EEI) Answers

The screenshot displays the Grants Portal interface for a user named Betty Crocker. The main content area shows project details for Bananatown (8790), including a 75.00% cost share and an activity completion deadline of March 10, 2019. A sidebar on the left lists navigation options such as Organization Profile, My Tasks, and Calendar. The main content area features several sections: Stats / Summary, Contacts, Damage Inventory, Essential Elements of Information (with a warning that 2 of 3 EEIs are pending completion), Damage Description and Dimensions, Development Guide Answers, and Scope & Cost Summary. A red callout box highlights the 'MANAGE EEI ANSWERS' button in the Essential Elements of Information section.

Grants Portal Crocker, Betty

Dashboard % COST SHARE 75.00%

My Organization ACTIVITY COMPLETION DEADLINE March 10, 2019
Bananatown (8790) [Request Extension](#)

SECTOR --

Stats / Summary MANAGE CONTACTS

Contacts MANAGE EEI ANSWERS

Damage Inventory

Essential Elements of Information MANAGE EEI ANSWERS
⚠ 2 of 3 EEIs pending completion

Damage Description and Dimensions

Development Guide Answers

Scope & Cost Summary

My Tasks

Calendar

Utilities

Resources

Intelligence

Answer EEI Questions

Grants Portal

2. Submit required documentation from the EEI Questions you answered.
3. Submit the EEI to the PDMG for their review.

Step 1: Click to select EEI and ensure it says "Applicant"

Manage Essential Elements of Information

Project Brief Description

No Project Brief Description have been provided.

Provide EEI Answers and Required Documents

Completed Lane - Category B - Version 4 Pending Applicant Response Submit to FEMA

Completed Lane - Category B - Version 4
Applicant 2/28 Questions 0/4 Documents

EXPAND ALL COLLAPSE ALL SAVE

1 Was the work required to lessen an immediate threat to public health and safety or improve property that existed and was damaged as a direct result of the incident? Yes No

2 Does the Applicant wish to participate in Small Project Self-Certification of completed work? Yes No 4 documents required

Was the work performed by:

2.1 Force account labor/Applicant's own employees? Yes No

2.2 Contract? Yes No

Step 2: Click Yes or NO

Identify Required Documents

Grants Portal 🔔 🧑 Crocker, Betty

Dashboard | **Manage Essential Elements of Information**

My Organization
 Bananatown (8790)

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

Project Brief Description
No Project Brief Description have been provided.

Provide EEI Answers and Required Documents
Completed Lane - Category B - Version 4 Pending Applicant Response Submit to FEMA

EEI Questions 2/28 | Required Documents 0/4

Changes Pending Save | EXPAND ALL | COLLAPSE ALL | SAVE

1 Was the work required to lessen an immediate threat to public health and safety or improve property that is damaged and w...ent? Yes No

2 Does the Applicant wish to participate in Small Project Self-Certification of completed work? 4 documents required Yes No

Was the work performed by:

2.1 Force account labor/Applicant's own employees? Yes No

2.2 Contract? Yes No

2.3 Rented/leased/purchased equipment? Yes No

2.4 Mutual Aid? Yes No

Documents Required

- Activity / Locations Listing
- Cost Summary Records
- Subrecipient Certification
- Acknowledgement
- General Insurance Documents

Save Answers To EEI Questions

Grants Portal 🔔 1 👤 Crocker, Betty

Dashboard

My Organization ▼
Bananatown (8790)

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

My Tasks ▼

Calendar

Utilities ▼

Resources

Intelligence ▼

Manage Essential Elements of Information

Project Brief Description

No Project Brief Description have been provided.

Provide EEI Answers and Required Documents

Completed Lane - Category B - Version 4 Pending Applicant Response → Submit to FEMA

EEI Questions **2/28** Required Documents **0/4** ⚠ Changes Pending Save + EXPAND ALL - COLLAPSE ALL SAVE

1 Was the work required to lessen an immediate threat to public health and safety or improve property that existed and was damaged as a direct result of the incident? Yes No

2 Does the Applicant wish to participate in Small Project Self-Certification of completed work? ? 4 documents required Yes No

Was the work performed by:

2.1 Force account labor/Applicant's own employees? ^ 2 documents required Yes No

2.1.1 Force account labor/Applicant's own employees? ? ^ 5 documents required Yes No

Regular hours the Applicant is claiming

Overtime hours the Applicant is claimina

Answer Additional EEI Questions

The screenshot shows the Grants Portal interface. The main heading is "Manage Essential Elements of Information". Under "Project Brief Description", there is a message: "No Project Brief Description have been provided." Below this is the section "Provide EEI Answers and Required Documents". A dropdown menu is set to "Completed Lane - Category B - Version 4" with a status of "Pending Applicant Response". A "Submit to FEMA" button is visible. The interface shows progress for "EEI Questions" (2/28) and "Required Documents" (0/4). A warning "Changes Pending Save" is present. Two questions are listed:

- 1 Was the work required to lessen an immediate threat to public health and safety or improve property that existed and was damaged as a direct result of the incident? Yes No
- 2 Does the Applicant wish to participate in Small Project Self-Certification of completed work? Yes No (4 documents required)

Under "Was the work performed by:",

- 2.1 Force account labor/Applicant's own employees? Yes No (2 documents required)
 - 2.1.1 Force account labor/Applicant's own employees? Yes No (5 documents required)
 - Regular hours the Applicant is claiming: 125
 - Overtime hours the Applicant is claimina: 125

A red callout box with a white background and black text says "Click to select additional EEI Questions", with a red arrow pointing to the dropdown menu.