

# Essential Elements of Information (EEI) Documents

Upload  
Required  
Documents



# Applicant Event Profiles

**Grants Portal** 🔔 7 👤 Leghorn, Fogho...

**Dashboard** REQUEST PUBLIC ASSISTANCE ★

**My Organization** My Applicant Event Profiles  
Glenville - PDMG0009 - 4332DR  
(4332DR - 9)

**Applicant Event Profiles**

Filters > All Active Applicant Event Profiles

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

Showing 1 to 25

Previous 1 Next

**Step 1: Click Applicant Event Profiles**

**Step 2: Click Magnifying Glass**

# Applicant Event PA Requests Profile

**Grants Portal** 🔔 1 👤 Crocker, Betty ▾

**Dashboard** **My Organization** ▾ **Applicant Event Profile** ⚙️ OPTIONS - 📄 REPORTS - ☆

Bananatown (8790) / 4337DR-FL (4337DR) / 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 ▾

**This Applicant is pending grant completion.**

### General Information

FEMA PA CODE	8790
NAME	Bananatown
TYPE	County Government
SECTOR	-
STATUS	Eligible
RPA DECISION DATE	03/02/2018 02:47 PM AST
RSM COMPLETION DATE	02/22/2019 08:30 AM AST
DAMAGE INVENTORY DEADLINE	02/17/2020
PROCESS STEP	Pending Grant Completion <small>As of February 22nd, 2019 8:26 AM AST</small>

### Event Information

JOB #	4337DR
EVENT NAME	4337DR-FL
EVENT TYPE	Disaster
INCIDENT TYPE	Other
INCIDENT LEVEL	1
INCIDENT START DATE	September 4, 2017
INCIDENT END DATE	Ongoing
DECLARATION DATE	September 10, 2017
DECLARED COUNTIES	Bradford County - September 9th, 2017
FIXED COST OFFER DECLARATION-WIDE DEADLINE	September 10, 2018

**Stats/Summary** ▸

**Contacts** ▸

**Locations** ▸

Scroll down to  
**Projects** bar

# Locate Event Project

**Grants Portal** 🔔 7 👤 Leghorn, Fo

**Dashboard** 🔍 Follow-Up Me

**My Organization** 📅 Site Inspection  
Glenville - PDMG0009 - 4332DR  
(4332DR - 9)

**Projects** 🔗 BULK ASSIGN PROJECT PO

Active Inactive

**Filters**

**CATEGORY**  **STATUS**

**HAS RFI**

**HAS POLICY ISSUE?**

🔍 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

# Locate Essential Elements Of Information (EEI) Required Documents

The screenshot displays the Grants Portal interface. On the left is a dark sidebar with navigation options: 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, and Resources. The main content area shows a 'Damage Inventory' section with a 'Damage Inventory >' link. Below it is the 'Essential Elements of Information' section, which includes a warning '1 of 1 EEI pending completion' and a 'Project Brief Description' area with an information icon and the text 'This project has no brief description.' Below the description are three tabs: 'EEI List', 'EEI Questions', and 'Required Documents', with the latter being highlighted. A red callout box with a white background and red border points to the 'Required Documents' tab, containing the text 'Click to expand Required Documents tab'. To the right of the EEI section is a 'MANAGE EEI ANSWERS' button. Below the EEI section are three more expandable sections: 'Damage Description and Dimensions >', 'Scope & Cost Summary >', and 'Insurance Profile >'. At the bottom right of the EEI section is a '? HELP' button. The top right of the page shows a notification bell with '1' and the user name 'Crocker, Betty'.

# Attach Essential Elements Of Information (EEI) Required Documents

**Grants Portal**

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

Essential Elements of Information

1 of 1 EEI pending completion

Project Brief Description

This project has no brief description.

EEI List EEI Questions **Required Documents**

Completed Lane - Category B - Version 4 0 / 17

- [2] Does the Applicant wish to participate in Small Project Self-Certification of completed work? 0 / 14
  - [2.1] Work was performed by Force account labor/Applicant's own employees? 0 / 10
    - [2.1.1] Force account labor/Applicant's own employees? 0 / 5
      - Force Account Labor Payroll / Timesheets (+ Add | + Add)
      - Force Account Labor Pay Policy (+ Add | + Add)
      - Force Account Fringe Benefit Calculation (+ Add | + Add)
      - Force Account Labor Summary (+ Add | + Add)
      - Force Account Labor Record (+ Add | + Add)
    - [2.1.2] Applicant's own equipment? 0 / 3
      - Force Account Equipment Summary (+ Add | + Add)
      - Force Account Equipment Rate Costs (+ Add | + Add)
      - Force Account Equipment Record (+ Add | + Add)
    - Force Account Work Order / Activity Log (+ Add | + Add)
    - Force Account Historical Cost Summary (+ Add | + Add)
  - Activity / Locations Listing (+ Add | + Add)
  - Cost Summary Records (+ Add | + Add)

MANAGE EEI ANSWERS

HELP

Step 1: Click the arrow to expanded all required documents

Step 2: Click Add

# Attach Already Uploaded Document

Attach Procurement Policy

Drag and drop files here, or click here to select files.

### Selected Documents to Attach

Search...

	Filename	Description	Size	Category
✓ <a href="#">EDIT</a> <a href="#">REMOVE</a>	Procurement document.docx	Procurement Policy	11.4 KB	Procurement Policy

Showing 1 to 1 of 1 entries

### Available Documents to Attach

Source: All

Search...

	Source	Filename	Description	Category	Size	Uploaded Date	Uploaded By
<a href="#">+ ATTACH</a>	Organization Profile	4407CA.jpg	Procurement Documents	50 Percent Rule Calculation; Contract Costs Summary; Contract Document; Force Account Equipment Summary; Force Account Fringe Benefit Calculation; Force Account Labor Payroll / Timesheets; Force Account Materials Invoices/Receipts; Maintenance Record; Map; Photo; Procurement Policy; Site Inspection Report	759.7 KB	01/29/2019 05:14 PM AST	Doe, Jane
<a href="#">+ ATTACH</a>	Standard Lane - Category E	Maint Record.docx	Facility Maintenance Records	Contract Document; Force Account Labor Pay Policy; Maintenance Record; Procurement Policy	11.2 KB	06/06/2018 12:18 PM AST	Leghorn, Foghorn

Showing 1 to 2 of 2 entries (filtered from 8 total entries)

[ATTACH SELECTED](#) [CANCEL](#)

**Step 1: If Document already uploaded with the proper Category, Click **Attach****

**Step 2: Click **Attach Selected****

# Upload New Document

Attach Procurement Policy

Drag and drop files here, or click here to select files.

Selected Documents to Attach

Description	Size	Category
Procurement Policy	11.4 KB	Procurement Policy

Previous 1 Next

Available Documents to Attach

Source: All Category: Procurement Policy

Search...

SHOW/HIDE COLUMNS

	Source	Filename	Description	Category	Size	Uploaded Date	Uploaded By
+ ATTACH	Organization Profile	DR 4407CA.jpg	Procurement Documents	50 Percent Rule Calculation; Contract Costs Summary; Contract Document; Force Account Equipment Summary; Force Account Fringe Benefit Calculation; Force Account Labor Payroll / Timesheets; Force Account Materials Invoices/Receipts; Maintenance Record; Map; Photo; Procurement Policy; Site Inspection Report	759.7 KB	01/29/2019 05:14 PM AST	Doe, Jane
+ ATTACH	Standard Lane - Category E	Maint Record.docx	Facility Maintenance Records	Contract Document; Force Account Labor Pay Policy; Maintenance Record; Procurement Policy	11.2 KB	06/06/2018 12:18 PM AST	Leghorn, Foghorn

Showing 1 to 2 of 2 entries (filtered from 8 total entries)

Previous 1 Next

ATTACH SELECTED CANCEL

**Step 1: Click and drop new files or click to add from menu**



# Upload New Document – Pop-Up Box

Attach Force Account Labor Payroll / Timesheets

You are currently in a manual document selection mode and **drag and drop is temporarily disabled**. If the document selection window is open

File Upload

This PC > Desktop > Glenville

Search Glenville

Organize New folder

Name	Date modified	Type	Size
Glenville			
Grants Manager			
L0871 Maximizin			
This PC			
3D Objects			
Pre-Disaster Photos	6/4/2019 11:40 AM	Microsoft Word D...	12 KB
RPA	6/4/2019 10:24 AM	Microsoft Word D...	12 KB
<input checked="" type="checkbox"/> Timesheets	6/4/2019 12:00 PM	Microsoft Word D...	12 KB

Step 1: Click to select file

Step 2: Click **Save**

File name: Timesheets

All Files

Open Cancel

# Selected Document – Pop Up Box

The screenshot shows the Grants Portal interface with a pop-up window for attaching documents. The pop-up window is titled "Attach Force Account Labor Payroll / Timesheets" and contains a search bar, a table of "Selected Documents to Attach", and a table of "Available Documents to Attach". A red callout box points to the "ATTACH SELECTED" button.

**Attach Force Account Labor Payroll / Timesheets**

Drag and drop files here, or click here to select files.

**Selected Documents to Attach**

Filename	Description	Size	Category
Timesheets.docx		11.3 KB	Force Account Labor Payroll / Timesheets

Showing 1 to 1 of 1 entries

**Available Documents to Attach**

Source: All Category: Force Account Labor Payroll / Timesheets

Source	Filename	Description	Category	Size	Uploaded Date	Uploaded By
+ ATTACH	Damage #145163	Timesheets.docx	Timesheets for Road Crew for June	11.3 KB	06/04/2019 12:08 PM AST	Crocker, Betty
+ ATTACH	Organization Profile	General Insurance Expires 12-31-2020.jpg	Contract Costs Summary; Contract Invoices; Contractor Estimate; Force Account Equipment Rate Costs; Force Account Equipment Summary; Force Account Labor Pay Policy; Force Account Labor Payroll / Timesheets; Force Account Work Order / Activity Log; Maintenance Record; Photo; Procurement Policy	606.4 KB	05/16/2019 09:31 AM AST	Crocker, Betty

Showing 1 to 2 of 2 entries (filtered from 5 total entries)

**Click Attached Selected**

ATTACH SELECTED CANCEL

# Remove Documents from EEI

The screenshot displays the Grants Portal interface. On the left is a navigation sidebar with sections: 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, and Intelligence. The main content area shows a hierarchical tree view of documents under various categories. A red callout box with the text "Click Remove" points to the document "Contract Scope of Work and Summary.png" which has a red "Remove" icon next to it. Other documents in the tree include "Force Account Labor Summary", "Force Account Labor Record", "Applicant's own equipment?", "Force Account Equipment Summary", "Force Account Equipment Rate Costs", "Force Account Equipment Record", "Force Account Work Order / Activity Log", "Force Account Historical Cost Summary", "Work was performed by Contract", "Contract Work Summary", "Contract Document", "Contract Invoices", "Procurement Policy", "General Insurance Expires 12-31-2020.jpg", "Contract Bid / Plus Selection Process", "Activity / Locations Listing", "Koala.jpg", "Cost Summary Records", "Subrecipient Certification Acknowledgement", "General Insurance Documents", "Roads are included on the project", and "Activity / Locations Listing".