

Small Business Administration (SBA)

Note: This section can only be completed after your Organization is determined eligible and a Program Delivery Manager has been assigned



Applicant Event Profiles

Step 1: Click **My Organization**

The screenshot shows the Grants Portal interface. The top navigation bar includes the logo, the user name 'Crocker, Betty', and a 'MANAGE' button. The left sidebar contains a menu with items like 'Dashboard', 'My Organization', 'Organization Profile', '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 breadcrumb trail: 'Personnel > Locations > Counties with Facility > Insurance Profile > Applicant Event Profiles'. A 'Filters' section is visible with a 'STATUS' dropdown set to 'All'. Below the filters is a search bar and a table of Applicant Event Profiles. The table has columns for Job #, Name, Status, Process Step, PDMGs Assigned, # Projects, # Damages, and # Work Orders. The first row shows Job # 4337DR, Name 4337DR-FL, Status Eligible, Process Step Pending Grant Completion, PDMGs Assigned *Avila, Joseph D., # Projects 3, # Damages 22, and # Work Orders 0. A magnifying glass icon is positioned over the first row of the table. At the bottom of the main content area, there are 'Documents >' and buttons for 'UPLOAD', 'DOWNLOAD', and 'MANAGE'.

Step 2: Click arrow on **Applicant Event Profiles** to expand

Step 3: Click the **Magnifier glass** to select the event

Applicant Event Profile

Portal



Applicant Event Profile

4332DR-TX (4332DR) / Pair City Museum (00-8675309-00)

REPORTS



General Information Late Submission

FEMA PA CODE 00-867

NAME Pair City Museum

TYPE Nonprofit with 501C3 IRS Status PNP

PNP TYPE Museum Not Critical

STATUS Eligible

RPA DECISION DATE 7/19/2018 3:03 PM CDT

PROCESS STEP Pending RSM Completion
As of July 19th, 2018 4:24 PM CDT

Event Information

JOB # 4332DR

EVENT NAME 4332DR-TX

EVENT TYPE Disaster

INCIDENT TYPE Hurricane

INCIDENT LEVEL 1

INCIDENT START DATE August 23, 2017

going

gust 25, 2017

ouston County - August 24th, 2017

Scroll down to PNP
Information Bar

Stats/Summary >

PNP Information Bar

The screenshot shows a web portal interface with a grey header bar containing the word "Portal" in a serif font on the left and a user profile icon on the right. Below the header is a main content area with a light grey background. At the top of this area is a dropdown menu labeled "PNP Information" with a downward arrow. Below the dropdown are three tabs: "PNP Information", "SBA Loan" (which is highlighted with a blue underline), and another unlabeled tab. Below the tabs are three main menu items, each with an icon and a right-pointing arrow: "SBA Loan Information" (with a document icon), "SBA Loan Documents" (with a document icon), and "SBA Loan History" (with a circular arrow icon). To the right of the "SBA Loan Documents" item is a "MANAGE" button with a gear icon. Below these items are three more menu items: "EHP Profile" (with a tree icon), "Documents" (with a document icon), and "Comments" (with a document icon). To the right of the "Documents" item is another "MANAGE" button with a gear icon, and to the right of the "Comments" item is a "+ ADD COMMENT" button.

Step 1: Click to expand bar

Step 2: Click **SBA Loan Tab**

Step 3: Click **Manage** on SBA Loan Documents

Manage Event PA Request SBA Documents

Portal Uchiha, Sasuke...

Applicant Event Profiles PNP Information Manage Applicant Event Profiles SBA Loan + ADD DOCUMENT

Documents

This Applicant Event Profile has no documents.

Click **Add Document**

Add SBA Document

Portal

Uchiha, Sasuke...

Applic Documents

This Applicant Event Profile

SBA Loan

+ ADD DOCUMENT

Add Document

⚠ CAUTION: Document will be uploaded to the **Applicant Event Profile**.
If this document needs to be uploaded to the organization and is not specific to this event, then please upload the document to the **Organization Profile**.

SELECT DOCUMENT (Max Size: 100MB)

Filename

Description

Types **PNP Information**

Category **SBA Loan Documentation**

⚠ Personally identifiable information (PII) WARNING
In accordance with the Privacy Act of 1974, 5 U.S.C. § 552a, Please ensure that any sensitive personally identifiable information (PII) has been removed or redacted prior to uploading this file. This includes social security numbers (SSN), birth dates, financial account information, home addresses, or other similar information.

✓ ADD DOCUMENT ⌂ CANCEL

Click Select Document

Select SBA Document

The screenshot shows a 'File Upload' dialog box with the following table of files:

Name	Date modified	Type
Charter and Bylaws	7/18/2018 11:57 AM	Microsoft Word Doc
Damaged Equipment summary	7/5/2018 2:28 PM	Microsoft Word Doc
Debris Management Plan	4/28/2018 7:26 AM	Microsoft Word Doc
DI#89973 DR4332 TX WO#9290 SI Inspection Report	10/17/2017 4:45 PM	Adobe Acrobat Doc
DR4332 TX Location	10/28/2017 2:10 PM	JPG File
Glenville PDMG0009 Force Account Labor files	5/25/2018 2:43 PM	Microsoft Word Doc
Insurance	7/18/2018 11:55 AM	Microsoft Word Doc
Maint Report	10/18/2017 8:09 AM	Microsoft Word Doc
Pair City Museum SBA Loan Letter	7/19/2018 1:53 PM	Microsoft Word Doc
X Cert	7/18/2018 12:26 PM	Microsoft Word Doc
WO#9006 DR4332 TX DI#27639 Firmette	10/28/2017 2:05 PM	Adobe Acrobat Doc
WO#9006 DR4332 TX DI#27639 SI Inspection Report	10/17/2017 4:45 PM	Adobe Acrobat Doc
WO#9305 DR4332 TX DI#89099 Location Map	11/1/2017 8:37 AM	JPG File
WO#9305 DR4332 TX DI#89099 NFHLMAP	11/1/2017 8:44 AM	Adobe Acrobat Doc
WO#9305 DR4332 TX DI#89099 Photo Page	11/3/2017 7:51 AM	Microsoft Word Doc

Step 1: Select Document

Step 2: Click Open

Upload SBA Loan Document

The screenshot shows a web portal interface with a modal window titled "Add Document". The modal contains a yellow warning box at the top with a triangle icon and the text: "CAUTION: Document will be uploaded to the Applicant Event Profile. If this document needs to be uploaded to the organization and is not specific to this event, then please upload the document to the Organization Profile." Below this, the form fields are: "Pair City Museum SBA Loan Letter.docx" (with "(Max Size: 100MB)" below it), a text input field containing "Pair City Museum SBA Loan Letter.docx", a "Description" field containing "SBA Determination letter for DR4332TX", a "Types" dropdown menu set to "PNP Information", and a "Category" dropdown menu set to "SBA Loan Documentation". At the bottom of the modal is another yellow warning box with a triangle icon and the text: "Personally identifiable information (PII) WARNING. In accordance with the Privacy Act of 1974, 5 U.S.C. § 552a, Please ensure that any sensitive personally identifiable information has been removed or redacted prior to uploading this file. This includes social security numbers (SSN), birth dates, financial information, home addresses, or other similar information." At the bottom right of the modal are two buttons: a blue "ADD DOCUMENT" button with a checkmark icon and a grey "CANCEL" button with a circle icon. Two red callout boxes with white text and red borders are overlaid on the form. The first callout, "Step 1: Add document description", points to the "Description" field. The second callout, "Step 2: Click Add Document", points to the "ADD DOCUMENT" button. The background shows a dark grey sidebar with "Applicant Documents" and a main area with "SBA Loan" and a green "+ ADD DOCUMENT" button. The top right of the page shows a user profile "Uchiha, Sasuke..."

Step 1: Add document description

Step 2: Click **Add Document**

Edit Uploaded Document

The screenshot displays the Grants Portal interface. At the top left is the 'Grants Portal' logo. A navigation sidebar on the left includes 'Dashboard', 'My Organization' (Pair City Museum), 'Organization Profile', 'Organization Personnel', 'Applicant Event Profiles', 'Projects', 'Damages', 'Work Orders', 'My Tasks', and 'Calendar'. The main header area contains 'Applicant Event Profiles PNP Information Manage Applicant Event' and a '+ ADD DOCUMENT' button. A search bar is present with the instruction 'Click Edit to change document description and name'. Below the search bar is a table of documents with columns for 'Filename', 'Description', 'Size', 'Category', 'Uploaded Date', and 'Uploaded By'. One document is listed: 'Pair City Museum SBA Loan Letter.docx' with a description 'SBA Loan determination letter for event DR4332TX', size '47.2 KB', category 'SBA Loan Documentation', and uploaded by 'Uchiha, Sasuke'. Action buttons 'EDIT' and 'REMOVE' are shown for this document. A callout box points to the 'REMOVE' button with the instruction 'Click Remove to delete Document'. Another callout box points to the top right user icon with the instruction 'Click page icon to go back to Event Profile page'. The bottom of the table shows 'Showing 1 to 1 of 1 entries' and pagination controls for 'Previous', '1', and 'Next'.

Click page icon to go back to Event Profile page

Click **Edit** to change document description and name

Click **Remove** to delete Document

Filename	Description	Size	Category	Uploaded Date	Uploaded By
EDIT Pair City Museum SBA Loan Letter.docx	SBA Loan determination letter for event DR4332TX	47.2 KB	SBA Loan Documentation		Uchiha, Sasuke
REMOVE					

Showing 1 to 1 of 1 entries

Previous 1 Next

SBA Loan Determination

Portal

Applicant Event Profile Pair City Museum - 4332DR

⚠ SBA Loan Determination is pending for Pair City Museum

[Make an SBA Loan Determination](#)

Click **Make an SBA Loan Determination**

Event

Note: Start this process after receiving the determination letter from SBA.

If this section is not present, ask Program Delivery Manager to **Reset SBA Loan Information** on the PNP Information bar, in the SBA Loan tab

NAME Pair City Museum

TYPE Nonprofit with 501C3 IRS Status **PNP**

PNP TYPE Museum **Not Critical**

STATUS Eligible

RPA DECISION DATE 7/19/2018 3:03 PM CDT

PROCESS STEP Pending RSM Completion
As of July 19th, 2018 4:24 PM CDT

EVENT TYPE Disaster

INCIDENT TYPE Hurricane

INCIDENT LEVEL 1

INCIDENT START DATE August 23, 2017

INCIDENT END DATE Ongoing

DECLARATION DATE August 25, 2017

DECLARED COUNTIES Houston County - August 24th, 2017

SBA Loan Determination Questions

SBA Loan Questionnaire

Will permanent work projects (Categories C-G) be requested? Yes No

Has an SBA Loan application been submitted? Yes No

Has a response been received on the SBA Loan application? Yes No

Was the SBA Loan approved? Yes No

Does the SBA Loan cover the full cost of the permanent work costs? Yes No

Step 1: Answer ALL Questions

SBA Loan Documentation

	Filename	Description	Size	Category	Uploaded Date	Uploaded By
<input type="button" value="REMOVE"/>	Pair City Museum SBA Loan Letter.docx	SBA Loan determination letter for event DR4332TX	47.2 KB	SBA Loan Documentation		Uchiha, Sasuke

Showing 1 to 1 of 1 entries

Step 2: Save

Confirm SBA Loan Information Questions

Step 1: Expand PNP Information bar

Step 2: Click SBA Loan tab

Step 3: Expand SBA Loan Information

Portal Uchiha, Sasuke

PNP Information SBA Loan

SBA Loan Information

- Will permanent work projects (Categories C-G) be required? Yes
- Has an SBA Loan application been submitted? Yes
- Has a response been received on the SBA Loan application? Yes
- Was the SBA Loan approved? No
- Does the SBA Loan cover the full cost of the permanent work costs? Unanswered

SBA Loan Documents MANAGE

Filename	Description	Size	Category	Uploaded Date	Uploaded By
Pair City Museum SBA Loan Letter.docx	SBA Loan determination letter for event DR4332TX	47.2 KB	SBA Loan Documentation	07/19/2018 01:59 PM CDT	Uchiha, Sasuke

Showing 1 to 1 of 1 entries Previous 1 Next