## Project Appeal: Applicant Request

- Navigation in Grants Portal for appealing a Determination Memo (DM):
  - *Tasks > Determination Memo* (on the left navigation pane)
  - Drill into associated
    Determination Memo (DM)
    (click magnifying glass)
- For denied 1<sup>st</sup> appeal
  - Organization > Applicant
    Event Profile > Scroll down to
    Appeals





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## Project Appeal: Applicant Request (2 of 3)

- Navigation in Grants Portal for appealing a denied 1<sup>st</sup> Appeal:
  - Organization > Applicant
    Event Profiles (on the left navigation pane)
  - Drill into associated Applicant
    Event Profile (DM)
    (click magnifying glass)
  - Scroll down and expand the Appeals section, then drill into the denied first appeal



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## Project Appeal: Applicant Request

- Once on either the Determination Memo page or Denied Appeal page, click Request Appeal / Request Second Appeal
- Fill out the request, upload the appeal letter, then press Submit
- Note: Only one appeal can be submitted at a time, but a second appeal can be requested if first appeal is denied



Determ		Memo Project	t Amendment DM 2 - PDMGTRAIN (PDMGTRAIN - 192)				
General Information			Project Amendment Information				
DM #	DM-PRJAMP	109	DD01507 [10104]1-30				
DM TYPE	Project Ame Determinati	Appeal De	Appeal Details Request Second Appeal  SUBMIT  CANCEL				
ELIGIBILITY ISSUE MODE	Complete	Request Second Appeal	➢ Request Second Appeal				
INITIATED BY	PDMG0535	DATE SUBMITTED TO RECIPIENT *					
INITIATED ON	05/21/2021	APPLICANT POC *	Select				
COMPLETED BY	PDMG0535	MAILING ADDRESS *	Select 👻				
COMPLETED ON	05/21/2021		○ Yes				
STATUS	Completed	FIGURE KNOWN? *	○ No				
PROCESS STEP	Process Co						
CURRENT	L contract	Documents 🗸					
MEMO (V1)		This Appeal request has no D	Documents.				

Appeal

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## **Project Appeal: Withdraw**

- After an Appeal request is submitted, on Appeal Details page, the only option available to you at this point is to *Withdraw* your appeal, under Options
- Note: This may be done by the Recipient or Applicant at any point until a determination on the Appeal request has been made



Grants Portal							
🕐 Dashboard							
Change Organization	🛃 Арре	🗢 OPTIONS 🗸					
🏦 My Organization 🗸 🗸	4332DR-TX (43	332DR) / Glenville - PDMG0020 - 43	32DR (4332DR - 20) / APPEAL-156	A Withdraw			
Texas (002-54620-00)	General Info	ormation	Project Info	Project Information			
Y My Post-Award ♥ Ops	APPEAL #	APPEAL-156		DM-PRJ-157			
My Tasks 🗸 🗸	APPEAL TYPE	Second Appeal	DEING APPEALED				
📅 Calendar			DATE OF	05/31/2019 02:01 PM EDT			
	MONETARY FIGURE IN	Unknown	DETERMINATION				
Profiles	DISPUTE		RECIPIENT	11/29/2021 03:35 PM EST			
- Personnel	STATUS	FEMA Review	DATE				
Applicant Event Profiles			PROJECT	[18381] Golfsmith Road			
Exploratory Calls			CURRENT	0			
Recovery Scoping			VERSION				
Meetings			ТҮРЕ	Standard			
Damages			APPLICANT	Glenville - PDMG0020 - 4332DR			
Work Order Requests				(4332DR - 20)			
javascript:void(0);			EVENT	(מחנכפא) אד מחנכפא			

Review

Appeal

Review

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Appeal Approval