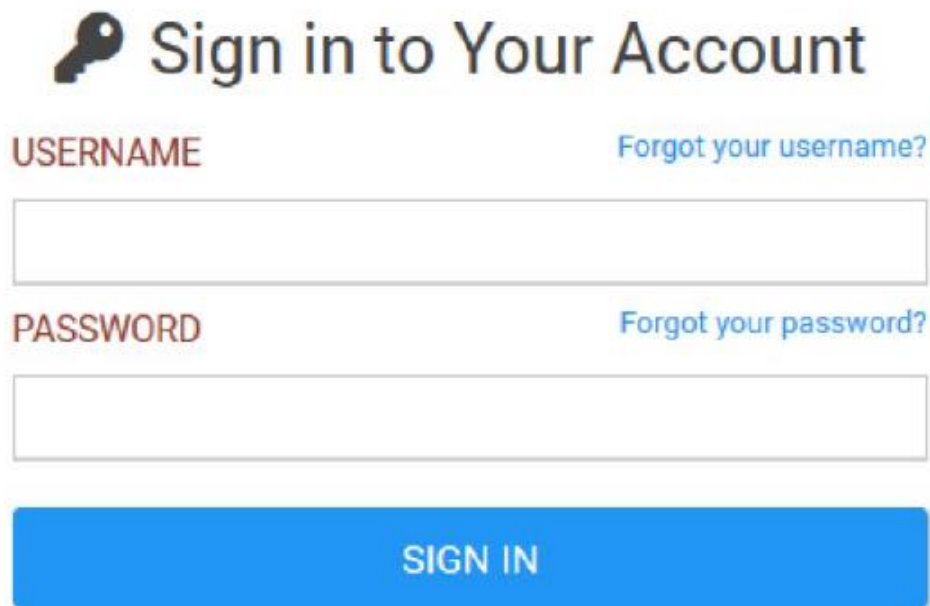


Completing the Applicant Impact Survey in FEMA's Grants Portal

Step-by-Step Guide

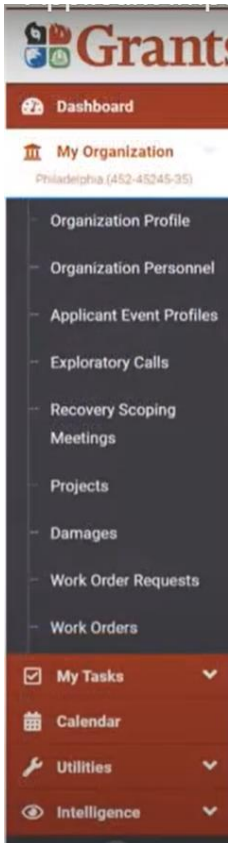
This document is intended to be a supplemental resource used to assist in completing the Applicant Impact Survey within FEMA's Grants Portal. Here, screenshots and brief explanations will serve as a step-by-step guide which will provide visuals as you navigate through the process.

1. Log in to FEMA's Grants Portal at grantee.fema.gov.

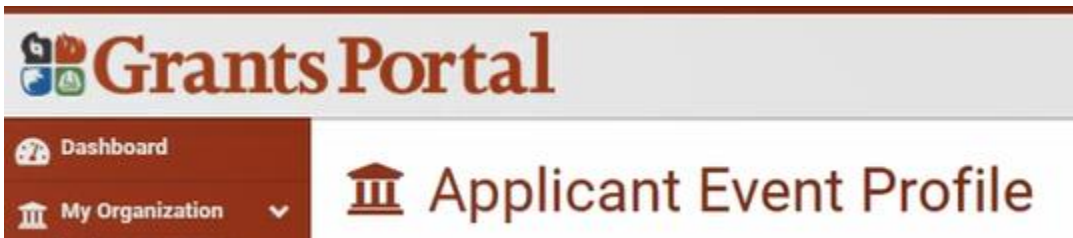


The screenshot shows the login interface for the FEMA Grants Portal. At the top, there is a key icon followed by the heading "Sign in to Your Account". Below this, there are two input fields: "USERNAME" and "PASSWORD". To the right of the "USERNAME" field is a link "Forgot your username?". To the right of the "PASSWORD" field is a link "Forgot your password?". Below the input fields is a large blue button with the text "SIGN IN" in white capital letters.

2. Once signed in, navigate to the menu on the left side of the screen.



3. Select “Applicant Event Profiles” and click the magnifying glass image to the left of the profile corresponding to COVID-19 (DR4507-OH).



4. Scroll down to “Preliminary Applicant Information” and select the arrow, as highlighted below.

- Stats/Summary >
- Staff / Contacts > MANAGE POCS
- Locations > MANAGE
- Subdivisions and Departments > + ADD SUBDIVISION/DEPARTMENT OPTIONS
- Preliminary Applicant Information >** ANSWER SUPPORT QUESTIONS MANAGE APPLICANT IMPACT SURVEY
- Damage Inventory > MANAGE
- EHP Profile >
- Documents > UPLOAD DOWNLOAD MANAGE
- Comments > EXPORT TO CSV ADD COMMENT

5. Select "Applicant Impact Survey."

Subdivisions and Departments > + ADD SUBDIVISION/DEPARTMENT OPTIONS

Click to toggle the Preliminary Applicant Information section

Preliminary Applicant Information > ANSWER SUPPORT QUESTIONS MANAGE APPLICANT IMPACT SURVEY

Applicant Support Questions

Is a PDMG requested for this Applicant? No

RPA Summary **Applicant Impact Survey**

Applicant Information

Organization	Adams County Engineer (001-05866-00)
FEMA PA Code	001-05866-00
DUNS #	138255455
Event	4507DR-OH (4507DR)

Primary Address

Address	75 Willow Dr West Union, Ohio 45693
County	Adams County

Mailing Address

Address	75 Willow Dr
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6. Click "Complete Applicant Impact Survey."

Preliminary Applicant Information > COMPLETE APPLICANT IMPACT SURVEY

Applicant Support Questions

7. Review the statements on the "Start" screen and select "proceed."

Start

Applicant Impact Survey Brief

Paperwork Burden Disclosure Notice

Public reporting burden for this data collection is estimated to average 10 minutes per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. This collection of information is required to obtain or retain benefits. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW., Washington, DC 20472, Paperwork Reduction Project (1660-0017) NOTE: Do not send your completed form to this address.

Privacy Act Statement

The collection of this information is authorized by the Robert T. Stafford Disaster Relief and Emergency Assistance Act, §§ 402-403, 406-407, 417, 423, 427, 428, 502, and 705; 42 U.S.C. 5170a-b, 5172-73, 5184, 5189a, 5189e, 5189f, 5192, 5205; 44 C.F.R. § 206 Subpart G; and 2 C.F.R. § 200. This information is collected to provide assistance to eligible jurisdictions and organizations to facilitate the response to and recovery from a Presidentially-declared disaster or emergency, or to provide assistance for hazard mitigation measures during the recovery process. The disclosure of information on this form is voluntary; however, failure to provide the requested information may delay or prevent the agency from receiving funds from FEMA's Public Assistance Program.

Instructions

The purpose of this form is to capture preliminary information about the Applicant's incident impacts. The information on this form helps FEMA understand the severity of the Applicant's disaster impacts and determine the specific types of staff required to provide the Applicant with effective customer service. This information lays the foundation for all future actions pertaining to acquiring grant funding. FEMA does not use the information to determine the level of financial assistance it will provide.

The estimated time to complete this form is 10 minutes. Information you will need:

Public reporting burden for this data collection is estimated to average 10 minutes per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. This collection of information is required to obtain or retain benefits. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW., Washington, DC 20472, Paperwork Reduction Project (1660-0017) NOTE: Do not send your completed form to this address.

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The estimated time to complete this form is 10 minutes. Information you will need:

- Estimated cost of all incident-related impacts
- Estimated cost of all debris impacts
- Estimated cost of all immediate threat impacts
- List of insurance policies (if applicable)

PROCEED

8. Complete the overall impacts section of the questionnaire and select “proceed” to advance to the next screen.
 - a. Eligible costs specific to the COVID-19 declaration are limited to Category B – Emergency Protective Measures. Please select this option in response to Question.
- *Note that this selection may be pre-populated based on the responses recorded during RPA submission.

Section I Instructions

Please provide information on the Applicant's overall impacts so FEMA and the Recipient can determine the best way to quickly provide Public Assistance grant funding.

Section I - Overall Impacts

1. What is the total anticipated cost to address all incident-related impacts? *

Less than \$131,100 (More Info)

Between \$131,100 and \$1,000,000

\$1,000,000 or more

2. Does the Applicant have any of the following incident-related impacts? *

Debris

Emergency response/protective measures

Infrastructure damage

BACK **PROCEED**

9. Complete the specific impacts section and select “proceed” when finished.
 - a. Select all that apply for questions with check box answers.
 - b. Note: If “other” is selected, a description box will appear. Please provide an explanation of the selection of “other,” if applicable.

Immediate Threat Impacts (Category B)

1. Does the Applicant have any impacts that require immediate attention or federal support? *

Operations being conducted from temporary locations due to damaged facilities

Damaged facilities that require temporary relocation of services

Operations dependent on temporary equipment (such as generators or mobile boilers)

Inaccessible areas

Inaccessible facilities

Other

No

2. What is the status of emergency response/protective measures? *

Work is completed and costs are documented

Work is completed and costs are not documented

Work has started

Work has not started

3. Does the Applicant anticipate work with the following characteristics in its emergency response/protective measures? *

In a river, lake, or other body of water

Within 200 feet of a waterway, body of water, or wetland

Ground disturbance activities

Other

Describe the immediate need *

*Note that if work has started, provide a projected end date in the box provided.

2. What is the status of emergency response/protective measures? *

Work is completed and costs are documented

Work is completed and costs are not documented

Work has started

Work has not started

Please provide a projected end date, if known

3. Does the Applicant anticipate work with the following characteristics in its emergency response/protective measures? *

In a river, lake, or other body of water

Within 200 feet of a waterway, body of water, or wetland

Ground disturbance activities

On facilities over 45 years old

Near endangered species

Other environmental concerns

None of the above

4. What is the total approximate cost of emergency response/protective measures? *

Less than \$131,100

Between \$131,100 and \$1,000,000

\$1,000,000 or more

10. Answer the questions in the all impacts section of the survey. Once completed, select “proceed”

a. Check all that apply for Question 1

Section III - All Impacts

1. Does the Applicant know how it plans to conduct the work to address the impacts? *

- Yes, the Applicant plans to contract for the work
- Yes, the Applicant plans to use its own staff for the work
- Yes, the Applicant plans to use donated resources or mutual aid for the work
- No
- Unsure

2. Does the Applicant have any insurance policies? *

- Yes, but the Applicant has not filed a claim
- Yes, the Applicant has filed a claim but not received settlement
- Yes, the Applicant has filed a claim and received settlement
- No

< BACK PROCEED >

11. Following completion of the all impacts section, additional documents may be required in the “Documents” section. Upload any required documents by selecting “add document.”

Documents

- All Impacts
 - Contract Work Planned
 - Procurement Policies (+ Add Document) [Required]
 - Has Insurance Policies
 - Insurance Policies (+ Add Document) [Required]
 - Supporting Documentation (+ Add Document)

No supporting documentation provided.

*Note that the “supporting documentation” is not required. However, uploading documents here is not restricted and can be used to upload additional information, if desired.

12. Once “add document” is selected, the following screen will allow for the document upload to occur by either using the drag and drop function or using manual upload by selecting anywhere inside the dotted box to search for the file in documents saved on the computer.

Attach AIS Documents



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

Selected Documents to Attach

i No documents selected. To begin uploading a document, either drag and drop a file into the area above, click the area above to upload a file manually, or attach a document from the **Available Documents to Attach** section below.

Note: You may not upload the document to the Project Application that matches an existing document with same document area.

Available Documents to Attach

Category

Select...

Filename	Description	Category	Size	Uploaded Date	Uploaded By
No data available					

5

Showing 0 to 0 of 0 entries

Previous Next

13. Once the document has either been uploaded using the drag and drop function or manually uploaded, it will appear in the Selected Documents to Attach section of the screen. Select “Attach Selected.”



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

Selected Documents to Attach

Filename	Description	Size	Category
EDIT REMOVE Procurement Policy.docx		11275	Procurement Policy

1 to 1 of 1 entries

Previous 1 Next

Available Documents to Attach

Category

Select...

Filename	Description	Category	Size	Uploaded Date	Uploaded By
No data available					

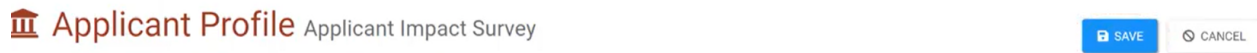
0 to 0 of 0 entries

Previous Next

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

14. Continue this process until all required documents have been uploaded.

*Note that if you do not have the documents that are required, save your progress by selecting “save” at the top of the screen and return to the applicant impact survey once the documents are available.



15. Once all documents are uploaded, a green box will appear indicating that the requirement has been met. This will allow you to select “proceed”



16. Review all information in the final section of the Applicant Impact Survey, scroll down and select “save and complete”

