EXERCISE 1:

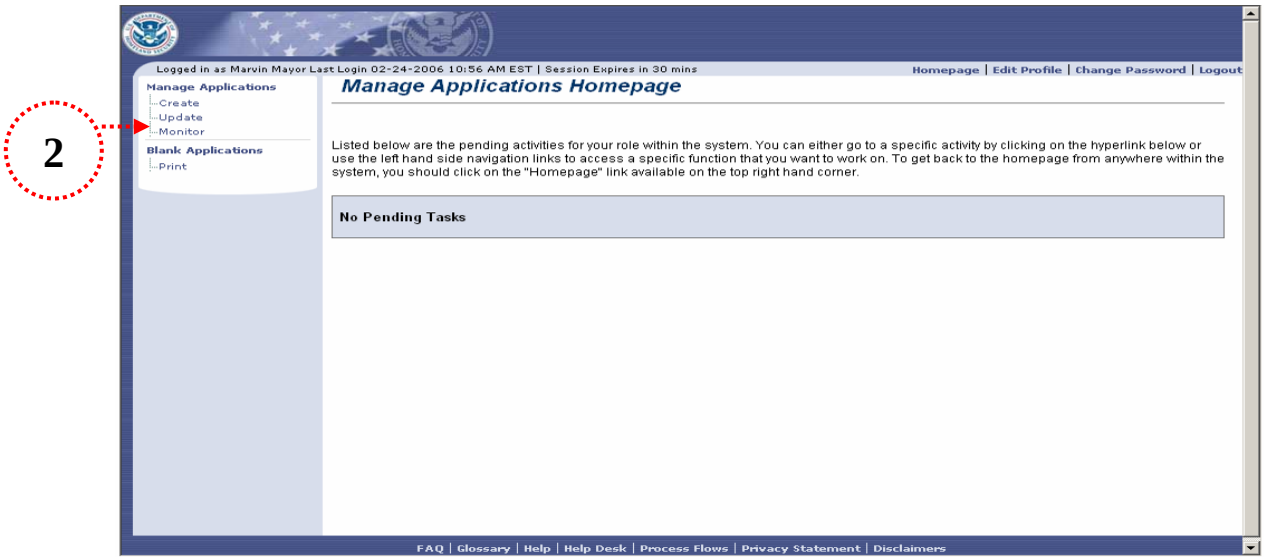
Enter

Pre-Application

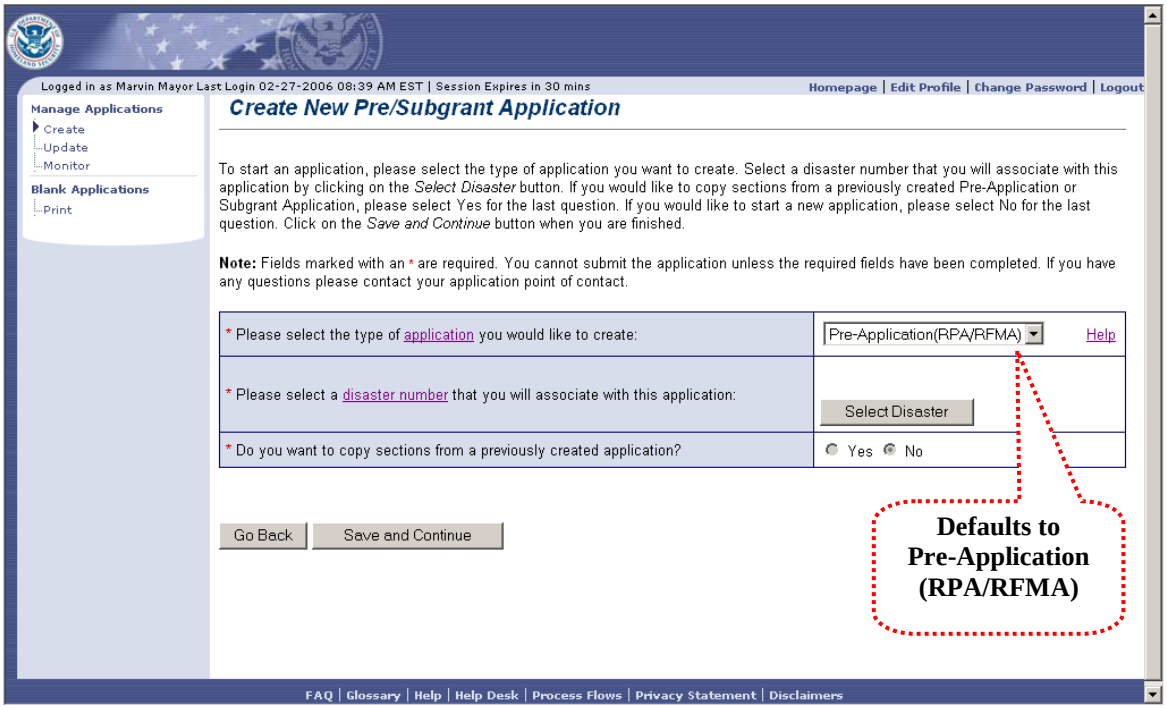
Save

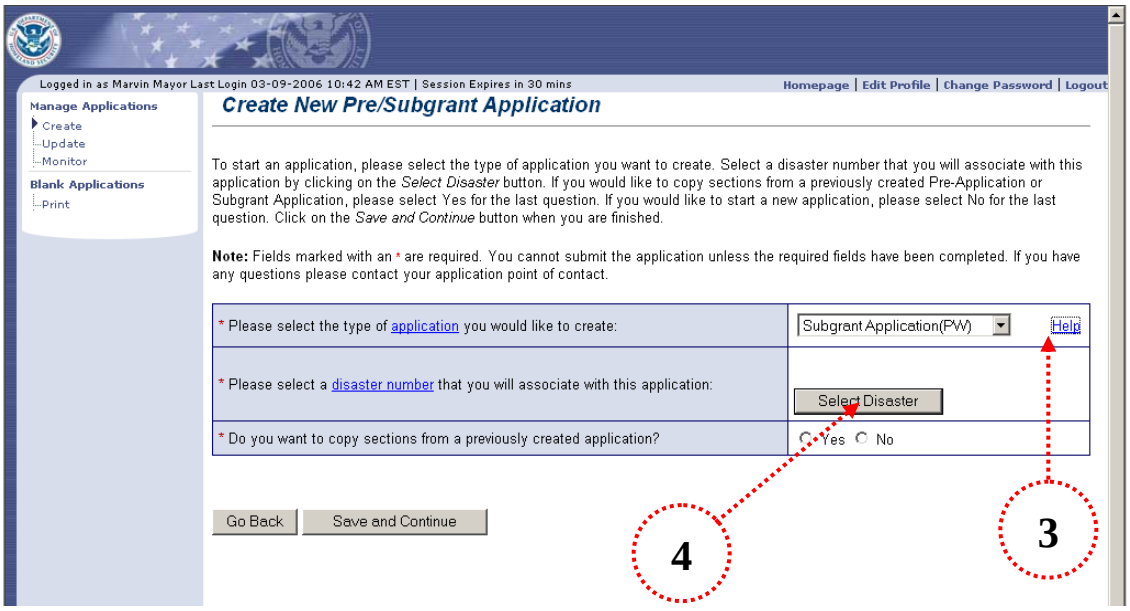
Creating Subgrant Applications (PWs)

Step 1– Go to the Subgrantee Homepage.



Step 2 – Click "Create" on left toolbar under Manage Applications.

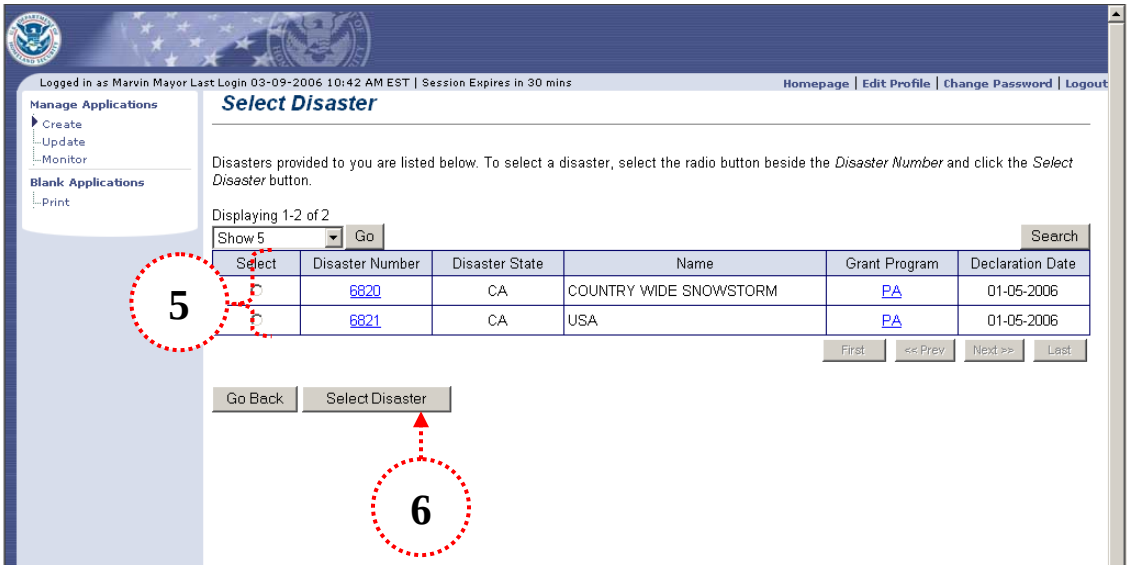




Step 3 – Select "Subgrant Application (PW)" from the dropdown.

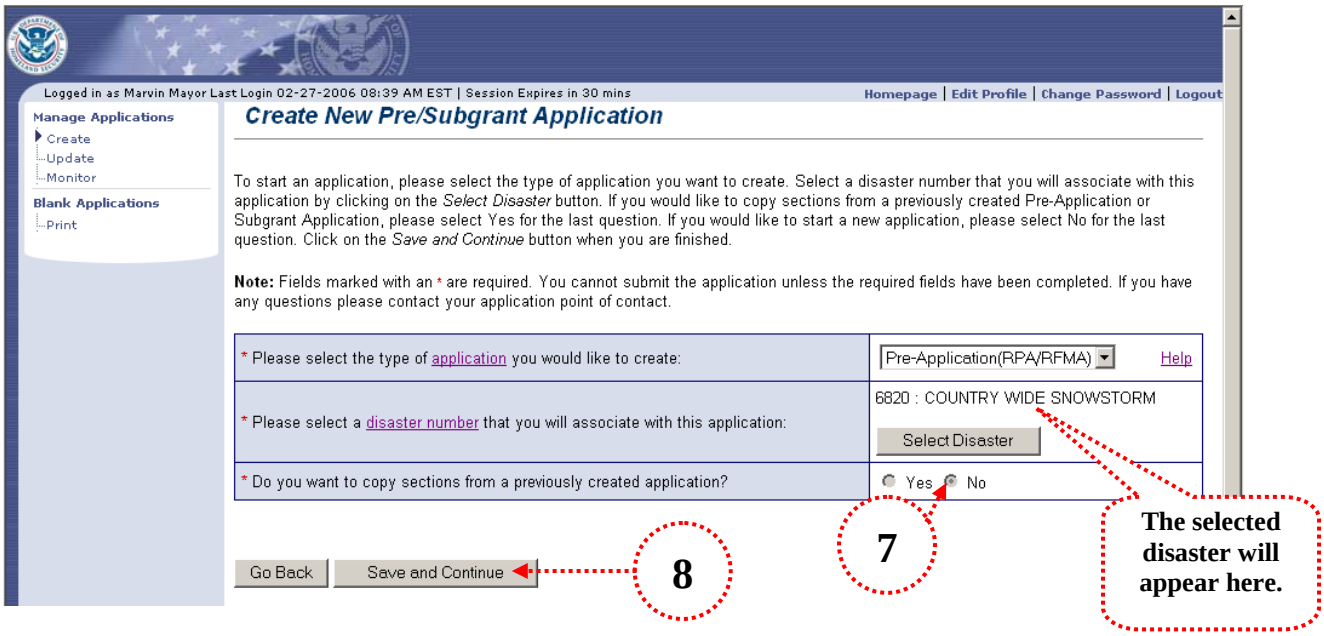
Step 4 – Click "Select Disaster" button.

The Select Disaster screen will appear.



Step 5 – Select disaster radio button beside the disaster

Step 6 – Click "Select Disaster" button.

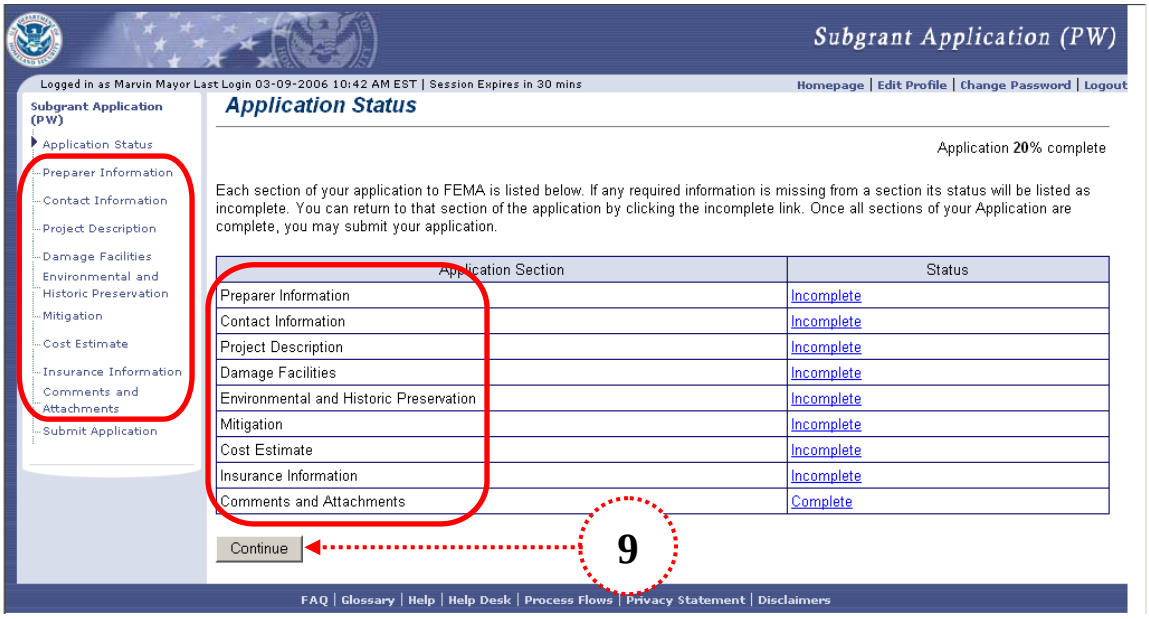


Step 7 – ***If prior application was created***, *user may click "Yes" to copy sections.*

Step 8 – Click "Save and Continue" button.

The next screen is what will appear when user selects "No" to Step 7 above.

The Applicant Status screen appears:

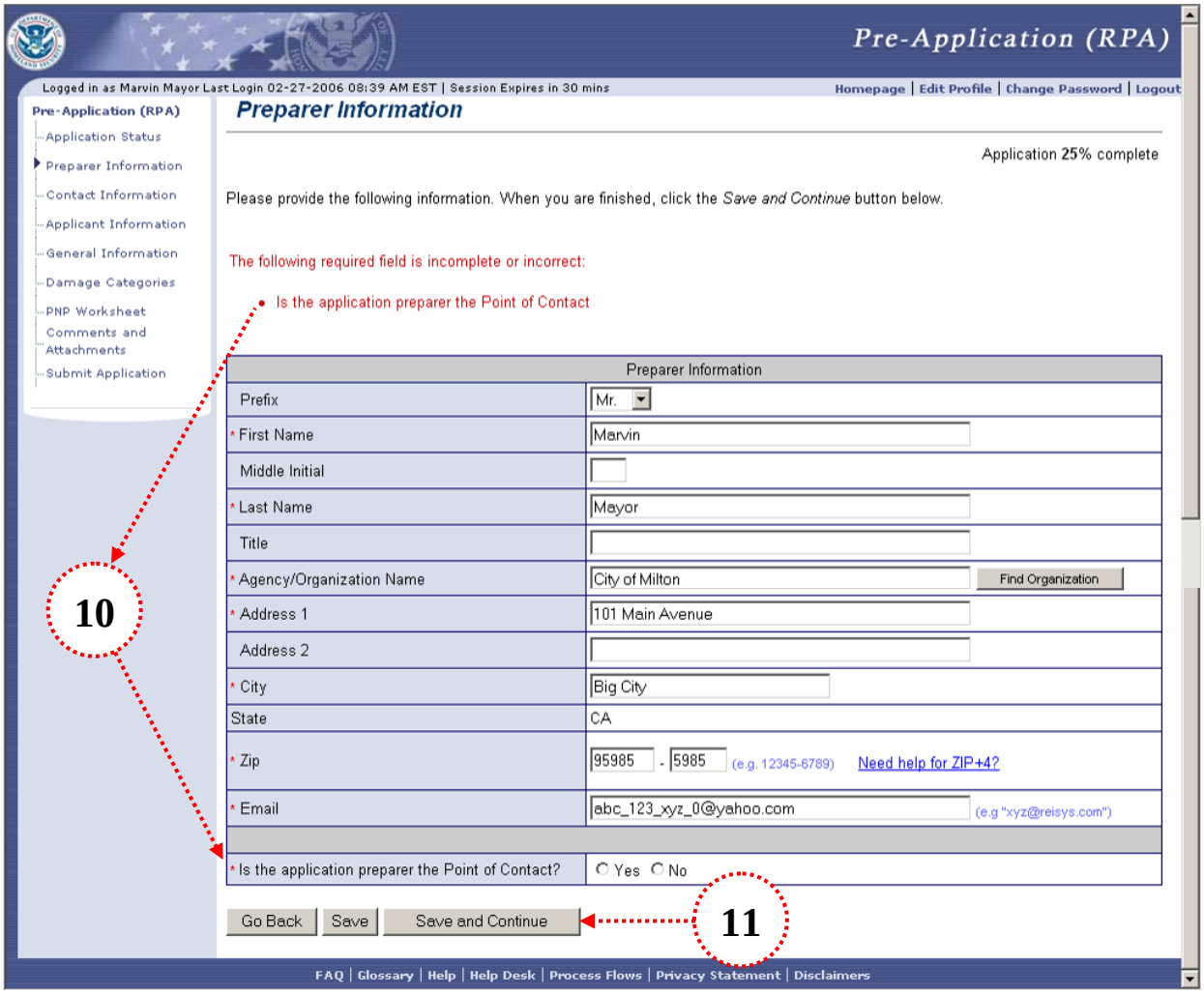


Step 9 – Click "Continue" button to go to the first section (Preparer Information)

Note: ***user may navigate to desired section of the application by clicking on section title on left navigational bar or by clicking the desired status link on the right.***

At any time, user may click on Application Status to see the current status of all sections.

Preparer Information



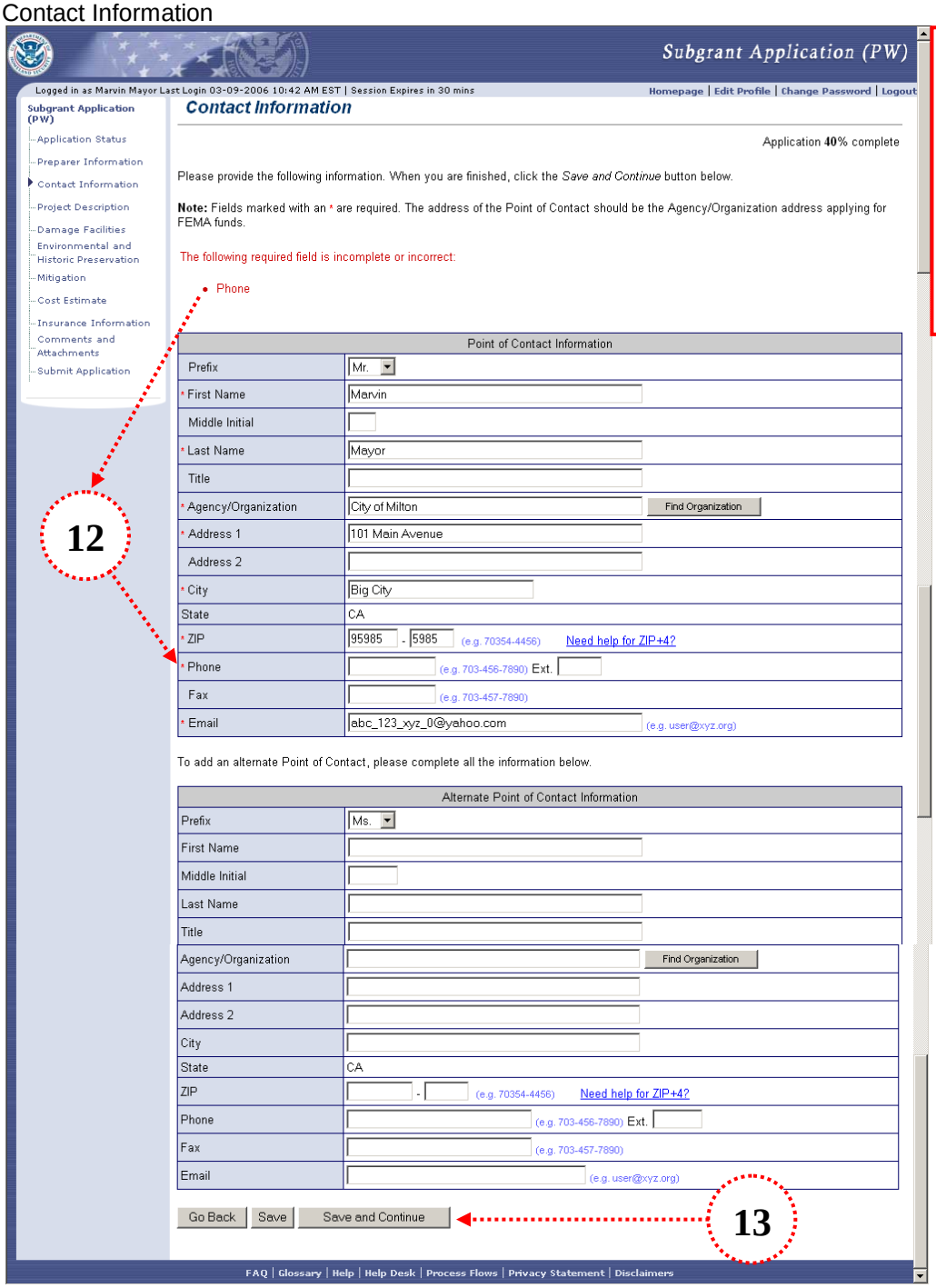
NOTE: The red text at the top of the screen shows what information is required. <u>Other fields can and should be filled out as well if known. This is true of all application sections!</u>

Preparer Information auto-fills from user profile.

<u>Step 10</u> – Click the appropriate selection

<u>Step 11</u> – Click "Save and Continue" button to go to the Contact Information section

Contact Information



If the Preparer is NOT the Point of Contact, the required fields would be:

- First Name
- Last Name
- Agency/Organization
- Address 1
- City
- ZIP
- Phone
- Email

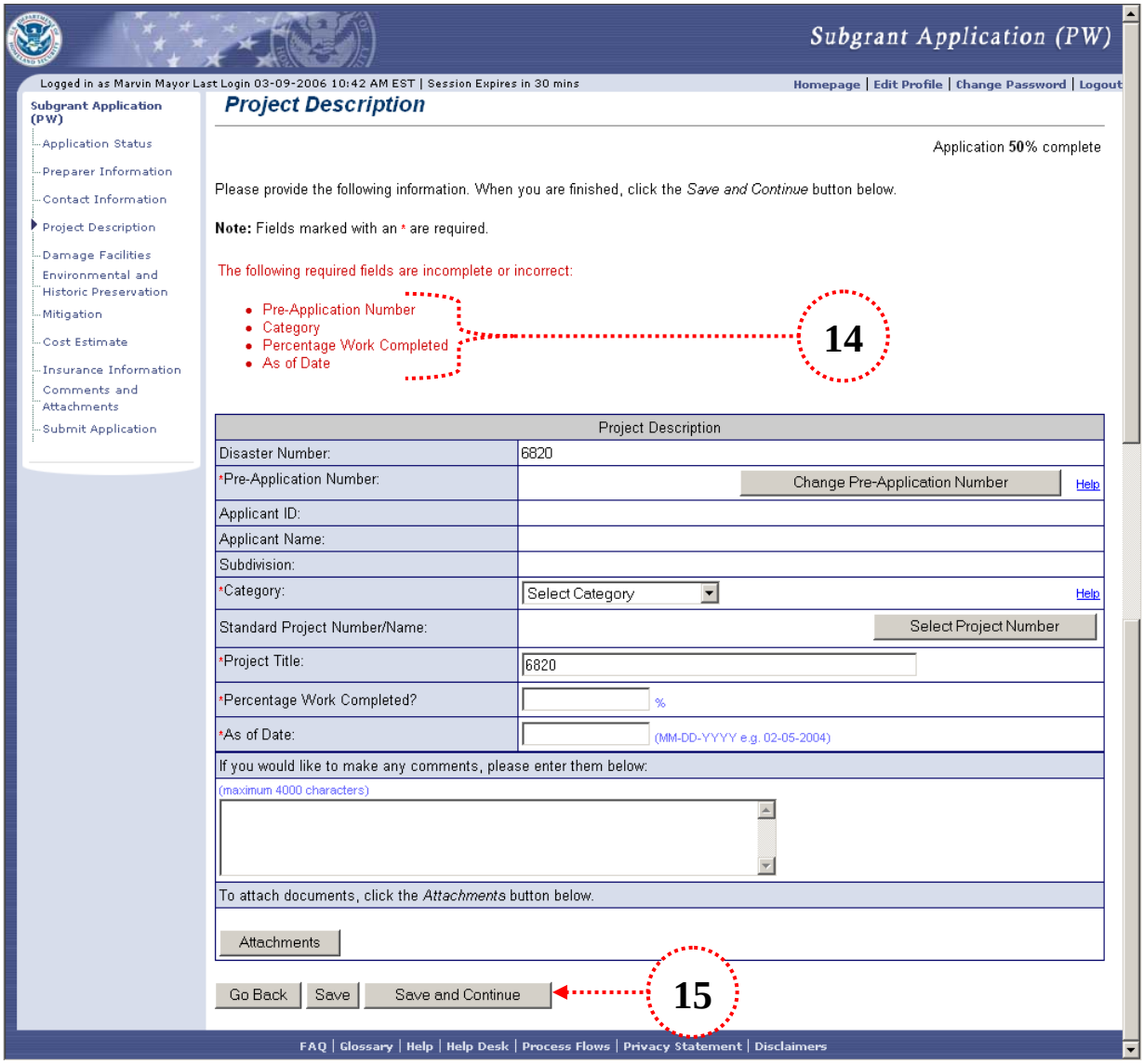
NOTE: The red text at the top of the screen shows what information is required.

If user clicks "yes" on prior screen, some of the preparer information auto-fills to this screen.

Step 12 – Edit any contact information fields and complete the required fields.

Step 13 – Click the "Save and Continue" button to go to the Project Description section

Project Description



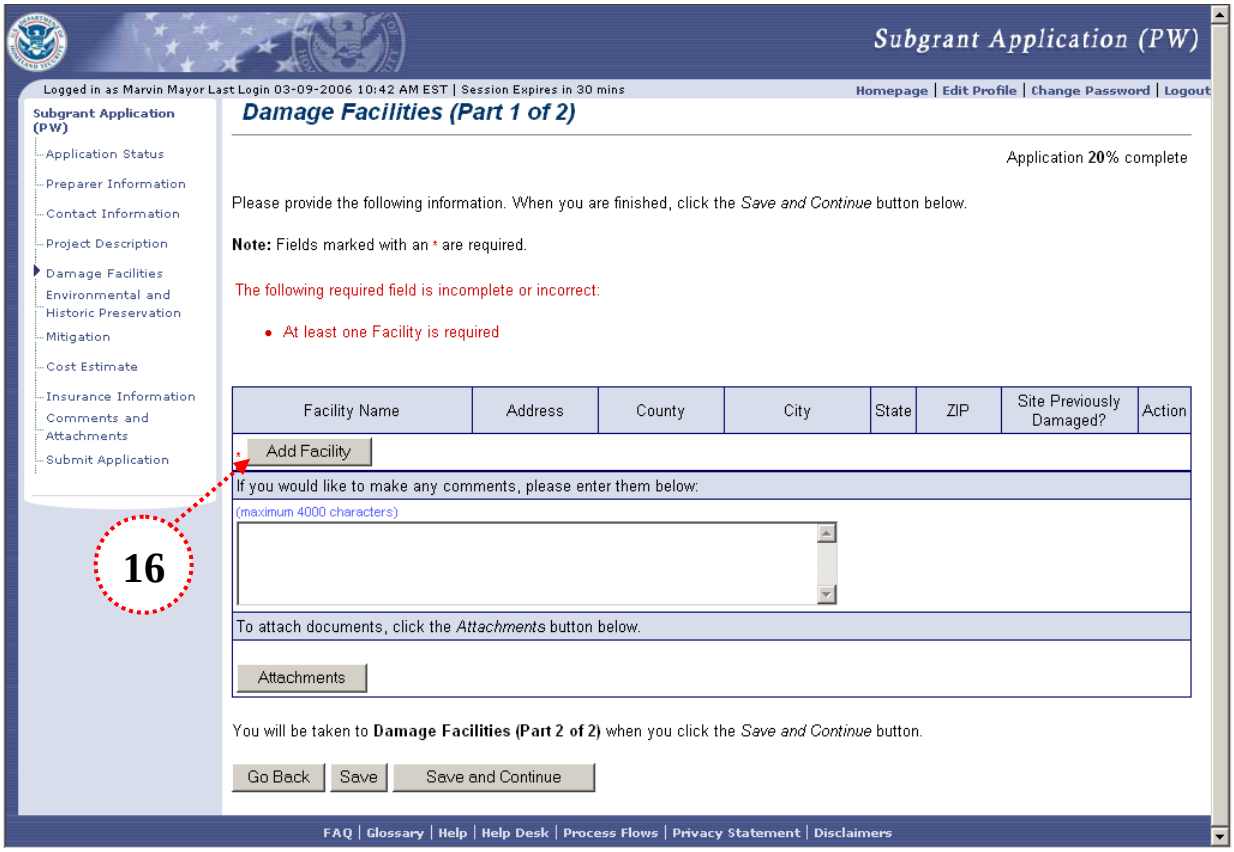
NOTE: The red text at the top of the screen shows what information is required.

<u>Step 14</u> – Complete the required fields.

> ***NOTE: User will not be able to complete the Pre-Application Number until the Pre-Application/RPA has been approved by FEMA.***

<u>Step 15</u> – Click "Save and Continue" button to go to the Damage Facilities section

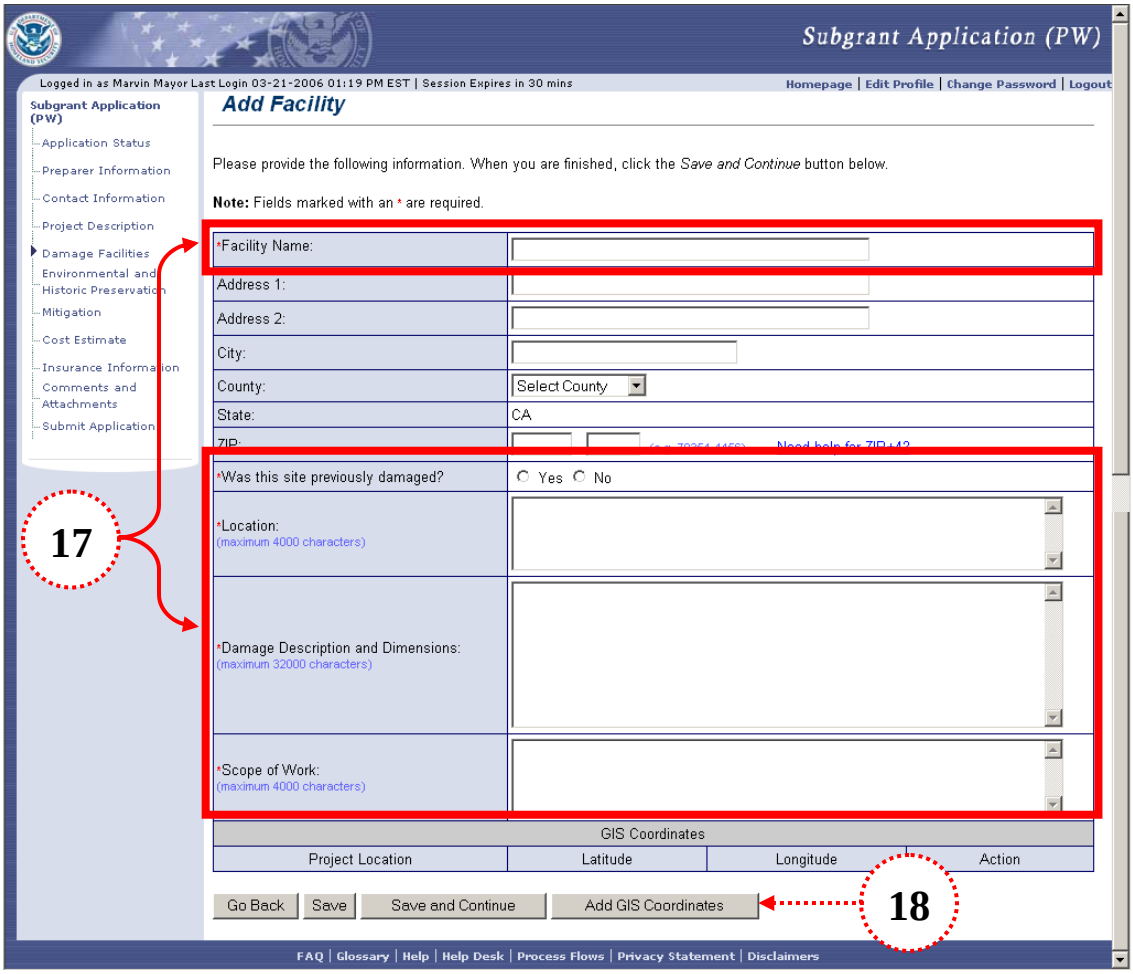
Damage Facilities



NOTE: The red text at the top of the screen shows what information is required.

<u>Step 16</u> – At least one damage facility is required. Click the “Add Facility” button

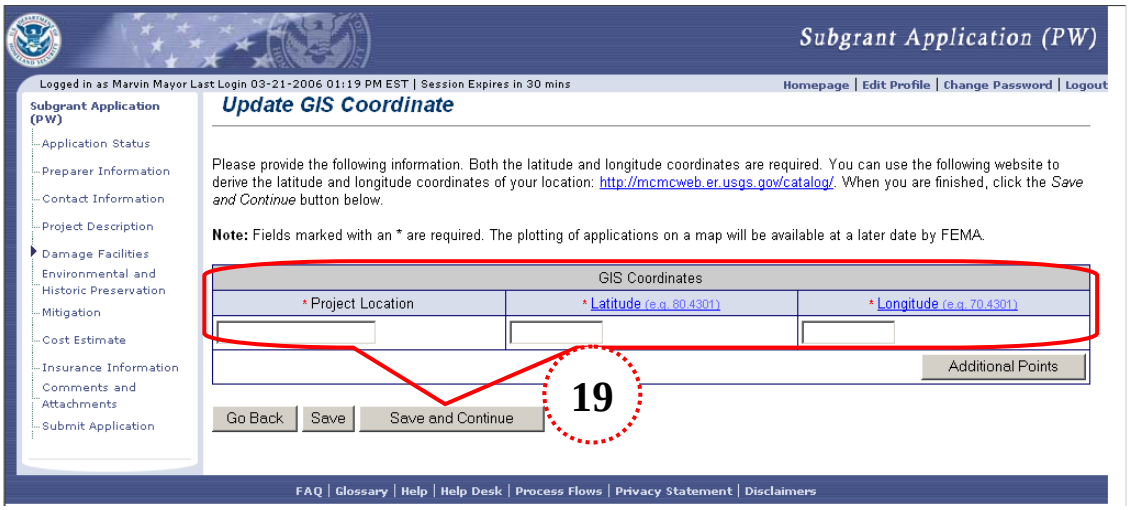
Add Facility screen



Step 17 – Complete required fields (completed fields are marked with a red astrex).

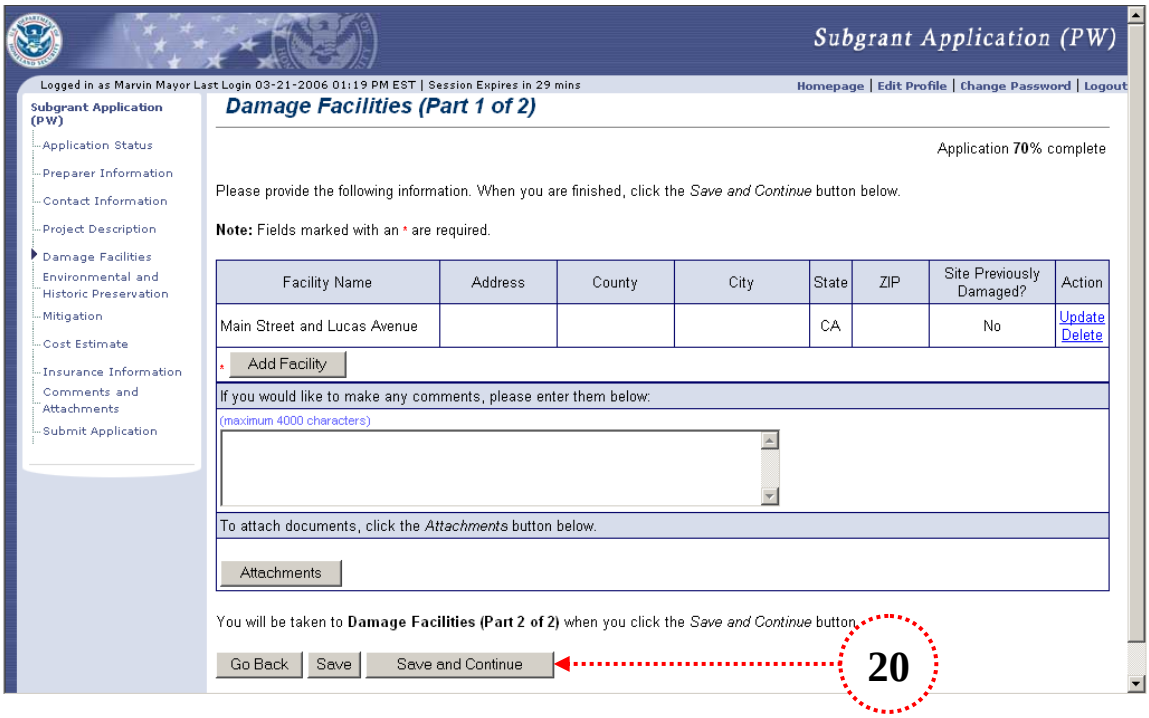
Step 18 – Click “Add GIS Coordinates” button to add coordinates.

Add GIS Coordinates screen



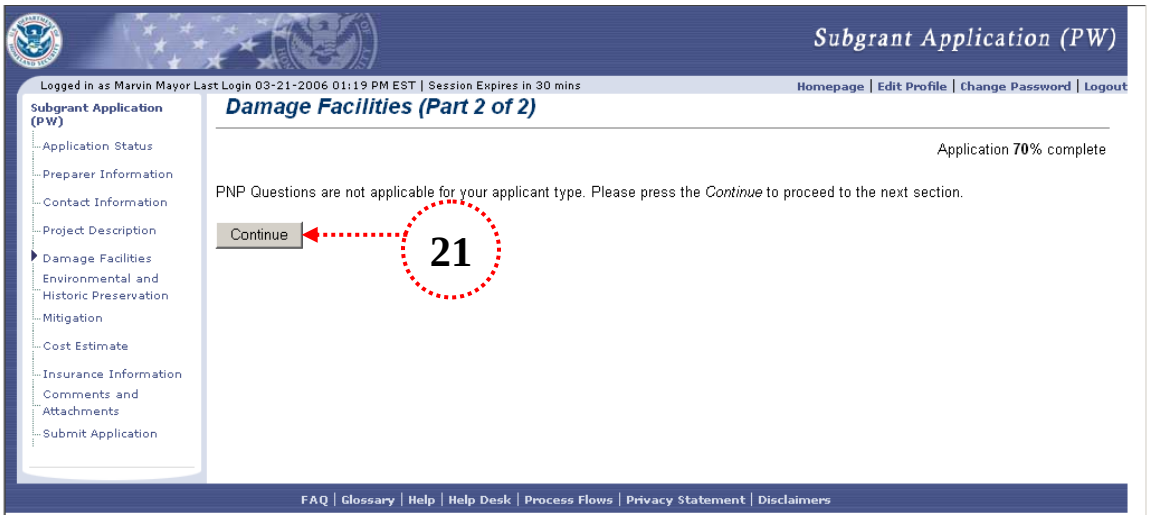
Step 19 – Complete required fields and click “Save and Continue” button.

Damage Facility screen with Facility added



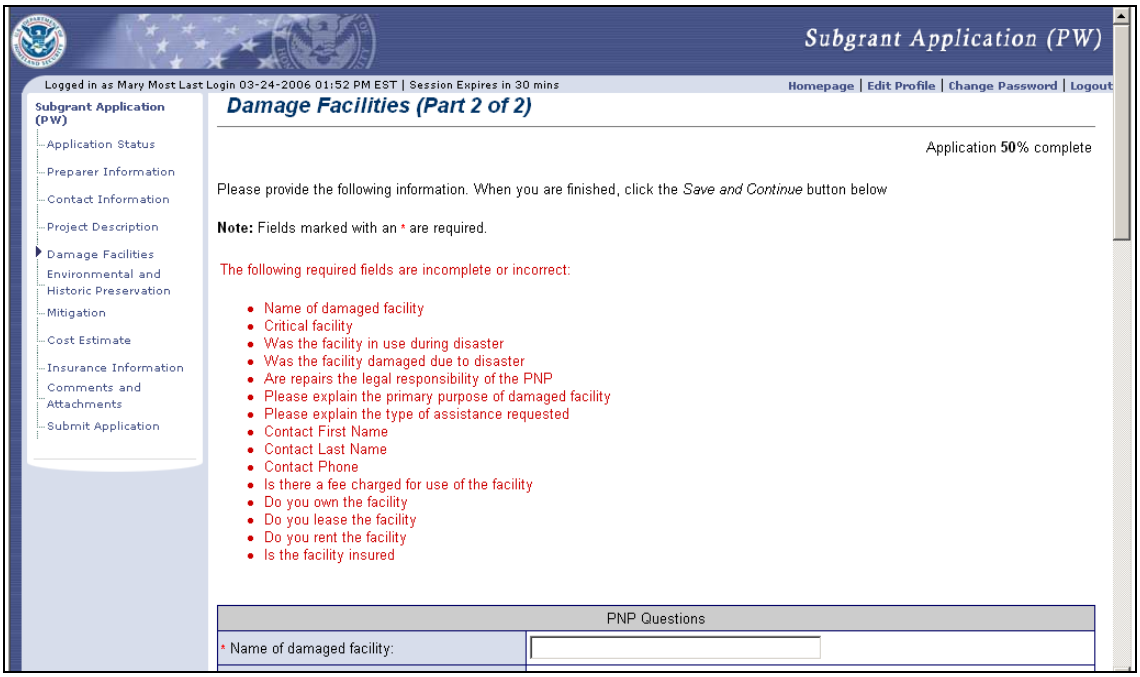
Step 20 – Click “Save and Continue” button to go to the Damage Facilities (Part 2 of 2)

Damage Facilities (Part 2 of 2) screen

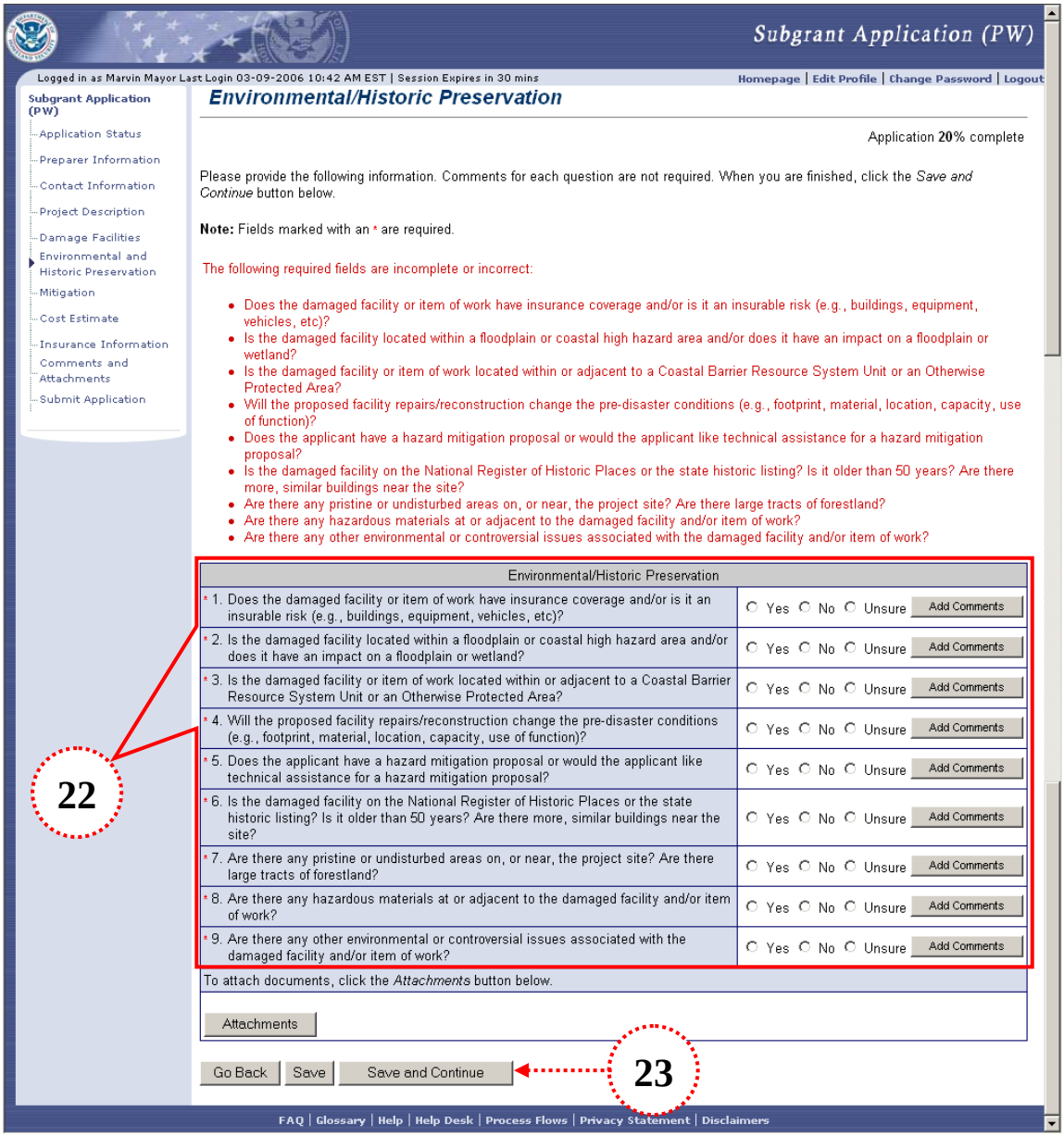


Step 21 – If the applicant is not a private non-profit this screen will appear. Click "Continue" button to go to the Environmental and Historic Preservation section

If applicant type were "PNP", the screen below will appear:



Environmental/Historic Preservation

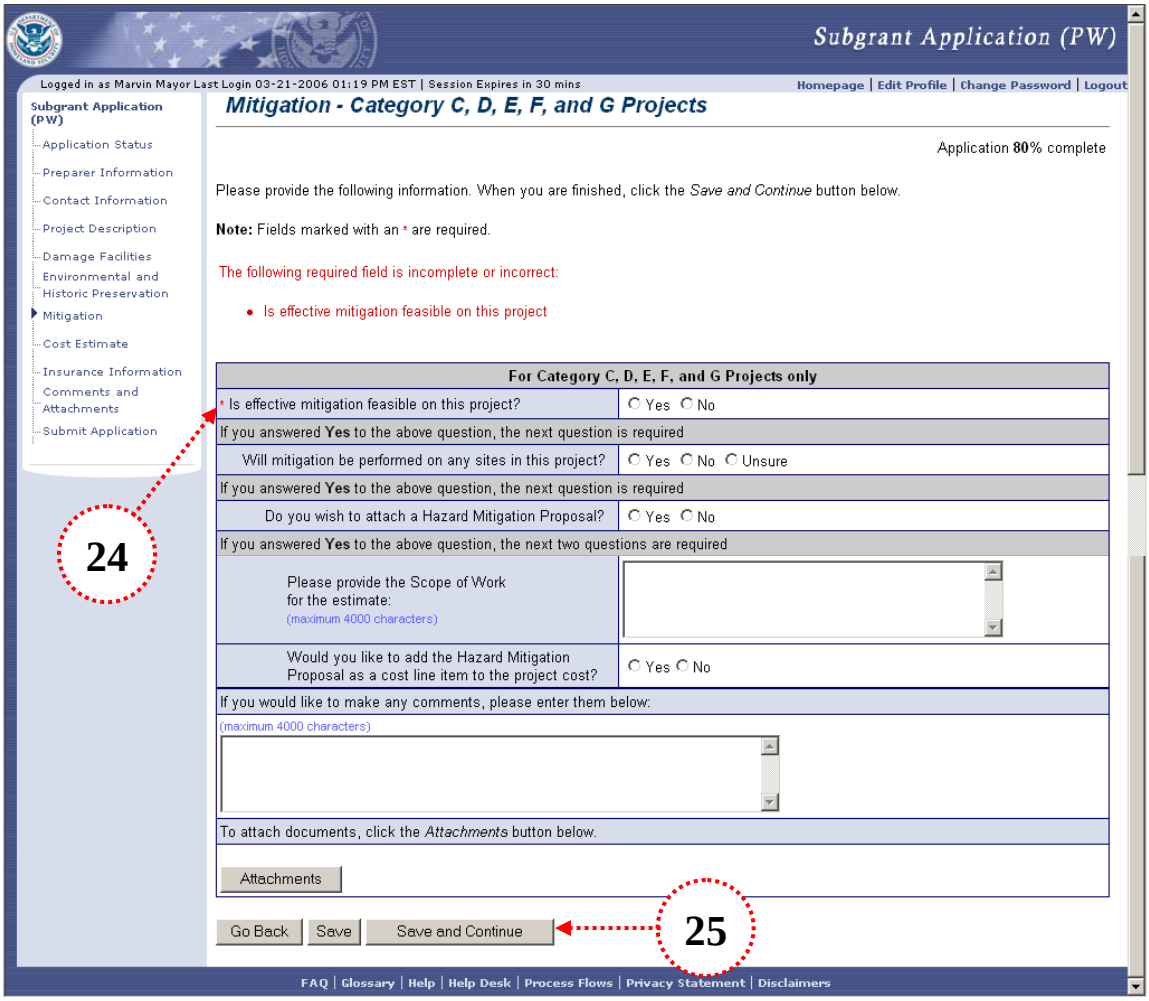


NOTE: Nine Special Consideration Questions are required fields in this section

Step 22 – Answer the questions and add comments as necessary

Step 23 – Click “Save and Continue” button

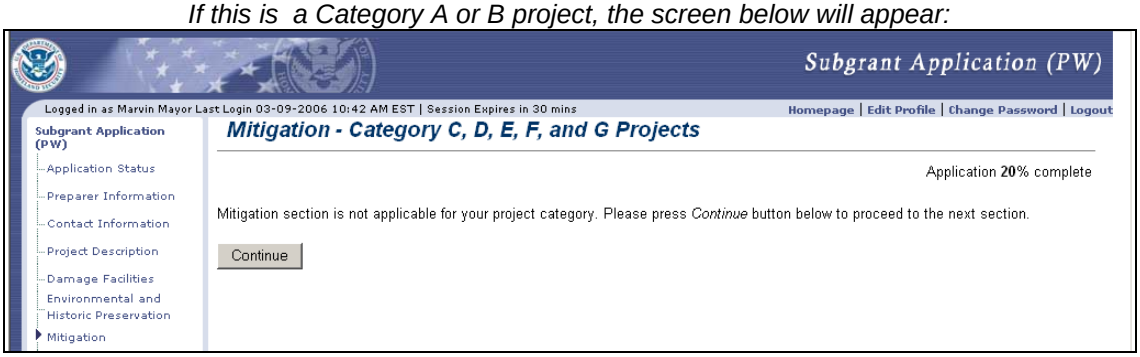
Mitigation



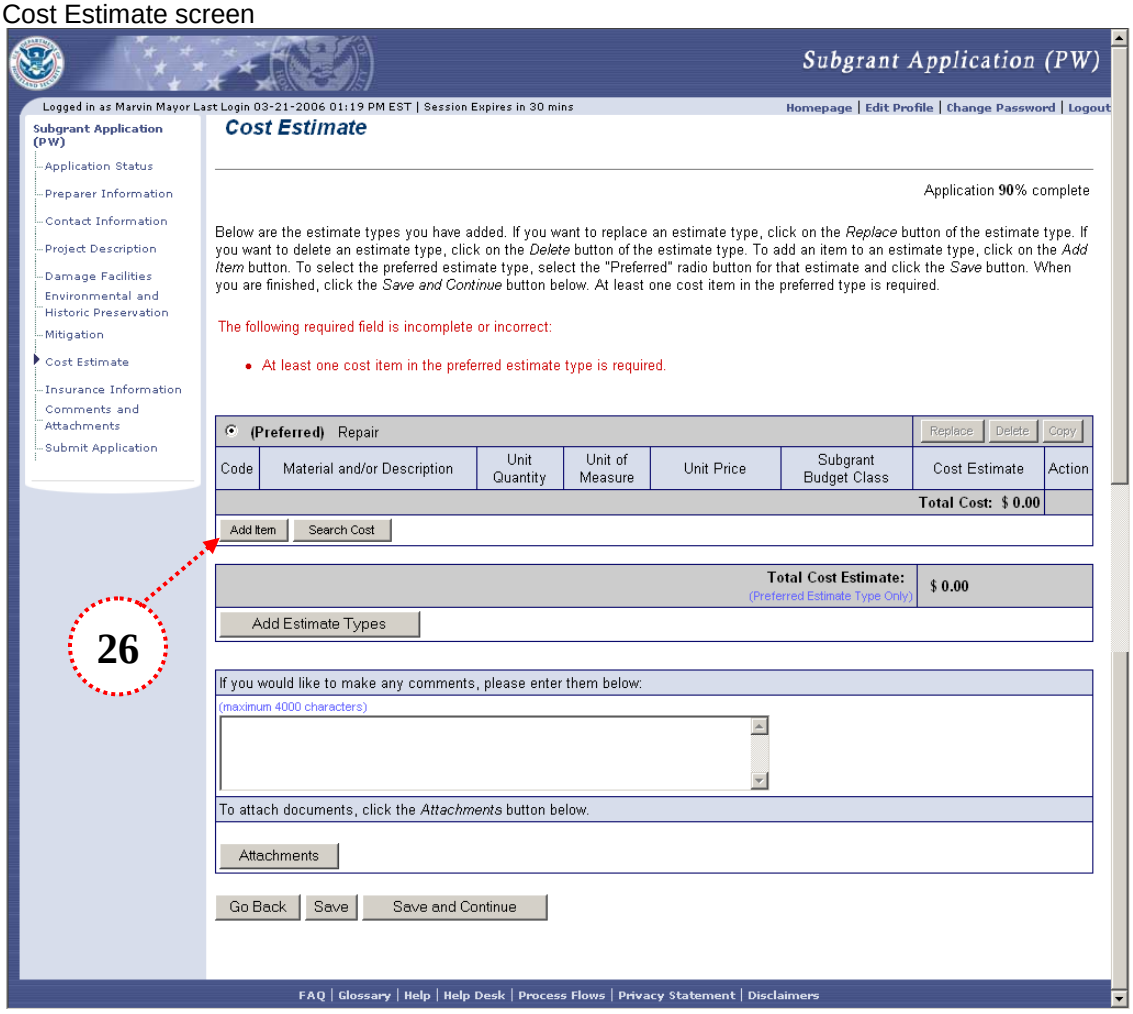
Step 24 – Complete required fields

Step 25 – Click "Save and Continue" button

If this is a Category A or B project, the screen below will appear:

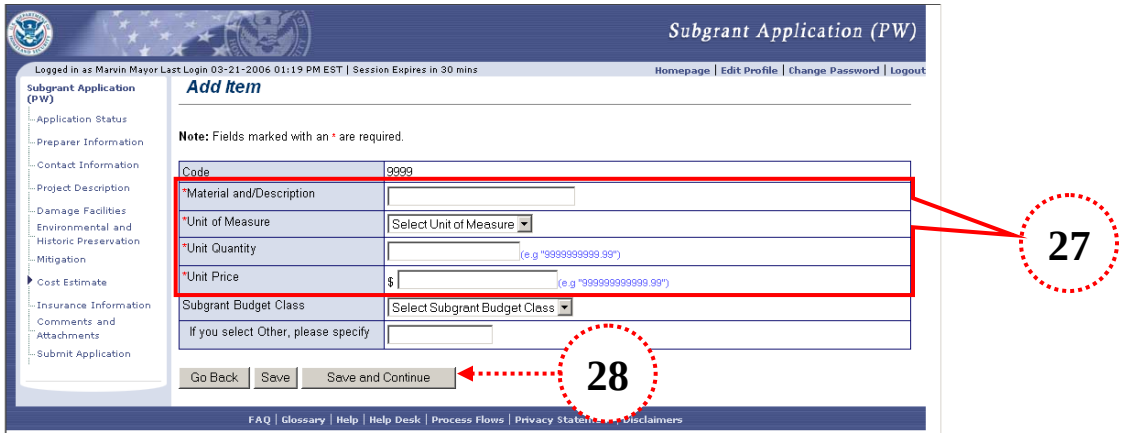


Cost Estimate screen



Step 26 – Click “Add Item” button to add a miscellaneous (code 9999) cost entry.

Step 27 – Complete required fields

Step 28 – Click “Save and Continue” button

Add Item screen