

# Sign Project Damage Description and Dimension (DDD)

Must have the  
correct roles to  
perform this task



# Locate Tasks

Step 1:  
Click **Bell**

Step 1: Click  
**My Tasks** then  
select **Tasks**

Step 2: Click **Review** next to  
the project needing signature

Grants Portal

Dashboard

My Organization  
AABERGIN (00-154465657)

My Tasks

Tasks

RFIs

Workflow Items

Determination Memos

Essential Elements of Information

Calendar

Utilities

Resources

Intelligence

My Active Incomplete Tasks

Filters >

Search...

SHOW/HIDE COLUMNS

	Personnel	Type	Description	Start Date	Age	Deadline	Last Action	Note
<input checked="" type="checkbox"/> REVIEW	Leghorn, Foghorn	Applicant Sign DDD	Pending Applicant DDD Approval for [7446] Sheriff's Lab on Glenville - PDMG0009 - 4332DR (4332DR - 9) on 4332DR-TX (4332DR)	11/03/2017 06:14 PM CDT	0d 0h	11/10/2017		

25 1 to 1 of 1 entries (filtered from 16 total entries)

Previous 1 Next

# Project Details Damage Description & Dimensions

The screenshot displays the Grants Portal interface. At the top, the 'Grants Portal' logo is on the left, and notification icons (7 and 1) and user profile icons are on the right. A dark red navigation bar contains 'Dashboard', 'My Organization' (with a dropdown arrow), and 'Project' (with a briefcase icon). Below 'My Organization', the user's name 'AABERGIN (00-154465657)' is shown. The 'Project' section shows the breadcrumb '4332DR-TX (4332DR) / Glenville - PDMG0009 - 4332DR (4332DR - 9) / [19185] Pump Station'. To the right of the project title are buttons for 'SIGN DDD', 'SEND BACK', 'DOWNLOAD PROJECT REPORT', 'SUBSCRIBE', and 'REPORTS'. A left sidebar lists navigation options: Organization Profile, Organization Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Projects, Damages, Work Order Requests, and Work Orders. Below this are 'My Tasks', 'Calendar', and 'Utilities'. The main content area is titled 'General Information' with a 'v0' version indicator. It lists project details: PROJECT # 19185, APPLICANT Glenville - PDMG0009 - 4332DR (4332DR - 9), CATEGORY F - Utilities, EVENT 4332DR-TX (4332DR), TITLE Pump Station, RECIPIENT REGION Region 7, TYPE Standard, STATUS Active, PROCESS STEP Pending Applicant DDD Approval (As of April 20th, 2018 2:07 PM CDT), and % COST SHARE 75.00%. At the bottom, there are sections for 'Stats / Summary' and 'Contacts'. A red callout box with a pointer to the bottom of the page contains the text: 'Scroll down to Damage Description and Dimensions bar'.

**Grants Portal**

**Dashboard**

**My Organization** (AABERGIN (00-154465657))

**Project** (4332DR-TX (4332DR) / Glenville - PDMG0009 - 4332DR (4332DR - 9) / [19185] Pump Station)

**General Information** v0

<b>PROJECT #</b>	19185	<b>APPLICANT</b>	Glenville - PDMG0009 - 4332DR (4332DR - 9)
<b>CATEGORY</b>	F - Utilities	<b>EVENT</b>	4332DR-TX (4332DR)
<b>TITLE</b>	Pump Station	<b>RECIPIENT REGION</b>	Region 7
<b>TYPE</b>	Standard		
<b>STATUS</b>	Active		
<b>PROCESS STEP</b>	Pending Applicant DDD Approval <i>As of April 20th, 2018 2:07 PM CDT</i>		
<b>% COST SHARE</b>	75.00%		

**Stats / Summary**

**Contacts**

Scroll down to **Damage Description and Dimensions** bar

# Review Damage Description & Dimensions (DDD)

Step 1: Expand the Damage Description & Dimensions bar

The screenshot shows the Grants Portal interface. The top navigation bar includes the 'Grants Portal' logo, a notification bell with a '7' badge, and the user name 'Leghorn, Foghor...'. The left sidebar contains navigation options: 'Dashboard', 'My Organization' (AABERGIN (00-154465657)), 'Organization Profile', 'Organization Personnel', 'Applicant Event Profiles', 'Exploratory Calls', 'Recovery Scoping Meetings', 'Projects', 'Damages', 'Work Order Requests', 'Work Orders', 'My Tasks', and 'Calendar'. The main content area is titled 'Damage Description and Dimensions' and displays the following information:

The Disaster #4332DR, which occurred between 8/23/2017 and --, caused:

**Damage #89973; Buda WWTP**

**General Facility Information:**

- **Facility Type:** Water storage and delivery
- **Facility:** MUD
- **Facility Description:** 3 pump housed facility
- **Approx. Year Built:** 1980
- **Location Description:** 11000 Lamar Blvd

**General Damage Information:**

- **Date Damaged:** 8/26/2017
- **Cause of Damage:** Overland flooding due to torrential rain fall from the event

**Facility Damage:**

- Pumps, 3 each of General Motors storm-water pump, the pump was pushed beyond capacity due to torrential rain fall from the event, which cause overland flooding , 0% work completed.

At the bottom of the page, there are links for '? Development Guide Answers >' and '< Scope & Cost Summary >'.

Step 2:  
Review DDD

# Project Details

Click **Send Back**  
if changes are  
needed

**Grants Portal**

Dashboard

**My Organization**  
AABERGIN (00-154465657)

**Project**  
4332DR-TX (4332DR) / Glenville - PDMG0009 - 4332DR (4332DR - 9)  
/ [19185] Pump Station

**SIGN DDD** **SEND BACK** **DOWNLOAD PROJECT REPORT** **SUBSCRIBE**

**General Information** v0

<b>PROJECT #</b>	19185	<b>APPLICANT</b>	Glenville - PDMG0009 - 4332DR (4332DR - 9)
<b>CATEGORY</b>	F - Utilities	<b>EVENT</b>	4332DR-TX (4332DR)
<b>TITLE</b>	Pump Station	<b>RECIPIENT REGION</b>	Region 7
<b>TYPE</b>	Standard		
<b>STATUS</b>	Active		
<b>PROCESS STEP</b>	Pending Applicant DDD Approval <small>As of April 20th, 2018 2:07 PM CDT</small>		
<b>% COST SHARE</b>	75.00%		

**Stats / Summary** >

**Contacts** >

Click **Sign DDD**  
to approve

# Project Signature

The screenshot displays the Grants Portal interface. On the left is a navigation sidebar with options like Dashboard, My Organization, Organization Profile, and My Tasks. The main content area shows a 'Damage #89973; Buda WWTP' report with details on facility information and damage. At the bottom, a 'Sign Document' section contains a signature field with the text 'Signature here' and a date field with '07/06/2018'. A yellow 'CLICK TO SIGN' button is positioned below the signature field, highlighted by a red callout box with the text 'Click on Click to Sign'.

**Grants Portal**

Dashboard

**My Organization**  
AABERGIN (00-154465657)

- Organization Profile
- Organization Personnel
- Applicant Event Profiles
- Exploratory Calls
- Recovery Scoping Meetings
- Projects
- Damages
- Work Order Requests
- Work Orders

My Tasks

Calendar

Utilization

**Damage #89973; Buda WWTP**

**General Facility Information:**

- **Facility Type:** Water storage and delivery
- **Facility:** MUD
- **Facility Description:** 3 pump housed facility
- **Approx. Year Built:** 1980
- **Location Description:** 11000 Lamar Blvd

**General Damage Information:**

- **Date Damaged:** 8/26/2017
- **Cause of Damage:** Overland flooding due to torrential rain fall from the event

**Facility Damage:**

- Pumps, 3 each of General Motors storm-water pumps damaged by torrential rain fall from the event, which cause overland flooding, 0% work completed.

**Sign Document**

**SIGNATURE** Signature here

**DATE** 07/06/2018

**CLICK TO SIGN**

Click on Click to Sign

# Enter Signature & Style

The screenshot shows a 'Sign Document' form with the following fields and callouts:

- Step 1: Type Name** points to the 'Print Name \*' field containing 'foghornleghorn'.
- Step 2: Select Signature Font Style** points to the 'Signature Style \*' dropdown menu, which is currently set to 'Allura'.
- Step 3: Enter Password** points to the 'Enter Password \*' field, which is masked with dots.
- Step 4: Click Sign** points to the green 'SIGN' button.

Below the form, there is a 'Facility Damage:' section with a list item: 'Pumps, 3 each of General Motors storm-water pump, the pump was pushed beyond capacity due to torrential rain fall f... vent, which cause overland flooding , 0% work completed.'

At the bottom of the page, there is a 'Sign Document' section with a 'SIGNATURE' field containing 'Signature here', a 'DATE' field containing '07/06/2018', and a 'CLICK TO SIGN' button.

# Submit Signed Project

The screenshot displays the Grants Portal interface. At the top left is the 'Grants Portal' logo. The top right shows a notification bell with a red '7' and a user profile for 'Leghorn, Foghor...'. A left sidebar contains navigation options: Dashboard, My Organization (AABERGIN (00-154465657)), 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 project details:

- Facility: MUD
- Facility Description: 3 pump housed facility
- Approx. Year Built: 1980
- Location Description: 11000 Lamar Blvd

**General Damage Information:**

- Date Damaged: 8/26/2017
- Cause of Damage: Overland flooding due to torrential rain fall from the event

**Facility Damage:**

- Pumps, 3 each of General Motors storm-water pump, the pump was pushed beyond capacity due to torrential rain fall from the event, which cause overland flooding , 0% work completed.

The 'Sign Document' section shows a signature field with the signature 'faghornleghorn' and a date field with '07/06/2018'. Below the signature field is a yellow button labeled 'CLICK TO SIGN'. A red callout box with the text 'Click Submit' points to a green 'SUBMIT' button and a grey 'CANCEL' button at the bottom right of the page.

# Confirm Signed Project Submittal

**Confirm Submit**

Are you sure you want to submit? Please ensure you have reviewed the Damage Description and Dimensions information on this page.

**YES** **NO**

**Click Yes**

**Portal**

- Facility: MUD
- Facility Description: 3 pur
- Approx. Year Built: 1980
- Location Description: 110

**General Damage Information:**

- Date Damaged: 8/26/201
- Cause of Damage: Overland flooding due to torrential rain fall from the event

**Facility Damage:**

- Pumps, 3 each of General Motors storm-water pump, the pump was push on the event, which cause overland flooding , 0% work completed.

↓ Sign Document

**SIGNATURE** *foghornleghorn* **DATE** 07/06/2018

**CLICK TO SIGN**

**SUBMIT**