

Essential Elements of Information (EEI)

Add
Comments



Add Comment To EEI

The screenshot displays the Grants Portal interface. On the left is a navigation sidebar with sections: Dashboard, My Organization (Bananatown (8790)), 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 a hierarchical tree view of project tasks. The task '[2] Roads are included on the project' (0/1) is expanded, showing a sub-task 'Activity / Locations Listing' with an 'Add Comment' icon. A red callout box with the text 'Click Add' points to this icon. The top right of the page shows a notification bell and the user name 'Crocker, Betty'.

Click Add

Add Comments to EEI

Portal

🔔 2 👤 Sam, Yosemite

🏠 Damage Inventory >

🏠 Essential Elements of Information ▾

⚙️ MANAGE EEI ANSWERS

⚠️ 1 of 2 EEIs pending completion

Project Brief Description

ℹ️ FEMA has not provided a brief description of what this project includes.

EEI List EEI Questions **Required Documents**

🔗 HELP

- Completed Lane - Category E - Version 1 1/1
 - [8] Equipment facilities were damaged 1/1
 - [8.1] Force Account Equipment was damaged 1/1
 - ✓ Damaged Force Account Equipment Summary + Add 📄 | + Add 💬
 - Damaged Equipment summary.docx ✖ Remove
- Direct Administrative Cost - Version 1

Click **+Add** 💬

☰ Damage Description and Dimensions >

💰 Scope & Cost Summary >

🏠 400 Mitigation Profile >

Add Comment to EEI Question Pop-Up Box

The screenshot displays the Grants Portal interface with a sidebar on the left containing navigation items like Dashboard, My Organization, Organization Profile, and My Tasks. The main content area shows a tree view of project documents. A white 'Add Comment' pop-up box is overlaid on the right side of the screen. The pop-up contains a text input field for the comment, a question 'What is the purpose of this comment?' with two radio button options: 'Document Unavailable Reason' and 'General Comment', and two buttons at the bottom: a green 'SAVE' button and a white 'CLOSE' button. Three red callout boxes with white text provide instructions: 'Step 1: Type Comment' points to the text input field, 'Step 2: Select Type of Comment' points to the radio button options, and 'Step 3: Click Save' points to the green 'SAVE' button.

Step 1: Type Comment

Step 2: Select Type of Comment

Step 3: Click Save

Verified Attached Comment

The screenshot displays the Grants Portal interface. On the left is a navigation sidebar with sections: Dashboard, My Organization (Bananatown (8790)), Organization Profile, Organization Personnel, Applicant Event Profiles, Exploratory Calls, Recovery Scoping Meetings, Projects, Damages, Work Order Requests, and Work Orders. Below these are My Tasks, Calendar, Utilities, Resources, and Intelligence. The main content area shows a tree view of tasks. Two callouts are present: one pointing to the comment count '(1 comment)' next to 'Contract Invoices' and another pointing to the comment icon next to 'Subrecipient Certification Acknowledgement'. A third callout points to the '1' notification badge in the top right corner.

Grants Portal 🔔 1 👤 Crocker, Betty

- Dashboard
- My Organization ▼
Bananatown (8790)
 - Organization Profile
 - Organization Personnel
 - Applicant Event Profiles
 - Exploratory Calls
 - Recovery Scoping Meetings
 - Projects
 - Damages
 - Work Order Requests
 - Work Orders
- My Tasks ▼
- Calendar
- Utilities ▼
- Resources
- Intelligence ▼

Task List:

- [1.1.1] Force account labor/Applicant's own employees? 0 / 2
 - Force Account Labor Summary + Add + Add 🗨️
 - Force Account Labor Record + Add + Add 🗨️
- [1.1.2] Applicant's own equipment? 0 / 3
 - Force Account Equipment Summary + Add + Add 🗨️
 - Force Account Equipment Rate Costs + Add + Add 🗨️
 - Force Account Equipment Record + Add + Add 🗨️
 - Force Account Work Order / Activity Log + Add + Add 🗨️
 - Force Account Historical Cost Summary + Add + Add 🗨️
- [1.2] Work was performed by Contract 3 / 5
 - Contract Work Summary + Add + Add 🗨️
 - Contract Scope of Work and Summary.png ✖ Remove
 - Contract Document + Add + Add 🗨️
 - Contract Invoices + Add + Add 🗨️ (1 comment) 🗨️
 - Procurement Policy + Add + Add 🗨️
 - General Insurance Expires 12-31-2020.jpg ✖ Remove
 - Contract Bid / Plus Selection Process + Add + Add 🗨️
- Activity / Locations Listing + Add + Add 🗨️
 - Koala.jpg ✖ Remove
 - Cost Summary Records + Add + Add 🗨️ (1 comment)
 - Subrecipient Certification Acknowledgement + Add + Add 🗨️ (1 comment) 🗨️
 - General Insurance Documents + Add + Add 🗨️
 - Koala.jpg ✖ Remove
- [2] Roads are included on the project 0 / 1
 - Activity / Locations Listing + Add + Add 🗨️

Callouts:

- Note number of Comments Added (points to '(1 comment)')
- Click on Comment to review (points to comment icon)

Notification: 1 (points to top right)

Footer: ☰ Damage Description and Dimensions ▶

View/Edit or Remove EEI Comment Pop-Up Box

The screenshot displays a 'Comments' pop-up window. At the top, a note states: 'Note: Comments cannot be Removed or Edit after 24 hours of entry'. Below this, a light blue message box says: 'This document category has no Document Unavailable Reasons.' The main content is a table with columns: 'Comment', 'Created On', and 'Created By'. A single row is visible with the comment 'All damaged equipment did not have any salvage', created on '08/11/2018 08:48 PM CDT', by 'Sam, Yosemite'. An 'OPTIONS' dropdown menu is open for the first row, showing 'Edit' and 'Remove' options. Navigation buttons 'Previous', '1', 'Next', and 'GO BACK' are at the bottom.

Comments [X]

Document Unavailable Reasons

This document category has no Document Unavailable Reasons.

Comment	Created On	Created By
All damaged equipment did not have any salvage	08/11/2018 08:48 PM CDT	Sam, Yosemite

Options: Edit, Remove

Previous 1 Next

GO BACK

Step 1: Click Options

Step 2: Click Edit or Remove

View Comment

Confirm Uploaded Documents

The screenshot displays the Grants Portal interface. On the left is a navigation sidebar with sections: Dashboard, My Organization (Bananatown (8790)), 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 a hierarchical list of tasks and documents. A red arrow points from a text box at the bottom to a green checkmark icon next to the document 'Koala.jpg' under the task 'General Insurance Documents'.

Grants Portal 🔔 1 👤 Crocker, Betty

- Dashboard
- My Organization (Bananatown (8790))
 - Organization Profile
 - Organization Personnel
 - Applicant Event Profiles
 - Exploratory Calls
 - Recovery Scoping Meetings
 - Projects
 - Damages
 - Work Order Requests
 - Work Orders
- My Tasks
 - Calendar
 - Utilities
 - Resources
 - Intelligence

Task List:

- [1.1.1] Force account labor/Applicant's own employees? (0/2)
 - Force Account Labor Summary (+ Add | + Add)
 - Force Account Labor Record (+ Add | + Add)
- [1.1.2] Applicant's own equipment? (0/3)
 - Force Account Equipment Summary (+ Add | + Add)
 - Force Account Equipment Rate Costs (+ Add | + Add)
 - Force Account Equipment Record (+ Add | + Add)
 - Force Account Work Order / Activity Log (+ Add | + Add)
 - Force Account Historical Cost Summary (+ Add | + Add)
- [1.2] Work was performed by Contract (3/5)
 - Contract Work Summary (+ Add | + Add)
 - Contract Scope of Work and Summary.png (Remove)
 - Contract Document (+ Add | + Add)
 - Contract Invoices (+ Add | + Add) (1 comment)
 - Procurement Policy (+ Add | + Add)
 - General Insurance Expires 12-31-2020.jpg (Remove)
 - Contract Bid / Plus Selection Process (+ Add | + Add)
- Activity / Locations Listing (+ Add | + Add)
 - Koala.jpg (Remove)
 - Cost Summary Records (+ Add | + Add) (1 comment)
 - Subrecipient Certification Acknowledgement (+ Add | + Add) (1 comment)
 - General Insurance Documents (+ Add | + Add)
 - Koala.jpg (Remove)
- [2] Road... included on the project (0/1)
 - Activ... Locations Listing (+ Add | + Add)

Green Check confirms documents are attached

Confirm Uploading Documents

Portal 🔔 2

Damage Inventory >

Essential Elements of Information ⌵ MANAGE EEI ANSWERS

⚠️ 1 of 2 EEIs pending completion

Project Brief Description

ℹ️ FEMA has not provided a brief description of what this project includes.

EEI List EEI Questions **Required Documents** HELP

- Completed Lane - Category E - Version 1 1 / 1
 - [8] Equipment facilities were damaged 1 / 1
 - [8.1] Force Account Equipment was damaged 1 / 1
 - Damaged Force Account Equipment Summary (+ Add 📄 | + Add 💬) (1 comment)
 - [Damaged Equipment summary.docx](#) (✖ Remove)
- Direct Administrative ... - Version 1

Damage Description a

Green Checks confirms documents are attached

Submit to EEI Back to FEMA

Grants Portal Leghorn, Fogho...

Dashboard

Project Manage EEIs GO BACK

My Organization
Glenville - PDMG0009 - 4332DR (4332DR - 9) / 4332DR-TX (4332DR) / Glenville - PDMG0009 - 4332DR (4332DR - 9) / [12371] Water Treatment Facility / **Manage EEIs**

Please Review the EEI's included for this Project. If additional EEI's are needed, click the **Add EEI** button in the top-right corner of the page.

To process EEIs in an efficient manner, we recommend the following order of operations:

1. Answer EEI questions to the best of your ability.
2. Submit required documentation from the EEI Questions you answered.
3. Submit the EEI to FEMA for their review.

Manage Essential Elements of Information

Project Brief Description

No Project Brief Description have been provided.

Provide EEI Answers and Required Documents

Completed Lane - Category E - Version 1 Pending Applicant Response

EEI Questions 19/43 Required Documents 2/7

EXPAND ALL COLLAPSE ALL

Click **Submit To FEMA**

Submit to FEMA – Pop up

The image shows a screenshot of a web portal interface with a 'Submit EEI' pop-up dialog box. The dialog box has a title bar with a close button (X) and contains the following text:

Submit EEI

You are about to submit this EEI to FEMA.

Comment

Below the comment field are two buttons: a blue 'SUBMIT' button and a white 'CANCEL' button with a grey border.

A red callout bubble with a white background and a red border points to the 'SUBMIT' button, containing the text: **Click Submit**

The background of the screenshot shows a 'Portal' header, a notification bell with '2', a 'MANAGE EEI ANSWERS' button, a 'Project Brief' section, an 'EEI List' section, a 'Completed' section with a 'Submitted to A' status, and a 'Direct Administrative Cost - Version 1' section with a status 'EEI Accepted by FEMA on 01/20/2018 11:40 AM CST by L'. At the bottom, there is a 'Damage Description and Dimensions' section.