



User guide for Disaster Readiness Assessment, Abatement, and Document Management

KPMG Smart Grants Platform

MAY 2025

kpmg.com/us

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1. Introduction

This user guide provides instructions for the KPMG Smart Grants Platform. The guide will cover the topics of Disaster Readiness Assessment, Abatement Plans and Document Management. If you have questions pertaining to any aspect of the site, please contact fldrgsportalsupport@managedgrants.com to be connected with a member of our platform assistance team.

1.1. Abbreviations

Abbreviations	Meaning
FDEM	Florida Division of Emergency Management
FEMA PA	Federal Emergency Management Agency (FEMA) Public Assistance Grants
RFI	Request for Information

1.2. General information

You can complete your submission during one session or complete it over multiple sessions.

1.3. Browsers and cookies

KPMG Smart Grants Platform has been formatted to work in Chrome, and Edge. Once you have logged in, a cookie is used to keep track of your session information while you are connected to the site. The cookie and the information about your session are destroyed immediately after you close your browser and are not stored on your computer. KPMG collects no personal information about you unless you choose to provide that information to us. We do not give, share, sell, or transfer any personal information to a third party.

1.4. Getting help

If you are experiencing issues with the platform, please send an email to the Platform Assistance Team: fldrgsportalsupport@managedgrants.com. Please note, only platform-related technical questions can be addressed via this inbox. After you log in to the platform, you will land on a home page where you will be able to access additional support.

2. Getting started

After agreeing to the End User License agreement, the Entity Request page will appear on the screen. Following are steps on how to search for an existing entity or add a new entity when prompted to request access.

2.1. Searching For an Existing Entity

On the Entity Request page you can first search for an existing entity.

KPMG Smart Grants Platform

Home Entity Requests User Guide

Entity Request Add New Request Access

Entity Request

Email ID johnsmith711@yopmail.com

Organization Name* Please search and select Entity or organization name

Type Please select type

State Please select state County Please select county Position* Please enter position Phone number (888)-888-8888

Role Requested* Select

Cancel Request Access

Type the Organization Name in the search field. If the organization is available, it will appear in the dropdown list. **Please note that you will need to type in 3-4 letters of your entity name in the 'Organization Name' field in order for your entity to appear.** (If organization name isn't listed, proceed to section 2.2) Select the organization and Type, State and County fields will automatically be filled.

In addition to the Organization Name, complete the following fields:

- Role Requested. This will be your role within the system.
 - If Authorized Delegate is selected, an Authorized Delegate Memo document will be required to be uploaded.
- Position. This should be your position within the organization.
- Phone Number.

Once all required fields are entered, click on the Request Access button to proceed.

KPMG Smart Grants Platform

Home Entity Requests User Guide

Entity Request Add New Request Access

Entity Request

Email ID johnsmith711@yopmail.com

Organization Name* Test Entity Y

Type Nonprofit without 501C3 IRS Status

State Florida County Test Position* Vice Chair Phone number (888)-888-8888

Role Requested* Authorized Agent

Cancel Request Access

2.2. Requesting a New Entity

If the organization cannot be found in the dropdown list, you may request for the entity to be added. Begin typing the Organization Name in the search field and if no matching organization is found, the option to + Add New Entity will appear.

The screenshot shows the 'Entity Request' form in the Smart Grants Platform. The form has a purple header with the KPMG logo and navigation links. The main form area is white with a purple border. It contains several input fields: Email ID (johnsmith711@yopmail.com), Organization Name (New Entity), Type (Please select type), State (Please select state), County (Please select county), Role Requested (Authorized Agent), and Phone number ((888)-888-8888). A red box highlights the '+ Add New Entity' link that appears below the Organization Name search field.

Click on this option and a pop-up form titled Add New Entity will appear.

The screenshot shows the 'Add New Entity' pop-up form. It has a white background with a purple border. The form contains several input fields: Organization Name (New Entity), Type (County Government), Address Line1 (123 Main Street), Address Line2 (Address Line2), City (Test), State (Florida), County (Alachua), Zip Code (32616), FEIN (55-1234567), and FIPS Code (FIPS Code). A red box highlights the 'Add Entity' button at the bottom right.

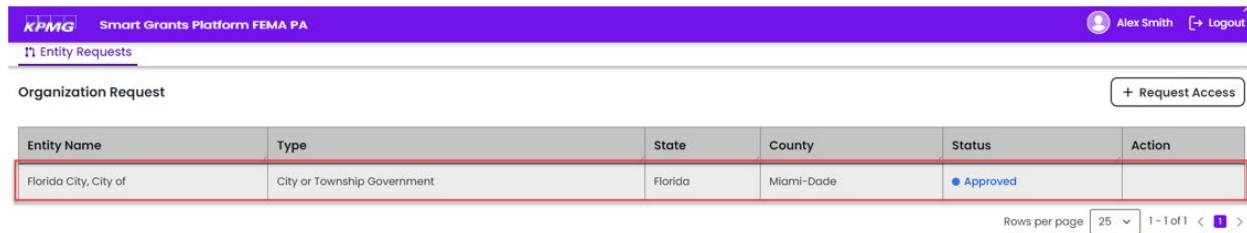
Once all information has been entered, click on the Add Entity button to close the modal. After the modal closes, enter in all required fields click on the Request Access button.

2.3. Entity Request Submitted

If all required information is correctly filled out, and your entity request has been submitted it will appear in the Entity Request grid in a Pending Approval status. If needed, there is an option to delete the entity request. Once the entity request has been reviewed and approved the status will be updated to Approved.

2.4. Entity Approved

Once you have access to an Organization, it will appear on the screen with a status of Approved.



The screenshot shows the 'Entity Requests' page in the Smart Grants Platform FEMA PA. The header includes the KPMG logo, the platform name, and a user profile for Alex Smith with a Logout button. The main heading is 'Organization Request' with a '+ Request Access' button. Below is a table with columns: Entity Name, Type, State, County, Status, and Action. A single row is displayed for 'Florida City, City of' with a status of 'Approved' (indicated by a blue dot). The footer shows 'Rows per page' set to 25 and '1 - 1 of 1'.

Entity Name	Type	State	County	Status	Action
Florida City, City of	City or Township Government	Florida	Miami-Dade	Approved	

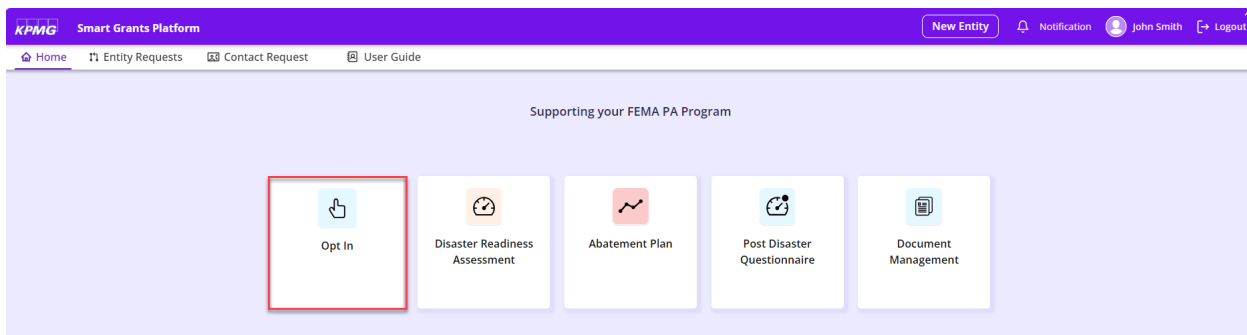
Once approved for an organization, you can take further actions described in this user guide on behalf of the organization. Click anywhere on the row of the organization you would like to work on in order to be navigated to the organization's landing page.

3. Opt-in

The following steps outline how to create and complete Opt-In.

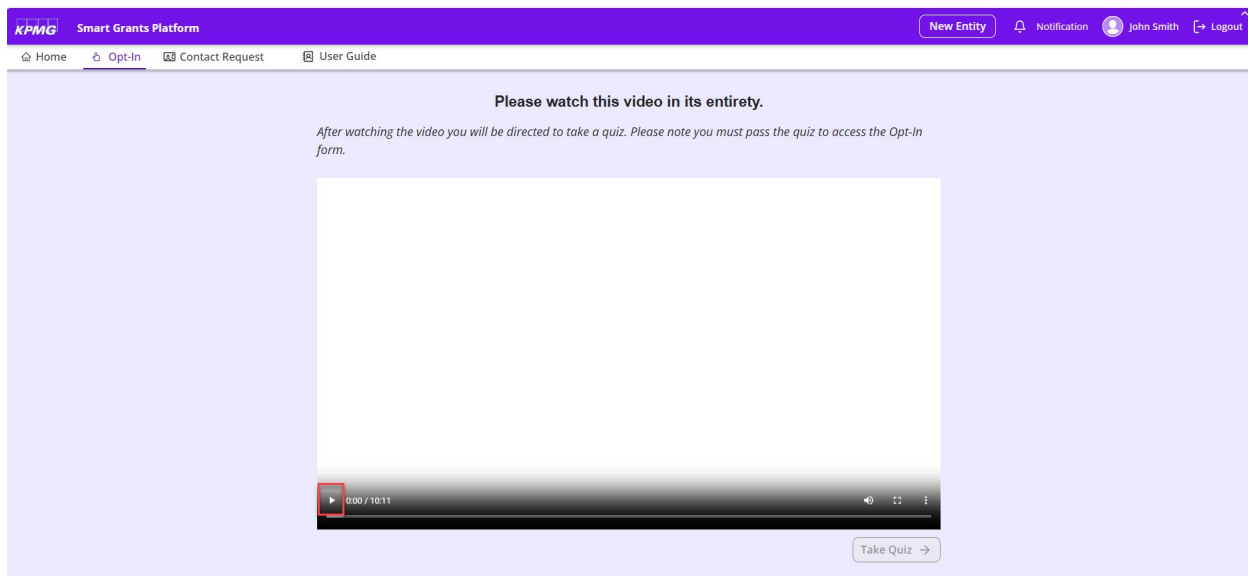
3.1. Opting-in

To begin the opt-in process, select the Opt-In tile from the home page.



3.2. Watching the Instructional Video

If this is your first time opting into F-ROC, you will first need to watch the video. Please watch the entire video to proceed. The video provides important information required for the quiz.



A user can use the following video player functionalities:

- Click on the pause/play button to start and stop the video.
- Click on the sound icon to adjust the video sound.

After watching the video, click on the Take Quiz button.

3.3. Taking the Quiz

Once you have watched the video, you will be presented with a series of questions based on the video.

- Answer each question by selecting the best possible option.
- When you select the correct answer, the box will highlight purple and the blank circle next to the question will fill in with a check.
- When you select an incorrect answer, the box will highlight red and the blank circle next to the question will fill in with an X.
- The questions are single choice answers.
- All questions need to be answered correctly in order to complete the quiz.
- If there is at least one incorrect or unanswered answer when submitting, you will be navigated to the first incorrect or unanswered question.

KPMG Smart Grants Platform

Home Opt-In Contact Request User Guide

Video > Opt-In Quiz

F-ROC Opt-In Quiz

[Watch the video again](#)

1. What does F-ROC stand for?*

☐ A. Florida Recovery Obligation Calculation

☐ B. Federal Recovery Operational Compliance

☐ C. Florida Risk Organization Committee

☐ D. Federal Relief and Organization Council

After answering all the questions correctly, click the Submit button at the bottom of the page to complete the quiz.

3.4. Opt-in form applicant information

If opt-in is required, all users will need to complete the Opt-in form. To successfully complete the Opt-In form, please fill in all required information as indicated in the form:

KPMG Smart Grants Platform

Home Opt-In Contact Request User Guide

Video > Opt-In Quiz > F-ROC Opt-In Form

F-ROC Opt-In Form

Congrats on passing the Opt-In Quiz! Please fill out the form below to continue.

Type name*

New Entity

(hereinafter referred to as the "Applicant"), requests to opt-in/renew its participation in the Florida Recovery Obligation Calculation ("F-ROC") program. The F-ROC program is an initiative, sponsored by the Florida Division of Emergency Management ("Division"), that assists Applicants in identifying risk in their organization and develops a clear action plan that will abate those risks, while standardizing and streamlining the Public Assistance process.

Applicant Name* Applicant FEIN* Applicant FIPS (000-XXXX-XX)

New Entity 55-1234567

Applicant Street Address Line 1* Applicant Street Address Line 2

123 Main Street

Applicant City* Applicant State* Applicant Zip Code*

Test Florida 32616

(1) DEFINITIONS

3.4.1. Contacts

As part of the Opt-in form, please provide the necessary contact information as indicated in the form:

(2) CONTACTS

a. If different representatives or addresses are designated by either party after submitting this Form, a notice with the name, telephone, and email of the new representative will be provided to the other party in writing via letter or electronic email.

Applicant Point of Contact

First Name* Last Name* Telephone*

(888)-888-8888

Email*

You can add additional Alternate Agents by clicking on the + Add Alternate Agent button. Please note that only authorized agents and authorized delegates can submit the Disaster Readiness Assessment.

Authorized Agent/Authorized Delegate

Note: Only an Authorized Agent or Authorized Delegate can submit the DRA.

First Name*	Last Name*	Email*	
John	Smith	johnsmith711@yopmail.com	
+ Alternate Agent			
First Name	Last Name	Email	Action
No Data			

You can add additional contacts to the F-ROC Distribution List by clicking on the + Distribution List button.

F-ROC Communications Distribution List

This list will be for anyone you would like to receive F-ROC communications and updates.

+ Distribution List			
First Name	Last Name	Email	Action
No Data			

3.4.2. Reading and Understanding Sections

As part of the Opt-in form, please read and fully understand each of the following sections:

- Definitions
- Terms and Conditions
- Period Performance
- Funding
- Payment
- Repayments

3.4.3. Complete Opt-in Form Document

To complete the opt-in process please type to enter your Signature and complete all required fields. You will also need to check the Opt-In Attestation box.

Now, click on the Submit button to complete the process. A PDF version will automatically be downloaded.

IN WITNESS WHEREOF, the Applicant hereto has executed this Form.

Signature*	Date*
John Smith	05/01/2025
Type Name*	Title
John Smith	President

Opt-in Attestation*

☒ I confirm that I am Authorized Agent or Authorized Delegate and can submit an Opt-in Form.

Note: The submitted form will automatically download after clicking submit.

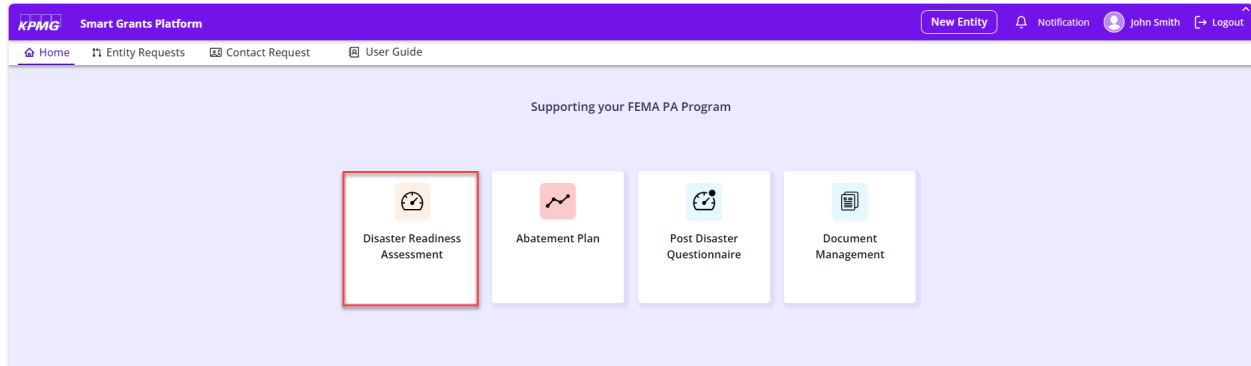
Submit

4. Disaster Readiness Assessment

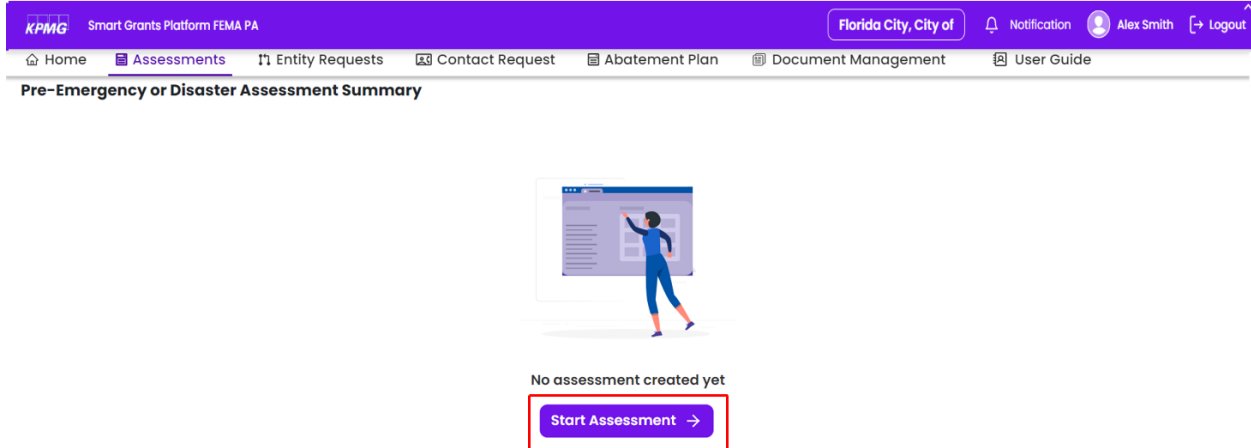
Following are steps on how to create and complete a Disaster Readiness Assessment.

4.1. Creating an Assessment

To begin your Disaster Readiness Assessment, please click on the “Disaster Readiness Assessment” tile.



Please select ‘Start Assessment’ to begin your assessment.



4.2. Disaster Readiness Assessment

Your entity will begin the Disaster Readiness Assessment with a base score. You will complete a Disaster Readiness Assessment, which provides an entity with the opportunity to earn additional points by meeting the requirements of each question. The Disaster Readiness Assessment consists of a series of questions grouped into two main category types: Category A - Debris Removal and Category B - Emergency Protective Measures. The questions in these two category types are then further broken down into five sub-categories: Applicant Experience, Documentation, Policy and Procedure, Contract Administration, and Procurement.

Note: The following screens are for demonstration purposes only. The questions displayed in the platform may differ from the questions displayed below.

- You can download the User Guide for steps on how to complete the assessment.
- You can check your overall progress on completing the assessment as well as track any questions that require a document to be uploaded.
- You have the ability to add comments for each question to provide more details around your answer or where policies/procedures can be found within your provided document.

The screenshot displays the 'Assessment Questionnaire' interface within the KPMG Smart Grants Platform FEMA PA. The top navigation bar includes links for Home, Assessments, Entity Requests, Contact Request, Abatement Plan, Reports, Document Management, and a highlighted User Guide. The user is logged in as Alex Smith, and the location is set to Florida City, City of. The main content area is divided into two columns. The left column, titled 'Assessment Questionnaire', shows the 'Overall Progress' section with a progress bar indicating '0 of 38 Questions completed'. Below this, a 'Category' section lists 'Applicant Experience' (0/3 questions) and 'Policy/Procedure' (0/13 questions). The 'Applicant Experience' section contains three questions: 'Q1. Has this Applicant previously been awarded...', 'Q2. Does the Applicant have staff member(s) ...', and 'Q3. Does the Applicant have a Master Service ...', all marked as 'Not Started'. A 'Summary' button is located at the bottom of the left column. The right column displays the first question: '1: Has this Applicant previously been awarded Federal funding?'. It features two radio button options: 'A) Yes, the Applicant has received Federal funding.' and 'B) No, the Applicant has not previously received Federal funding.'. Below the question, there is an 'Add Comments' button. At the bottom of the right column, there is a 'Save & Next' button. A footer note at the bottom of the page states: 'All Disaster Readiness Assessment content within the KPMG Smart Grants Platform FEMA PA was created at FDEM's (Florida Division of Emergency Management) direction and has been approved by FDEM, and may be subject to further modification as directed by FDEM.'

- Reference text is provided in the Information icons to further explain questions.
- Direct links to the reference documents are provided.
- The Summary button navigates you to the overall Assessment Summary as well as the Document Upload Summary.

Assessment Questionnaire

Overall Progress

● Not started ● Pending Document ● Complete

4 of 43 Questions completed ⓘ

Category

Applicant Experience 4/7

Policy/Procedure 0/17

Questions Status

Summary

5: Does the Applicant (and all of its departments) have an established pre-disaster labor policy? ⓘ

A Yes, the Applicant and all of its core departments that established pre-disaster labor policy.

B No, the Applicant and all of its core departments that established pre-disaster labor policy.

Reference(s)

II. Applicant (Force Account) Labor; A. Labor Policies; PAPPG pg 69

Add Comments

Save & Previous Save & Next →

You may answer each question by clicking on the answer that best satisfies the question for your organization.

- Selecting an answer will highlight the answer.
- Clicking “Save & Next” will save your response and navigate you to the next question.

Assessment Questionnaire

Overall Progress

● Not started ● Pending Document ● Complete

0 of 3 Questions completed ⓘ

Category

Applicant Experience 0/3

Policy/Procedure 0/12

Documentation 0/3

Procurement 0/26

Contract Administration 0/5

Questions Status

Summary

1: Has this entity been awarded FEMA Public Assistance funding within the last five years?

A Yes, this entity has been awarded FEMA Public Assistance funding in the last five years.

B No, this entity has not been awarded FEMA Public Assistance funding in the last five years.

Add Comments

Save & Next →

Some questions may warrant a follow-up question. These follow-up questions can be answered in the same manner.

Certain questions will require a Comment to be added. In these cases, select “Click here to provide response” and enter in the comment in the mandatory comment box.

Certain questions and answers may require a document to be uploaded as part of the response.

- Documents can be uploaded per question. Please click on “Save” under the action column before clicking “Save and Next”.
- You can choose to upload your documents on the Summary page.

KPMG Smart Grants Platform FEMA PA

Florida City, City of

Home Assessments Entity Requests Contact Request Abatement Plan Reports Document Management User Guide

Assessment Questionnaire

Overall Progress

Not started Pending Document Complete

0 of 38 Questions completed

Category

Applicant Experience 0/3

Questions Status

Q1. Has this Applicant previously been awa... Not Started

Q2. Does the Applicant have staff member... Not Started

Q3. Does the Applicant have a Master Serv... Not Started

Policy/Procedure 0/13

Documentation 0/5

Summary

1: Has this Applicant previously been awarded Federal funding?

☒ Yes, the Applicant has received Federal funding.

☐ No, the Applicant has not previously received Federal funding.

You may also upload Documents on the Summary page.

Documents + Upload more documents

Document Types	Uploaded Documents	Unable To Upload Document?	Description	Expiration Date	Action
Notice of Federal ...	Upload Document	Please select	Enter your Description		
Other (Please Des...	Upload Document	Please select	Enter your Description		

Note: If expiration date is not selected, System will Auto Set the expiration date of two years from the date of Uploading.

Add Comments

Save & Next

The Assessment is not considered complete until all necessary documents are uploaded. Documents can be uploaded in the Document Upload Summary or within each question.

Rows will be preloaded however you have the ability to add more documents to the listing if needed.

- The file size limit is 100MB
- The application supports the following file formats: .xlsx, .doc, .docx, .pdf, .xls, .csv, .jpeg, .jpe, .jif
- Please note the following if the file name includes special characters:
 - Please remove the following characters +, ` ~ !@/\$ #\ % ^ & '|=" from the file name before uploading. If included in the name of the file, it will display an error and not allow you to upload the file.
 - Please note "." in file names will be truncated from the file name.

KPMG Smart Grants Platform New Entity Notification John Smith Log

Home Assessments Information Requests Disaster Readiness Score Abatement Plan Reports Document Management User Guide

Back

Assessment Initiated Assessment Submitted Assessment In Review Assessment Validated Abatement In Progress Assessment Completed

Disaster Readiness Assessment Summary - 2032 (Complete all questions to submit the assessment)

Not Started Pending Document Completed Questions Applicant Answer Applicant Comment

Document Upload Summary Assessment Summary Disaster Readiness Score Comments

Applicant Experience

Q1. Has this Applicant previously been awarded Federal funding?

Yes, the Applicant has received Federal funding

Documents + Upload more documents

Document Types	Uploaded Documents	Unable To Upload Document?	Description	Document Uploaded By	Last Modified By	Expiration Date	Action
Notice of Federal Fu...	Upload Document	Please select	Enter your Description				
Other (Please Descri...	Upload Document	Please select	Enter your Description				

Note: If expiration date is not selected, System will Auto Set the expiration date of two years from the date of Uploading.

Clicking “Upload Document” will open a window that will allow you to select documents from your computer to upload. After you select a document, you may enter an additional Description or Expiration Date. Once complete, click on “Save.”

Document Upload Summary Assessment Summary Comments

Applicant Experience

Q2. Does the entity have staff member(s) who will be dedicated to and responsible for administering their FEMA PA grants?

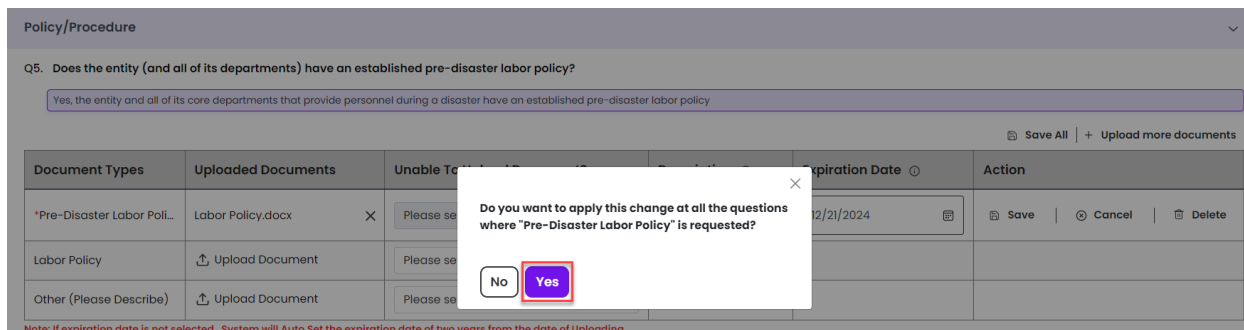
Yes, 2 or more dedicated staff members (over 50% of their time will be dedicated to FEMA PA Grants)

Save All + Upload more documents

Document Types	Uploaded Documents	Unable To Upload Document?	Description	Expiration Date	Action
*Training Certificate	Training Certificate.d... ×	Please select	Enter your Description	Yes Or No	Save Cancel
Personnel Information	Upload Document	Please select	Enter your Description		
Other (Please Describe)	Upload Document	Please select	Enter your Description		

Note: If expiration date is not selected, System will Auto Set the expiration date of two years from the date of Uploading.

While uploading documents, you may have the option to apply the document to all questions where the same document is requested instead of having to upload the same document multiple times by clicking “Yes” on the pop-up window.



Policy/Procedure

Q5. Does the entity (and all of its departments) have an established pre-disaster labor policy?

Yes, the entity and all of its core departments that provide personnel during a disaster have an established pre-disaster labor policy

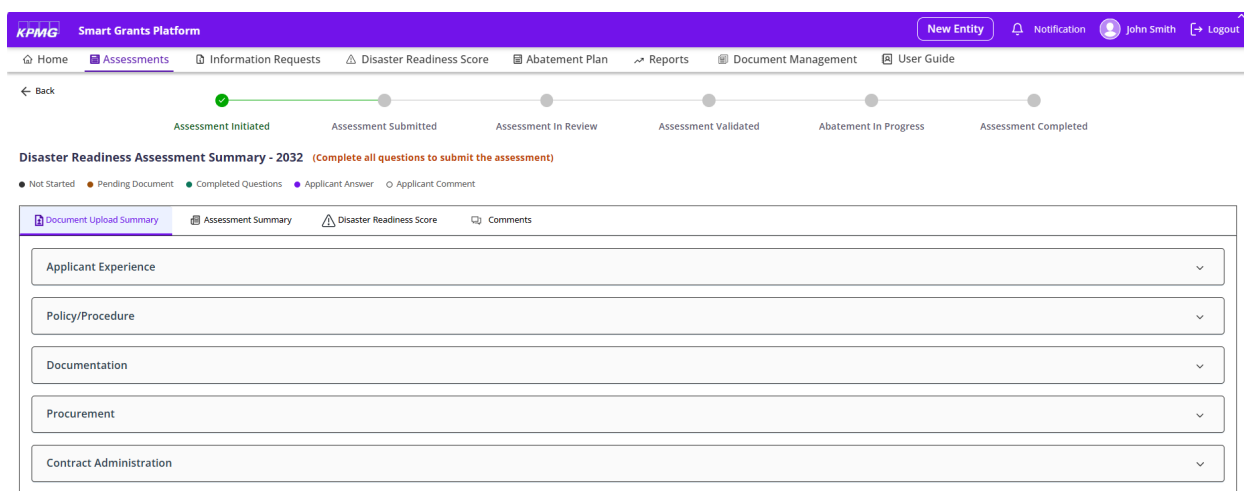
Save All | + Upload more documents

Document Types	Uploaded Documents	Unable To	Expiration Date	Action
*Pre-Disaster Labor Policy	Labor Policy.docx	×	12/21/2024	Save Cancel Delete
Labor Policy	Upload Document	Please select		
Other (Please Describe)	Upload Document	Please select		

Note: If expiration date is not selected, System will Auto Set the expiration date of two years from the date of Uploading.

4.3. Assessment summary

After answering all the questions, you will be navigated to the Assessment Summary. You may also choose to go the summary at any time by clicking “Summary” on the left side menu.



KPMG Smart Grants Platform

New Entity | Notification | John Smith | Logout

Home | Assessments | Information Requests | Disaster Readiness Score | Abatement Plan | Reports | Document Management | User Guide

Back

Assessment Initiated | Assessment Submitted | Assessment in Review | Assessment Validated | Abatement in Progress | Assessment Completed

Disaster Readiness Assessment Summary - 2032 (Complete all questions to submit the assessment)

Not Started | Pending Document | Completed Questions | Applicant Answer | Applicant Comment

Document Upload Summary | Assessment Summary | Disaster Readiness Score | Comments

Applicant Experience

Policy/Procedure

Documentation

Procurement

Contract Administration

From the Assessment Summary tab, you will be able to identify which questions are completed, and which questions still need to be answered.

- You can view your current progress per subcategory.
- You can see what additional information is needed for a question to be marked as complete.

Once all questions are completed, you will be able to submit the assessment by clicking the checkbox next to “I confirm that I am authorized agent or primary agent and can submit a disaster readiness assessment” and clicking “Submit Assessment.”

After submission if the State has any questions or needs additional documentation, ‘Request for Information’ (RFI) will appear on this tab.

Smart Grants Platform

[New Entity](#)
[Notification](#)
[John Smith](#)
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Assessment Initiated
Assessment Submitted
Assessment In Review
Assessment Validated
Abatement In Progress
Assessment Completed

Disaster Readiness Assessment Summary - 2032

● Not Started
● Pending Document
● Completed Questions
● Applicant Answer
○ Applicant Comment

Disaster Readiness Assessment Review

Request for Information

Disaster Readiness Score

Comments

RFI ID	Status	Created Date	Is Re-opened	Was Returned To State
No Data Available				

5. Abatement Plan

After the Applicant's Disaster Readiness Assessment is validated, the Applicant can proceed to their Abatement Plan.

5.1. Proceeding to Abatement Plan

To begin working on your Abatement Plan, you can follow one of the two options below:

Option 1: From the Disaster Readiness Assessment Summary Page

Once you are on the Disaster Readiness Assessment Summary page, click on the button labeled 'Proceed to Abatement' at the bottom of the page to navigate to your Abatement Plan.

Disaster Readiness Assessment Summary - 2032

Legend: Not Started, Pending Document, Completed Questions, Applicant Answer, State User Answer, State Comment, Applicant Comment

Category	Progress
Applicant Experience	9/9
Policy/Procedure	17/17
Documentation	5/5
Procurement	16/16
Contract Administration	8/8

Note: Please click the "Proceed to Abatement" button to begin your Abatement Activities

[Proceed to Abatement](#)

Option 2: From Smart Grants Platform Home Page

Once on the home page click on the Abatement Plan tile. You will be directed to the Abatement Plan page.

Supporting your FEMA PA Program

Disaster Readiness Assessment

Abatement Plan

Post Disaster Questionnaire

Document Management

On the Abatement Plan page, click on the Abatement Plan for the current assessment year with a status of Open.

Home	Assessments	Entity Requests	Contact Request	Information Requests	Abatement Plan	Document Management	User Guide
------	-------------	-----------------	-----------------	----------------------	----------------	---------------------	------------

Abatement Plans		
Assessment Year	Status	Action
2032	Open	Download
2031	Closed	Download

By following one of these options, you will successfully navigate to the Abatement Plan where you can begin to work on your abatement activities.

5.2. Navigating the Abatement Plans

Once you have navigated to the Abatement Plan, you can find further information on the questions from the DRA on the Abatement Plan page.

- You can either view abatement questions directly on the Abatement Plan page or in a grid format in the summary page

Home	Assessments	Entity Requests	Contact Request	Information Requests	Abatement Plan	Reports	Document Management	User Guide
------	-------------	-----------------	-----------------	----------------------	----------------	---------	---------------------	------------

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Abatement Plan - 2032

Export

Abatement Plan Summary

Applicant Experience 1 Activity

Recommendation: Recommend the staff members take all of the following trainings:

1. IS-1000 - Public Assistance Program and Eligibility
2. IS-1006 - Documenting Disaster Damage and Developing Project Files
3. IS-1007 - Detailed Damage Description and Dimensions
4. IS-1008 - Scope of Work Development (Scoping and Cost)
5. IS-1015 - Insurance Considerations, Compliance, and Requirements
6. IS-1017 - Scope Change Requests, Time Extensions, Improved/Alternate Project Requests
7. PA certificate series (603, 608-Emergency Work Eligibility, 609-Permanent Work Eligibility)

Or, recommend the applicant upload a FEMA PA experience resume or memo detailing the staff member(s) listed in Q2a and their experience with administering FEMA PA funding. The resume or memo should list the staff member(s) name, their role, the disasters they worked on, and the PA tasks associated with those disasters.

Limited experienced staff members

Not Started

To navigate to the Summary page, start by clicking the summary tab, you will see a grid containing abatement questions, detailed information, and their status. Click on one of the rows in the grid to open the specific abatement question section.

Home	Assessments	Entity Requests	Contact Request	Information Requests	Abatement Plan	Reports	Document Management	User Guide
------	-------------	-----------------	-----------------	----------------------	----------------	---------	---------------------	------------

← Back

Abatement Plan - 2032

Export

Abatement Plan Summary

Question Number	Recommendation	Category	Validated Score	Possible Highest Score	Status	Date Submitted	Due Date
27	Recommend the Applicant develops and im	Procurement	0	3	Pending Review	05/20/2025	03/30/2026
21	Recommend the Applicant develops and im	Procurement	0	1.5	Pending Review	05/20/2025	03/30/2026

5.3. Abatement Activity Status

Completing abatement activities will provide Applicants the opportunity to increase their score. Applicants can submit as many abatement activities as they would like. The following steps detail how to view the status of your abatement activities.

- A status next to the recommendation will indicate the status of the abatement activity. The following statuses are described as:
 - **Not Started** indicates that the abatement activity hasn't been submitted to the system.
 - **In Progress** indicates the abatement activity has been submitted and is under review.
 - **Complete** indicates that the abatement activity has been reviewed.

Click on the drop-down option next to each abatement question to view detailed information, including the possible highest score, the score you received, and any missing documentation.

- Carefully read any validation and abatement notes, and the recommendations provided for each abatement question.
- Upload the documentation that fulfills the recommendation criteria.
- Optionally, you can add comments to provide additional context or information.

Recommendation: Recommend the Applicant develops and implements procedures for their equipment inventory records noting the FEMA required information, to include:

- Who will complete the inventory
- When the inventory will be conducted
- How often the inventory will be reviewed and the documentation that will be utilized to report the inventory
- Type of equipment and attachments used (including year, make, and model, and Size/capacity)

Upload a copy of the approved plan.

Missing inventory documentation

Not Started

Question: Debris Removal Emergency Protective Measures

9. Does the Applicant have written procedures to document inventory of their force account equipment, purchased equipment, and leased equipment? ⓘ

A Yes, the Applicant has documented procedures for equipment inventory.

B No, the Applicant does not have procedures to document inventory of equipment.

Possible Highest Score 2.5

Applicant Score : 0.00

References:

[IV. Applicant-Owned and Purchased Equipment, PAPPG pg. 84](#)

Upload Documents Here

☐ Add Comments

Submit

5.4. Submitting activities

Once the necessary information and documentation have been uploaded click the 'Submit' button for the specific abatement question. The status for the abatement question will change from Not Started to In Progress.

Question: Debris Removal Emergency Protective Measures

Q2.b. If yes, do these staff member(s) have previous experience or training related to administering FEMA PA Grants?

Documents [Please select Save All or Save under the Action column prior to clicking Submit.] + Upload more documents

Document Types	Uploaded Documents	Description ⓘ	Document Uploaded By	Last Modified By	Expiration Date ⓘ	Action
Personnel Information	Three Page Doc - Copy.pdf		dana.applicant@yopmail.com	dana.applicant@yopmail.c...	05/20/2027	Edit Delete Download

Note: If expiration date is not selected, System will Auto Set the expiration date of two years from the date of Uploading.

☐ [Add Comments](#)

Please see additional documentation.

0/500

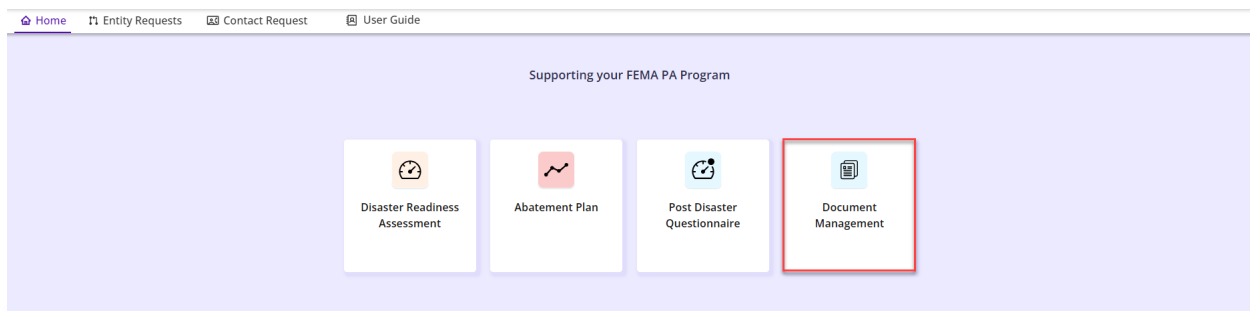
Save Cancel Submit

5.5. Approval Process

The abatement status will move from In Progress to Complete once the abatement activity has been reviewed by a State user. By following these steps, you can successfully manage and complete the abatement activities for your plan.

6. Document management

Documents added during the Disaster Readiness Assessment can be viewed in the Document Management tile from the home page.



6.1. Viewing documents

All documents that were submitted during the Disaster Readiness Assessment can be viewed under the Disaster Readiness Assessments tab. Information such as which question it was uploaded for will be viewable.

Document Management

Expired

Project Worksheets **Risk Assessments** Grid Settings

Select	Application Period	Questions	Subcategory	Public Assistance Category	Created By	Uploaded Date	Reason For Uploading	Submitted Date
☐	2022-4	20. Does the entity...	Procurement	Debris Removal	Alex Smith	12/23/2022	Pre-Emergency or...	12/23/2022
☐	2022-4	27. Does the entity...	Procurement	Emergency Protec...	Alex Smith	12/23/2022	Pre-Emergency or...	12/23/2022
☐	2022-4	28. Does the entity...	Procurement	General	Alex Smith	12/23/2022	Pre-Emergency or...	12/23/2022
☐	2022-4	29. Does the entity...	Procurement	Debris Removal	Alex Smith	12/23/2022	Pre-Emergency or...	12/23/2022
☐	2022-4	34. Does the entity...	Procurement	Debris Removal	Alex Smith	12/23/2022	Pre-Emergency or...	12/23/2022
☐	2022-4	36. Does the entity...	Procurement	Debris Removal	Alex Smith	12/23/2022	Pre-Emergency or...	12/23/2022

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6.2. Updating and downloading documents

Scrolling to the right on the grid, you will have the options to update or download documents.

Document Management

Expired

Project Worksheets **Disaster Readiness Assessments** Refresh Grid Settings Download Zip

Reason For Uploading	Submitted Date	Uploaded By	Document Types	Document Name	Unable to Upload	Description	Expiration Date	Action
Pre-Emergency or Disa...	01/28/2023	newuserdrgs...	Audit Report	Blank document.p...	Select Reason	Enter your comm	01/28/2025	Edit Download
Pre-Emergency or Disa...	01/28/2023	newuserdrgs...	Schedule of Rates	Blank document.p...	Select Reason	Enter your comm	01/28/2025	Edit Download
Pre-Emergency or Disa...	01/28/2023	newuserdrgs...	Memorandum of ...	Blank document.p...	Select Reason	Enter your comm	01/28/2025	Edit Download
Pre-Emergency or Disa...	01/28/2023	newuserdrgs...	Training Certificate	Blank document.p...	Select Reason	Enter your comm	01/28/2025	Edit Download
Pre-Emergency or Disa...	01/28/2023	newuserdrgs...	Map/Aerial Image...	Blank document.p...	Select Reason	Enter your comm	01/28/2025	Edit Download
Pre-Emergency or Disa...	01/28/2023	newuserdrgs...	Labor Policy	Blank document.p...	Select Reason	Enter your comm	01/28/2025	Edit Download
Pre-Emergency or Disa...	01/28/2023	newuserdrgs...	Labor Policy	Blank document.p...	Select Reason	Enter your comm	01/28/2025	Edit Download
Pre-Emergency or Disa...	01/28/2023	newuserdrgs...	Notice of Award	Blank document.p...	Select Reason	Enter your comm	01/28/2025	Edit Download

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Note: If expiration date is not selected, System will Auto Set the expiration date of two years from the date of Uploading.

While editing, you may select a new version of the document from your computer or change related information. If you wish to download all of your documents, you may select Download Zip to have all files downloaded in a Zip file.

To download select files you will click the check box next to the file and then click “Download Zip”.

Smart Grants Platform FEMA PA

Florida City, City of
Notification
Alex Smith
Logout

Home
Assessments
Entity Requests
Contact Request
Abatement Plan
Document Management
User Guide

Document Management
Show Filters

Expired

Project Worksheets
Disaster Readiness Assessments
Recommendations
Refresh
Grid Settings
Download Zip

Select	Application Period	Questions	Subcategory	Public Assistance Category	Created By	Uploaded Date	Reason For Uploading	Submitted Date	Uploaded By	Document Types	Docu
☒	2023-3	4. Does the...	Policy/Proce...	General	Kalei Lovas...	07/10/2023	Disaster Readiness Ass...	07/10/2023	klovasco@g...	Labor Policy	
☐	2023-3	3. Does the...	Applicant Exp...	General	Kalei Lovas...	07/10/2023	Disaster Readiness Ass...	07/10/2023	klovasco@g...	MSA Type	151182
☒	2023-3	2. Does the...	Applicant Exp...	General	Kalei Lovas...	07/10/2023	Disaster Readiness Ass...	07/10/2023	klovasco@g...	Training Certificate	136251
☒	2023-3	1. Has this A...	Applicant Exp...	General	Kalei Lovas...	07/10/2023	Disaster Readiness Ass...	07/10/2023	klovasco@g...	Notice of Federal ...	98 do

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