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.

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.
5. Select “Applicant Impact Survey.”

6. Click “Complete Applicant Impact Survey.”

7. Review the statements on the “Start” screen and select “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.
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.

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

10. Answer the questions in the all impacts section of the survey. Once completed, select “proceed”
a. Check all that apply for Question 1

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.”

*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.
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.”

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”