Request for Information (RFI)
(AOR and PGA Roles Only)
Request for Information (RFI)

- Log in as a Program Admin or AOR
- From the homepage, Select Tasks to view the Tasks Summary.
Request for Information (RFI)

- From the Task Summary page, select ‘View’ from the Pre-award Programmatic Review task card.

Federal Emergency Management Agency
From the Task List page, select ‘Start Task’ or ‘Continue working’.
On the review panel, check the box to complete the EHP Compliance Review Outcome.
Request for Information (RFI)

- On the review panel, check the box 'Return to Recipient'
Request for Information (RFI)

- Select the sections that require more information and set a deadline for submission.
- Insert your FEMA findings and internal comments in the text boxes provided.
Request for Information (RFI)

- Ensure all sections on the review panel have been completed and are designated by a Green check mark.
- Select ‘Submit’ for your Request for Information to be sent.
Request for Information (RFI)

- A Green confirmation bar at the top of the Task Summary page will populate confirming your submission.