**Suggested Documentation for Immediate Portal Upload**

The Grants Portal is a live grants management system, even without a federally declared disaster. Backup documentation can be uploaded at any time. MEMA recommends the following documentation be uploaded prior to a disaster and updated as necessary:

* Insurance Policy
* Pay Policy
* Equipment Inventory
* Procurement Policy
* Codes and Standards Policy
* Pre-event photographs of buildings and other applicant owned infrastructure
* Maintenance Records/Inspection Reports
* Mutual Aid Agreements
* Lease Agreements
* Debris Management Plan and/or map of debris management sites