



# FEMA Mitigation eGrants System Subapplicant Quick Reference Guide

October 25, 2017 System Release 5.18

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## Unit 1 – Introduction

### Overview

Welcome to the Federal Emergency Management Agency's (FEMA's) Mitigation eGrants Management System. The objective in developing this system was to provide states, federally-recognized tribal governments, territories, local communities, and non-profit organizations the ability to apply for federal awards and manage their subapplication processes electronically. FEMA developed this intuitive, user-friendly, Web-based system that follows the current paper-based application process.

Relationships established for processing the paper applications are used in eGrants. With this electronic system, local entities submit subapplications for mitigation federal award funds to their state. The states review and approve the local subapplications and include them in their applications to FEMA. Federally-recognized tribal governments may apply directly to FEMA or through their state. Award packages, revisions, and amendments are all handled electronically. Paper documents can be scanned and attached to the electronic applications as necessary.

For assistance with eGrants, please contact the eGrants Help Desk toll-free at 1-855-228-3362 or via email eGrants Help Desk which is available at [MTeGrants@fema.dhs.gov](mailto:MTeGrants@fema.dhs.gov). For answers to eligibility and program questions, local entities should contact their state hazard mitigation officer, and states, territories, and tribes should contact their FEMA regional office. We also welcome your input and comments as we continue to improve the eGrants system.

### Terminology in eGrants

The Office of Management and Budget streamlined the Federal Government's Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards into a consolidated set of regulations. These regulations are in Title 2 of the Code of Federal Regulations, Part 200, and are referred to as the "Super Circular." The Super Circular also introduced new terminology, including "Recipient" instead of "Grantee" and "Subrecipient" instead of "Subgrantee."

Because terminology has changed, many of the terms used in the eGrants Internal and External Systems screens are not consistent with the current terms used in the Super Circular. Table 1-1 explains the terminology you will encounter in the eGrants External System.

**Table 1-1: eGrants Terminology**

<b>SUPER CIRCULAR</b>	<b>EGRANTS SCREENS</b>	<b>DEFINITION</b>
Federal Award	Grant	The federal financial assistance received directly from FEMA
Subaward	Subgrant	The federal financial assistance received indirectly from a pass-through entity (Applicant to a Subapplicant)
Applicant	Applicant or Grant Applicant	A state agency, territorial government, or federally-recognized tribal government submitting an application to FEMA for assistance under FEMA's hazard mitigation grant programs
Subapplicant	Subgrant Applicant	A state agency, local government, territorial government, or federally-recognized tribal government submitting a subapplication to an Applicant for assistance under FEMA's hazard mitigation grant programs
Application	Grant Application	Application for federal financial assistance directly from FEMA
Subapplication	Subgrant Application	Application for federal financial assistance indirectly through a pass-through entity (Subapplicant to Applicant, Applicant to FEMA)
Recipient	Grantee	An Applicant whose application has been approved and a federal award obligated
Subrecipient	Subgrantee	A Subapplicant whose subapplication has been approved and a subaward obligated

## About This Guide

This guide has been updated for the newest release of the system (System Release 5.18) released in May 2017 and helps you to master creating and submitting subapplications to FEMA.

This guide tells you:

- About the Mitigation eGrants System
- How to become registered and access the Mitigation eGrants System
- How to use the Mitigation eGrants System to create and submit subapplications

- How to use the Mitigation eGrants System to manage a submitted subapplication as it progresses through the application and award processes

Because this guide is a quick reference guide, it focuses specifically on the information you need to step through the activities associated with creating, managing, and submitting subapplications.

In addition, this guide offers tips to help you enter the information needed and use the Mitigation eGrants System effectively.

## Unit 2 – Welcome to the Mitigation eGrants System

### The Mitigation eGrants System

FEMA's eGrants system was developed as a part of the eGovernment initiative to reduce the time and paperwork involved in managing the entire federal award lifecycle.

The eGrants system consists of two parts:

- An External System for Applicants and Subapplicants
- An Internal System for FEMA Users

### What eGrants Can Do

The FEMA eGrants system was developed to provide state and territorial governments, federally-recognized tribal governments, and local governments with the ability to apply for and manage the application processes for federal awards and subawards electronically. eGrants allows users to:

- Create and submit a project pre-application to the Applicant
- Create and submit a subapplication to the Applicant
- Review and process subapplications
- Create and submit an application to FEMA
- Review and process applications
- View and print award packages
- Submit Quarterly Performance Reports

eGrants currently processes applications for the following types of applications:

- Flood Mitigation Assistance (FMA)
- Pre-Disaster Mitigation (PDM)

eGrants currently processes Quarterly Performance Reports for the following types of federal awards:

- Severe Repetitive Loss (SRL)
- Repetitive Flood Claims (RFC)

### Who Uses eGrants

eGrants is for:

- FEMA regional FMA and PDM coordinators
- Assistance Officers and regional management
- State and territorial points of contact for implementing the FMA and PDM grant programs
- Federally-recognized tribal governments

**NOTE:** Tribal governments may apply either as an Applicant directly to FEMA or as a Subapplicant, applying through a tribal Applicant or state agency. For more information, refer to the [FEMA Mitigation eGrants System for Indian Tribal Governments](https://www.fema.gov/mitigation-egrants-system-indian-tribal-governments) webpage at <https://www.fema.gov/mitigation-egrants-system-indian-tribal-governments>, and the [Tribal Multi-Hazard Mitigation Planning Guidance](https://www.fema.gov/media-library/assets/documents/18355) documents at <https://www.fema.gov/media-library/assets/documents/18355>

- Local community officials who would like to submit subapplications for funding
- FEMA Headquarters program and administrative offices

## How Subapplications and Applications Are Processed

Figure 2-1 depicts the flow of the subapplication and application processes in eGrants.

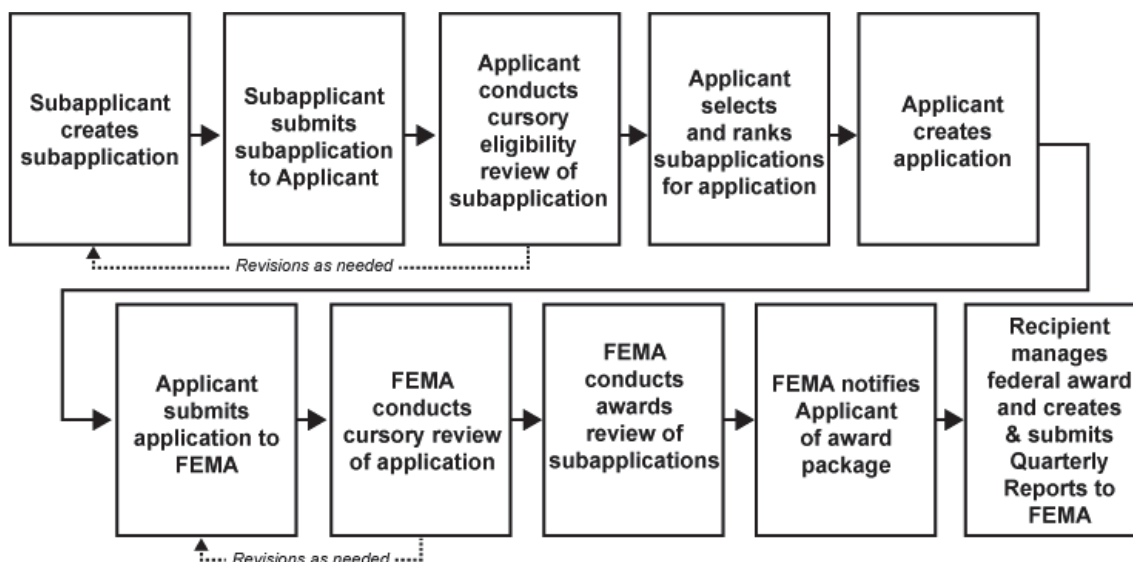


Figure 2-1: Subapplication and Application Flow Through eGrants

In eGrants, subapplications and applications are created, revised, and submitted online.

- A Subapplicant creates a subapplication using eGrants. When the subapplication is complete, the Subapplicant submits the application, which is forwarded to the appropriate Applicant for review.
- The Applicant reviews the subapplication for eligibility. The Applicant may request revisions to the subapplication. If changes are requested, the Subapplicant may revise the subapplication and resubmit it to the Applicant.
- Once the subapplication is approved, the Applicant may include the subapplications in an application to FEMA. A subapplication that is not selected can be stockpiled for future consideration.



- The Applicant creates an application, attaches one or multiple subapplications, and submits the application to FEMA for consideration.
- FEMA reviews the application. FEMA may request revisions to the application. If changes are requested, the Applicant may revise the application and resubmit it to FEMA.
- FEMA conducts its review of all the submitted subapplications and selects subapplications for award. FEMA notifies the Applicant of the federal award and the award package is sent to the Applicant through eGrants.
- The Applicant views and prints the award package.
- The Applicant then manages the federal award and submits quarterly reports to FEMA.

## Becoming a Registered User

You must be a registered user to use eGrants. To become a registered user, contact your state, territorial, or tribal government and request user access. You will receive an Access ID code that will allow you to register.

### Internet Access

Because eGrants is a Web-based system, you must have internet access and email service to become a registered user and access eGrants.

### User ID and Password

User access to eGrants is authenticated via a User ID and a password to protect the integrity of the system and the application information. You will create your own User ID and password the first time you access the eGrants site.

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***CAUTION: It is your responsibility to secure and protect your User ID and password from easy detection and use by unauthorized users. Anyone with your User ID and password can log in to eGrants as you. As a precaution, consider changing your password every 30 to 90 days. If at any point you believe that your User ID and password have been compromised, immediately notify your FEMA regional office.***

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## Unit 3 — Using the Mitigation eGrants System

### Using eGrants

eGrants offers written directions (Figure 3-1) and helpful hints at the beginning of each screen and at critical positions on each screen to guide the user through the system and follows many of the conventions used in other Web-based systems.

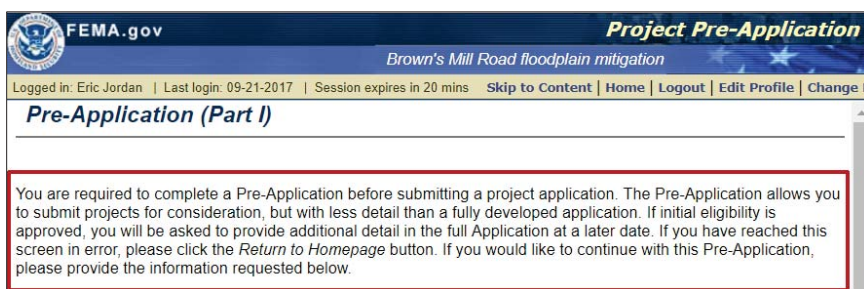


Figure 3-1: Directions

### Navigating within eGrants

eGrants works much like other Web-based applications:

- Click on a button to perform a function
- Click on a blue link to move to a specific place in the application
- Use the [TAB] key (on the keyboard) to move from field to field
- Enter text into text boxes in the format described next to the field
- Use drop-down menus to make selections where applicable
- Use the scrollbars to move up and down through the screens
- Click on underlined help links to access help screens

Unlike most web-based systems, however, when working in eGrants, **DO NOT** use the Back and Forward buttons on your browser to move from one page to another. Instead, use the application buttons—**Go Back**, **Save**, and **Save and Continue**—located at the bottom of the eGrants screens. Using these application buttons ensures that the information you enter is saved and stored in eGrants. Failure to use these application buttons could result in loss of your data.

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**CAUTION: Always use the eGrants application Back and Forward buttons and not the Back and Forward buttons on your browser. Using the buttons on the browser could result in loss of your data**

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### Menus

Like most Web-based solutions, eGrants is menu driven. Several types of menus are used in eGrants.

## Main Menu

The main menu, seen in Figure 3-2, is located across the bottom of the eGrants screen. The main menu allows you to navigate to various user features in eGrants, for example:

- FEMA Home
- eGrants Home
- Contact Us
- Glossary
- Help



Figure 3-2: Main menu

## Task Menus

Task menus, seen in Figure 3-3, are found on the Subgrant Applicant Homepage. The hyperlinked task menu allows you to navigate to a specific activity to perform, for example:

- Administration
- Review submitted subapplications
- Create new applications
- Revise/Amend submitted subapplications

**FEMA.gov**  
 Logged in: Eric Jordan | Last login: 09-21-2017 | Session expires in 20 mins | [Skip to Content](#) | [Home](#) | [Logout](#) | [Edit Profile](#)

### Subgrant Applicant Homepage

Welcome to the Subgrant Applicant section of eGrants. As a subgrant applicant, you can start the process of creating a new subgrant application by clicking the [Create New Application](#) link; work on un-submitted applications by clicking the [Update/Complete Un-submitted Application\(s\)](#) link; or work on submitted applications by clicking the [Revise/Amend Submitted Application\(s\)](#) link. Please select an activity from the list below.

<a href="#">Print Blank Applications</a>	allows you to print blank applications.
<a href="#">Create New Application</a>	allows you to create a new subgrant application for your community.
<a href="#">Update/Complete Un-submitted Application(s)</a>	allows you to work on existing subgrant application(s) that you have not yet submitted.
<a href="#">Revise/Amend Submitted Application(s)</a>	allows you to manage subgrant application(s) you have submitted.

[Logout](#)

Figure 3-3: Task menu

## Sidebar Menu

The sidebar menu, shown in Figure 3-4, is located on the left of the application section windows. The sidebar menu allows you to move to a specific section of the application without having to view each section consecutively.

**FEMA.gov** **Planning Application**  
 Sunshine Region Multi-jurisdictional Plan  
 Logged in: Eric Jordan | Last login: 09-21-2017 | Session expires in 20 mins | [Skip to Content](#) | [Home](#) | [Logout](#) | [Edit Profile](#) | [Change Password](#)

**Application Status**

Application **9%** complete

This screen shows the Status of the different sections of the full application. If the Status is Incomplete, you may click on the link to complete that section or you may use the menu on the left.

Application Section	Status
Subapplicant	<a href="#">Incomplete</a>
Contact	<a href="#">Incomplete</a>
Community	<a href="#">Incomplete</a>
Mitigation Plan	<a href="#">Incomplete</a>
Scope of Work	<a href="#">Incomplete</a>
Schedule	<a href="#">Incomplete</a>
Cost Estimate	<a href="#">Incomplete</a>
Cost Share	<a href="#">Incomplete</a>
Evaluation	<a href="#">Incomplete</a>
Assurances and Certifications	<a href="#">Incomplete</a>
Comments and Attachments	<a href="#">Complete</a>

[Go Back](#) [Save and Continue](#)

[1.Application Status](#)  
[2.Subapplicant](#)  
[3.Contact](#)  
[4.Community](#)  
[5.Mitigation Plan](#)  
[6.Scope of Work](#)  
[7.Schedule](#)  
[8.Cost Estimate](#)  
[9.Cost Share](#)  
[10.Evaluation](#)  
[11.Assurances and Certifications](#)  
[12.Comments and Attachments](#)  
[13.Review and Submit Application](#)

[Print Application](#)  
[Return to Home Page](#)  
[Logout](#)  
[Privacy Statement](#)  
[Disclaimers](#)

fema home | e-grants home | contact us | glossary | help | Disclosures | 508 and Accessibility

Figure 3-4: Sidebar menu

## Entering Data

To enter data into a field, click on the field if it is a text field, or click on the down arrow if the field has a drop-down menu. Then, either type the data into the field or select the appropriate data from the drop-down menu. If a specific format is required for the data, the format is shown next to the field.

To change data, you have entered in a field, click on the text field, and either delete the data you previously entered if it is a text field and type in the correct data, or make a different selection from the drop-down menu. Remember to save the data by clicking on the **Save** or **Save and Continue** buttons at the bottom of the screen to ensure that your data are saved in eGrants.

On some screens, you will see **Find** and **Search** buttons that will help you to locate the information you need to enter into a text field. Some text fields also provide an example, like in Figure 3-5, of how to format the information to be entered in the field.

State Tax Number:	<input type="text" value=""/>	(e.g. 12-3456789)
Federal Tax Number:	<input type="text" value=""/>	(e.g. 12-3456789)

Figure 3-5: Example for data entry format

As you progress through eGrants, you will sometimes encounter text fields that have been auto-filled with data. eGrants fills these fields for you from information you have previously entered, reducing the amount of data you need to enter.

### Required Text Fields

Certain text fields within each section of the application are required. Required text fields are designated by an asterisk (\*).

Data must be entered for every required text field before an application can be submitted. This does not mean that you should enter data into every required text field as you create the application. You can enter the data you have, save data you have entered, move to another section of the application, and then return to that section later to complete all the required text fields.

### Saving Data

It is important that you actively save the data you enter into each section of eGrants to prevent the loss of your data. Data is not saved in eGrants until you select a **Save** button. Saving the data causes the data to be sent from your computer to the eGrants server, where it is stored.

Two **Save** buttons are provided at the bottom of each section:

- **Save and Continue**—saves the data you have entered in a section of the application and automatically moves you to the next section of the application
- **Save**—saves the data you have entered in that section of the application but does not automatically move you to the next section of the application

Be sure to save your data:

- Before you move to different section or page in the application
- Before you take a break from entering information into an application
- Before being timed-out by the system. eGrants times-out after 20 minutes of inactivity, at which time your session is closed and any data you have entered that you have not saved is lost. Figure 3-6 shows where the session expiration notice appears at the top-left of your eGrants screen.

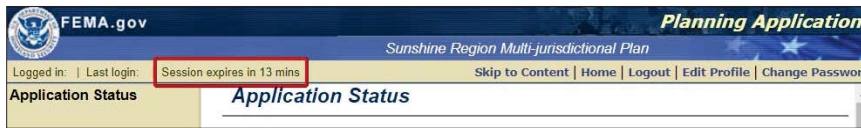


Figure 3-6: Session Expiration Notice

**CAUTION: Failure to use the Save buttons will result in loss of the data you have entered since the last time you clicked the Save or Save and Continue button.**

### Grayed (Inactive) Buttons

As you access different screens and functions within eGrants, you will notice that, at various points in the process, certain buttons are grayed out (see Figure 3-7). This indicates that these selections are not activated or applicable for use at that time. Usually, this means that information must be provided in a prior text field to activate a grayed button. Entering data into the field and clicking on the **Save** button will cause an inactive button to become active.

 A screenshot of the "Scope of Work (Page 1 of 2)" form. The form indicates "Application 9% complete". It asks the user to provide information and click the "Save and Continue" button. A note states: "Note: Fields marked with an \* are required." The form contains several input fields:
 

- \* Title of your proposed activity (should include the type of activity and location): "Sunshine Region Multi-jurisdictional Plan"
- \* What type of mitigation activity(ies) are you proposing? (Buttons: "Add Activity", "Delete", "Help")
- No activities selected.
- If you selected Other or Miscellaneous, above, please specify:

 The "Delete" button is highlighted with a red box, indicating it is grayed out.

Figure 3-7: Grayed out (Inactive) buttons

### Getting Help

Help with eGrants is available to you from a variety of sources.

#### Field Help

Many screen fields offer a **Help** link. Click on the **Help** link at the end of a field to receive an explanation of the information that is expected in that field. For example, see the **Help** link in Figure 3-8.

 A screenshot of a form field. The label is "\* Name of Subapplicant". To the right of the input field is a red box containing the word "Help".

Figure 3-8: Help link

## Application Help

Help at the application level is offered in a variety of ways, all of which are accessible from the Main Menu that appears at the bottom of the eGrants screen:

- **eGrants Help**—allows you to access help, including hints and tips for first-time users, help on technical issues, and lists of resources
- **Glossary**—defines key terms used within eGrants

## Technical Support

For additional help, contact your FEMA regional office or the eGrants Help Desk toll-free at 1-855-228-3362 or via email [eGrants Help Desk](mailto:eGrantsHelpDesk@fema.dhs.gov) which is available at [MTEGrants@fema.dhs.gov](mailto:MTEGrants@fema.dhs.gov). Help Desk hours are normally Monday through Friday, 9:00 am to 6:00 pm Eastern Standard Time. Help Desk hours may be extended preceding application deadlines.

## Training

FEMA has developed an on-line independent study course designed to provide Subapplicants with the basic knowledge to use the web-based Mitigation Electronic Grants (eGrants) System. The course examines:

- Registering for access to the eGrants System
- Creating, completing, and submitting subapplications
- Managing submitted applications

The [IS-0030.b Mitigation eGrants System for the Subapplicant](#) course can be accessed through the FEMA Emergency Management Institute (EMI) website at: <https://training.fema.gov/is/courseoverview.aspx?code=IS-30.b>.

## Unit 4 — Logging into the Mitigation eGrants System

### Access to the Mitigation eGrants System

Access to eGrants and the eGrants Web site is restricted and controlled. eGrants is to be used only for official business. Contact your state, territorial, or tribal Applicant to request user access. The FEMA regional office will send an exclusive Access ID (access code), which will allow you initial access to eGrants.

Once you have received your Access ID information:

1. Enter the [DHS FEMA Enterprise Identity Management System \(FEIMS\) website](https://portal.fema.gov/famsVuWeb/home) address available at <https://portal.fema.gov/famsVuWeb/home> into the address bar on your browser screen and press <Enter>.

The FEIMS login screen is displayed (Figure 4-1).



Figure 4-1: DHS FEIMS Login screen

### Requesting Access and Creating Your User ID and Password

The first time you access eGrants, you must complete the profile information to request access to eGrants and to create your User ID and password. You may be notified by e-mail when your application for access is approved. You only create a User ID and password on your first eGrants login.

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**NOTE:** When requesting access to eGrants, tribal members may wish to refer to the FEMA [Mitigation eGrants System for Indian Tribal Governments](https://www.fema.gov/mitigation-egrants-system-indian-tribal-governments) webpage at <https://www.fema.gov/mitigation-egrants-system-indian-tribal-governments>.

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Even though the Access ID allows you to access the eGrants registration process, your request for registration and the User ID and password you create must be approved by the system before you can use them to access and perform tasks within eGrants.



**NOTE: More than one user from a Subapplicant agency may request access and register to use eGrants.**

1. Select the **New Non-PIV User?** button (see Figure 4-2).

The screenshot shows the FEMA DHS FEMA Enterprise Identity Management login page. At the top, there is a header with the FEMA logo and the text 'DHS FEMA Enterprise Identity Management'. Below the header, there is a mission statement: 'OUR MISSION To reduce loss of life and property and protect our nation's critical infrastructure from all types of hazards through a comprehensive, risk-based, emergency management program of mitigation, preparedness, response and recovery'. There are two language options: 'Español' and 'English'. The main content area contains a login form with the following elements:

- A red asterisk and the text '\* denotes required field'.
- A text input field for '\* User ID:'.
- A text input field for '\* Password:'.
- 'Login' and 'Reset' buttons.
- A note: 'Session expires in thirty minutes for this application'.
- Below the login form are three buttons: 'Forgot ID?', 'Forgot Pwd?', and 'New Non-PIV User?' (highlighted with a red box).
- To the right of the login form is a graphic of a PIV card for 'John Doe' with the United States Government logo. Below the card is a 'New PIV User?' button.
- Text to the right of the card: 'Please insert your FEMA PIV card into your smart card reader before attempting to login, then press the PIV card image.'

Figure 4-2: New Non-PIV User button

2. Follow the instructions on the Security check page and type the characters in the image in the text box and click the **Submit** button (see Figure 4-3).

The screenshot shows the FEIMS Security check screen. At the top, there is a link: 'If you cannot view the image for any reason, please click here to proceed.'. Below the link is the instruction: 'Please type the characters appearing in the picture:'. A note below the instruction reads: 'Note: You can try no more than three times. This is your first try.'. The main content is a distorted image of the word 'puler'. Below the image is a text input field with a red border. At the bottom are 'Submit' and 'Reset' buttons.

Figure 4-3: FEIMS Security check screen

3. Complete the data boxes on the FEIMS registration form (Figure 4-4) by entering text and making the appropriate selections from the drop-down menus. When you have completed all the fields, click on the **Submit** button at the bottom of the registration form.

FEMA - DHS FEMA Enterprise Identity Management System  
Version: 2.01.00.00 Server: mwdzpsua7.fema.net FEMA Home

\* denotes required field

**PERSONAL INFORMATION**

Title \* Ms. ▼  
First Name \*   
Last Name \*

**LOGIN INFORMATION**

You will need to save your user ID and password. It will be required each time you logon to the system.  
Please note that user ID is converted to all lowercase characters.  
User ID \*  minimum length is 7, maximum length is 14, cannot contain ", space character, ;, #

**ADDRESS**

Street \*   
City \*   
State \* - select one - ▼  
Zip Code \*  format is 01234, 01234-5678

**ADDITIONAL ADDRESS**

Street   
City   
State Abbreviation - select one - ▼  
Zip Code  format is 01234, 01234-5678

**CONTACT(S)**

Click the "Search" button to obtain a list of Organizations. Please do not enter duplicate names.

Organization  **SEARCH**

Contact/Business Phone \* -- Business phone extension   
Home phone --  
Mobile Phone/Pager --  
Email \*  Do not use FEMA email and must contain @...  
Confirm Email \*

**IDENTITY CONFIRMATION INFORMATION**

Date of Birth \* Jan ▼ / 1 ▼ / 1900 ▼  
Mother's Maiden Name \*

Figure 4-4: FEIMS Registration Form

## Organization Search

It is important to ensure that all users from the same organization input the organization's name consistently. To guarantee that this happens, rather than typing in the organization name, you should search the system to find the name as it already appears in the FEIMS system.

1. To locate the name of your organization in eGrants:
2. Select the **Search** link in the Contact(s) section (see Figure 4-5).
3. The Organization Search pop up window appears.
  - a. From the Fields drop-down menu, select "Contains."
  - b. Type the first few letters of your organization's name in the Criteria text field.
4. Select the **Search** button.

Figure 4-5: FEIMS Organization Search link and pop out window

### User ID and Password

As you complete the FEIMS registration form, you will be asked to create a User ID (see Figure 4-6) and password. Check with your Applicant agency to learn if it has an established naming convention. Your User ID must meet the following criteria:

- All letters should be lowercase
- A minimum of seven characters
- A maximum of 10 characters
- NOT contain any special characters (e.g., %, \$, or ?)

Figure 4-6: FEIMS User ID text field

1. Your password must be at least 7 characters and cannot contain a single quotation mark, double quotation mark, underscore, or hashtag or pound sign (‘, ”, \_, or #). All letters entered in the User ID and Password fields are converted to lowercase characters.
2. Create a password and re-type it to confirm.
3. Click on the **Submit** button at the bottom of the screen.
4. You will receive a confirmation screen, acknowledging your FEIMS Account has been created. This allows you to request privileges to specific FEMA electronic systems.
5. Click on the **[Click here to request new privileges](#)** link (Figure 4-7).



Figure 4-7: FEIMS request new privileges link

6. Click on the **Request Access** button for Mitigation eGrants Application (Figure 4-8).



Figure 4-8: Request Access button

7. Enter the Access ID you were given by your state, territorial, or tribal Applicant and click on the **Submit** button.
8. You will receive an e-mail message (at the e-mail address you provided) when your registration has been approved or if your request is, for some reason, denied.

---

**NOTE: The Applicant must be registered with eGrants before any of its Subapplicants can be registered. If information you entered when you created your User ID changes, you must update this information in your user profile.**

---

## Logging in Once You Are a Registered User

Once your request for access has been approved by your Applicant, you may access and log into eGrants. You log into the system by entering the User ID and password you created when you completed the registration request.

1. Enter the address for eGrants in the address field of your Internet browser. The FEMA Enterprise Identity Management System (FEIMS) screen is displayed.
2. Enter your User ID and password and click on the **Login** button. The Subgrant Applicant Homepage is displayed.

## The Subgrant Applicant Homepage

The Subgrant Applicant Homepage (Figure 4-9) is the primary screen for navigating and accessing the different tasks you perform in eGrants. From this screen, you access the functions that allow you to:

- Print a blank application
- Update or complete an un-submitted subapplication
- Revise or amend a submitted subapplication

- Change your user profile
- Change your password

Click on the appropriate activity link to access these functions.

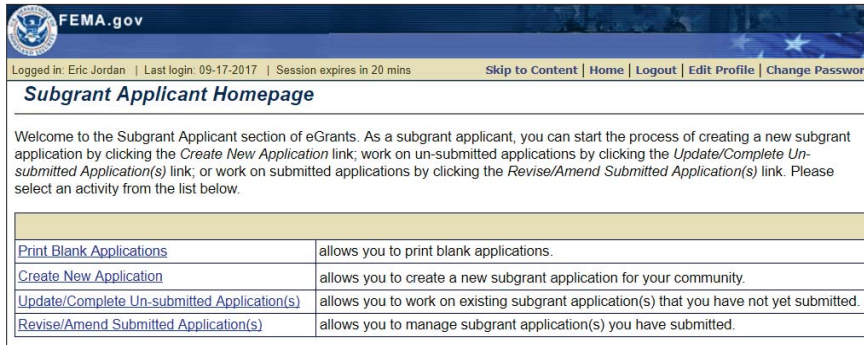


Figure 4-9: Subgrant Applicant Homepage

## Changing Your User Profile

If any profile information you entered when you created your User ID changes, such as your e-mail address or phone number, you should update this information in eGrants. In addition, you will periodically be prompted by eGrants to update your user profile.

1. Log into eGrants. The Subgrant Applicant Homepage is displayed.
2. Click on **Edit Profile** link at the top of the screen (Figure 4-10). The Edit Profile screen is displayed.

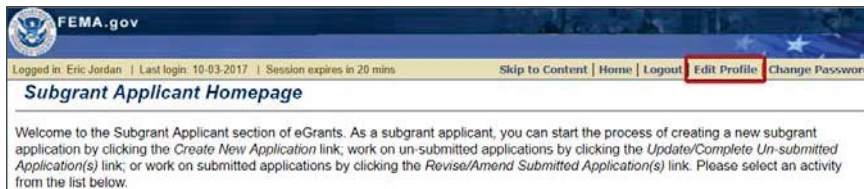


Figure 4-10: Edit Profile link

3. Click on the field to be changed. Delete the existing information and enter the new information.
4. When you have entered the changes, click on the **Save** button at the bottom of the screen. Your User Profile is updated.

## Changing Your Password

You should change your password if you have reason to believe your User ID or password has been compromised. You should also consider changing your password every 30 to 60 days as a precaution.

1. Log into eGrants. The Subgrant Applicant Homepage is displayed.
2. Click on **Change Password** link at the top of the screen (Figure 4-11). The Change Password screen is displayed.

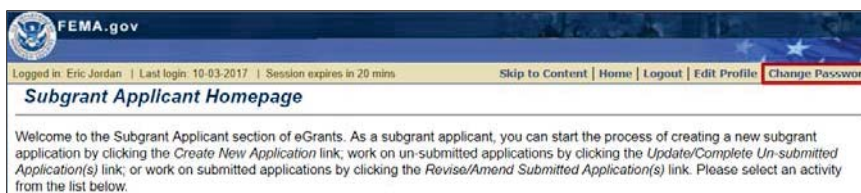


Figure 4-11: Change Password link

3. Enter your User ID, your old password, your new password, and then your new password again to confirm the new password.
4. Click on the **Save** button at the bottom of the screen. Your password is changed.

## Logging Out of eGrants

When you are finished performing your activities in eGrants, you should exit the system by logging out. DO NOT simply click on the “X” and close the window because this may leave your eGrants session active.

1. From the Subgrant Applicant Homepage or many other screens in eGrants, click on the **Logout** button located at the bottom of the screen, click on **Logout** link on the sidebar menu, or click on the Logout menu option in the upper right corner of the eGrants window (Figure 4-12).

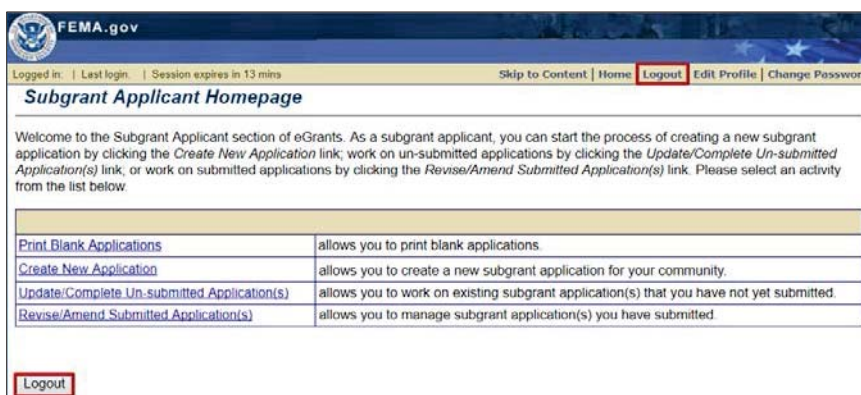


Figure 4-12: Logout button and link

2. Your session is terminated and you are logged out of eGrants.

---

**Caution: You must click on the Save or Save and Continue button before logging out of eGrants to ensure that the data you have entered is saved and not lost.**

---

## Unit 5 — Creating a Subapplication

### Subapplication Types in eGrants

A main function of eGrants is to allow you to create and submit your subapplications electronically. Through eGrants, you can electronically prepare and submit:

- Planning subapplications
- Project subapplications
- Project pre-applications

### Sections of the Subapplication

You must complete different sections of the subapplication depending on the type of subapplication you are creating. eGrants automatically presents you with the sections (forms) you must complete, according to the type of subapplication you specify at the beginning of the process. In addition, eGrants ensures that you have provided all the data elements required to process the application through its use of required fields and, where appropriate, validates the format of the data.

Table 2-1 shows the sections that are required for each type of subapplication.

**Table 2-1: Applicable Sections of the Subapplication**

	Project	Planning	Management Costs	Technical Assistance
Subapplicant	x	x	x	x
Contact	x	x	x	x
Community	x	x	x	x
Mitigation Plan	x	x		
Scope of Work	x	x	x	x
Properties	x			
Schedule	x	x	x	x
Cost Estimate	x	x	x	x
Cost Share	x	x	x	x
Cost Effectiveness	x			
Environmental/ Historical Preservation	x			
Assurances and Certifications	x	x	x	x
Comments and Attachments	x	x	x	x

---

**NOTE: Your Applicant may or may not require its Subapplicants to complete the Assurances and Certifications section.**

---

## How to Create a New Project Pre-Application

Your Applicant may or may not require you to create and submit a project pre-application to determine initial eligibility for assistance. If your Applicant requires you to create a project pre-application, when you select the “Project” option in the Application Type drop-down menu, the Start New Subgrant Pre-Application screen is displayed (Figure 5-1).

Start New Subgrant Pre-Application

You are required to complete a Pre-Application before submitting a project application. You have two options to continue with the Pre-Application creation process. You can start with a blank Pre-Application or you can copy an existing Pre-Application. To start with a blank Pre-Application, click the **Start New Pre-Application** button. To copy an existing Pre-Application, select a Pre-Application below and click the **Copy Existing Pre-Application** button.

Displaying 6-10 of 21  
 Show 5 ▾ Go Search

Select	Application Year	Application Number	Application Title	Grant Type	Status	View
<input type="radio"/>	2017	PRE-KY-2017-004	River City Floodplain Acquisition -- Phase 1	Project Pre-Application	Approved By Grantee	<a href="#">View Pre Application</a>
<input type="radio"/>	2017		River City Floodplain Acquisition -- Phase 1	Project Pre-Application	Not Submitted	<a href="#">View Pre Application</a>
<input type="radio"/>	2017	PRE-KY-2017-005	OMB Test Application	Project Pre-Application	Approved By Grantee	<a href="#">View Pre Application</a>
<input type="radio"/>	2017	PRE-KY-2017-006	SRS 5 17 testing submit paper app	Project Pre-Application	Approved By Grantee	<a href="#">View Pre Application</a>
<input type="radio"/>	2017	PRE-KY-2017-007	River City Floodplain Acquisition -- Phase 1	Project Pre-Application	Revision Requested By Grantee	<a href="#">View Pre Application</a>

First 5 << Prev 5 Next 5 >> Last 5

Go Back Copy Existing Pre-Application

Start New Pre-Application Logout Return to Homepage

Figure 5-1: Start New Subgrant Pre-Application screen

---

**HINT: Although eGrants leads you through the steps for creating a pre-application, you may find it helpful to reference a successful pre-application the first few times you create a new pre-application. Ask your Applicant if they have a completed pre-application example.**

---

## How to Create a New Pre-Application

### To Create a New Project Pre-application

From the Subgrant Applicant Homepage, click on the **Create New Application** link. The Create New Application screen is displayed.

1. Enter an application title and select Project in the Application Type drop-down list (Figure 5-2).



Figure 5-2: Select Project Application type

2. Click on the **Save and Continue** button. The Start New Subgrant Pre-Application screen is displayed.
3. Click on the **Start New Pre-Application** button.
4. The Pre-Application (Part I) screen is displayed (Figure 5-3). Enter the data elements requested. If you have any questions about the data you are entering or if you need help finding information, please contact your state, territorial, or tribal FMA or PDM coordinator.

Figure 5-3: Pre-Application (Part I) screen

---

**REMEMBER:** Required fields are designated with an asterisk (\*). Information must be entered into all of the required fields before the application can be submitted. At this point, if you do not have all of the required information, you may enter what you have, save the information, and return later to complete the remaining fields.

---

- When you have finished entering the data on this screen, click on the **Save and Continue** button. The Pre-Application (Part II) screen is displayed (Figure 5-4).

Figure 5-4: Pre-Application (Part II) screen

---

**CAUTION:** Be sure to click on either the **Save** or **Save and Continue** button before moving to a different section to ensure that the data you entered are saved in eGrants. If you do not click on either the **Save** or **Save and Continue** button before you move to a different section, the data you have entered since your last save will be lost.

---

- When you have entered the information on the Pre-Application (Part II) screen, click on the **Save and Continue** button. The Pre-Application

Results screen is displayed, showing the information that you entered. If all the required fields have been completed, the **Submit Pre-Application** button becomes active.

### To copy from an existing pre-application

1. Select the Pre-Application to be copied.
2. Click on the **Copy Existing Pre-Application** button (Figure 5-5).

Logged in: Eric Jordan | Last login: 09-21-2017 | Session expires in 20 mins | Skip to Content | Home | Logout | Edit Profile | Change Password

### Start New Subgrant Pre-Application

You are required to complete a Pre-Application before submitting a project application. You have two options to continue with the Pre-Application creation process. You can start with a blank Pre-Application or you can copy an existing Pre-Application. To start with a blank Pre-Application, click the **Start New Pre-Application** button. To copy an existing Pre-Application, select a Pre-Application below and click the **Copy Existing Pre-Application** button.

Displaying 6-10 of 23  
 Show 5 ▾ Go Search

Select	Application Year	Application Number	Application Title	Grant Type	Status	View
<input checked="" type="radio"/>	2017	PRE-KY-2017-004	River City Floodplain Acquisition -- Phase 1	Project Pre-Application	Approved By Grantee	<a href="#">View Pre Application</a>
<input type="radio"/>	2017		River City Floodplain Acquisition -- Phase 1	Project Pre-Application	Not Submitted	<a href="#">View Pre Application</a>
<input type="radio"/>	2017	PRE-KY-2017-005	OMB Test Application	Project Pre-Application	Approved By Grantee	<a href="#">View Pre Application</a>
<input type="radio"/>	2017	PRE-KY-2017-006	SRS 5.17 testing submit paper app	Project Pre-Application	Approved By Grantee	<a href="#">View Pre Application</a>
<input type="radio"/>	2017	PRE-KY-2017-007	River City Floodplain Acquisition -- Phase 1	Project Pre-Application	Revision Requested By Grantee	<a href="#">View Pre Application</a>

First 5 << Prev 5 Next 5 >> Last 5

Go Back **Copy Existing Pre-Application**

Start New Pre-Application Logout Return to Homepage

Figure 5-5: Copy Existing Pre-Application button

3. The Pre-Application Part I screen appears with the information auto-populated from the copied pre-application. Review and revise the data on the screen with current project information.
4. Click on the **Save and Continue** button.
5. The Pre-Application Part II screen appears. Review and revise as necessary the copied sections.
6. Click on the **Save and Continue** button.
7. The Pre-Application Results screen appears.
8. Review the summary data. Click on the **Edit Pre-Application** button to make revisions.

When all information is correct, your pre-application is ready to be reviewed and submitted.

### Risks of Copying

When copying an existing subapplication, you need to be careful to avoid copying:

- **Outdated information:** Since the original pre-application was created in the past, some information may have changed. For example, contact information or grant program guidance may have changed since the previous pre-application.

- **Irrelevant Information:** While the original pre-application may have been for a similar project, it is not safe for you to assume that all the information in the previous pre-application will be applicable to the new one.

It is always best to review every item in the pre-application for accuracy prior to submission. Furthermore, it's a good idea to review the grant program regulations and guidance to ensure all required and relevant information is provided in the pre-application.

### To Submit your Project Pre-application

1. From the Pre-Application Results screen, click on the **checkbox** to sign the application.
2. Click on the **Submit Pre-Application** button. The Pre-Application Submitted screen is displayed, confirming that your subapplication has been submitted. Note the tracking number that has been assigned to your pre-application.
3. Click on the **Print Pre-Application** button to print a hardcopy of your pre-application.

---

***HINT: Even though it's not required, it is a good idea to print a hardcopy of your pre-application for your records. Also, make a note of the tracking number assigned to your pre-application.***

---

Click on the **Return to Homepage** button. The Subgrant Applicant Homepage is displayed.

### How to Create a New Subapplication

Creating your subapplication is easy because eGrants walks you through the process.

---

***HINT: Although eGrants walks you through creating a subapplication, you may find it helpful to reference a successful subapplication the first few times you create a new subapplication. This is not necessary, but some users find it helpful.***

---

---

***HINT: Using the .pdf of the printable subapplication, you can create a Microsoft Word version and enter the data into it. When the subapplication is complete, you can copy and paste the information into the eGrants subapplication form.***

---

1. From the Subgrant Applicant Homepage, click on the **Create New Application** link. The Create New Application screen is displayed.

2. Enter a subapplication title and select the application type from the drop-down menu. Click on the **Save and Continue** button. The Start New Subgrant Application screen is displayed.
3. Click on the **Start New Application** button (Figure 5-6). The Application Status screen is displayed, showing each of the sections that need to be completed for the type of subapplication you selected.

**FEMA.gov**

Logged in: | Last login: | Session expires in 20 mins | Skip to Content | Home | Logout | Edit Profile | Change Password

### Start New Subgrant Application

You have two options to continue with the Application creation process. You can start with a blank application or you can copy an existing application. To start with a blank application, click the *Start New Application* button. To copy an existing application, select an application below and click the *Copy Existing Application* button.

Displaying 11-15 of 37

Show 5

Select	Application Year	Application Number	Application Title	Grant Type	Status	View
<input type="radio"/>	2016	FMA-PJ-04-KY-2016-001	Prop_Unchecked 4	Project Application	Submitted To FEMA	<a href="#">View Application</a>
<input type="radio"/>	2016	FMA-PJ-04-KY-2016-002	property checkbox test	Project Application	Submitted To FEMA	<a href="#">View Application</a>
<input type="radio"/>	2016	KY-2016-024	PDMC attachment violation	Project Application	Approved By Grantee	<a href="#">View Application</a>
<input type="radio"/>	2017	FMA-PJ-04-KY-2010-001	City of Raleigh: Acquisition	Project Application	Submitted To FEMA	<a href="#">View Application</a>
<input type="radio"/>	2017	KY-2017-008	City of Raleigh Acquisition Residential	Project Application	Attached To Grantee	<a href="#">View Application</a>

Figure 5-6: Start New Application button

4. Click on the **Subapplicant** link (or the link for any other subapplication section) on the sidebar menu. The Subapplicant Information screen is displayed.
5. You can access each section of the subapplication either by clicking on a section's **Incomplete** link in the Application Status screen or by clicking on the specific section link in the sidebar menu.

---

**NOTE: Required fields are designated with an asterisk (\*). Information must be entered into all of the required fields before the subapplication can be submitted. If you do not have all of the required information at this point, you may enter what you have, save the information, and return later to complete the remaining fields.**

---

6. When you have finished entering the data in this section, click on the **Save and Continue** button. The next section required for the subapplication is displayed.

---

**CAUTION: Do not use the Back and Forward buttons on the browser toolbar to move through the subapplication. Instead use the eGrants buttons—Go Back, Save, and Save and Continue—located at the bottom of the screens. Using these buttons ensures that the information you enter is saved and stored in eGrants. Failure to use these application buttons could result in loss of data.**

---

---

***NOTE: To allow other eGrants users in your organization to enter or review subapplication data, and to submit the subapplication, you must provide access privileges to the subapplication. Refer to the Authorizing Access to Subapplications section of this Guide.***

---

7. Continue entering information into the different sections of the subapplication until you have completed each section. When you have entered all the information, your subapplication is ready to be reviewed and submitted.

## Copying an Existing Subapplication

You may find that the subapplication information is the same across subapplications, like information about your organization and contact information. The eGrants' Copy Existing Application feature helps to reduce the need to re-enter information when creating similar subapplications.

The copy feature allows you to copy all or specific sections of an existing subapplication into a new application when you start the new application. You then access the sections and fields that are different in the new application, change their values, and save the new subapplication. This feature is helpful for copying standard organizational information into applications or for creating subapplications that are virtually identical to each other, for example, when you are applying for funds to complete a similar project in more than one location.

### Risks of Copying

When copying an existing subapplication, you need to be careful to avoid copying:

- **Outdated information:** Since the original subapplication was created in the past, some information may have changed. For example, contact information or grant program guidance may have changed since the previous subapplication.
- **Irrelevant Information:** While the original subapplication may have been for a similar project, it is not safe for you to assume that all the information in the previous subapplication will be applicable to the new one.

It is always best to review every item in the subapplication for accuracy prior to submission. Furthermore, it's recommended that you review the grant program regulations and guidance to ensure all required and relevant information is provided in the subapplication.

---

***CAUTION: If you choose to copy an entire subapplication, all of the attachments and comments associated with the existing subapplication will also be copied.***

---

## To Create a New Subapplication by Copying an Existing Subapplication

1. From the Subgrant Applicant Homepage, click on the **Create New Application** link. The Create New Application screen is displayed.
2. Enter a subapplication title and select the application type. Click on the **Save and Continue** button. The Start New Subgrant Application screen is displayed, showing the list of subapplications you have already created.
  - a. To view a subapplication before selecting it to copy from, click on the **View Application** link in the View column. The View Subgrant Application Sections window is displayed. Click on the **View** link associated with a specific section of the subapplication to view it.
  - b. Click on the **checkbox** associated with one or more sections and click on the **Print** button to print specific sections of the subapplication.
  - c. Click on the **Close Window** button to close the View Subgrant Application Sections window.
3. Click on the radio button next to the name of the subapplication you want to copy to select it.
4. Click on the **Copy Existing Application** button (Figure 5-7). The Copy Application Sections screen is displayed.

FEMA.gov  
 Logged in: | Last login: | Session expires in 20 mins | Skip to Content | Home | Logout | Edit Profile | Change Password

### Start New Subgrant Application

You have two options to continue with the Application creation process. You can start with a blank application or you can copy an existing application. To start with a blank application, click the *Start New Application* button. To copy an existing application, select an application below and click the *Copy Existing Application* button.

Displaying 11-15 of 37

Show 5 ▾ Go Search

Select	Application Year	Application Number	Application Title	Grant Type	Status	View
<input type="radio"/>	2016	FMA-PJ-04-KY-2016-001	Prop_Unchecked 4	Project Application	Submitted To FEMA	<a href="#">View Application</a>
<input type="radio"/>	2016	FMA-PJ-04-KY-2016-002	property checkbox test	Project Application	Submitted To FEMA	<a href="#">View Application</a>
<input type="radio"/>	2016	KY-2016-024	PDMC attachement violation	Project Application	Approved By Grantee	<a href="#">View Application</a>
<input type="radio"/>	2017	FMA-PJ-04-KY-2010-001	City of Raleigh: Acquisition	Project Application	Submitted To FEMA	<a href="#">View Application</a>
<input type="radio"/>	2017	KY-2017-008	City of Raleigh Acquisition Residential	Project Application	Attached To Grantee	<a href="#">View Application</a>

First 5 << Prev 5 Next 5 >> Last 5

Go Back **Copy Existing Application**

Start New Application Logout Return to Homepage

Figure 5-7: Copy Existing Application button

5. Select the **checkbox** associated with one or more sections to copy into the new subapplication.
6. Click on the **Save and Continue** button. The Application Status screen is displayed.
7. Using the sidebar menu, click on each of the copied sections of the subapplication to review the contents and change the data as needed. As

you review and revise each of these sections, click on the **Save** button to save your new data.

---

**CAUTION: Be sure to access each section of the new application and review the data elements to ensure that the copied data are applicable to this new subapplication. Also, review grant guidance documents to ensure that the subapplication contains all required information.**

---

8. Enter the data required to complete each section of the new subapplication.
9. When you have entered all the data, the new subapplication is ready to be reviewed and submitted.

## How to Revise a Submitted Pre-Application

Once your project pre-application has been reviewed by your Applicant, you (or the Point of Contact for the pre-application) will receive an e-mail message advising you that the pre-application has been reviewed. You may then access and, if revisions have been requested, revise the pre-application.

1. If revisions have been requested:
  - a. From the Subgrant Applicant Homepage, click on the Revise/Amend Submitted Applications link. The Subgrant Status: Submitted Applications screen is displayed.
  - b. Click on **Update Application** link (Figure 5-8) in the Action column. The Pre-Application (Part I) screen is displayed. The revisions requested by the Applicant and the due date are shown at the top of the screen.

Subgrant Status: Submitted Applications

Applications that you have submitted are listed below.

Displaying 11-15 of 32

Show 5

Application Year	Application Number	Application Title	Grant Type	Review Status	Authorize/Revoke Access	Action
2017	PRE-KY-2016-002	City of ShortNoticeTesting	Project Pre-Application	Approved By Grantee	<a href="#">View Details</a>	<a href="#">View Application</a> <a href="#">Request Revision</a>
2017	PRE-KY-2017-008	IV&V Test 5.17 #1	Project Pre-Application	Approved By Grantee	<a href="#">View Details</a>	<a href="#">View Application</a> <a href="#">Request Revision</a>
2017	PRE-KY-2017-009	51700 Test Subapplication	Project Pre-Application	Submitted To Stockpile	<a href="#">View Details</a>	<a href="#">View Application</a> <a href="#">Request Revision</a>
2017	KY-2017-008	City of Raleigh Acquisition Residential	Project Application	Attached To Grantee	<a href="#">View Details</a>	<a href="#">View Application</a> <a href="#">Request Revision</a>
2017	PRE-KY-2017-007	River City Floodplain Acquisition -- Phase 1	Project Pre-Application	Revision Requested By Grantee	<a href="#">View Details</a>	<a href="#">View Application</a> <a href="#">Update Application</a>

Figure 5-8: Update Application link for Project Pre-Application

- c. Make the necessary changes by clicking on the field and entering the new information.



- d. Click on the **Save and Continue** button to go to the Pre-Application (Part II) screen. Make the necessary changes by clicking on the field and entering the new information.
- e. Click on the **Save and Continue** button. The Pre-Application Results screen. When all the information is correct, your pre-application is ready to be resubmitted.
- f. Click on the checkbox to sign the application.
- g. Click on the **Submit Pre-Application** button. The Pre-Application Submitted screen is displayed, confirming that your subapplication has been submitted. Note the tracking number that has been assigned to your pre-application.
- h. Click on the **Print Pre-Application** button to print a hardcopy of your application.
- i. Click on the **Return to Homepage** button. The Subgrant Applicant Homepage is displayed.

## How to Create a New Subapplication from an Approved Pre-Application

If your pre-application is approved by your Applicant, you can create a new subapplication based on the pre-application.

1. To create new subapplication from an approved pre-application, click on **Create Project Application** link in the Action column (Figure 5-9). The Create New Application screen is displayed, showing the Application Title and Application Type information entered from the pre-application.

Subgrant Status: Submitted Applications

Applications that you have submitted are listed below.

Displaying 11-15 of 32

Show 5 | Go | Search

Application Year	Application Number	Application Title	Grant Type	Review Status	Authorize/Revoke Access	Action
2017	PRE-KY-2016-002	City of ShortNoticeTesting	Project Pre-Application	Approved By Grantee	<a href="#">View Details</a>	<a href="#">View Application</a> <a href="#">Request Revision</a>
2017	PRE-KY-2017-008	IV&V Test 5.17 #1	Project Pre-Application	Approved By Grantee	<a href="#">View Details</a>	<a href="#">View Application</a> <a href="#">Request Revision</a>
2017	PRE-KY-2017-009	51700 Test Subapplication	Project Pre-Application	Submitted To Stockpile	<a href="#">View Details</a>	<a href="#">View Application</a> <a href="#">Request Revision</a>
2017	KY-2017-008	City of Raleigh Acquisition Residential	Project Application	Attached To Grantee	<a href="#">View Details</a>	<a href="#">View Application</a> <a href="#">Request Revision</a>
2017	PRE-KY-2017-007	River City Floodplain Acquisition - Phase 1	Project Pre-Application	Revision Requested By Grantee	<a href="#">View Details</a>	<a href="#">Create Project Application</a> <a href="#">Request Revision</a>

First 5 | << Prev 5 | Next 5 >> | Last 5

Go Back | Logout | Return to Homepage

Figure 5-9: Create Project Application link

2. Click on the **Save and Continue** button. The Start New Subgrant Application screen is displayed.
3. Continue creating the subapplication as described above in the **How to Create a New Subapplication** process.

## How to Use the Find and Search Functions

You will see **Find** and **Search** buttons associated with various fields on a variety of screens. These search functions allow you to search for information that already resides in eGrants, such as an organization name or a contact name. This feature helps to standardize the wording and capitalization that is used across subapplications.

To use the **Find** and **Search** features:

1. Click on the **Find** button (Figure 5-10) that is located next to the field. The Find screen is displayed.

**Mitigation Plan**

Application **9%** complete

Please provide your plan information below. If you have already submitted a plan, you may search the FEMA [Plans Repository](#) by clicking the *Find Plan* button. When you are finished, click the *Save and Continue* button below.

**Note:** Fields marked with an \* are required.

* Is the entity that will benefit from the proposed activity covered by a current FEMA-approved <a href="#">multihazard mitigation plan</a> in compliance with 44 CFR Part 201?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Known
---	--

If Yes, please answer the following:

If your plan is on file with FEMA you can search for it and attach it electronically. To begin your search in the [Plans Repository](#), click Find Plan.

**Find Plan**

Figure 5-10: Example of a Find button

2. Enter the criteria for your search.
3. Click on the **Search** button (Figure 5-11). The Search Results screen is displayed, showing the information stored in eGrants that meets the criteria you entered.

**Find Plan**

You may search the Plans Repository for an existing plan by entering the following information. When you are finished, click the *Search* button below.

Plan Name	<input type="text"/>
Plan Type	Local MultiJurisdictional Multihazard Mitigation Plan ▼
Plan Applicant	<input type="text"/>
Jurisdiction Name	<input type="text"/>
Jurisdiction (CID Number)	<input type="text"/>
Author	All ▼
Plan Status	Approved ▼
State	KY
Sort By	Plan Name ▼
Results Per Page	5 ▼

Go Back **Search**

Figure 5-11: Example of a Search button

4. Click on the appropriate entry and then click on the **Select** button. The eGrants section screen is displayed with the information you selected populated in the appropriate field.

If the search results did not show the information you were searching for, click on the **Go Back** button to return to the eGrants screen and type in the information.

## Attaching Documents, Maps, and Studies to Your Subapplication

Additional information like documents, maps, and studies are often required for the Applicant and FEMA review of your subapplication. These items can be attached electronically to your subapplication. Attachments may be any file type up to 50MB (e.g., word processing documents, spreadsheets, PDF files, etc.). For larger files or paper documents, you may indicate to your Applicant that you will be sending additional documentation by regular mail and provide tracking information. The attachment file name should clearly reflect the contents of the attachment.

---

***NOTE: It is recommended you attach a document to the section of a subapplication you are working on. You may also use the Comments and Attachments link on the sidebar menu; however, this adds all comments and attachments to that section and does not allow reviewers to see the attachment with the subapplication section it is intended to accompany.***

---

---

***NOTE: Attachments may be any file type (.doc, .jpg, .xls, etc.) up to 50 MB. Files may be compressed (or zipped) before attaching. Larger files should be sent as a hard copy or on a CD by regular mail.***

---

1. Click on the **Attach File** button. The Attach Document screen is displayed.
2. Click on the appropriate attachment option – Regular Mail or Electronic File (Figure 5-12).

The screenshot shows the 'Attach Document' form in the FEMA.gov Planning Application. The form is titled 'Attach Document' and has a 'Community' sidebar on the left. The main content area has a heading 'Attach Document' and a sub-heading 'You have two attachment options, regular mail or electronic. If you are sending your attachment through the mail please check the regular mail button and enter the information asked below. If you would like to attach your document electronically, check electronic file. Enter the information asked below and click the Browse button to find your file. When you find your file click Open. When you are finished, click the Save and Continue button below.' Below this text are two sections: 'If you selected Regular Mail, above, please specify the following:' and 'If you selected Electronic File, above, please specify the following:'. The 'Regular Mail' section has a radio button selected, which is highlighted with a red box. The 'Electronic File' section has a radio button that is not selected. The 'Regular Mail' section includes fields for 'Mail Date' (with a date picker), 'Mail Description (documents sent)', and 'Upload File in background'. The 'Electronic File' section includes fields for 'Operating System' (dropdown), 'File Format' (dropdown), 'Compression Format' (dropdown), and 'Upload File' (with a 'Choose File' button).

Figure 5-12: Attachment option radio buttons

3. For Regular Mail, enter the date on which the document was mailed and a brief description of the document.
4. For Electronic File, complete the fields describing the file format. Browse for or enter the name of the file to be attached (uploaded) to the subapplication.
5. Click on the **Save and Continue** button. The Document(s) Attached screen is displayed and should list the document you attached.

## Updating and Completing an Un-submitted Subapplication

Often, you will not have all the information necessary to completely fill out a subapplication in one sitting. eGrants allows you to create the subapplication, enter the information you have, save, and then return later to update and complete the subapplication.

---

**NOTE: It is important to remember that even though you have created and saved a subapplication, it is not submitted for processing until you click on the Submit Application button.**

---

1. Access the Subgrant Applicant Homepage.
2. Click on the **Update/Complete Un-submitted Applications** link. The Subgrant Status: Un-submitted Applications screen is displayed, showing a list of your un-submitted subapplications.
3. Click on the **Update Application** link in the Action column for the subapplication you want to update or complete. The Application Status screen is displayed, showing the sections that are required for this type of subapplication. The status of each section is shown as a **Complete** or **Incomplete** link.

- Click on the **Complete** or **Incomplete** links in the Status column (Figure 5-13) for the section of the subapplication you want to update or complete. That section of the subapplication is then displayed.

**Application Status**

Application 9% complete

This screen shows the Status of the different sections of the full application. If the Status is Incomplete, you may click on the link to complete that section or you may use the menu on the left.

Application Section	Status
Subapplicant	<a href="#">Incomplete</a>
Contact	<a href="#">Incomplete</a>
Community	<a href="#">Incomplete</a>
Mitigation Plan	<a href="#">Incomplete</a>
Scope of Work	<a href="#">Incomplete</a>
Schedule	<a href="#">Incomplete</a>
Cost Estimate	<a href="#">Incomplete</a>
Cost Share	<a href="#">Incomplete</a>
Evaluation	<a href="#">Incomplete</a>
Assurances and Certifications	<a href="#">Incomplete</a>
Comments and Attachments	<a href="#">Complete</a>

Go Back Save and Continue

Figure 5-13: Incomplete and Complete links on Application Status screen

**HINT:** If the section you want to update has already been marked as “Complete,” you can still make changes, if needed. Click on **Complete** in the Status column for the section you want to change. The section is displayed, then click on the Update button to revise the information you previously entered.

- Click on the field(s) into which you want to enter data and enter or select the data. When you have finished entering your data in this section, click on the **Save and Continue** button to save your new data. The next section required for the subapplication is displayed.

**NOTE:** At any point, you may click on the **Application Status** link at the top of the sidebar menu to display the current status of each section of the subapplication.

**CAUTION:** Remember to click on either the Save or Save and Continue buttons before moving to a different section to ensure that the data you entered are saved in eGrants.

- Continue accessing the sections you need to complete until you have accessed and entered the data for each section you wanted to update or complete.

- When you have finished, click on the **Return to Homepage** link at the bottom of the sidebar menu. The Subgrant Applicant Homepage is displayed.

***NOTE: If you have completed all of the sections of the subapplication, it is ready to be reviewed and submitted.***

## Entering Assurances and Certifications for a Subapplication

Your Applicant may require you to complete and submit documentation of your organization's compliance with federal requirements for FEMA federal awards. This is done in the Assurances and Certifications section.

- From the Application Status screen, select the **Assurances and Certifications** link on the sidebar menu. The Assurances and Certifications screen is displayed (Figure 5-14).

FEMA.gov Planning Application  
Sunshine Region Multi-jurisdictional Plan

Logged in: | Last login: | Session expires in 17 mins | Skip to Content | Home | Logout | Edit Profile | Change Password

**Assurances Certifications** Assurance 9% complete

The documents listed below contain the Federal requirements for all FEMA grants including the right of the Federal government to review the grant activity. Please read these documents carefully. The Assurances and Certifications must be read, signed, and electronically submitted as a part of the application.

Please click the link in the status column to view forms.

Forms	Status
Part I: Assurances <b>Non-Construction</b> Programs.	<b>Incomplete</b> <input type="checkbox"/> Not Applicable
Part II: Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibilities Matters; and Drug-Free Workplace Requirements.	<b>Incomplete</b> <input type="checkbox"/> Not Applicable
Part III: SF-LLL, Disclosure of Lobbying Activities (Complete only if applying for a grant of more than \$100,000 and have lobbying activities using Non-Federal funds. See the Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibilities Matters; and Drug-Free Workplace Requirements form for lobbying activities definition.)	<b>Incomplete</b> <input type="checkbox"/> Not Applicable

NOTE: By signing the certification regarding debarment, suspension, and other responsibility matters for primary covered transaction, the applicant agrees that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by FEMA entering into this transaction. The applicant further agrees by submitting this application that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," provided by the FEMA Regional Office entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions. (Refer to 44 CFR Part 17.)

Go Back Save Save and Continue

Figure 5-14: Assurances and Certifications screen

- Click the **Grants.gov** link. The Forms screen appears (Figure 5-15). Click on the **SF-424 Family** link.

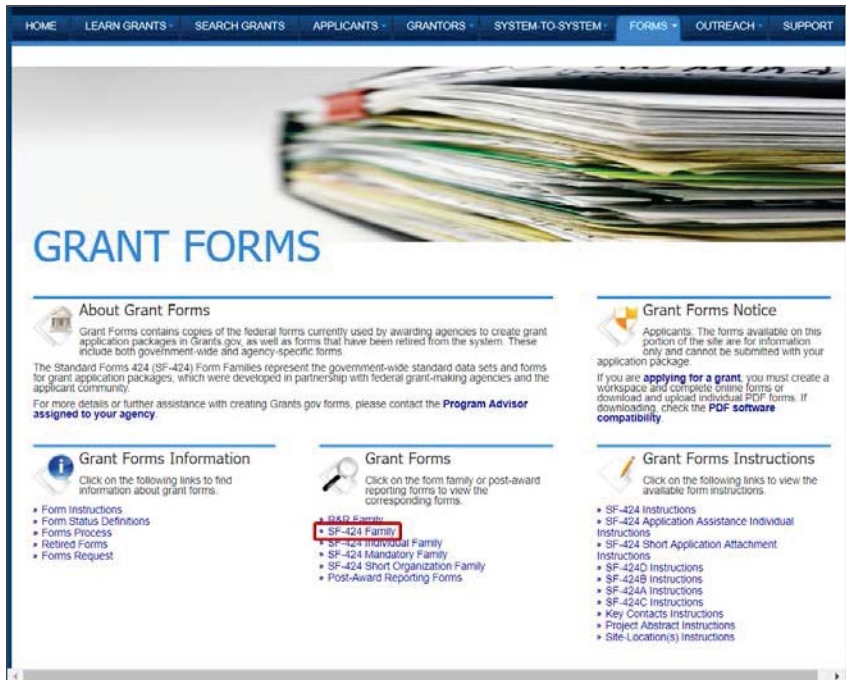


Figure 5-15: SF-424 Family link on Grants.gov Grant Forms screen

2. The SF-424 Family screen appears (Figure 5-16). Click on the PDF links to download the appropriate fillable forms:
  - o Application for Federal Assistance (SF-424)
  - o Assurances for Non-Construction Programs (SF-424B), or
  - o Assurances for Construction Programs (SF-424D), and
  - o Disclosure of Lobbying Activities (SF-LLL)

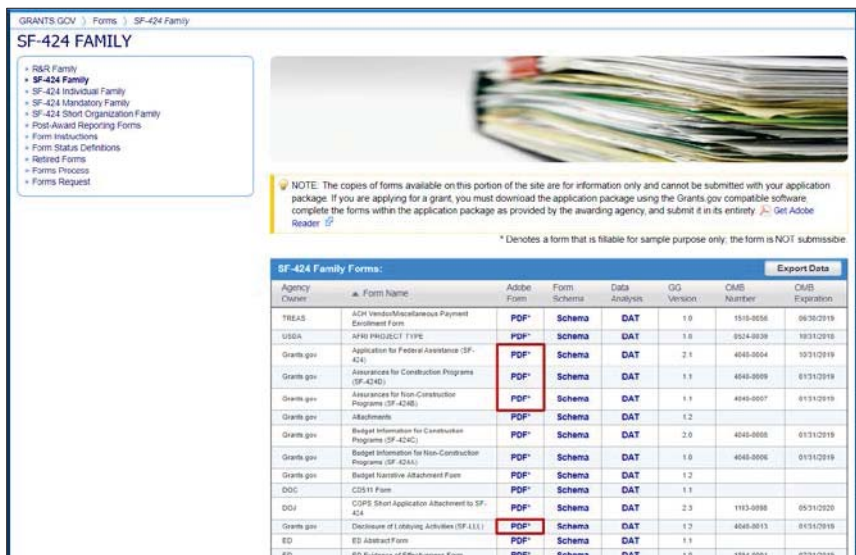


Figure 5-16: PDF links to download fillable Assurances and Certification forms

3. When you have entered the information to complete each document, save it with a descriptive name.
4. Return to the Assurances and Certification section screen and click on the **Incomplete** link for a document. When the appropriate screen appears,

click on the **Attach File** button to upload the document to eGrants. To attach a document or send it through regular mail, refer to the *Attaching Documents, Maps, and Studies to Your Application* in this guide.

5. Click on the **Save and Continue** button to attach the next document.

## Deleting an Un-submitted Subapplication

You may delete a subapplication that you have started, but not submitted.

1. From the Subgrant Applicant Homepage, click on the **Update/Complete Un-submitted Applications** link. The Subgrant Status: Un-submitted Subgrant Applications screen is displayed.
2. Click on the checkbox next to the subapplication you want to delete.
3. Click on the **Delete Application** button (Figure 5-17).

**Subgrant Status: Un-submitted Application(s)**

Applications that you have started and have not submitted are listed below. To continue work on an application, please select an action for the corresponding application in the table below. To authorize or revoke access to an application, click on the *View Details* link under the *Authorize/Revoke Access* column.

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 Show 5

Select	Application Year	Application Title	Grant Type	Authorize/Revoke Access	Action
<input checked="" type="checkbox"/>	2017	my plan	Planning Application	<a href="#">View Details</a>	<a href="#">Update Application</a>
<input type="checkbox"/>	2017	test	Project Pre-Application	<a href="#">View Details</a>	<a href="#">Update Application</a>
<input type="checkbox"/>	2017	test	Planning Application	<a href="#">View Details</a>	<a href="#">Update Application</a>
<input type="checkbox"/>	2017	test	Project Application	<a href="#">View Details</a>	<a href="#">Update Application</a>
<input type="checkbox"/>	2017	City of ShortNoticeTesting	Project Application	<a href="#">View Details</a>	<a href="#">Update Application</a>

Figure 5-17: Delete Application button

4. A confirmation screen is displayed. Click on the **Yes** button. The selected subapplication is deleted and the Subgrant Status: Un-submitted Subgrant Applications screen is displayed.

## Reviewing and Submitting Your Subapplication

When you have completed all the sections of the subapplication, review the subapplication for completeness before you submit the subapplication for processing.

1. Access the Subgrant Applicant Homepage.
2. Click on the **Update/Complete Un-submitted Application(s)** link. The Subgrant Status: Un-submitted Application (s) screen is displayed, showing a list of your un-submitted applications.
3. Click on the **Update Application** link in the Action column for the subapplication you want to update or complete. The Application Status screen is displayed, showing the sections that are required for this type of application. The status of each section is shown as **Complete** or **Incomplete**.



4. Click on the **Review and Submit Application** link on the sidebar menu. The Review and Submit Application screen is displayed, showing the status of each section.
  - a. Sections that are missing information and need to be completed before submission are shown as **Incomplete**.
  - b. If all sections are **Complete**, then the **Submit Application** button is active; if any of the sections are **Incomplete**, then the **Submit Application** button is inactive (grayed out) (Figure 5-18).

---

**CAUTION:** *Even though it is not required that you access and review the contents of any section that is “Complete,” it is a good idea to take the time to access the Complete sections and to review the information before submitting the subapplication.*

---



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**NOTE:** *If all of the sections are Complete and the Submit Application button is not active, you may not have been assigned the Sign/Submit user role. Authorize access to the application to the appropriate user with Sign/Submit permissions. See the Authorizing Access to a Subapplication section.*

---

The screenshot shows the FEMA.gov Planning Application interface for the 'Happy Valley mitigation plan'. The page title is 'Review and Submit Application' and it indicates the application is 9% complete. A table lists the following sections and their status:

Select	Application Section	Status
<input type="checkbox"/>	Subapplicant	Incomplete
<input type="checkbox"/>	Contact	Incomplete
<input type="checkbox"/>	Community	Incomplete
<input type="checkbox"/>	Mitigation Plan	Incomplete
<input type="checkbox"/>	Scope of Work	Incomplete
<input type="checkbox"/>	Schedule	Incomplete
<input type="checkbox"/>	Cost Estimate	Incomplete
<input type="checkbox"/>	Cost Share	Incomplete
<input type="checkbox"/>	Evaluation	Incomplete
<input type="checkbox"/>	Assurances and Certifications	Incomplete
<input type="checkbox"/>	Comments and Attachments	Complete
<input type="checkbox"/>	FEMA Grants Application	Incomplete
<input type="checkbox"/>	Entire Application	Incomplete

The 'Submit Application' button is grayed out, while the 'Go Back' button is active. A note states: 'Note: Fields marked with an \* are required.'

Figure 5-18: Grayed out (inactive) Submit Application button

5. Click on the checkbox to sign the subapplication.
6. Click on the **Submit Application** button. The Submit Application Results screen is displayed, confirming that your subapplication has been submitted.

- Click on the **Print Application** button (Figure 5-19) to print a hardcopy of your subapplication.

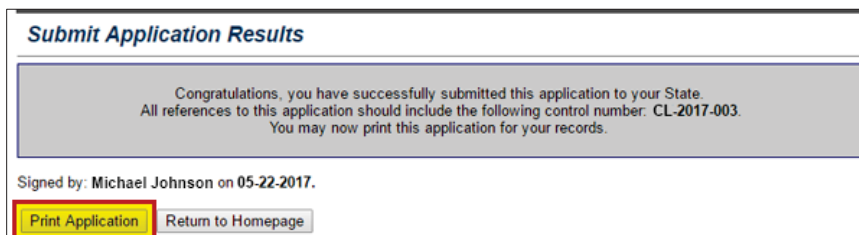


Figure 5-19: Print Application button

- Click on the **Return to Homepage** button. The Subgrant Applicant Homepage is displayed.

## Authorizing Access to Subapplications

eGrants allows you to authorize other eGrants users' privileges to access your subapplication. When providing someone access to a subapplication, different levels of access can be provided, and more than one level may be provided.

- **Sign/Submit:** This is the highest level of access, and it allows an eGrants user to review, sign, and submit a subapplication.
- **Create/Edit:** This is the middle level of access, and it allows an eGrants user to view, create, and update a subapplication, but not to sign or submit it.
- **View/Print:** This is the lowest level of access, and it allows an eGrants user only to view subapplication data and print the information.

There are several reasons you may want to grant access to other users:

- To allow another user in your office to complete or review and edit portions of the subapplication.
- To permit someone else in your office to sign and submit your subapplication.
- To allow your Applicant to review and make recommendations for your subapplication before you formally submit it.

You authorize access to your subapplication through the Authorize/Revoke Access function.

---

**NOTE:** *The user must have been granted permission by your Applicant to perform the roles you select. If the user you wish to assign eGrants access privileges has not been granted a role by his or her Applicant, you cannot assign that role to the user.*

---

### To Authorize Access to a Subapplication

- Access the Subgrant Applicant Homepage.
- Click on the **Update/Complete Un-submitted Applications** link if the subapplication has not been submitted or the **Revise/Amend Submitted Application(s)** link if the subapplication has been submitted. The Subgrant Status: Un-submitted Applications or the Subgrant Status:

Submitted Applications screen is displayed, showing a list of your subapplications.

- Click on the **View Details** link (Figure 5-20) in the Authorize/Revoke Access column for the subapplication. The Authorize/Revoke Access screen is displayed, showing the list of users who currently have access to this subapplication.

**Subgrant Status: Un-submitted Application(s)**

Applications that you have started and have not submitted are listed below. To continue work on an application, please select an action for the corresponding application in the table below. To authorize or revoke access to an application, click on the [View Details](#) link under the [Authorize/Revoke Access](#) column.

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Select	Application Year	Application Title	Grant Type	Authorize/Revoke Access	Action
<input type="checkbox"/>	2017	518PlanningFedCapUpdatePlanSubgrantee	Planning Application	<a href="#">View Details</a>	<a href="#">Update Application</a>
<input type="checkbox"/>	2017	City of Advanced Assistance	Project Application	<a href="#">View Details</a>	<a href="#">Update Application</a>
<input type="checkbox"/>	2017	New Practice App	Project Pre-Application	<a href="#">View Details</a>	<a href="#">Update Application</a>
<input type="checkbox"/>	2017	River City Floodplain Acquisition -- Phase 1	Project Application	<a href="#">View Details</a>	<a href="#">Update Application</a>
<input type="checkbox"/>	2017	Barbara	Project Pre-Application	<a href="#">View Details</a>	<a href="#">Update Application</a>

First 5 << Prev 5 Next 5 >> Last 5

Figure 5-20: View Details link

- Click on the **Authorize Access** button; the Find Registered Users screen is displayed.
- Enter search criteria to locate the user for whom you want to authorize access.
- Click on the **Search** button. The Search Results screen is displayed, showing all the users who meet the criteria you specified.
- Click on the radio button next to the user for whom you want to authorize access.
- Click on the **Authorize Access** button. The Update Access screen is displayed.
- Click on the appropriate checkboxes to specify the access permissions you want to authorize: View/Print, Create/Edit, and Sign/Submit (see Figure 5-21).

---

**NOTE: To provide an eligible user with Create/Edit access, you also need to provide him or her with View/Print access. To provide Sign/Submit access you must also select the checkboxes for View/Print and Create/Edit access.**

---

User Information	
Title	Public Works Manager
Username	mmjohnson2
First Name	Michael
Middle Initial	
Last Name	Johnson
Telephone	555-666-1212
Email	Michael.johnson@rivercity.gov
Access Information	
*Permissions	<input checked="" type="checkbox"/> View/Print <input checked="" type="checkbox"/> Create/Edit <input type="checkbox"/> Sign/Submit <small>(Permissions can be View only, View &amp; Create, View &amp; Sign or All)</small>
*Period of Time	20 <small>(e.g. 30)</small>
*Unit of Time	Day(s) <small>(e.g. Days)</small>

Figure 5-21: Access Level Permission checkboxes

10. Enter a Period of Time for this authorization to last. Select the appropriate Unit of Time from the drop-down menu.
11. In the Justifications field, enter any information you want to retain concerning your justification for this authorization.
12. Then, click on the **Save and Continue** button. The Authorize/Revoke Access screen is displayed, showing the user added to the list of users who have access to this subapplication.
13. Click on the **Authorize Access** button to authorize access for other users, or click on the **Return to Homepage** button to return to the Subgrant Applicant Homepage.

### To change or update a user's access permissions

1. Access the Subgrant Applicant Homepage.
2. Click on the **Update/Complete Un-submitted Applications** link if the subapplication has not been submitted or the **Revise/Amend Submitted Application(s)** link if the subapplication has been submitted. The Subgrant Status: Un-submitted Applications or the Subgrant Status: Submitted Applications screen is displayed, showing a list of your subapplications.
3. Click on the **View Details** link in the Authorize/Revoke Access column for the subapplication. The Authorize/Revoke Access screen is displayed, showing the list of users who currently have access to this subapplication. If access has not been granted to any users, you will have to search for a user to provide them with access.
4. Click on the **Update** link in the Action column for the user whose permissions you want to change. The Update Access screen is displayed, showing the current setting of the access permissions.
5. Click on the appropriate checkboxes to change the user's access permissions for this subapplication.
6. Enter a Period of Time for which you want this authorization to last.
7. Select the appropriate Unit of Time from the drop-down menu.
8. In the Justifications field, enter any information you want to retain concerning your justification for this authorization.
9. When you have finished, click on the **Save and Continue** button. The Authorize/Revoke Access screen is displayed.
10. Click on the **Return to Homepage** button to return to the Subgrant Applicant Homepage.

## To Revoke a User's Access Permissions

1. Access the Subgrant Applicant Homepage.
2. Click on the **Update/Complete Un-submitted Applications** link if the subapplication has not been submitted, or the **Revise/Amend Submitted Application(s)** link if the subapplication has been submitted. The Subgrant Status: Un-submitted Applications or the Subgrant Status: Submitted Applications screen is displayed, showing a list of your subapplications.
3. Click on the **View Details** link in the Authorize/Revoke Access column for the subapplication. The Authorize/Revoke Access screen is displayed, showing the list of users who currently have access to this subapplication. If access has not been granted to any users, you will have to search for a user to provide them with access.
4. Click on the **Deny/Revoke** link in the Action column (Figure 5-22) for the user whose permissions you want to change. The Deny/Revoke Access screen is displayed, showing the current setting of this user's access permissions.

**Authorize/Revoke Access**

Application Title: River City Floodplain Acquisition -- Phase 1  
 Application Number:  
 Grant Type: Project Application

Listed below are users that you have authorized access to the above application. To authorize access to another user, click on the *Authorize Access* button below. To update or revoke access from a user, click the appropriate link under the *Action* column.

Displaying 1-1 of 1  
 Show 5 ▾ Go

Name	Telephone Number	Email	Status	Date	Action
Senthil Chinnaiyan		schinnaiyan@reisis.com	Access Granted	02-22-2017	Update <b>Deny/Revoke</b>

First << Prev Next >> Last

Go Back Authorize Access

Logout Return to Homepage

Figure 5-22: Deny/Revoke link

5. Click on the **Yes** button to confirm that you want to revoke this user's access to this subapplication. The Authorize/Revoke Access screen is displayed. The user has been removed from the list of users who have access to this subapplication.
6. Click on the **Return to Homepage** button to return to the Subgrant Applicant Homepage.

## Unit 6 — Working with Submitted Subapplications

### Viewing the Status of a Submitted Subapplication

Once you have submitted a subapplication to your Applicant, you may monitor its status in eGrants as it is reviewed and either approved or disapproved.

1. Access the Subgrant Applicant Homepage.
2. Click on the **Revise/Amend Submitted Applications** link. The Subgrant Status: Submitted Applications screen is displayed, showing a list of your submitted applications. The current status of each subapplication is shown in the Review Status column.

### Revising/Amending a Submitted Subapplication

Your Applicant may request that changes be made to a subapplication. eGrants allows you to easily revise a submitted subapplication and then resubmit the subapplication to your Applicant. The Authorized Subgrant Agent for the subapplication will be notified of a request for revisions through an e-mail message from your Applicant reviewer.

1. Access the Subgrant Applicant Homepage.
2. Click on the **Revise/Amend Submitted Applications** link. The Subgrant Status: Submitted Applications screen is displayed. Under the column labeled Action, there will be different links that correspond to various actions that can be taken, among these is the choice to Update Application.
3. Click on the **Update Application** link in the Action column for the subapplication you want to revise. The Application Status screen is displayed. The revisions that the Applicant is requesting are shown at the top in the Grantee Review Details section. The deadline for making the revisions is shown in the Resubmission Deadline field.
4. Identify from the Grantee Review Comments (Figure 6-1) which section or sections need to be revised.
5. Using either the sidebar menu or the **Complete** or **Incomplete** link for each section, access the section to be revised. That section's Review screen is displayed.
6. Click on the **Update** button to start making revisions.
7. Enter the necessary updates or revisions.
8. When you have made all the revisions for this section, click on the **Save** button.

**Application Status**

Application **100%** complete

This screen shows the Status of the different sections of the full application. If the Status is Incomplete, you may click on the link to complete that section or you may use the menu on the left.

Grantee Review Details	
Resubmission Deadline	12-12-2017
Grantee Review Comments	cost share message
Grantee Review Attachments	

Application Section	Status
Subapplicant	<a href="#">Complete</a>
Contact	<a href="#">Complete</a>
Community	<a href="#">Complete</a>
Mitigation Plan	<a href="#">Complete</a>
Scope of Work	<a href="#">Complete</a>
Properties	<a href="#">Complete</a>
Schedule	<a href="#">Complete</a>
Cost Estimate	<a href="#">Complete</a>
Cost Share	<a href="#">Complete</a>
Cost Effectiveness	<a href="#">Complete</a>
Environmental/Historic Preservation	<a href="#">Complete</a>
Evaluation	<a href="#">Complete</a>
Comments and Attachments	<a href="#">Complete</a>

Go Back Save and Continue

Figure 6-1: Grantee Review Details

9. Continue using the sidebar menu or the **Complete** or **Incomplete** link for each section to access and revise the appropriate sections of the subapplication.
10. Click on the **Save** button when you have finished revising each section before moving on to the next section.
11. When you have made all the requested revisions to the subapplication, click on the **Review and Submit Application** link in the sidebar menu. The Review and Submit Application screen is displayed, showing the status of each section. The subapplication “signature” box is displayed and the **Submit Application** button is active
12. Click on the checkbox to sign the subapplication.
13. Click on the **Submit Application** button. The Submit Application Results screen is displayed, confirming that your subapplication has been submitted.
14. Click on the **Print Application** button to print a hardcopy of your subapplication.
15. Click on the **Return to Homepage** button. The Subgrant Applicant Homepage is displayed.

---

**CAUTION: Be sure to save your revisions/edits before you move from one section to another to ensure that the data you entered are saved in eGrants.**

---



---

**NOTE: Even though it's not required, it is a good idea to print a hardcopy of your application for your records.**

---

## Changing the Authorized Subgrant Agent for a Submitted Subapplication

The Authorized Subgrant Agent (the person and information listed on the Contact Information screen) is the person who will receive e-mail messages about the subapplication and the person who will be contacted by FEMA, if necessary. The Authorized Subgrant Agent may or may not be the user who created or submitted the subapplication. If needed, the Authorized Subgrant Agent may be changed after the subapplication has been submitted.

---

***NOTE: To change the Authorized Agent information before a subapplication is submitted, access the Contact Information screen and edit and save the revised information.***

---

The Point of Contact is the alternate person who will receive e-mails messages and be contacted by FEMA about the subapplication.



## Appendix A: Alternative Text

Alternative text for selected images in this Quick Reference Guide are provided in this section.

### *Figure 2-1: Subapplication and Application Flow Through eGrants*

This is a flowchart of activities for the eGrants subapplications and applications process:

- Subapplicant creates subapplication
- Subapplicant submits subapplication to Applicant
- Applicant conducts cursory eligibility review
- Applicant selects and ranks subapplications for application
- Applicant creates application
- Applicant submits application to FEMA
- FEMA conducts cursory review of application
- FEMA conducts awards review of subapplications
- FEMA notifies Applicant of award package
- Recipient manages federal award and creates and submits Quarterly Reports to FEMA

Image: Flowchart of Subapplications and applications process

### *Figure 3-2: Main Menu*

This is an image of the Subgrant Applicant Homepage that contains the following features:

- Below the screen name, the following text is shown:  
Welcome to the Subgrant Applicant section of eGrants. As a subgrant applicant, you can start the process of creating a new subgrant application by clicking the Create New Application link; work on un-submitted applications by clicking the Create New Application link; work on un-submitted applications by clicking the Update/Complete Un-submitted Application(s) link; or work on submitted applications by clicking the Revise/Amend Submitted Application(s) link. Please select an activity from the list below.
- Table with a blank header row and four rows of information in two columns (contents of first column are all hyperlinked):
  - 1<sup>st</sup> row: Print Blank Applications; allows you to print blank applications
  - 2<sup>nd</sup> row: Create New Application; allows you to create a new subgrant application for your community
  - 3<sup>rd</sup> row: Update/Complete Un-submitted Application(s); allows you to work on existing subgrant application(s) that you have not yet submitted
  - 4<sup>th</sup> row: Revise/Amend Submitted Application(s); allows you to manage subgrant application(s) you have submitted
- Below the table is the Logout button.
- In the highlighted bar across the bottom of the screen are the main menu options, which are hyperlinked:
  - FEMA home
  - eGrants home

- contact us
- glossary
- help
- Disclosures

Image: eGrants screen with the Main Menu bar highlighted.

*Figure 3-4: Sidebar menu*

This image of the Application Status screen contains the following features:

- On the left side is the sidebar menu (highlighted) with all contents hyperlinked:
  - Application Status
  - Subapplicant
  - Contact
  - Community
  - Mitigation Plan
  - Scope of Work
  - Schedule
  - Cost Estimate
  - Cost Share
  - Evaluation
  - Assurances and Certifications
  - Comments and Attachments
  - Review and Submit Application

Print Application  
Return to Home Page  
Logout  
Privacy Statement  
Disclaimers

- Below the screen name, on the right-hand side is the application status in terms of percentage of completion, followed on the next line by this text:  
This screen shows the Status of the different sections of the full application. If the Status is Incomplete, you may click on the link to complete that section or you may use the menu on the left.
- Table with 2 columns and 11 rows listing the application sections:
  - Header row: Application Section; Status (all contents are hyperlinked)
  - 1<sup>st</sup> row: Subapplicant; Incomplete
  - 2<sup>nd</sup> row: Contact; Incomplete
  - 3<sup>rd</sup> row: Community; Incomplete
  - 4<sup>th</sup> row: Mitigation Plan; Incomplete
  - 5<sup>th</sup> row: Scope of Work; Incomplete
  - 6<sup>th</sup> row: Schedule; Incomplete
  - 7<sup>th</sup> row: Cost Estimate; Incomplete
  - 8<sup>th</sup> row: Cost Share: Incomplete
  - 9<sup>th</sup> row: Evaluation; Incomplete
  - 10<sup>th</sup> row: Assurances and Certifications; Incomplete
  - 11<sup>th</sup> row: Comments and Attachments; Complete
- Below the table are two buttons: Go Back, Save and Continue

Image: Example of an eGrants screen with emphasis on the sidebar menu

*Figure 3-7: Grayed out (inactive) buttons*

This is an image of a section of the Scope of Work (Page 1 of 2) screen that contains the following features:

- Below the screen name, on the right-hand side is the application status in terms of percentage of completion, followed on the next line by this text:  
Please provide the following information. When you are finished, click the Save and Continue button below.  
Note: Fields marked with an \* are required.
- Table with four rows:
  - 1<sup>st</sup> row: \*Title of your proposed activity (should include the type of activity and location):
  - 2<sup>nd</sup> row: Textbox with “Sunshine Region Multi-jurisdictional Plan”
  - 3<sup>rd</sup> row: \*What type of mitigation activity(ies) are you proposing? and two buttons: Add Activity, Delete (grayed out and highlighted); Help (hyperlinked)
  - No activities selected.
  - If you selected Other or Miscellaneous, above, please specify:

Image: Screen with a grayed-out button emphasized

*Figure 4-1: DHS FEIMS Login screen*

This is an image of the DHS FEMA Enterprise Identity Management System portal where you provide credentials for access to eGrants. The screen is composed of the following features:

- FEMA Mission statement:  
To reduce loss of life and property and protect our nation’s critical infrastructure from all types of hazards through a comprehensive, risk-based emergency management program of mitigation, preparedness, response and recovery.
- On the left side:
  - Links to screen language options: Español, English
  - Login box:
    - \*User ID field
    - \*Password
    - Login button
    - Reset button
    - Session expires in thirty minutes for this application
  - Below the login box are three buttons: Forgot ID?, Forgot Pwd?, New Non-PIV User?
- On the right side:
  - Image of PIV card with the following instructions:  
Please insert your FEMA PIV card into your smart card reader before attempting to login, then press the PIV card image.
  - Below the PIV image is the New PIV User? button

Image: DHS FEIMS portal

*Figure 4-4: FEIMS Registration Form*

This is an image of the FEIMS online Registration form. Required fields are marked with an asterisk. The form asks for the following information:

- Personal Information: Title\*, First Name\*, Last Name\*
- Login Information: User ID\* with instructions for creating a user ID
- Address: Street\*, City\*, State\*, Zip Code\*
- Contact(s): Organization and Search button (highlighted), Contact Business Phone, Business phone extension, Home phone, Mobile Phone/Pager, Email\*, Confirm Email\*
- Identity Confirmation Information: Date of Birth\*, Mother's Maiden Name\*

Image: Online registration form for eGrants access

*Figure 4-5 FEIMS Organization Search link and pop out window*

This popup window is used for organization search. It contains the following elements:

- Organization search field followed by a Search button (highlighted)
- Organization Search section (highlighted):
  - Field dropdown menu
  - Criteria field (highlighted)
  - Search button (highlighted)
  - Reset button
  - Close button

Image: Contact popup window for organization search with Criteria and Search highlighted

*Figure 4-6: FEIMS User ID text field*

This is an image of the Login Information section (highlighted for emphasis) of the FEIMS User ID text field that contains the following features:

- Text above User ID field reads:  
You will need to save your user ID and password. It will be required each time you logon to the system. Please note that user ID is converted to all lowercase characters.
- User ID\* textbox: [blank]
- Text next to textbox:  
minimum length is 7, maximum length is 14, cannot contain ' , space character, " , #

Image: Login Information with criteria for user ID and password

*Figure 4-9: Subgrant Applicant Homepage*

This is an image of a partial Subgrant Application Homepage screen that contains the following features:

- Below the screen title is the following text:  
Welcome to the Subgrant Applicant section of eGrants. As a subgrant applicant, you can start the process of creating a new subgrant application by clicking the Create New Application link; work on un-submitted applications by clicking the Update/Complete Un-submitted Application(s) link; or work on submitted

applications by clicking the Revise/Amend Submitted Application(s) link. Please select an activity form the list below.

- Table with a blank header row and four rows of available tasks (all hyperlinked):
  - 1<sup>st</sup> row: Print Blank Applications; allows you to print blank applications.
  - 2<sup>nd</sup> row: Create New Application; allows you to create a new subgrant application for your community.
  - 3<sup>rd</sup> row: Update/Complete Un-submitted Application(s); allows you to work on existing subgrant application(s) that you have not yet submitted.
  - 4<sup>th</sup> row: Revise/Amend Submitted Application(s); allows you to manage subgrant application(s) you have submitted.

Image: Primary subgrant application screen and various functions that can be performed

*Figure 5-1: Start New Subgrant Pre-Application screen*

This is an image of the Start New Subgrant Pre-Application screen that contains the following features:

- Below the screen name is the following text:  
You are required to complete a Pre-Application before submitting a project application. You have two options to continue with the Pre-Application creation process. You can start with a blank Pre-Application or you can copy an existing Pre-Application. To start with a blank Pre-Application, click the Start New Pre-Application button. To copy an existing Pre-Application, select a Pre-Application below and click the Copy Existing Pre-Application button.
- Dropdown menu labeled “Displaying 6-10 of 21” with “Show 5” displayed, followed by a Go button.
- On the right-hand side is a Search button.
- Table with seven columns, a header row, and five rows of data:
  - Header row: Select (all radio buttons, unselected); Application Year (hyperlinked); Application Number (hyperlinked); Application Title (hyperlinked); Grant Type; Status (hyperlinked and contents all hyperlinked), View
  - 1<sup>st</sup> row: 2017; PRE-KY-2017-004; River City Floodplain Acquisition – Phase 1; Project Pre-Application; Approved By Grantee; View Pre Application
  - 2<sup>nd</sup> row: 2017; [blank]; River City Floodplain Acquisition – Phase 1; Not Submitted; View Pre Application
  - 3<sup>rd</sup> row: 2017; PRE-KY-2017-005; OMB Test Application; Project Pre-Application; Approved By Grantee; View Pre Application
  - 4<sup>th</sup> row: 2017; PRE-KY-2017-006; SRS 5.17 testing submit paper app; Project Pre-Application; Approved By Grantee; View Pre Application
  - 5<sup>th</sup> row: 2017; PRE-KY-2017-007; River City Floodplain Acquisition – Phase 1; Project Pre-Application; Revision Requested By Grantee; View Pre Application
- Below the table, on the right-hand side are four buttons: First 5, << Prev 5, Next 5 >>, Last 5

- At the bottom of the screen are two rows of buttons:  
Go Back, Copy Existing Pre-Application  
Start New Pre-Application, Logout, Return to Homepage

Image: Screen with functionality to create a new pre-application or copy from an existing one

*Figure 5-2: Select Project Application type*

This is an image of the Create New Application screen that contains the following features:

- Below the screen name is the following text:  
To start a new subgrant application, please enter the following information and click the Save and Continue button to proceed to the next step.  
Note: Fields marked with an \* are required. You cannot proceed to the next step unless the required fields have been completed. If you have any questions please contact your application point of contact.
- Table with two columns and two rows, no header:
  - 1<sup>st</sup> row: \*Application title (please include the location and type of activity): text field with "Newtown Elevation Project"
  - 2<sup>nd</sup> row: \*Application Type (hyperlinked); open dropdown menu with "Project Application" selected
- At the bottom of the screen are two rows of buttons:  
Save and Continue  
Logout, Return to HomePage

Image: Screen for creating a new application

*Figure 5-3: Pre-Application (Part I) screen*

This is an image of the Pre-Application (Part I) screen that contains the following features:

- Below the screen name is the following text:  
You are required to complete a Pre-Application before submitting a project application. The Pre-Application allows you to submit projects for consideration, but with less detail than a fully developed application. If initial eligibility is approved, you will be asked to provide additional detail in the full Application at a later date. If you have reached this screen in error, please click the Return to Homepage button. If you would like to continue with this Pre-Application, please provide the information requested below.  
Note: Fields marked with an \* are required.
- Table with 2 columns and 13 rows of fields for completion:
  - Section header: Applicant Information
  - \*Name of Applicant; [blank] text field followed by a Find Organization button
  - Section header: Point of Contact Information
  - 1<sup>st</sup> row: \*First Name: [blank] text field
  - 2<sup>nd</sup> row: \*Last Name: [blank] text field
  - 3<sup>rd</sup> row: Title; [blank] text field
  - 4<sup>th</sup> row: \*Agency/Organization; [blank] text field followed by a Find Organization button

- 5<sup>th</sup> row: \*Address 1; [blank] text field
- 6<sup>th</sup> row: Address 2; [blank] text field
- 7<sup>th</sup> row: \*City; [blank] text box
- 8<sup>th</sup> row: \*State; KY
- 9<sup>th</sup> row: \*ZIP; [blank] text fields; [hyperlinked] Need help for ZIP+4?
- 10<sup>th</sup> row: \*Phone; [blank] text field
- 11<sup>th</sup> row: Fax; [blank] text field
- 12<sup>th</sup> row: \*Email; [blank] text field
- At the bottom of the screen are two rows of buttons:  
Go Back, Save, Save and Continue  
Logout, Return to Homepage

Image: Blank Pre-Application online form

*Figure 5-4: Pre-Application (Part II) screen*

This is an image of the Pre-Application (Part II) screen that contains the following features:

- Below the screen name is the following text:  
Please provide the following information. When you are finished, click the Save and Continue button below.  
Note: Fields marked with an \* are required.
- 1<sup>st</sup> section: Community Information
  - \*Does your community participate in NFIP?; Yes [radio button]; No [radio button]
  - \*Does your community have a local mitigation plan?; Yes [radio button]; No [radio button]
- 2<sup>nd</sup> section: Enter the Latitude and Longitude coordinates for the community
  - Latitude (hyperlinked): field with “0.0” shown; Help (hyperlinked)
  - Longitude (hyperlinked): field with “0.0” shown; Help (hyperlinked)
- 3<sup>rd</sup> section: Project Information
  - \*Description of problem to be solved  
[blank] text box
  - \*Location of project:  
[blank] text box
  - \*Brief description of alternatives under consideration:  
[blank] text box
  - \*Total estimate cost:  
\$ field with “0.00” shown
  - \*Source of matching funds:  
[blank] text box
- At the bottom of the screen are two rows of buttons:  
Go Back, Save, Save and Continue  
Logout, Return to Homepage

Image: Blank Pre-Application online form

*Figure 5-6: Start New Application button*

This is an image of the Start New Subgrant Application screen that contains the following features:

- Below the screen name is the following text:  
You have two options to continue with the Application creation process. You can start with a blank application or you can copy an existing application. To start with a blank application, click the Start New Application button. To copy an existing application, select an application below and click the Copy Existing Application button.
- Dropdown menu labeled “Displaying 11-15 of 37” with “Show 5” displayed, followed by a Go button.
- On the right-hand side is a Search button.
- Table with seven rows, one header row, and five rows of data:
  - Header row: Select (all radio buttons); Application Year (hyperlinked); Application Number (hyperlinked); Application Title (hyperlinked); Grant Type; Status (hyperlinked); View (contents all hyperlinked)
  - 1<sup>st</sup> row: 2016; FMA-PM-04-KY-2016-001; Prop\_Unchecked 4; Project Application; Submitted To FEMA; View Application
  - 2<sup>nd</sup> row: 2016; FMA-PJ-04-KY-2016-002; property checkbox test; Project Application; Submitted To FEMA; View Application
  - 3<sup>rd</sup> row: 2016; KY-2016-024; PDMC attachment violation; Project Application; Approved By Grantee; View Application
  - 4<sup>th</sup> row: 2017; FMA-PJ-04-KY-2010-001; City of Raleigh: Acquisition; Project Application; Submitted To FEMA; View Application
  - 2017; KY-2017-008; City of Raleigh Acquisition Residential; Project Application; Attached To Grantee; View Application
- Below the table, on the right-hand side are four buttons: First 5, << Prev 5, Next 5 >>, Last 5
- At the bottom of the screen are two rows of buttons:  
Go Back, Copy Existing Application  
Start New Application (highlighted), Logout, Return to Homepage

Image: Screen with functionality to create a new subgrant application or copy from an existing one.

*Figure 5-8: Update Application link for Project Pre-Application*

This is an image of the Subgrant Status: Submitted Applications screen that contains the following features:

- Below the screen name is the following text:  
Applications that you have submitted are listed below.
- Dropdown menu labeled “Displaying 11-15 of 32” with “Show 5” displayed, followed by a Go button.
- On the right-hand side is a Search button.
- Table with seven columns, a header row, and five rows of data:
  - Header row: Application Year (hyperlinked); Application Number (hyperlinked); Application Title (hyperlinked); Grant Type; Review Status;



- Authorize/Revoke Access (contents all hyperlinked); Action (contents all hyperlinked)
- 1<sup>st</sup> row: 2017; PRE-KY-2016-002; City of ShortNotice Testing; Project Pre-Application; Approved By Grantee; View Details; View Application, Request Revision
  - 2<sup>nd</sup> row: 2017; PRE-KY-2017-008; IV&V Test 5.17 #1; Project Pre-Application; Approved By Grantee; View Details; View Application, Request Revision
  - 3<sup>rd</sup> row: 2017; PRE-KY-2017-009; 51700 Test Subapplication; Project Pre-Application; Submitted To Stockpile; View Details; View Application, Request Revision
  - 4<sup>th</sup> row: 2017; KY-2017-008; City of Raleigh Acquisition Residential; Project Application; Attached To Grantee; View Details; View Application, Request Revision
  - 5<sup>th</sup> row: 2017; PRE-KY-2017-007; River City Floodplain Acquisition – Phase 1; Project Pre-Application; Revision Requested by Grantee; View Details; View Application, Update Application (highlighted)
  - Below the table, on the right-hand side are four buttons: First 5, << Prev 5, Next 5 >>, Last 5
  - At the bottom of the screen is a row of buttons: Go Back, Logout, Return to Homepage

Image: Table with list of submitted applications and the related tasks that can be performed

*Figure 5-10: Example of a Find button*

This is an image of the Mitigation Plan screen that contains the following features:

- Below the screen name is the following text:  
On the right-hand side, the status of the application in progress with “Application 9% complete” shown.  
Please provide your plan information below. If you have already submitted a plan, you may search the FEMA Plans Repository (hyperlinked) by clicking the Find Plan button. When you are finished, click the Save and Continue button below.
- Note: Fields marked with an \* are required.
- Table with two columns:
  - \*Is the entity that will benefit from the proposed activity covered by a current FEMA-approved multi-hazard mitigation plan (hyperlinked) in compliance with 44 CFR Part 201.
- Header: If yes, please answer the following:  
If your plan is on file with FEMA you can search for it and attach it electronically. To begin your search in the Plans Repository (hyperlinked), click find Plan; Find Plan button (highlighted)

Image: Mitigation Plan screen where you can search for a submitted plan

*Figure 5-11: Example of a Search button*

This is an image of the Find Plan screen that contains the following features:

- Below the screen name is the following text:  
You may search the Plans Repository for an existing plan by entering the following information. When you are finished, click the Search button below.
  - Table with 2 columns, 10 rows, no header:
    - 1<sup>st</sup> row: Plan Name; [blank] text box
    - 2<sup>nd</sup> row: Plan Type; dropdown menu with “Local Multi-Jurisdictional Multi-Hazard Mitigation Plan” shown
    - 3<sup>rd</sup> row: Plan Applicant; [blank] text box
    - 4<sup>th</sup> row: Jurisdiction Name: [blank] text box
    - 5<sup>th</sup> row: Jurisdiction (CID Number); [blank] text box
    - 6<sup>th</sup> row: Author; dropdown menu with “All” shown
    - 7<sup>th</sup> row: Plan Status; dropdown menu with “Approved” shown
    - 8<sup>th</sup> row: State; KY
    - 9<sup>th</sup> row: Sort By; dropdown menu with “Plan Name” shown
    - 10<sup>th</sup> row: Results Per Page; dropdown menu with “5” shown
  - At the bottom are two buttons: Go Back, Search (highlighted)
- Image: Screen for entering search criteria in order to find an existing plan

*Figure 5-12: Attachment option radio buttons*

This is an image of the Attach Document screen that contains the following features:

- On the left-hand side is a sidebar menu with the heading “Community” and the following hyperlinked options:
  1. Application Status
  2. Subapplicant
  3. Contact
  4. Community
  5. Mitigation Plan
  6. Scope of Work
  7. Schedule
  8. Cost Estimate
  9. Cost Share
  10. Evaluation
  11. Assurances and Certifications
  12. Comments and Attachments
  13. Review and Submit Application

Print Application  
Return to Home Page  
Logout  
Privacy Statement  
Disclaimers

- Below the screen name is the following text:  
You have two attachment options, regular mail or electronic. If you are sending your attachment through the mail please check the regular mail button and enter the information asked below. If you would like to attach your document electronically, check electronic file. Enter the information asked below and click

the Browse button to find your file. When you find your file click Open. When you are finished, click the Save and Continue button below.

- Table with 2 columns and 11 rows of data:
    - 1<sup>st</sup> row: \*Select Option; [all highlighted] [radio button] Regular Mail, [radio button] Electronic File
    - Header row: If you selected Regular Mail, above, please specify the following:
    - 1<sup>st</sup> row: Mail Date; [blank] text box
    - 2<sup>nd</sup> row: Mail Description (documents sent); [blank] text box
    - Header row: If you selected Electronic File, above, please specify the following:
    - 1<sup>st</sup> row: Operating System; dropdown menu with “Windows” shown
    - 2<sup>nd</sup> row: If other, please specify; [blank] text box
    - 3<sup>rd</sup> row: \*File Format; dropdown menu with “MS Word” shown
    - 4<sup>th</sup> row: If other, please specify; [blank] text box
    - 5<sup>th</sup> row: \*Compression Format; dropdown menu with “None” shown
    - 6<sup>th</sup> row: If other, please specify; [blank] text box
    - 7<sup>th</sup> row: \*Upload File in background; Choose File button “No file chosen”
    - 8<sup>th</sup> row: Upload File in background; [unselected] checkbox
  - At the bottom of the screen are two buttons: Go Back, Save and Continue
- Image: Screen that shows how to attach a document to an application

*Figure 5-13: Incomplete and Complete links on Application Status screen*

This is an image of the Application Status screen that contains the following features:

- On the left-hand side is a sidebar menu with the heading “Community” and the following hyperlinked options:
  1. Application Status
  2. Subapplicant
  3. Contact
  4. Community
  5. Mitigation Plan
  6. Scope of Work
  7. Schedule
  8. Cost Estimate
  9. Cost Share
  10. Evaluation
  11. Assurances and Certifications
  12. Comments and Attachments
  13. Review and Submit Application

Print Application  
 Return to Home Page  
 Logout  
 Privacy Statement  
 Disclaimers

- Below the screen name is the following text:  
 Application 9% complete (right-hand side)  
 This screen shows the Status of the different sections of the full application. If the

Status is Incomplete, you may click on the link to complete that section or you may use the menu on the left.

- Table with 2 columns, a header row, and 11 rows of data:
    - Header row: Application Section; Status (entire column highlighted; all contents hyperlinked)
    - 1<sup>st</sup> row: Subapplicant; Incomplete
    - 2<sup>nd</sup> row: Contact; Incomplete
    - 3<sup>rd</sup> row: Community; Incomplete
    - 4<sup>th</sup> row: Mitigation Plan; Incomplete
    - 5<sup>th</sup> row: Scope of Work; Incomplete
    - 6<sup>th</sup> row: Schedule; Incomplete
    - 7<sup>th</sup> row: Cost Estimate; Incomplete
    - 8<sup>th</sup> row: Cost Share; Incomplete
    - 9<sup>th</sup> row: Evaluation; Incomplete
    - 10<sup>th</sup> row: Assurances and Certifications; Incomplete
    - 11<sup>th</sup> row: Comments and Attachments; Complete
  - At the bottom of the screen are two buttons: Go Back, Save and Continue
- Image: Table with a list of application sections and the status of each

*Figure 5-14: Assurances and Certifications screen*

This is an image of the Assurances and Certifications screen that contains the following features:

- On the left-hand side is a sidebar menu with the following hyperlinked options:
  1. Application Status
  2. Subapplicant
  3. Contact
  4. Community
  5. Mitigation Plan
  6. Scope of Work
  7. Schedule
  8. Cost Estimate
  9. Cost Share
  10. Evaluation
  11. Assurances and Certifications
  12. Comments and Attachments
  13. Review and Submit Application

Print Application  
 Return to Home Page  
 Logout  
 Privacy Statement  
 Disclaimers

- Below the screen name is the following text:  
 Application 9% complete (right-hand side)  
 The documents listed below contain the Federal requirements for all FEMA grants including the right of the Federal government to review the grant activity.

Please read these documents carefully. The Assurances and Certifications must be read, signed, and electronically submitted as a part of the application.

- Table with two columns, two header rows, and three rows of data:
  - Header row: Please click the link in the status column to view forms.
  - Header row: Forms; Status
  - 1<sup>st</sup> row: Part I: Assurances Non-Construction Programs; Incomplete (hyperlinked and highlighted), [checkbox] Not Applicable
  - 2<sup>nd</sup> row: Part II: Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibilities Matters; and Drug-Free Workplace Requirements; Incomplete (hyperlinked and highlighted)
  - 3<sup>rd</sup> row: Part III: SF-LLL, Disclosure of Lobbying Activities (Complete only if applying for a grant of more than \$100,000 and have lobbying activities using Non-Federal funds. See the Certifications Regarding Lobbying: Debarment, Suspension and Other Responsibilities Matters: and Drug-Free Workplace Requirements form for lobbying activities definition.)
- Below the table is the following note:
 

NOTE: By signing the certification regarding debarment, suspension, and other responsibility matters for primary covered transaction, the applicant agrees that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by FEMA entering in this transaction. The applicant further agrees by submitting this application that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-Lower Tier Covered Transaction," provided by the FEMA Regional Office entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions. (Refer to 44 CFR Part 17.)
- At the bottom of the screen are three buttons: Go Back, Save, Save and Continue

Image: List of available assurances and certification forms for an application

*Figure 5-15: SF-424 Family link on Grants.gov Grant Forms screen*

This is an image of the Grant Forms screen on the Grants.gov website that contains the following features:

- At the top is a row of navigation tabs: Home, Learn Grants (drop-down arrow), Search Grants, Applicants (drop-down arrow), Grantors (drop-down arrow), System-to-System (drop-down arrow), (activated) Forms (drop-down arrow), Outreach (drop-down arrow), Support
- Screen Title: Grant Forms
- Below the screen title is the following text:
 

About Grant Forms: Grant Forms contains copies of the federal forms currently used by awarding agencies to create grant application packagers in Grants.gov, as well as forms that have been retired from the system. These include both government-wide and agency-specific forms. The Standard Forms 424 (SF-424) Form Families represent the government-wide standard data sets and forms for grant application packages, which were developed in partnership with federal

grant-making agencies and the applicant community. For more details or further assistance with creating Grants.gov forms, please contact the (hyperlinked) Program Advisor assigned to your agency.

- To the right of this text block is the following text:  
Grant Forms Notice: Applicants: The forms available on this portion of the site are for information only and cannot be submitted with your application package. If you are (hyperlinked) applying for a grant, you must create a workspace and complete online forms or download and upload individual PDF forms. If downloading, check the (hyperlinked) PDF software compatibility.
- Below are three columns with headings, text, and hyperlinks:
- Left column header: Grant Forms Instruction, below is the following text:  
Click on the following links to find information about grant forms.  
Hyperlinks are as follows:  
Forms Instructions  
Forms Status Definitions  
Forms Process  
Retired Forms  
Forms Request
- Center column header: Grant Forms, below is the following text:  
Click on the form family or post-award reporting forms to view the corresponding forms.  
Hyperlinks are as follows:  
R&R Family  
(emphasized) SF-424 Family  
SF-424 Individual Family  
SF-424 Mandatory Family  
SF-424 Short Organization Family  
Post-Award Reporting Forms
- Right column header: Grant Forms Instructions, below is the following text:  
Click on the following links to view the available form instructions.  
Hyperlinks are as follows:  
SF-424 Instructions  
SF-424 Application Assistance Individual Instructions  
SF-424 Application Assistance Attachment Instructions  
SF-424D Instructions  
SF-424B Instructions  
SF-424A Instructions  
SF-424C Instructions  
Key Contacts Instructions  
Project Abstract Instructions  
Site Location(s) Instructions

*Figure 5-16: PDF links to download fillable Assurances and Certification forms*

This is an image of the SF-424 Family screen on the Grants.gov website that contains the following features:

- Above the screen title is a breadcrumb trail: Grants.gov > Forms > SF-424 Family

- Screen Title: SF-424 Family
- Below the screen title is a text box with a hyperlinked menu with the following options
  - R&R Family
  - (emphasized) SF-424 Family
  - SF-424 Individual Family
  - SF-424 Mandatory Family
  - SF-424 Short Organization Family
  - Post-Award Reporting Forms
  - Forms Instructions
  - Forms Status Definitions
  - Forms Process
  - Retired Forms
  - Forms Request
- To the right is a NOTE: The copies of forms available on this portion of the site are for information only and cannot be submitted with your application package. If you are applying for a grant, you must download the application package using the Grants.gov compatible software, complete the forms with the application package as provide by the awarding agency, and submit it in its entirety. (Adobe Acrobat Reader icon) (hyperlink) Get Adobe Reader
- \* Denotes a form that is fillable for sample purposes only, the form is NOT submissible.
- Visible below are 14 rows of an eight-column table with a title bar across the top. The title, SF-424 Family Forms, is on the left. On the right is an Export Data button. The PDF, Schema, and DAT entries are hyperlinked

Agency Owner	(sort button) Form Name	Adobe Form	Form Schema	Data Analysis	CG Version	OMB Number	OMB Expiration
TREAS	ACH Vendor/Miscellaneous Payment Enrollment Form	PDF	Schema	DAT	1.0	1510-0056	06/30/2019
USDA	AFRI PROJECT TYPE	PDF	Schema	DAT	1.0	0524-0039	10/31/2018
Grants.gov	Application for Federal Assistance (SF-424)	PDF	Schema	DAT	2.1	4040-0004	10/31/2019
Grants.gov	Assurances for Construction Programs (SF-424D)	PDF	Schema	DAT	1.1	4040-0009	01/31/2019
Grants.gov	Assurances for Non-Construction Programs (SF-424B)	PDF	Schema	DAT	1.1	4040-0007	01/31/2019
Grants.gov	Attachments	PDF	Schema	DAT	1.2		
Grants.gov	Budget Information for Construction Programs (SF-424C)	PDF	Schema	DAT	2.0	1103-0098	01/31/2019

Agency Owner	(sort button) Form Name	Adobe Form	Form Schema	Data Analysis	CG Version	OMB Number	OMB Expiration
Grants.gov	Budget Information for Non-Construction Programs (SF-424A)	PDF	Schema	DAT	1.0	4040-0013	01/31/2019
Grants.gov	Budget Narrative Attachment Form	PDF	Schema	DAT	1.2		
DOC	CD511 Form	PDF	Schema	DAT	1.1		
DOJ	COPS Short Application Attachment to SF-424	PDF	Schema	DAT	2.3	1894-0001	05/31/2020
Grants.gov	Disclosure of Lobbying Activities (SF-LLL)	PDF	Schema	DAT	1.2	4040-0013	01/31/2019
ED	ED Abstract Form	PDF	Schema	DAT	1.1		
ED	ED Evidence of Effectiveness Form	PDF	Schema	DAT	1.0	1894-0001	07/31/2019

*Figure 5-17: Delete Application button*

This is an image of the Subgrant Status: Un-submitted Application(s) screen that contains the following features:

- Below the screen name is the following text:  
Applications that you have started and have not submitted are listed below. To continue work on an application, please select an action for the corresponding application in the table below. To authorize or revoke access to an application, click on the View Details link under the Authorize/Revoke Access column.
- Dropdown menu labeled “Displaying 1-5 of 26” with “Show 5” displayed, followed by a Go button.
- On the right-hand side is a Search button.
- Table with six columns, a header row, and five rows of data:
  - Header row: Select (contains checkboxes for each application); Application Year (hyperlinked); Application Title (hyperlinked); Grant Type; Authorize/Revoke Access (all contents hyperlinked); Action (all contents hyperlinked)
  - 1<sup>st</sup> row: [checkbox highlighted]; 2017; my plan; Planning Application; View Details; Update Application
  - 2<sup>nd</sup> row: 2017; test; Project Pre-Application; View Details; Update Application
  - 3<sup>rd</sup> row: 2017; test; Planning Application; View Details; Update Application
  - 4<sup>th</sup> row: 2017; test; Project Application; View Details; Update Application
  - 5<sup>th</sup> row: 2017; City of ShortNotice Testing; Project Application; View Details; Update Application
- Below the table, on the right-hand side are four buttons: First [grayed-out], << Prev [grayed-out], Next 5 >>, Last 5
- At the bottom of the screen are two rows of buttons:  
Go Back, Delete Application (highlighted)  
Logout, Return to Homepage

Image: Table with a list of un-submitted applications and related tasks that can be performed





*Figure 5-18: Grayed out (inactive) Submit Application button*

This is an image of the Review and Submit Application screen that contains the following features:

- On the left-hand side is a sidebar menu with the following hyperlinked options:
  1. Application Status
  2. Subapplicant
  3. Contact
  4. Community
  5. Mitigation Plan
  6. Scope of Work
  7. Schedule
  8. Cost Estimate
  9. Cost Share
  10. Evaluation
  11. Assurances and Certifications
  12. Comments and Attachments
  13. Review and Submit Application

Print Application  
 Return to Home Page  
 Logout  
 Privacy Statement  
 Disclaimers

- Below the screen name is the following text:  
 Application 9% complete (right-hand side)  
 Each section of your application to your grant applicant is listed below. If any required information is missing from a section, its status will be listed as incomplete. You can return to that section of the application by clicking the incomplete link. Once all sections of your Application are complete, you may submit your application. To submit the application you should have the correct authentication.  
 Note: Fields marked with an \* are required.
- Above the table is a Print button.
- Table with three columns, a header row, and 12 rows of data:
  - Header row: Select (checkboxes for each row); Application Section; Status (all contents hyperlinked)
  - 1<sup>st</sup> row: Subapplicant; Incomplete
  - 2<sup>nd</sup> row: Contact; Incomplete
  - 3<sup>rd</sup> row: Community; Incomplete
  - 4<sup>th</sup> row: Schedule; Incomplete
  - 5<sup>th</sup> row: Scope of Work; Incomplete
  - 6<sup>th</sup> row: Cost Estimate; Incomplete
  - 7<sup>th</sup> row: Cost Share; Incomplete
  - 8<sup>th</sup> row: Assurances and Certifications; Incomplete
  - 9<sup>th</sup> row: Comments and Attachments; Complete
  - 10<sup>th</sup> row: FEMA Grants Application; Incomplete
  - 11<sup>th</sup> row: Comments for FEMA; Incomplete

- 12<sup>th</sup> row: Entire Application; Incomplete
- At the bottom of the screen are two buttons: Go Back, Submit Application (grayed-out and highlighted)

Image: Table with a list of application sections, the status of each, and a disabled Submit button

*Figure 5-20: View Details link*

This is an image of the Subgrant Status; Un-submitted Application(s) screen that contains the following features:

- Below the screen name is the following text:  
Applications that you have started and have not submitted are listed below. To continue work on an application, please select an action for the corresponding application in the table below. To authorize or revoke access to an application, click on the View Details link under the Authorize/Revoke Access column.
- Dropdown menu labeled “Displaying 16-20 of 27” with “Show 5” displayed, followed by a Go button.
- On the right-hand side is a Search button.
- Table with six columns, a header row, and five rows of data:
  - Header row: Select (contains checkboxes for each application); Application Year (hyperlinked); Application Title (hyperlinked); Grant Type; Authorize/Revoke Access (all contents hyperlinked); Action (all contents hyperlinked)
  - 1<sup>st</sup> row: 2017; 518PlanningFedCapUpdatePlanSubgrantee; Planning Application; View Details; Update Application
  - 2<sup>nd</sup> row: 2017; City of Advanced Assistance; Project Application; View Details; Update Application
  - 3<sup>rd</sup> row: 2017; New Practice App; Project Pre-Application; View Details; Update Application
  - 4<sup>th</sup> row: 2017; River City Floodplain Acquisition – Phase 1; Project Application; View Details (highlighted); Update Application
  - 5<sup>th</sup> row: 2017; Barbara; Project Pre-Application; View Details; Update Application
- Below the table, on the right-hand side are four buttons: First 5, << Prev 5, Next 5 >>, Last 5
- At the bottom of the screen are two rows of buttons:  
Go Back, Delete Application  
Logout, Return to Homepage

Image: Table with a list of un-submitted applications and related tasks that can be performed

*Figure 5-21: Access Level Permission checkboxes*

This is an image of a section of the Update Access screen that contains the following features:

- Table split into two sections with two columns each and several rows of information under each:
  - Header: User Information

- 1<sup>st</sup> row: Title; Public Works Manager
  - 2<sup>nd</sup> row: Username; mmjohnson2
  - 3<sup>rd</sup> row: First Name; Michael
  - 4<sup>th</sup> row: Middle Initial; [blank]
  - 5<sup>th</sup> row: Last Name; Johnson
  - 6<sup>th</sup> row: Telephone; 555-666-1212
  - 7<sup>th</sup> row: Email; Michael.johnson@rivercity.gov
  - Header: Access Information
  - 1<sup>st</sup> row: \*Permissions; [checkboxes] View/Print (highlighted), Create/Edit (highlighted), Sign/Submit (Permissions can be View only, View & Create, View & Sign or All)
  - 2<sup>nd</sup> row: \*Period of Time; text box with “20” shown
  - 3<sup>rd</sup> row: \*Unit of Time; dropdown menu with “Day(s)” shown
- Image: User and Access information of a registered user

*Figure 5-22: Deny/Revoke link*

This is an image of the Authorize/Revoke Access screen that contains the following features:

- Below the screen name is the following text:  
Application Title: River City Floodplain Acquisition – Phase 1  
Application Number: [blank]  
Grant Type: Project Application

Listed below are users that you have authorized access to the above application. To authorize access to another user, click on the Authorize Access button below. To update or revoke access from a user, click the appropriate link under the Action column.

- Dropdown menu labeled “Displaying 1-1 of 1” with “Show 5” displayed, followed by a Go button.
- Table with six columns, one header row, and one data row:
  - Header row: Name; Telephone Number; Email; Status; Date; Action
  - 1<sup>st</sup> row: Senthil Chinnalyan; [blank]; schinnalyan@relsys.com; Access Granted; 02-22-2017; Update (hyperlinked), Deny/Revoke (hyperlinked and highlighted)

Image: Table listing users that you have authorized to access the application with a link to further action on the user account.

*Figure 6-1: Grantee Review Details*

This is an image of the Application Status screen that contain the following features:

- On the left-hand side is a sidebar menu with the following hyperlinked options:
  1. Application Status
  2. Subapplicant
  3. Contact
  4. Community
  5. Mitigation Plan
  6. Scope of Work

- 7. Properties
- 8. Schedule
- 9. Cost Estimate
- 10. Cost Share
- 11. Cost Effectiveness
- 12. Environmental/Historic Preservation
- 13. Evaluation
- 14. Comments and Attachments
- 15. Review and Submit Application

[Print Application](#)  
[Return to Home Page](#)  
[Logout](#)  
[Privacy Statement](#)  
[Disclaimers](#)

- Below the screen name is the following text:  
Application 100% complete (right-hand side)  
This screen shows the Status of the different sections of the full application. If the Status is incomplete, you click on the link to complete that section or you may use the menu on the left.
- Small table (highlighted) with two columns, a table heading, and three rows of information:
  - Heading: Grantee Review Details
  - Resubmission Deadline; 12-12-2017
  - Grantee Review Comments; cost share message
  - Grantee Review Attachments; [blank]
- Table with two columns, a header row, and 13 rows of data:
  - Header row: Application Section; Status (all contents hyperlinked)
  - 1<sup>st</sup> row: Subapplicant; Complete
  - 2<sup>nd</sup> row: Contact; Complete
  - 3<sup>rd</sup> row: Community; Complete
  - 4<sup>th</sup> row: Mitigation Plan; Complete
  - 5<sup>th</sup> row: Scope of Work; Complete
  - 6<sup>th</sup> row: Properties
  - 7<sup>th</sup> row: Schedule
  - 8<sup>th</sup> row: Cost Estimate; Complete
  - 9<sup>th</sup> row: Cost Share; Complete
  - 10<sup>th</sup> row: Cost Effectiveness; Complete
  - 11<sup>th</sup> row: Environmental/Historic Preservation; Complete
  - 12<sup>th</sup> row: Evaluation; Complete
  - 13<sup>th</sup> row: Comments and Attachments; Complete
- At the bottom of the screen are two buttons: Go Back, Save and Continue

Image: Table of application sections and the status of each as well as Grantee review information