Job Aid for Mitigation eGrants

Federal Insurance and Mitigation Administration

Planning Subapplications Checklist

Background Information

This checklist was created to support Subapplicants preparing Flood Mitigation Assistance (FMA) and Pre-Disaster Mitigation (PDM) planning subapplications in FEMA's Mitigation eGrants system. If you have eGrants system access, log in and access the Subgrant Applicant Homepage, then follow the steps below to create a planning subapplication. If you are a first-time user, you will first need to obtain an Access Identification (ID) code from your state, territorial, or tribal Applicant and create a FEMA Enterprise Identity Management System (FEIMS) account. You can request a paper copy of the subapplication from your Applicant to allow you to preview the information required in each section of the subapplication

- For more detailed information, consult the EMI Independent Study course IS-0030.b: Mitigation eGrants System for the Subapplicant available at https://training.fema.gov/is/courseoverview.aspx?code=IS-30.a
- For more detailed information on each screen and the steps to be completed for each task in eGrants related to subapplications, refer to Unit 5 in the *FEMA Mitigation eGrants Subapplicant Quick Reference Guide* at FEMA's web site.

Planning Subapplication Checklist

Mark an X or your initials when completed	Steps
	On the Subgrant Application Homepage click: **Create New Application**. Type the title for your subapplication, including the location and type of activity. Select the **Planning Application** option from the drop-down menu and **Save and Continue**. The Start New Subgrant Application screen displays. Click either **Start New Application** or **Copy Existing Application**. See Unit 5 of the *Quick Reference Guide* for more information about these options. Click **Save and Continue**.
	The Application Status screen displays. To navigate through the subapplication, you have the option to click on an **Incomplete** link for a section in the Status column or a section name link in the sidebar menu to jump directly to that section. You can also click **Save and Continue** to move through the subapplication screens sequentially.
	Subapplicant: Complete this section by providing information about your organization. Click **Find Organization.** Enter the first few letters of your organization's name. Click **Search**. Select the **radio button** for your organization name in the eGrants system. Click **Select Organization**. Complete the remaining inputs on this screen. Click **Save and Continue**.
	Contact: Complete this section by providing the contact information for the Authorized Subgrant Agent, or the person FEMA should contact if there are questions about the subapplication. You can also enter an alternative Point of Contact. NOTE: If copying an existing subapplication, make sure all information is still current and relevant. Click **Save and Continue**.

Mark an X or your initials when completed	Steps
	Community: Complete this section by providing details about each community that will benefit from the funds. Select **Find Community**. Enter search criteria. Click **Search.** Select radio button for community affected. Click **Select Community.** Add comments and click **Attach File** to upload supporting documents, if necessary. (see Unit 5 of the *Quick Reference Guide* for more information.). Click **Save and Continue**.
	Mitigation Plan: Complete the inputs for the local and state hazard mitigation plan questions. Use **Find Plan** to locate a mitigation plan on file with FEMA, if applicable. Click **Save and Continue**.
	Scope of Work: Complete both pages of this section, providing detailed information about each proposed activity. For page 1, type in a title for the activity. Click **Add Activity** and check a box for the type of planning activity, then click **Add Activity**. Type a description of the geographic area(s) to be addressed. Use the drop-down menu to select "Flood" from the list of hazards to be addressed. Add as many activities as needed to detail the entire scope of the planning project. Click **Save and Continue**. For page 2, click the **radio button** for new plan or updating existing plan. Type a description of the evaluation process that will be used for a plan update. Provide a description of the process for implementing the planning activity. Type the primary sources of information and staff and resources that will be used. Click **Attach** to attach geographical/topographical maps. (See Unit 5 of the *Quick Reference Guide* for more information.) Click **Save and Continue.**
	Schedule: Complete this section by clicking **Add Task** and providing the information requested for activities (e.g., description of task, how much time it will take, in what sequence the activities will be completed, and who will complete the work). Click **Save and Continue**.
	Cost Estimate: Complete this section by clicking **Add Item**, then providing budget line-item information for each activity, including Subgrant Budget Class, Unit Quantity, Unit of Measure, and Unit Cost. Click **Save and Continue** to return to the main Cost Estimate screen after your cost estimate is complete. Click **Save and Continue** to go to the next section.
	Cost Share: Complete this section by clicking **Add Cost Share** to detail non-federal funds committed to the planning activity (e.g., name and type of funding source, type of funding, amount, and date of availability). Click **Attach File** to attach a funds commitment letter (see Unit 5 of the *Quick Reference Guide* for more information.) Click **Save and Continue**, and continue to **Add Cost Share** commitments as applicable, including in-kind services (e.g., labor, equipment rental) in lieu of cash. On the Cost Share screen, the cost share automatically starts with 75% Federal/25% non-Federal, but the dollar amounts are automatically updated as cost share sources and values are added. Click **Recalculate Share** to compute the new percentages, if needed. Click **Save and Continue.**
	Evaluation: Complete the inputs on both pages of this section to provide reviewers with additional information that may be helpful to them during their review. Click **Save and Continue**.
	Assurances and Certifications: Complete this section by clicking on the Click the **[Grants.gov](https://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1)** link URL: https://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1 to download and complete the appropriate fillable forms. Then, click **Attach File** to upload each form to the corresponding screen. Click **Save and Continue**.
	Comments and Attachments: This section consolidates all comments and attachments for review and modification. NOTE: If you need to update or add new attachments or comments, it is recommended that you do so on the relevant subapplication screen. If you attach a document in the Comments and Attachments section, reviewers will not be able to associate the attachment with the subapplication section it is intended to accompany. Click **Save and Continue**.

Mark an X or your initials when completed	Steps
	FEMA Grants Application: Select the **Review and Submit Application** link in the sidebar menu. Select the **Incomplete** status link for the FEMA Grants Application section. Click the **Grants.gov** link URL: https://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1 to download the Standard Form (SF) 424, Application for Federal Assistance. An authorized Applicant agent must sign the form. To upload the scanned, completed form, click **Attach File**. Click **Save and Continue**.
	Review and Submit Application: Click the **Review and Submit Application** link on the sidebar menu. Click the **Complete** or **Incomplete** links to review a subapplication section. You will not be able to submit your subapplication if Incomplete links are displayed on this screen. NOTE: The **Sign/Submit** button is active only for eGrants users with Sign/Submit access.
	ACCESS TIPS: • You may grant other eGrants users access to your subapplication for collaborative work and review. • To submit, an eGrants user with organizational signature authority will need access to your subapplication. You can grant, update, or revoke access to your subapplication (see Unit 5 of the *Quick Reference Guide* for more information). To change access rights to your subapplication, on the Subgrant Applicant Homepage, click the **Updated/Complete Un-submitted Application(s)** link. Click the **View Details** link for the subapplication. Click **Authorize Access**. Search for the user's name. Click the radio button for the user. Click **Authorize Access**. Select the level (Sign/Submit, Create/Edit, View/Print) and duration of access to your subapplication. For higher level access, select the lower level access box(es) as well. Click **Save and Continue**.