



FEMA Mitigation eGrants System Applicant 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 with the ability to apply for federal awards and to manage their subapplication processes electronically. FEMA developed this web-based system, which follows the former 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 Applicant. The Applicant reviews and approves the local subapplications and includes 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 1-866-476-0544 or via e-mail at MTeGrants@fema.dhs.gov. For answers to eligibility and program questions, local entities should contact their Applicant's hazard mitigation officer. States, territories, and tribes should contact their FEMA regional office for assistance.

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 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 System.

Table 1-1: eGrants Terminology

SUPER CIRCULAR	EGRANTS SCREENS	DEFINITION
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 to 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 to 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 points of contact for implementing the FMA and PDM grant programs
- Local community officials who would like to submit subapplications for funding
- Federally-recognized tribal governments
- FEMA Headquarters program and administrative offices

NOTE: Tribal governments may apply either as an Applicant directly to FEMA or as a Subapplicant, applying through a tribal Applicant or state agency.

How Subapplications and Applications Are Processed

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

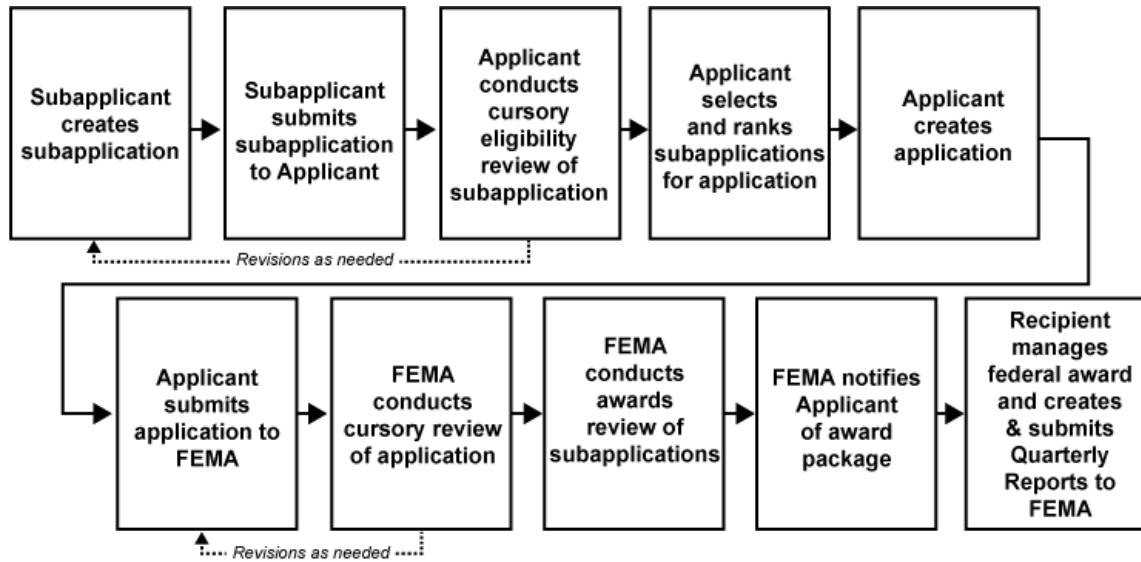


Figure 2-1: Subapplication and Application Flow Through eGrants

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

- A Subapplicant creates a subapplication using eGrants. When complete, the Subapplicant submits the subapplication to the appropriate Applicant for review.
- The Applicant reviews the subapplication for completeness and 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 may be stockpiled for future consideration.
- The Applicant creates an application, adds 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 that the award package is obligated and the funds are available.

- The Applicant then manages the federal award and submits Quarterly Performance Reports to FEMA.

Becoming a Registered User

You must be a registered user to use eGrants. To become a registered user of eGrants, contact your FEMA region and request user access. You will receive information that will allow you to register.

NOTE: You must register before you can register Suapplicant users.

Internet Access

Because eGrants is a web-based system, you must have Internet access and e-mail service to become a registered user and access eGrants. You are free to choose any Internet service provider (ISP) and e-mail service that meets your needs.

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.

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, and the system cannot tell the difference. As a precaution, consider changing your password every 30 to 90 days. If at any point you believe your User ID and password have been compromised, immediately notify your FEMA regional office.

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.

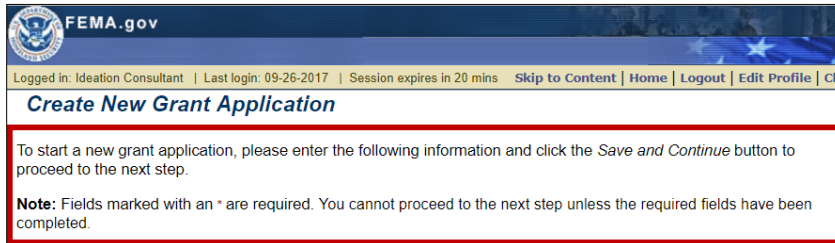


Figure 3-1: Example of directions

Navigating within eGrants

eGrants works much like other web-based applications:

- Click a button to perform a function
- Click 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 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.

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.

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

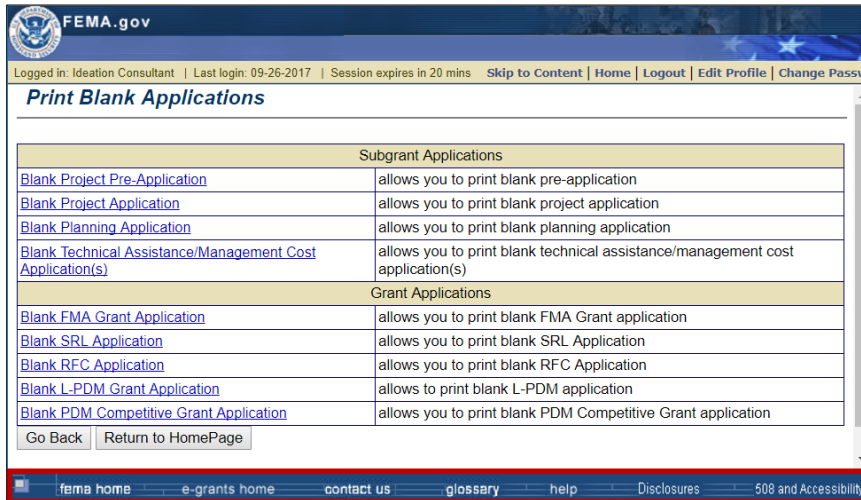


Figure 3-2: Main menu

Task Menus

Task menus, seen in Figure 3-3, are found on the Grant Applicant Homepage. The hyperlinked task menus allow you to navigate to a particular activity to perform, for example:

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

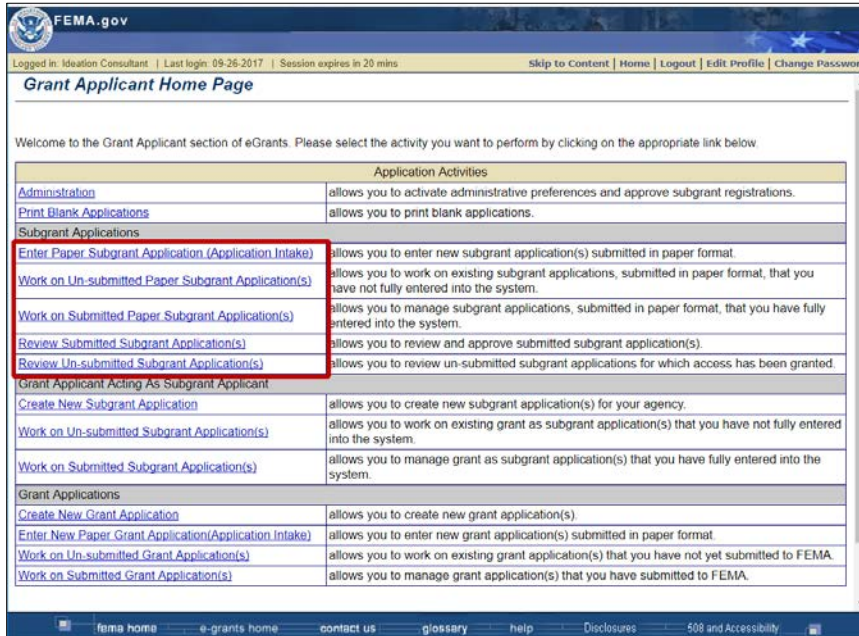


Figure 3-3: Grant Applicant Homepage task menus

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.



Figure 3-4: Sidebar menu

Entering Data

To enter data into a field, click the field if it is a text field, or click 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 the 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 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 a red asterisk (*).

Data must be entered in 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 sections of eGrants to prevent the loss of your data. Data are not saved in eGrants until you actually save it. 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 will be lost. Figure 3-6 shows where the session expiration notice appears at the top-left of your eGrants screen.

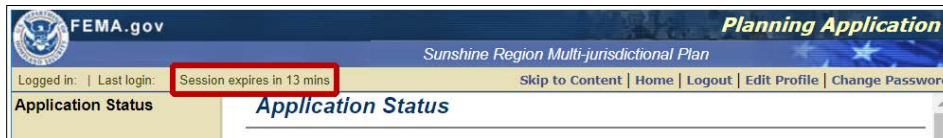


Figure 3-6: Session Expiration Notice

CAUTION: Failure to use the Save buttons will result in loss of the data you have entered since the last time you clicked on 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 the **Save** button will cause an inactive button to become active.

 A screenshot of the 'Scope of Work (Page 1 of 2)' form. The page indicates 'Application 9% complete'. Instructions state: 'Please provide the following information. When you are finished, click the Save and Continue button below.' A note says: 'Note: Fields marked with an * are required.' The form contains a text input field with 'Sunshine Region Multi-jurisdictional Plan' entered. Below it is a section for 'What type of mitigation activity(ies) are you proposing?' with 'Add Activity', 'Delete', and 'Help' buttons. The 'Delete' button is grayed out and highlighted with a red box. Below this section, it says 'No activities selected.' and 'If you selected Other or Miscellaneous, above, please specify:'.

Figure 3-7: Example of a grayed out (inactive) button

Getting Help

This section explains the variety of help sources available to you in eGrants.

Field Help

Many screen fields offer a Help feature. Click 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.

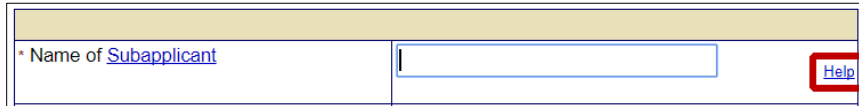


Figure 3-8: Example of a Help link

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 at **1-855-228-3362** or e-mail 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 online independent study course designed to provide Applicants with the basic knowledge to use the eGrants system. The course examines:

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

The [IS-0031.b Mitigation eGrants for the Applicant](https://training.fema.gov/is/courseoverview.aspx?code=IS-31.b) course can be accessed through the FEMA Emergency Management Institute (EMI) website at: <https://training.fema.gov/is/courseoverview.aspx?code=IS-31.b>.

Unit 4 — Logging into the Mitigation eGrants System

Access to the Mitigation eGrants System

Access to eGrants is restricted and controlled. eGrants is to be used only for official business. Contact your FEMA regional office to obtain the special Access ID (access code) that will allow you to create your User ID and password and to request access to eGrants.

Once you have received your Access ID information:

1. Copy or enter the [DHS FEMA Enterprise Identity Management System \(FEIMS\)](https://portal.fema.gov/famsVuWeb/home) website address URL <https://portal.fema.gov/famsVuWeb/home> into your web browser address bar.

The DHS FEMA Enterprise Identity Management System login screen is displayed (Figure 4-1).

Figure 4-1: DHS FEIMS Login screen

Requesting Access and Creating Your User ID

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 the first time you log into eGrants.

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 before you can use them to access the eGrants application system to perform tasks.

Note: More than one official from a Subapplicant agency may request access and register to use eGrants.

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



Figure 4-2: New Non-PIV User button

2. Follow the instructions on the Security check page (Figure 4-3) and type the characters in the image into the text box and click the **Submit** button. If you cannot see the characters, click the **If you cannot view the image for any reason, please click here to proceed** link.

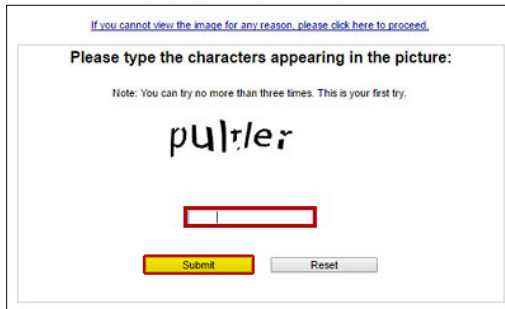


Figure 4-3: FEIMS Security check screen

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 the **Submit** button at the bottom of the registration form.

* denotes required field

PERSONAL INFORMATION

Title * ▼

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 * ▼

Zip Code * format is 01234, 01234-5678

ADDITIONAL ADDRESS

Street

City

State Abbreviation ▼

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 * / / ▼

Mother's Maiden Name *

Figure 4-4: FEIMS Registration Form

Organization Search

It is important to ensure that all users from the same organization inputs 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 eGrants system.

To locate the name of your organization in eGrants:

1. Click the **Search** link in the Contact(s) section (Figure 4-5).
2. 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.
3. Click the **Search** button.

Figure 4-5: eGrants 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 (Figure 4-6). Check with your organization and FEMA Region mitigation contact to learn if it has established any naming conventions. 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: User ID text field

After you submit your Registration form, you will be requested to create a password. Your password must meet the following criteria:

- Be at least eight characters
- Cannot contain a single quotation mark, double quotation mark, underscore, hashtag, or pound sign (' , " , _ , or #)
- All letters entered in the User ID and Password fields are converted to lowercase characters.

To be granted access to eGrants:

1. Create a password and re-type it to confirm.
2. Click the **Submit** button at the bottom of the screen.
3. You will receive a confirmation screen, acknowledging your FEIMS Account has been created. This allows you to request privileges to FEMA's electronic applications.

- Click the **Click here to request new privileges** link (Figure 4-7).

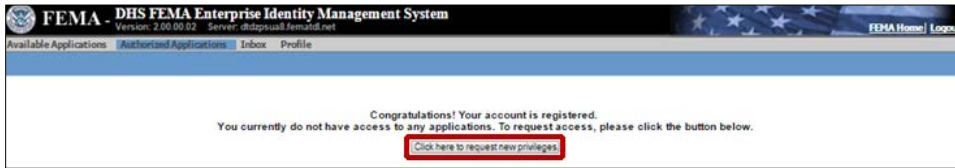


Figure 4-7: FEIMS request new privileges link

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



Figure 4-8: Request Access button

- Enter the Access ID you were given by your state, territorial, or tribal Applicant and click the **Submit** button.
- An e-mail message will be sent to the e-mail address you entered when your registration has been approved.

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 FEMA regional office, 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.

- Enter or copy the web address for the [FEIMS](https://portal.fema.gov/famsVuWeb/home) URL <https://portal.fema.gov/famsVuWeb/home> in the address field of your Internet browser. The FEIMS screen is displayed.
- Enter your User ID and password and click the **Login** button. The Grant Applicant Homepage is displayed.

The Grant Applicant Homepage

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

- Perform Administrative functions, such as reviewing and approving user registration requests

- Enter, work on, and review subapplications
- Create and work on an Applicant acting as Subapplicant subapplication
- Create, work on, and review an application
- View and print federal awards
- Attach and submit Quarterly Performance Reports
- Change your password
- Edit your user profile
- Access the eGrants help functions, including:
 - Contact information for eGrants
 - eGrants Glossary
 - Link to the FEMA and eGrants Homepages

Click the link for the appropriate activity to access these functions.

Application Activities	
Administration	allows you to activate administrative preferences and approve subgrant registrations.
Print Blank Applications	allows you to print blank applications.
Subgrant Applications	
Enter Paper Subgrant Application (Application Intake)	allows you to enter new subgrant application(s) submitted in paper format.
Work on Un-submitted Paper Subgrant Application(s)	allows you to work on existing subgrant applications, submitted in paper format, that you have not fully entered into the system.
Work on Submitted Paper Subgrant Application(s)	allows you to manage subgrant applications, submitted in paper format, that you have fully entered into the system.
Review Submitted Subgrant Application(s)	allows you to review and approve submitted subgrant application(s).
Review Un-submitted Subgrant Application(s)	allows you to review un-submitted subgrant applications for which access has been granted.
Grant Applicant Acting As Subgrant Applicant	
Create New Subgrant Application	allows you to create new subgrant application(s) for your agency.
Work on Un-submitted Subgrant Application(s)	allows you to work on existing grant as subgrant application(s) that you have not fully entered into the system.
Work on Submitted Subgrant Application(s)	allows you to manage grant as subgrant application(s) that you have fully entered into the system.
Grant Applications	
Create New Grant Application	allows you to create new grant application(s).
Enter New Paper Grant Application(Application Intake)	allows you to enter new grant application(s) submitted in paper format.
Work on Un-submitted Grant Application(s)	allows you to work on existing grant application(s) that you have not yet submitted to FEMA.
Work on Submitted Grant Application(s)	allows you to manage grant application(s) that you have submitted to FEMA.

Figure 4-9 eGrants Grant Applicant Homepage

NOTE: This User Guide does not cover how to create a subapplication, either from a paper application on behalf of a Subapplicant or as an Applicant acting as a Subapplicant subapplication. Consult the FEMA Mitigation eGrants Subapplicant Quick Reference Guide for directions on how to create a subapplication.

NOTE: For Applicant acting as Subapplicant subapplications, the Applicant must select “Statewide” for the Community name field and for the Federal Identification Processing Standard (FIPS) Place Code field in the Properties section.

Changing Your User Profile

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

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

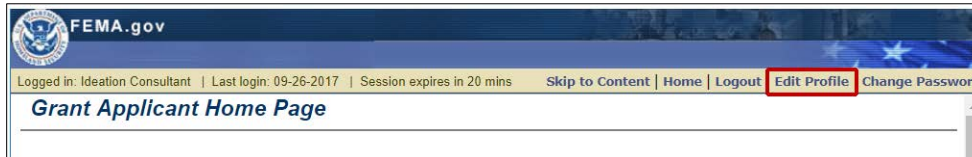


Figure 4-10: Edit Profile link

3. Click any field that needs to be changed, then delete the existing information and enter the new information.
4. When you have entered all the changes, click 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 an additional precaution.

1. Log into eGrants. The Grant Applicant Homepage is displayed.
2. Click **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 Username, your old password, your new password, and then confirm your new password again.
4. Click 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 the “X” and close the browser window because this may leave your eGrants session active.

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

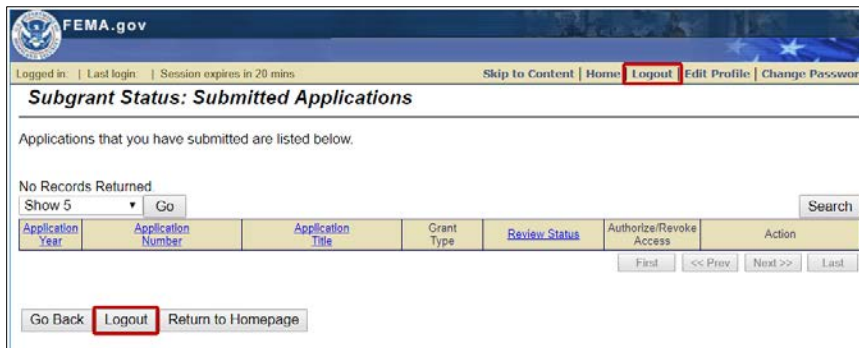


Figure 4-12: Logout button and Logout link

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

CAUTION: You must click 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 — eGrants System Administration

System Administration

In addition to completing and submitting applications, Applicants are also responsible for:

- Managing user registration for their Subapplicants
- Reviewing subapplications
- Creating and submitting subapplications and applications

As an Applicant, you may be assigned a user role that requires you to manage the user registration requests of your Subapplicants. This allows you to set certain preferences within eGrants that control what your Subapplicant users can see and do. You must set these options before you or your Subapplicants can submit applications.

Setting Preferences

Preferences allow you to specify which additional features available in eGrants will be available to your grant and Subapplicant users.

CAUTION: The preferences you select apply to all of your Subapplicant users; preferences may NOT be set for individual users.

The preferences you will set are:

- **Enable Subgrant Pre-Application**—allows you to activate the pre-application module, which requires Subapplicants to complete a pre-application for projects.
- **Enable Subgrant View of SF 424**—allows a Subapplicant to view the subapplication as an SF 424, Application for Federal Assistance.
- **Enable Subgrant Assurances and Certification**—allows you to activate the Assurances and Certification forms for Subapplicants to complete.
- **Enable External Email**—allows e-mail notifications to be sent to the Subapplicants from within eGrants. If this preference is not set first, no registration emails will be sent to registrants.

CAUTION: If external e-mail is not enabled, no registration e-mails will be sent to Subapplicant registrants.

From the Grant Applicant Homepage, click the **Administration** link (Figure 5-1). The Preferences screen is displayed.

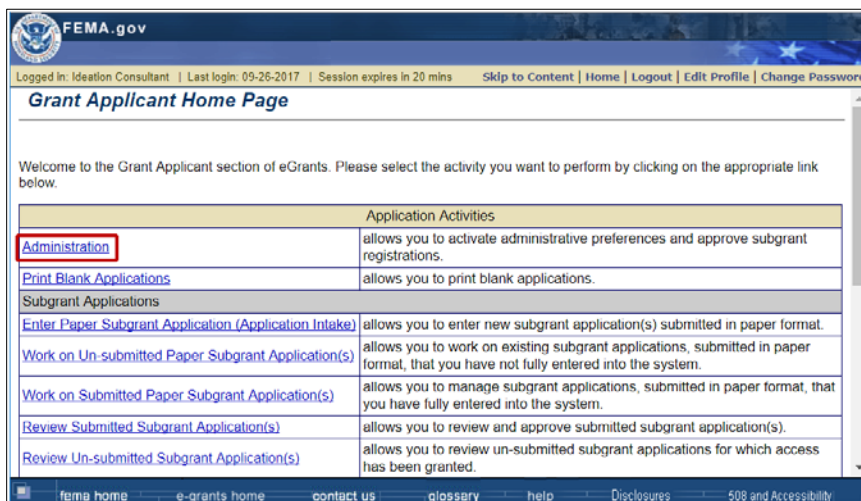


Figure 5-1: Administration link on the Grant Applicant Homepage

1. Click the **Set Preferences** button. The Set Preferences screen is displayed.
2. Set each preference to “Yes” or “No” by clicking on the applicable radio button (Figure 5-2).

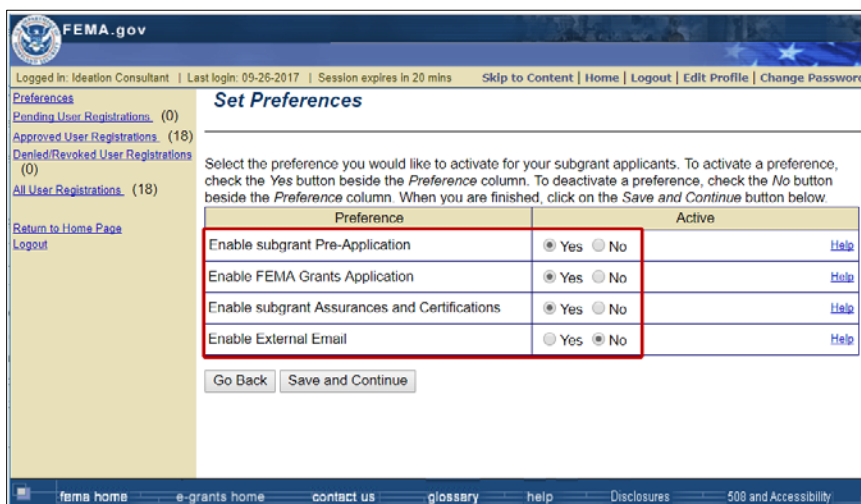


Figure 5-2: Administrative Preferences and radio buttons

3. Click the **Help** link to receive an explanation of the preference.
4. When you are finished, click the **Save and Continue** button. The Preferences screen is displayed, showing the preference settings you have selected.

Managing User Registrations

User registration is the process by which information is collected from users about their identity, the organization with which they are associated, and how they can be contacted. The actions that the users can perform are also set.

All users who want access to eGrants must register and be approved by an approving organization:

- Applicants approve or deny registration requests from Subapplicants.
- The FEMA Regional Office approves or denies registration requests from Applicants.

Access request forms that are completed (online) and submitted by a new user, but have not yet been reviewed and approved or denied are called “Pending Registrations.” If you have been assigned the user role to review and approve user registration requests from your Subapplicants, you must review pending registrations and either approve or deny the request.

NOTE: Users cannot access eGrants until their registration requests have been approved.

Registration requests from Subapplicants are automatically routed to you as they are submitted in eGrants. eGrants does not notify you of new pending registration requests, so you need to check on a regular basis.

HINT: Access the administration activity on a regular basis to check for pending registration requests.

Reviewing User Registration Requests

For each registration request, you may perform the following actions:

- **View**—allows you to read the user registration information, but not set user roles or approve, deny, or revoke access to eGrants.
- **Review**—allows you to read the user registration information and to set user roles or approve, deny, or revoke access to eGrants.
- **Deny/Revoke**—allows you to deny the user registration request or to revoke access to a user who has already been granted access without reviewing the user registration information.

To Process Registration Requests

1. From the Grant Applicant Homepage, click the **Administration** link. The Preferences screen is displayed.
2. Click the **Pending User Registrations** link on the sidebar menu (Figure 5-3). The Pending User Registration screen is displayed, showing a list of the Subapplicant registrations you need to manage.

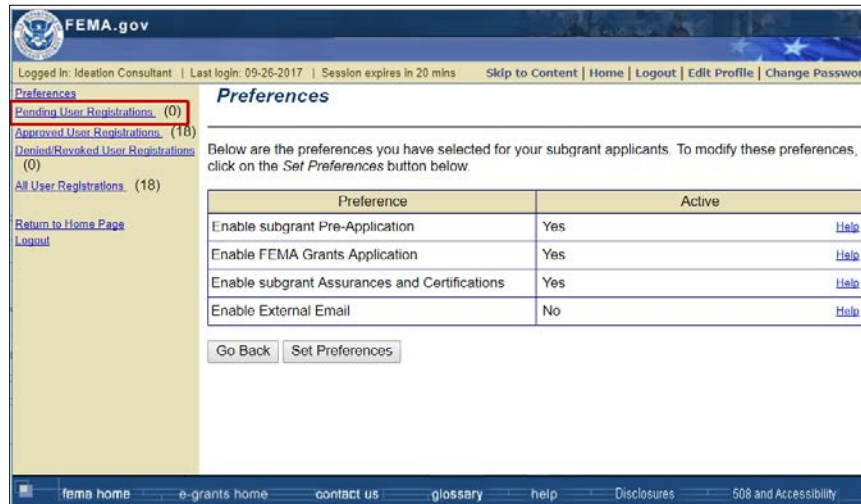


Figure 5-3: Pending User Registrations link on the sidebar menu

- a. Click the **Continue** button to view more pending registrations. If there are no pending user registrations, clicking the **Continue** button will take you to the Approved User Registrations screen (Figure 5-4).
- b. Click the **Search** button and enter search criteria to locate a specific user registration request.
3. Click the **View** link in the Action column to view a registration request without approving or disapproving it. The registration request is displayed in read-only format.
4. Click the **Review** link in the Action column to review and approve or disapprove a registration request. The Review Registration screen is displayed.

Review the registration request information. To approve a registration request, select the roles to be assigned to the user. Click the **Action** checkboxes to be applied to this user.

The user roles may be set to:

- View/Print only
- View/Print and Create/Edit
- View/Print, Create/Edit, and Sign/Submit

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

Preferences

Pending User Registrations (0)

Approved User Registrations (18)

Denied/Revoked User Registrations (0)

All User Registrations (18)

Return to Home Page

Logout

Review Registration

Review the following registration information and indicate the roles you want to authorize/revoke access to the user.
Note: If you deny/revoke this registration, you must justify your decision.

User Information	
Title	
First Name	
Middle Initial	
Last Name	
Telephone	
Email	

Agency Information	
Agency	
Address 1	
Address 2	
City	
State	MD
Zip	

Action	
Select Role(s)	<input checked="" type="checkbox"/> View/Print <input checked="" type="checkbox"/> Create/Edit <input checked="" type="checkbox"/> Sign/Submit <input type="checkbox"/> Deny/Revoke (Comments are required)

Comments:
Note: (Maximum 4000 characters.)

Go Back Save and Continue

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

Figure 5-4: Approved User Registrations screen

5. Enter comments in the Comments field.
6. Click the **Save and Continue** button. A standard e-mail message advising the user of the acceptance of his or her registration is displayed.
7. To deny a user registration request, click the **Deny/Revoke Action** checkbox.

NOTE: Before you select the Save and Continue button, you must deselect all other roles in the action column or an error message will appear.

8. Click the Comments field and enter text explaining the reason for the denial.
9. Click the **Save and Continue** button. A standard e-mail message advising the user of the denial of his or her registration is displayed.
10. Click the **Send Email** button to send the e-mail message to the user. The Registration Denied/Revoked screen is displayed.
11. Select **Review More Registrations** button to review another pending registration. Click the **Go Back** button to return to previous page or click the **Return to Home** link on the sidebar menu. The Grant Application Homepage is displayed.

Changing User Roles

Sometimes it is necessary to change the roles (actions) a user is allowed to perform within eGrants. For example, a user may request permission to sign and submit subapplications, in addition to being able to view/print and create/edit. Roles are changed through the user registrations by the following process:

1. From the Grant Applicant Homepage, click the **Administration** link. The Preferences screen is displayed.
2. Click the **Approved User Registrations** link on the sidebar menu. The Approved User Registrations screen is displayed.
3. Locate the user registration you need to change.
4. For that user, click the **Review** link in the Action column. The Review Registration screen is displayed.
5. Click the **Action** checkbox(es) you want to select or deselect for this user.
6. Click the Comments field and enter comments explaining the reason for this change in user roles (Figure 5-5).

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 & Create, View & Sign or All)</small>
*Period of Time	20 (e.g. 30)
*Unit of Time	Day(s) (e.g. Days)
Justifications	
<small>(Maximum 4000 characters)</small>	
verification and advice	
<input type="button" value="Go Back"/> <input type="button" value="Save"/> <input type="button" value="Save and Continue"/>	

Figure 5-5: Comment explaining the reason for change in user roles

7. Click the **Save and Continue** button. A standard e-mail message is displayed.
8. Click the **Send Email** button to send the e-mail message to the user.
9. Click the **Review More Registrations** button to find another user to change that user's roles or click the **Return to Homepage** link on the sidebar menu to return to the Grant Applicant Homepage.

Reassigning Permissions to an Application or Subapplication

It is sometimes necessary to reassign permissions for subapplications that can be accessed by a user. For example, if an Subapplicant user is retiring and needs to provide his or her successor with access to a subapplication, the Applicant can use the Reassign Permissions function. FEMA can also reassign user permissions for Applicants. The original user will still retain access privileges to the applications, so it also may be necessary to revoke the original user's access privileges (see the Revoking a User ID section).

CAUTION: When you reassign permissions, you are reassigning access for all of the user's subapplications.

CAUTION: When you reassign permissions, the original user will still retain access privileges. If necessary, you will also have to revoke the original user's User ID.

To reassign permissions:

1. From the Grant Applicant Homepage, click the **Administration** link. The Preferences screen is displayed.

2. Click the **Approved User Registrations** link on the sidebar menu. The Approved User Registrations screen is displayed.
3. Locate the user registration you need to change.
4. For that user, click the **Reassign Permissions** link in the Action column (Figure 5-6). The Search screen is displayed.



Figure 5-6: Reassign Permissions link

5. Enter the search criteria to locate the user whom you wish to reassign permission to all applications and subapplications.
6. Click the **Search** button. The Search Results screen is displayed, showing all the users who meet the search criteria.
7. Check the box next to the user for whom you want to authorize access. Click the **Reassign Permission(s)** button (Figure 5-7).



Figure 5-7: Checkbox selected and Reassign Permission(s) button

8. The Confirm Reassignment of User Permission(s) screen is displayed. Click the **Yes** button to confirm the reassignment of all permissions to the selected user.
9. A confirmation message appears, indicating that you have successfully reassigned applications to another user. Click the **Return to Homepage** link on the sidebar menu to return to the Grant Applicant Homepage.

Revoking a User ID

It may be necessary to revoke a user's registration and, therefore, the user's access to eGrants. For example, if a user no longer works for the local government agency represented in the registration.

To revoke a User ID:

1. From the Grant Applicant Homepage, click the **Administration** link. The Preferences screen is displayed.
2. Click the **Approved User Registrations** link on the sidebar menu. The Approved User Registrations screen is displayed.
3. Locate the user registration you need to change.
4. For that user, click the **Review** link in the Action column. The Review Registration screen is displayed.
5. De-select all other roles in the **Action** section. You must do this or an error message will appear when you try to Save this action.
6. Click the **Deny/Revoke** checkbox in the Action column (Figure 5-8).

The screenshot shows the 'Review Registration' page on FEMA.gov. The page title is 'Review Registration'. Below the title, there is a note: 'Review the following registration information and indicate the roles you want to authorize/revoke access to the user. Note: If you deny/revoke this registration, you must justify your decision.' The form is divided into three main sections: 'User Information', 'Agency Information', and 'Action'. The 'Action' section contains a 'Select Role(s)' dropdown menu and several buttons: 'View/Print', 'Create/Edit', 'Sign/Submit', and a checked checkbox for 'Deny/Revoke (Comments are required)'. Below the buttons is a 'Comments' field with a note: 'Note: (Maximum 4000 characters)'. At the bottom of the form, there are 'Go Back' and 'Save and Continue' buttons. The page footer includes links for 'fema home', 'e-grants home', 'contact us', 'glossary', 'help', 'disclosures', and '508 and Accessibility'.

Figure 5-8: Deny/Revoke checkbox

7. Click the Comments field and enter comments explaining the reason for denying this user's access to eGrants.
8. Click the **Save and Continue** button. A standard e-mail message is displayed.
9. Click the **Send Email** button to send the e-mail message to the user.
10. Click the **Review More Registrations** button to find another user to change that user's roles or click the **Return to Homepage** link on the sidebar menu to return to the Grant Applicant Homepage.

Entering a Paper Subapplication (Application Intake)

Entering a Paper Subapplication (Application Intake)

Entering a paper subapplication into eGrants is the same as creating a subapplication, except the Applicant user must certify that a signed copy of the paper subapplication is on file.

NOTE: Subapplication numbers for subapplications submitted in paper form are marked with a red *P* in the eGrants system.

1. From the Subgrant Applications task menu on the Grant Applicant Homepage, click the **Enter Paper Subgrant Application (Application Intake)** link (Figure 5-9). The Enter Paper Subgrant Application screen is displayed.

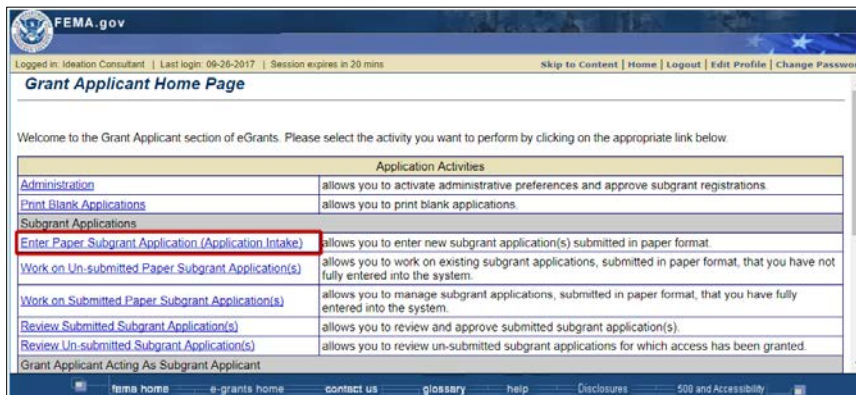


Figure 5-9: Enter Paper Subgrant Application (Application Intake) link

2. Enter the subapplication title and select the application type from the drop-down menu.
3. If applicable, enter the Paper Application Document Control Number in the text field.
4. Check the electronic signature **checkbox** to certify that you are processing the paper subapplication (Figure 5-10).

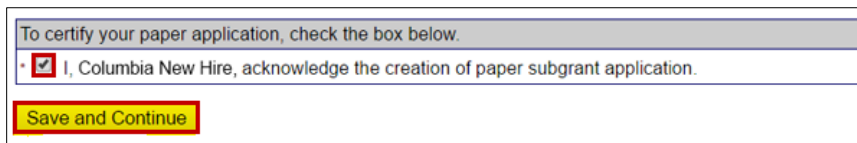


Figure 5-10: Electronic signature checkbox

5. Click the **Save and Continue** button. The Start New Subgrant Application screen is displayed.
6. Click the **Start New Application** button. The Application Status screen is displayed, showing each of the sections that need to be completed for the type of subapplication you selected (Figure 5-11). In the directions, there will be a statement in red text, "This is a paper application."

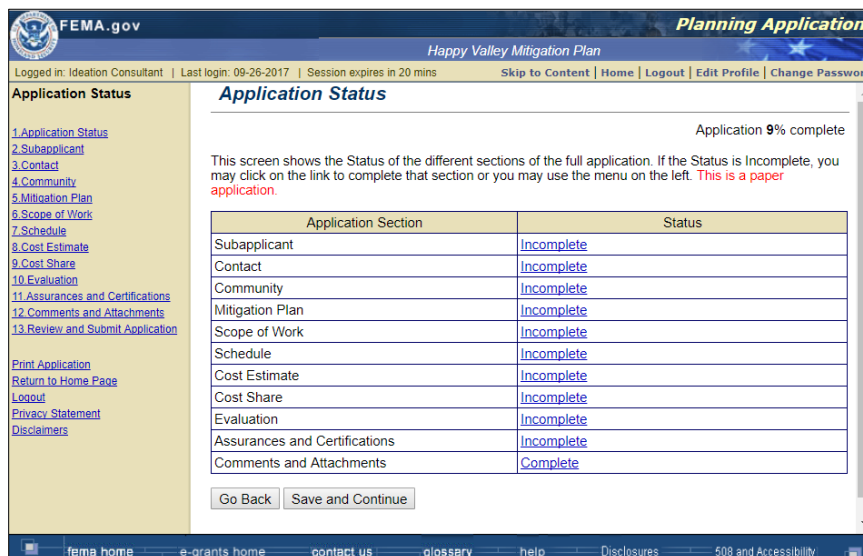


Figure 5-11: Example Applications Status screen for a paper subapplication

You can access each subapplication section by clicking on a status link. Enter the data from the paper subapplication. You can find instructions for completing subapplications in the **Mitigation eGrants Subapplicant Quick Reference Guide**.

7. Click the **Subapplicant** link (or the link for any other subapplication section) on the sidebar menu. The Subapplicant Information screen is displayed.
8. 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.

9. When you have finished entering the data in this section, click 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 a loss of data.

10. Continue entering information into the different sections of the subapplication until you have completed each section. When you have

entered all information, your subapplication is ready to be reviewed and submitted.

Reviewing and Submitting a Paper Subapplication

When all sections of the paper subapplication have the status of "Complete," the subapplication may be submitted electronically in eGrants on behalf of the Subapplicant. Only users with Sign/Submit access may submit a paper subapplication into eGrants. The **Review and Submit** link in the sidebar menu facilitates this process.

1. On the Grant Applicant Homepage, click the **Work on Un-submitted Paper Subgrant Application** link (Figure 5-12).

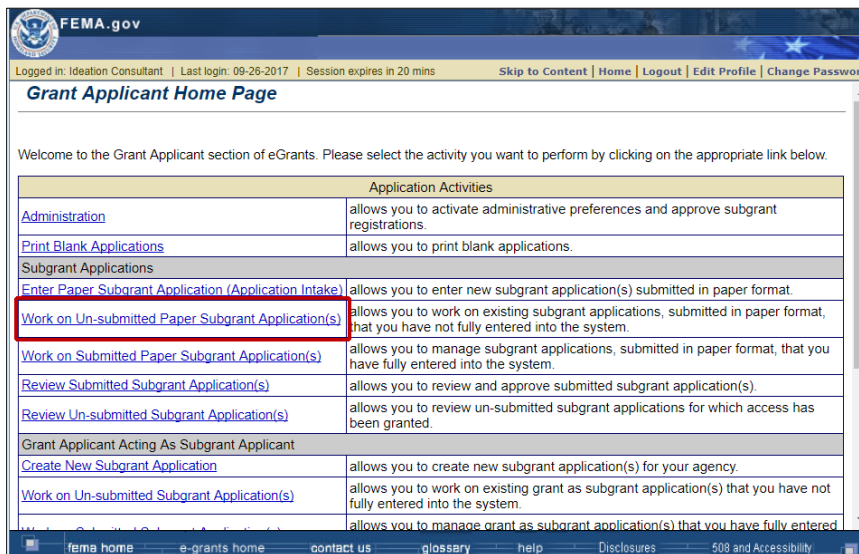


Figure 5-12: Work on Un-Submitted Paper Subgrant Application link

2. The Grant Status: Un-submitted Paper Application(s) screen displays. Click the **Update Application** link for the subapplication title.
3. The Application Status screen displays. Click the **Review and Submit** link on the sidebar menu (Figure 5-13).

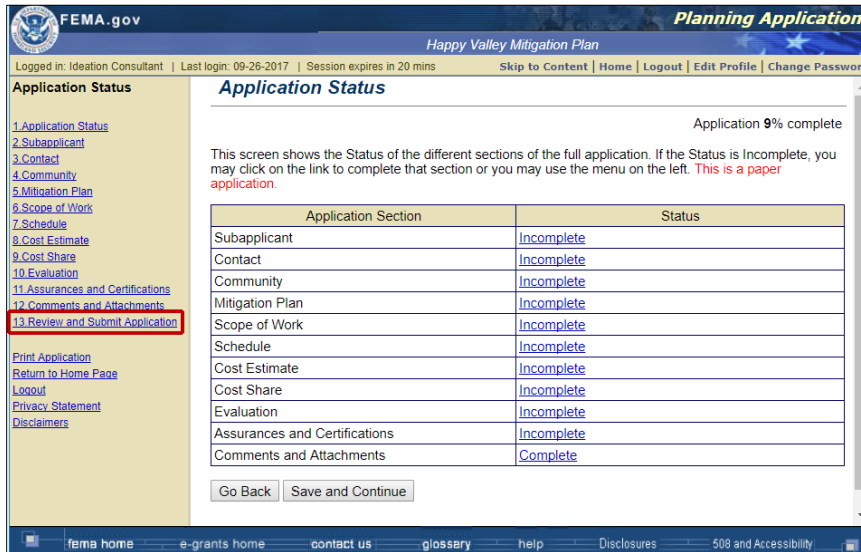


Figure 5-13: Review and Submit link on the sidebar menu

4. The Review and Submit Application screen displays. Click the **Complete** link for each section and review the information to ensure that is complete and accurately reflects the information from the paper subapplication.
5. If applicable, enter or update the Paper Document Control Number in the text field.
6. To print the subapplication, click the **Entire Application** checkbox and click the **Print** button (Figure 5-14).

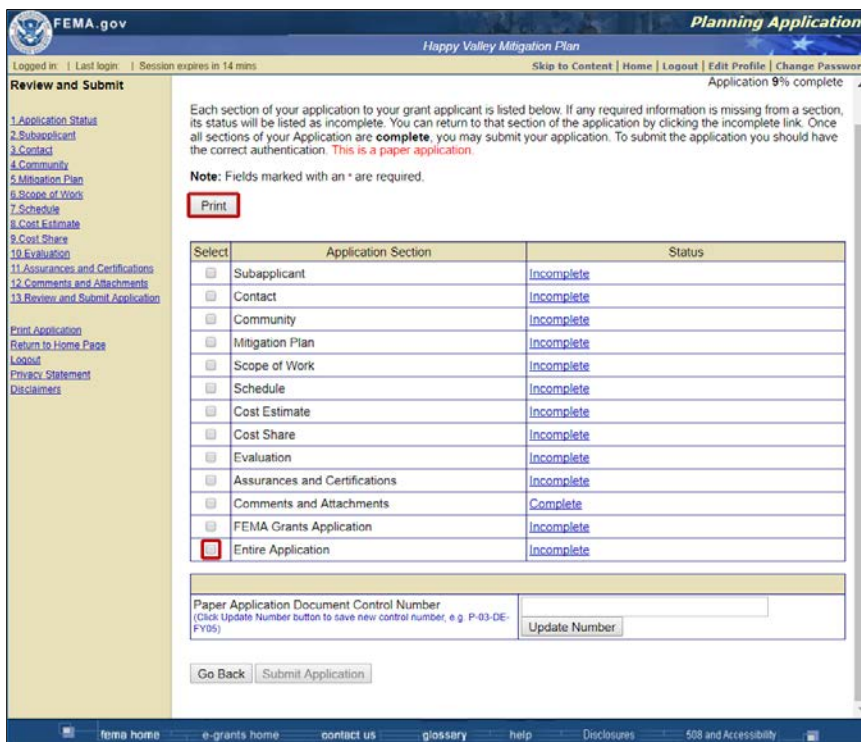


Figure 5-14: Print button and Entire Application checkbox

7. Click the electronic **signature** checkbox to indicate that you are signing the subapplication. Then, click the **Submit Application** button.

Once submitted, the paper subapplication will be added to the list of all subapplications available to be attached to an application. The number assigned to the paper subapplication will be prefaced with a red “p” to indicate that it was compiled and submitted on paper by the Subapplicant, but entered into the eGrants system by the Applicant.

Reviewing Subapplications

What is a “Review”?

As an Applicant, you must review and approve (or not approve) subapplications that have been submitted to you. Reviewing subapplications is one of the core functions of eGrants. When you review a subapplication, you review the content of each section and determine if the subapplication submitted is:

- Sufficiently complete to approve
- Incomplete and in need of revision
- To be released to the stockpile, or retained for consideration for another application
- To be disapproved

When you review a subapplication, you locate the subapplication, check it out, review each of the sections, request revisions as needed, and then check it back in.

NOTE: Applicants do not need to review their own Applicant acting as Subapplicant subapplications.

NOTE: Subapplications can be viewed only by the Subapplicant’s state, tribe, or territory. Applicants from other states, tribes, or territories may NOT view a Subapplicant’s application. Once a subapplication is attached to an application and submitted to FEMA, FEMA can also view it.

Checking Out and Checking In Subapplications

For any Applicant, there may be more than one registered user with review and/or approval rights for subapplications. To ensure that only one person is working on a subapplication at a time, you must first *Check Out* the subapplications, much like checking out a book from a library. While a subapplication is checked out, no other users can work on it. Other users may view (Read Only) the subapplication, but will not be able to review it or check it out.

When you are finished reviewing a subapplication, you must *Check In* the subapplication so that it is available to other users. You must *Check In* a

subapplication before a Subapplicant can access it to make revisions and before you can attach it to an application.

The check-out/check-in feature ensures that another user does not duplicate your review. It also allows you to reserve applications that you would like to include in an application for your agency.

Reviewing a Subapplication

To Review a Subapplication

1. From the Grant Applicant Homepage, click the **Review Submitted Subgrant Application(s)** link (Figure 5-15).

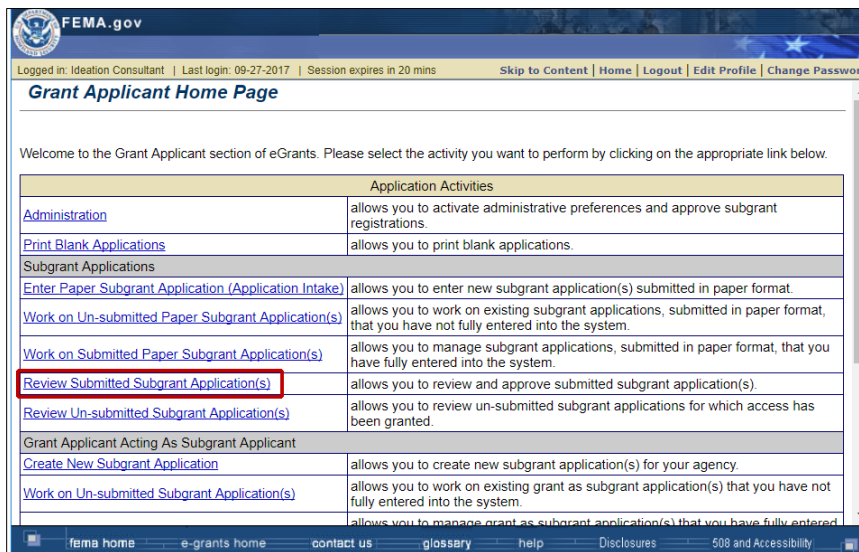


Figure 5-15: Review Submitted Subgrant Application(s) link

2. The Overview screen is displayed, showing your pending tasks in the upper part of the screen and the subapplications checked out to you in the lower part of the screen. Click the **View Subgrant Application(s)** link in the sidebar menu (Figure 5-16).

Overview

Welcome to the *Review Subgrant Application* section. This section allows you to review and complete subgrant applications. A list of pending tasks and a brief summary of current activity is provided below.

Note: p indicates the application was submitted in paper format. G indicates the application was created by Grantee.

Pending Tasks

1 subgrant application is Pending At Grantee
615 subgrant applications are Pending Checkout

Displaying 1-1 of 1
Show 5

Status: All After changing the application status, press the Go button. To narrow the search further within a status, click the Search button.

Application Number	Application Title	Subgrant Applicant	Grant Type	Review Status	Action
PRE-KY-2017-015	qrctest	Rabbit Interdiction Agency	Project Pre-Application	Pending At Grantee	Review

Figure 5-16: View Subgrant Application(s) link in the sidebar menu

- The View Subgrant Applications screen is displayed, listing the submitted subapplication to which you have access to review. The Review Status column shows the current status of the subapplication.
- Click the **Continue** button or click the **Check Out Subgrant Applications** link on the sidebar menu (Figure 5-17). The Check Out Subgrant Applications screen is displayed.

View Subgrant Applications

Listed below are subgrantee applications that you may view. To sort this list, click on a column name. To view the details of an application, click on the appropriate application number. To view the comments added to an application, click the View link under the Comments column. To check out applications for review, click the Continue button below.

Note: p indicates the application was submitted in paper format. G indicates the application was created by Grantee.

Displaying 11-15 of 621
Show 5

Status: All After changing the application status, press the Go button. To narrow the search further within a status, click the Search button.

Application Number	Application Title	Subgrant Applicant	Grant Type	Review Status	Comments	Checked-Out By
KY-2016-014	property_check2	City of Lexington	Project Application	Approved By Grantee	View	None
G KY-2016-023	paper signature block test	Kentucky River Area Developments Dis	Project Application	Approved By Grantee	View	None
KY-2016-024	PD/MC attachment violation	City of Lexington	Project Application	Approved By Grantee	View	None
G KY-2016-018	City of Adversity Floodprone Property Acquisition	Kentucky River Area Developments Dis	Project Application	Approved By Grantee	View	None
G KY-2016-019	Testy1	Kentucky River Area Developments Dis	Project Application	Approved By Grantee	View	None

Figure 5-17: Check Out Subgrant Applications link and Continue button

NOTE: Users may view subapplications without checking them out by simply clicking the View link in the Comments column next to the appropriate subapplication. However, for a subapplication to be reviewed and approved, it must be checked out first. You must check in subapplications that you approve before you can include them in an application.

5. Click the checkbox next to the subapplication(s) you want to check out.
6. Click the **Check Out Applications** button (Figure 5-18). The Confirm Application Check Out screen is displayed, showing the subapplication(s) you selected for check-out.

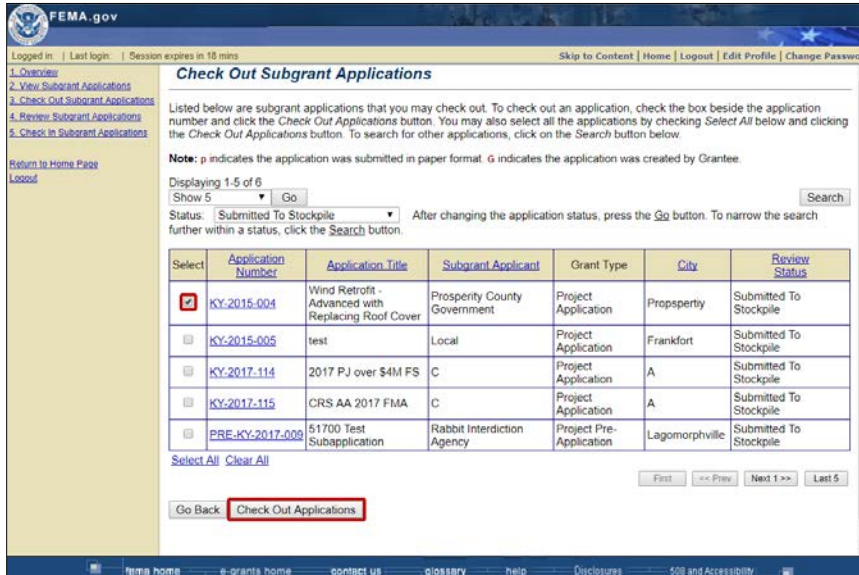


Figure 5-18: Checkbox selected and Check Out Applications button

7. Click the **Yes** button to check out the selected subapplication(s). The Review Subgrant Applications screen is displayed, showing all the subapplications checked out to you.
8. Click the **Review** link in the Action column for the subapplication you want to review. The Review Subgrant Application screen is displayed, showing the status of each section of the subapplication (Figure 5-19).

Review Subgrant Application

This screen shows you the status of each section of the subgrant you selected. To go to a section, click the link under the Status column. You can also record your decision to approve or disapprove this subgrant application. If the application requires information from the applicant, you can release it for editing to the point of contact by checking the *Request Revision* button.

Prosperity County Government
 Contact Name: Joe Smith Address: 111 North Street EIN: 12-3456789
 Contact Phone: 123-456-7890 Ext. City: Prosperity Federal Share: \$3,999,781.00 (70.33271683%)
 Contact Email: jsmith@prosperity.gov State: KY Non-Federal Share: \$1,041,999.00
 Contact Fax: Zipcode: 12345 - 1234 [View Details](#)

Application Section	Section to be Completed	Status
Subapplicant	Yes	Incomplete
Contact		Complete
Community		Complete
Mitigation Plan	Yes	Complete
Scope of Work		Complete
Properties	Yes	Complete
Schedule	Yes	Complete
Cost Estimate	Yes	Complete
Cost Share	Yes	Incomplete
Cost Effectiveness	Yes	Complete
Environmental/Historic Preservation	Yes	Complete
Evaluation	Yes	Incomplete
Comments and Attachments		Complete
Comments for FEMA	Yes	Incomplete
FEMA Grants Application		Complete

Review Status (* comments are required)
 Approve * Request Revision Release to Stockpile Disapprove

*Set Revision Deadline: (MM-DD-YYYY e.g. 09-05-2003)
 (Required if you selected the Request Revision radio button)

To attach documents, click the *Attach File* button below.

Comments History			
User	Date	Comments to:	Comments
<input type="button" value="Add Comments"/>			

Figure 5-19: Review Subgrant Application screen with Add Comments button

9. Click the **Complete** or **Incomplete** links in the Status column to review the contents of each section.
10. Enter comments and data as needed, and click the **Save and Continue** button. To enter a comment:
 - a. Click the **Add Comments** button at the bottom of the page. The Add/Modify Comments screen is displayed.
 - b. Click the appropriate text box and enter your comment.
 - c. Click the **Save** or **Save and Continue** button. The Review Subgrant Application screen is displayed.
11. Once you have reviewed all the application sections you can select the appropriate Review Status radio button to approve, request revisions, release to stockpile, or disapprove the subapplication (Figure 5-20).

HINT: If you change or add any data to the subapplication, it is best to document your changes in the Comments field for the section you changed. This documents the change or addition and allows you to explain why it was needed.

NOTE: Sections that must be completed by the Applicant are noted in the Sections to be Completed column.

FEMA.gov

Logged in: | Last login: | Session expires in 15 mins | Skip to Content | Home | Logout | Edit Profile | Change Password

1. Overview
2. View Subgrant Applications
3. Check Out Subgrant Applications
4. Review Subgrant Applications
5. Check In Subgrant Applications

Return to Home Page
Logout

FEMA Grants Application Complete

Review Status (* comments are required)

Approve * Request Revision Release to Stockpile Disapprove

*Set Revision Deadline: (MM-DD-YYYY e.g. 06-05-2003)
(Required if you selected the Request Revision radio button)

To attach documents, click the *Attach File* button below.

Comments History

User	Date	Comments to:	Comments
------	------	--------------	----------

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

Figure 5-20: Review status radio buttons

To Approve a Subapplication

1. Click the **Approve** radio button.

NOTE: All of the sections in the Application Status table must be complete before an application can be approved.

2. Enter any additional comments in the Comments field.
3. Click the **Save and Continue** button.

To Request Revision of a Subapplication

1. Click the **Request Revision** radio button.
2. Enter the date by which the revisions must be submitted by the Subapplicant in the Set Revision Deadline field.
3. Enter comments explaining the revisions you would like made to the subapplication in the Comments field (see example in Figure 5-21).

Add/Modify Comments

Please enter comments below. Click on the *Save and Continue* button below once you are done.

Grantee Comments
(Note: Maximum 4000 characters. These comments are shared among grantees)

Comments to Subgrantee
(Note: Maximum 4000 characters. These comments go to the subgrantee when you select Request Revision)

Please include a more detailed Scope of Work.]

Figure 5-21: Example comments for Revision Request

4. Click the **Save and Continue** button. The subapplication is returned to the Subapplicant for revision.

CAUTION: You must Check In the subapplication to enable the Subapplicant to make the requested revisions.

To Release the Subapplication to the Stockpile

The “Stockpile” is simply a collection of subapplications that have neither been approved nor disapproved, like putting the subapplications in a file drawer.

1. Click the **Release to Stockpile** radio button.
2. Click the **Save and Continue** button.

To Disapprove a Subapplication

1. Click the **Disapprove** radio button.

NOTE: Subapplications that are disapproved are moved to the stockpile.

2. Enter your reason(s) for disapproving the subapplication in the Comments field.
3. Click the **Save and Continue** button.

When you click the **Save and Continue** button after approving, requesting revisions, releasing to stockpile, or disapproving the subapplication; the Review Subgrant Application Results screen is displayed. The Review Subgrant Application Results screen shows the current status of the subapplication (Figure 5-22).



Figure 5-22: Review Subgrant Application Results screen

4. Click the **Return to Review Applications** button to return to the Review Subgrants Applications screen.
5. Check In the subapplication.

To Check in One or More Subapplications

1. From the Grant Applicant Homepage, click the **Review Submitted Subgrant Application** link. The Overview screen is displayed, showing your pending tasks in the upper part of the screen and the subapplications checked out to you in the lower part of the screen.

- Click the **Check In Subgrant Application(s)** link on the sidebar menu (Figure 5-23). The Check In Subgrant Applications screen is displayed, showing a listing of the subapplications currently checked out to you.

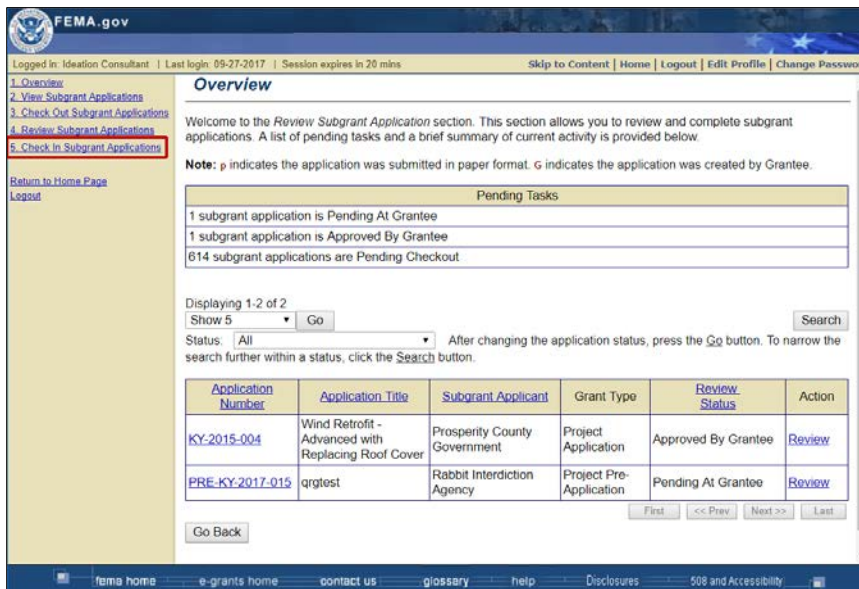


Figure 5-23: Check In Subgrant Application(s) link on the sidebar menu

- Click the checkbox next to the application(s) you want to check in.
- Click the **Check In Applications** button (Figure 5-24). The Confirm Application Check In screen is displayed, showing the subapplication(s) you selected for check in.

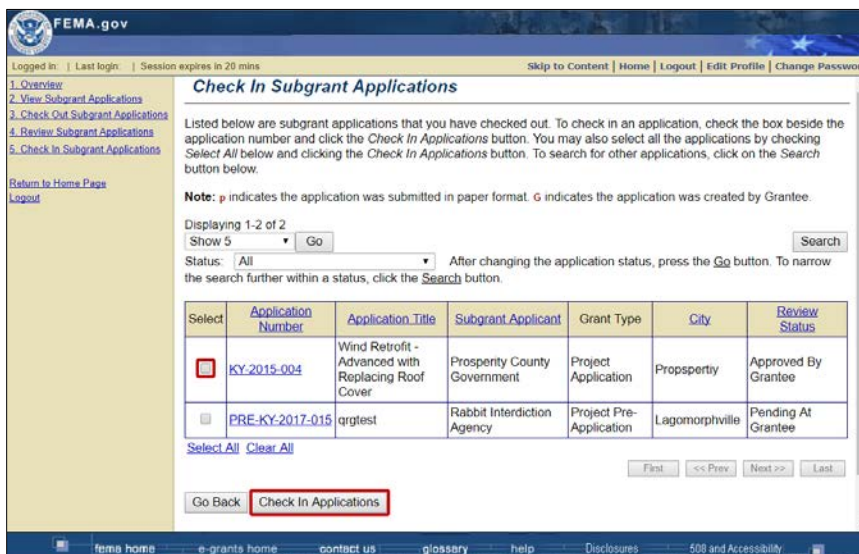


Figure 5-24: Select checkbox and Check in Applications button

- Click the **Yes** button to check in the selected subapplications. The Overview screen is displayed, showing your pending tasks and the subapplications still checked out to you.

Creating Applications in eGrants

Applications in eGrants

In addition to facilitating your review of subapplications, another primary purpose of eGrants is to assist you in creating applications. Through eGrants, you can electronically prepare and submit:

- Applications, depending on your roles, including:
 - Flood Mitigation Assistance (FMA) applications: Project, planning, management costs, and technical assistance
 - Pre-Disaster Mitigation (PDM) applications: Project, planning, and management costs
- Subapplications, when you are:
 - Acting as a Subapplicant to submit a subapplication on behalf of the Applicant
 - Entering a paper subapplication that was submitted to you on behalf of a Subapplicant (Application Intake). For instructions on the Application Intake process, refer to the *Entering a Paper Subapplication* section above.

You can find instructions for preparing subapplications in the ***Mitigation eGrants Subapplicant Quick Reference Guide***.

Sections of the Application

eGrants automatically presents you with the application sections you must complete. In addition, eGrants ensures that you have provided all the data elements required to process the application and, where it can, validates the format of the data. Table 2-1 outlines the sections of the application.

Table 2-1: Sections of the Application

Section
Applicant Information
Contact Information
Subgrant Applications
Schedule
Budget
Properties
Comments and Attachments
Assurances and Certifications

How to Create a New Application

eGrants guides you through the process of creating your application.

1. From the Grant Applicant Homepage, click the **Create New Grant Application** link (Figure 5-25). The Create New Grant Application screen is displayed.

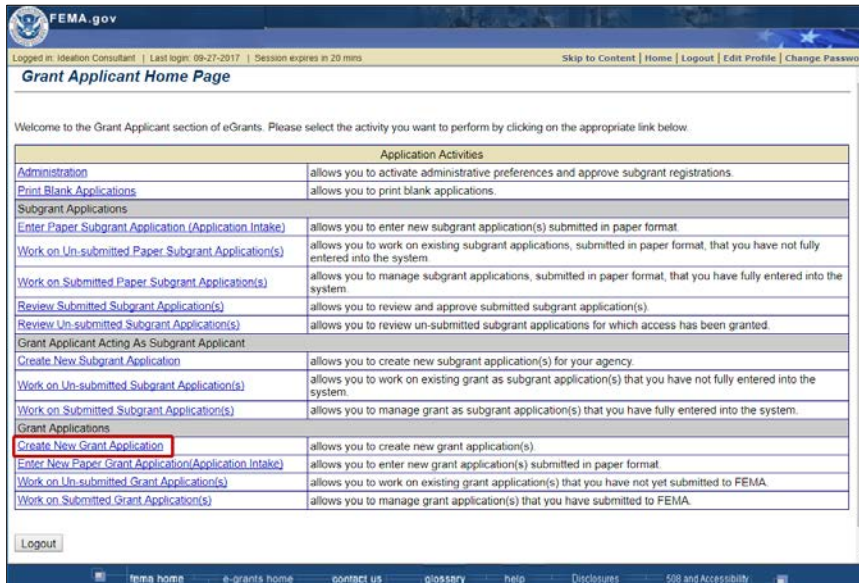


Figure 5-25: Create New Grant Application link

2. Enter a descriptive application title.
3. Select the application type from the drop-down menus.
4. Click the **Save and Continue** button. The Start New Grant Application screen is displayed.
5. Click the **Start New Application** button (Figure 5-26). The Application Status screen is displayed, showing the sections to be completed for this type of application.

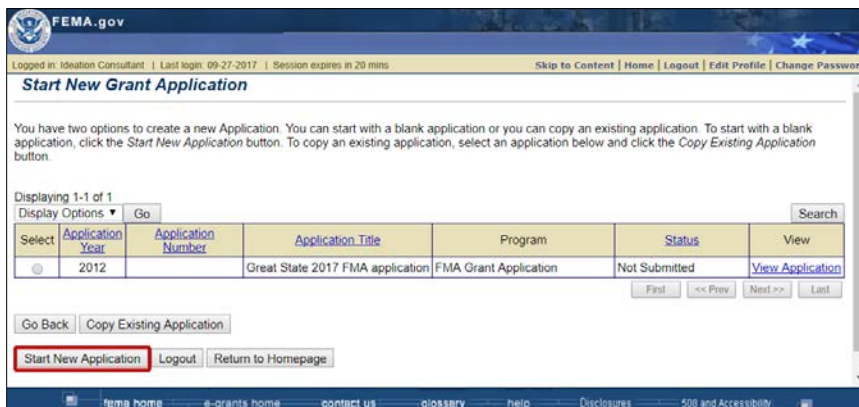


Figure 5-26: Start New Application button

NOTE: You may also use the **Copy Existing Application** button to copy sections from an existing application. See the **Copying an Existing Application** section for more information.

1. Click the **Applicant Information** link on the sidebar menu. The Applicant Information screen is displayed (Figure 5-27).

HINT: You can access each section of the application by clicking on the section's **Incomplete** link in the **Application Status** window, the specific section on the sidebar menu, or **Save and Continue** button.

The screenshot shows the FEMA.gov FMA Grant Application interface. The top navigation bar includes the FEMA logo, 'FEMA.gov', and 'FMA Grant Application'. Below the navigation bar, the user is logged in as 'Ideation Consultant' and the session expires in 20 minutes. The main content area is titled 'Application Status' and shows that the application is 37% complete. A table lists the application sections and their status:

Application Section	Status
Applicant Information	Incomplete
Contact Information	Incomplete
Subgrant Applications	Incomplete
Schedule	Incomplete
Budget	Complete
Properties	Complete
Comments and Attachments	Complete
Assurances and Certifications	Incomplete

At the bottom of the table, there are 'Go Back' and 'Save and Continue' buttons. The sidebar menu on the left lists various application sections, with '2. Applicant Information' highlighted in red.

Figure 5-27: Applicant Information sidebar menu link and Incomplete status link

2. Enter the data elements requested. If you have any questions about the data you are entering or if you need help finding information, contact your FEMA Regional office.

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

3. When finished entering the data in this section, click the **Save and Continue** button. The next section required for the application is displayed.

CAUTION: Be sure to click either **Save** or **Save and Continue** before you move from to another section to ensure that your data are saved.

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

Copying an Existing Application

You may find that the information required in an application is the same across applications. This is especially true for information about your organization and contact information, but may also be true for other sections. The copy feature helps to reduce the need to re-enter information between similar applications.

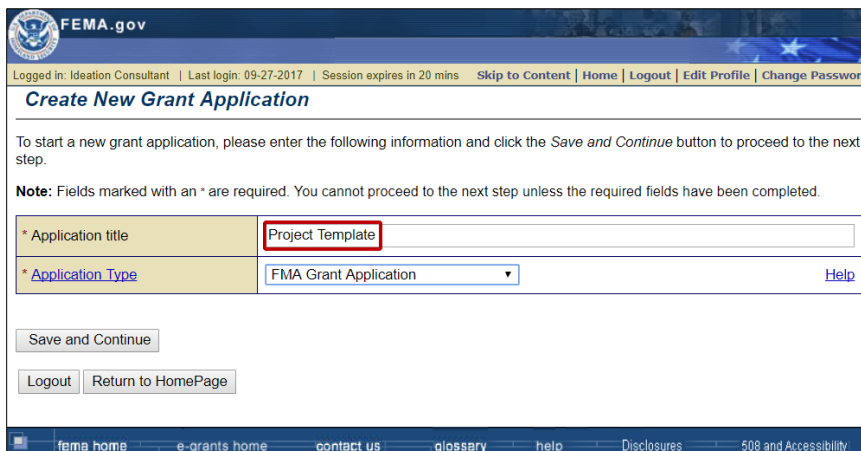
The copy feature allows you to copy all or specific sections from an existing application into a new application. You can then access the sections and fields that are different in the new application to change and save the new values.

Create a Template

One technique is to create a “template” of your standard organizational information. When starting each new application, you then **Copy** the information from the template as the first step.

To create a template:

1. Start a new application. Title the application “Project Template” or something similar (Figure 5-28).



The screenshot shows the FEMA.gov website interface for creating a new grant application. The page title is "Create New Grant Application". Below the title, there is a message: "To start a new grant application, please enter the following information and click the Save and Continue button to proceed to the next step." A note states: "Note: Fields marked with an * are required. You cannot proceed to the next step unless the required fields have been completed." The form contains two required fields: "* Application title" with the text "Project Template" entered, and "* Application Type" with a dropdown menu set to "FMA Grant Application". There is a "Save and Continue" button and a "Help" link. At the bottom, there are "Logout" and "Return to HomePage" buttons. The footer includes links for "fema home", "e-grants home", "contact us", "glossary", "help", "Disclosures", and "508 and Accessibility".

Figure 5-28: “Project Template” application title example

2. Enter the organizational information that will not change for each application, such as your organization name and address and contact information.
3. Save the “template” application.
4. When you start a new application, select the appropriate template application and click the **Copy Existing Application** button (Figure 5-29).

FEMA.gov
 Logged in: Ideation Consultant | Last login: 09-27-2017 | Session expires in 20 mins | Skip to Content | Home | Logout | Edit Profile | Change Password

Start New Grant Application

You have two options to create a new Application. 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 1-3 of 3

Display Options ▾ Go Search

Select	Application Year	Application Number	Application Title	Program	Status	View
<input type="radio"/>	2012		Great State 2017 FMA application	FMA Grant Application	Not Submitted	View Application
<input type="radio"/>	2012		Great State 2017 FMA application	FMA Grant Application	Not Submitted	View Application
<input checked="" type="radio"/>	2012		Project Template	FMA Grant Application	Not Submitted	View Application

First << Prev Next >> Last

Go Back **Copy Existing Application**

Start New Application Logout Return to Homepage

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Figure 5-29: Selected radio button and Copy Existing Application button

5. Access each section to verify that the information you copied from the template applies to this application and change any copied information that needs to be changed.
6. Enter the remaining information needed for the application.
7. Review and submit the application following the normal process.

To Create a New Application from an Existing Application

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

1. Enter an application title and select the application type. Click the **Save and Continue** button. The Start New Grant Application screen is displayed, showing the list of applications you have already created.
2. To view an application before selecting it to copy, click the **View Application** link in the View column. The View Grant Application Sections window is displayed. Click the **View** link associated with a specific section of the application to view it (Figure 5-30).

View Grant Application Sections

Application Title: [Project Template](#)
 FEMA Application Number:
 Application Year: 2012
 Grant Type: [FMA Grant Application](#)
 Address:

To view an application section, click on the appropriate [View](#) link below. To print one or more sections, select the checkbox and then click on the [Print](#) button. When you are finished, click the [Close Window](#) button below.

[Print](#)

Select	Application Section	Action
<input type="checkbox"/>	Applicant Information	View
<input type="checkbox"/>	Contact Information	View
<input type="checkbox"/>	Subgrant Applications	View
<input type="checkbox"/>	Schedule	View
<input type="checkbox"/>	Budget	View
<input type="checkbox"/>	Properties	View
<input type="checkbox"/>	Comments and Attachments	View
<input type="checkbox"/>	Assurances and Certifications	View
<input type="checkbox"/>	Forms	View
<input type="checkbox"/>	Entire Application	View

[Close Window](#)

Figure 5-30: Contact Information section View link

- a. Click the checkbox associated with one or more sections and click the **Print** button to print specific sections of the application.
 - b. Click the **Close Window** button to close the View Grant Application Sections window.
3. Click the radio button next to the name of the application you want to copy.
 4. Click the **Copy Existing Application** button. The Copy Application Sections screen is displayed.
 5. Click the checkboxes for each section you want to copy. Click the **Save and Continue** button. The Application Status screen is displayed.
 6. Using the sidebar menu, click each section of the application to review its contents and change the data as needed. As you finish each section, click the **Save and Continue** button to save your new data. The next section required for the application is displayed.

CAUTION: If the sections in the application you copied from were complete, those sections will be shown as complete in your new application.

CAUTION: The comments and attachments in the sections selected will be copied to the new application.

CAUTION: When you copy sections from an existing application, always be sure to review the data elements in each section of the new application to ensure that the copied data are applicable to the new application.

7. When you have reviewed each section, and changed the data that needs to be changed, enter data for the new application into the remaining application sections.
8. When finished with the remaining sections, the new application is ready to be reviewed and submitted.

How to Use a Find and Search Functions

Find and **Search** buttons are associated with various fields on a variety of screens. These buttons allow you to search for information (e.g., an organization name or contact name) that already resides in eGrants. These features help to standardize wording and capitalization that is used across applications.

1. Click the **Find** button (Figure 5-31) or **Search** button (Figure 5-32) that is located next to the field. The Search screen is displayed.

The screenshot shows the 'Applicant Information' section of the 'FMA Grant Application' interface. The page title is 'Great State 2017 FMA application'. The user is logged in as 'Ideation Consultant' and the session expires in 20 minutes. The application is 37% complete. A note states: 'Fields marked with an * are required.' The form includes fields for 'Name of Applicant', 'State' (set to KY), 'Congressional District', and 'Type of Applicant'. A red box highlights the 'Find Organization' button next to the 'Name of Applicant' field.

Figure 5-31: Example of a Find button

The screenshot shows the 'Approved User Registrations' section of the FEMA.gov interface. It displays a table of subgrant registrations with columns for Name, Agency, Telephone Number, Email, and Action. A red box highlights the 'Search' button in the top right corner of the table area.

Name	Agency	Telephone Number	Email	Action
Vishal Agarwal	REI Systems		vagarwal@reisys.com	Review Reassign Permissions
Senthil Chinnaiyan	REI Systems		schinnaian@reisys.com	Review Reassign Permissions
Christopher Coleman	Angel Organization		febco@starpower.net	Review Reassign Permissions
Jennifer East	KY Local		jennifer.east@dhs.gov	Review Reassign Permissions
Sub.Grant	KY Local		jennifer.burmaster@dhs.gov	Review Reassign Permissions

Figure 5-32: Example of a Search button

2. Enter the search criteria (Figure 5-33).

Figure 5-33: Search criteria for Registered Users

3. Click the **Search** button. The Search Results screen is displayed, showing the information stored in eGrants that meets the criteria you entered.
4. Click the appropriate entry and then click the **Select** button. The eGrants section screen is displayed with the information you selected populated in the appropriate field.
5. If the search results did not show the information you were searching for, click the **Go Back** button to return to the eGrants screen and enter different search parameters.

Attaching Subapplications to Your Application

You attach subapplications to your application through the Subgrant Application screen.

NOTE: A subapplication must have been submitted and approved by you as the Applicant before you can attach it to an application.

The Subgrant Application screen lists the subapplications that are currently attached to your application, allows you to search for subapplications to attach to your application, and allows you to attach additional subapplications to your application.

1. On the Subgrant Applications screen, click the **Add Subgrant Application(s)** button (Figure 5-34). The Select Subgrant Applications screen is displayed, listing all approved subapplications.

NOTE: A subapplication must have been Checked In to be listed for adding to applications.

Application 37% complete

Subgrant applications that you have included in your grant application to FEMA are listed below. Please verify the ranking of these applications. If the ranking is incorrect, click the *Edit Rank* button below. To include additional subgrant applications to this list, click the *Add Application* button below. To remove a subgrant application from this grant application, click the *Delete* link under the *Action* column. When you are finished, click the *Save and Continue* button below to go to the next section.

Note: p indicates the application was submitted in paper format. G indicates the application was created by Grantee.

No Records Returned
Show 5 Go

Rank	Application Number	Application Title	Name	Non-Federal Share	Federal Share	Federal Share %	Action
				Total	\$ 0.00	\$ 0.00	

First << Prev Next >> Last

Go Back **Add Subgrant Application(s)** Edit Rank Save and Continue

Figure 5-34: Add Subgrant Application(s) button

- Click the checkbox next to the subapplication(s) you want to attach to your application. Click the **Add Subgrant Applications** button. A confirmation screen is displayed.
- Click the **Yes** button. The Edit Subgrant Ranks screen is displayed.
- Enter a rank for each subapplication in the Rank column (see example in Figure 5-35). (For more information, see the *Ranking Subapplications* section below.)

Rank	Application Number	Application Title	Name	Non-Federal Share	Federal Share	Federal Share %
1	G KY-2016-007	Test TA	KY EMA	\$ 30,000.00	\$ 50,000.00	62.5

Go Back Save Save and Continue

Figure 5-35: Example rank for a FMA technical assistance subapplication

- Click the **Save and Continue** button. The Subgrant Applications screen is displayed, showing the subapplication you've attached to your application and the rank you assigned to each.
- Click the **Edit Rank** button to change any of the ranks you have assigned.
- Click the **Add Subgrant Applications** button to add more subapplications to your application. If necessary, refer to the *Detaching a Subapplication* section below.
- When you have finished attaching subapplications to your application, click the **Save and Continue** button. The Schedule screen is displayed.
- Continue completing each section of the application until all sections have been completed.

Ranking Subapplications

Subapplications are ranked differently depending on the grant program.

- For a **PDM** subapplication, assign a unique rank of 1 to x to each subapplication, where x represents the total number of subapplications

you've attached to your application. With this sequential ranking, the ranks for PDM subapplications are 1, 2, 3, etc.

- For an **FMA** subapplication, the ranking is based on level of priority. High priority subapplications are assigned a rank of 1, medium priority subapplications receive a rank of 2, and low priority subapplications are ranked with a 3.

Regardless of program, Applicants should provide an explanation for why they ranked the subapplications as they did. Typically, this will include references to the Applicant's hazard mitigation plan.

Detaching a Subapplication

If you need to detach a subapplication from an application:

1. From the Subgrant Applications screen, click the **Delete** link in the Action column for the subapplication you want to detach (Figure 5-36). The Delete Attached Subgrant Application screen is displayed.

Subgrant Applications

Application **100%** complete

Subgrant applications that you have included in your grant application to FEMA are listed below. Please verify the ranking of these applications. If the ranking is incorrect, click the *Edit Rank* button below. To include additional subgrant applications to this list, click the *Add Application* button below. To remove a subgrant application from this grant application, click the *Delete* link under the Action column. When you are finished, click the *Save and Continue* button below to go to the next section.

Note: **p** indicates the application was submitted in paper format. **G** indicates the application was created by Grantee.

Displaying 1-1 of 1
Show 5

Rank	Application Number	Application Title	Name	Non-Federal Share	Federal Share	Federal Share %	Action
1	G CL-2016-007	Shoreline Mitigation Projects	CL EMA	\$ 30,000.00	\$ 50,000.00	62.5	Update Delete
Total				\$ 30,000.00	\$ 50,000.00		

<< >>

Figure 5-36: Delete link subapplication to be detached from an application

2. Click the **Yes** button to confirm the deletion from this application.

NOTE: Clicking on the Yes button does not delete the subapplication from eGrants; it simply detaches the subapplication from the application.

3. The **Subgrant Applications** screen is displayed, and the subapplication is no longer listed.

Attaching Documents, Maps, and Studies to Your Application

Additional documents, maps, and studies often are necessary or helpful in the processing of your application. These items can be attached to your application, or you can indicate that you are sending hard copies of these documents by regular mail.

NOTE: To make the review process easier, it is recommended that you attach documentation by using the Attach File button while you are completing a particular section. Attachments may also be added by

using the Comments and Attachments link on the sidebar menu; however, using this method does not associate the comments and attachments with the relevant eGrants input.

1. Click the **Attach File** button. The Attach Document screen is displayed.
2. Click the radio button for the appropriate attachment option – Regular Mail or Electronic File (Figure 5-37).

Figure 5-37: Regular Mail and Electronic File radio buttons

- a. If you selected regular mail, enter the date on which the document was mailed and a brief description of the document.
 - b. If you selected electronic file, complete the fields describing the file format. Browse for or enter the name of the file to be attached (uploaded) to the application.
3. Click the **Save and Continue** button. The Document(s) Attached screen is shown and the document you attached should be listed.

Updating/Completing an Un-submitted Application

You will often not have all the information necessary to complete an application when it is first created. eGrants allows you to create the application, enter the information you have, save the application, and then return to it at a later time to update and complete the application.

CAUTION: It is important to remember that even though you have created and saved an application, it is not submitted for processing until you click the Submit Application button.

1. Access the Grant Applicant Homepage.
2. Click the **Work on Un-submitted Grant Application(s)** link (Figure 5-38). The Grant Status: Un-submitted Grant Applications screen is displayed, showing a list of your unsubmitted applications.

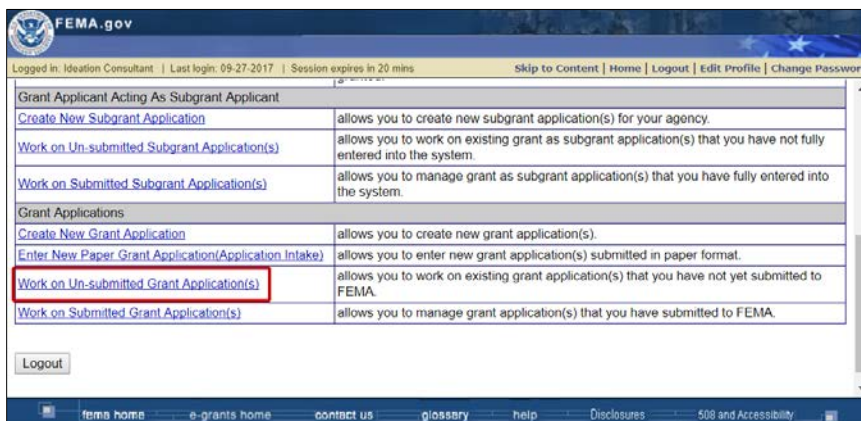


Figure 5-38: Work on Un-submitted Grant Application(s) link

3. Click the **Update Application** link in the Action column for the application you want to update or complete (Figure 5-39).

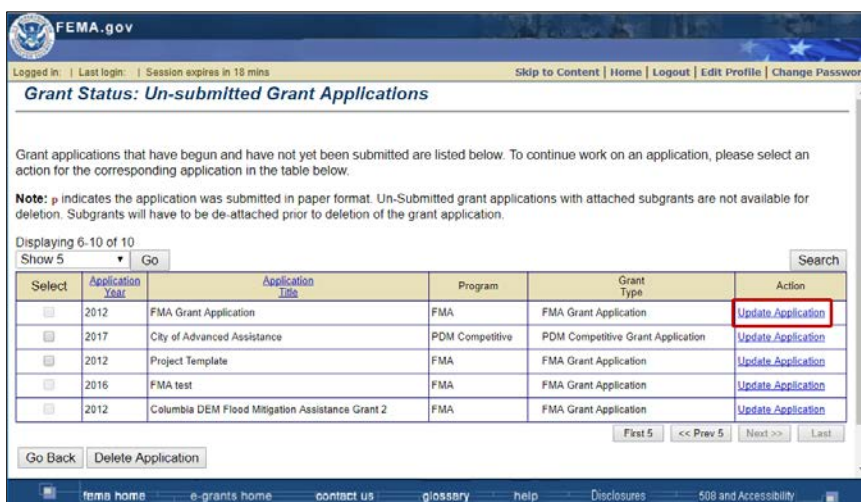


Figure 5-39: Update Application link

4. 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 a **Complete** or **Incomplete** link.
5. Click the **Complete** or **Incomplete** link for the section of the application you want to update or complete. That section of the application is displayed.

NOTE: If the section you want to update has already been marked Complete, it is still possible to make changes by clicking the Complete link in the Status column.

- Click the field(s) into which you want to enter data and enter the data. When you have finished entering data, click the **Save and Continue** button. The next section required for the application is displayed.

NOTE: At any point, you may click the Application Status link at the top of the sidebar menu to display the current status of each section of the application. The updated status will tell you which sections are currently Complete and Incomplete.

- Continue accessing the sections you need to complete until you have accessed and entered data for each section.
- Click the **Return to Homepage** link at the bottom of the sidebar menu. The Grant Applicant Homepage is displayed.
- If you have completed all the sections of the application, it is ready to be reviewed and submitted.

You may delete an application that you started, but have not submitted.

- From the Grant Applicant Homepage, click the **Work on Un-submitted Grant Application(s)** link. The Grant Status: Un-submitted Grant Applications screen is displayed.
- Click the checkbox next to the application you want to delete.
- Click the **Delete Application** button (Figure 5-40). A confirmation screen is displayed.

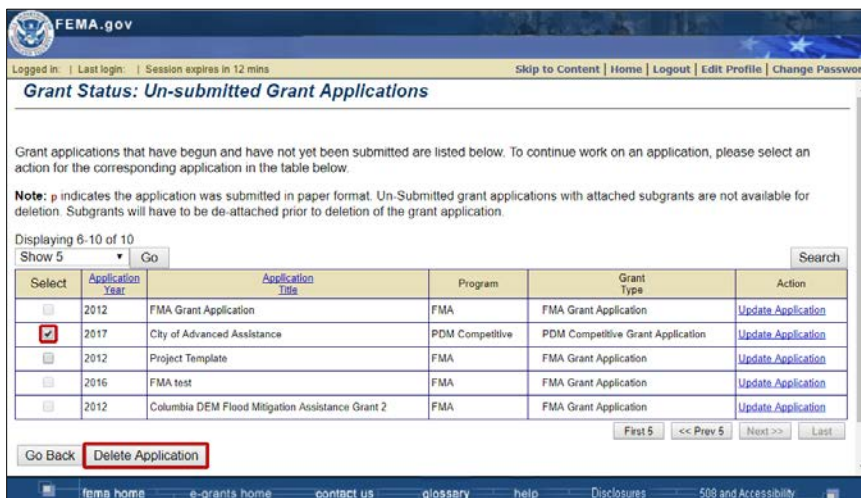


Figure 5-40: Delete Application button

- Click the **Yes** button. The selected application is deleted and the Grant Status: Un-submitted Grant Applications screen is displayed.

NOTE: You cannot delete an application that has been submitted to FEMA.

CAUTION: An Applicant can submit one application for each grant program per year.

Entering Assurances and Certifications for an Application

The application must be certified before it can be submitted. This is done in the Assurances and Certifications section.

1. From the Application Status screen, select the **Assurances and Certifications** link on the sidebar menu or the **Incomplete** link for the Assurances and Certifications section on the Application Status screen (Figure 5-41).



Figure 5-41: Assurances and Certifications link on the sidebar menu and Incomplete status link

2. The Assurances and Certifications screen is displayed. For each form, click the **Incomplete** link (Figure 5-42).

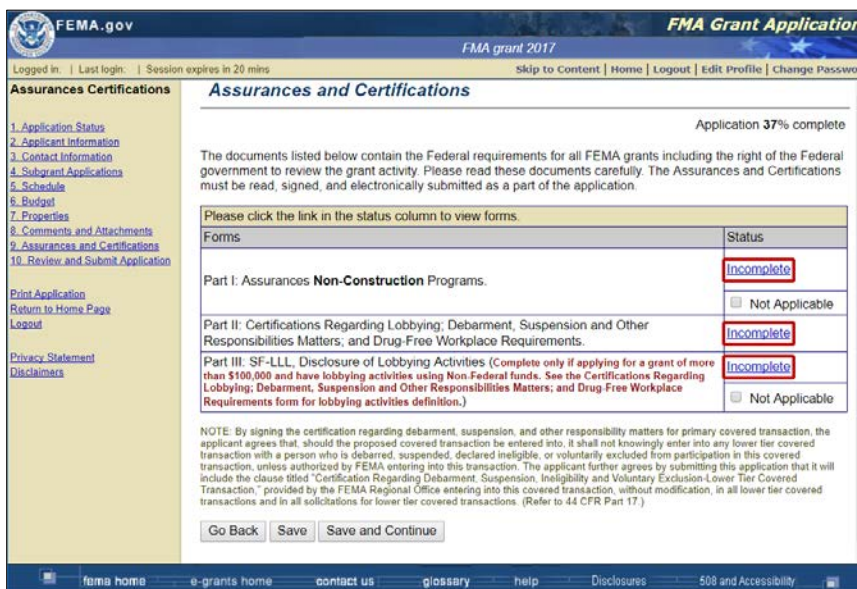


Figure 5-42: Incomplete links on Assurances and Certifications screen

CAUTION: Construction projects require Part I: Assurances for Construction Programs. Non-construction projects require Part I: Assurances for Non-Construction Programs.

1. Click the [Grants.gov](https://www.grants.gov/web/grants/forms.html#sortby=1) link URL
<https://www.grants.gov/web/grants/forms.html#sortby=1>. The Forms screen appears (Figure 5-43).
2. Click the [SF-424 Family](https://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1) link URL on Grants.gov
<https://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1>.

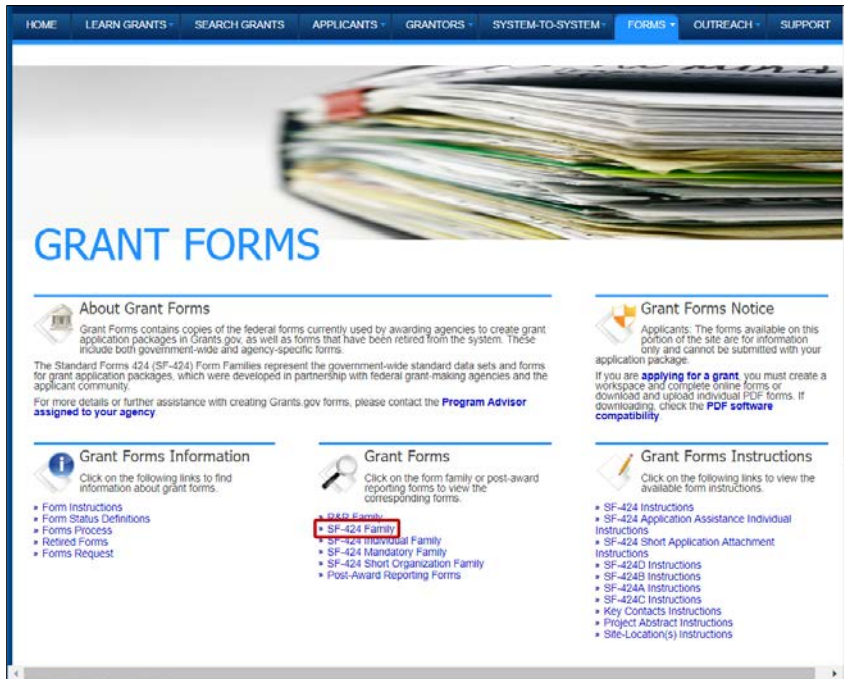


Figure 5-43: SF-424 Family link on Grant Forms screen

3. The SF-424 Family screen appears (Figure 5-44). Click the **PDF** links to download the appropriate fillable forms for Assurances (Part I), Certifications Regarding Lobbying (Part II), and Disclosure (Part III):
 - o Assurances for Non-Construction Programs (Standard Form (SF) 424B) or
 - o Assurances for Construction Programs (SF-424D)
 - o Grants.gov Lobbying Form (Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibilities Matters; and Drug-Free Workplace Requirements)
 - o Disclosure of Lobbying Activities (SF-LLL)

GRANTS.GOV > Forms > SF-424 Family

SF-424 FAMILY

- R&R Family
- SF-424 Family
- SF-424 Individual Family
- SF-424 Mandatory Family
- SF-424 Short Organization Family
- Post Award Reporting Forms
- Form Instructions
- Form Status Deductions
- Retired Forms
- Forms Process
- Forms Request

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 within the application package as provided by the awarding agency, and submit it in its entirety. [Get Adobe Reader](#)

* Denotes a form that is fillable for sample purpose only, the form is NOT submittable

Agency Owner	Form Name	Adobe Form	Form Schema	Data Analysis	GG Version	CMS Number	CMS Expiration
TREAS	ACR Vendor/Miscellaneous Payment Enrollment Form	PDF*	Schema	DAT	1.0	1510-0056	04/30/2019
USDA	AFRI PROJECT TYPE	PDF*	Schema	DAT	1.0	3524-0039	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-424B)	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	4040-0005	01/31/2019
Grants.gov	Budget Information for Non-Construction Programs (SF-424C)	PDF*	Schema	DAT	1.0	4040-0006	01/31/2019
Grants.gov	Budget Narrative Attachment Form	PDF*	Schema	DAT	1.2		
DOC	CDSH Form	PDF*	Schema	DAT	1.1		
DOJ	CDSH Short Application Attachment to SF-424	PDF*	Schema	DAT	2.3	1103-0006	05/31/2020
Grants.gov	Disclosure of Lobbying Activities (SF-424L)	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	1004-0001	07/31/2019

Figure 5-44: PDF links to download fillable Assurances and Certification forms

4. Print each document, so an authorized member of your organization can complete and sign it. Then, scan and save each document with a descriptive file name.
5. Return to the Assurances and Certification section screen and click the **Incomplete** link for a document. When the appropriate screen appears, click 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.
6. Click the **Save and Continue** button to attach the next document.

Completing the FEMA Grants Application Section

This section is only accessible through the Review and Submit Application link on the sidebar menu. To complete this section, you must obtain and complete a copy of the SF-424 Application for Federal Assistance. The completed form must be scanned and attached to the section. To obtain a copy of the form:

1. Click the **Review and Submit Application** link on the sidebar menu. The Review and Submit Application screen is displayed.
2. Click the **Incomplete** link in the Select column for the FEMA Grants Application section. The FEMA Grants Application screen is displayed.
3. Click the [Grants.gov](https://www.grants.gov) link URL
<https://www.grants.gov/web/grants/forms.html#sortby=1>. Follow the directions for obtaining the Assurances and Certifications forms above. Select the **PDF** link for the SF-424, Application for Federal Assistance form.
4. When you have completed the form, save it with a descriptive file name.
5. Return to the Review and Submit Application screen and click the **Incomplete** link for the FEMA Grants Application section. When the FEMA Grants Application screen appears, click the **Attach File** button to upload the completed SF-424 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.

Reviewing and Submitting Your Application

When you have completed all the sections of the application and are ready to submit the application, review the application for completeness and then submit the application for processing.

1. Access the Grant Applicant Homepage.
2. Click the **Work on Un-submitted Applications** link. The Grant Status: Un-submitted Applications screen is displayed, showing a list of your unsubmitted applications.
3. Click the **Update Application** link in the Action column for the application 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 a **Complete** or **Incomplete** link.
4. Click the **Review and Submit Application** link in the sidebar menu. The Review and Submit Application screen is displayed. The status of sections that are missing required information are shown as **Incomplete**. If all the sections are **Complete**, then the **Submit Application** button is active; if any of the sections are **Incomplete**, then the **Submit Application** button is inactive (Figure 5-45).

NOTE: To complete the FEMA Grants Application section, you must attach a completed copy of SF-424, Application for Federal Assistance. See Completing the FEMA Grants Application Section in this guide for more information.

NOTE: If all of the sections are Complete and the Submit Application button is not active, you may not have the Sign/Submit user role. You may authorize access to the application to the appropriate user who has Sign/Submit permissions. See the Authorizing Access to Applications section.

FEMA.gov FMA Grant Application

Application 37% complete

Each section of your application to FEMA 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 you have attached all required subgrantee application and 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.

Print

Select	Application Section	Status
<input type="checkbox"/>	* Applicant Information	Incomplete
<input type="checkbox"/>	* Contact Information	Incomplete
<input type="checkbox"/>	* Subgrant Applications	Incomplete
<input type="checkbox"/>	* Schedule	Incomplete
<input type="checkbox"/>	Budget	Complete
<input type="checkbox"/>	Properties	Complete
<input type="checkbox"/>	Comments and Attachments	Complete
<input type="checkbox"/>	* Assurances and Certifications	Incomplete
<input type="checkbox"/>	Forms	Incomplete
<input type="checkbox"/>	Entire Application	Incomplete

Federal Fiscal Year
(Click Change Year button to save new federal fiscal year)

2018

Figure 5-45: Grayed out (inactive) Submit Application button

CAUTION: Even though it is not required that you access and review the contents of any section that is Complete, it is recommended that you access the Complete sections to review the information before submitting the subapplication.

- If needed, change the Federal Fiscal Year by clicking on the **Change Year** button (Figure 5-45) and selecting a different fiscal year.
- Click the checkbox to sign the application.
- Click the **Submit Application** button. The Submit Application Results screen is displayed, confirming that your application has been submitted.
- Click the **Print Application** button to print a hardcopy of your application.

HINT: Although not required, it is recommended that you print a hardcopy of your application for your records.

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

Authorizing Access to Applications

Contact your FEMA regional office to request access (View/Print, Create/Edit, and/or Sign/Submit) be provided to other users for applications you have created. Authorizing access for other users permits:

- Other users in your organization to complete or review and edit portions of the application.

- Another user with signature authority in your organization to sign and submit the application.
- A FEMA regional office user to review and make recommendations on the application before it is formally submitted.

Authorizing Access to Subapplications

As an Applicant user, you may authorize access to subapplications created by Subapplicants or to ones you have created by using the Authorize/Revoke Access function.

NOTE: To perform the roles you select, the user for whom you wish to provide access must have been granted that same level of access as the Subapplicant (in the case of Application Intake) or your organization. If the user has not been granted a role by the Subapplicant or your organization, you cannot assign that role to the user.

To authorize access to a subapplication

1. Search for the registered user.
2. Access the Grant Applicant Homepage.
3. Click the **Work on Un-submitted Subgrant Application(s)** link if the application has not yet been submitted or the **Work on Submitted Subgrant Application(s)** link if the application has been submitted. The Grant Status: Un-submitted Applications or the Grant Status: Submitted Applications screen is displayed, showing a list of applications.

NOTE: If it is a paper subapplication, select either the Work on Un-submitted Paper Subgrant Application(s) or the Work on Submitted Paper Subgrant Application(s) link.

4. Click the **View Details** link (Figure 5-46) in the Authorize/Revoke Access column for the application. The Authorize/Revoke Access screen is displayed, showing the list of users who currently have access to this application.

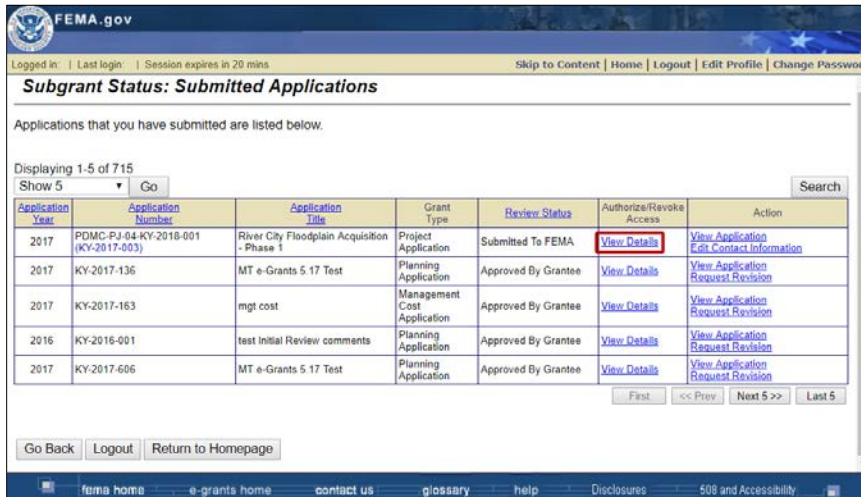


Figure 5-46: View Details link

- Click the **Authorize Access** button (Figure 5-47). The Find Registered Users screen is displayed.

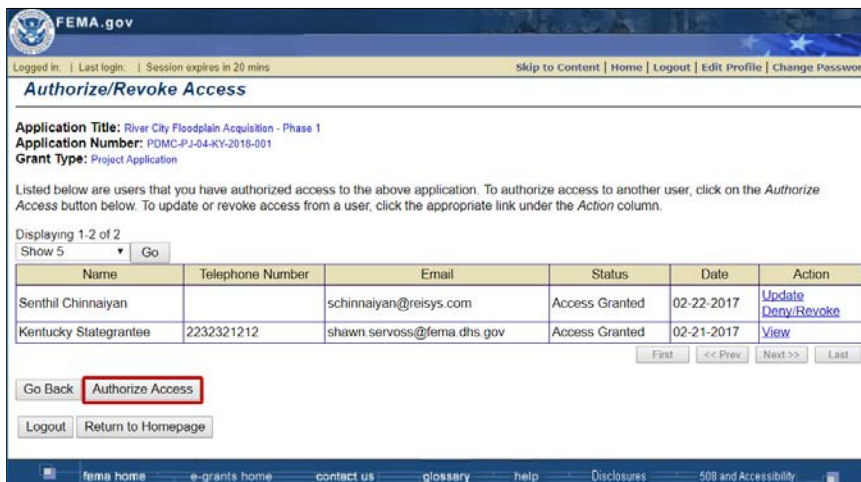


Figure 5-47: Authorize Access button

- Enter search criteria to locate the user for whom you want to authorize access.
- Click the **Search** button. The Search Results screen is displayed, showing all of the users who meet your search criteria.
- Click the radio button next to the user for whom you want to authorize access. Click the **Authorize Access** button (Figure 5-48). The Update Access screen is displayed.

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

Search Results

Listed below are users who match your search criteria. To authorize access to a user listed below, select the radio button beside the *First Name* and click the *Authorize Access* button. To search for other users, click the *Go Back* button.

Displaying 1-2 of 2
Show 5

Select	First Name	Last Name	Telephone Number	Email	Agency
<input checked="" type="radio"/>	Ferna	User		gwang@reisis.com	FEMA
<input type="radio"/>	multiapp	test		eeeeee@aaa.com	XYZ

<< >>

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Figure 5-48: Selected radio button and Authorize Access button

- Click the appropriate checkbox(es) to specify the access permissions you want to authorize: View/Print, Create/Edit, and/or Sign/Submit (see example in Figure 5-49).

NOTE: Permissions can be View/Print only, View/Print and Create/Edit, or all three (View/Print, Create/Edit, and Sign/Submit).

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

Update Access

Application Title: River City Floodplain Acquisition - Phase 1
Application Number: PDMC-PJ-04-KY-2018-001
Grant Type: Project Application

You have chosen to modify the following access information. When you are finished, click on the *Save and Continue* button below.

User Information	
Title	
Username	femauser
First Name	Ferna
Middle Initial	
Last Name	User
Telephone	
Email	gwang@reisis.com

Access Information	
Permissions	<input checked="" type="checkbox"/> View/Print <input type="checkbox"/> Create/Edit <input type="checkbox"/> Sign/Submit (Permissions can be View only, View & Create, View & Sign or All)
Period of Time	<input type="text"/> (e.g. 30)
Unit of Time	Day(s) <input type="button" value="v"/> (e.g. Days)

Justifications
(Maximum 4000 characters)

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Figure 5-49: Checkbox selected for View/Print access

- Enter a period of time for the duration of the user's access.
- In the **Justifications** text box, enter any information you want to retain concerning your justification for this authorization.
- When you have finished, click 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 selected application.

13. Click the **Authorize Access** button to authorize access for other users, or click the **Return to Homepage** button to return to the Grant Applicant Homepage.

To Change or Update a User's Access Permissions

1. Access the Grant Applicant Homepage.
2. Click the **Work on Un-submitted Applications** link if the application has not yet been submitted or the **Work on Submitted Applications** link if the application has been submitted. The Grant Status: Un-submitted Applications or the Grant Status: Submitted Applications screen is displayed, showing a list of your applications.
3. Click the **View Details** link in the Authorize/Revoke Access column for the application. The Authorize/Revoke Access screen is displayed, showing the list of users who currently have access to this application.
4. Click 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 the appropriate checkbox(es) to change the user's access permissions for this application.
6. Enter a period of time for the duration of the user's access.
7. Select the appropriate unit of time from the drop-down menu.
8. In the **Justifications** text box, enter any information you want to retain concerning your justification for this authorization.
9. When you have finished, click the **Save and Continue** button. The Authorize/Revoke Access screen is displayed.
10. Click the **Return to Homepage** button to return to the Grant Applicant Homepage.

To Revoke a User's Access Permissions

1. Access the Grant Applicant Homepage.
2. Click the **Work on Un-submitted Applications** link if the application has not yet been submitted or the **Work on Submitted Applications** link if the application has been submitted. The Grant Status: Un-submitted Applications or the Grant Status: Submitted Applications screen is displayed, showing a list of your applications.
3. Click the **View Details** link in the Authorize/Revoke Access column for the application. The Authorize/Revoke Access screen is displayed, showing the list of users who currently have access to this application.
4. Click the **Deny/Revoke** link in the Action column for the user whose permissions you want to change (Figure 5-50). The Deny/Revoke Access screen is displayed, showing the current setting of this user's access permissions.

FEMA.gov
 Logged in: Ideation Consultant | Last login: 10-01-2017 | Session expires in 20 mins | Skip to Content | Home | Logout | Edit Profile | Change Password

Authorize/Revoke Access

Application Title: River City Floodplain Acquisition - Phase 1
Application Number: PDMC-PJ-04-KY-2010-001
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 1-2 of 2
 Show 5 ▾ Go

Name	Telephone Number	Email	Status	Date	Action
Senthil Chinnaiyan		schinnaiyan@reisis.com	Access Granted	02-22-2017	Update Deny/Revoke View
Kentucky Stategrantee	2232321212	shawn.servoss@fema.dhs.gov	Access Granted	02-21-2017	View

First << Prev Next >> Last

Go Back Authorize Access

Logout Return to Homepage

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Figure 5-50: Deny/Revoke link

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

Unit 6 — Working with Submitted Applications

Viewing the Status of a Submitted Application

Once you have submitted an application to FEMA, you may monitor its status in eGrants as it is reviewed.

1. Access the Grant Applicant Homepage.
2. Click the **Work on Submitted Grant Application(s)** link. The Grant Status: Submitted Applications screen is displayed, showing a list of your submitted applications. The current status of each application is shown in the Review Status column (Figure 6-1). Submitted applications will either show the status of “In Progress” or “Revision Requested.” Applications that have been approved for a federal award will show the status of “Obligated.”

Application Review

Number of Applications	Review Status	Action
10	Revision Requested	Review Revision Requests
15	In Progress	Review Status

Awards

Number of Applications	Review Status	Action
14	Obligated	View FEMA Award Package(s)

Here are the grant applications that have been submitted. Select an application by clicking the link under the Action column.

Displaying 33-37 of 37

Show 5 Search

Application Year	Application Number	Application Title	Grant Type	Application Status	Action
2016	PDMC-04-KY-2016	FY16 PDM Grant for KY	PDM Competitive Grant Application	Submitted To FEMA	Select Action <input type="button" value="Go"/>
2016	RFC-04-KY-2016	test	RFC Application	Submitted To FEMA	Select Action <input type="button" value="Go"/>
2017	FMA-04-KY-2017	Columbia DEM Flood Mitigation Assistance Grant	FMA Grant Application	Submitted To FEMA	Select Action <input type="button" value="Go"/>
2017	PDMC-04-KY-2017	2017 PDMC grant test - East	PDM Competitive Grant Application	Submitted To FEMA	Select Action <input type="button" value="Go"/>
2018	PDMC-04-KY-2018	Test	PDM Competitive Grant Application	Submitted To FEMA	Select Action <input type="button" value="Go"/>

First 5 << Prev 5 Next >> Last

Go Back Logout Return to Homepage

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Figure 6-1: Application Review Status

Revising/Amending a Submitted Application

FEMA may request changes to an application. eGrants allows Applicants to:

- Make revisions to a submitted application.
- Make revisions to an attached subapplication (either one submitted by a Subapplicant or by the Applicant acting as a Subapplicant).
- Request a Subapplicant to revise and resubmit a subapplication to FEMA for reconsideration.

You will be notified of a request for revisions through an e-mail message from the FEMA reviewer.

NOTE: Before you can revise an application that has been submitted to FEMA, FEMA must “release” the application for revision in eGrants. If you see a revision request but can’t access the application to revise it, contact your FEMA regional office to verify that the application has been released by FEMA.

To Revise a Submitted Application

1. Access the Grant Applicant Homepage.
2. Click the **Work on Submitted Grant Application(s)** link. The Grant Status: Submitted Grant Applications screen is displayed.
3. In the pending tasks at the top of the page, click **Review Revision Requests** link (Figure 6-2). The applications for which revisions have been requested are listed.

The screenshot shows the FEMA.gov eGrants system interface. At the top, it says 'FEMA.gov' and 'Logged in: Ideation Consultant | Last login: 10-01-2017 | Session expires in 20 mins'. Below that, it says 'Grant Status: Submitted Grant Applications'. There is a section for 'Here are your pending tasks. Select an action by clicking the link under the Action column.' Below this is a 'Note: p indicates the application was submitted in paper format.' There are two summary tables: 'Application Review' and 'Awards'. The 'Application Review' table has columns for 'Number of Applications', 'Review Status', and 'Action'. The 'Review Status' is 'Revision Requested' and the 'Action' column has a red box around the 'Review Revision Requests' link. The 'Awards' table has columns for 'Number of Applications', 'Review Status', and 'Action'. Below these tables is another section: 'Here are the grant applications that have been submitted. Select an application by clicking the link under the Action column.' There is a search bar and a table of applications. The table has columns for 'Application Year', 'Application Number', 'Application Title', 'Grant Type', 'Application Status', and 'Action'. The 'Action' column has a dropdown menu with 'Select Action' and a 'Go' button. The 'Review Revision Requests' link is highlighted in the 'Action' column of the first row.

Application Year	Application Number	Application Title	Grant Type	Application Status	Action
2016	PDMC-04-KY-2016	FY16 PDM Grant for KY	PDM Competitive Grant Application	Submitted To FEMA	Select Action Go
2016	RFC-04-KY-2016	test	RFC Application	Submitted To FEMA	Select Action Go
2017	FMA-04-KY-2017	Columbia DEM Flood Mitigation Assistance Grant	FMA Grant Application	Submitted To FEMA	Select Action Go
2017	PDMC-04-KY-2017	2017 PDMC grant test - East	PDM Competitive Grant Application	Submitted To FEMA	Select Action Go
2018	PDMC-04-KY-2018	Test	PDM Competitive Grant Application	Submitted To FEMA	Select Action Go

Figure 6-2: Review Revision Requests link

4. Select the **Review Revision Requests** option from the drop-down menu in the Action column for the application you want to revise (Figure 6-3).

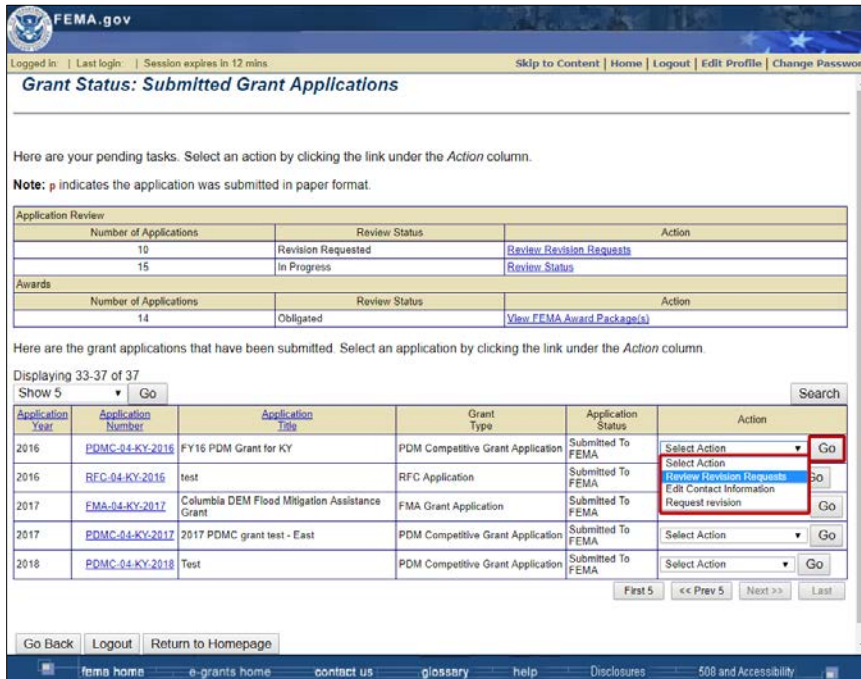


Figure 6-3: Review Revision Requests option selected and Go button

5. Click the **Go** button. The Overview screen is displayed.
6. Click the **Update** link in the Action column (Figure 6-4) to access revisions requested for this application. The Overview screen is displayed, showing the sections of the application that need to be revised/updated.

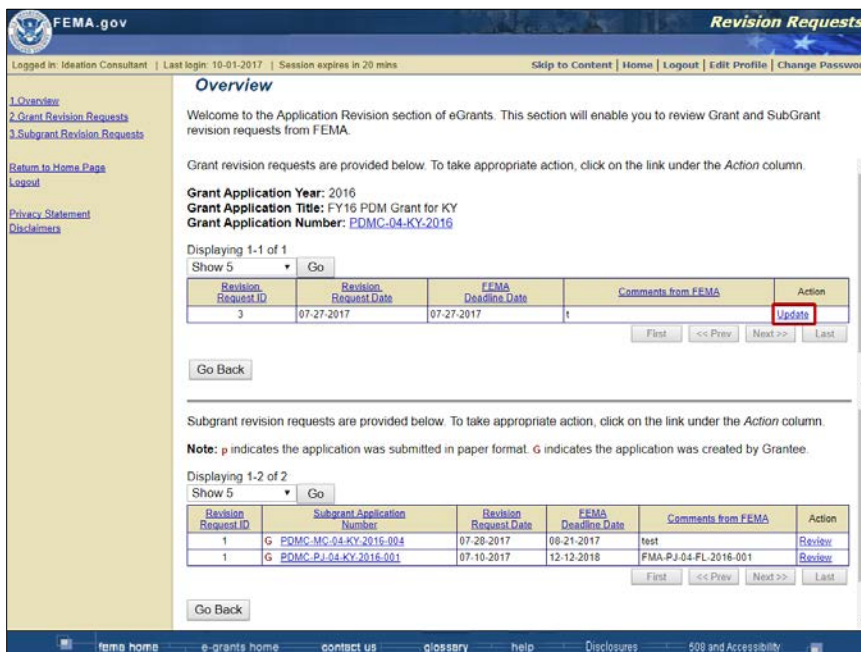


Figure 6-4: Update link

7. Review the revision requested in the **Comments from FEMA** field.
8. Click the **Update** link next to a section to revise it (see example in Figure 6-5). The section is displayed.

FEMA.gov PDM Competitive Grant Application

Logged in: Ideation Consultant | Last login: 10-01-2017 | Skip to Content | Home | Logout | Edit Profile | Change Password

Application Status Overview

Application **100%** complete

This screen shows the sections of the full application. You may click on the link to update that section or you may use the menu on the left.

Revision Request Details	
Revision Request ID	3
Revision Request Date	07-27-2017
FEMA Deadline Date	07-27-2017
Comments from FEMA	t

Application Section	Status
Applicant Information	Update
Contact Information	Update
Subgrant Applications	Update
Schedule	Update
Budget	Update
Properties	Update
Comments and Attachments	Update
Assurances and Certifications	Update

Go Back | Continue

Figure 6-5: Budget section Update link

9. Click the field(s) to be revised and enter or select the revised information.
10. Click the **Save and Continue** button. The Review and Re-Submit Application screen is displayed.
11. If all the requested changes have been made, you can review and re-submit the application.
12. When you have revised all the sections as requested, resubmit the application by clicking on the checkbox to sign the application.
13. Click the **Resubmit Application** button. The Submit Application Results screen is displayed, confirming that your application has been resubmitted.
14. Click the **Print Application** button to print a hardcopy of your application.

HINT: Although not required, it is recommended that you print a hardcopy of your revised application for your records.

15. Click the **Return to Homepage** button. The Grant Applicant Homepage is displayed.

To Revise a Submitted Subapplication

1. Access the Grant Applicant Homepage.
2. Click the **Work on Submitted Grant Application(s)** link. The Grant Status: Submitted Grant Applications screen is displayed.
3. In the pending tasks at the top of the page, click **Review Revision Requests**. The applications for which revisions have been requested are listed.
4. Select the **Review Revision Requests** option from the drop-down menu in the Action column for the application you want to revise.
5. Click the **Go** button. The Overview screen is displayed.
6. Click the **Review** link in the Action column to access revisions requested for this application (Figure 6-6).

Revision Requests

Logged in: Ideation Consultant | Last login: 10-01-2017 | Session expires in 20 mins | Skip to Content | Home | Logout | Edit Profile | Change Password

Overview

Welcome to the Application Revision section of eGrants. This section will enable you to review Grant and SubGrant revision requests from FEMA.

Grant revision requests are provided below. To take appropriate action, click on the link under the Action column.

Grant Application Year: 2017
Grant Application Title: 2017 PDMC grant test - East
Grant Application Number: PDMC-04-KY-2017

Displaying 1-1 of 1
 Show 5 | Go

Revision Request ID	Revision Request Date	FEMA Deadline Date	Comments from FEMA	Action
2	07-27-2017	07-27-2017	test	Update

First << Prev Next >> Last

Go Back

Subgrant revision requests are provided below. To take appropriate action, click on the link under the Action column.

Note: **p** indicates the application was submitted in paper format. **G** indicates the application was created by Grantee.

Displaying 1-1 of 1
 Show 5 | Go

Revision Request ID	Subgrant Application Number	Revision Request Date	FEMA Deadline Date	Comments from FEMA	Action
1	PDMC-PJ-04-KY-2017-004	07-28-2017	08-01-2017	test	Review

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Figure 6-6: Review link for subapplication

7. The Review and Resubmit Application screen is displayed, showing the sections of the application that need to be revised/updated.
8. Review the revision(s) requested in the **Comments from FEMA** field.
9. Click the **Review Section** link next to a section to revise it (see example in Figure 6-7). The section is displayed.

NOTE: As an Applicant, you can either update the section or release the subapplication section to the Subapplicant for them to revise.

NOTE: Sections marked with a red IC are incomplete and must be completed before the subapplication can be resubmitted.

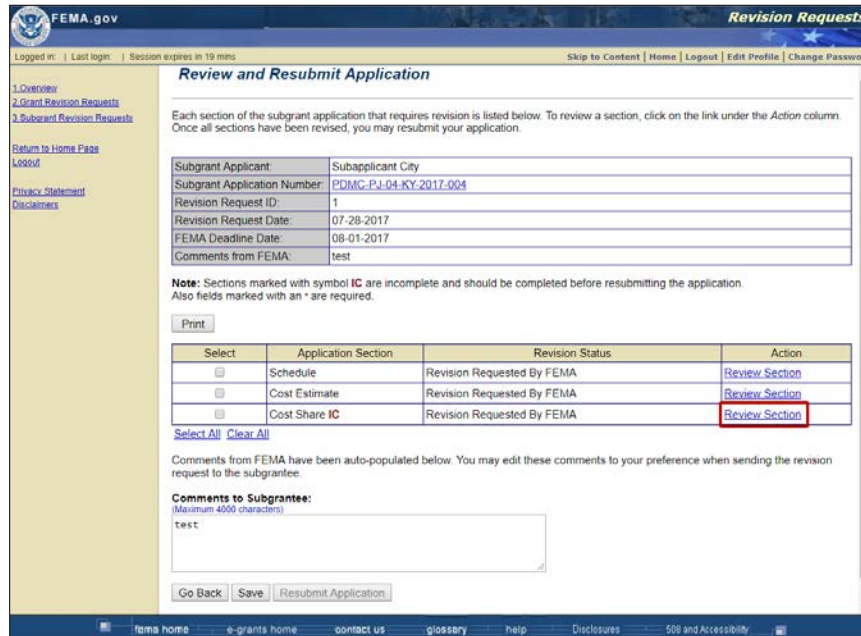


Figure 6-7: Review Section link for application

- To make the revisions to the subapplication section, select the **Update (name of) Section** radio button (see example in Figure 6-8).

Review Cost Share

This screen shows you the subgrant application section to be revised. A summary of comments/instructions from FEMA is also provided. To revise the section, check the **Update Application Section** radio button below. If the section requires information from the applicant, you can release it for revision to the point of contact by checking the **Release Application Section** radio button. When you are finished, click the **Save and Continue** button.

Note: Fields marked with an * are required.

Comments from FEMA
FEMA Deadline Date: 08-01-2017

Rabbit Interdiction Agency

Contact Name:	Roger Rabbit	Address:	123 main street	EIN:	12-345678
Contact Phone:	555-555-1212 Ext.	City:	Lagomorphville	Federal Share:	\$105,154,121.14 (65.07024786%)
Contact Email:	shawn.servino@fema.dhs.gov	State:	KY	Non-Federal Share:	\$56,446,801.86
Contact Fax:	555-555-1212	Zipcode:	84321		View Details

	Cost Share		Percentage
Activity Cost Estimate	\$ 161,600,923.00		
Federal Share Percentage	65.07024786%		
Non-Federal Share Percentage	34.92975214%		
Proposed Federal Share	\$ 105,154,121.14		65.07024786%
Proposed Non-Federal Share	\$ 56,446,801.86		34.92975214%

Source Agency	Name of Source Agency	Funding Type	Amount (\$)	Action
Local Agency Funding	City of Lexington	Cash	\$ 56,446,801.86	View Details
Grand Total			\$ 56,446,801.86	

If you would like to make any comments, please enter them below.

Attachments

Funding Source	Local Agency Funding
Name of Funding Source	City of Lexington
Funding Type	Cash
Amount	\$ 56,446,801.86
Date of availability	01-01-2017
Funds commitment letter date	01-01-2017
Attachment (funds commitment letter)	FundsCommitmentLetter.docx

Action (* comments are required)

* Release Cost Share Section (Request Change) Update Cost Share Section

* Set Revision Deadline: (MM-DD-YYYY e.g. 02-05-2002)
(Required if you selected the Release radio button)

Comments from FEMA have been auto-populated below. You may edit these comments to your preference when sending the revision request to the subgrantee.

Comments to Subgrantee:
(Maximum 4000 characters)

Figure 6-8: Example of Update Cost Share Section radio button

NOTE: For Applicant acting as Subapplicant subapplications, all sections may be updated by the Applicant. This means the subapplication section is displayed immediately after selecting the Review Section link from the Review and Resubmit Application screen.

11. Click the field(s) to be revised and enter or select the revised information.
12. Click the **Save and Continue** button. The Review and Resubmit Application screen is displayed.
13. If all the requested changes have been made, you can sign and re submit the application.
14. When you have revised all the sections as requested, resubmit the application by clicking on the checkbox to sign the application.
15. Click the **Resubmit Application** button. The Submit Application Results screen is displayed, confirming that your application has been re-submitted.

16. Click the Print Application button to print a hardcopy of your application.

To Release a Submitted Subapplication to a Subapplicant for Revision

1. Access the Grant Applicant Homepage.
2. Click the **Work on Submitted Grant Application(s)** link. The Grant Status: Submitted Grant Applications screen is displayed.
3. In the pending tasks at the top of the page, click **Review Revision Requests**. The applications for which revisions have been requested are listed.
4. Select the **Review Revision Requests** option from the drop-down menu in the Action column for the application you want to revise.
5. Click the **Go** button. The Overview screen is displayed.
6. Click the **Review** link in the Action column to access revisions requested for this application. The Review and Resubmit Application screen is displayed, showing the sections of the application that need to be revised/updated.
7. Review the revision requested in the **Comments from FEMA** field.

NOTE: Comments from FEMA are automatically populated into the Comments from FEMA field. You can keep, delete, or add to them.

8. To release the subapplication section to the Subapplicant for revisions, select the **Release {name of} Section (Request Change)** radio button (see example in Figure 6-9).

Figure 6-9: Example of Release Cost Share Section (Request Change) radio button

9. Set a revision deadline. This is a required field.
10. Comments are required. Enter comments in the **Comments** field, as appropriate.
11. Click the **Save and Continue** button.
12. The **Release {name of} Section** screen is displayed. An e-mail to the Subapplicant appears. You can review it and make any necessary changes.
13. Click the **Release Application Section** button (Figure 6-10). The Release Section Results is displayed.

The screenshot shows the FEMA.gov website with a 'Revision Requests' header. The main content area is titled 'Release Cost Share Section'. Below the title, there is a paragraph of instructions: 'You have chosen to release the following application to the subgrant applicant. Please provide the comments/instructions which are to be emailed to the subgrant applicant. When you are finished, click the Release Application Section button.' Below this text is a table for 'Rabbit Interdiction Agency' with contact information. Below the table is an email preview section with fields for To, Date, Subject, From, Revision Deadline, and Body. At the bottom of the preview, there are two buttons: 'Go Back' and 'Release Application Section', with the latter button highlighted with a red border.

Rabbit Interdiction Agency			
Contact Name:	Roger Rabbit	Address:	123 main street EIN: 12-3456576
Contact Phone:	555-555-1212 Ext.	City:	Lagomorphville Federal Share: \$105,154,121.14 (65.07024786%)
Contact Email:	shawn.servoss@fema.dhs.gov	State:	KY Non-Federal Share: \$56,446,801.86
Contact Fax:	555-555-1212	Zipcode:	04321 View Details

To:	Roger Rabbit shawn.servoss@fema.dhs.gov
Date:	10-01-2017
Subject:	Cost Share section released for revision
From:	brenda.huber@ideationinc.com
Revision Deadline:	12-31-2017
Body:	Please revise Cost Share in the application: Application Number: PDMC-PJ-04-KY-2017-004 Application Title: SRS 5.17 testing submit paper app

Go Back **Release Application Section**

Figure 6-10: Release Application Section button

14. Click the **Return to Review and Resubmit** button.
 15. When the Subapplicant resubmits the subapplication and all other requested revisions have been completed, you can sign and resubmit the application.
 16. Click the **Save and Continue** button. The Review and Resubmit Application screen is displayed.
 17. If all the requested changes have been made, you can sign and resubmit the application.
 18. Resubmit the application by clicking on the checkbox to sign the application.
 19. Click the **Resubmit Application** button. The Submit Application Results screen is displayed, confirming that your application has been resubmitted.
 20. Click the **Print Application** button to print a hardcopy of your application.
- Changing the Point of Contact for a Submitted Application.

Changing the Point of Contact for a Submitted Application

The Authorized Agent, or the person and information listed on the Contact Information screen, is the person who will receive e-mail messages about the application and the person who will be contacted by FEMA concerning the application. The Authorized Agent may or may not be the user who created or submitted the application. If needed, the Authorized Agent may be changed after the application has been submitted. The Point of Contact is the alternate person who will receive e-mails messages and be contacted by FEMA about the application.

To Change the Authorized Agent for a Submitted Application

1. Access the Grant Applicant Homepage.
2. Click **Work on Submitted Grant Applications**. The Grant Status: Submitted Applications screen is displayed.
3. Select the **Edit Contact Information** option from the drop-down menu in the Action column for the appropriate application (Figure 6-11).

Application Review

Number of Applications	Review Status	Action
10	Revision Requested	Review Revision Requests
15	In Progress	Review Status

Awards

Number of Applications	Review Status	Action
14	Obligated	View FEMA Award Package(s)

Here are the grant applications that have been submitted. Select an application by clicking the link under the Action column.

Displaying 1-5 of 37

Show 5

Application Year	Application Number	Application Title	Grant Type	Application Status	Action
2016	FMA-04-KY-2016	Unchecked Properties FMA	FMA Grant Application	Submitted To FEMA	Select Action <input type="button" value="Go"/>
2017	PDMC-04-KY-2017	2017 PDMC grant test - East	PDM Competitive Grant Application	Submitted To FEMA	Select Action <input type="button" value="Go"/>
2014	PDMC-04-KY-2014	Test	PDM Competitive Grant Application	Submitted To FEMA	Select Action <input type="button" value="Go"/>
2015	FMA-04-KY-2015	Test 5.14	FMA Grant Application	Submitted To FEMA	Select Action <input type="button" value="Go"/>
2005	PDMC-04-KY-2005	KY PDM-C 2005	PDM Competitive Grant Application	Submitted To FEMA	Select Action <input type="button" value="Go"/>

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Figure 6-11: Edit Contact Information option selected and Go button

4. Select the **Go** button. The Edit Contact Information screen is displayed.

NOTE: You can only edit the contact information for submitted applications that you submitted to FEMA.

5. Click a field to be revised and enter the new information.
6. Click the checkbox to sign the application.
7. Click the **Submit Contact Information** button (Figure 6-12). The Submission Confirmation screen is displayed.

The screenshot shows the FEMA.gov FMA Grant Application form. The header includes the FEMA.gov logo and the text "FMA Grant Application". Below the header, there is a navigation bar with links for "Skip to Content", "Home", "Logout", "Edit Profile", and "Change Password". The main form area is titled "Point of Contact" and contains the following fields:

Title	Mr
First Name	some other
Middle Initial	
Last Name	guy
Agency/Organization	city
Address 1	123 main street
Address 2	
City	Lexington
State	Kentucky
ZIP	12345 - 1234 (e.g. 70354-4456)
Phone	123-555-1212 (e.g. 703-456-7890) Ext.
Fax	(e.g. 703-457-7890)
Email	someotherguy@city.gov (e.g. user@xyz.org)

Below the form fields, there is a checkbox labeled "I, Ideation Consultant, hereby submit this form." which is currently unchecked. Below the checkbox, there are three buttons: "Go Back", "Submit Contact Information" (highlighted with a red box), and "Return to Homepage".

Figure 6-12: Signature checkbox and Submit Contact Information button

8. Click the **Return to Homepage** button. The Grant Applicant Homepage is displayed.

Unit 7 — Award Packages

Award Packages in eGrants

eGrants allows you to view and print award packages. The award package documents are Read-Only and cannot be modified.

When FEMA approves your application for award, an e-mail message is sent to the Authorized Agent and the Point of Contact you provided in the Contact Information section of the application. The message notifies them that there is an award package in eGrants.

The award package has three parts:

- The Award Letter
- The Agreement Articles
- The Obligating Document for Award/Amendment (FEMA Form 76-10A)

Once an award package has been created, award funds are obligated by FEMA. It is no longer necessary for you to approve and sign an award package to accept the federal award. Funds are immediately available to you and your Subrecipients.

Viewing an Award Package

The award package is listed as a pending task in eGrants for applications with an **Obligated** status (Figure 7-1).

The screenshot shows the FEMA.gov eGrants interface. At the top, it says 'FEMA.gov' and 'Logged in: Ideation Consultant | Last login: 10-01-2017 | Session expires in 20 mins'. Below that, there are navigation links: 'Skip to Content | Home | Logout | Edit Profile | Change Password'. The main heading is 'Grant Status: Submitted Grant Applications'. Below this, there is a message: 'Here are your pending tasks. Select an action by clicking the link under the Action column.' A note states: 'Note: p indicates the application was submitted in paper format.' There are two summary tables. The first is 'Application Review' with columns: Number of Applications, Review Status, and Action. The second is 'Awards' with columns: Number of Applications, Review Status, and Action. In the 'Awards' table, the 'Review Status' for 14 applications is 'Obligated', which is highlighted with a red box. Below these tables, there is a message: 'Here are the grant applications that have been submitted. Select an application by clicking the link under the Action column.' There is a pagination control showing 'Displaying 1-5 of 37' and a 'Search' button. A table of applications is shown with columns: Application Year, Application Number, Application Title, Grant Type, Application Status, and Action. The table contains five rows of data. At the bottom, there are navigation buttons: 'Go Back', 'Logout', and 'Return to Homepage'. The footer contains links: 'fema home', 'e-grants home', 'contact us', 'glossary', 'help', 'Disclosures', and '508 and Accessibility'.

Application Year	Application Number	Application Title	Grant Type	Application Status	Action
2016	FMA-04-KY-2016	Unchecked Properties FMA	FMA Grant Application	Submitted To FEMA	Select Action <input type="button" value="Go"/>
2017	PDMC-04-KY-2017	2017 PDMC grant test - East	PDM Competitive Grant Application	Submitted To FEMA	Select Action <input type="button" value="Go"/>
2014	PDMC-04-KY-2014	Test	PDM Competitive Grant Application	Submitted To FEMA	Select Action <input type="button" value="Go"/>
2015	FMA-04-KY-2015	Test 5 14	FMA Grant Application	Submitted To FEMA	Select Action <input type="button" value="Go"/>
2005	PDMC-04-KY-2005	KY PDM-C 2005	PDM Competitive Grant Application	Submitted To FEMA	Select Action <input type="button" value="Go"/>

Figure 7-1: Obligation review status for approved applications

eGrants allows you to view the award package from FEMA electronically. You may also print a copy of the award package.

1. From the Grant Applicant Homepage, click the **Work on Submitted Grant Application** link. The Grant Status: Submitted Grant Applications screen is displayed.
2. Select the **View FEMA Award Package** option from the drop-down menu in the Action column and then click the **Go** button (Figure 7-2). The Grant Status: Submitted Grant Applications screen is displayed, showing the applications that have been approved by FEMA.

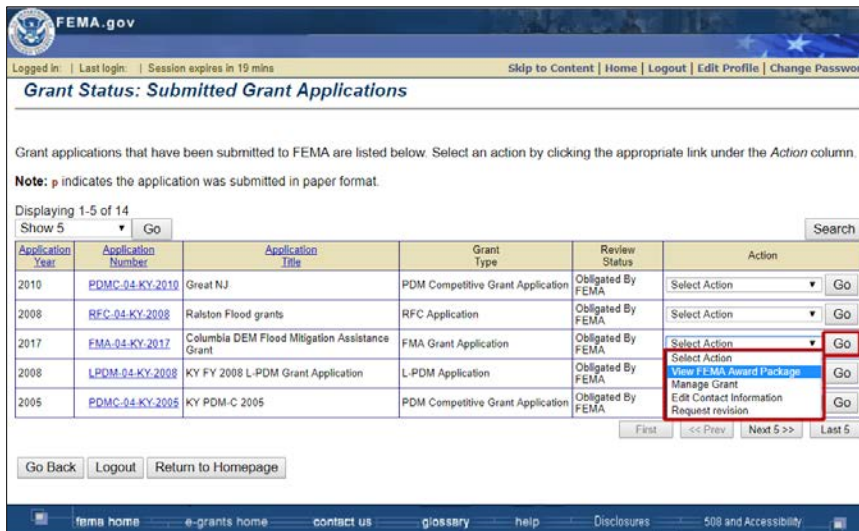


Figure 7-2: View FEMA Award Package option selected and Go button

3. Click the **View Award Package** link in the Action column for the federal award package you want to view (Figure 7-3). The Overview screen of the Awards section of eGrants is displayed.



Figure 7-3: View Award Package link

4. Click the **Grant Application Number** link to view the application (Figure 7-4).

The screenshot shows the FEMA.gov FMA Grant Application interface. The main content area displays the following information:

Grant Application Year:	2016	Obligated Amount:	\$		
Grant Application Title:	Unchecked Properties FMA	Date Awarded:	07-12-2017	Date Obligated:	07-12-2017
Grant Application Number:	FMA-04-KY-2016	Subgrant Applications Obligated:	1		

Below the summary, there are links to view the award package in three parts: [View Award Package \(Part 1 of 3\)](#), [View Award Package \(Part 2 of 3\)](#), and [View Award Package \(Part 3 of 3\)](#). A table below shows the application details:

Application Number	Subgrant Applicant	Non-Federal Share	Federal Share
FMA-PJ-04-KY-2016-002 - View REC Report	Subapplicant City	\$ 10.00	\$ 15,010.00

Figure 7-4: Example of a Grant Application Number link

5. Click each **View Award Package** link to view each part of the award package (Figure 7-5: Part 1 is the Award Letter, Part 2 is the Agreement Articles, and Part 3 is the FEMA Form 76-10A).
 - a. While viewing a part of the award package, you may click the **Continue to Next Award Package Section** button to view the next section of the award package. When you are finished, click the **Go Back** button to return to the View Award Package screen.

The screenshot shows the FEMA.gov FMA Grant Application interface. The main content area displays the following information:

Grant Application Year:	2017	Obligated Amount:	\$		
Grant Application Title:	Columbia DEM Flood Mitigation Assistance Grant	Date Awarded:	08-04-2017	Date Obligated:	08-04-2017
Grant Application Number:	FMA-04-KY-2017	Subgrant Applications Obligated:	1		

Below the summary, there are links to view the award package in three parts: [View Award Package \(Part 1 of 3\)](#), [View Award Package \(Part 2 of 3\)](#), and [View Award Package \(Part 3 of 3\)](#). A table below shows the application details:

Application Number	Subgrant Applicant	Non-Federal Share	Federal Share
FMA-PJ-04-KY-2017-001 - View REC Report	River City Library	\$ 37.50	\$ 112.50

Figure 7-5: View Award Package links

6. Click the **Print Award Package** button to print the entire award package (Figure 7-6).

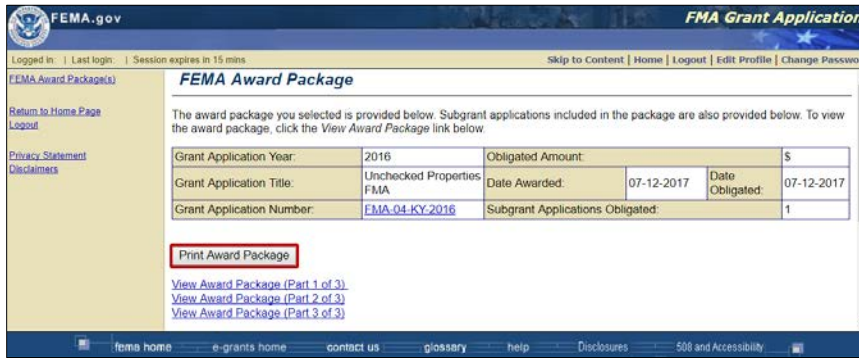


Figure 7-6: Print Award Package button

7. Click an **Application Number** link to view any of the subapplications that were included in the application (see example in Figure 7-7).

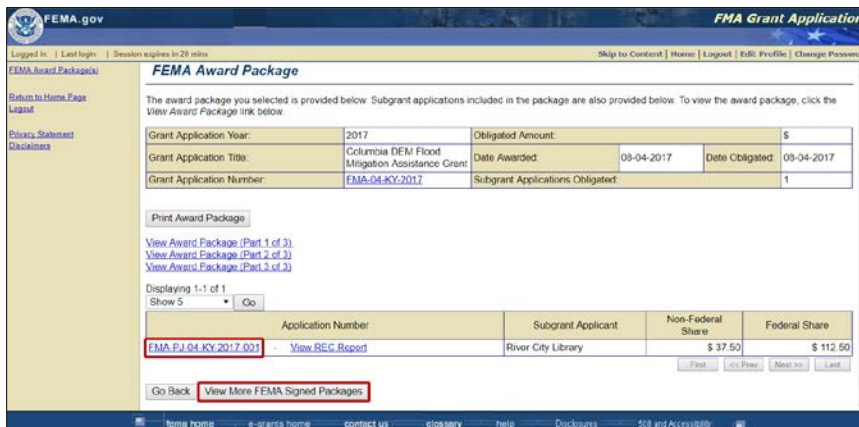


Figure 7-7: Subapplication Application Number link

8. Click the **View More FEMA Signed Packages** button to view award packages for other federal awards which have been awarded to your organization.

Unit 8 — Quarterly Reports

Quarterly Reports in eGrants

Federal regulations require that Recipients submit performance and financial reports for all federal awards under their administration. FEMA requires Recipients to provide these reports quarterly and the reports are due to FEMA no later than 30 days after the end of each federal fiscal quarter following the award date.

eGrants allows you to attach and submit Quarterly Performance Reports through the Quarterly Reports function. However, you must use the Payment and Reporting System (PARS) outside of eGrants to create and submit your Quarterly Financial Status Reports.

Currently, there is no Quarterly Report function for Subrecipients to submit Quarterly Performance Reports via eGrants. Therefore, you may wish to record the status of subawards in the Subgrant Quarterly Reports.

NOTE: To submit Quarterly Performance Reports in eGrants, you must have Sign/Submit selected in your user permissions. If you do not have this permission, authorize access to the application to the appropriate user with Sign/Submit permission. See the Authorizing Access to Applications section for more information.

Submitting a Quarterly Performance Report

The Quarterly Reports function is activated when FEMA obligates the federal award. On the first day of each quarter following the award, the next quarterly report is activated in your quarterly reports matrix.

1. Access the Grant Applicant Homepage and click the **Work on Submitted Grant Applications** link (Figure 8-1). The Grant Status: Submitted Grant Applications screen is displayed.

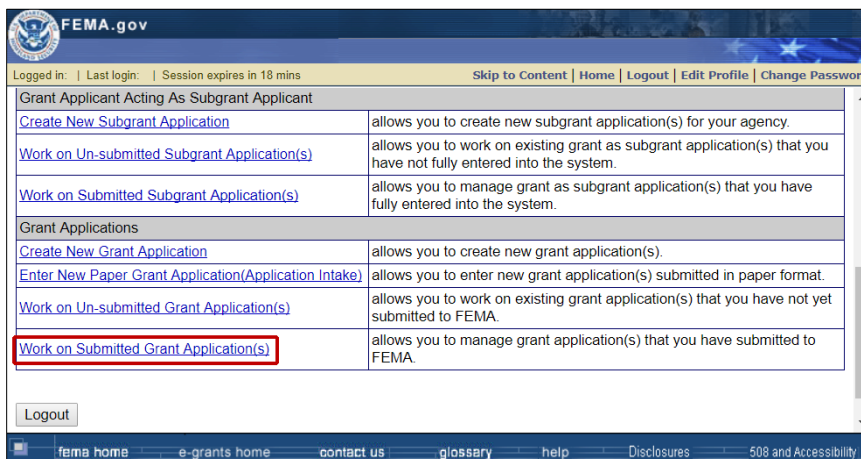


Figure 8-1: Work on Submitted Grant Applications link

- On the Grant Status: Submitted Grant Applications screen, select the **View FEMA Award Package(s)** link. The Submitted Grant Applications matrix appears.
- Select the **Manage Grants** option from the drop-down menu in the Action column for the appropriate application. Click the **Go** button (Figure 8-2).

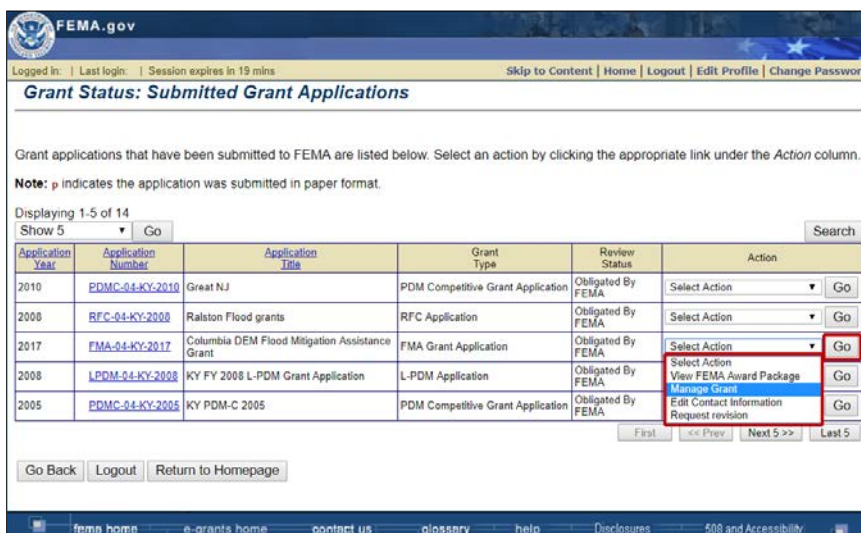


Figure 8-2: Manage Grant option selected and Go button

- The Quarterly Reports screen is displayed, showing which Quarterly Performance Reports are due, the deadline for each report, and the actions you can perform. Click the **Update** link in the Action column (Figure 8-3) to attach and submit your Quarterly Performance Report.

CAUTION: The Quarterly Financial Report links on this page are not active because the PARS System should be used to prepare and submit Quarterly Financial Status Reports.

Quarterly Reports

A summary of your reports is provided below. To update or view a report, click on the link under the *Action* column

Grant Application Year: **2017**
 Grant Application Title: **Columbia DEM Flood Mitigation Assistance Grant**
 Period of Performance: **07-01-2017 - 07-01-2019**
 Grant Application Number: [FMA-04-KY-2017](#)

Fiscal Year	Quarter	Report Number	Period Covered	Status	Deadline	Action
2018	1	FMA-04-KY-2017-QR-02	07-01-2017 - 12-31-2017	Financial - Incomplete Performance - Incomplete	01-30-2018	Update
2017	4	FMA-04-KY-2017-QR-01	07-01-2017 - 09-30-2017	Financial - Incomplete Performance - Incomplete	10-30-2017	Update

[Go Back](#)

Figure 8-3: Update link

- The Update Quarterly Report screen is displayed. Click the **Incomplete** link for the Grantee Quarterly Performance Report (Figure 8-4).

Update Quarterly Report

To update your report, click on the links under the *Action* column and complete the required information. Once all the forms are **complete**, you may submit your report to FEMA by clicking *Submit Report* button.

Note: Fields marked with an * are required.

Quarter: 4th
Fiscal Year: 2017

Forms	Action
Performance Reports	
Subgrant Quarterly Performance Reports	Incomplete <input type="checkbox"/> Not Electronically Submitted (NES) (Need to save after select/unselect this checkbox)
Grantee Quarterly Performance Report	Incomplete

Figure 8-4: Incomplete link for Grantee Quarterly Performance Report

- The Grantee Quarterly Report screen is displayed. Click the **Attach File** button to attach the Quarterly Performance Report.
- The Attach Documents screen is displayed. To attach a document or send it through regular mail, refer to the *Attaching Documents, Maps, and Studies to Your Application* section in this Guide.
- Click the **Save and Continue** button to attach the Grantee Quarterly Performance Report.
- Either the Document(s) Mailed screen or Document(s) Attached screen is displayed. Click the **Save and Continue** button. The Grantee Quarterly Performance Report screen is displayed. Click the **Save and Continue** button.
- The Update Quarterly Reports screen is displayed. If you have reported on individual subawards in your Grantee Quarterly Performance Report, you may select the **Not Electronically Submitted** checkbox for the Subgrant Quarterly Performance Report (Figure 8-5). If you will be submitting Subgrant Quarterly Performance Report(s), see the *Submitting*

a *Subgrant Quarterly Performance Report* section in this Guide. Click the **Save and Continue** button.

NOTE: If you will not be submitting a Subgrant Quarterly Performance Report form, click the Not Electronically Submitted checkbox next to the form and then click the Save button. The Action for that report is changed to NES (Not Electronically Submitted).

FEMA.gov **FMA Grant Management**

Logged in: | Last login: | Session expires in 16 mins | Skip to Content | Home | Logout | Edit Profile | Change Password

Update Quarterly Report

To update your report, click on the links under the *Action* column and complete the required information. Once all the forms are **complete**, you may submit your report to FEMA by clicking *Submit Report* button.

Note: Fields marked with an * are required.

Quarter: 4th
Fiscal Year: 2017

Forms	Action
Performance Reports	
Subgrant Quarterly Performance Reports	Incomplete <input checked="" type="checkbox"/> Not Electronically Submitted (NES) <small>(Need to save after select/unselect this checkbox)</small>
Grantee Quarterly Performance Report	Complete

Forms	Action
Financial Status Reports	
Subgrant Quarterly Financial Status Reports	Incomplete <input type="checkbox"/> Not Electronically Submitted (NES) <small>(Need to save after select/unselect this checkbox)</small>
Grantee Quarterly Financial Status Report	Incomplete

Note: The State Financial Officer/Fiscal Officer must complete the Quarterly Financial Status Report (SF 425, Financial Status Report). The hard copy report must be signed by the authorized representative. Please mail the copy of the SF 425 to your FEMA Assistance Officer.

Go Back Save **Save and Continue**

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Figure 8-5: Subgrant Quarterly Performance Reports “Not Electronically Submitted” box selected

- When the Grantee Quarterly Performance Report displays the **Complete** status and the Subgrant Quarterly Performance Reports displays either the **Complete** or **NES** status link, the **Submit Report** button is now activated.

NOTE: To submit Quarterly Performance Reports in eGrants, you must have Sign/Submit selected in your user permissions. If you do not have this permission, authorize access to the application to the appropriate user with Sign/Submit permission. See the Authorizing Access to Applications section for more information.

- To submit the report, click the **electronic signature** checkbox next to your name to sign the report.
- Click the **Submit Performance Report** button (Figure 8-6). Your report(s) is submitted to FEMA.

FEMA.gov FMA Grant Management

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

Update Quarterly Report

To update your report, click on the links under the *Action* column and complete the required information. Once all the forms are **complete**, you may submit your report to FEMA by clicking *Submit Report* button.

Note: Fields marked with an * are required.

Quarter: 4th
Fiscal Year: 2017

Forms	Action
Performance Reports	
Subgrant Quarterly Performance Reports	NES <input checked="" type="checkbox"/> Not Electronically Submitted (NES) <small>(Need to save after select/unselect this checkbox)</small>
Grantee Quarterly Performance Report	Complete

To submit the Quarterly Performance Report, check the box below.

I acknowledge the submission of performance quarterly report.

[Submit Performance Report](#)

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Figure 8-6: Electronic signature checkbox and Submit Performance Report button

Submitting a Subgrant Quarterly Performance Report

1. Access the Grant Applicant Homepage.
2. Click **Work on Submitted Grant Applications**. The Grant Status: Submitted Grant Applications screen is displayed.
3. On the Grant Status: Submitted Grant Applications screen, select the **View FEMA Award Package(s)** link. The Submitted Grant Applications matrix appears.
4. Select the **Manage Grants** option from the drop-down menu in the Action column for the appropriate application. Click the **Go** button.
5. The Quarterly Reports screen is displayed, showing which Quarterly Performance Reports are due, the deadline for each report, and the actions you can perform. Click the **Update** link in the Action column to attach and submit your Quarterly Performance Report.
6. The Update Quarterly Report screen is displayed. Click the **Incomplete** link for the Subgrant Quarterly Performance Reports (Figure 8-7).

FEMA.gov FMA Grant Management

Logged in: | Last login: | Session expires in 14 mins Skip to Content | Home | Logout | Edit Profile | Change Password

Update Quarterly Report

To update your report, click on the links under the *Action* column and complete the required information. Once all the forms are **complete**, you may submit your report to FEMA by clicking *Submit Report* button.

Note: Fields marked with an * are required.

Quarter: 1st
Fiscal Year: 2018

Forms	Action
Performance Reports	
Subgrant Quarterly Performance Reports	Incomplete <input type="checkbox"/> Not Electronically Submitted (NES) <small>(Need to save after select/unselect this checkbox)</small>
Grantee Quarterly Performance Report	Incomplete

To submit the Quarterly Performance Report, check the box below.

I acknowledge the submission of performance quarterly report.

[Submit Performance Report](#)

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Figure 8-7: Incomplete link for Subgrant Quarterly Performance Reports

- The Subgrant(s) for Quarterly Performance Reporting screen displays the subaward(s) included in the federal award. Select the **Incomplete** link for the subaward on which you wish to report (Figure 8-8).

FEMA.gov **FMA Grant Management**

Logged in: | Last login: | Session expires in 16 mins Skip to Content | Home | Logout | Edit Profile | Change Password

Subgrant(s) for Quarterly Performance Reporting

Subgrant(s) awarded Federal funds under the [Columbia DEM Flood Mitigation Assistance Grant](#) are listed below. To report the performance of a subgrant, click on the link under the *Action* column. When you are finished, click the *Save and Continue* button below.

Displaying 1-1 of 1
 Show 5 Search

Application Number	Subgrant Applicant	City	Non-Federal Share	Federal Share Awarded	Action	Not Applicable
FMA-PJ-04-KY-2017-001	River City Library	River City	\$ 37.50	\$ 112.50	incomplete	<input type="checkbox"/>
Total of above 1 subgrant(s)			\$ 37.50	\$ 112.50		Select All Clear All

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Figure 8-8: Example of an Incomplete link for a subaward

- The Subgrant Quarterly Report screen is displayed. Click the Attach File button to attach a Subgrant Quarterly Performance Report.
- The Attach Documents screen is displayed. To attach a document or send it through regular mail, refer to the *Attaching Documents, Maps, and Studies to Your Application* in this guide.
- Click the **Save and Continue** button to attach the Quarterly Performance Report. Select the **Attachments** button to attach additional Subgrant Quarterly Performance Reports. When you are finished attaching reports, select the **Save and Continue** button.
- The Subgrant Quarterly Reports screen is displayed. Click the **Save and Continue** button. Repeat the process to attach additional Subgrant Quarterly Performance Reports. Click the **Save and Continue** button.
- When the Subgrant Quarterly Reports screen refreshes, click the **Save and Continue** button.
- When the both the Grant Quarterly Performance Report and the Subgrant Quarterly Performance Reports display the **Complete** status link, the **Submit Report** button is activated.
- To submit the report, click the checkbox next to your name to sign the report.
- Click the **Submit Performance Report** button. Your reports are submitted to FEMA.

NOTE: To submit Quarterly Performance Reports in eGrants, you must have Sign/Submit selected in your user permissions. If you do not have this permission, authorize access to the application to the appropriate user with Sign/Submit permission. See the Authorizing Access to Applications section for more information.

Revising a Submitted a Quarterly Performance Report

You may want to revise a submitted Quarterly Performance Report because you need to change the information provided in the report or because FEMA has requested that you revise the report.

If you discover that you need to revise a submitted Quarterly Performance Report, request FEMA to send the report back to you.

To Request a Revision to a Submitted Quarterly Performance Report

1. Access the Grant Applicant Homepage.
2. Click the **Work on Submitted Grant Application(s)** link. The Grant Status: Submitted Grant Applications screen is displayed.
3. In the submitted grant application matrix, select the **Manage Grants** option from the drop-down menu in the Action column for the appropriate application and then click the **Go** button. The Quarterly Reports screen is displayed, listing your Quarterly Performance Reports.
4. Locate the Quarterly Performance Report you have submitted and wish to revise and click **Request Revision** link in the Action column (Figure 8-9). The Request Revision for Quarterly Report screen is displayed. Follow the instructions on the screen to have the report returned to you to be revised.

Fiscal Year	Quarter	Report Number	Period Covered	Status	Deadline	Action
2018	1	FMA-04-KY-2016-QR-05	12-12-2016 - 12-31-2017	Financial - Incomplete Performance - Incomplete	01-30-2018	Update
2017	4	FMA-04-KY-2016-QR-03	03-30-2017 - 09-30-2017	Financial - Incomplete Performance - Incomplete	10-30-2017	Update
2017	3	FMA-04-KY-2016-QR-02	03-30-2017 - 06-30-2017	Performance - Revision Submitted To FEMA on 05-JUN-2017	07-30-2017	View Details Request Revision
2017	2	FMA-04-KY-2016-QR-01	03-30-2017 - 03-31-2017	Financial - Incomplete Performance - Submitted To FEMA on 16-MAY-2017	04-30-2017	Update
2017	1	FMA-04-KY-2016-QR-04	12-12-2016 - 12-31-2016	Financial - Incomplete Performance - Incomplete	01-30-2017	Update

Figure 8-9: Request Revision link

5. If FEMA requests that you revise a Quarterly Performance Report, you will be notified by e-mail of the request and the report will be listed on your Quarterly Reports screen.

To Revise a Submitted Quarterly Performance Report

1. Access the Grant Applicant Homepage.
2. Click the **Work on Submitted Grant Application(s)** link. The Grant Status: Submitted Grant Applications screen is displayed.
3. In the submitted grant application matrix, select the **Manage Grants** option from the drop-down menu in the Action column for the appropriate application and then click the **Go** button. The Quarterly Reports screen is displayed, listing your quarterly reports.

- Locate the report that has been released by FEMA for revisions within the quarterly reports matrix. The status of the field will be “**Revision Requested by FEMA**” and the **Update** link is activated (Figure 8-10).

Fiscal Year	Quarter	Report Number	Period Covered	Status	Deadline	Action
2010	3	FMA-04-KY-2008-QR-05	05-07-2009 - 05-30-2010	Financial - Incomplete Performance - Revision Requested By FEMA	07-30-2010	Update
2010	2	FMA-04-KY-2008-QR-04	05-07-2009 - 03-31-2010	Financial - Incomplete Performance - Complete	04-30-2010	Update
2010	1	FMA-04-KY-2008-QR-03	05-07-2009 - 12-31-2009	Financial - Incomplete Performance - Incomplete	01-30-2010	Update
2009	4	FMA-04-KY-2008-QR-02	05-07-2009 - 09-30-2009	Financial - Submitted To FEMA on 16-SEP-2009 Performance - Submitted To FEMA on 16-SEP-2009	10-30-2009	View Details Request Revision
2009	3	FMA-04-KY-2008-QR-01	05-07-2009 - 06-30-2009	Financial - Revision Submitted To FEMA on 23-NOV-2009 Performance - Revision Submitted To FEMA on 23-NOV-2009	07-30-2009	View Details Request Revision

Figure 8-10: Update link on Quarterly Reports screen

- Click the **Update** link in the Action column for the report you would like to revise.
- The Update Quarterly Report screen is displayed. The revisions requested and deadline for the revisions are shown at the top of the screen (Figure 8-11). Click the **Complete** link in the Action column for the report you need to revise. The Update Quarterly Report screen is displayed.

Revision Request ID: 1
Revision Request Date: 08-01-2016
Revision Deadline: 08-01-2016
Comments from FEMA on Performance Reports: not attachments

Note: Fields marked with an * are required.

Quarter: 3rd
Fiscal Year: 2010

Forms	Action
Performance Reports	
Subgrant Quarterly Performance Reports	Complete <input type="checkbox"/> Not Electronically Submitted (NES) (Need to save after select/unselect this checkbox)
Grantee Quarterly Performance Report	Complete

To submit the Quarterly Performance Report, check the box below.

acknowledge the submission of performance quarterly report.

Figure 8-11: Revision deadline, FEMA comments, and Complete link

- The Update Quarterly Performance Report screen is displayed. Click the **Attach File** button to attach the revised Quarterly Performance Report.
- The Attach Documents screen is displayed. To attach a document or send it through regular mail, refer to the *Attaching Documents, Maps, and Studies to Your Application* in this guide.
- Click the **Save and Continue** button to attach the Quarterly Performance Report.

10. Either the Document(s) Mailed screen or Document(s) Attached screen is displayed. Click the **Save and Continue** button. The Grant Quarterly Performance Report screen is displayed. Click the **Save and Continue** button.
11. The Update Quarterly Reports screen is displayed. If you have reported on individual subawards in your Quarterly Performance Report, you may select the **Not Electronically Submitted** checkbox for the Subgrant Quarterly Performance Report. If you will be revising a submitting Subgrant Quarterly Performance Report(s), see the *Revising a Submitted Subgrant Quarterly Performance Report* section in this Guide. Click the **Save and Continue** button.

CAUTION: If you change any information, you must click the Save or the Save and Continue button to save your new data before leaving the screen or your new data will be lost.

12. To resubmit the report, click the **electronic signature** checkbox next to your name to sign the report.
13. Click the **Resubmit Report** button (Figure 8-12). Your report is resubmitted to FEMA.

The screenshot displays the 'Update Quarterly Report' interface. At the top, it shows the FEMA.gov logo and 'FMA Grant Management'. Below the header, there are navigation links like 'Skip to Content', 'Home', 'Logout', 'Edit Profile', and 'Change Password'. The main content area includes a table with the following data:

Revision Request ID:	1
Revision Request Date:	08-01-2016
Revision Deadline:	
Comments from FEMA on Performance Reports:	not attachments

Below the table, there is a note: "To revise your report, click on the links under the Action column and modify the required information. Once you are finished with the changes, you may resubmit your report to FEMA by clicking Resubmit Report button." and another note: "Note: Fields marked with an * are required." The 'Quarter: 3rd' and 'Fiscal Year: 2010' are also displayed.

A table with two columns, 'Forms' and 'Action', lists report types:

Forms	Action
Performance Reports	
Subgrant Quarterly Performance Reports	Complete <input type="checkbox"/> Not Electronically Submitted (NES) (Need to save after select/unselect this checkbox)
Grantee Quarterly Performance Report	Complete

Below this table, there is a checkbox for electronic signature: I [redacted] acknowledge the submission of performance quarterly report. At the bottom, the 'Resubmit Performance Report' button is highlighted with a red box.

Figure 8-12: Electronic signature checkbox and Resubmit Performance Report button

Appendix A: Alternative Text

Alternative text for selected images in this User 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
- FEMA conducts awards review
- 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 a sample eGrants screen, Print Blank Applications, showing the Main Menu across the bottom of the screen. Menu options shown include the following:

- FEMA Home
- eGrants Home
- Contact Us
- Glossary
- Help
- Disclosures
- 508 and Accessibility

Image: eGrants screen with the Main Menu highlighted

Figure 3-3: Grant Applicant Homepage task menus

This is an image of the Grant Applicant Home Page showing the tasks as hyperlinks to the various application-related activities you can perform. The activities are grouped under the following classifications:

- Administrative
- Subgrant Applications (with task menu highlighted)
- Grant Applicant Acting As Subgrant Applicant
- Grant Applications

Image: Grant Applicant Home Page with the task menu of application activities

Figure 3-4: Sidebar menu

This is a sample Application Status screen, Application Status, highlighting the Sidebar menu on the left-hand side of the screen. Menu options appear as hyperlinks that allow you to move to a specific page of the Application. The Sidebar menu includes the following options:

1. Application Status
 2. Applicant Information
 3. Contact Information
 4. Subgrant Application
 5. Schedule
 6. Budget
 7. Properties
 8. Comments and Attachments
 9. Assurances and Certifications
 10. Review and Submit Application
- Print Application
Return to Home Page
Logout
Privacy Statement
Disclaimers

Image: Application Status screen with Sidebar menu highlighted

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
- On the left side:
 - Links to screen language options
 - Login box:
 - User ID field (with asterisk denoting required field)
 - Password (with asterisk denoting required field)
 - Login button
 - Reset button
 - Session expiry 30-minute reminder
 - Forgot ID? button
 - Forgot Pwd? button
 - New Non-PIV User? button
- On the right side:
 - Image of PIV card with instructions on how to use the card for login
 - 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, 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

- (emphasized) Submit button
- Reset button

Figure 4-5: eGrants 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 4-9 eGrants Grant Applicant Homepage

This is an image of the Grant Applicant Home Page that contains Application Activities (and a brief description) that include the following hyperlinked options:

- Administration
- Print Blank Applications
- Subgrant Applications section:
 - Enter Paper Subgrant Application (Application Intake)
 - Work on U-submitted Paper Subgrant Application(s)
 - Work on Submitted Paper Subgrant Application(s)
 - Review Submitted Subgrant Application(s)
 - Review Un-submitted Subgrant Application(s)
- Grant Applicant Acting As Subgrant Applicant
 - Create New Subgrant Application
 - Work on Un-submitted Subgrant Application(s)
 - Work on Submitted Subgrant Application(s)
- Grant Applications
 - Create New Grant Application
 - Enter New Paper Grant Application (Application Intake)
 - Work on Un-submitted Grant Application(s)
 - Work on Submitted Grant Application(s)

Image: Grant Application Home Page showing list of available application activities

Figure 5-2: Administrative Preferences and radio buttons

This is an image of the Set Preferences screen that contains the following features:

- On the left side, the sidebar menu that includes the following linked options and a count of items for each, where applicable:
 - Preferences
 - Pending User Registrations (0)
 - Approved User Registrations (18)
 - Denied/Revoked User Registrations (0)
 - All User Registrations (18)
 - Return to Home Page
 - Logout
- Table of preferences with two columns (Preference and Active) and the highlighted list of available preferences with a link to online Help for each preference:
 - Enable subgrant Pre-Application, Yes (selected) and No radio buttons
 - Enable FEMA Grants Application, Yes (selected) and No radio buttons
 - Enable subgrant Assurances and Certifications, Yes (selected) and No radio buttons
 - Enable External Email, Yes and No (selected) radio buttons
- Go Back button
- Save and Continue button

Image: Page with a list of preferences (highlighted) that are available for activating/deactivating

Figure 5-4: Approved User Registrations screen

This is an image of the Review Registration screen that contains the following features:

- On the left side, the sidebar menu that includes the following linked options and a count of items for each, where applicable:
 - Preferences
 - Pending User Registrations (0)
 - Approved User Registrations (18)
 - Denied/Revoked User Registrations (0)
 - All User Registrations (18)
 - Return to Home Page
 - Logout
- Table of registration information that include data (hidden for privacy) and available actions:
 - User Information
 - Title
 - First Name
 - Middle Initial
 - Last Name
 - Telephone
 - Email
 - Agency Information

- Agency
- Address 1
- Address 2
- City
- State
- Zip
- Action
 - Select Role(s), View/Print (hyperlinked and checkbox selected), Create/Edit (hyperlinked and checkbox selected), Sign Submit (hyperlinked and checkbox selected), *Deny/Revoke (Comments are required) (hyperlinked)
- Comments text box
- Buttons for Go Back and Save and Continue

Image: Screen shot showing user registration information

Figure 5-5: Comment explaining the reason for change in user roles

This is a screen shot of the Review Registration screen's Access Information section that includes the following data:

- *Permissions, View/Print (hyperlinked and checkbox selected)
- *Period of Time, numeric field showing "20"
- *Unit of Time, dropdown menu showing "Day(s)"
- Justifications text box (highlighted)
- Go Back button
- Save button
- Save and Continue button (highlighted)

Image: Screen shot of Access Information section of the Review Registration screen and the Justifications textbox

Figure 5-6: Reassign Permissions link

This is an image of the All User Registrations screen contain the following features:

- On the left side, the sidebar menu that includes the following linked options and a count of items for each, where applicable:
 - Preferences
 - Pending User Registrations (0)
 - Approved User Registrations (18)
 - Denied/Revoked User Registrations (0)
 - All User Registrations (18)
 - Return to Home Page
 - Logout
- Page description and instructions below the screen name
- On the left, a dropdown menu labeled "Displaying 1-5 of 18" followed by a Go button
- On the right, a Search button
- Table of subgrant registrations with 6 rows and 6 columns:
 - Header row: (All hyperlinked) Name, Agency, Telephone Number, Email, Status, (not hyperlinked) Action

- 1st row: [blank/hidden], REI Systems, [blank], [blank/hidden], Approved, Review (hyperlinked) / Reassign Permissions (hyperlinked)
- 2nd row: [blank/hidden], REI Systems, [blank], [blank/hidden], Approved, Review (hyperlinked) / Reassign Permissions (hyperlinked and highlighted)
- 3rd row: [blank/hidden], Angel Organization, [blank], [blank/hidden], Approved, Review (hyperlinked) / Reassign Permissions (hyperlinked)
- 4th row: [blank/hidden], KY Local, [blank], [blank/hidden], Approved, Review (hyperlinked) / Reassign Permissions (hyperlinked)
- 5th row: Sub Grant (hyperlinked), KY Local, [blank], [blank/hidden], Approved, Review (hyperlinked) / Reassign Permissions (hyperlinked)
- Below the table: First button (grayed out), << Prev button (grayed out), Next 5 >> button, Last 5 button
- Go Back button
- Continue button

Image: Screen shot of All User Registrations screen and the available actions that can be applied to a registration on the list

Figure 5-7: Checkbox selected and Reassign Permission(s) button

This is a screen shot of the Reassign User Permission(s) screen that contain the following features:

- On the left side, the sidebar menu that includes the following linked options and a count of items for each, where applicable:
 - Preferences
 - Pending User Registrations (0)
 - Approved User Registrations (18)
 - Denied/Revoked User Registrations (0)
 - All User Registrations (18)
 - Return to Home Page
 - Logout
- Page description and instructions below the screen name
- On the left, a dropdown menu labeled “Displaying 1-5 of 12” followed by a Go button
- Table of approved users with 6 rows and 5 columns:
 - Header row: Select, (the following are all hyperlinked) Name, Agency, Telephone Number, Email
 - 1st row: Checkbox (unselected), [blank/hidden], DHS FEMA, [blank], [blank/hidden]
 - 2nd row: Checkbox (unselected), [blank/hidden], KY Local, [blank], [blank/hidden]
 - 3rd row: Checkbox (unselected), [blank/hidden], Joppa Emergency Rescue, [blank], [blank/hidden]
 - 4th row: Checkbox (unselected), Kentucky Subgrantee004 (hyperlinked), sub grants for KY 004, [blank], [blank/hidden]
 - 5th row: Checkbox (selected and highlighted), Kentucky State (hyperlinked), Kentucky Great Org, [blank], [blank/hidden]

- Below the table:
 - Select All, Clear All (all hyperlinked)
 - First button (grayed out), << Prev button (grayed out), Next 5 >> button, Last 5 button
- Go Back button
- Reassign Permissions button (highlighted)

Image: Screen shot of Reassign User Permission(s) screen with a list of approved users

Figure 5-8: Deny/Revoke checkbox

This is an image of the Review Registration screen that contains the following features:

- On the left side, the sidebar menu that includes the following linked options and a count of items for each, where applicable:
 - Preferences
 - Pending User Registrations (0)
 - Approved User Registrations (18)
 - Denied/Revoked User Registrations (0)
 - All User Registrations (18)
 - Return to Home Page
 - Logout
- Table of registration information that include data (hidden for privacy) and available actions:
 - User Information
 - Title
 - First Name
 - Middle Initial
 - Last Name
 - Telephone
 - Email
 - Agency Information
 - Agency
 - Address 1
 - Address 2
 - City
 - State
 - Zip
 - Action
 - Select Role(s), View/Print, Create/Edit, Sign Submit, *Deny/Revoke (Comments are required) (checkbox selected, hyperlinked, and highlighted)
- Comments text box
- Buttons for Go Back and Save and Continue

Image: Screen shot showing user registration information

Figure 5-11: Example Applications Status screen for a paper subapplication

This is an image of the Application Status screen with the description at the top and an emphasized note: “This is a paper application.” On the upper right-hand corner is the percentage of completion of the application.

- On the left is the Sidebar menu with options hyperlinked to allow jumping to a specific page of the Application. The Sidebar menu includes the following items:
 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. Review and Submit Application

Print Application
 Return to Home Page
 Logout
 Privacy Statement
 Disclaimers

- On the right is a table with 2 columns (Application Section and Status) 1 header row, and 11 data rows as follows:
 - Subapplicant, Incomplete (hyperlinked)
 - Contact, Incomplete (hyperlinked)
 - Community, Incomplete (hyperlinked)
 - Mitigation Plan, Incomplete (hyperlinked)
 - Scope of Work, Incomplete (hyperlinked)
 - Schedule, Incomplete (hyperlinked)
 - Cost Estimate, Incomplete (hyperlinked)
 - Cost Share, Incomplete (hyperlinked)
 - Evaluation, Incomplete (hyperlinked)
 - Assurances and Certifications, Incomplete (hyperlinked)
 - Comments and Attachments, Incomplete (hyperlinked)
- Buttons for Go Back and Save and Continue

Image: Application Status screen for a paper application

Figure 5-14: Print button and Entire Application checkbox

This is an image of the Application Status screen with the description at the top and an emphasized note: “This is a paper application.” On the upper right-hand corner is the percentage of completion of the application.

- On the left is the Sidebar menu with options hyperlinked to allow jumping to a specific page of the Application. At the top is the heading, “Review and Submit”. The Sidebar menu includes the following items:
 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

- On the right is the Print button (highlighted). Right below is a table with 3 columns (Select, Application Section, and Status) 1 header row, and 13 data rows with checkboxes in front of each in the Select column:
 - Subapplicant, Incomplete (hyperlinked)
 - Contact, Incomplete (hyperlinked)
 - Community, Incomplete (hyperlinked)
 - Mitigation Plan, Incomplete (hyperlinked)
 - Scope of Work, Incomplete (hyperlinked)
 - Schedule, Incomplete (hyperlinked)
 - Cost Estimate, Incomplete (hyperlinked)
 - Cost Share, Incomplete (hyperlinked)
 - Evaluation, Incomplete (hyperlinked)
 - Assurances and Certifications, Incomplete (hyperlinked)
 - Comments and Attachments, Complete (hyperlinked)
 - FEMA Grants Application, Incomplete (hyperlinked)
 - Entire Application (checkbox highlighted), Incomplete (hyperlinked)
- Small table with two rows and two columns:
 - Header row [blank]
 - Paper Application Document Control Number, Update Number field
- Buttons for Go Back and Submit Application (grayed out)

Image: Review and Submit screen for a paper application

Figure 5-16: View Subgrant Application(s) link in the sidebar menu

This is an image of the Overview screen for submitted subgrant applications. The screen contains the following features:

- On the left is the sidebar menu with the following hyperlinked options:
 1. Overview
 2. View Subgrant Applications (highlighted)
 3. Check Out Subgrant Applications
 4. Review Subgrant Applications
 5. Check In Subgrant Applications
 Return to Home Page
 Logout
- A screen description is right below the screen name.
- Below is the Pending Tasks table with the following rows:
 - 1st row: 1 subgrant application is Pending At Grantee
 - 615 subgrant applications are Pending Checkout
- A dropdown menu labeled “Displaying 1-1 of 1” with “Show 5” displayed followed by a Go button; to the right is a Search button
- Status dropdown menu followed by some instructions.
- Table with six columns, a header row and one data row:
 - Header row: Application Number (hyperlinked), Application Title (hyperlinked), Subgrant Applicant (hyperlinked), Grant Type, Review Status (hyperlinked), and Action
 - 1st data row: PRE-KY-2017-015 (hyperlinked), qrgtest, Rabbit Interdiction Agency, Project Pre-Application, Pending At Grantee, Review (hyperlinked)
- Immediately below are four buttons (all grayed out): First, << Prev, Next >>, Last
- Go Back button

Image: Screen shot of Overview screen with 2. View Subgrant Applications highlighted.

Figure 5-17: Check Out Subgrant Applications link and Continue button

This image of the View Subgrant Applications screen contains the following features:

- On the left is the sidebar menu with the following hyperlinked options:
 1. Overview
 2. View Subgrant Applications
 3. Check Out Subgrant Applications (highlighted)
 4. Review Subgrant Applications
 5. Check In Subgrant Applications
 Return to Home Page
 Logout
- A screen description is right below the screen name.
- A dropdown menu labeled “Displaying 11-15 of 621” with “Show 5” displayed followed by a Go button; to the right is a Search button
- Status dropdown menu displaying “All”, followed by some instructions.
- Table with seven columns, a header row and five data rows:
 - Header row: Application Number (hyperlinked), Application Title (hyperlinked), Subgrant Applicant (hyperlinked), Grant Type, Review Status (hyperlinked), Comments, and Checked Out By

- 1st data row: KY-2016-014 (hyperlinked), property_check2, City of Lexington, Project Application, Approved By Grantee (hyperlinked), View (hyperlinked), None
- 2nd data row: G [Grantee-created application] KY—2016-023 (hyperlinked), paper signature block test, Kentucky River Area Developments Dis, Project Application, Approved by Grantee (hyperlinked), View (hyperlinked), None
- 3rd data row: KY-2016-024 (hyperlinked), PDMC attachment violation, City of Lexington, Project Application, Approved by Grantee (hyperlinked), View (hyperlinked), None
- 4th data row: G KY-2016-018, City of Adversity Floodprone Property Acquisition, Kentucky River Area Developments Dis, Project Application, Approved By Grantee (hyperlinked), View (hyperlinked), None
- 5th data row: G KY-2016-109, Testy 1, Kentucky River Area Developments Dis, Project Application, Approved by Grantee (hyperlinked), View (hyperlinked), None
- Immediately below are four buttons: First, << Prev, Next >>, Last
- Go Back button
- Continue button (highlighted)

Image: View Subgrant Applications screen with highlighted Continue button and the link to 3. Check Out Subgrant Applications

Figure 5-18: Checkbox selected and Check Out Applications button

This image of the Check Out Subgrant Applications screen contains the following features:

- On the left is the sidebar menu with the following hyperlinked options:
 1. Overview
 2. View Subgrant Applications
 3. Check Out Subgrant Applications
 4. Review Subgrant Applications
 5. Check In Subgrant Applications
 Return to Home Page
 Logout
- A screen description is right below the screen name.
- A dropdown menu labeled “Displaying 1-5 of 6” with “Show 5” displayed followed by a Go button; to the right is a Search button
- Status dropdown menu with “Submitted To Stockpile” displayed, followed by some instructions.
- Table with seven columns, a header row and five data rows, with checkboxes in front of each under the Select column:
 - Header row: Select, Application Number (hyperlinked), Application Title (hyperlinked), Subgrant Applicant (hyperlinked), Grant Type, City (hyperlinked), Review Status (hyperlinked)
 - 1st data row: [Checkbox selected and highlighted], KY-2015-004 (hyperlinked), Wind Retrofit – Advanced with Replacing Roof Cover, Prosperity County Government, Project Application, Prosperity, Submitted to Stockpile

- 2nd data row: KY-2015-005, test, Local, Project Application, Frankfort, Submitted To Stockpile
- 3rd data row: KY-2017-114, 2017 PJ over \$4M FS, C, Project Application, A, Submitted To Stockpile
- 4th data row: KY-2017-115, CRS AA 2017 FMA, C, Project Application, A, Submitted To Stockpile
- 5th data row: PRE-KY-2017-009, 51700 Test Subapplication, Rabbit Interdiction Agency, Project Pre-Application, Lagomorphville, Submitted To Stockpile

Image: Check Out Subgrant Applications with table of available subgrant applications

Figure 5-19: Review Subgrant Application screen with Add Comments button

This image of the Review Subgrant Application screen contains the following features:

- On the left is the sidebar menu with the following hyperlinked options:
 1. Overview
 2. View Subgrant Applications
 3. Check Out Subgrant Applications
 4. Review Subgrant Applications
 5. Check In Subgrant Applications
 Return to Home Page
 Logout
- Below the screen name is the screen description and some instructions for using this screen.
- The Prosperity County Government section displays the following information:
 - Contact Name: Joe Smith; Address: 111 North Street; EIN 12-3456789
 - Contact Phone: 123-456-7890 Ext.; City: Prosperity; Federal Share \$3,999,781.00 (79.33271583%)
 - Contact Email: jsmith@prosperity.gove; State: KY; Non-Federal Share \$1,041.999.00
 - Contact Fax: [blank]; Zipcode: 12345-1234; View Details (hyperlinked)
- The table below displays a list of subgrant application sections:
 - Header row: Application Section; Section to be Completed; Status (contents all hyperlinked)
 - 1st row: Subapplicant; Yes; Incomplete
 - 2nd row: Contact; [blank]; Complete
 - 3rd row: Community; [blank]; Complete
 - 4th row: Mitigation Plan; Yes; Complete
 - 5th row: Scope of Work; [blank]; Complete
 - 6th row: Properties; Yes; Complete
 - 7th row: Schedule; Yes; Complete
 - 8th row: Cost Estimate; Yes; Complete
 - 9th row: Cost Share; Yes; Incomplete
 - 10th row: Cost Effectiveness; Yes; Complete
 - 11th row: Environmental/Historic Preservation; Yes; Complete
 - 12th row: Evaluation; Yes; Incomplete
 - 13th row: Comments and Attachments; [blank]; Complete

- 14th row: Comments for FEMA; Yes; Incomplete
- 15th row: FEMA Grants Application; [blank]; Complete
- The next section, labeled “Review Status (*comments are required)” contains the following options:
 - Approve; *Request Revision; Release to Stockpile; Disapprove
 - *Set Revision Deadline field; (Required if you selected the Request Revision radio button)
- The next section, labeled “To attach documents, click the *Attach File* button below.” Includes the Attach File button.
- The table below called “Comments History” displays a header column with the following labels: User; Date; Comments to; Comments
- Add Comments button (highlighted)
- Buttons for: Go Back, Save, and Save and Continue

Image: Review Subgrant Application screen that shows information regarding the status of a subgrant application

Figure 5-21: Example comments for Revision Request

This is an image of the Add/Modify Comments window. Below the title are instructions and the following features:

- Grantee Comments text box
- Comments to Subgrantee text box. The comment, "Please include a more detailed Scope of Work." is highlighted.
- At the bottom are two buttons: Save, Save and Continue (highlighted).

Image: Add/Modify Comments window with two text boxes

Figure 5-23: Check In Subgrant Application(s) link on the sidebar menu

This image of the Overview screen contains the following features:

- On the left is the sidebar menu with the following hyperlinked options:
 1. Overview
 2. View Subgrant Applications
 3. Check Out Subgrant Applications
 4. Review Subgrant Applications
 5. Check In Subgrant Applications (highlighted)

Return to Home Page

Logout

- Right below the screen title is a brief screen description.
- Beneath is a Note that states: P indicates the application was submitted in paper format. G indicates the application was created by Grantee.
- Pending Tasks table with one column and three rows of information as follows:
 - 1 subgrant application is Pending At Grantee
 - 1 subgrant application is Approved by Grantee
 - 614 subgrant applications are Pending Checkout
- A dropdown menu labeled “Displaying 1-2 of 2” displays “Show 5”. Next to it is a Go button. On the right-most side is a Search button.

- Status dropdown menu that displays “All” followed by a statement, “After changing the application status, press the Go button. To narrow the search further within a status, click the Search button.
- A table of current applications shown in 6 columns, a header row, and 2 rows of data:
 - Header row: Application Number (hyperlinked); Application Title (hyperlinked); Subgrant Applicant (hyperlinked); Grant Type; Review Status (hyperlinked); and Action
 - 1st row: KY-2015-004 (hyperlinked); Wind Retrofit-Advanced with Replacing Roof Cover; Prosperity Country Government; Project Application; Approved by Grantee; Review (hyperlinked)
 - 2nd row: PRE-KY-2017-015 (hyperlinked); qrgtest; Rabbit Interdiction Agency; Project Pre-Application; Pending At Grantee; Review (hyperlinked)
- Immediately below the table are the following buttons (all grayed out): First, <<Prev, Next>>, Last.
- At the bottom is a Go Back button.

Image: Overview screen with a table of pending tasks and a table of current applications

Figure 5-24: Select checkbox and Check in Applications button

This image of the Check In Subgrant Applications screen includes the following features:

- On the left is the sidebar menu with the following hyperlinked options:
 1. Overview
 2. View Subgrant Applications
 3. Check Out Subgrant Applications
 4. Review Subgrant Applications
 5. Check In Subgrant Applications (highlighted)

Return to Home Page

Logout

- Right below the screen title is a brief screen description.
- Beneath is a Note that states: P indicates the application was submitted in paper format. G indicates the application was created by Grantee.
- A dropdown menu labeled “Displaying 1-2 of 2” displays “Show 5”. Next to it is a Go button. On the right-most side is a Search button.
- Status dropdown menu that displays “All” followed by a statement, “After changing the application status, press the Go button. To narrow the search further within a status, click the Search button.
- A table with 7 columns, a header row, and 2 rows shows information on current applications:
 - Header row: Select; Application Number (hyperlinked); Application Title (hyperlinked); Subgrant Applicant (hyperlinked); Grant Type; Review Status (hyperlinked)
 - 1st row: [Checkbox selected] KY-2015-004 (hyperlinked); Wind Retrofit-Advanced with Replacing Roof Cover; Prosperity Country Government; Project Application; Approved by Grantee

- 2nd row: [Checkbox not selected] PRE-KY-2017-015 (hyperlinked); qrgtest; Rabbit Interdiction Agency; Project Pre-Application; Pending At Grantee;
- Immediately below the table are the following buttons (all grayed out): First, <<Prev, Next>>, Last.
- At the bottom is a Go Back button and a Check In Applications button (highlighted).

Image: Check in Subgrant Applications screen where one can select and check in an application.

Figure 5-26: Start New Application button

This image of the Start New Grant Application screen contains the following features:

- Below the screen title: You have two options to create a new Application. 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.
- A dropdown menu labeled “Displaying 1-1 of 1” followed by a Go button
- On the right-most side, a Search button.
- Table with seven columns and one row of data:
 - Header row: Select; Application Year (hyperlinked); Application Number (hyperlinked); Application Title (hyperlinked); Program; Status (hyperlinked); View
 - 1st row: Radio button; 2012; [blank]; Great State 2017 FMA application; FMA Grant Application; Not Submitted; View Application (hyperlinked)
- Immediately below table, right-most side are the following buttons (all grayed out): First, << Prev; Next >>; Last
- Buttons: Go Back, Copy Existing Application
- Bottom of screen are these buttons: Start New Application (highlighted), Logout, Return to Homepage

Image: Start New Grant Application screen with two options for creating an application

Figure 5-28: “Project Template” application title example

This image of the Create New Grant Application screen contains the following features:

- Right below the title are instructions for using the screen.
- *Application title field with the text “Project Template” highlighted
- *Application Type (hyperlinked) with the text “FMA Grant Application” displayed in the dropdown menu
- Save and Continue button
- Logout and Return to HomePage buttons

Image: Create New Grant Application screen with the required data entry fields

Figure 5-29: Selected radio button and Copy Existing Application button

This image of the Start New Grant Application screen contains the following features:

- Below the screen title: You have two options to create a new Application. 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.
- A dropdown menu labeled “Displaying 1-3 of 3” followed by a Go button
- On the right-most side, a Search button.
- Table with seven columns and three rows of data:
 - Header row: Select; Application Year (hyperlinked); Application Number (hyperlinked); Application Title (hyperlinked); Program; Status (hyperlinked); View
 - 1st row: Radio button; 2012; [blank]; Great State 2017 FMA application; FMA Grant Application; Not Submitted; View Application (hyperlinked)
 - 2nd row: Radio button; 2012; [blank]; Great State 2017 FMA application; FMA Grant Application; Not Submitted; View Application (hyperlinked)
 - 3rd row: Radio button (selected and highlighted); 2012; [blank]; Project Template; FMA Grant Application; Not Submitted; View Application (hyperlinked)
- Immediately below table, right-most side are the following buttons (all grayed out): First, << Prev; Next >>; Last
- Buttons: Go Back, Copy Existing Application (highlighted)
- Bottom of screen are these buttons: Start New Application, Logout, Return to Homepage

Image: Start New Grant Application screen with two options for creating an application

Figure 5-30: Contact Information section View link

This image of the View Grant Application Sections contains the following features:

- Below the title are the following information:
 - Application Title: Project Template
 - FEMA Application Number: [blank]
 - Application Year: 2012
 - Grant Type: FMA Grant Application
 - Address: [blank]
- Brief instructions: To view an application section, click on the appropriate *View* link below. To print one or more sections, select the checkbox and then click on the *Print* button. When you are finished, click the *Close Window* button below.
- Print button
- Table with three columns, a header row, and 10 data rows:
 - Header: Select (contains unselected checkboxes); Application Section; Action (contents all hyperlinked)
 - 1st row: Applicant Information; View
 - Contact Information; View (highlighted)
 - Subgrant Applications; View
 - Schedule; View

- Budget; View
- Properties; View
- Comments and Attachments; View
- Assurances and Certifications; View
- Forms; View
- Entire Application; View
- Close Window button

Image: View Grant Application Sections screen that allows you to print or view an application section

Figure 5-31: Example of a Find button

This image is the top section of the Applicant Information screen that contains the following features:

- On the left is a sidebar menu that contains the following hyperlinked options:
 1. Application Status
 2. Applicant Information
 3. Contact Information
 4. Subgrant Application
 5. Schedule
 6. Budget
 7. Properties
 8. Comments and Attachments
 9. Assurances and Certifications
 10. Review and Submit Application

Print Application
Return to Home Page
Logout

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- Under the screen title, on the right-hand side is the status of the Application stated in percentage of completion.
- Below 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.
- A table with no header text and five visible rows of information:
 - 1st row: *Name of Applicant (hyperlinked); blank text box with a Find Organization button (highlighted) below and a hyperlink to related Help topic
 - 2nd row: *State; KY
 - 3rd row: Congressional District; blank text box; link to Look up congressional district
 - 4th row: *Type of Applicant; Select Type dropdown menu
 - 5th row: If Private Non-Profit (hyperlinked); Help (far right, hyperlinked)

Image: Section of the Applicant Information screen showing a Find Organization button

Figure 5-32: Example of a Search button

This image of the Approved User Registrations screen contains the following features:

- On the left side, the sidebar menu that includes the following linked options and a count of items for each, where applicable:
 - Preferences
 - Pending User Registrations (0)
 - Approved User Registrations (18)
 - Denied/Revoked User Registrations (0)
 - All User Registrations (18)
 - Return to Home Page
 - Logout
- Below the screen name, the following text: Listed below are subgrant registrations. To sort this list, click on a column name. To search for other registrations, click the *Search* button below. To review or revoke a registration, click the appropriate link under the *Action* column.
- Note: IT indicates user is an Indian tribe.
- On the left, a dropdown menu labeled “Displaying 1-5 of 18” followed by a Go button and on the far-right side a Search button (highlighted).
- Table of approved users with 5 columns, a header row, and 4 visible rows:
 - Header row (all hyperlinked except *Action*): Name; Agency; Telephone Number; Email; Action
 - 1st row: Vishal Agarwal (hyperlinked); REI Systems; [blank]; vagarwal@reisys.com; (all hyperlinked) Review, Reassign, Permissions
 - 2nd row: Senthil Chinnaiyan (hyperlinked); REI Systems; [blank]; schinnaiyan@reisys.com; (all hyperlinked) Review, Reassign, Permissions
 - 3rd row: Christopher Coleman (hyperlinked); Angel Organization; [blank]; febco@starpower.net; (all hyperlinked) Review, Reassign, Permissions
 - 4th row: Jennifer East (hyperlinked); KY Local; [blank]; Jennifer.east@dhs.gov; (all hyperlinked) Review, Reassign, Permissions
 - 5th row: Sub Grant (hyperlinked); KY Local; [blank]; Jennifer.burmaster@dhs.gov; (all hyperlinked) Review, Reassign, Permissions
- Below the table, on the right-hand side, are four buttons: First (grayed out); << Prev (grayed out); Next 5 >>; Last 5

Image: Section of the Approved User Registrations screen showing a Search button

Figure 5-33: Search criteria for Registered Users

This image of the Search screen contains the following features:

- On the left side, the sidebar menu that includes the following linked options and a count of items for each, where applicable:
 - Preferences
 - Pending User Registrations (0)
 - Approved User Registrations (18)
 - Denied/Revoked User Registrations (0)
 - All User Registrations (18)
 - Return to Home Page

- Logout
- Below the screen name, the following text: Enter a search criteria and click the *Search* button below.
- Table with two columns and seven rows of criteria:
 - No header row
 - 1st row: User Name; blank text field
 - 2nd row: First Name; blank text field
 - 3rd row; Last Name; blank text field
 - 4th row: Email; blank text field
 - 5th row: Agency; blank text field
 - 6th row: Sort by; dropdown menu showing “Name”
 - 7th row: Results per page, dropdown menu showing “Show 5”
- Buttons for: Go Back, Search (highlighted)

Image: Search screen with available criteria for searching

Figure 5-34: Add Subgrant Application(s) button

This image of the Subgrant Applications screen contains the following features:

- On the left is a sidebar menu that contains the following hyperlinked options:
 1. Application Status
 2. Applicant Information
 3. Contact Information
 4. Subgrant Application
 5. Schedule
 6. Budget
 7. Properties
 8. Comments and Attachments
 9. Assurances and Certifications
 10. Review and Submit Application

Print Application
Return to Home Page
Logout

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- Under the screen title, on the right-hand side is the status of the Application stated in percentage of completion.
- Below is the following text: Subgrant applications that you have included in your grant application to FEMA are listed below. Please verify the ranking of these applications. If the ranking is incorrect, click the *Edit Rank* button below. To include additional subgrant applications to this list, click the *Add Application* button below. To remove a subgrant application from this grant application, click the *Delete* link under the *Action* column. When you are finished, click the *Save and Continue* button below to go to the next section.

- Note: P indicates the application was submitted in paper format. G indicates the application was created by Grantee.
- Dropdown menu labeled No Records Returned and “Show 5” displayed, followed by a Go button.
- Table with eight columns and 2 rows:
 - Header row (all hyperlinked except the last header): Rank; Application Number; Application Title; Name; Non-Federal Share; Federal Share; Federal Share %; Action
 - Next row (with 1st four columns merged): Total; \$0.00; \$0.00; [blank]; [blank]
- Below, far right-side are the following buttons (all grayed out): First, << Prev, Next >>, Last
- At the bottom of the screen are four buttons: Go Back, Add Subgrant Application(s) (highlighted), Edit Rank (grayed out), Save and Continue

Image: Subgrant Applications screen with the Add Subgrant Application(s) button highlighted

Figure 5-37: Regular Mail and Electronic File radio buttons

This image of the Attach Document screen contains the following features:

- On the left is a sidebar menu with a heading “Budget”; contains the following hyperlinked options:
 1. Application Status
 2. Applicant Information
 3. Contact Information
 4. Subgrant Application
 5. Schedule
 6. Budget
 7. Properties
 8. Comments and Attachments
 9. Assurances and Certifications
 10. Review and Submit Application
 Print Application
 Return to Home Page
 Logout
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- 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.
- A two-column table follows with options and fields for entry :
 - *Select Option; radio buttons for Regular Mail and Electronic File (both highlighted)
 - If you selected Regular Mail, above, please specify the following:

- Mail Date; date field
 - Mail Description (documents sent); description textbox
 - If you selected Electronic File, above, please specify the following:
 - Operating System; dropdown menu with “Windows” shown
 - If other, please specify; textbox
 - *File Format; dropdown menu with “MS Word” shown
 - If other, please specify; textbox
 - *Compression Format; dropdown menu with “None” shown
 - If other, please specify; textbox
 - *Upload File; Choose File button, “No file chosen” shown
 - Upload File in background; checkbox
 - At the bottom are two buttons: Go Back, Save and Continue
- Image: Attach Document screen that provides two options for attaching a document to an application

Figure 5-39: Update Application link

This is an image of the Grant Status: Un-submitted Grant Applications screen that contains the following features:

- Below the screen name is the following text: Grant applications that have begun and have not yet been submitted are listed below. To continue work on an application, please select an action for the corresponding application in the table below.
 - Note: p indicates the application was submitted in paper format. Un-Submitted grant applications with attached subgrants are not available for deletion. Subgrants will have to be de-attached prior to deletion of the grant application.
 - Dropdown menu labeled “Displaying 6-10 of 10” with “Show 5” shown, followed by a Go button.
 - On the right-most side is a Search button.
 - A table with six columns, a header row, and five data rows, as follows:
 - Header row: Select; Application Year (hyperlinked); Application Title (hyperlinked); Program; Grant Type; Action
 - 1st row: Checkbox; 2012; FMA Grant Application; FMA; FMA Grant Application; Update Application (hyperlinked and highlighted)
 - 2nd row: Checkbox; 2017; City of Advanced Assistance; PDM Competitive; PDM Competitive Grant Application; Update Application (hyperlinked)
 - 3rd row: Checkbox; 2012; Project Template; FMA; FMA Grant Application; Update Application (hyperlinked)
 - 4th row: Checkbox; 2016; FMA test; FMA; FMA Grant Application; Update Application (hyperlinked)
 - 5th row: Checkbox; 2012; Columbia DEM Flood Mitigation Assistance Grant 2; FMA; FMA Grant Application; Update Application (hyperlinked)
 - Below the table, on the right-hand side are four buttons: First 5, << Prev 5, Next >> (grayed out), Last (grayed-out)
 - At the bottom of the screen are two buttons: Go Back, Delete Application
- Image: Grant Status: Un-submitted Grant Applications screen with a list of available applications that can be further updated.

Figure 5-41: Assurances and Certifications link on the sidebar menu and Incomplete status link

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

- On the left is a sidebar menu with the following hyperlinked options:
 1. Application Status
 2. Applicant Information
 3. Contact Information
 4. Subgrant Application
 5. Schedule
 6. Budget
 7. Properties
 8. Comments and Attachments
 9. Assurances and Certifications (highlighted)
 10. Review and Submit Application
 Print Application
 Return to Home Page
 Logout
 Privacy Statement
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- Below the screen name is the following 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 two columns, a header row, and eight rows of data:
 - Header: Application Section; Status (all contents hyperlinked)
 - 1st row: Applicant Information; Incomplete
 - 2nd row: Contact Information; Incomplete
 - 3rd row: Subgrant Applications; Incomplete
 - 4th row: Schedule; Incomplete
 - 5th row: Budget; Complete
 - 6th row: Properties; Complete
 - 7th row: Comments and Attachments: Complete
 - 8th row: Assurances and Certifications; Incomplete (highlighted)
- At the bottom of the screen are two buttons: Go Back, Save and Continue

Image: Application Status screen showing two options for accessing the Assurances and Certifications section of the application

Figure 5-42: Incomplete links on Assurances and Certifications screen

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

- On the left is a sidebar menu that contains the following hyperlinked options:
 1. Application Status
 2. Applicant Information
 3. Contact Information
 4. Subgrant Application
 5. Schedule
 6. Budget

- 7. Properties
- 8. Comments and Attachments
- 9. Assurances and Certifications
- 10. Review and Submit Application

Print Application

Return to Home Page

Logout

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- Below the screen name is the following text: 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 listing available Forms and the following information:
 - 1st row: Please click the link in the status column to view forms.
 - 2nd row, 2 columns with headers: Forms; Status
 - 3rd row: Part 1: Assurances Non-Construction (in bold font) Programs; Incomplete (hyperlinked and highlighted); below is a “Not Applicable” checkbox
 - 4th row: Part II: Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibilities Matters; and Drug-Free Workplace Requirements; Incomplete (hyperlinked and highlighted)
 - 5th 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.)
- Note below the table: 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)
- At the bottom of the screen are three buttons: Go Back, Save, Save and Continue

Image: Assurances and Certifications screen with the list of available forms and a link to view each form.

Figure 5-45: 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 is a sidebar menu that contains the following hyperlinked options:
 1. Application Status
 2. Applicant Information
 3. Contact Information
 4. Subgrant Application
 5. Schedule
 6. Budget
 7. Properties
 8. Comments and Attachments
 9. Assurances and Certifications
 10. Review and Submit Application
 Print Application
 Return to Home Page
 Logout
 Privacy Statement
 Disclaimers
- Below the screen name is the following text: Each section of your application to FEMA 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 you have attached at least one Subgrantee application and all sections of your Application are complete (bolded), you may submit your application. To submit the application you should have the correct authentication.
- Note: Fields marked with an * are required with a Print button below.
- Table with 3 columns, 1 header row, and 10 data rows:
 - Header row: Select (all unselected checkboxes); Application Section; Status (contents all hyperlinked)
 - 1st row: *Applicant Information; Incomplete
 - 2nd row: *Contact Information; Incomplete
 - 3rd row: *Subgrant Applications; Incomplete
 - 4th row: *Schedule; Incomplete
 - 5th row: Budget; Complete
 - 6th row: Properties; Complete
 - 7th row: Comments and Attachments; Complete
 - 8th row: *Assurances and Certifications; Incomplete
 - 9th row: Forms; Incomplete
 - 10th row: Entire Application; Incomplete
- At the bottom of the screen are two buttons: Go Back, Submit Application (grayed-out and highlighted)

Image: Review and Submit Application screen where you can go back to an incomplete application or submit one that is already complete.

Figure 5-46: View Details link

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 1-5 of 715” with “Show 5” selected and displayed, followed by a Go button.
- On the far-right is a Search button.
- Table with seven columns, one header row, and five data rows:
 - Header row: Application Year (hyperlinked); Application Number (hyperlinked); Grant Type; Review Status (hyperlinked); Authorize/Revoke Access; Action
 - 1st row: 2017; PDMS-PJ-04-KY-2018-001 (KY-2017-003); River City Floodplain Acquisition – Phase 1; Project Application; Submitted to FEMA; View Details (hyperlinked and highlighted); View Application and Edit Contact Information (both hyperlinked)
 - 2nd row: 2017; KY-2017-136; MT e-Grants 5.17 Test; Planning Application; Approved By Grantee; View Details (hyperlinked); View Application and Request Revision (both hyperlinked)
 - 3rd row: 2017; KY-2017-163; mgt cost; Management Cost Application; Approved By Grantee; View Details (hyperlinked); View Application and Request Revision (both hyperlinked)
 - 4th row: 2016; KY-2016-001; test Initial Review comments; Planning Application; Approved By Grantee; View Details (hyperlinked); View Application and Request Revision (both hyperlinked)
 - 5th row: 2017; KY-2017-606; MT e-Grants 5.17 Test; Planning Application; Approved By Grantee; View Details (hyperlinked); View Application and Request Revision (both hyperlinked)
- At the bottom are three buttons: Go Back, Logout, Return to Homepage

Image: List of submitted applications and the links to view and/or edit information for each one

Figure 5-47: Authorize Access button

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

- Below the screen name:
 - Application Title: River City Floodplain Acquisition – Phase 1
 - Application Number: PDMC-PJ-04-KY-2018-001
 - Grant Type: Project Application
- Screen description: 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 1-2 of 2” with “Show 5” displayed, followed by a Go button.

- Table with six columns, a header row, and two data rows:
 - Header row: Name; Telephone Number; Email; Status; Date; Action
 - 1st row: Senthil Chinnaiyan; [blank]; schinnaiyan@reisys.com; Access Granted; 02-22-2017; Update and Deny/Revoke (both hyperlinked)
 - 2nd row: Kentucky Stategrantee; 2232321212; shawn.servoss@fema.dhs.gov; Access Granted 02-21-2017; View (hyperlinked)
- Below the table on the right-hand side are four buttons (all grayed-out): First, << Prev, Next >>, Last
- At the bottom of the screen are two rows of buttons:
 - Go Back, Authorize Access (highlighted)
 - Logout, Return to Homepage

Image: Authorize/Revoke Access screen displaying the list of users with current system access

Figure 5-48: Selected radio button and Authorize Access button

This is an image of the Search Results screen that contains the following features:

- Below the screen name is the following text: Listed below are users who match your search criteria. To authorize access to a user listed below, select the radio button beside the *First Name* and click the *Authorize Access* button. To search for other users, click the *Go Back* button.
- Dropdown menu labeled “Displaying 1-2 of 2” with “Show 5” shown, followed by a Go button.
- On the right-most side is a Search button.
- Table with six columns, a header row, and two data rows:
 - Header row: Select; First Name (hyperlinked); Last Name (hyperlinked); Telephone Number; Email (hyperlinked); Agency (hyperlinked)
 - 1st row: Radio button (selected); Fema; User; [blank]; gwang@reisys.com; FEMA
 - 2nd row: Radio button; multiapp; test; [blank]; eeeee@aaa.com; XYZ
- Below the table on the right-hand side are four buttons (all grayed-out): First, << Prev, Next >>, Last
- At the bottom of the screen are two rows of buttons:
 - Go Back, Authorize Access (highlighted)
 - Logout, Return to Homepage

Image: Search Results screen displaying a list of registered users that can be granted access

Figure 5-49: Checkbox selected for View/Print access

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

- Below the screen name:
 - Application Title: River City Floodplain Acquisition – Phase 1
 - Application Number: PDMC-PJ-04-KY-2018-001
 - Grant Type: Project Application
- Screen description: You have chosen to modify the following access information. When you are finished, click on the Save and Continue button below.

- Table of user details with the following:
 - Header: User Information
 - Title: [blank]
 - Username: femauser
 - First Name: Fema
 - Middle Initial: [blank]
 - Last Name: User
 - Telephone: [blank]
 - Email: gwang@reisis.com
 - Header: Access Information
 - *Permissions; View Print checkbox, Create/Edit checkbox, Sign/Submit checkbox (all hyperlinked and highlighted)
(Permissions can be View only, View & Create, View & Sign or All)
 - *Period of Time; textbox [blank] (highlighted)
 - *Unit of Time; dropdown menu with “Day(s)” displayed
 - Header: Justifications
 - Textbox [blank]
- At the bottom of the screen are two rows of buttons:
 - Go Back, Save, Save and Continue
 - Logout, Return to HomePage

Image: Update Access screen displaying user details and the functionality to define access permissions for the user

Figure 5-50: Deny/Revoke link

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

- Below the screen name:
 - Application Title: River City Floodplain Acquisition – Phase 1
 - Application Number: PDMC-PJ-04-KY-2018-001
 - Grant Type: Project Application
- Screen description: 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 1-2 of 2” with “Show 5” shown, followed by a Go button.
- Table with six columns, a header row, and two data rows:
 - Header row: Name; Telephone Number; Email; Status; Date; Action
 - 1st row: Senthil Chinnaiyan; [blank]; schinnaiyan@reisis.com; Access Granted; 02-22-2017; Update and Deny/Revoke (hyperlinked)
 - 2nd row: Kentucky Stategrantee; 2232321212; shawn.servoss@fema.dhs.gov; Access Granted 02-21-2017; View
- Below the table on the right-hand side are four buttons (all grayed-out): First, << Prev, Next >>, Last
- At the bottom of the screen are two rows of buttons:
 - Go Back, Authorize Access

- Logout, Return to Homepage

Image: Authorize/Revoke Access screen listing authorized users and the functionality to update or revoke their access

Figure 6-1: Application Review Status

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

- Below the screen name are the following lines of text:
 - Here are your pending tasks. Select an action by clicking the link under the Action column.
 - Note: p indicates the application was submitted in paper format
- Two combined tables:
 - Table 1 header: Application Review
 - Table 1 header row: Number of Applications; Review Status; Action
 - 1st row: 10; Revision Requested (highlighted); Review Revision Requests (hyperlinked)
 - 2nd row: 15; In Progress (highlighted); Review Status (hyperlinked)
 - Table 2 header: Awards
 - Table 2 header row: Number of Applications; Review Status; Action
 - 1st row: 14; Obligated; View FEMA Award Package(s) (hyperlinked)
- Text beneath the table: Here are the grant applications that have been submitted. Select an application by clicking the link under the Action column.
- Dropdown menu labeled “Displaying 33-37 of 37” with “Show 5” shown, followed by a Go button.
- On the right-most side is a Search button.
- Table with six columns, a header row, and five data rows:
 - Header row: Application Year (hyperlinked); Application Number (hyperlinked); Application Title (hyperlinked); Grant Type; Application Status; Action
 - 1st row: 2016; PDMC-04-KY-2016; FY16 PDM Grant for KY; PDM Competitive Grant Application; Submitted To FEMA; Select Action dropdown menu and Go button
 - 2nd row: 2016; RFC-04-KY-2016; test; RFC Application; Submitted To FEMA; Select Action dropdown menu and Go button
 - 3rd row: 2017; FMA-04-KY-2017; Columbia DEM Flood Mitigation Assistance Grant; FMA Grant Application; Submitted To FEMA; Select Action dropdown menu and Go button
 - 4th row: 2017; PDMC-04-KY-2017; 2017 PDMC grant test – East; PDM Competitive Grant Application; Submitted To FEMA; Select Action dropdown menu and Go button
 - 5th row: 2018; PDMC-04-KY-2018; Test; PDM Competitive Grant Application; Submitted To FEMA; Select Action dropdown menu and Go button
- Below the table on the right-hand side are four buttons: First 5, << Prev 5, Next >> (grayed-out), Last (grayed-out)
- At the bottom of the screen are three buttons: Go Back, Logout, Return to Homepage

Image: Grant Status: Submitted Grant Applications screen showing the user's pending tasks and the actions that can be taken on a submitted grant application

Figure 6-4: Update link

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

- On the left is a sidebar menu that contains the following hyperlinked options:
 1. Application Status
 2. Applicant Information
 3. Contact Information

Return to Home Page

Logout

Privacy Statement

Disclaimers

- Below the screen name is the following text: Welcome to the Application Revision section of eGrants. This section will enable you to review Grant and Subgrant revision requests from FEMA.
Grant revision requests are provided below. To take appropriate action, click on the link under the Action column.
Grant Application Year: 2016
Grant Application Title: FY16 PDM Grant for KY
Grant Application Number: PDMC-04-KY-2016 (hyperlinked)
- Dropdown menu labeled "Displaying 1-1 of 1" with "Show 5" shown, followed by a Go button
- Table with five columns, one header row, and one row of data:
 - Header row (all hyperlinked except for the last header): Revision Request ID; Revision Request Date; FEMA Deadline Date; Comments from FEMA; Action
 - 1st row: 3; 07-27-2017; 07-27-2017; 1; Update (hyperlinked and highlighted)
- Below the table on the right-hand side are four buttons (all grayed-out): First 5, << Prev 5, Next >>, Last
- Go Back button
- Text above the second table: Subgrant revision requests are provided below. To take appropriate action, click on the link under the Action column.
Note: p indicates the application was submitted in paper format. G indicates the application was created by Grantee
- Dropdown menu labeled "Displaying 1-2 of 2" with "Show 5" shown, followed by a Go button
- Table with six columns, one header row, and two rows of data:
 - Header row (all hyperlinked except for the last header): Revision Request ID; Subgrant Application Number; Revision Request Date; FEMA Deadline Date; Comments from FEMA; Action
 - 1st row: 1; G PDMC-MC-04-KY-2016-004 (hyperlinked); 07-28-2017; 08-21-2017, test, Review (hyperlinked)
 - 2nd row: 1; G PDMC-PJ-04-KY-2016-001 (hyperlinked); 07-10-2017; 12-12-2018; FMA-PJ-04-FL-2016-001; Review (hyperlinked)

- Below the table on the right-hand side are four buttons (all grayed-out): First 5, << Prev 5, Next >>, Last
- Go Back button

Image: Overview screen displays revision requests and the links for taking actions accordingly

Figure 6-5: Budget section Update link

This image of the Overview screen contains the following features:

- On the left is a sidebar menu with a heading “Application Status”; contains the following hyperlinked options:
 1. Application Status
 2. Applicant Information
 3. Contact Information
 4. Subgrant Application
 5. Schedule
 6. Budget
 7. Properties
 8. Comments and Attachments
 9. Assurances and Certifications
 10. Review and Submit Application

Print Application

Return to Grant Revision Requests

Privacy Statement

Disclaimers

- Below the screen name is the following text:
On the right-hand side is “Application 100% complete”
The screen shows the sections of the full application. You may click on the link to update that section or you may use the menu on the left.
- Table of the Revision Request Details:
 - Header row: Revision Request Details
 - 1st row: Revision Request ID, 3
 - 2nd row: Revision Request Date, 07-27-2017
 - 3rd row: FEMA Deadline Date, 07-27-2017
 - 4th row: Comments from FEMA, t
- Table with two columns, a header row, and eight rows of data:
 - Header row: Application Section; Status (all contents are hyperlinked)
 - 1st row: Applicant Information; Update
 - 2nd row: Contact Information; Update
 - 3rd row: Subgrant Applications: Update
 - 4th row: Schedule; Update
 - 5th row: Budget; Update (highlighted)
 - 6th row: Properties; Update
 - 7th row: Comments and Attachments; Update
 - 8th row: Assurances and Certifications: Update
- At the bottom of the screen are two buttons: Go Back, Continue

Image: Overview screen that displays details of a revision request and the link to update any of the application sections

Figure 6-6: Review link for subapplication

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

- On the left is a sidebar menu that contains the following hyperlinked options:
 1. Application Status
 2. Applicant Information
 3. Contact Information

Return to Home Page

Logout

Privacy Statement

Disclaimers

- Below the screen name is the following text: Welcome to the Application Revision section of eGrants. This section will enable you to review Grant and SubGrant revision requests from FEMA.
Grant revision requests are provided below. To take appropriate action, click on the link under the Action column.
Grant Application Year: 2017
Grant Application Title: 2017 PDMC grant test - East
Grant Application Number: PDMC-04-KY-2017 (hyperlinked)
- Dropdown menu labeled “Displaying 1-1 of 1” with “Show 5” shown, followed by a Go button
- Table with five columns, one header row, and one row of data:
 - Header row (all hyperlinked except for the last header): Revision Request ID; Revision Request Date; FEMA Deadline Date; Comments from FEMA; Action
 - 1st row: 2; 07-27-2017; 07-27-2017; test; Update (hyperlinked)
- Below the table on the right-hand side are four buttons (all grayed-out): First 5, << Prev 5, Next >>, Last
- Go Back button
- Text above the second table: Subgrant revision requests are provided below. To take appropriate action, click on the link under the Action column.
Note: p indicates the application was submitted in paper format. G indicates the application was created by Grantee
- Dropdown menu labeled “Displaying 1-1 of 1” with “Show 5” shown, followed by a Go button
- Table with six columns, one header row, and 1 data row:
 - Header row (all hyperlinked except for the last header): Revision Request ID; Subgrant Application Number; Revision Request Date; FEMA Deadline Date; Comments from FEMA; Action
 - 1st row: 1; G PDMC-PJ-04-KY-2017-004 (hyperlinked); 07-28-2017; 08-01-2017, test, Review (hyperlinked and highlighted)
- Below the table on the right-hand side are four buttons (all grayed-out): First 5, << Prev 5, Next >>, Last
- Go Back button

Image: Overview screen displays revision requests and the links for taking actions accordingly

Figure 6-7: Review Section link for application

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

- On the left is a sidebar menu that contains the following hyperlinked options:
 1. Overview
 2. Grant Revision Requests
 3. Subgrant Revision Requests

Return to Home Page

Logout

Privacy Statement

Disclaimers

- Below the screen name is the following text: Each section of the subgrant application that requires revision is listed below. To review a section, click on the link under the Action column. Once all sections have been revised, you may resubmit your application.
- Table with two columns and 6 rows:
 - 1st row: Subgrant: Subapplicant City
 - 2nd row: Subgrant Application Number: PDMC-PJ-04-KY-2017-004 (hyperlinked)
 - 3rd row: Revision Request ID: 1
 - 4th row: Revision Request Date: 07-28-2017
 - 5th row: FEMA Deadline Date: 08-01-2017
 - 6th row: Comments from FEMA: test
- Note: Sections marked with symbol IC are incomplete and should be completed before resubmitting the application. Also fields marked with an * are required.
- Print button
- Table with 4 columns, a header row, and three rows of data:
 - Header row: Select (contains unselected checkboxes); Application Section; Revision Status; Action (contents all hyperlinked)
 - 1st row: Schedule; Revision Requested By FEMA; Review Section
 - 2nd row: Cost Estimate; Revision Requested By FEMA; Review Section
 - 3rd row: Cost Share IC; Revision Requested By FEMA; Review Section (highlighted)
- Right below the table are two hyperlinks: Select All, Clear All
- Below the hyperlinks is the following text: Comments from FEMA have been auto-populated below. You may edit these comments to your preference when sending the revision request to the Subgrantee.
- Comments to Subgrantee textbox with the word “test” shown
- At the bottom of the screen are three buttons: Go Back, Save, Resubmit Application (grayed-out)

Image: Review and Resubmit Application screen with subgrant application data and links to review each section

Figure 6-8: Example of Update Cost Share Section radio button

This is an image of the Review Cost Share screen that contains the following features:

- On the left is a sidebar menu that contains the following hyperlinked options:
 1. Overview
 2. Grant Revision Requests
 3. Subgrant Revision Requests

Return to Home Page

Logout

Privacy Statement

Disclaimers

- Below the screen name is the following text:
This screen shows you the subgrant application section to be revised. A summary of comments/instructions from FEMA is also provided. To revise the section, check the **Update Application Section** radio button below. If the section requires information from the applicant, you can release it for revision to the point of contact by checking the **Release Application Section** radio button. When you are finished, click the **Save and Continue** button.
Note: Fields marked with an * are required.
- Highlighted textbox:
Comments from FEMA
FEMA Deadline Date 08-01-2017
- Rabbit Interdiction Agency section displays the following information:
 - Contact Name: Roger Rabbit
 - Contact Phone: 555-555-1212 Ext.
 - Contact Email: shawn.servoss@fema.dhs.gov
 - Contact Fax: 555-555-1212
 - Address: 123 main street
 - City: Lagomorphville
 - State: KY
 - Zipcode: 84321
 - EIN: 12-3456576
 - Federal Share: \$105,154, 121.14 (65,07024786%)
 - Non-Federal Share: \$56,446,801.86
 - View Details (hyperlinked)
- Cost Share section displays the following information:
 - Activity Cost Estimate: \$161,600,923.00
 - Federal Share Percentage: 65.07024786%
 - Non-Federal Share Percentage: 34.92975214%
- Dollars-Percentage section displays the following information:
 - Proposed Federal Share: \$105,154,121.14; 65.07024786%
 - Proposed Non-Federal Share: \$56,446,801.86; 34.92975214%
- Non-Federal Funds table displays the following information:
 - Header row: Source Agency; Name of Source Agency; Funding Type; Amount (\$); Action
 - 1st row: Local Agency Funding; City of Lexington; Cash; \$56,446,801.86; View Details (hyperlinked)

- 2nd row: Grand Total: \$56,446,801.86
- 3rd row: If you would like to make any comments, please enter them below.
- 4th row: [blank space]
- 5th row: Attachments
- Highlighted text block:
 - Funding Source: Local Agency Funding
 - Name of Funding Source: City of Lexington
 - Funding Type: Cash
 - Amount: \$56,446,801.86
 - Date of availability: 01-01-2017
 - Funds commitment letter date: 01-01-2017 (emphasized with darker highlight)
 - Attachment (funds commitment letter): FundsCommitmentLetter.docx (hyperlinked)
- Section at the bottom of the screen is highlighted for emphasis
 - Header: Action (*comments are required)
 - Two radio buttons: *Release Cost Share Section (Request Change); Update Cost Share Section (radio button encircled)
 - *Set Revision Deadline field (Required if you selected the Release radio button)
 - Text above Comments textbox: Comments from FEMA have been auto-populated below. You may edit these comments to your preference when sending the revision request to the Subgrantee.
 - Comments to Subgrantee textbox.
 - Three buttons at the bottom: Go Back, Save, Save and Continue

Image: Cost share information and the means to release application sections for further action.

Figure 6-9: Example of Release Cost Share Section (Request Change) radio button

- Section at the bottom of the Review Cost Share screen that is highlighted for emphasis
 - Header: Action (*comments are required)
 - Two radio buttons: *Release Cost Share Section (Request Change) (radio button encircled); Update Cost Share Section (radio button encircled)
 - *Set Revision Deadline field (Required if you selected the Release radio button)
 - Text above Comments textbox: Comments from FEMA have been auto-populated below. You may edit these comments to your preference when sending the revision request to the Subgrantee.
 - Comments to Subgrantee textbox.
 - Three buttons at the bottom: Go Back, Save, Save and Continue

Image: Cost share information and the means to release application sections for further action.

Figure 6-10: Release Application Section button

This is an image of the Release Cost Share Section screen that contains the following features:

- On the left is a sidebar menu that contains the following hyperlinked options:
 1. Overview
 2. Grant Revision Requests
 3. Subgrant Revision Requests

Return to Home Page

Logout

Privacy Statement

Disclaimers

- Below the screen name is the following text:
You have chosen to release the following application to the subgrant applicant. Please provide the comments/instructions which are to be emailed to the subgrant applicant. When you are finished, click the *Release Application Section* button.
- Table showing Rabbit Interdiction Agency's information:
 - 1st row: Contact Name: Roger Rabbit; Address: 123 main street; EIN: 12-3456576
 - 2nd row: Contact Phone: 555-555-1212 Ext.; City: Lagomorphville; Federal Share: \$105,154,121.14 (65.07024786%)
 - 3rd row: Contact Email: shawn.servoss@fema.dhs.gov; State: KY; Non-Federal Share: \$56,446,801.86
 - 4th row: 555-555-1212; Zipcode: 84321; View Details (hyperlinked)
- Email form:

To: Roger Rabbit shawn.servoss@fema.dhs.gov
Date: 10-01-2017
Subject: Cost Share section released for revision
From: brenda.huber@ideationinc.com
Revision Deadline: 12-31-2017
Body: Please revise Cost Share in the application:
Application Number: PDMC-PJ-04-KY-2017-004
Application Title:
- At the bottom of the screen are two buttons: Go Back, Release Application Section (highlighted)

Image: Cost Share section of a subgrant application for review and release to a subapplicant with emailed instructions.

Figure 6-11: Edit Contact Information option selected and Go button

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

- Below the screen name is the following text:
Here are your pending tasks. Select an action by clicking the link under the Action column.
Note: p indicates the application was submitted in paper format

- Combination table with three columns, header rows, and data rows
 - Table section title: Application Review
 - Header row: Number of Applications; Review Status; Action
 - 1st row: 10; Revision Requested; Review Revision Requests (hyperlinked)
 - 2nd row: 15; In progress; Review Status (hyperlinked)
 - Table section title: Awards
 - Header row: Number of Applications; Review Status; Action
 - 1st row: 14; Obligated; View FEMA Award Package(s) (hyperlinked)
- Below the table is the following text:
Here are the grant applications that have been submitted. Select an application by clicking the link under the Action column.
- Dropdown menu labeled “Displaying 1-5 of 37” with “Show 5” shown, followed by a Go button.
- On the right-most side is a Search button.
- Second table with six columns, a header row, and five rows of data:
 - Header row: Application Year (hyperlinked); Application Number (hyperlinked); Application Title (hyperlinked); Grant Type; Application Status; Action
 - 1st row: 2016; FMA-04-KY-2016 (hyperlinked); Unchecked Properties FMA; FMA Grant Application; Submitted To FEMA; Select Action dropdown menu with “Edit Contact Information” selected, followed by a Go button (all highlighted)
 - 2nd row: 2017; PDMC-04-KY-2017 (hyperlinked); 2017 PDMC grant test – East; PDM Competitive Grant Application; Submitted To FEMA; [hidden] and Go button
 - 3rd row: 2014; PDMC-04-KY-2014 (hyperlinked); Test; PDM Competitive Grant Application; Submitted To FEMA; [hidden] and Go button
 - 4th row: 2015; FMA-04-KY-2015 (hyperlinked); Test 5.14; FMA Grant Application; Submitted To FEMA; [hidden] and Go button
 - 5th row: 2005; PDMC-04-KY-2005 (hyperlinked); KY PDM-C 2005; PDM Competitive Grant Application; Submitted to FEMA; Select Action dropdown menu and Go button
- At the bottom of the screen are three buttons: Go Back, Logout, Return to Homepage

Image: Grant Status: Submitted Grant Application screen displays pending tasks for further action as needed.

Figure 6-12: Signature checkbox and Submit Contact Information button

This is an image of the Edit Contact Information page that contains the following features:

- Point of Contact table with 14 rows of data:
 - Title; title dropdown menu with “Mr.” shown
 - *First Name; textbox with sample text “some other” shown
 - Middle Initial; blank textbox
 - *Last Name; textbox with sample text “guy” shown
 - Title; blank textbox

- *Agency/Organization; textbox with sample text “city” shown; Find Organization button
- *Address 1; textbox with sample text “123 main street” shown
- Address 2; blank textbox
- *City; textbox with sample text “Lexington” shown
- *State; dropdown menu with “Kentucky” shown
- *ZIP; ZIP+4 textboxes with “12345-1234” shown; Need help for ZIP+4? (hyperlinked)
- *Phone; phone textbox with “123-555-1212” shown; blank Ext textbox
- Fax; blank textbox
- *Email; textbox with someotherguy@city.gov shown; Contact eMail Help (hyperlinked)
- Electronic signature box:
To submit this form, check the box below
*Checkbox; I, Ideation Consultant, hereby submit this form.
- At the bottom of the screen are two rows of buttons:
Go Back, Submit Contact Information (highlighted)
Return to Homepage

Image: Point of Contact information that can be edited

Figure 7-2: View FEMA Award Package option selected and Go button

This is an image of the Q with the following features:

- Below the screen name is the following text:
Grant applications that have been submitted to FEMA are listed below. Select an application by clicking the link under the Action column.
- Dropdown menu labeled “Displaying 1-5 of 14” with “Show 5” shown, followed by a Go button.
- On the right-most side is a Search button.
- Table with six columns, a header row, and five data rows:
 - Header row: Application Year (hyperlinked); Application Number (hyperlinked; contents are all hyperlinked also); Application Title (hyperlinked); Grant Type; Review Status; Action
 - 1st row: 2010; PDMC-04-KY-2010; Great NJ; PDM Competitive Grant Application; Obligated By FEMA; Select Action dropdown menu and Go button
 - 2nd row: 2008; RFC-04-KY-2008; Ralston Flood grants; RFC Application; Obligated By FEMA; Select Action dropdown menu and Go button
 - 3rd row: 2017; FMA-04-KY-2017; Columbia DEM Flood Mitigation Assistance Grant; FMA Grant Application; Obligated By FEMA; Select Action dropdown menu with “View FEMA Award Package” selected, and Go button (all highlighted)
 - 4th row: 2008; LPDM-04-KY-2008; KY FY 2008 L-PDM Grant Application; L-PDM Application; Obligated By FEMA; [hidden] and Go button
 - 5th row: 2005; PDMC-04-KY-2005; KY PDM-C 2005; PDM Competitive Grant Application; Obligated By FEMA; [hidden] and Go button

- 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 three buttons: Go Back, Logout, Return to Homepage

Image: List of Grant applications that have been obligated by FEMA and are available for further action.

Figure 7-3: View Award Package link

This is an image of the View FEMA Award Package(s) screen that contains the following features:

- On the left is a sidebar menu that contains the following hyperlinked options:
FEMA Award Package(s)
Return to Home Page
Logout
Privacy Statement
Disclaimers
- Below the screen name is the following text:
FEMA award packages are listed below. To view an award package, click the View Package link under the Action column.
Grant Application Year: 2017
Grant Application Title: Columbia DEM Flood Mitigation Assistance Grant
Grant Application Number: FMA-04-KY-2017 (hyperlinked)
- Dropdown menu labeled “Displaying 1-3 of 3” with “Show 5” shown, followed by a Go button.
- Table with six columns, a header row, and three rows of data:
 - Header row: Award Package Number; Date Awarded; Date Obligated; Non-Federal Share; Federal Share; Action
 - 1st row: EMA-2017-FM-E004 (2); 08-04-2017; 08-04-2017; \$37.50; \$112.50; View Package (hyperlinked)
 - 2nd row: EMA-2017-FM-E004 (0); 08-03-2017; 08-03-2017; \$37.50; \$112.50; View Package (hyperlinked)
 - 3rd row: EMA-2017-FM-E004 (1); 08-04-2017; 08-04-2017; \$47.50; \$122.50; View Package (hyperlinked)
- Below the table on the right-hand side are four buttons (all grayed-out): First, << Prev, Next >>, Last
- At the bottom of the screen is the Go Back button

Image: View FEMA Award Package(s) screen displaying a list of Award Packages that can be viewed

Figure 7-4: Example of a Grant Application Number link

This is an image of the FEMA Award Package screen that contains the following features:

- On the left is a sidebar menu that contains the following hyperlinked options:
FEMA Award Package(s)
Return to Home Page

Logout

Privacy Statement

Disclaimers

- Below the screen name is the following text:
The award package you selected is provided below. Subgrant applications included in the package are also provided below. To view the award package, click the View Award Package link below.
- Table with three rows of package information:
 - 1st row: Grant Application Year: 2016; Obligated Amount: \$[blank]
 - 2nd row: Grant Application Title: Unchecked Properties FMA; Date Awarded: 07-12-2017; Date Obligated: 07-12-2017
 - 3rd row: Grant Application Number: FMA-04-KY-2016 (hyperlinked and highlighted); Subgrant Applications Obligated: 1
- Print Award Package button
- Three hyperlinks:
 - View Award Package (part 1 of 3)
 - View Award Package (Part 2 of 3)
 - View Award Package (Part 3 of 3)
- Dropdown menu labeled “Displaying 1-1 of 1” with “Show 5” shown, followed by a Go button.
- Table with four columns, a header row, and one row of data:
 - Header row: Application Number; Subgrant Applicant; Non-Federal Share; Federal Share
 - 1st row: FMA-PJ-04-KY-2016-002 – View REC Report (all hyperlinked); Subapplicant City; \$10.00; \$15,010.00
- Below the table on the right-hand side are four buttons (all grayed-out): First, << Prev, Next >>, Last
- At the bottom of the screen are two buttons: Go Back, View More FEMA Signed Packages

Image: FEMA Award Package screen displaying package details and the View and Print functionality

Figure 7-5: View Award Package links

This is an image of the FEMA Award Package screen that contains the following features:

- On the left is a sidebar menu that contains the following hyperlinked options:
FEMA Award Package(s)
Return to Home Page
Logout
Privacy Statement
Disclaimers
- Below the screen name is the following text:
The award package you selected is provided below. Subgrant applications included in the package are also provided below. To view the award package, click the View Award Package link below.
- Table with three rows of package information:

- 1st row: Grant Application Year: 2017; Obligated Amount: \$[blank]
- 2nd row: Grant Application Title: Columbia DEM Flood Mitigation Assistance Grant; Date Awarded: 08-04-2017; Date Obligated: 08-04-2017
- 3rd row: Grant Application Number: FMA-04-KY-2017 (hyperlinked); Subgrant Applications Obligated: 1
- Print Award Package button
- Three hyperlinks (highlighted):
 - View Award Package (part 1 of 3)
 - View Award Package (Part 2 of 3)
 - View Award Package (Part 3 of 3)
- Dropdown menu labeled “Displaying 1-1 of 1” with “Show 5” shown, followed by a Go button.
- Table with four columns, a header row, and one row of data:
 - Header row: Application Number; Subgrant Applicant; Non-Federal Share; Federal Share
 - 1st row: FMA-PJ-04-KY-2017-001 – View REC Report (all hyperlinked); River City Library; \$37.50; \$112.50
- Below the table on the right-hand side are four buttons (all grayed-out): First, << Prev, Next >>, Last
- At the bottom of the screen are two buttons: Go Back, View More FEMA Signed Packages

Image: FEMA Award Package screen displaying package details and the View and Print functionality

Figure 8-3: Update link

This is an image of the Quarterly Reports screen that contains the following features:

- On the left is a sidebar menu that contains the following hyperlinked options:
 - 1. Quarterly Reports
 - Return to Home Page
 - Logout
 - Privacy Statement
 - Disclaimers
- Below the screen name is the following text:

A summary of your reports is provided below. To update or view a report, click on the link under the Action column.

Grant Application Year: 2017
 Grant Application Title: Columbia DEM Flood Mitigation Assistance Grant
 Period of Performance: 07-01-2017 – 07-01-2019
 Grant Application Number: FMA-04-KY-2017 (hyperlinked)
- Table with seven columns, a header row, and two rows of data:
 - Header row: Fiscal Year; Quarter; Report Number; Period Covered; Status; Deadline; Action
 - 1st row: 2018; 1; FMA-04-KY-2017-QR-02; 07-01-2017 – 12-31-2017; Financial – Incomplete (crossed out), Performance – Incomplete; 01-30-2018; Update (hyperlinked)

- 2nd row: 2017; 4; FMA-04-KY-2017-QR-01; 07-01-2017 – 09-30-2017; Financial – Incomplete (crossed out), Performance – Incomplete; 10-30-2017; Update (hyperlinked and highlighted)
- At the bottom of the screen is a Go Back button.

Image: Table of available reports and the functionality to view, print, or update a report

Figure 8-4: Incomplete link for Grantee Quarterly Performance Report

This is an image of the upper section of the Update Quarterly Report screen that includes the following features:

- On the left is a sidebar menu that contains the following hyperlinked options:
 - 1. Quarterly Reports
 - Return to Home Page
 - Logout
 - Privacy Statement
 - Disclaimers
- Below the screen name is the following text:

To update your report, click on the links under the Action column and complete the required information. Once all the forms are complete, you may submit your report to FEMA by clicking Submit Report button.
Note: Fields marked with an * are required.
- Above the table, the following items are displayed:

Quarter: 4th
Fiscal Year: 2017
- Table with two columns, two header rows, and two data rows:
 - Header 1: Forms; Action
 - Header 2: Performance Reports
 - 1st row: Subgrant Quarterly Performance Reports; Incomplete (hyperlinked) and checkbox for Not Electronically Submitted (NES) (Need to save after select/unselect this checkbox)
 - 2nd row: Grantee Quarterly Performance Report; Incomplete (hyperlinked)

Image: Screen showing a list of quarterly reports that are available for updating

Figure 8-5: Subgrant Quarterly Performance Reports “Not Electronically Submitted” box selected

This is an image of the Update Quarterly Report screen that includes the following features:

- On the left is a sidebar menu that contains the following hyperlinked options:
 - 1. Quarterly Reports
 - Return to Home Page
 - Logout
 - Privacy Statement
 - Disclaimers
- Below the screen name is the following text:

To update your report, click on the links under the Action column and complete the required information. Once all the forms are complete, you may submit your

report to FEMA by clicking Submit Report button.

Note: Fields marked with an * are required.

- Above the table, the following items are displayed:
Quarter: 4th
Fiscal Year: 2017
- 1st table with two columns, two header rows, and two data rows:
 - Header 1: Forms; Action
 - Header 2: Performance Reports
 - 1st row: Subgrant Quarterly Performance Reports; Incomplete (hyperlinked) and checkbox (selected and highlighted) for Not Electronically Submitted (NES) (Need to save after select/unselect this checkbox)
 - 2nd row: Grantee Quarterly Performance Report; Complete
- 2nd table with two columns, two header rows, and two data rows:
 - Header 1: Forms; Action
 - Header 2: Financial Status Reports
 - 1st row: Subgrant Quarterly Financial Status Reports; Incomplete (hyperlinked) and checkbox for Not Electronically Submitted (NES) (Need to save after select/unselect this checkbox)
 - 2nd row: Grantee Quarterly Financial Status Report; Incomplete (hyperlinked)
- At the bottom of the table is the following text:
Note: The State Financial Officer/Fiscal Officer must complete the Quarterly Financial Status Report (SF 425, Financial Status Report). The hard copy report must be signed by the authorized representative. Please mail the copy of the SF 425 to your FEMA Assistance Officer.
- At the bottom of the screen are three buttons:
Go Back, Save, Save and Continue (highlighted)

Image: Screen showing a list of quarterly performance and financial reports that are available for updating

Figure 8-6: Electronic signature checkbox and Submit Performance Report button

This is an image of the upper section of the Update Quarterly Report screen that includes the following features:

- On the left is a sidebar menu that contains the following hyperlinked options:
1. Quarterly Reports
Return to Home Page
Logout
Privacy Statement
Disclaimers
- Below the screen name is the following text:
To update your report, click on the links under the Action column and complete the required information. Once all the forms are complete, you may submit your report to FEMA by clicking Submit Report button.
Note: Fields marked with an * are required.
- Above the table, the following items are displayed:
Quarter: 4th
Fiscal Year: 2017

- Table with two columns, two header rows, and two data rows:
 - Header 1: Forms; Action
 - Header 2: Performance Reports
 - 1st row: Subgrant Quarterly Performance Reports; NES and checkbox for Not Electronically Submitted (NES)
 - 2nd row: Grantee Quarterly Performance Report; Complete (hyperlinked)
 - 3rd row has instructions for the electronic signature: To submit the Quarterly Performance Report, check the box below.
 - 4th row: Checkbox (highlighted) I, [redacted signatory], acknowledge the submission of performance quarterly report.
 - At the bottom of the table is the Submit Performance Report button (highlighted).
- Image: Screen showing a list of completed quarterly reports that can be signed and submitted

Figure 8-8: Example of an Incomplete link for a subaward

This is an image of the Subgrant(s) for Quarterly Performance Reporting screen that contains the following features:

- On the left is a sidebar menu that contains the following hyperlinked options:
 - 1. Quarterly Reports
 - Return to Home Page
 - Logout
 - Privacy Statement
 - Disclaimers
- Below the screen name is the following text:

Subgrant(s) awarded Federal funds under the Columbia DEM Flood Mitigation Assistance Grant are listed below. To report the performance of a subgrant, click on the link under the Action column. When you are finished, click the Save and Continue button below.
- Dropdown menu labeled “Displaying 1-1 of 1” with “Show 5” shown, followed by a Go button.
- On the right-most side is a Search button.
- Table with seven columns, a header row, and two rows of data:
 - Header row: Application Number (hyperlinked); Subgrant Applicant (hyperlinked); City (hyperlinked); Non-Federal Share (hyperlinked); Federal Share Awarded (hyperlinked); Action (hyperlinked); Not Applicable
 - 1st row: FMA-PJ-04-KY-2017-001 (hyperlinked); River City Library; River City; \$37.50; \$112.50; Incomplete (hyperlinked and highlighted); checkbox (unselected)
 - Bottom row: Total of above 1 subgrant(s); \$37.50; \$112.50; [blank]; Select All and Clear All (both hyperlinked)
- Below the table on the right-hand side are four buttons (all grayed-out): First, << Prev, Next >>, Last
- At the bottom of the screen are three buttons: Go Back, Save, Save and Continue

Image: Screen showing a list of subawards included in a federal award.

Figure 8-9: Request Revision link

This is an image of the Quarterly Reports screen that contains the following features:

- On the left is a sidebar menu that contains the following hyperlinked options:
 1. Quarterly Reports
 - Return to Home Page
 - Logout
 - Privacy Statement
 - Disclaimers
- Below the screen name is the following text:

A summary of your reports is provided below. To update or view a report, click on the link under the Action column.

Grant Application Year: 2016
 Grant Application Title: Unchecked Properties FMA
 Period of Performance: 12-12-2016 – 12-12-2019
 Grant Application Number: FMA-04-KY-2016 (hyperlinked)
- Table with seven columns, a header row, and five rows of data:
 - Header row: Fiscal Year; Quarter; Report Number; Period Covered; Status; Deadline; Action
 - 1st row: 2018; 1; FMA-04-KY-2016-QR-05; 12-12-2016 – 12-31-2017; Financial – Incomplete, Performance – Incomplete; 01-30-2018; Update (hyperlinked)
 - 2nd row: 2017; 4; FMA-04-KY-2016-QR-03; 03-30-2017 – 09-30-2017; Financial – Incomplete, Performance – Incomplete; 10-30-2017; Update (hyperlinked)
 - 3rd row: 2017; 3; FMA-04-KY-2016-QR-02; 03-30-2017 – 06-30-2017; [redacted text], Performance – Revision Submitted To FEMA on 05-JUN-2017; 07-30-2017; View Details (hyperlinked), Request Revision (hyperlinked and highlighted)
 - 4th row: 2017; 2; FMA-04-KY-2016-QR-01; 03-30-2017 – 03-31-2017; Financial – Incomplete, Performance – Submitted To FEMA on 16-MAY-2017; 04-30-2017; Update (hyperlinked)
 - 5th row: 2017; 1; FMA-04-KY-2016-QR-04; 12-12-2016 – 12-31-2016; Financial – Incomplete, Performance – Incomplete; 01-30-2017; Update (hyperlinked)
- At the bottom of the screen is a Go Back button.

Image: Table of available reports and the functionality to view or update a report

Figure 8-10: Update link on Quarterly Reports screen

This is an image of the Quarterly Reports screen that contains the following features:

- On the left is a sidebar menu that contains the following hyperlinked options:
 1. Quarterly Reports
 - Return to Home Page
 - Logout
 - Privacy Statement
 - Disclaimers

- Below the screen name is the following text:
A summary of your reports is provided below. To update or view a report, click on the link under the Action column.
Grant Application Year: 2008
Grant Application Title: 08 FMA test \$1M
Period of Performance: 04-07-2009 – 05-07-2010
Grant Application Number: FMA-04-KY-2008 (hyperlinked)
 - Table with seven columns, a header row, and five rows of data:
 - Header row: Fiscal Year; Quarter; Report Number; Period Covered; Status; Deadline; Action
 - 1st row: 2010; 3; FMA-04-KY-2008-QR-05; 05-07-2009 – 06-30-2010; Financial - Incomplete, Performance - Revision Requested By FEMA (highlighted); 07-30-2010; Update (hyperlinked and highlighted)
 - 2nd row: 2010; 2; FMA-04-KY-2008-QR-04; 05-07-2009 – 03-31-2010; Financial - Incomplete, Performance - Incomplete; 04-30-2010; Update (hyperlinked)
 - 3rd row: 2010; 1; FMA-04-KY-2008-QR-03; 05-07-2009 – 12-31-2009; Financial - Incomplete, Performance - Incomplete; 01-30-2010; Update (hyperlinked)
 - 4th row: 2009; 4; FMA-04-KY-2008-QR-02; 05-07-2009 – 09-30-2009; Financial – Submitted To FEMA on 16-SEP-2009, Performance - Submitted To FEMA on 16-SEP-2009; 10-30-2009; View Details (hyperlinked), Request Revision (hyperlinked)
 - 5th row: 2009; 3; FMA-04-KY-2008-QR-01; 05-07-2009 – 06-30-2009; Financial – Revision Submitted To FEMA on 23-NOV-2009, Performance – Revision Submitted To FEMA on 23-NOV-2009; 07-30-2009; View Details (hyperlinked), Request Revision (hyperlinked)
 - At the bottom of the screen is a Go Back button.
- Image: Table of available reports and the functionality to view or update a report

Figure 8-11: Revision deadline, FEMA comments, and Complete link

This is an image of the upper section of the Update Quarterly Report screen that includes the following features:

- On the left is a sidebar menu that contains the following hyperlinked options:
 1. Quarterly Reports
 - Return to Home Page
 - Logout
 - Privacy Statement
 - Disclaimers
- Below the screen name is a table with no header, two columns, and four rows of information:
 - 1st row: Revision Request ID; 1
 - 2nd row: Revision Request Date; 08-01-2016
 - 3rd row: Revision Deadline (highlighted); [blank]
 - 4th row: Comments from FEMA on Performance Reports; no attachments

- Below the table is the following text:
To revise your report, click on the links under the Action column and modify the required information. Once you are finished with the changes, you may resubmit your report to FEMA by clicking Resubmit Report button.
Note: Fields marked with an * are required.
- Above the table, the following items are displayed:
Quarter: 3rd
Fiscal Year: 2010
- Table with two columns, two header rows, and two data rows:
 - Header 1: Forms; Action
 - Header 2: Performance Reports
 - 1st row: Subgrant Quarterly Performance Reports; Complete (hyperlinked) and checkbox for Not Electronically Submitted (NES) (Need to save after select/unselect this checkbox)
 - 2nd row: Grantee Quarterly Performance Report; Complete (hyperlinked and highlighted)
 - 3rd row has instructions for the electronic signature:
To submit the Quarterly Performance Report, check the box below.
 - 4th row: *[unselected checkbox] I, [redacted signatory], acknowledge the submission of performance quarterly report.
- At the bottom of the table is the Resubmit Performance Report button.

Image: Screen showing a list of completed quarterly reports that can be signed and resubmitted