



eGrants Tribal Grant Application Job Aid

For any questions or inquiries, please contact
the FEMA MT eGrants Helpdesk at
MTeGrants@fema.dhs.gov or 1-855-228-3362.

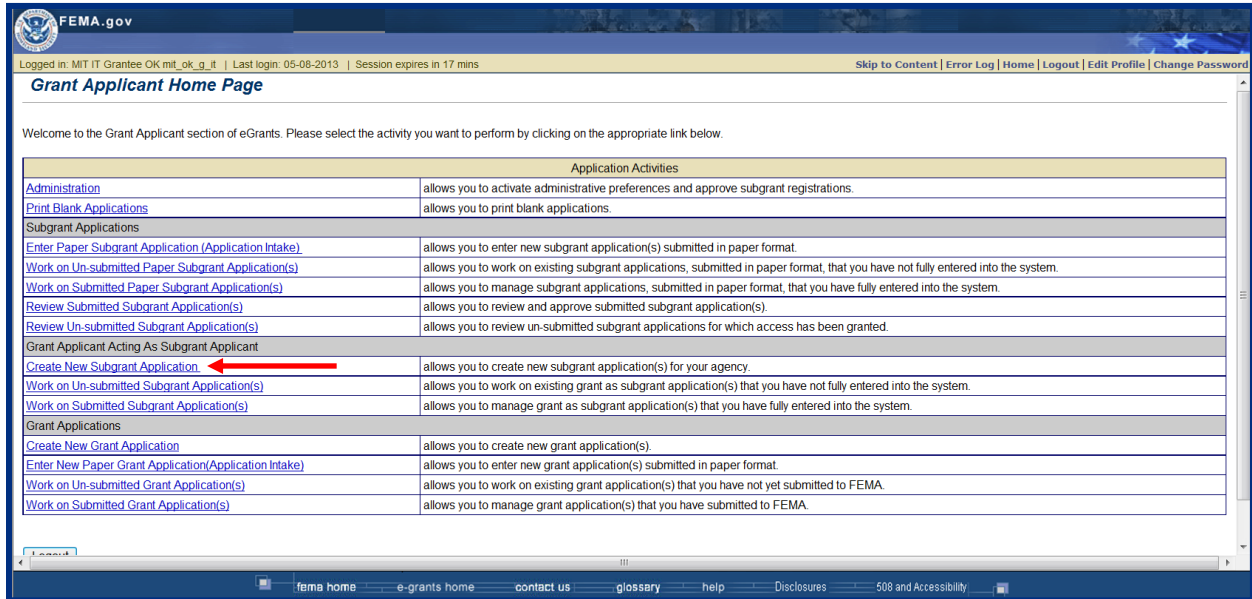
eGrants Website Address: Applicants and subapplicants: <https://portal.fema.gov/>

Purpose: The purpose of this document is to guide Tribal Applicants through the process of submitting a Hazard Mitigation Assistance application in eGrants as both the Applicant and subapplicant.



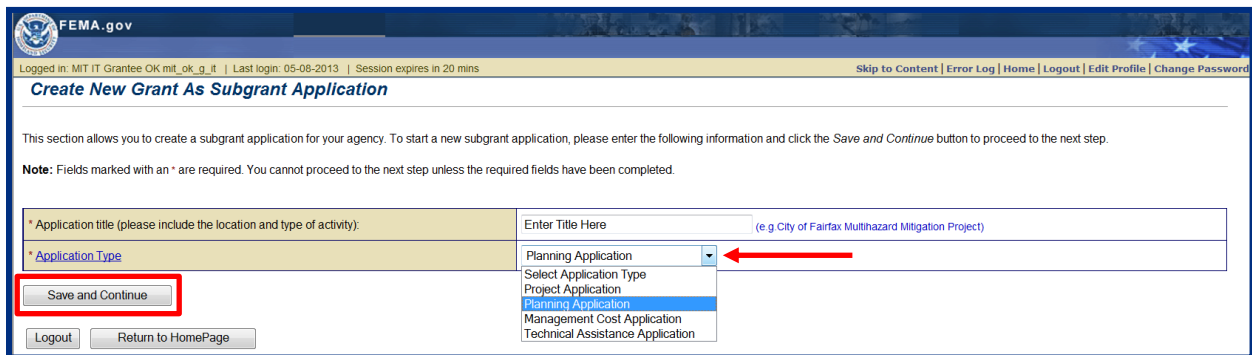
Steps 1–8 walk you through the creation of a Tribal Subgrant Application.

1 Create a Tribal Subgrant Application



To create a Tribal subgrant application, click “Create New Subgrant Application” under the “Grant Applicant Acting As Subgrant Applicant” section of the Grant Applicant Home Page in eGrants.

2 Select Application Type



This will take you to the Create New Grant as Subgrant Application page.

Select Application Type using the dropdown menu and then click “Save and Continue.”



3 Create a Tribal Subgrant Application

Start New Subgrant Application

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

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Show 5

Select	Application Year	Application Number	Application Title	Grant Type	Status	View
<input type="radio"/>	2007	FMA-MC-04-FL-2008-006	MC test	Management Cost Application	Disapproved By FEMA	View Application
<input type="radio"/>	2011	FMA-MC-04-FL-2012-001	Management Cost Application #2	Management Cost Application	Submitted To FEMA	View Application
<input type="radio"/>	2005	FMA-PJ-04-FL-2004-001	subg for fma pj	Project Application	Submitted To FEMA	View Application
<input type="radio"/>	2005	FMA-PJ-04-FL-2005-002	2005 PJ with some real cost	Project Application	Submitted To FEMA	View Application
<input type="radio"/>	2005	FMA-PJ-04-FL-2006-001	Testing1	Project Application	Disapproved By FEMA	View Application

This will take you to the Start New Subgrant Application page.

Start a new application by clicking “Start New Application.”

Tip: Consider copying a subapplication to avoid reentry of many fields that are common to your subapplications. Jump to step 11 to copy an existing application.



4 Complete Application Sections

Application Status

Application 9% complete

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

Application Section	Status
Subapplicant	Incomplete
Contact	Incomplete
Community	Incomplete
Mitigation Plan	Incomplete
Schedule	Incomplete
Scope of Work	Incomplete
Cost Estimate	Incomplete
Cost Share	Incomplete
Evaluation	Incomplete
Comments and Attachments	Complete
Comments for FEMA	Incomplete

Go Back Save and Continue

This will take you to the Application Status page.

Click the “Incomplete” link next to each section and fill out the required fields (indicated by a red asterisk [*] in a new page that pops up for each section) until the subapplication is complete and all sections have a status of “Complete.”

Once all sections have a status of “Complete,” click “Review and Submit Application” on the left side of the screen.

5 Work on Subgrant Application

Welcome to the Grant Applicant section of eGrants. Please select the activity you want to perform by clicking on the appropriate link below.

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(s)	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.

This will take you back to the Grant Applicant Home Page.

Click “Work on Un-submitted Subgrant Application(s).”



6 Update Application

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

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

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Show 5

Select	Application Year	Application Title	Grant Type	Authorize/Revoke Access	Action
<input type="checkbox"/>	2016	Test Oct 2015	Project Application	View Details	Update Application
<input type="checkbox"/>	2015	Test CID Missing Planning Sub-App	Planning Application	View Details	Update Application
<input type="checkbox"/>	2015	Test 8-25-2015	Project Application	View Details	Update Application
<input type="checkbox"/>	2015	Copy Test #(Title)	Planning Application	View Details	Update Application
<input type="checkbox"/>	2015	Copy Test #1	Planning Application	View Details	Update Application

This will take you to the Subgrant Status: Un-submitted Application(s) page.

Click “Update Application” in the Action column of the application you want to submit.

7 Review and Submit Application

Review and Submit Application

Application **100%** complete

Each section of your application to your grant applicant is listed below. If any required information is missing from a section, its status will be listed as incomplete. You can return to that section of the application by clicking the incomplete link. Once all sections of your Application are **complete**, you may submit your application. To submit the application you should have the sign and submit authentication.

Note: Fields marked with an * are required.

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

Upon clicking “Update Application,” you will be taken to the Review and Submit Application page. Sections that are missing information and need to be completed before submission are shown as Incomplete. If all of 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 (grayed out).



To sign your application, check the box below and enter your password in the space provided. Then click the *Submit Application* button to submit your application to your grant applicant.

* Password:

I, Jennifer East, hereby sign this form as of 10-29-2015.

At the bottom of the Review and Submit Application page, enter your password and click the certification checkbox to electronically “sign” your subapplication.

Click “Submit Application.”

8 Check Application Results

FEMA.gov Planning Application

Logged in: Jennifer East | Last login: 10-29-2015 | Session expires in 18 mins Copy Test #1

[Skip to Content](#) | [Error Log](#) | [Home](#) | [Logout](#) | [Edit Profile](#) | [Change Password](#)

Review and Submit

[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](#)
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[12. Comments and Attachments](#)
[13. Review and Submit Application](#)

[Print Application](#)
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Submit Application Results

Congratulations, you have successfully submitted this application to your State.
 All references to this application should include the following control number: **FL-2015-006**
 You may now print this application for your records.

Signed by: **Jennifer East** on 10-29-2015.

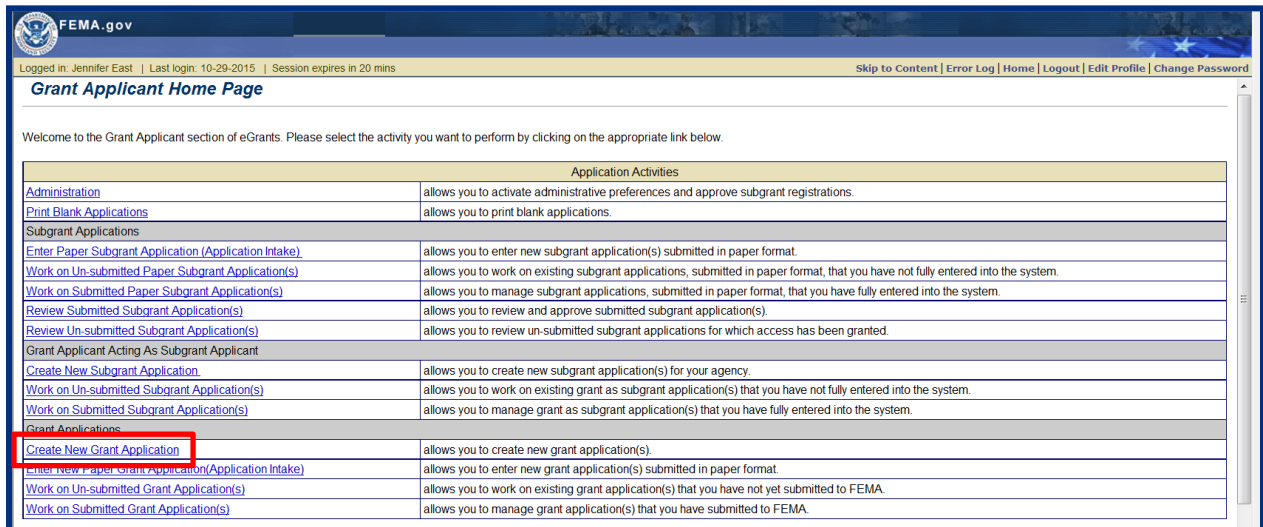
This will take you to a Submit Application Results page, which confirms that you have submitted your application.

Click “Return to Homepage.”



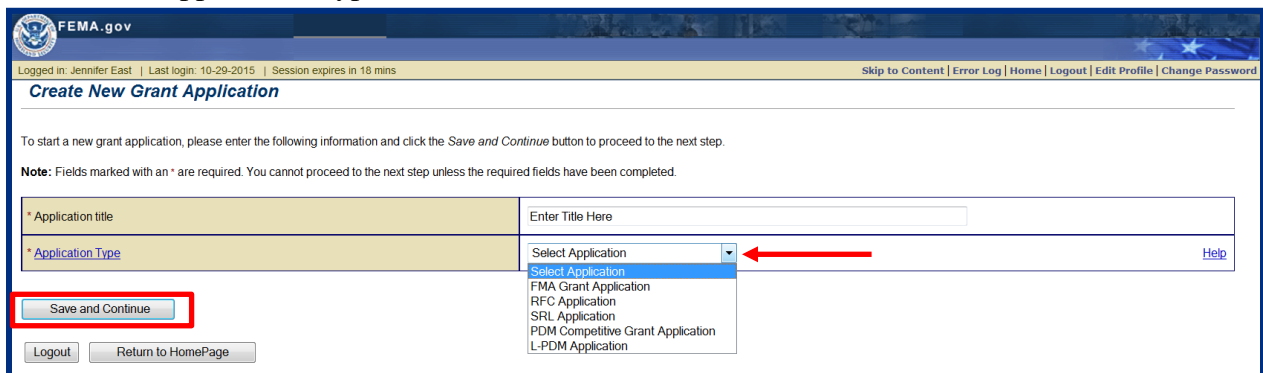
Steps 9–13 walk you through the creation of a Grant Application, to which you will attach the subgrant application you created in steps 1–8.

9 Create New Grant Application



On the Grant Applicant Home Page, click “Create New Grant Application.”

10 Select Application Type



This will take you to the Create New Grant Application page.

Select Application Type using the dropdown menu and then click “Save and Continue.”



11 Copy an Existing Grant Application

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.

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Show 5

Select	Application Year	Application Number	Application Title	Program	Status	View
<input type="radio"/>	2015		PDM Test Application	PDM Competitive Grant Application	Not Submitted	View Application
<input checked="" type="radio"/>	2015	PDMC-04-FL-2015	FY 2015 PDMC Grant Application	PDM Competitive Grant Application	Submitted To FEMA	View Application
<input type="radio"/>	2015	FMA-04-FL-2015	FY 2015 Grant Application	FMA Grant Application	Submitted To FEMA	View Application
<input type="radio"/>	2016		Enter Title Here	PDM Competitive Grant Application	Not Submitted	View Application
<input type="radio"/>	2008	FMA-04-FL-2008	test 8-23-07	FMA Grant Application	Submitted To FEMA	View Application

This will take you to the Start New Grant Application page.

To copy an application, select the radio button associated with the application and click “Copy Existing Application.” This will help you avoid reentry of many fields that are common to your applications. You can only copy an existing application that you have previously submitted to FEMA.

12 Copy Application Sections

Copy Grant Application Sections

Please select the sections you want to copy into the application. When you are finished, click the *Save and Continue* button below.

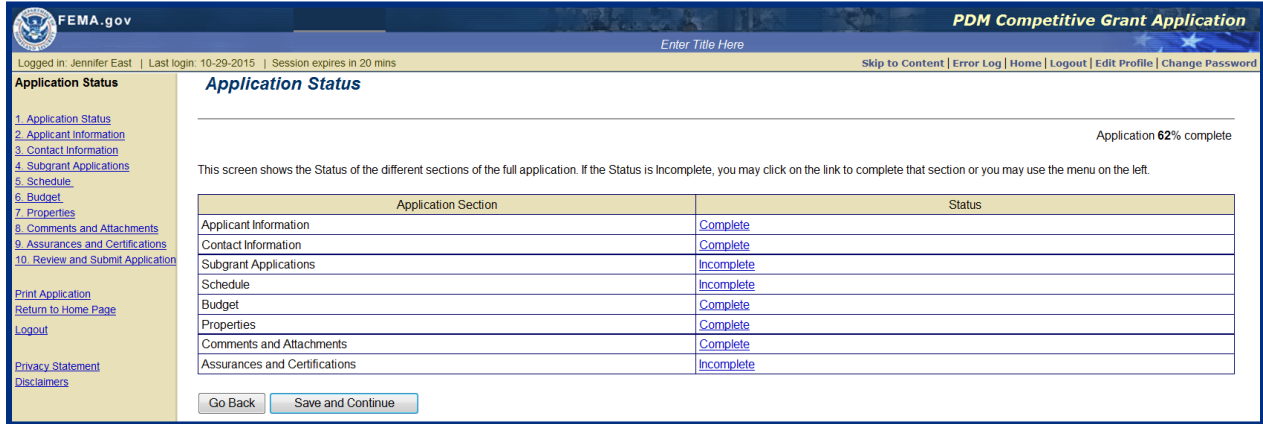
Select	Application Section
<input checked="" type="checkbox"/>	Applicant Information
<input checked="" type="checkbox"/>	Contact Information

This will take you to the Copy Grant Application Sections.

Select the checkboxes for the application section(s) you want to copy, then click “Save and Continue.”



13 Complete Application Sections



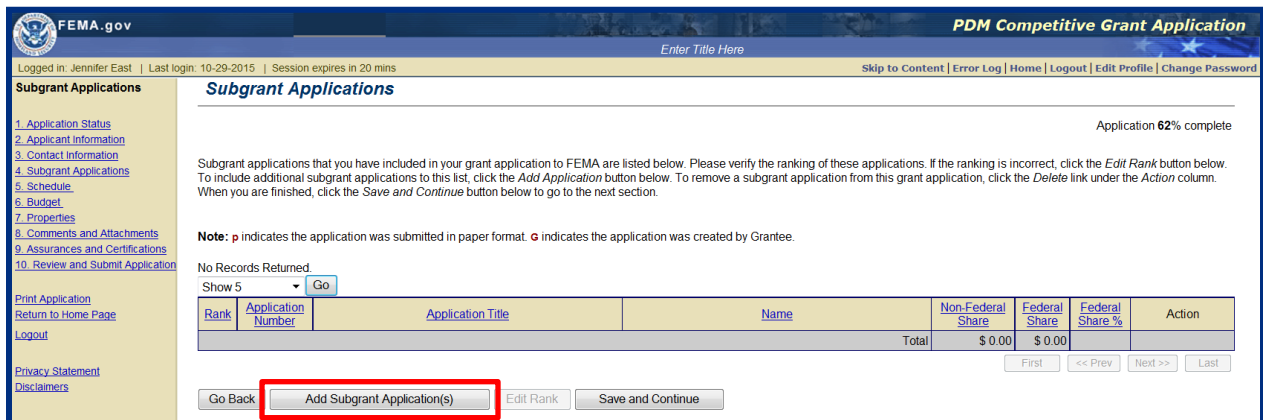
This will take you to the Application Status page.

Click the “Incomplete” link next to each section and fill out the required fields (indicated by a red asterisk [*] in a new page that pops up for each section) until the application is complete and all sections have a status of “Complete.”

Once all sections have a status of “Complete,” click “Review and Submit Application” on the left side of the screen. This will take you to the Subgrant Application page.

Steps 14–16 walk you through attaching your subgrant application to your Grant Application.

14 Add Subgrant Application



Click the “Add Subgrant Application(s)” button.



15 Select Subgrant Application

Select Subgrant Applications

Application 62% complete

Subgrant applications that you have reviewed and approved are listed below. If you wish to include any of these applications in your grant application to FEMA, please check the box next to the *Application Number* and click the *Add Subgrant Applications* button. If you have incomplete subgrant applications, they will not appear on this list. You will need to complete the [review and approval](#) before they can be added to a grant application.

Note: Only completed subgrants whose Fiscal Year is equal to or greater than the Grant's Fiscal Year are listed for attachment.
 p indicates the application was submitted in paper format. g indicates the application was created by Grantee.

Displaying 1-3 of 3
 Show 5

Select	Application Number	Application Title	Name	Non-Federal Share	Federal Share	Federal Share %
<input type="checkbox"/>	g FL-2015-005	SG Atchmt Violation Alt Flow 5.15 Test	Federal Emergency Management Agency	\$ 500,000.00	\$ 1,500,000.00	75
<input checked="" type="checkbox"/>	g FL-2015-004	SG Atchmt Violation 5-15 Test	Federal Emergency Management Agency	\$ 500,000.00	\$ 1,500,000.00	75
<input type="checkbox"/>	g FL-2015-006	Copy Test #1	Florida Division of Emergency Management	\$ 200,000.00	\$ 600,000.00	75

This will take you to the Select Subgrant Applications page.

Select the checkbox(es) associated with your subgrant application(s) and click “Add Subgrant Applications(s).”

16 Confirm Subgrant Application

Confirm Subgrant Applications

Application 62% complete

You have selected the following applications to include in your grant application to FEMA. To remove an application from this list, click the *No* button below. To continue with these applications, click the *Yes* button.

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

Select	Application Number	Application Title	Name	Non-Federal Share	Federal Share	Federal Share %
<input checked="" type="checkbox"/>	g FL-2015-004	SG Atchmt Violation 5-15 Test	Federal Emergency Management Agency	\$ 500,000.00	\$ 1,500,000.00	75

This will take you to the Confirm Subgrant Applications page.

Click “Yes” to confirm that the subgrant application(s) displayed should be attached.



Steps 17–18 show you how to rank your subapplication(s); which is required of Grant Applicants.

17 Rank Subgrant(s)

Edit Subgrant Ranks

Application 62% complete

You have selected to edit the ranks for the following subgrant applications. Please enter the rank order of each subgrant in the boxes to the left of each *Application Number*. This ranking will prioritize the mitigation activities included in your grant application. You can sort this list by clicking on the column heading. When you are finished, click the *Save and Continue* button.

Please correct the following error(s) before proceeding:

- You can't have empty/zero/negative/duplicate ranks. Also the ranks have to be in proper sequence starting with 1. Please click on "Edit Rank" button to correct them.

Rank	Application Number	Application Title	Name	Non-Federal Share	Federal Share	Federal Share %
1	FL-2015-004	SG Atchmnt Violation 5-15 Test	Federal Emergency Management Agency	\$ 500,000.00	\$ 1,500,000.00	75

Buttons: Go Back, Save, Save and Continue

This will take you to the Edit Subgrant Rank page. Here you must rank your subgrant application(s) by priority.

If you only have one subapplication, enter “1” in the Rank column. Once all of your subapplications are ranked, click “Save and Continue.”

18 Confirm Rankings

Subgrant Applications

Application 75% 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 FL-2015-004	SG Atchmnt Violation 5-15 Test	Federal Emergency Management Agency	\$ 500,000.00	\$ 1,500,000.00	75	Update Delete
Total				\$ 500,000.00	\$ 1,500,000.00		

Buttons: Go Back, Add Subgrant Application(s), Edit Rank, Save and Continue

This will return you to the Subgrant Applications page.

Confirm your rankings by clicking “Save and Continue.”



Steps 19–20 show you how to submit your Grant Application in eGrants.

19 Enter Schedule

The screenshot shows the FEMA.gov website interface for a PDM Competitive Grant Application. The page title is "Schedule" and it indicates the application is 75% complete. A table lists subgrant information:

Subgrant Applicant	Total Duration	Unit of Time
Federal Emergency Management Agency	3	Year(s)

Below the table, there are input fields for "Title of your proposed activity" and "Overall duration of the grant". The "Overall duration of the grant" is set to 3, and the "Unit of Time" is set to Year(s). At the bottom, the "Save and Continue" button is highlighted with a red box.

Once you have confirmed your ranking, you will be taken to the Schedule page.

Enter the overall Grant schedule information, including title of proposed activity, overall duration of the grant, and unit of time.

Click “Save and Continue” (or “Review and Submit Application” from the menu on the left side of the screen).



20 Review and Submit Application

Review and Submit Application

Application **100%** 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 at least one subgrantee application and all sections of your Application are **complete**, you may submit your application. To submit the application you should have the sign and submit authentication.

Note: Fields marked with an * are required.

[Print](#)

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

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

2016 [Change Year](#)

To sign your application, check the box below and enter your password in the space provided. Then click the *Submit Application* button to submit your application to FEMA.

* Password: ●●●●●●

I, Jennifer East, hereby sign this form as of 10-29-2015

[Go Back](#) [Submit Application](#)

This will take you to the Review and Submit Application page.

At the bottom of the Review and Submit Application page, enter your password and click the certification checkbox to electronically “sign” your Application. Then click the Submit Application button.

After signing your Application you will be asked to enter your cost share amount, which is covered in Step 21.



Step 21 shows you how to enter your cost share amount.

21 Enter Cost Share

Cost Share

The Cost Share is automatically calculated to 75% Federal / 25% non-Federal. If you modify the Non-Federal Share amount, click the Recalculate Share button to compute the new Federal and Non-Federal Share Percentages.

Please provide the source(s) of non-Federal funding. You will need to provide letters from each source committing to their share of the non-Federal funding.

Note: Fields marked with an * are required.

Please correct the following error(s) before proceeding:

- The Proposed Non-Fed Share for this application and the sum of the Non-Federal Funds indicated below are not equal. Please make them equal to "Complete" this section.

Activity Cost Estimate (If you modify the Federal Share Percentage or Non-Federal Share amount, click the Recalculate Share button to compute the new Federal Share)	\$ 508,054.00
Federal Share Percentage	90% Help
Non-Federal Share Percentage	10% Help
	Dollars Percentage
* Proposed Federal Share (Calculated based on the Federal Share Percentage) Notes: for L-PDM grants, Federal Share may be up to 90% for small, impoverished community.	\$ 457,248.60 90%
*Proposed Non-Federal Share (Calculated based on the Non-Federal Share Percentage)	\$ 50,805.40 10%

[Recalculate Share](#)

Non-Federal Funds

Please add your non-Federal funds below by clicking the Add Cost Share button. To update or delete funds click the appropriate link under the Action column.

[Add Cost Share](#)

Source Agency	Name of Source Agency	Funding Type	Amount (\$)	Action
Local Agency Funding	name	Administration	\$ 30,000.00	View Details Update Delete
Grand Total			\$ 30,000.00	

After you submit your Application you will be taken to the Cost Share page.

On the Cost Share page, you must enter the non-Federal cost share associated with your Grant Application.



Steps 24–36 walk you through how to deal with an error message, including checking out a subgrant application, revising it, and checking it back in.

24 Addressing Errors

The screenshot shows the FEMA.gov PDM Competitive Grant Application interface. The page title is "PDM Test Application". The user is logged in as Jennifer East, with a session that expires in 20 minutes. The page is titled "Select Subgrant Applications" and shows a progress indicator for "Application 62% complete".

On the left sidebar, the "Return to Home Page" link is highlighted with a red box. Below the table, two error messages are highlighted with red boxes:

- a1 - Some of the mitigation activities selected are not eligible for this grant program.
- a19 - There is a 10% cap on Information Dissemination Activities.

Select	Application Number	Application Title	Name	Non-Federal Share	Federal Share	Federal Share %
<input type="checkbox"/>	G FL-2015-005	SG Atchmnt Violation Alt Flow 5.15 Test	Federal Emergency Management Agency	\$ 500,000.00	\$ 1,500,000.00	75
<input type="checkbox"/>	G FL-2015-006	Copy Test #1	Florida Division of Emergency Management	\$ 200,000.00	\$ 600,000.00	75
<input checked="" type="checkbox"/>	a1a19 G FL-2014-002	test RA stand alone	Florida Division of Emergency Management	\$ 50,805.40	\$ 457,248.60	90

In some instances, you may have errors associated with your application. If you encounter an error message, it will be noted at the bottom of the page after you click the Submit Application button. The error will need to be corrected before the application can be submitted.

If you receive an error message click “Return to Home Page” on the left side of the screen.



25 Review Submitted Subgrant Applications

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.

After returning to the Grant Applicant Home Page, click “Review Submitted Subgrant Application(s).”

26 Review Subgrant Applications Overview

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.

3 subgrant applications are Pending Checkout

No Records Returned.

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
<input type="button" value="First"/> <input type="button" value="Prev"/> <input type="button" value="Next"/> <input type="button" value="Last"/>					

This will take you to the Overview page of the Review Subgrant Application section.

Click “Check Out Subgrant Applications” on the left side of the screen.



27 Check Out Applications Approved by Grantee

Logged in: Jennifer East | Last login: 10-29-2015 | Session expires in 20 mins

Skip to Content | Error Log | 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

Check Out Subgrant Applications

Listed below are subgrant applications that you may check out. To check out an application, check the box beside the application number and click the *Check Out Applications* button. You may also select all the applications by checking *Select All* below and clicking the *Check Out Applications* button. To search for other applications, click on the *Search* button below.

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

No Records Returned.

Show 5

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

Select	Application Number	Application Title	Subgrant Applicant	Grant Type	City	Review Status
<input type="checkbox"/>						
<input type="checkbox"/>	FL-2015-005	SG Atchmt Violation Alt Flow 5.15 Test	Federal Emergency Management Agency	Project Application	Apopka	Approved By Grantee
<input type="checkbox"/>	FL-2015-008	Copy Test #1	Florida Division of Emergency Management	Planning Application	City of	Approved By Grantee

This will take you to the Check Out Subgrant Applications page.

Change the Status to “Approved by Grantee” using the dropdown menu and click “Go.”

28 Check Out Subgrant Applications

Logged in: Jennifer East | Last login: 10-29-2015 | Session expires in 20 mins

Skip to Content | Error Log | 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

Check Out Subgrant Applications

Listed below are subgrant applications that you may check out. To check out an application, check the box beside the application number and click the *Check Out Applications* button. You may also select all the applications by checking *Select All* below and clicking the *Check Out Applications* button. To search for other applications, click on the *Search* button below.

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

Displaying 1-3 of 3

Show 5

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

Select	Application Number	Application Title	Subgrant Applicant	Grant Type	City	Review Status
<input checked="" type="checkbox"/>	FL-2015-006	test RA stand alone	Florida Division of Emergency Management	Planning Application	Miami	Approved By Grantee
<input type="checkbox"/>	FL-2015-005	SG Atchmt Violation Alt Flow 5.15 Test	Federal Emergency Management Agency	Project Application	Apopka	Approved By Grantee
<input type="checkbox"/>	FL-2015-008	Copy Test #1	Florida Division of Emergency Management	Planning Application	City of	Approved By Grantee

This will return the list of subgrant applications approved by you as the Grantee.

Select the checkbox associated with the subapplication you wish to revise and click “Check Out Applications.”



29 Confirm Application Check Out

Confirm Application Check Out

You have selected to check out the following applications. To modify your selection, click the No button. To continue with your selection, click the Yes button below.

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

Application Number	Application Title	Name	Grant Type	City	Review Status
g FL-2014-002	test RA stand alone	Florida Division of Emergency Management	Planning Application	Miami	Approved By Grantee

Are you sure you want to check out the applications listed above?

This will take you to the Confirm Application Check Out page.

Click “Yes” to confirm the check out of your subapplication(s) and then click “Review Subgrant Applications” on the left side of the screen.

30 Review Subgrant Applications Approved by Grantee

Review Subgrant Applications

You have 0 applications for review. To begin your review, click the *Review* link under the *Action* column. To view the comments added to an application, click the *View* link under the *Comments* column. To sort this list, click on the column header. To search for other applications, click the *Search* button.

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

Status: **Approved By Grantee**

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	City	Review Status	Action
g FL-2014-002	test RA stand alone	Florida Division of Emergency Management	Planning Application	Miami	Approved By Grantee	Review

This will take you to the Review Subgrant Applications page.

Change the Status to “Approved By Grantee” using the dropdown menu and click “Go.”



31 Select Subgrant Application to Revise

Review Subgrant Applications

You have 0 applications for review. To begin your review, click the *Review* link under the *Action* column. To view the comments added to an application, click the *View* link under the *Comments* column. To sort this list, click on the column header. To search for other applications, click the *Search* button.

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

Status: **Approved By Grantee** 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	City	Review Status	Action
g FL-2014-002	test RA stand alone	Florida Division of Emergency Management	Planning Application	Miami	Approved By Grantee	Review

First << Prev Next >> Last

Click “Review” in the action column next to the subgrant you wish to revise.

32 Review Subgrant Application Sections

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.

Florida Division of Emergency Management

Contact Name:	Bernard Freedman	Address:	100 Main St	EIN:	12-3456789
Contact Phone:	800-123-4567 Ext.	City:	Miami	Federal Share:	\$457,248.60 (90%)
Contact Email:	jennifer.east@dhs.gov	State:	FL	Non-Federal Share:	\$50,805.40
Contact Fax:		Zipcode:	12345		View Details

Application Section	Section to be Completed	Status
Subapplicant	Yes	Complete
Contact		Complete
Community		Complete
Mitigation Plan	Yes	Complete
Scope of Work		Complete
Schedule	Yes	Complete
Cost Estimate	Yes	Complete
Cost Share	Yes	Complete
Evaluation	Yes	Complete
Comments and Attachments		Complete
Assurances and Certifications		Complete
Comments for FEMA	Yes	Complete

Review Status (* comments are required)

Approve Release to Stockpile Disapprove

This will return a screen showing the status of each section of the subgrant application.

Click the “Complete” link in the status column of the section(s) that resulted in an error code (see step 24 for a reminder).

Once you have made the necessary revisions to correct the errors, click the “Save and Continue.”



Tip: An error code in the "Scope Of Work" section is the result of an ineligible activity. To determine which activity types are eligible for program, click the "help" link in the top right of the screen next to the question about activities in the SOW section of the application. For the FMA program, an error code usually occurs in the property section when a property is included from a community that does not participate in the NFIP.

33 Review Subgrant Application Results

Logged in: Jennifer East | Last login: 10-29-2015 | Session expires in 20 mins

Review Subgrant Application Results

Application Status: **Approved**

Florida Division of Emergency Management				
Contact Name:	Bernard Freedman	Address:	100 Main St	EIN: 12-3456789
Contact Phone:	800-123-4567 Ext.	City:	Miami	Federal Share: \$457,248.60 (90%)
Contact Email:	jennifer.east@dhs.gov	State:	FL	Non-Federal Share: \$50,805.40
Contact Fax:		Zipcode:	12345	View Details

To send an email to the applicant, verify the following message and click the *Send Email* button below. To review other subgrant applications, click the *Return to Review Applications* button.

To:	Bernard Freedman jennifer.east@dhs.gov
Date:	10-29-2015
Subject:	Approved
From:	Jennifer East@fema.dhs.gov
Revision Deadline:	
Body:	The following Subgrant application has been approved by Grantee: Application Number: FL-2014-002 Application Title: test RA stand alone

This will take you to the Review Subgrant Application Results page.

Click "Check In Subgrant Applications" on the left side of the screen.



34 Check In Subgrant Application

Check In Subgrant Applications

Listed below are subgrant applications that you have checked out. To check in an application, check the box beside the application number and click the *Check In Applications* button. You may also select all the applications by checking *Select All* below and clicking the *Check In Applications* button. To search for other applications, click on the *Search* button below.

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

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

Select	Application Number	Application Title	Subgrant Applicant	Grant Type	City	Review Status
<input checked="" type="checkbox"/>	FL-2014-002	test RA stand alone	Florida Division of Emergency Management	Planning Application	Miami	Approved By Grantee

[Select All](#) [Clear All](#)

This will take you to the Check In Subgrant Applications page.

Select the checkbox associated with the corrected subapplication and click “Check In Applications.”

35 Confirm Application Check In

Confirm Application Check In

You have selected to check in the following applications. To modify your selection, click the *No* button. To continue with your selection, click the *Yes* button below.

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

Application Number	Application Title	Name	Grant Type	City	Review Status
g FL-2014-002	test RA stand alone	Florida Division of Emergency Management	Planning Application	Miami	Approved By Grantee

Are you sure you want to check in the applications listed above?

This will take you to the Confirm Application Check In page.

Click “Yes” to confirm the check in of your subapplication(s).



36 Return to Home Page

This will take you to the Overview page of the Review Subgrant Application section.

Click “Return to Home Page” on the left side of the screen.

Steps 37–41 walk you through submitting your Grant Application after you have attached your revised subgrant application.

37 Work on Un-submitted Grant Application

Click “Work on Un-submitted Grant Application(s)” on the Grant Applicant Home Page.



38 Work on Un-submitted Grant Application

FEMA.gov PDM Competitive Grant Application

Logged in: Jennifer East | Last login: 10-29-2015 | Session expires in 20 mins

Grant Status: **Un-submitted Grant Applications**

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.

Displaying 1-3 of 3

Show 5

Select	Application Year	Application Title	Program	Grant Type	Action
<input type="checkbox"/>	2015	PDM Test Application	PDM Competitive	PDM Competitive Grant Application	Update Application
<input type="checkbox"/>	2016	Enter Title Here	PDM Competitive	PDM Competitive Grant Application	Update Application
<input type="checkbox"/>	2016	Enter Title Here	PDM Competitive	PDM Competitive Grant Application	Update Application

Navigation: First << Prev Next >> Last

This will take you to the Grant Status: Un-submitted Grant Applications page.

Click “Update Application” in the action column next to the Grant Application you want to submit.

39 Review Application Status

FEMA.gov PDM Competitive Grant Application

Logged in: Jennifer East | Last login: 10-29-2015 | Session expires in 20 mins

Application Status

Application Status

Application 100% complete

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

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

Left Sidebar (10. Review and Submit Application highlighted):

- 1. Application Status
- 2. Applicant Information
- 3. Contact Information
- 4. Subgrant Applications
- 5. Schedule
- 6. Budget
- 7. Properties
- 8. Comments and Attachments
- 9. Assurances and Certifications
- 10. Review and Submit Application**

Other links: Print Application, Return to Home Page, Logout, Privacy Statement, Disclaimers

This will take you to the Application Status page.

Click “Review and Submit Application” on the left side of the screen.



40 Review and Submit Application

Review and Submit Application

Application **100%** 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 at least one subgrantee application and all sections of your Application are **complete**, you may submit your application. To submit the application you should have the sign and submit authentication.

Note: Fields marked with an * are required.

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

Federal Fiscal Year (Click Change Year button to save new federal fiscal year.) 2016 [Change Year](#)

To sign your application, check the box below and enter your password in the space provided. Then click the *Submit Application* button to submit your application to FEMA.

* Password:

I, Jennifer East, hereby sign this form as of 10-29-2015.

[Go Back](#) [Submit Application](#)

This will take you to the Review and Submit Application page.

At the bottom of the Review and Submit Application page, enter your password and click the certification checkbox to electronically “sign” your subapplication.

Click “Submit Application” to submit your application.



41 Confirm Application Submission

FEMA.gov PDM Competitive Grant Application

Logged in: Jennifer East | Last login: 10-29-2015 | Session expires in 20 mins Enter Title Here

[Skip to Content](#) | [Error Log](#) | [Home](#) | [Logout](#) | [Edit Profile](#) | [Change Password](#)

Review and Submit

- 1. Application Status
- 2. Applicant Information
- 3. Contact Information
- 4. Subgrant Applications
- 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](#)

Submit Application Results

Congratulations, you have successfully submitted your application to FEMA.
All references to this application should include the following control number: **PDMC-04-FL-2016**.
You may now print this application for your records. If you have any questions, please contact your [FEMA Regional Office](#) or call FEMA Help Desk at 1-877-611-4700.

Signed by: **Jennifer East** on 10-29-2015.

This will take you to a Submit Application Results page, where you will see a message that confirms submission of your application.