FEMA Mitigation e-Grants

System Training

Grant Applicant
Quick Reference Guide

April 9, 2003 Version 1.01.00

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Introduction

Overview

Welcome to the Federal Emergency Management Agency's (FEMA's) Mitigation ***e-Grants*** Management System!

The objective in developing this system was to provide States, federally recognized Tribal governments applying to FEMA, local communities, and recognized nonprofit agencies with the ability to apply for and manage their grant application processes electronically. FEMA developed this intuitive, user-friendly, Web-based system, which follows the current paper-based application process.

Relationships established for processing the paper applications are used in ***e-Grants***. With this electronic system, local entities rely on their States to provide access codes and to review and approve their applications for grant funds. The States review and approve the local applications and include them in their grant applications. The States and Tribal governments apply directly to FEMA. Revisions and amendments are all handled electronically. Paper attachments can be scanned and attached to the applications as necessary and if preferred.

We trust your experience with ***e-Grants*** will be successful. We are continuing to improve the system. Your input and comments are valuable as we streamline this nationwide process, which currently varies from region to region and State to State. We are providing a toll-free telephone number for assistance with ***e-Grants***: 1-866-476-0544 through July, 2003. For answers to eligibility and program questions, local entities should contact their State contacts, and the States contact their FEMA regional offices.

About This Guide

This guide introduces you to the FEMA's Mitigation ***e-Grants*** System and helps you to master:

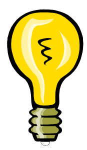
- Registering and approving subgrant applicant users
- Reviewing submitted and unsubmitted subgrant applications

♦ Creating and submitting grant applications to FEMA

This guide tells you:

♦ About the Mitigation ***e-Grants*** System
♦ How to access the Mitigation ***e-Grants*** System
♦ How to use the Mitigation ***e-Grants*** System to create and submit grant applications

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



Look for this symbol for tips on how to use ***e-Grants*** effectively.

This guide is a "quick reference guide." It focuses specifically on the information you need to step through the tasks associated with creating, managing, and submitting grant and subgrant applications.

Your Experience

This guide assumes that you know how to use a personal computer and are familiar with how to operate the computer using the Microsoft Windows operating system. It also assumes that you have at least some experience working with Web-based applications and Internet browsers.

Welcome to the Mitigation *e-Grants* System

The Mitigation *e-Grants* System

The Mitigation ***e-Grants*** System (***e-Grants***) is a Web-based solution that allows grant and subgrant applicants to use the World Wide Web to apply for grants and subgrants. A part of the eGovernment initiative, ***e-Grants*** reduces the time and paperwork involved in the application process and manages the processing, from submission of an application through the entire grant life cycle. ***e-Grants*** replaces the paper-based process that has previously been used.

What *e-Grants* Can Do

e-Grants allows users to:

- ♦ Create and submit a subgrant preapplication to the grant applicant
- ♦ Create and submit a subgrant application to the grant applicant
- ♦ Review and process subgrant applications
- ♦ Create and submit a grant application to FEMA
- ♦ Review and process grant applications

e-Grants currently processes applications for the following types of grants:

- ♦ Flood Mitigation Assistance (FMA)
- ♦ Non-competitive Pre-Disaster Mitigation (PDM) Programs

Who Uses *e-Grants*?

e-Grants is for:

- ♦ FEMA regional FMA and PDM coordinators
- ♦ Assistance officers and regional management
- ♦ State points of contact for implementing the FMA and PDM programs
- ♦ Local community officials who would like to submit applications for funding

- Federally recognized Tribal governments. *Note: A Tribe may apply either as a grant applicant directly to FEMA or as a subgrant applicant through a Tribal grant applicant or State agency.*
- FEMA headquarters program and administrative offices

How Applications Are Processed

e-Grants uses the same preparation and processing of applications as in the paper-based process. The main difference is that applications are created online and submitted electronically:

- A subgrant applicant creates a subgrant application using ***e-Grants***. When the subgrant application is complete, the subgrant applicant submits the application, which is forwarded to the appropriate grant applicant for review.
- The grant applicant reviews the subgrant application for eligibility. The grant applicant may request revisions to the subgrant application. If changes are requested, the subgrant applicant may revise the subgrant application and resubmit it to the grant applicant.
- Once the subgrant application is approved, the grant applicant may include the subgrant application in a grant application to FEMA. Subgrants that are not selected are stockpiled for future consideration.

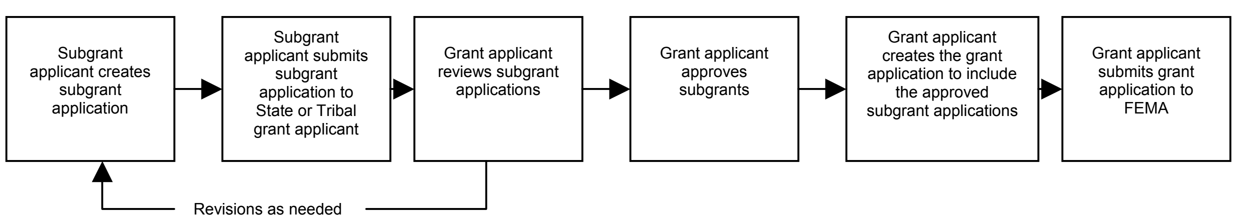


Figure 1: Application Flow through e-Grants

Becoming a Registered User

You must be a registered user to use ***e-Grants***. To become a registered user of ***e-Grants***, contact your Region and request user access. You will receive information that will allow you to register.

Note: You must register before you can register subgrant users.

Internet Access

Because ***e-Grants*** is a Web-based system, you must have Internet access and email service to become a registered user and access ***e-Grants***. You are free to choose any Internet service provider and email service that meet your needs.

System Requirements

e-Grants is accessed via a personal computer with either:

- Microsoft Internet Explorer, version 5.0 or later, with 128-bit encryption, or
- Netscape, version 4.7 or later, with 128-bit encryption.

User ID and Password

User access to ***e-Grants*** 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 ***e-Grants*** site.

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-on to ***e-Grants*** 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.

Using the Mitigation *e-Grants* System

Using *e-Grants*

e-Grants offers written directions and helpful hints at the beginning of each screen and at critical positions on each screen.

Navigating within *e-Grants*

You navigate through ***e-Grants*** much the same way you navigate through other Web-based applications:

- Click on a button to perform a function
- Click on a blue link to move to a specific place in the application
- Use the [TAB] key 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 scroll bars to move up and down through the screens
- Click on underlined help links to access help screens

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

Menus

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

The **Main Menu**, located across the bottom of the screen, allows you to navigate to various user features in ***e-Grants***, for example:

- FEMA Home
- e-Grants Home
- Contact Us
- Frequently Asked Questions
- Glossary
- Help

Task menus, such as those found on the Grant Applicant Home Page, allow you to navigate to a particular task to perform, for example:

- Administration
- Review Submitted Subgrant Applications
- Create New Grant Application

The **sidebar menu**, shown to the left of the Grant Application window, allows you to move to a specific section of the grant application without having to view each section consecutively.

Entering Data

To enter data into a field, click on the field, positioning the cursor in the first position of the field. Then type the data into the field. If the data must be entered in a specific format, an example of that format is shown next to the field.

To change data you have entered in a field, click on the field, delete the data you previously entered, and type in the new, correct data. Remember to save the data by clicking on the ***Save*** or ***Save and Continue*** buttons at the bottom of the screen to ensure that the data you entered are saved in ***e-Grants***.

As you progress through ***e-Grants***, you will sometimes encounter fields that have already been filled with data. ***e-Grants*** fills these fields for you, on the basis of information you have previously entered, reducing the amount of data you need to enter.

Required Fields

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

Data must be entered into all of the required fields before an application can be submitted. You can, however, save data you have entered into a section of the application and then return to that section at a later time to complete all of the required fields.

e-Grants tests for data in the required fields only in the final stages of preparation when an application is being reviewed and submitted. Required fields can remain empty until that time.

Saving Data

As you enter data and move from section to section in creating or revising a grant application, you must save your data. 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

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 Buttons

As you access different screens and functions within ***e-Grants***, you will notice that, at various points, certain buttons are grayed out, which indicates that they are not activated for use at that particular point. At several points, however, information must be provided in a prior field in order to activate a grayed button, and simply clicking on the ***Save*** button will cause an inactive button to become active.

Getting Help

Help with ***e-Grants*** is available to you from a variety of sources.

Field Help

Many fields offer a Help feature. Click on **Help** located at the end of a field to receive an explanation of the information that is expected in that field.

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 ***e-Grants*** screen:

- ***e-Grants 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 ***e-Grants***
- ***Frequently Asked Questions***—answers questions that users frequently ask about ***e-Grants***

Technical Support

For additional help, contact your FEMA regional office or contact the help desk at ***1-866-476-0544.*** The help desk is open Monday through Friday 8:00 am to 10:00 pm, Saturday 10:00 am to 5:00 pm, and Sunday 12:00 pm to 5:00 pm Eastern time through July 2003. You can also email the help desk at MTeGrants@fema.gov.

Logging On to the Mitigation *e-Grants* System

How to Access the Mitigation *e-Grants* System

You access ***e-Grants*** via the Internet.

Note: To access ***e-Grants***, you must first have Internet service and an email account.

When you contact your Regional office for access to ***e-Grants***, you will be given the ***e-Grants*** Web site address and a special Access ID, which will allow you to request registration and create your User ID and password.

To access the Mitigation *e-Grants* Web site:

1. Contact your FEMA Regional office to request user access.
2. Establish your Internet connection and open your browser window.
3. Enter the Web site address into the Address field of your browser and press **Enter**. The FEMA—Access Management System screen is displayed.

Applying for Access and Creating Your User ID

You must complete the **Mitigation *e-Grants* Registration Application** to request access to ***e-Grants*** and to create your User ID and password before you can access ***e-Grants*** to perform any tasks, such as creating a grant application. You will be notified by email when your application for access is approved. You only create a User ID and password the first time you login to ***e-Grants***.

Even though the Access ID allows you to access the ***e-Grants*** 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 ***e-Grants*** application system to perform tasks.

To apply for access to *e-Grants* and create your User ID and password:

1. Establish your Internet connection and open your browser window.
2. Enter the Web site address provided by FEMA into the address field and press Enter. The FEMA—Access Management System screen is displayed.
3. Click on **New User** in the Login box.
4. Enter the **Access ID** you were given by your FEMA Regional office and press **Enter**.
5. Complete the data boxes by entering text and making the appropriate selections from the drop-down menus. When you have completed all of the fields, click on the ***Submit*** button at the bottom of the form. Your information is submitted for registration.

Your User ID and password are **case-sensitive**. You will only create a User ID and password the first time you register with ***e-Grants***.

6. You will be notified by email when your registration has been approved or disapproved.

Note: The grant applicant must be registered with ***e-Grants*** before any of its subgrant applicants 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 you are a registered user of the Mitigation ***e-Grants*** System, you log directly into the system by entering your User ID and password.

To login to *e-Grants*:

1. Access the Mitigation ***e-Grants*** Web site.
2. Enter your **User ID** and **password** and click on the ***Login*** button. The Grant Applicant Home Page is displayed.

Changing Your User Profile

Over time, certain information, such as your telephone number or email address, may change. If information you entered when you created your User ID changes, you should update this information in your ***e-Grants*** user profile.

To change your user profile information:

1. Login to the Grant Applicant Home Page.
2. Click on **Edit Profile** at the top of the screen. The Edit Profile screen is displayed.
3. Click on the field to be changed. Enter the new information.
4. When you have changed all of the information you need to change, click on the ***Save*** button at the bottom of the screen. Your user profile is updated.

The Grant Applicant Home Page

The **Grant Applicant Home Page** is the primary navigation tool used to access the different activities within ***e-Grants***. It is from this screen that you select an activity to perform, including:

- ♦ Administration activities, such as reviewing and approving user registration requests
- ♦ Subgrant application activities, including:
  - Entering a paper subgrant application on behalf of a subgrant applicant
  - Working on an unsubmitted paper subgrant application
  - Working on a submitted paper subgrant application
  - Reviewing submitted subgrant applications

- Reviewing unsubmitted subgrant applications
- Creating a new subgrant application (when a grant applicant is submitting a subgrant application for its own activity)
- Working on an unsubmitted subgrant application
- Working on a submitted subgrant application

♦ Grant application activities, including:

- Creating a new grant application
- Working on an unsubmitted grant application
- Working on a submitted grant application

These activities are accessed by clicking on the appropriate activity link.

Logging Out of *e-Grants*

When you are finished performing your tasks in ***e-Grants***, you should exit the system by logging out. Do not simply click on the "X" and close the window, because this may leave your ***e-Grants*** session active.

To logout of *e-Grants:*

1. From the **Grant Applicant Home Page** or many other screens in ***e-Grants***, click on the ***Logout*** button located at the bottom of the screen or click on the **Logout** menu option in the upper right corner of the ***e-Grants*** window.

e-Grants System Administration

System Administration

Based on the user roles assigned to you, you may be responsible for registering and managing the user registrations of your subgrant applicants who request access to ***e-Grants***. You are also responsible for setting certain preferences within ***e-Grants*** that control what your subgrant applicant users can see and do. You should set these options before you submit applications.

Accessing the *e-Grants* Administration Function

User registration and access preferences are managed through the ***e-Grants*** Administration function.

To access the *e-Grants* Administration function:

1. Login to the **Mitigation *e-Grants* System** using your User ID and password. The Grant Applicant Home Page is displayed.
2. Click on **Administration**. The Overview screen is displayed, showing the list of the User IDs you manage.

Setting Preferences

Preferences allow you to specify which additional features available in ***e-Grants*** will be available to your grant and subgrant applicant users.

The preferences you select apply to all of your subgrant users; preferences may not be set for individual users.

The preferences you will set are:

- **Enable Subgrant Pre-Application**—allows you to activate the subgrant pre-application module, which requires subgrant applicants to complete a pre-application for projects.
- **Enable Subgrant Applicant View of SF 424**—allows a subgrant applicant to view the subgrant application as an SF 424, Application for Federal Assistance.
- **Enable Assurances and Certification**—allows the subgrant applicant to sign the Assurances and Certification required forms.
- **Enable External Email**—allows email notifications to be sent to the subgrant applicants from ***e-Grants***. If this preference is not set first, no registration emails will be sent to registrants.

If external email is not enabled, no registration emails will be sent to subgrant applicant registrants.

To set preferences:

1. Access the ***e-Grants*** Administration function.
2. Click on the **Preferences** menu option at the left of the screen. The Preferences screen is displayed, showing the current setting of the preferences.
3. Click on the ***Set Preferences*** button. The Set Preferences screen is displayed.
4. Using the radio buttons, select the preferences to be set for your subgrant applicants. When you are finished, click on the ***Save and Continue*** button. The Preferences screen is displayed, showing the new settings for the preferences.

User Registration

User registration is the process by which information is collected from the user about his or her identity, the organization with which he or she is associated, and how he or she can be contacted. The actions that the user can perform are also set.

All users who want access to ***e-Grants*** must register and be approved by an approving organization:

- Grant Applicant registration requests are reviewed and approved by the Regional FEMA office
- Subgrant Applicant registration requests are reviewed and approved by the State

The Subgrant Registration Process

1. The **Mitigation *e-Grants* Application** that is completed by users requesting access to ***e-Grants*** is routed to the appropriate approving organization, where the request is reviewed and either approved or disapproved. Grant applicant user registration requests are reviewed and approved or disapproved by the FEMA Regional office. Subgrant applicant user registration requests are reviewed and approved or disapproved by a registered grant applicant user.
2. An email message is sent to the requesting user, indicating that the request has been approved or disapproved. After receiving an approved message, the user may access ***e-Grants***.

The requesting user cannot access ***e-Grants*** until his or her registration request has been approved.

More than one official from a grant applicant agency may request access and register to use ***e-Grants***.

Managing User Registrations

Registration requests from subgrant applicants are automatically routed to you as they come in to ***e-Grants***. ***e-Grants*** does not notify you of new requests that come in, so you need to check for registration requests on a regular basis.

Access the Administration function on a regular basis to check for registration requests.

Reviewing Registration Requests

For each registration 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 ***e-Grants***.
- **Review**—allows you to read the user registration information and set user roles or approve, deny, or revoke access to ***e-Grants***.
- **Deny/Revoke**—allows you to deny the user registration request or revoke access to a user who has already been granted access without reviewing the user registration information.

To process registration requests:

1. Access the ***e-Grants*** Administration function.
2. Click on the **User Registration** menu option at the left of the screen. The User Registration screen is displayed, showing the list of the User IDs you manage. The Status field shows the current status of the user's registration:
   - **Approved**—the user's registration request has already been approved
   - **Pending**—the user's registration request has not yet been approved
   - **Rejected**—the user's registration request has been denied or revoked
3. Locate the user registration you need to review and approve/disapprove by:

- Visually scanning the list, using the **Display** function or the ***First/Prev/Next/Last*** buttons at the bottom of the screen
- Clicking on the ***Search*** button and using the search function

4. Click on **Review** in the Action column. The Review Registration screen is displayed.

5. Review the registration request:

   - To **Approve** a user registration request, **Select the Roles** to be assigned to the user by clicking on the Action checkboxes to be applied to this user. Click on ***Save and Continue.*** A standard email message advising the user of the acceptance of his or her registration is displayed.
   - To **Deny** a user registration request, click on the **Deny/Revoke** checkbox. Click on the **Comments** text box and enter text explaining the reason for the denial. Click on ***Save and Continue***. A standard email message advising the user of the denial of his or her registration is displayed.

6. Click on the ***Send Email*** button to send the email message to the user.

7. Click on the ***Review More Registrations*** button to return to the user Registrations screen.

8. Continue until you have processed all of the pending user registration requests. Click on the **Return to Home** menu option at the left of the screen. The Grant Application Home Page is displayed.

Changing User Roles

Sometimes it is necessary to change the roles (actions) a user is allowed to perform within ***e-Grants***. Roles are changed through the user registrations.

To change a user's roles:

1. Access the ***e-Grants*** Administration function.

2. Click on the **User Registration** menu option at the left of the screen. The User Registration screen is displayed, showing the list of the User IDs you manage.

3. Locate the user registration you need to change.

4. For that user, click on **Review**. The Review Registration screen is displayed.

5. Click on the Select Roles checkbox(es) you want to select or deselect for this user.

6. Click on the ***Save and Continue*** button. A standard email message is displayed.

7. Click on the ***Send Email*** button to send the email message to the user.

8. Click on the ***Review More Registrations*** button to return to the User Registrations screen.

Revoking a User ID

Sometimes it is necessary to revoke a user's registration and, therefore, the user's access to ***e-Grants***. For example, this would be done if a person no longer works with the local government represented in the registration.

To revoke a user's registration:

1. Access the ***e-Grants*** Administration function.

2. Click on the **User Registration** menu option at the left of the screen. The User Registration screen is displayed, showing the list of the User IDs you manage.

3. Locate the user registration you need to revoke.

4. For that user, click on **Deny/Revoke**. The Review Registration screen is displayed.

5. Verify that you want to revoke this user's registration by clicking on the ***Yes*** button. A preformatted email message advising the user that his or her registration has been revoked is displayed.

6. Click on the ***Send Email*** button to send the email message to the user.

7. Click on the ***Review More Registrations*** button to return to the User Registrations screen.

Reviewing Subgrant Applications

The Review Process

As a grant applicant, you will review and either approve or disapprove subgrant applicant applications that have been submitted to you. You may also request revisions to be made to a subgrant applicant application to increase its chances of approval.

Note: Subgrant applications can be viewed only by the subgrant applicant's State, unless they are attached to a grant application and submitted to FEMA.

To access the Review Subgrant Application process:

1. From the Grant Applicant Home Page, click on **Review Submitted Subgrant Application**. The Overview screen is displayed, showing your pending tasks and the subgrant applications currently assigned to you.

2. To view subgrant applications that have been submitted for review, click on **View Subgrant Applications** on the menu at the left of the screen. The View Subgrant Applications screen is displayed.

Checking Out and *Checking In* Subgrant Applications

In any given State or Tribe acting as a grant applicant, there may be more than one registered user with review and/or approval rights for applications. To ensure that only one person is working on a subgrant application at a time, subgrant applications are *checked out,* much like checking out a book from a library. When a user has *checked out* a subgrant application, other users may view the application but may not review or check out that particular application. When the user is finished working with a subgrant application, the user *checks in* the subgrant 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 a grant application for your agency.

Users may view applications without checking them out by simply clicking **View** in the Action column next to the appropriate application. However, for an application to be processed and approved it, it must be checked out first. You must check in subgrant applications that you approve in order to include them in a grant application.

To check out one or more subgrant applications:

1. From the **Grant Applicant Home Page**, click on **Review Submitted Subgrant Application**. The Overview screen is displayed, showing your pending tasks and the subgrant applications currently assigned (checked out) to you.
2. Click on **Check Out Subgrant Applications** on the menu at the left of the screen. The Check Out Subgrant Applications screen is displayed.
3. Click on the checkbox next to the application(s) you want to check out.
4. Click on the ***Check Out Applications*** button. The Confirm Application Check Out screen is displayed, showing the subgrant applications you selected for check out.
5. Click on the ***Yes*** button to check out the selected subgrant applications. The Review Subgrant Applications screen is displayed, showing all of the subgrant applications checked out to you.

To Check In one or more subgrant applications:

1. From the **Grant Applicant Home Page**, click on **Review Submitted Subgrant Application**. The Overview screen is displayed, showing your pending tasks and the subgrant applications currently submitted to you for review.
2. Click on **Check In Subgrant Applications** on the menu at the left of the screen. The Check In Subgrant Applications screen is displayed.
3. Click on the checkbox next to the application(s) you want to check in.

4. Click on the ***Check In Applications*** button. The Confirm Application Check In screen is displayed, showing the subgrant applications you selected for check in.

If you have reviewed a subgrant application and requested revisions to the subgrant application, you must *check in* the subgrant application before the subgrant applicant user can access the application to make revisions.

5. Click on the ***Yes*** button to check in the selected subgrant applications. The Review Subgrant Applications screen is displayed, showing only the subgrant applications still checked out to you.

Reviewing Subgrant Applications

Reviewing subgrant applications is one of the core functions of ***e-Grants***. When you review a subgrant application, you review the content of each section and determine if the application submitted is:

- Sufficiently complete to approve
- Incomplete and in need of revision
- To be released to the stockpile
- To be disapproved

To review a subgrant application:

1. From the Grant Applicant Home Page, click on **Review Submitted Subgrant Applications**. The Overview screen is displayed, showing your pending tasks and the list of subgrant applications you are tasked with reviewing. Applications that you have checked out for Review will have your name in the column to the left of the application.

2. Click on **Review** in the **Action** column of the subgrant application you want to review. The Review Subgrant Application screen is displayed, showing the status of each section of the subgrant application.

3. Click on **Complete** in the **Status** column for each section to review the contents of the section. Enter comments and data as needed, and click on the ***Save and Continue*** button.

4. Approve, Request Revisions, Release to Stockpile, or Disapprove the subgrant application:

   ♦ To **Approve** a subgrant application:

   1. Click on 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** text box.

   3. Click on the ***Save and Continue*** button.

   ♦ To **Request Revision** of a subgrant application:

   1. Click on the **Request Revision** radio button.

   2. Enter the date by which the revisions must be submitted in the **Set Revision Deadline** field.

   3. Enter directions explaining the revisions you would like made to the subgrant application in the **Comments** text box.

   4. Click on the ***Save and Continue*** button.

   ♦ To **Release** the subgrant application **to Stockpile**:

   1. Click on the **Release to Stockpile** radio button.

   2. Click on the ***Save and Continue*** button.

   ♦ To **Disapprove** a subgrant application:

   1. Click on the **Disapprove** radio button. Note: Applications that are not approved will be moved to the stockpile.

   2. Enter your reasons for denying the application in the **Comments** text box.

   3. Click on the ***Save and Continue*** button.

5. When you click on the ***Save and Continue*** button after approving, requesting revisions, releasing to stockpile, or denying the subgrant application, the Review Subgrant Application Results screen is displayed, which creates an email message to the subgrant applicant informing him or her of your approval, disapproval, or revision request.

6. Enter in the **CCs** field the email addresses of anyone in addition to the subgrant applicant that you want to receive notification of the review status.

7. Enter in the **Body** field any additional text you want to send with this message.

8. Click on the Send Email button to send the email message.

9. Click on the Return to Review Applications button to return to the Review Subgrants Applications screen.

10. Select another subgrant application to review or click on the Return to Home Page menu option at the left of the screen. The Grant Applicant Home Page is displayed.

If you have reviewed a subgrant application and requested revisions to the subgrant application, be sure to check in the subgrant application so that the subgrant applicant user can access the application to make requested revisions.

Creating Applications in ***e-Grants***

Grant Applications in ***e-Grants***

One of the primary purposes of ***e-Grants*** is to assist you in preparing grant applications. Through ***e-Grants***, you can electronically prepare and submit:

- Grant applications, depending on your roles, including:
  - Flood Mitigation Assistance (FMA) Project, Planning, and Technical Assistance grant applications
  - Non-competitive Pre-Disaster Mitigation (PDM) grant applications
- Subgrant applications, when you are:
  - Acting as a subgrant applicant to submit an activity on behalf of the grant applicant
  - Entering a paper subgrant application that was submitted to you on behalf of a subgrant applicant

You can find specific instructions for preparing subgrant applications in the *Mitigation **e-Grants** Subgrant Applicant Quick Reference Guide*.

The information you need to complete a grant application in ***e-Grants*** is essentially the same information that is provided on paper. When creating an application, ***e-Grants*** requests information that is needed or required, according to the type of application you select. In addition, ***e-Grants*** ensures that you have provided all of the data elements required to process the application and, where appropriate, validates the format of the data.

Sections of the Application

As with the paper application, you must complete different sections of the grant application depending on the type of grant application you are creating. ***e-Grants*** automatically presents you with the sections you must complete, according to the type of application you specify at the beginning of the process.

Table 1: Applicable Sections of the Grant Application

Section	FMA			PDM
	Project	Planning	Technical Assistance	Non-Competitive
Applicant Information	✔	✔	✔	✔
Contact Information	✔	✔	✔	✔
Subgrant Applications	✔	✔	✔	✔
Project Schedule	✔			
Plan Schedule		✔		
Activity Schedule			✔	
Schedule				✔
Budget	✔	✔	✔	✔
Properties	✔			
Comments and Attachments	✔	✔	✔	✔
Assurances and Certifications	✔	✔	✔	✔

How to Create a New Grant Application

e-Grants collects the same information as is required for the paper application.

Although ***e-Grants*** steps you through creating a grant application, you may find it helpful, for reference, to look at a copy of a paper grant application that was successful the first few times you create a new grant application. This is not necessary, but some users find it helpful.

To create a new grant application:

1. From the Grant Applicant Home Page, click on **Create New Grant Application**. The Create New Grant Application screen is displayed.

2. Enter an application title and select the application type from the drop-down list. Click on the ***Save and Continue*** button. The Start New Grant Application screen is displayed.

3. Click on the ***Start New Application*** button. The Application Status screen is displayed.

4. Using the sidebar menu, click on **Applicant Information**. The Applicant Information screen is displayed.

You can access each section of the grant application either by clicking on the section's Incomplete links in the Status window or by clicking on the specific section on the sidebar menu.

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

5. Enter the data elements requested. If you have any questions about the data you are entering or if you need help finding information, please contact your FMA or PDM coordinator.

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

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

Be sure to either ***Save*** or ***Save and Continue*** before you move from one section to another to ensure that the data you entered are saved in ***e-Grants***.

7. 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.

   Note: The process for selecting subgrant applications and attaching them to the grant application has not been outlined.

Attaching Documents, Maps, and Studies to Your Application

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

You can attach a document to a grant application while you are completing a particular section or in the **Comments and Attachments** section of the application. The process for attaching a document while in any section of the application is very similar. The process for attaching a document in the **Comments and Attachments** section is described in this guide.

To attach documents, maps, and studies to your application:

1. From anywhere in the application, click on **Comments and Attachments** on the sidebar menu. The Add Comments and Attachments screen is displayed.

2. Select the section to which you want to attach the document.

3. Click on the ***Add Attachment*** button. The Attach Document screen is displayed.

4. Select the type of attachment **Option**—Regular mail or Electronic File.

5. If you selected Electronic File, complete the fields describing the file format. Enter the name of the file to be attached (uploaded) to the application.

6. Click on the ***Save and Continue*** button.

Updating/Completing an Unsubmitted Application

Many times you will not have all of the information necessary to complete an application when you first begin creating the application. ***e-Grants*** allows you to create the application, enter the information you have, save the application, and then return at a later time to update and complete the application.

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

To update or complete an unsubmitted application:

1. Access the Grant Applicant Home Page.
2. Click on **Work on Un-submitted Grant Applications**. The Grant Status: Un-submitted Grant Applications screen is displayed, showing a list of your unsubmitted applications.
3. Click on the **Update Application** link in the Action column for the grant 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 **Complete** or **Incomplete**.
4. Using the sidebar menu, click on the section of the application you want to update or complete. That section of the application is displayed.

If the section you want to update has already been marked as completed, you may still make changes, if needed. Click on the **Complete** link. The section is displayed, allowing you to revise the information you previously entered.

5. Click on the field(s) into which you want to enter data and enter the data. When you have finished entering data for this section, click on the ***Save and***

Continue button to save your new data. The next section required for the grant application is displayed.

Be sure to either ***Save*** or ***Save and Continue*** before you move from one section to another to ensure that the data you entered are saved in ***e-Grants***.

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

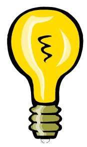
6. Continue accessing the sections you need to complete until you have accessed and entered data for each section you wanted to update or complete.

7. When you have finished, click on the **Return to Home Page** link at the bottom of the sidebar menu. The Grant Applicant Home Page is displayed.

If you have completed all of the sections of the application, your application is ready to be reviewed and submitted.

Copying an Existing Grant Application

Once you have created a grant application, if you have other grant applications to create that are similar you may use the copy function in ***e-Grants*** to copy all or parts of the same grant application type into a new grant application. You should then access the fields that are different, change their values, and save the new grant application.



Using the **Copy** feature in ***e-Grants*** can save a lot of time if much of the information to be provided is the same as the information in the existing application. Examples are activities in the same community or two applications with the same project type.

To create a new grant application by copying an existing grant application:

1. From the Grant Applicant Home Page, click on **Create New Grant Application**. The Create New Grant Application screen is displayed.
2. Enter an application title **a**nd select the application type. Click on the ***Save and Continue*** button. The Start New Grant Application screen is displayed, showing the list of grant applications you have already created.
3. Click on the radio button next to the name of the grant application you want to copy to select it.
4. Click on the ***Copy Existing Application*** button. The Copy Application Sections screen is displayed.
5. Select the checkbox for **Entire Application** or click on the checkboxes for the each individual section you want to copy. Click on the ***Save and Continue*** button. The Application Status screen is displayed.
6. Using the sidebar menu, click on each section of the application to review its contents and change the data as needed. As you finish each section, click on the ***Save and Continue*** button to save your new data. The next section required for the grant application is displayed.

Be sure to access each section of the new application and review the data elements to ensure that the copied data are applicable to this new application you are creating.

7. When you have reviewed each section and changed all of the data that needed to be changed, your new grant application is ready to be reviewed and submitted.

Access to Unsubmitted Grant Applications

e-Grants allows you to authorize other ***e-Grants*** users to access your grant applications for review and comment.

To authorize access to a grant application:

1. Access the Grant Applicant Home Page.
2. Click on **Work on Un-submitted Grant Applications**. The Grant Status: Un-submitted Applications screen is displayed, showing a list of your unsubmitted applications.
3. Click on the **View Details** link in the Authorize/Revoke Access column for the appropriate grant application. The Authorize/Revoke Access screen is displayed, showing the list of users who currently have access to this grant application.
4. Click on the ***Authorize Access*** button. The Find Registered Users screen is displayed. Enter search criteria to locate the user for whom you want to authorize access. Click on the ***Search*** button. The Search Results screen is displayed, showing all of the users who meet the criteria you specified.
5. Click on the radio button next to the user for whom you want to authorize access. Click on the ***Authorize Access*** button. The Update Access screen is displayed.
6. Click on the appropriate checkboxes to specify the access permissions you want to authorize.

7. Enter a period of time for which you want this authorization to last.

8. Select the appropriate unit of time from the drop-down menu.

9. In the **Justifications** text box, enter any information you want to retain concerning this authorization.

10. When you have finished, click on the ***Save and Continue*** button. The Authorize/Revoke Access screen is displayed, showing the user added to the list of users who have access to this selected grant application.

11. Click on the ***Authorize Access*** button to authorize access to other users, or click on the ***Return to Homepage*** button to return to the Grant Applicant Home Page.

To change or update a user's access permissions:

1. Access the Grant Applicant Home Page.

2. Click on **Work on Un-submitted Grant Applications**. The Grant Status: Un-submitted Applications screen is displayed, showing a list of your unsubmitted applications.

3. Click on the **View Details** link in the Authorize/Revoke Access column for the appropriate grant application. The Authorize/Revoke Access screen is displayed, showing the list of users who currently have access to this grant application.

4. Click on **Update** in the Action column for the user whose permissions you want to change. The Update Access screen is displayed, showing the current setting of the access permissions.

5. Click on the appropriate checkboxes to change the access permissions you want to authorize.

6. Enter a period of time for which you want this authorization to last.

7. Select the appropriate unit of time from the drop-down menu.

8. In the **Justifications** text box, enter any information you want to retain concerning this authorization.

9. When you have finished, click on the ***Save and Continue*** button. The Authorize/Revoke Access screen is displayed, showing the user added to the list of users who have access to this selected grant application.

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

To revoke a user's access permissions:

1. Access the Grant Applicant Home Page.

2. Click on **Work on Un-submitted Grant Applications**. The Grant Status: Un-submitted Applications screen is displayed, showing a list of your unsubmitted applications.

3. Click on the **View Details** link in the Authorize/Revoke Access column for the appropriate grant application. The Authorize/Revoke Access screen is displayed, showing the list of users who currently have access to this grant application.

4. Click on **Deny/Revoke** in the Action column for the user whose permissions you want to change. The Deny/Revoke Access screen is displayed, showing the current setting of the access permissions.

5. Click on the ***Yes*** button to confirm that you want to revoke this user's access to this grant application. The Authorize/Revoke Access screen is displayed, showing that the user has been removed from the list of users who have access to this selected grant application.

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

Reviewing and Submitting Your Grant Application

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

To review and submit your application:

1. Access the grant application you are ready to submit.
2. Click on **Review and Submit Application** on the sidebar menu. The Review and Submit Application screen is displayed. The status of sections that are missing information and need to be completed before submission is shown as "Incomplete."
3. Click on **Incomplete** to access that section of the application that needs completion. Click on the designated field(s) and enter the missing information. Click on the ***Save and Continue*** button.

Be sure to either ***Save*** or ***Save and Continue*** before you move from one section to another to ensure that the data you entered are saved in ***e-Grants***.

4. When all of the sections have been completed, click on **Review and Submit Application** on the sidebar menu. The application status is displayed, showing the current status of each section in the application. *Note: The status of all sections must be Complete.*
5. Scroll down to the bottom of the screen.
6. Enter your p**assword** and then click on the validation checkbox.
7. Click on the ***Submit Application*** button. A confirmation message is displayed, showing the control number for this application. Your grant application is electronically submitted to FEMA for processing.
8. Click on the ***Return to Homepage*** button. The Grant Applicant Home Page is displayed.

Working with Submitted Grant Applications

Viewing the Status of a Submitted Application

Once you have submitted a grant application to FEMA, you may monitor its status in ***e-Grants*** as it is reviewed and either approved or disapproved.

To view the status of a submitted grant application:

1. Access the Grant Applicant Home Page.
2. Click on **Work on Submitted Grant Applications**. The Grant Status: Submitted Applications screen is displayed, showing a list of your submitted applications. The current status of each grant application is shown in the Review Status column.

Revising/Amending a Submitted Application

Occasionally, FEMA will request that changes be made to a grant application to increase its chance of award. ***e-Grants*** allows you to easily make revisions to a submitted grant application or request a subgrant applicant to make the revision and re-submit the application to FEMA for reconsideration. You will be notified of a request for revisions through an email message from the FEMA reviewer.

To revise a submitted grant application:

1. Access the Grant Applicant Home Page.
2. Click on **Work on Submitted Grant Applications**. The Grant Status: Submitted Grant Applications screen is displayed, showing a list of your pending tasks.
3. Click on **Review Revision Requests** in the Action column. A list of the submitted grant applications with revision requests is displayed.
4. Click on **Review Revision Request** in the Action column for the selected grant application. The Overview screen is displayed, listing the subgrant applications included in the selected grant application that requires revision.

5. Click on **Update** in Action column for the subgrant application you would like to review. The Review and Resubmit Application screen is displayed.

6. Click on **Review Section** in the Action column to review a subgrant application section and comments from FEMA.

7. To update the application section, click on the **Update Application Section** radio button and then click on ***Save and Continue***. Make necessary updates/revisions in the Update screen and then click on ***Save and Continue***.

8. To release the application section to a subgrant applicant for revision, click on the **Release Application Section (Request Change)** radio button. Enter a deadline for the subgrant applicant to complete the revision. Enter your comments for the subgrant applicant in the **Comments** box and then click on the ***Save and Continue***. The Release Application Section screen is displayed.

9. Enter the text for the body of an email message to the subgrant applicant. When you are finished, click on the ***Release Application Section*** button to send the revision request to the subgrant applicant.

10. Click on the ***Return to Review and Submit*** button to continue reviewing revision requests for other subgrant application sections.

11. Click on **Review Section** in the Action column to review another subgrant application section and comments from FEMA until all sections are complete.

12. Check the box in the Select column for the completed subgrant application sections and then click on the ***Submit Application*** button to send your revisions to FEMA.

13. Click on the ***Return to Revision Requests*** button to review revision requests for other applications until all revisions are complete.